

September 23, 2022

**TO THE MAYOR AND MEMBERS OF COUNCIL:**

A special meeting of Council will be held on **Monday, September 26, 2022, at 3:00 o'clock p.m., in Room 139, 350 City Hall Square.** Council will at the special meeting adopt a resolution to authorize Council to meet in closed session, and the resolution shall contain the general nature of the matters to be considered in the closed session. The resolution must be adopted by a majority of Council present during the open special meeting before the meeting may be closed.

A meeting of the **Striking Committee** will be held on **Monday, September 26, 2022, following the special closed meeting of Council, in Room 139, 350 City Hall Square.**

The regular meeting of Council will be held on **Monday, September 26, 2022 at 4:00 o'clock p.m., in the Council Chambers, 350 City Hall Square.**

BY ORDER OF THE MAYOR.

Yours very truly,



Steve Vlachodimos

City Clerk

/bm

c.c. Chief Administrative Officer

Consolidated City Council Meeting Agenda

**Date:** Monday, September 26, 2022

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

**Location:** Council Chambers, 1<sup>st</sup> 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 Rino Bortolin

Ward 4 – Councillor Chris Holt

Ward 5 – Councillor Ed Sleiman

Ward 6 – Councillor Jo-Anne Gignac

Ward 7 – Councillor Jeewen Gill

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**

1.1.        In the event of the absence of the Mayor, Councillor Gignac has been appointed Acting Mayor for the month of September, 2022 in accordance with By-law 176-2018.

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

**INDIGENOUS LAND ACKNOWLEDGEMENT STATEMENT**

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 Potawatomie. 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.        Minutes of the September 6, 2022 Regular City Council meeting.  
**(SCM 270/2022) (attached)**

5.            **NOTICE OF PROCLAMATIONS**

**Proclamations**

“British Home Children’s Day” – Wednesday, September 28, 2022

“United Nations International Day for Elder Persons and Canada Seniors Day” – Saturday, October 1, 2022

“Fire Prevention Week” – Sunday, October 9 to Saturday, October 15, 2022

**Flag Raising Ceremony**

“Franco Ontarian Day” – September 22 to September 30, 2022

“United Nations International Day for Elder Persons and Canada Seniors Day” – September 29, 2022 to October 2, 2022

**Illumination**

“Franco Ontarian Day” – September 24 to September 25, 2022

“British Home Children’s Day” – September 28, 2022

“National Day for Truth and Reconciliation” – September 26 to October 2, 2022

6. **COMMITTEE OF THE WHOLE**

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

7.1. Correspondence 7.1.1. through 7.1.5. **(CMC 14/2022) (attached)**

7.2. Rostered Consultants Used by Public Works, Parks and Facilities – January 1 2022 to June 30 2022 - City Wide **(CM 9/2022)**

8. **CONSENT AGENDA**

8.1. Confirm and Ratify Report -regarding Expenditure to commemorate the passing of Queen Elizabeth II - City Wide **(C 165/2022)**

**Clerk's Note:** David Hanna, Ward 3 resident submitting an email dated September 23, 2022 as a written submission **(attached)**

8.2. Flag Raising, Building Illumination and Proclamations Policy Update - City Wide **(C 164/2022)**

8.3. 2022 Inaugural Meeting of Council (City Wide) **(C 163/2022)**

8.4. RFP 110-22 Office Supplies "City Wide" **(C 158/2022)**

**CONSENT COMMITTEE REPORTS**

8.5. Rezoning - Bassim Al Hamidawy - 953 & 955 Tecumseh Road West - Z-025/22 ZNG/6795 - Ward 10 **(SCM 255/2022) & (S 96/2022)**

8.6. Zoning By-Law Amendment – Matt Zhao - 521,523, & 525 Sandison Street - Z 009/22 [ZNG-6673] - Ward 9 **(SCM 256/2022) (S 104/2022)**

**Clerk's Note:** Administration providing an Additional Information memo dated September 21, 2022 **(attached) (AI 13/2022)**

8.9. Closure of the north/south alley between Totten St and Quebec Street, east of California Ave and west of Askin Ave; together with the Declaration of the north/south 0.3 metre reserve making up the east limit of the said alley as Surplus – Ward 10 **(SCM 259/2022) & (S 94/2022)**

8.10. Closure of the north/south alley between 1983 Ellrose Avenue and 4440 Tecumseh Road East; east/west alley between Francois Road and said north/south alley; and east/west alley between said north/south alley and Ellrose Avenue – Ward 5 **(SCM 260/2022) & (S 95/2022)**

**Clerk's Note:** Danielle Stiller, area resident submitting an email dated September 20, 2022 **(attached)**

- 8.11. Closure of the east/west alley between Ford Boulevard and 5355 Wyandotte Street East, north of 830 Ford Boulevard and south of 5335 Wyandotte Street East, Ward 6 **(SCM 261/2022) & (S 98/2022)**
- 8.12. Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by NuFusion & Associates on behalf of 2830065 Ontario Ltd. For 1460 Lauzon Road (Ward 6) **(SCM 262/2022) & (S 102/2022)**
- 8.13. Minutes of the Property Standards Committee of its meeting held June 14, 2022 **(SCM 263/2022) & (SCM 208/2022)**
- 8.14. Minutes of the meeting of the International Relations Committee held June 23, 2022 **(SCM 264/2022) & (SCM 245/2022)**

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

10. **PRESENTATIONS AND DELEGATIONS**

**PRESENTATION** (15-minute maximum)

- 10.1 Power Advisory Energy Report - Options for the City of Windsor - City Wide **(C 161/2022)**

**Clerk's Note:** Administration providing a corrected version of Appendix A which includes titles. **(attached)**

- a) Travis Lusney, Director, Power Systems, Power Advisory LLC (in person) and Sarah Simmons, Director, Utilities and Innovation, Power Advisory LLC (via Zoom)
- b) Wilhelm Danek, Sr. Business Development Manager, Capital Power Corporation and Kelly Lail, Vice President, Capital Power Corporation (via Zoom)
- c) Matthew Bitzer, Plant Manager, Capital Power Corporation (in person), available for questions
- d) Shelley Babin, President and CEO, Atura Power (PowerPoint) (via Zoom)
- e) Geoff Saunders, Plant Manager, Brighton Beach Generating Station (PowerPoint) (in person)
- f) Kris Taylor, VP Business Development, ENWIN, available for questions (via Zoom)
- g) James Brown, VP Hydro Operations, ENWIN, available for questions (via Zoom)
- h) Stephen MacKenzie, President & CEO, Invest WindsorEssex, available for questions (via Zoom)

## **DELEGATIONS (5-minute maximum)**

- 8.7. Zoning By-law Amendment - 1069 Shepherd Street East Z-012-22 [ZNG-6732] **(SCM 257/2022) & (S 99/2022)**  
a) Garrett MacGillivray, applicant (available for questions) (via Zoom)
- 8.8. Closure of the north/south alley between Guy Street and the east/west alley between Bernard Road and Francois Road - Ward 5 **(SCM 258/2022) & (S 90/2022)**  
a) Aaron Kovosi-LeBel, area resident, (in person) and submitting a letter dated September 13, 2022 **(attached)**
- 11.4. Hybrid Work Program **(C 166/2022) (attached)**  
**Clerks' Note:** P& C memo provided for Mayor and Members of Council only  
a) David Petten, President, CUPE Local 543 (via Zoom)
11. **REGULAR BUSINESS ITEMS (Non-Consent Items)**
- 11.1. Purchasing Bylaw – Periodic Review and Amendment – City Wide **(C 159/2022)**
- 11.2. Roxborough Boulevard Development – 1500 Northway Avenue Servicing Projects - Cost Sharing – Ward 10 **(C 157/2022)**
- 11.3. Proposed expropriation of lands for the Riverside Drive Vista Project Phase 2A, Plan C, Legal File EXP 11487-Ward 6 **(C 153/2022) (attached)**
12. **CONSIDERATION OF COMMITTEE REPORTS**
- 12.1. (i) Report of the Special In-Camera meeting or other Committee as may be held prior to Council (if scheduled)
- 12.2. Report of the Special In-Camera meeting held September 6, 2022 **(SCM 268/2022) (attached)**
- 12.3. Report of the Striking Committee of its meeting held September 6, 2022 **(SCM 269/2022) (attached)**
13. **BY-LAWS (First and Second Reading) (attached)**
- 13.1. **By-law 134-2022** A BY-LAW TO FURTHER AMEND BY-LAW 188-2000, BEING A BY-LAW TO APPOINT PROVINCIAL OFFENCES OFFICERS FOR THE CORPORATION OF THE CITY OF WINDSOR, authorized by Section 27.1(l) of Council Procedure By-law 98-2011, adopted June 7, 2011

- 13.2. **By-law 135-2022** A BY-LAW TO AMEND BY-LAW 12028 ADOPTED NOVEMBER 21, 1994, BEING A BY-LAW TO CLOSE AND STOP UP AND CONVEY PART OF ROBIN STREET FROM ASKIN WESTERLY, authorized by CAO 192/2022, approved August 23, 2022
- 13.3. **By-law 136-2022** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR 317/2022, adopted July 25, 2022
- 13.4. **By-law 137-2022** A BY-LAW TO ASSUME JABER COURT BEING STREETS SHOWN ON PLAN OF SUBDIVISION 12M-499 KNOWN AS JABER COURT, IN THE CITY OF WINDSOR, authorized by M98-2012, adopted February 21, 2012
- 13.5. **By-law 138-2022** A BY-LAW TO ASSUME COSENZA STREET BEING STREETS SHOWN ON PLAN OF SUBDIVISION 12M-636 KNOWN AS COSENZA STREET, IN THE CITY OF WINDSOR, authorized by M98-2012, adopted February 21, 2012
- 13.6. **By-law 139-2022** A BYLAW TO AMEND BY-LAW 93-2012 (the "Purchasing Bylaw"), (See Item 11.1)
- 13.7. **By-law 140-2022** A BY-LAW TO PROVIDE THAT PART-LOT CONTROL SHALL NOT APPLY TO CERTAIN LAND THAT IS WITHIN PLAN 948, Plan 1275, Plan 1335 and Plan 1014 IN THE CITY OF WINDSOR, authorized by Bylaw-139-2013, adopted August 26, 2013
- 13.8. **By-law 141-2022** A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 26<sup>th</sup> DAY OF SEPTEMBER, 2022

14. **MOVE BACK INTO FORMAL SESSION**

15. **NOTICE OF MOTION**

Moved by Councillor Holt, seconded by Councillor \_\_\_\_\_

WHEREAS the Government of Ontario, through the Minister of Municipal Affairs and Housing, has introduced Bill 3 which is described as "An Act to amend various statutes with respect to special powers and duties of heads of council";

AND WHEREAS this Bill, if enacted, will initially apply to the City of Toronto and City of Ottawa, but will later be expanded to include other municipalities according to a statement made by the Premier at the 2022 AMO annual conference;

AND WHEREAS this Bill, if enacted, will give Mayors additional authority and powers, and correspondingly take away authority and powers from Councils and professional staff, and will include giving the Mayor the authority to propose and adopt the Municipal budget and to veto some decisions of Council;

AND WHEREAS this Bill, if enacted, will give authority over professional staff to the Mayor, including that of the Chief Administrative Officer;

AND WHEREAS these changes will result in a reduction of independence for professional staff including the CAO, who currently provide objective information to the Council and public and will now take direction from the Mayor alone when the Mayor so directs;

AND WHEREAS these are surprising and unnecessary changes to the historical balance of power between a Mayor and Council, and which historically gave the final say in all matters to the will of the majority of the elected Council.

THEREFORE, this Council of the City of Windsor, passes this resolution to petition the Government of Ontario that:

1. These changes to the Municipal Act, 2001, are unnecessary and will negatively affect the City of Windsor;
2. The Ontario Government should enact legislation clarifying the role of Mayor, Council and Chief Administrative Officer, similar to those recommended by the Ontario Municipal Administrators Association and those recommended by Justice Marrocco in the Collingwood judicial inquiry of 2020; and,
3. If the stated goal of this legislation is to construct more housing in Ontario that this can be accomplished through other means including amendment of the *Planning Act* and funding of more affordable housing;

And further, that Council direct the Clerk to ensure that a copy of this resolution be provided to the Premier of Ontario, the Minister of Municipal Affairs and Housing, the "Standing Committee on Heritage, Infrastructure and Cultural Policy", Windsor and Essex County's MPPs, the Association of Municipalities of Ontario, and other Municipalities in Ontario.

Clerk's File: MMA/14375

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

By-laws 134-2022 to 141-2022 (inclusive)

17. **PETITIONS**



18. **QUESTION PERIOD**

19. **STATEMENTS BY MEMBERS**

20. **UPCOMING MEETINGS**

ENWIN Utilities Ltd. Board  
Wednesday, September 28, 2022  
9:00 a.m.

Windsor Utilities Commission Board  
Wednesday, September 28, 2022  
11:00 a.m.

ENWIN Energy Ltd. Board /Windsor Canada Utilities Ltd. Board  
Wednesday, September 28, 2022  
1:00 p.m.

Community Services Standing Committee (CANCELLED)  
Wednesday, October 5, 2022

21. **ADJOURNMENT**

## Item 4.1



### **Committee Matters: SCM 270/2022**

**Subject: Adoption of the Windsor City Council meeting minutes held September 6, 2022**

**City Council Meeting**

**Date: Tuesday, September 06, 2022**

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

**Members Present:**

**Mayor**

Mayor Dilkens

**Councillors**

Ward 1 - Councillor Francis

Ward 2 - Councillor Costante

Ward 3 - Councillor Bortolin

Ward 4 - Councillor Holt

Ward 5 - Councillor Sleiman

Ward 6 - Councillor Gignac

Ward 7 - Councillor Gill

Ward 8 - Councillor Kaschak

Ward 9 - Councillor McKenzie

Ward 10 - Councillor Morrison

**Clerk's Note:** Several members of Administration and members of the public participated via video conference (Zoom), in accordance with Procedure By-law 98-2011 as amended, which allows for electronic participation.

# Minutes

## City Council

Tuesday, September 06, 2022

Page 2 of 33

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### 1. ORDER OF BUSINESS

### 2. CALL TO ORDER

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

### 3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None disclosed.

### 4. ADOPTION OF THE MINUTES

#### 4.1. Adoption of the Windsor City Council meeting minutes held August 8, 2022

Moved by: Councillor Holt

Seconded by: Councillor Kaschak

That the minutes of the meeting of Council held August 8, 2022 **BE ADOPTED** as presented.  
Carried.

Report Number: SCM 254/2022

#### 4.2. Adoption of the Special Meeting of Council minutes held August 15, 2022

Moved by: Councillor Holt

Seconded by: Councillor Kaschak

That the minutes of the Special Meeting of Council held August 15, 2022 **BE ADOPTED** as presented.  
Carried.

Report Number: SCM 250/2022

### 5. NOTICE OF PROCLAMATIONS

#### Proclamations

“Childhood Cancer Awareness Month” – September 2022

“Fetal Alcohol Spectrum Disorder Awareness Month” – September 2022

# Minutes

## City Council

Tuesday, September 06, 2022

Page 3 of 33

“Suicide Awareness Month” – September 2022

“National Coaches Week” – Week of September 17, 2022

“Rail Safety Week” – Week of September 19, 2022

### Flag Raising Ceremony

“Childhood Cancer Awareness Month” – September 1, 2022

### Illumination

“Childhood Cancer Awareness Month” – September 1, 2022

“Prostate Cancer Awareness Month” – September 7, 2022

“Fetal Alcohol Spectrum Disorder Awareness Month” – September 9, 2022

“World Suicide Awareness Day” – September 10, 2022

“Mexican Independence Day” – September 15, 2022

## 6. COMMITTEE OF THE WHOLE

Moved by: Councillor McKenzie

Seconded by: Councillor Morrison

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

(a) communication items;

(b) consent agenda;

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

(d) hearing presentations and delegations;

(e) consideration of business items;

(f) consideration of Committee reports:

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

(h) consideration of by-laws 124-2022 through 133-2022 (inclusive).

Carried.

## 7. COMMUNICATIONS INFORMATION PACKAGE

### 7.1. Correspondence for September 6, 2022

Moved by: Councillor Sleiman

Seconded by: Councillor Bortolin

Decision Number: CR365/2022

That the following Communication Items 7.1.2 through 7.1.12 (inclusive) as set forth in the Council Agenda **BE REFERRED** as noted; and that Item 7.1.1 be dealt with as follows:

# Minutes

## City Council

Tuesday, September 06, 2022

Page 4 of 33

### 7.1.1. Letter in response to correspondence regarding Member of Parliament Brian Masse's proposal to acquire and adapt a property located at Lauzon Road and Riverside Drive, on the Detroit River, in order to address a number of environmental issues, including climate change and shoreline erosion.

Moved by: Councillor Gignac

Seconded by: Councillor McKenzie

Decision Number: CR366/2022

That the correspondence from the Minister of Environment and Climate Change dated August 9, 2022 responding to correspondence regarding Member of Parliament Brian Masse's proposal to acquire and adapt a property located at Lauzon Road and Riverside Drive, on the Detroit River, in order to address a number of environmental issues, including climate change and shoreline erosion, **BE RECEIVED** for information; and,

That Administration **REPORT BACK** to Council on how the property located at Lauzon Road and Riverside Drive, on the Detroit River, can be acquired and adapted into parkland; and further,

That Administration **BE DIRECTED** to forward a copy of the City Clerk's original letter dated December 15, 2021 pertaining to this matter to the Ontario Minister of the Environment, Conservation and Parks as well as local Members of Provincial Parliaments (MPPs) for their consideration.

Carried.

Clerk's File: GF2022

No.	Sender	Subject
7.1.1.	Minister of Environment and Climate Change	Letter in response to correspondence regarding Member of Parliament Brian Masse's proposal to acquire and adapt a property located at Lauzon Road and Riverside Drive, on the Detroit River, in order to address a number of environmental issues, including climate change and shoreline erosion.  Commissioner, Community Services Commissioner, Infrastructure Services Supervisor of Environmental Sustainability & Climate Change GF2022 Note & File

# Minutes

## City Council

Tuesday, September 06, 2022

Page 5 of 33

No.	Sender	Subject
7.1.2.	Town of Tecumseh	<p>Notice of the Passing of a Zoning By-law Amendment 2022-057 on the 26th day of July 2022 under Section 34 of the <i>Planning Act, R.S.O. 1990.</i></p> <p style="text-align: right;">City Planner Commissioner, Legal &amp; Legislative Services Deputy City Solicitor, Legal and Real Estate Development Applications Clerk Chief Building Official Z2022 Note &amp; File</p>
7.1.3.	<p>Manager of Environmental Quality</p> <p>AND</p> <p>RWDI Air Inc. (RWDI)</p>	<p>Notice of intention to apply non-potable groundwater site condition standards record of site condition (0, 3463, 3447, 3455, 2087 Banwell Road; 0, 11055 E C Row Avenue West; 9455 Anchor Drive; 9650 Twin Oaks Drive). The City of Windsor has no objection to the application.</p> <p style="text-align: right;">Commissioner, Infrastructure Services EI/11165 Note &amp; File</p>
7.1.4.	<p>Manager of Environmental Quality</p> <p>AND</p> <p>Soil &amp; Materials Engineering Inc.</p> <p>AND</p> <p>C.T. Soil &amp; Materials Engineering Inc.</p>	<p>Notice of intention to apply non-potable groundwater site condition standards record of site condition (6475 Wyandotte Street East). The City of Windsor has no objection to the application.</p> <p style="text-align: right;">Commissioner, Infrastructure Services EI/11165 Note &amp; File</p>
7.1.5.	<p>Manager of Environmental Quality</p> <p>AND</p> <p>Premier Environmental Services</p>	<p>Notice of intention to apply non-potable groundwater site condition standards record of site condition (3009-3205 Howard Avenue). The City of Windsor has no objection to the application.</p> <p style="text-align: right;">Commissioner, Infrastructure Services EI/11165 Note &amp; File</p>

# Minutes

## City Council

Tuesday, September 06, 2022

Page 6 of 33

No.	Sender	Subject
7.1.6.	City Planner/ Executive Director	Application for Zoning Amendment and Official Plan Amendment, University Residential Land Corp, 0 Huron Church Road, Application to amend Zoning By-law 8600 to permit a multiple residential development.  Z/10891 Note & File
7.1.7.	City Planner/ Executive Director	Application for Zoning Amendment, 2775385 Ontario Inc., 953 & 955 Tecumseh Road West, Application to amend Zoning By-law 8600 to add a Motor Vehicle Dealership as a permitted use.  Z/14279 Note & File
7.1.8.	City Planner/ Executive Director	Application for Zoning Amendment, 2737512 Ontario Inc., 5335 Wyandotte Street East, Application to amend Zoning By-law 8600 to allow a site specific amendment to permit the creation of a dwelling unit in an existing 3-storey, 23 apartment building.  Z/14426 Note & File
7.1.9.	City Planner/ Executive Director	Application for Zoning Amendment, Official Plan Amendment, and Subdivision/Condominium Application, 1027458 Ontario Inc., NE Corner Florence Avenue & Beverly Glen Street, Application to amend Zoning By-law 8600 to allow a site specific residential request to permit the proposed townhome dwellings as part of the Phase 3 development.  Z/14458 Note & File
7.1.10.	City Planner/ Executive Director	Application for Zoning Amendment, Jian Lu, 3831-3829 Seminole Street. Application to amend Zoning By-law 8600 to construct a 3-storey, 12 unit (rental) multiple dwelling with onsite parking.  Z/14457 Note & File



# Minutes

## City Council

Tuesday, September 06, 2022

Page 7 of 33

No.	Sender	Subject
7.1.11.	Committee of Adjustment	Applications to be heard by the Committee of Adjustment/Consent Authority, Thursday, September 15, 2022 at, 3:30 p.m., through Electronic Meeting Participation  Z2022 Note & File
7.1.12.	Minister of Intergovernmental Affairs, Infrastructure and Communities	Letter regarding the approval in principle of the Lou Romano Water Reclamation Plant Retention Treatment Basin Project following the successful review of the project under the terms and conditions of the Disaster Mitigation and Adaptation Fund  Manager of Lou Romano Water Reclamation Plant Commissioner, Infrastructure Services SW/13822 Note & File

Carried.

Report Number: CMC 13/2022

### 7.2. Summary of Ministry of Labour (MOL) and Labour Canada visits from January 2022 to June 2022 - City Wide

Moved by: Councillor Sleiman  
Seconded by: Councillor Bortolin

Decision Number: CR367/2022

That City Council **RECEIVE FOR INFORMATION** this report from the Executive Director of Human Resources with respect to Field Reports issued by the Ministry of Labour (hereafter known as the MOL) and Labour Canada to the Corporation of the City of Windsor (Corporation) from the timeframe of January 1<sup>st</sup>, 2022 to June 30<sup>th</sup>, 2022.

Carried.

Report Number: CM 10/2022

Clerk's File: GP2022

### 7.3. PC Maintenance/Support Transfer for 2021 Related Expenses - City Wide

Moved by: Councillor Sleiman  
Seconded by: Councillor Bortolin

Decision Number: CR368/2022

That City Council **RECEIVE** for information that \$820,694 was transferred from the PC Maintenance/Support Reserve Fund 177 to the operating account Dept Id. 0125413 (Product 5006) for eligible 2021 expenses related to supporting the corporate computer systems in compliance

# Minutes

## City Council

Tuesday, September 06, 2022

Page 8 of 33

with the PC Maintenance and Support Reserve Fund plan adopted by City Council in 2005 (CR783/2005) and in compliance with the method of reporting as adopted by City Council in 2007 (CR52/2007).

Carried.

Report Number: C 145/2022

Clerk's File: AE2022

### 7.4. Pay As You Go Transfer (PAYG) For Eligible 2021 Computer Equipment Related Expenses - City Wide

Moved by: Councillor Sleiman

Seconded by: Councillor Bortolin

Decision Number: CR369/2022

That City Council **RECEIVE** for information this report confirming that \$1,016,563 was transferred from the Pay As You Go (PAYG) Leasing Reserve Fund 170 to the operating account Dept. ID 0125413 in 2021 for eligible 2021 computer, server and network related expenses in compliance with the Pay as You Go Plan adopted by City Council in 2002 (B42-2002 and B43-2002), and consistent with the ongoing reporting requirements adapted by City Council.

Carried.

Report Number: C 146/2022

Clerk's File: AE2022

### 7.5. Employment Services Transformation Updates - City Wide

Moved by: Councillor Sleiman

Seconded by: Councillor Bortolin

Decision Number: CR370/2022

That the report of the Executive Director of Employment & Social Services dated August 16, 2022 entitled "Employment Services Transformation Update" **BE RECEIVED** for information.

Carried.

Report Number: S 100/2022

Clerk's File: SS2022

### 7.6. Update of Round 2 of the Arts, Culture and Heritage Fund 2022 - City Wide

Moved by: Councillor Sleiman

Seconded by: Councillor Bortolin

Decision Number: CR371/2022

That the report of the Cultural Development Coordinator and the Manager of Culture & Events dated August 19, 2022 entitled "Update of Round 2 of the Arts, Culture and Heritage Fund 2022" **BE RECEIVED** for information.

Carried.

# Minutes

## City Council

Tuesday, September 06, 2022

Page 9 of 33

Report Number: S 103/2022

Clerk's File: SR2022

## 8. CONSENT AGENDA

### 8.1. Amendment to Parkland Dedication By-law - City Wide

Moved by: Councillor Costante

Seconded by: Councillor Francis

Decision Number: CR372/2022

That City Council **AMEND** By-Law Number 12780, being A By-law to Provide for the Conveyance of Land or the Payment to Money in Lieu of Land to the Municipality for Park or Other Public Recreational Purposes to delete the alternative parkland dedication rate, provide that the cash in lieu rates now appear in the Fees and Charges By-law and minor housekeeping amendments, and **PASS** By-law 126-2022 for these purposes.

Carried.

Report Number: C 148/2022

Clerk's File: APM2022

### 8.2. Presentation from John Hartig, Ph.D., Great Lakes Institute for Environmental Research regarding the Great Lakes Way Progress and Connecting Green Ways

Moved by: Councillor Costante

Seconded by: Councillor Francis

Decision Number: CR373/2022 ETPS 905

That the presentation by John Hartig, Ph.D., Great Lakes Institute for Environmental Research regarding the Great Lakes Way Progress and Connecting Green Ways **BE RECEIVED** for information.

Carried.

Report Number: SCM 248/2022 & SCM 212/2022

Clerk's File: EI2022

### 8.3. Local Road Speed Humps Program - Initial Set of Locations - Wards 2, 6, 8, & 10

Moved by: Councillor Costante

Seconded by: Councillor Francis

# Minutes

## City Council

Tuesday, September 06, 2022

Page 10 of 33

Decision Number: CR374/2022 ETPS 907

That Administration **BE DIRECTED** to install speed humps and associated signs and pavement markings on Dandurand Avenue between Piazza Street and Northwood Street, and Partington Ave. between College Avenue to Tecumseh Road; and,

That Administration **BE DIRECTED** to include the seven additional signatures that were provided in the addendum (*attached*) to approve speed humps for Partington Avenue; and further,

That Administration **BE REQUESTED** to report back to a future meeting of Council to provide a review of the Speed Hump Policy and options to approve the same.

Carried.

Report Number: SCM 217/2022 & S 76/2022

Clerk's File: ST/13863

### 8.4. Pillette Road (Tecumseh to Plymouth) Traffic Calming - Wards 5 & 8

Moved by: Councillor Costante

Seconded by: Councillor Francis

Decision Number: CR375/2022 ETPS 910

That the report of the Transportation Planning Senior Engineer dated May 30, 2022 entitled "Pillette Road (Tecumseh to Plymouth) Traffic Calming – Wards 5 & 8" **BE RECEIVED** for information.

Carried.

Report Number: SCM 218/2022 & S 13/2022

Clerk's File: ST/13863

### 8.5. Essex Windsor Solid Waste Authority Board Meeting Minutes June 7, 2022

Moved by: Councillor Costante

Seconded by: Councillor Francis

Decision Number: CR376/2022 ETPS 906

That the minutes of the Essex-Windsor Solid Waste Authority (EWSWA) of its meeting held June 7, 2022 **BE RECEIVED**.

Carried.

Report Number: SCM 219/2022 & SCM 188/2022

Clerk's File: MB2022

### 8.6. Matchett Road (Chappus Street to Sprucewood Avenue) Traffic Calming - Ward 1

Moved by: Councillor Costante

Seconded by: Councillor Francis

# Minutes

## City Council

Tuesday, September 06, 2022

Page 11 of 33

Decision Number: CR377/2022 ETPS 908

That Administration **BE DIRECTED** to implement traffic calming on Matchett Road between Chappus Street and Sprucewood Street as shown in Appendix B to report S 81/2022.  
Carried.

Report Number: SCM 220/2022 & S 81/2022

Clerk's File: ST/13863

### 8.7. Vision Zero Action Plan Development - Progress Report #2 - City-Wide

Moved by: Councillor Costante  
Seconded by: Councillor Francis

Decision Number: CR378/2022 ETPS 909

That the report of the Transportation Planning Senior Engineer dated July 7, 2022 entitled "Vision Zero Action Plan Development – Progress Report #2 – City-Wide" **BE RECEIVED** for information.  
Carried.

Report Number: SCM 221/2022 & S 87/2022

Clerk's File: ST/13714

### 8.8. The Contributory Pension Plan for Employees of Transit Windsor - Actuarial Valuation as at December 31, 2021 - City Wide

Moved by: Councillor Costante  
Seconded by: Councillor Francis

Decision Number: CR379/2022 ETPS 911

That the Environment, Transportation & Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors, and City Council:

- I. **APPROVE** the Actuarial Valuation of the Contributory Pension Plan for Employees of Transit Windsor as at December 31, 2021; and,
- II. **ACKNOWLEDGE** the forwarding of the Actuarial Valuation as at December 31, 2021 to the Office of the Superintendent of Financial Institutions and to the Canada Revenue Agency by the Deputy Treasurer – Financial Accounting and Corporate Controls, as the Plan Administrator and as per legislation.

Carried.

Report Number: SCM 222/2022 & C 121/2022

Clerk's File: MT2022

# Minutes

## City Council

Tuesday, September 06, 2022

Page 12 of 33

### 8.9. The Contributory Pension Plan for Employees of Transit Windsor - Audited Financial Statements for the year ended December 31, 2021 - City Wide

Moved by: Councillor Costante  
Seconded by: Councillor Francis

Decision Number: CR380/2022 ETPS 912

That the Environmental, Transportation & Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors, and City Council:

- I. **APPROVE** the Audited Financial Statements as at December 31, 2021, of the Contributory Pension Plan Fund for Employees of Transit Windsor; and,
- II. **ACKNOWLEDGE** that the audited financial statements have been filed with the Office of the Superintendent of Financial Institutions Canada (OSFI) by the Deputy Treasurer - Financial Accounting and Corporate Controls, as the Plan Administrator and as required by legislation.

Carried.

Report Number: SCM 223/2022 & C 122/2022  
Clerk's File: MT2022

### 8.10. Change to the Transit Windsor War Veteran's Transit Pass Program - City Wide

Moved by: Councillor Costante  
Seconded by: Councillor Francis

Decision Number: CR381/2022 ETPS 913

That the Environment, Transportation and Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors, and City Council **APPROVE** the change to the War Veteran's Transit Pass Program to state the following eligibility criteria:

- Canadian or Allied Veterans who actively served in a deployed combat or peacekeeping role (i.e. Korean War, Afghanistan, Cyprus, etc.), and must provide proof of service (spouses are not eligible); and,
- Must be a permanent resident of the City of Windsor.

Carried.

Report Number: SCM 224/2022 & S 84/2022  
Clerk's File: MT2022

### 8.11. Request for Proposal - Transit Windsor Bus Tires - City Wide

Moved by: Councillor Costante  
Seconded by: Councillor Francis

# Minutes

## City Council

Tuesday, September 06, 2022

Page 13 of 33

Decision Number: CR382/2022 ETPS 914

That the Environment, Transportation and Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors, and City Council **APPROVE** and **AWARD** RFP # 58-21, Transit Windsor Bus Tires; and,

That the Purchasing Manager **BE AUTHORIZED** to issue a Contract Purchase Order for an annual upset limit of \$175,000 plus applicable taxes, to Goodyear Canada Inc., to supply and deliver Transit Windsor Bus Tires for a five (5) year term, with an option to extend for two (2) additional one (1) year terms upon mutual agreement of both parties; and,

That the annual funding for the purchase of tires **BE APPROVED** as a charge to the fleet operating account 027-2250-5301-02942-0400310.

Carried.

Report Number: SCM 225/2022 & S 85/2022

Clerk's File: MT2022

## 8.12. Amendments to the Building Facade Improvement Program and Urban Design Guidelines for Main Streets CIP

Moved by: Councillor Costante

Seconded by: Councillor Francis

Decision Number: CR383/2022 DHSC 414

- I. That the *City of Windsor Building Facade Improvement Program and Urban Design Guidelines for Main Streets Community Improvement Plan (CIP)* adopted January 8<sup>th</sup>, 2018, through By-Law 26-2018 **BE AMENDED** to include the following:
  - i. Minor changes to the Building Facade Improvement Program Grant as identified in Section 3.0 of the DRAFT amended *CIP* (See Appendix 'A') regarding the minimum amount of eligible work required for approval in Categories A (Beautification), B (Restoration), and C (Replacement) to ensure that facade improvements have a significant impact on meeting the goals and objectives of the CIP and the overall improvements have an impact on the building and Main Street area;
  - ii. The addition of the following economic incentive programs as identified in Section 3.0 of the DRAFT amended *CIP*:
    - Building/Property Improvement Tax Increment Grant Program
    - New Residential Development Grant Program; and,
  - iii. The expanded areas within the vicinity of the following main street identified in Appendix 'B' (Schedules 'B', 'C', 'F', 'G' and 'H' of the Draft CIP):
    - Wyandotte Street East Improvement Area (Walkerville)
    - Ford City Business District (Ford City)
    - Erie Street Improvement Area (Erie Street East)

# Minutes

## City Council

Tuesday, September 06, 2022

Page 14 of 33

- 
- Ottawa Street Improvement Area;
  - Ouellette Avenue (south of Erie Street and the Downtown)
- iv. The addition of new Urban Design Guidelines on vacant and underutilized property along the main street and areas within the vicinity of the main street identified in Section 5.4 and 5.5 of the DRAFT amended *CIP*; and,
- v. The addition of wording to the Monitoring Program in Section 7.0 of the CIP that will allow Administration and Council to make minor adjustments or revisions to the CIP in the future without a formal amendment to the CIP; and,
- II. That the CIP title “*Building Facade Improvement Program and Urban Design Guidelines for Main Streets CIP*” **BE AMENDED** and renamed “*Main Streets*” to reflect the new economic incentive programs that will encourage improvements to vacant and underutilized property along the main street and areas within the vicinity of the main street; and,
- III. That By-law 25-2018, being a by-law to Designate the Legal Boundaries of the City of Windsor as a Improvement Project Area for the creation of a Building Facade Improvement Program and Urban Design Guidelines for Main Streets **BE AMENDED** by deleting the reference to the CIP title “*Building Facade Improvement Program and Urban Design Guidelines for Main Streets*” and replacing it with “*Main Streets*”; and,
- IV. That By-law 26-2018, being a by-law to Adopt a Community Improvement Plan for the City of Windsor Building Facade Improvement Program and Urban Design Guidelines for Main Streets **BE AMENDED** by deleting Schedule “A” and substituting Schedule “A” with the amended CIP identified in Appendix ‘A’; and,
- V. That the “*Building Facade Improvement Program—Main Streets CIP*” Project Fund (Project #7219018) **BE RENAMED** as the “*Main Streets CIP*” Project Fund (Project #7219018) to reflect the amendments identified in Recommendation II; and further,
- VI. That the changes to the Building Facade Improvement Program Grant and new financial incentive programs identified in Section 3.0 of the “*Main Streets*” (former: *City of Windsor Building Facade Improvement Program and Urban Design Guidelines for Main Streets CIP*) dated July 2022 **BE ACTIVATED**, once the Community Improvement Plan amendments are in effect, and that the financial incentive programs other than the municipal tax increment grant program be funded through the CIP Reserve Fund to the extent that funds are available for this purpose.
- Carried.

Report Number: SCM 228/2022 & S 11/2022  
Clerk’s File: Z/13002



# Minutes

## City Council

Tuesday, September 06, 2022

Page 15 of 33

### 8.13. Sandwich Town CIP Application, 3321-3327, 3331-3337, 3341-3347 Bloomfield Road; Agent Jay Shanmugam (Windsor Essex Community Housing Corporation)

Moved by: Councillor Costante

Seconded by: Councillor Francis

Decision Number: CR384/2022 DHSC 418

- I. That the request for incentives under the Sandwich Incentive Program made by Windsor Essex Community Housing Corporation, owners of the property located at 3321-3327, 3331-3337, 3341-3347 Bloomfield Road, **BE APPROVED** for the following programs when all work is complete:
  - i. *Revitalization Grant Program* for 70% of the municipal portion of the tax increment for up to 10 years (+/- **\$23,319** per year); and,
  - ii. *Development and Building Fees Grant* for 100% of the Development and Building Fees identified in the Sandwich CIP to a Maximum amount of (+/- **\$66,371.89**);
- II. That the CFO/City Treasurer **BE DELEGATED** the authority to adjust the amounts granted to the upset costs of this Council Decision, on the basis that the total amount of all grants and funding received by Windsor Essex Community Housing Corporation by all levels of government, cannot exceed the approved eligible costs for the project;
- III. That Administration **BE AUTHORIZED** to prepare the Sandwich Incentive Program Agreement for the *Revitalization Grant* in accordance with all applicable policies, requirements, and provisions contained within the Olde Sandwich Towne Community Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implication;
- IV. That the CAO and City Clerk **BE AUTHORIZED** to sign the agreement between the City and Windsor Essex Community Housing Corporation to implement the *Building/Property Improvement Tax Increment Grant Program* in accordance with all applicable policies, requirements to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implications;
- V. That funds in the maximum amount of +/- **\$66,371.89** under the *Development Building Fees Grant Program* **BE TRANSFERRED** from the CIP Reserve Fund 226 to the *Sandwich Community Development Plan Fund* (Account 7076176) when the work is complete;
- VI. That, subject to Recommendation II, grants **BE PAID** to Windsor Essex Community Housing Corporation upon completion of three (3) buildings with a total of twelve (12) units, each building consisting of a two (2) storey, four (4) unit multiple dwelling from the *Sandwich Community Development Plan Fund* (Account 7076176) to the satisfaction of the City Planner and Chief Building Official; and,

# Minutes

## City Council

Tuesday, September 06, 2022

Page 16 of 33

- VII. 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 229/2022 & S 89/2022

Clerk's File: SPL2022

### 8.14. Closure n/s alley between Gratiot St and Nichols St, together with pt of w half of e/w alley between said alley and Second St

Moved by: Councillor Costante

Seconded by: Councillor Francis

Decision Number: CR385/2022 DHSC 415

- I. That the 4.6 metre wide north/south alley located between Gratiot Street and Nichols Street, and shown on Drawing No. CC-1795 *attached* hereto as Appendix "A", **BE ASSUMED** for subsequent closure;
- II. That the 19.8 metre portion of the 4.6 metre wide east/west alley located on the east side of the said north/south alley, and shown on Drawing No. CC-1795 *attached* hereto as Appendix "A", **BE ASSUMED** for subsequent closure;
- III. That the 4.6 metre wide north/south alley located between Gratiot Street and Nichols Street, and shown on Drawing No. CC-1795 *attached* hereto as Appendix "A", **BE CLOSED**;
- IV. That the 19.8 metre portion of the 4.6 metre wide east/west alley located on the east side of the said north/south alley, and shown on Drawing No. CC-1795 *attached* hereto as Appendix "A", **BE CLOSED**;
- V. That the 4.6 metre wide north/south alley located between Gratiot Street and Nichols Street, and shown on Drawing No. CC-1795 *attached* hereto as Appendix "A", **BE CONVEYED** to the abutting property owner at 5321 Malden Road and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:
- a) Easement, subject to there being accepted in the City's standard form and in accordance with the City's standard practice, be granted to:
    - Bell Canada to accommodate existing infrastructure; and
    - EnWin to accommodate existing distribution pole and down guy wire.
- VI. That the 19.8 metre portion of the 4.6 metre wide east/west alley located on the east side of the said north/south alley, and shown on Drawing No. CC-1795 *attached* hereto as Appendix "A", **BE CONVEYED** to the abutting property owner at 0 Gratiot Street (Roll No. 080-790-07800) and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:

# Minutes

## City Council

Tuesday, September 06, 2022

Page 17 of 33

- a) Easement, subject to there being accepted in the City's standard form and in accordance with the City's standard practice, be granted to:
- Bell Canada to accommodate existing infrastructure.

VII. That Conveyance Cost **BE SET** as follows:

- a. For alley conveyed to abutting lands zoned DRD1.1: \$1.00 plus deed preparation fee and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.
- b. For alley conveyed to abutting lands zoned RD1.4: \$1.00 plus deed preparation fee and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

VIII. That the City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1795, *attached* hereto as Appendix "A".

IX. That the City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).

X. That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary documents approved as to form and content satisfactory to the City Solicitor.

XI. That the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003.  
Carried.

Report Number: SCM 230/2022 & S 80/2022  
Clerk's File: SAA2022

### 8.15. Amendment to CR485/2002 for the disposal of surplus walkways in the Little River Acres Subdivision (formerly Villages of Riverside)

Moved by: Councillor Costante  
Seconded by: Councillor Francis

Decision Number: CR386/2022 DHSC 416

I. That CR485/2002, adopted on June 10, 2002, **BE AMENDED** as follows:

By **DELETING** the following wording:

Actual cost for removal of fences and concrete and restoration with top soil - approximately \$2,000.00 (improved)

\$1.00 plus cost of deed - \$395.00 plus reference plan

And **INSERTING:**

For walkway conveyed to abutting lands zoned RD1.5: \$1.00 plus deed preparation fee

Carried.

# Minutes

## City Council

Tuesday, September 06, 2022

Page 18 of 33

Report Number: SCM 231/2022 & S 82/2022

Clerk's File: Z2022

### 8.16. Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by 1762643 Ontario Inc. for 669 Tuscarora Street (Ward 4)

Moved by: Councillor Costante

Seconded by: Councillor Francis

Decision Number: CR387/2022 DHSC 417

- I. That the request made by 1762643 Ontario Inc. to participate in the Brownfield Tax Assistance Program **BE APPROVED** for the proposed remediation and redevelopment at 669 Tuscarora Street for up to 3 years pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan; and,
- II. That Administration **BE DIRECTED** to prepare a tax cancellation by-law to implement the Brownfield Tax Assistance Program in accordance with the *Municipal Act* and that the appropriate information and material be sent to the Minister of Finance requesting relief from the education portion of the taxes for 669 Tuscarora Street in accordance with the Provincial Brownfield Financial Tax Incentive Program; and,
- III. That the request made by 1762643 Ontario Inc. to participate in the Brownfield Rehabilitation Grant Program **BE APPROVED** for 70% (or 100% if LEED certified) of the municipal portion of the tax increment resulting from the proposed redevelopment at 669 Tuscarora Street for up to 10 years or until 100% of the eligible costs are repaid pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan;
- IV. That Administration **BE DIRECTED** to prepare an agreement between 1762643 Ontario Inc., the City, and any persons legally assigned the right to receive grant payments to implement the Brownfield Tax Assistance and Rehabilitation Grant Programs in accordance with all applicable policies, requirements, and provisions contained within the Brownfield Redevelopment Community Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implications; and,
- V. That the CAO and City Clerk **BE AUTHORIZED** to sign the Tax Assistance and Rehabilitation Grant Agreement; and,
- VI. That the approval to participate in the Tax Assistance and Brownfield Rehabilitation Grant Programs **EXPIRE** if the agreement is not signed by applicant within one year following Council approval. The City Planner may extend the deadline for up to one year upon request from the applicant.

Carried.

Report Number: SCM 232/2022 & S 86/2022

Clerk's File: SPL2022

# Minutes

## City Council

Tuesday, September 06, 2022

Page 19 of 33

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### 8.17. *Bill 109, More Homes for Everyone Act, 2022, City Wide*

Moved by: Councillor Costante  
Seconded by: Councillor Francis

Decision Number: CR388/2022 DHSC 419

That the report of the City Planner / Executive Director of Planning & Development Services dated July 15, 2022 entitled "*Bill 109, More Homes for Everyone Act, 2022, City Wide*" **BE RECEIVED** as the basis for comments on *Bill 109*; and,

That Mayor and Council **SUBMIT** a letter referencing the City of Windsor's significant concerns about the passed legislation, and further request changes to *Bill 109, More Homes for Everyone Act, 2022* prior to its implementation date set for January 1, 2023; and further,

That the letter **BE SUBMITTED** to the Association of Municipalities of Ontario (AMO) and Windsor-Essex Members of Provincial Parliament (MPPs) for their consideration.  
Carried.

Report Number: SCM 233/2022 & S 91/2022  
Clerk's File: GH/6905

### 8.18. **Additional Information Memo - Before and After School Child Care in the Riverside Area (Ward 6)**

Moved by: Councillor Costante  
Seconded by: Councillor Francis

Decision Number: CR389/2022 CSPS 190

That the Additional Information Memo of the Executive Director of Housing and Children's Services dated August 3, 2022 entitled "Before and After School Child Care in the Riverside Area" **BE RECEIVED** for information.

Carried.

Report Number: SCM 234/2022 & SCM 210/2022  
Clerk's File: SS2022

### 8.20. **Report No. 130 of the Windsor Accessibility Advisory Committee - Accessibility remediation of 18,000 pages for the City of Windsor website**

Moved by: Councillor Costante  
Seconded by: Councillor Francis

Decision Number: CR391/2022 CSPS 193

That Report No. 130 of the Windsor Accessibility Advisory Committee of its meeting held May 10, 2022 indicating:

That APPROVAL BE GIVEN to an expenditure in the upset amount of \$50,000 from the Non-Built Capital Fund 7086008 (Accessibility) for accessibility remediation of eighteen

# Minutes

## City Council

Tuesday, September 06, 2022

Page 20 of 33

thousand (18,000) pages of complex/difficult to remediate documents for the City of Windsor website.

**BE APPROVED.**

Carried.

Report Number: SCM 236/2022 & SCM 185/2022

Clerk's File: MB2022

### **8.21. Minutes of the Windsor Accessibility Advisory Committee of its meeting held May 10, 2022**

Moved by: Councillor Costante

Seconded by: Councillor Francis

Decision Number: CR392/2022 CSPS 192

That the minutes of the Windsor Accessibility Advisory Committee of its meeting held May 10, 2022

**BE RECEIVED;** and further,

That the minutes of the Windsor Accessibility Advisory Committee of its meeting held May 10, 2022

**BE REFERRED** to the Transit Windsor Advisory Committee to be considered at a future meeting of that committee.

Carried.

Report Number: SCM 237/2022 & SCM 173/2022

Clerk's File: MB2022

### **8.22. Report No. 14 of the Housing & Homelessness Advisory Committee - Barriers faced by the 2SLGBTQIA+ community in finding appropriate housing and housing services**

Moved by: Councillor Costante

Seconded by: Councillor Francis

Decision Number: CR393/2022 CSPS 194

That the additional information memo of the Executive Director of Housing & Children's Services dated August 3, 2022 regarding the motion from the Housing & Homelessness Advisory Committee of their meeting held June 21, 2022 and Report No. 14 of the Housing & Homelessness Advisory Committee entitled "Barriers faced by the 2SLGBTQIA+ community in finding appropriate housing and housing services" from their meeting held June 21, 2022 **BE RECEIVED;** and,

That Administration **BE DIRECTED** to provide a report in 2023 outlining the next steps regarding the proposed training initiative; and further,

That Council **BE ADVISED** that the administrative memo will be included in the upcoming Housing & Homelessness Advisory Committee meeting agenda for their September 20, 2022 meeting.

Carried.

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Report Number: SCM 238/2022 & SCM 172/2022  
Clerk's File: MB2022

**8.23. Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held June 9, 2022**

Moved by: Councillor Costante  
Seconded by: Councillor Francis

Decision Number: CR394/2022 CSPS 195  
That the minutes of the Executive Committee and Board of Directors, Willistead Manor Inc., of its meeting held June 9, 2022 **BE RECEIVED**.  
Carried.

Report Number: SCM 239/2022 & SCM 205/2022  
Clerk's File: MB2022

**8.24. Report No. 116 Willistead Manor Inc.**

Moved by: Councillor Costante  
Seconded by: Councillor Francis

Decision Number: CR395/2022 CSPS 196  
That Report No. 116 of the Board of Directors, Willistead Manor Inc., of its meeting held June 9, 2022 indicating:  
That the resignation of C. Dettinger from the Board of Directors, Willistead Manor Inc. **BE ACCEPTED**.  
**BE APPROVED**.  
Carried.

Report Number: SCM 240/2022 & SCM 206/2022  
Clerk's File: MB2022

**8.25. Windsor Essex Community Housing Corporation - Naming of the Meadowbrook Affordable Housing Development - Ward 8**

Moved by: Councillor Costante  
Seconded by: Councillor Francis

Decision Number: CR396/2022 CSPS 197  
That the report of the Executive Director of Housing and Children's Services dated August 3, 2022, regarding the naming of the 3100 Meadowbrook Passive House development **BE RECEIVED** for information.  
Carried.

# Minutes

## City Council

Tuesday, September 06, 2022

Page 22 of 33

Report Number: SCM 241/2022 & S 92/2022

Clerk's File: GH/6905

### 8.26. Updated Addendum to the Canada Wide Early Learning and Child Care System (CWELCC) - City Wide

Moved by: Councillor Costante

Seconded by: Councillor Francis

Decision Number: CR397/2022

That the Updated Addendum to the Canada Wide Early Learning and Child Care System (CWELCC) **BE RECEIVED**.

Carried.

Report Number: C 152/2022

Clerk's File: SS2022

### 11.2. Social Services Relief Fund - Phase 5 - Windsor Essex Community Housing Corporation Capital Project - City Wide

Moved by: Councillor Costante

Seconded by: Councillor Francis

Decision Number: CR399/2022

1. That the report of the Coordinator of Housing Administration and Development regarding the Social Services Relief Fund ("SSRF") Phase 5 Windsor Essex Community Housing Corporation Capital Project **BE RECEIVED** for information, and,
2. That City Council **AUTHORIZE** Windsor Essex Community Housing Corporation to execute an agreement with the City of Windsor as the provincially designated Consolidated Municipal Service Manager ("CMSM") in regards to funding through the Social Services Relief Fund (SSRF); and,
3. That City Council **AUTHORIZE** the Windsor Essex Community Housing Corporation (CHC), to purchase either: a) 3617 Queen Street Windsor; or b) 501-529 Erie Street West Windsor for the purpose of developing and building affordable housing units where the capital costs are funded in full by the SSRF; and,
4. That the Commissioner, Human & Health Services or authorized designate **BE AUTHORIZED** to execute the necessary agreements and documents related to Council's consent and authorization, if granted to Windsor Essex Community Housing Corporation, 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,



# Minutes

## City Council

Tuesday, September 06, 2022

Page 23 of 33

5. That the Chief Administrative Officer and City Clerk, or their authorized designates, **BE AUTHORIZED** to sign any agreements required by the Social Services Relief Fund and execute any documents required, or any guarantees requested by the Ministry of Municipal Affairs and Housing (“MMAH”), to implement the above recommendations, provided such agreements and documents are satisfactory in form to the City Solicitor, satisfactory in content to the City Treasurer, and in technical content to the Commissioner, Human and Health Services and the Executive Director of Housing and Children’s Services; and,
6. That for any agreements above \$1 million, in addition to the Commissioner, Human & Health Services, the Chief Administrative Officer **BE REQUIRED** to sign as a secondary authority; and,
7. That City Council **APPROVE** the transfer of up to \$115,000 from the City Housing Reserve (Fund 216) to be provided to the Windsor Essex Community Housing Corporation to be used for the purpose of a Pre-Feasibility Development for future capital investment opportunities funded through Federal and Provincial dollars; and,
8. That the Executive Director of Housing and Children’s Services or their designate **REPORT** to City Council on the outcome of the capital developments; and further,
9. That the Executive Director of Housing and Children’s Services **BE AUTHORIZED** to take any such actions as required bringing effect to these resolutions, including but not limited to, submitting any reports and documents in a form and format required by the respective provincial ministry for the duration of the funding.

Carried.

Report Number: C 150/2022  
Clerk’s File: SS/11710

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

None requested.

## 10. PRESENTATIONS AND DELEGATIONS

### 8.19. Housing Hub Consultation and Architectural Feasibility Study Update - Ward 3

**Valerie Dawn, Principal Architect, Glos Arch + Eng**

Valerie Dawn, Principal Architect, Glos Arch + Eng, appears before Council regarding the report entitled “Housing Hub Consultation and Architectural Feasibility Study Update - Ward 3” and is available for questions.

Moved by: Councillor Gignac

Seconded by: Councillor Bortolin

Decision Number: CR390/2022 CSPA 191

# Minutes

## City Council

Tuesday, September 06, 2022

Page 24 of 33

- a) That the report of the Coordinators of Housing Administration and Development dated June 27, 2022 entitled "Housing Hub Consultation and Architectural Feasibility Study Update" **BE RECEIVED** for information; and,
- b) That the Commissioner Human and Health Services **BE AUTHORIZED** to **APPROVE** and **SUBMIT** applications and related submissions and amendments to secure capital and operating funding related to the development and implementation of the Housing Hub 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 Executive Director of Housing and Children's Services, provided that any submission or amendments do not exceed the funding in the approved budget in each respective year; and,
- c) That the Executive Director, Housing and Children's Services **BE AUTHORIZED** to pursue additional funding opportunities, and take any action as required to reduce the amount of funding that may be requested from the municipal tax base; and,
- d) That the City Clerk and Chief Administrative Officer and City Clerk **BE AUTHORIZED** to **EXECUTE** Funding Agreements and any related documents, amendments and/or extensions between the City of Windsor and relevant funders related to capital or operating funding for the Housing Hub, provided that the Funding Agreements and any related documents, amendments and/or extensions are in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and technical content to the Commissioner of Human and Health Services and Executive Director of Housing and Children's Services, provided that any agreements do not exceed the funding in the approved City budget in each respective year; and,
- e) That for the duration of the programs the Commissioner of Human and Health Services **BE AUTHORIZED** to submit any necessary reports and documents required by the respective provincial and/or federal ministry and/or other funder(s) to remain in compliance with mandatory reporting requirements under the program(s) provided they are satisfactory in financial content to the City Treasurer, and in technical content to the Executive Director, Housing and Children's Services; and,
- f) That the Executive Director, Housing and Children's Services **BE AUTHORIZED** to **ENGAGE** with Real Estate to explore and identify potential sites that meet the minimum requirements identified through Glos Arch + Eng's Architectural Feasibility Study, including parcels up to 100,000 square feet in size; and,
- g) That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to enter into agreements to conduct any necessary preliminary work needed to determine the viability of potential sites that aligns with the requirements identified through Glos Arch + Eng's Architectural Feasibility Study and that is in accordance with the purchasing bylaw, provided that such 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 of Health and Human Services and Executive Director of Housing & Children's

# Minutes

## City Council

Tuesday, September 06, 2022

Page 25 of 33

Services where the costs do not exceed the \$200,000 municipal funding currently allocated to the Housing Hub in Capital project 7221048 – H4 Housing Hub; and,

- h) That the Executive Director, Housing & Children's Services **REPORT BACK** on:
- potential sites for the Housing Hub
  - the findings of the preliminary work completed to support a recommendation to enter into negotiations to acquire and/or build and/or renovate a property
  - the outcome of applications made related to capital and/or operating funding
  - any capital funding required for the acquisition, renovation or construction of the proposed Hub, as well as for any ongoing operating funding required to maintain the asset and deliver the services; and further,
- i) That City Council **ENDORSE** the draft motion to request the Province of Ontario to increase capital and operating investments in affordable and supportive housing to mitigate homelessness as requested through the Urban Commissioners Group for consideration at the Regional Single Tier CAO table:

*WHEREAS homelessness in Ontario is on the rise; and,*

*WHEREAS the Province of Ontario has released More Homes More Choice, Ontario's Housing Supply Action Plan; and,*

*WHEREAS the Province of Ontario has released Ontario's Community Housing Renewal Strategy; and,*

*WHEREAS Ontario's housing action plans do not address the need for supportive housing; and,*

*WHEREAS Ontario's most vulnerable populations require access to supports to maintain their housing and their health; and,*

*WHEREAS the absence of permanent housing with adequate onsite supports is a key driver of homelessness and recidivism to homelessness; and,*

*WHEREAS the Province of Ontario requires municipal Service Managers to collect detailed, up-to-date information from individuals experiencing homelessness through the use of by-name-lists; and,*

*WHEREAS the Province of Ontario identifies the use of by-name lists as an innovative approach to help connect people with local housing and homelessness supports that better respond to their needs and improve access to supportive housing; and,*

*WHEREAS municipalities and Service Managers are stretching beyond their funded limits and mandates to provide supportive housing in their communities;*

# Minutes

## City Council

Tuesday, September 06, 2022

Page 26 of 33

*NOW THEREFORE BE IT RESOLVED THAT the Province of Ontario acknowledge the need for immediate action and flow capital and operating funding to municipalities and Service Managers in Ontario to lead the development of critical supportive housing programs.*

Carried.

Report Number: SCM 235/2022 & C 112/2022

Clerk's File: GH/11710

### 11.3. Bernard Road Subdivision – NOC Development Inc. Cost Sharing/Oversizing/Servicing - Ward 5

#### Danna Wang, NOC Development

Danna Wang, NOC Development, appears before Council regarding the report entitled “Bernard Road Subdivision – NOC Development Inc. Cost Sharing/Oversizing/Servicing - Ward 5” and is available for questions.

#### Mark McCloskey, McCloskey Engineering

Mark McCloskey, McCloskey Engineering, appears before Council regarding the report entitled “Bernard Road Subdivision – NOC Development Inc. Cost Sharing/Oversizing/Servicing - Ward 5” and is available for questions.

#### Robert Tomas, Solicitor

Robert Tomas, Solicitor, appears before Council regarding the report entitled “Bernard Road Subdivision – NOC Development Inc. Cost Sharing/Oversizing/Servicing - Ward 5” and provides some details related to the cost-sharing for Bernard Road and the development; and concludes by expressing concern with the administrative fees and interest charges and requests that Council direct administration to remove these charges for his client.

Moved by: Councillor Kaschak

Seconded by: Councillor Francis

Decision Number: CR400/2022 CR345/2022

- I. That Council **APPROVE** payment to NOC Development Inc. for oversizing costs to service privately owned lands (Bernard Rd Benefiting Properties shown on Appendix ‘A’, being Lots 62 to 69 inclusive 12M-319) as part of the Bernard Road Subdivision Development, of up to \$46,288.11 (inclusive of HST), for each of the eight (8) Bernard Rd benefitting properties totaling \$370,304.89 (inclusive of HST), to be funded from Project ID #7035119 – New Infrastructure Development; and,
- II. That Council **APPROVE** \$178,134.90 (inclusive of HST) to be paid to NOC Development Inc. as the City of Windsor’s portion of the storm sewer oversizing costs for Bernard Road

# Minutes

## City Council

Tuesday, September 06, 2022

Page 27 of 33

Subdivision Development and \$66,500.21 (61% of the total costs) for the Central Pond improvements, to be funded from the Project ID #7035119 – New Infrastructure Development; and,

- III. That Council **APPROVE** the recovery of the \$370,304.89 (inclusive of HST) oversizing costs, noted in Recommendation I, from the eight (8) Bernard Rd Benefiting Properties prior to the issuance of building permits for them, plus an annual interest charge applied based on the Infrastructure Ontario 5-year borrowing rate plus 1% (currently 5.27%), such interest to start accruing following payment to NOC Development Inc. by the City for Recommendation II above.

Carried.

Report Number: C 104/2022 & AI 11/2022

Clerk's File: Z2022

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

### 11.1. Proposed expropriation of lands for the Riverside Drive Vista Project Phase 2A, Plan B, Legal File EXP 11451-Ward 6

Moved by: Councillor Gignac

Seconded by: Councillor Kaschak

Decision Number: CR398/2022

That the City Council of the City of Windsor acting as an approving authority pursuant to the *Expropriations Act* hereby resolves **TO EXPROPRIATE** the lands described in Appendix "A" hereto and **AUTHORIZES** the CAO and the City Clerk to execute the necessary Expropriation Plan and register the same on title, as well as the Certificate of Approval and all other necessary documents to put the expropriation into effect and pay the amounts of the appraised value pursuant to Section 25 of the *Expropriations Act*.

Carried.

Report Number: C 114/2022

Clerk's File: APM2022

## 12. CONSIDERATION OF COMMITTEE REPORTS

None presented.

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

Moved by: Councillor McKenzie

Seconded by: Councillor Morrison

That the following By-laws No. 124-2022 through 133-2022 (inclusive) be introduced and read a first and second time:

# Minutes

## City Council

Tuesday, September 06, 2022

Page 28 of 33

**124-2022** A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 3.68 METRE WIDE PORTION OF THE NORTH/SOUTH ALLEY LOCATED BETWEEN SOUTH NATIONAL STREET AND REGINALD STREET, BETWEEN FORD BOULEVARD AND BUCKINGHAM DRIVE, CITY OF WINDSOR, authorized by CR430/2021, dated October 4, 2021.

**125-2022** A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 3.68 METRE WIDE PORTION OF THE NORTH/SOUTH ALLEY LOCATED BETWEEN SOUTH NATIONAL STREET AND REGINALD STREET, BETWEEN FORD BOULEVARD AND BUCKINGHAM DRIVE, CITY OF WINDSOR, authorized by CR430/2021, dated October 4, 2021.

**126-2022** A BY-LAW TO AMEND BY-LAW 12780 BEING A BY-LAW TO PROVIDE FOR THE CONVEYANCE OF LAND OR THE PAYMENT OF MONEY IN LIEU OF LAND TO THE MUNICIPALITY FOR PARKS OR OTHER PUBLIC RECREATIONAL PURPOSES, authorized by C 148/2022, dated April 11, 2022. See also Item 8.1 on the agenda.

**127-2022** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR316/2022, dated July 25, 2022.

**128-2022** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR401/2003, dated June 16, 2003.

**129-2022** A BY-LAW TO ASSUME HELSINKI COURT, EAST OF DUCHARME STREET BEING STREETS SHOWN ON PLAN OF SUBDIVISION 12M-636 KNOWN AS HELSINKI COURT, IN THE CITY OF WINDSOR, authorized by M98-2012, dated February 21, 2012.

**130-2022** A BY-LAW TO ASSUME PALMETTO STREET FROM BANWELL ROAD TO ARPINO AVENUE, SEVILL AVENUE FROM PALMETTO STREET TO MULBERRY DRIVE AND VIOLA CRESCENT FROM PLAMETTO STREET TO SEVILLE AVENUE BEING STREETS SHOWN ON PLAN OF SUBDIVISION 12M-518 KNOWN AS PALMETTO STREET, SEVILLE AVENUE AND VIOLA CRESCENT, IN THE CITY OF WINDSOR, authorized by M98-2012, dated February 21, 2012.

**131-2022** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR318/2022, dated July 25, 2022.

**132-2022** 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 208-2008, dated December 1, 2008.

**133-2022** A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 6th DAY OF SEPTEMBER.

Carried.

# Minutes

## City Council

Tuesday, September 06, 2022

Page 29 of 33

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### 14. MOVE BACK INTO FORMAL SESSION

Moved by: Councillor Sleiman  
Seconded by: Councillor Bortolin

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) By-laws given first and second readings (as presented)

Carried.

### 15. NOTICES OF MOTION

#### Notice of Motion re: Syncreon Automotive

##### Emile Nabbout, President, Unifor Local 195

Emile Nabbout, President, Unifor Local 195, appears before Council regarding Mayor Dilkens' Notice of Motion and thanks Council for allowing their group to address Council; provides details related to the plant, it's pending closure and the worker's situation; and concludes by urging Council to reach out to the Prime Minister and Deputy Prime Minister to change the temporary measures regarding Employment Insurance and to consider a complete reform of the current system.

##### Rob Kennedy, 2nd Vice President, Unifor Local 195

Rob Kennedy, 2nd Vice President, Unifor Local 195, appears before Council regarding Mayor Dilkens' Notice of Motion and provides details related to the length of the current layoff, the situation of many workers, and concludes by suggesting that Council assist with providing information to upper levels of Government to assist the workers with the current situation.

##### Tammy Pomerleau, 1st Vice President, Unifor Local 195

Tammy Pomerleau, 1st Vice President, Unifor Local 195, appears before Council regarding Mayor Dilkens' Notice of Motion and requests that Mike Borovic speak on behalf of the plant employees.

##### Mike Borovic, Unifor Plant Chairperson, Syncreon

Mike Borovic, Unifor Plant Chairperson, Syncreon, appears before Council regarding Mayor Dilkens' Notice of Motion and provides details related to the plant operation including part

# Minutes

## City Council

Tuesday, September 06, 2022

Page 30 of 33

shortages related to the pandemic; and layoffs that have affected many workers at the plant; provides details related to the pre-COVID Employment Insurance program; and concludes by suggesting that Council assist in encouraging the Government of Canada to provide an accessible and flexible Employment Insurance Program without penalties for the employees.

### **Linda Poho, Union Plant Committee Representative, Syncreon**

Linda Poho, Union Plant Committee Representative, Syncreon, appears before Council regarding Mayor Dilkens' Notice of Motion and provides details related to employee's concerns about the status of their jobs; the workers financial hardships; the negative impact of benefits that will be lost after the closure of the plant; and concludes by urging Council to reach out to the Federal Government to assist the employees and extend current financial measures.

Moved by: Mayor Dilkens

Seconded by: Councillor Costante

Decision Number: CR401/2022

**WHEREAS** 297 employees of Syncreon Automotive will be terminated, effective October 30, 2022; and,

**WHEREAS** modifications to Canada's Employment Insurance Benefit Regime were made by the Federal Government during the course of the COVID-19 global pandemic specifically designed to support workers impacted by supply chain disruptions and pandemic-related work stoppages; and,

**WHEREAS** the closure of Syncreon Automotive is directly linked to the latent effects of the global pandemic on the automotive sector, including microchip shortage and persistent supply chain challenges; and further,

**THEREFORE BE IT RESOLVED THAT** Windsor City Council encourages the Government of Canada to allow Syncreon Automotive employees access to their full employment insurance entitlements, and not penalize terminated employees for receiving severance.

Carried.

Clerk's File: MH/13786

Councillor Holt gives notice that he intends to introduce a motion for consideration at the September 26, 2022 meeting of Council regarding Council's position on the proposed expansion of strong mayor powers.

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

Moved by: Councillor Costante

Seconded by: Councillor Francis



# Minutes

## City Council

Tuesday, September 06, 2022

Page 31 of 33

That the By-laws No. 124-2022 through 133-2022 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 15-2022

Moved by: Councillor Holt  
Seconded by: Councillor Kaschak

Decision Number: CR402/2022

That the following Council Question by Councillor Kaschak **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 15-2022:

#### **Assigned to Commissioner, Community Services:**

Asks that administration prepare a report with options for the City and TWEPI to stage a celebration of the life achievements of Rosalie Trembley at our Chimzok Museum of Art Gallery in 2023. Funding sources, such as the Public Art Endowment Fund, and any other funding methods should be outlined in the report.

Carried.

Clerk's File: ACOQ2022 & SR2022

#### 18.4. CQ 16-2022

Moved by: Councillor Holt  
Seconded by: Councillor Kaschak

Decision Number: CR403/2022

That the following Council Question by Councillor Gill **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:

# Minutes

## City Council

Tuesday, September 06, 2022

Page 32 of 33

CQ 16-2022:

### **Assigned to Commissioner, Community Services:**

Asks that Administration report back on the possibility of adding a seasonal membership as well as key access to the Tennis and Pickleball Courts similar to what is done in the Town of Tecumseh.

Carried.

Clerk's File: ACOQ2022 & SR2022

## **18.5. CQ 17-2022**

Moved by: Councillor Holt

Seconded by: Councillor Kaschak

Decision Number: CR404/2022

That the following Council Question by Councillor 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 17-2022:

### **Assigned to Commissioner, Infrastructure Services:**

Asks that Administration report back to Council on traffic noise along the EC Row corridor where sound mitigation measures are not in place close to sensitive land uses.

Carried.

Clerk's File: ACOQ2022 & ST2022

## **18.6. CQ 18-2022**

Moved by: Councillor Holt

Seconded by: Councillor Kaschak

Decision Number: CR405/2022

That the following Council Question by Councillor 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 18-2022:

### **Assigned to Commissioner, Community Services:**

Asks that Administration provide an update on the current status and condition of the Jackson Park Band shell and further comment on the viability of a Feasibility Study

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outlining the scope of work necessary to bring the band shell back into community access and usage within the Parks Department inventory of assets.

Carried.

Clerk's File: ACOQ2022 & SR2022

## **21. ADJOURNMENT**

Moved by: Councillor McKenzie  
Seconded by: Councillor Morrison

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

Carried.

Accordingly, the meeting is adjourned at 5:49 o'clock p.m.

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Mayor

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City Clerk

## Item 7.1



## Correspondence Report: CMC 14/2022

### ATTACHMENTS

**Subject: Correspondence for Monday, September 26, 2022**

No.	Sender	Subject
7.1.1.	<i>Cannabis Act</i> Legislative Review Secretariat – Health Canada	<p>Notice of the launch of the legislative review of the <i>Cannabis Act</i></p> <p style="text-align: right;">City Planner Chief Building Official Commissioner, Legal &amp; Legislative Services Commissioner, Economic Development &amp; Innovation CAO's Office GP2022 Note &amp; File</p>
7.1.2.	Ministry of Economic Development, Job Creation and Trade	<p>Letter confirming that the Minister of Municipal Affairs and Housing made a Minister's Zoning Order (MZO) to facilitate the development of the NextStar Energy Inc. Electric Vehicle Battery Manufacturing Facility in Windsor</p> <p style="text-align: right;">City Planner Deputy City Solicitor – Legal &amp; Real Estate Commissioner, Legal &amp; Legislative Services Commissioner, Economic Development &amp; Innovation GP2022 Note &amp; File</p>

No.	Sender	Subject
7.1.3.	Ontario Land Tribunal	<p data-bbox="691 243 1429 443">Notice of Case Management Conference by video conference on October 21, 2022 at 10:00 a.m. and direction regarding OLT-22-003819; <i>Buttice v. Windsor (City)</i>; 1913, 1925 &amp; 1949 Devonshire Court.</p> <p data-bbox="813 478 1437 720" style="text-align: right;">City Planner Deputy City Solicitor – Legal &amp; Real Estate Development Applications Clerk Commissioner, Legal &amp; Legislative Services GP2022 Note &amp; File</p>
7.1.4.	Town of Tecumseh	<p data-bbox="691 737 1429 810">Town of Tecumseh Notice of Re-Initiated Tecumseh Hamlet Secondary Plan</p> <p data-bbox="824 846 1437 1003" style="text-align: right;">City Planner Deputy City Solicitor – Legal &amp; Real Estate Z2022 Note &amp; File</p>

No.	Sender	Subject
7.1.5.	Manager of Urban Design	<p data-bbox="691 243 1325 275">Recent Site Plan Control (SPC) applications:</p> <ul data-bbox="691 310 1429 1671" style="list-style-type: none"> <li data-bbox="691 310 1421 390">• Zeshan Choudhry, 1233 University W, alteration of building front face / exterior</li> <li data-bbox="691 401 1409 516">• Olivia Construction Homes Inc. (Ashraf Botros), 1920 Grove, 2 new, 43 unit condominium residential dwellings development</li> <li data-bbox="691 527 1373 642">• LPG Developments Inc (Irfan Lakhanpal), 0 Montreuil, commercial centre building - stand alone drive thru restaurant</li> <li data-bbox="691 653 1425 768">• Archon Architects Incorporated (Settimo Vilardi), 830 Ouellette, convert the existing lodging house to apartments</li> <li data-bbox="691 779 1328 858">• John Bortolotti, 1595 Lincoln, new interior storage facility</li> <li data-bbox="691 869 1320 984">• Rosati Group (David Mady), 3200 Deziel, construction of a 9,655 square foot office building</li> <li data-bbox="691 995 1425 1110">• Sfera Architects (John Bortolotti), 2109 &amp; 2139 Ottawa, new Motor City Community Credit Union main branch</li> <li data-bbox="691 1121 1425 1236">• Homes By Artisan (Mamun Chowdury), 101 Erie E, redevelop the medical/pharmacy plaza with modern amenities</li> <li data-bbox="691 1247 1382 1327">• Yogesh Kumar Contract, 2275 Huron Church, new motel</li> <li data-bbox="691 1337 1429 1417">• Mohammad Hanash, 1948-1950 Ottawa, second floor addition and change of use</li> <li data-bbox="691 1428 1404 1543">• Passa Associates Inc., Architects (Joseph Passa), 785 Goyeau, two, 21-storey mixed use towers - commercial and residential units</li> <li data-bbox="691 1554 1414 1671">• Rosati Construction Inc. (Darren Ion), 3475 Wheelton, proposed industrial project on airport land</li> </ul> <p data-bbox="1276 1709 1429 1778" style="text-align: right;">Z2022 Note &amp; File</p>

**From:** [Cannabis Act Legislative Review / Examen Législatif de la Loi sur le Cannabis \(HC/SC\)](#)  
**Subject:** Launch of the Legislative Review of the Cannabis Act / Lancement de l'examen législatif de la Loi sur le cannabis  
**Date:** Thursday, September 22, 2022 11:32:10 AM

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**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

***(Le français suit)***

Earlier today, the Minister of Health and the Minister of Mental Health and Addictions [announced the launch](#) of the legislative review of the *Cannabis Act*.

The objective of the *Cannabis Act* is to protect the health and safety of Canadians while serving as a flexible legislative framework that adapts and responds to the ongoing and emerging needs of Canadians. Section 151.1 of the *Cannabis Act* requires the Minister of Health to conduct a review of the Act three years after coming into force. The review will last 18 months and will conclude with a report tabled in both Houses of Parliament.

In order to ensure a credible, inclusive, and evidence-driven process for the legislative review, the Ministers have announced that an independent Expert Panel, chaired by Mr. Morris Rosenberg, will lead the review. The final composition of the Panel will be announced in the coming weeks, following the completion of the appointment process and conflict of interest vetting.

The Panel will provide independent, expert advice to both Ministers on progress made towards achieving the Act's objectives, and their findings will help to identify priority areas to improve the functioning of the Act. It will use a range of tools to engage the public and stakeholders to inform their independent assessment of the *Cannabis Act*, including an online engagement process, in-person engagement sessions, and ongoing dialogue with key stakeholders and experts in relevant fields.

As an initial step in the process, a 60-day online engagement process was launched today, supported by the engagement paper, [Taking Stock of Progress: Cannabis Legalization and Regulation in Canada](#), which outlines the key features of the legislative framework, as well as national trends and evidence. You are invited to participate in this engagement exercise by [completing an online questionnaire](#), which reflects the topics and questions outlined in the paper.

In addition, First Nations, Inuit and Métis Peoples are invited to read and provide feedback on the [Summary from Engagement with First Nations, Inuit, and Métis Peoples: The Cannabis Act and Its Impacts](#), which outlines what has been heard by Health Canada through engagement to date between First Nations, Inuit and Métis and the department on the *Cannabis Act*. Feedback on this paper will help confirm if Health Canada has properly understood Indigenous perspectives, priorities and concerns related to cannabis and will inform how the Expert Panel should engage with First Nations, Inuit and Métis partners during the 18-month review period.

**The online engagement period will run from September 22 to November 21, 2022. Please note**

**that all comments must be received by 11:59 pm EST, November 21, 2022, when the engagement period ends.** Submissions will be summarized in separate “What We Heard” reports; however, comments will not be attributed to any specific individual or organization. These reports will be made public on [Canada.ca](https://Canada.ca).

Information about the engagement process can be found on the [Cannabis Act legislative review](#) webpage. The Legislative Review Secretariat will be hosting a WebEx information session regarding technical aspects of the process and providing support in submitting online feedback. A follow-up email invitation will be sent to recipients of this email with further information on the WebEx on a later date. Any questions or comments related to this engagement process can also be submitted to:

*Cannabis Act* Legislative Review Secretariat  
Health Canada  
Address locator 03021  
Ottawa, Ontario  
K1A 0K9  
Email: [legreview-examenleg@hc-sc.gc.ca](mailto:legreview-examenleg@hc-sc.gc.ca)

For inquiries about Indigenous engagement associated with the Legislative Review of the *Cannabis Act*, contact:

Indigenous Feedback Legislative Review  
Health Canada  
Address locator 03021  
Ottawa, Ontario  
K1A 0K9  
Email: [Indigenousfeedbacklegreview-retroactionautochtonesexamenleg@hc-sc.gc.ca](mailto:Indigenousfeedbacklegreview-retroactionautochtonesexamenleg@hc-sc.gc.ca)



**Ministry of Economic  
Development,  
Job Creation and Trade**

**Ministère du Développement  
économique,  
de la Création d'emplois et du  
Commerce**



Trade Policy, Industry and  
Investment Division

Division des politiques  
commerciales, de l'industrie et  
des investissements

21st Floor  
777 Bay Street  
Toronto, ON M5G 2N4

21e étage  
777, rue Bay  
Toronto, ON M5G 2N4

August 26, 2022

Jelena Payne (Commissioner of Economic Development and Innovation)

**NextStar Energy Inc. EV Battery Manufacturing Facility Minister's Zoning Order  
Ontario Regulation [470/22]**

Dear Jelena:

I am writing to confirm that, on August 19, 2022, the Minister of Municipal Affairs and Housing made a Minister's Zoning Order (MZO) to facilitate the development of the NextStar Energy Inc. Electric Vehicle Battery Manufacturing Facility in Windsor.

The project represents the largest automotive manufacturing investment in the history of the province and puts Ontario on a path to becoming one of the most competitive and vertically integrated automotive jurisdictions in the emerging North American Electric Vehicle market.

The zoning order was filed on August 19th, and came into force on the day it was filed. It can be found on e-laws at [<https://www.ontario.ca/laws/regulation/r22470>]. I can also confirm that we are in the process of notifying Indigenous communities regarding the Minister's Zoning Order.

I look forward to our continued collaboration on this important project.

Sincerely,

Tom Bedford, Executive Director, Automotive Battery Office, MEDJCT

c. Andrew Teliszewski, Mayor's Chief of Staff, City of Windsor  
Ian Kerr, Ministry of Municipal Affairs and Housing

**Ontario Land Tribunal**

655 Bay Street, Suite 1500  
Toronto ON M5G 1E5  
Telephone: (416) 212-6349  
Toll Free: 1-866-448-2248  
Website: olt.gov.on.ca

**Tribunal ontarien de  
l'aménagement du territoire**

655 rue Bay, suite 1500  
Toronto ON M5G 1E5  
Téléphone: (416) 212-6349  
Sans Frais: 1-866-448-2248  
Site Web: olt.gov.on.ca



**PROCEEDING COMMENCED UNDER** subsection 34(19) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended

Appellant: Antonio Buttice et al  
Subject: By-law No. 8600  
Municipality: City of Windsor  
OLT Lead Case No.: OLT-22-003819  
OLT Case No.: OLT-22-003819  
OLT Case Name: Buttice v. Windsor (City)

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The Ontario Land Tribunal (“Tribunal”) will conduct a **Case Management Conference (CMC)** by **Video Conference** for this matter.

The event will be held:

**AT:** 10:00 AM

**ON:** October 21, 2022

**AT:** <https://meet.goto.com/656004293>

The Tribunal has set aside **1 day** for this matter.

The event will be held using [**GoTo Meetings/MS Teams**]. The appellant(s), applicant, municipality or approval authority, and those persons who intend to request party or participant status, are asked to log into the video hearing through the link provided above at least **15 minutes** before the start of the event to test their video and audio connections. All persons are expected to access and set-up the application well in advance of the event to avoid unnecessary delay. The desktop application can be downloaded at [GoToMeeting](https://gotomeeting.com) or [MSTeams](https://microsoft.com/teams). A web application is also available: <https://app.gotomeeting.com/home.html> or <https://www.microsoft.com/en-ca/microsoft-teams/download-app>. A compatible web browser for this service is Chrome.

Persons who experience technical difficulties accessing the GoToMeeting application or who only wish to listen to the event can connect to the event by calling into an audio-only telephone line: [+1 \(647\) 497-9373](tel:+16474979373). The access code is **656-004-293**.

Event dates are firm – adjournments will not be granted except in the most serious circumstances, and only in accordance with the Tribunal’s Rules of Practice and Procedure [Rule 17](#) on adjournments.

This event is conducted under [Rule 20](#) of the Tribunal’s Rules. [Rule 20.2](#) sets out how a party may object to the Tribunal conducting this event electronically. Any party, or any person who intends to seek party status, may object to the Tribunal holding this event by video by filing an objection with the Tribunal’s Case Coordinator. The objection must be received by the Tribunal **at least 20 days** before the date of the CMC and must be copied to the other parties. All contact information is included in Schedule A.

If you do not attend the CMC, the Tribunal may proceed in your absence and you will not be entitled to any further notice of these proceedings. The Tribunal may finalize the list of appellants, parties and/or participants at this CMC, and may order that no additional appellants, parties and/or participants be added or included in this proceeding, without leave of the Tribunal.

### **SUBMISSION REQUIREMENTS**

If a person intends to refer to a document at the CMC that is not in the Tribunal’s case file, the document is expected to be pre-filed electronically with the Tribunal **at least 10 days** before the date of the CMC, unless another filing date is specified in the Tribunal’s Rules. All pre-filed documents shall be served on the other parties electronically. All contact information is included in Schedule A.

Submissions larger than **10MB** must be transferred to the Tribunal’s Case Coordinator using an electronic file sharing link/service. Please see Schedule B for further submission requirements.

The purpose of the CMC is set out in [Rule 19.1](#) of the Tribunal’s Rules. The CMC will deal with preliminary issues, that include the following:

- **Identification of parties** - these persons have the right to participate throughout by presenting evidence, questioning witnesses, and making final arguments. In order for the Tribunal to determine your status for the hearing, you or your representative should attend the CMC and ask to be added as a party. Groups, whether incorporated or not, who wish to become parties should name a representative. Parties do not need to be represented by lawyers or agents.
- **Identification of participants** - persons who do not wish to participate throughout the hearing may attend the hearing and provide a written statement to the Tribunal.
- **Identification of issues.**
- **Possibility of settlement and/or mediation of any or all of the issues** – the panel will explore with the parties whether the case before the Tribunal and the issues in dispute are matters that may benefit from mediation. Mediation is a voluntary process that encourages all sides in a dispute to get a better understanding of each other’s positions and fully explore and negotiate options

for a mutually acceptable settlement of all or some of the issues in dispute. The panel may direct, upon consent of the parties, that some or all of the issues in dispute proceed to mediation.

- **Start date of the hearing.**
- **Duration of the hearing.**
- **Directions for pre-filing of witness lists, expert witness statements and written evidence.**
- **The hearing of motions.**
- **Draft Procedural Order** – parties are expected to meet before the CMC to consider a draft Procedural Order, as per [Rule 19.2](#) (see Sample Procedural Order on the website at <https://olt.gov.on.ca/appeals-process/forms/>).
- **Such further matters as the Tribunal considers appropriate.**

Everyone should come prepared to consider specific dates for proceedings in this matter.

All persons who wish to participate in this matter are expected to be prepared should the Tribunal convert the CMC to a settlement conference, a motion for procedural directions, or a preliminary hearing, where evidence or formal statements or submissions may be heard. Even when no settlement is reached, the Tribunal may proceed to make a final decision on any evidence received during the conference.

#### **PARTY OR PARTICIPANT STATUS REQUEST:**

Persons other than the appellant(s), applicant, municipality or approval authority who wish to participate in the proceeding, either as a party or as a participant, are expected to file a written status request with the Tribunal to outline their interest in the proceeding.

The [Party Status Request Form](#) and [Participant Status Request and Participant Statement Form](#) are available on the Tribunal's website (<https://olt.gov.on.ca/appeals-process/forms/>) and are to be used to assist with the preparation of the request. If you are requesting status, this form must be provided at least 10 days in advance of the Case Management Conference to:

- The assigned Tribunal Case Coordinator John Norris at [john.norris2@ontario.ca](mailto:john.norris2@ontario.ca)
- The municipality and the approval authority on the same day as it is emailed to the Tribunal Case Coordinator.
- The Applicant and the Appellant(s) on the same day as it is emailed to the Tribunal Case Coordinator.

The contact information for the parties is included in Schedule A.

The status request will be reviewed and considered by the presiding Member at the CMC. It will also assist the Tribunal in organizing the hearing event. **Attendance by**

**the requestor, or their representative, at the CMC is required for all status requests.**

Persons who are granted **party status** may participate fully in the proceeding ([see Rule 8](#)).

Persons who are granted **participant status** may only participate in writing by way of a participant statement. This statement is expected to be provided 10 days advance of the CMC as part of the status request (see above) and sets out their position in the matter ([see Rule 7.7](#)).

Only persons who are granted party or participant status by the Tribunal at the CMC are permitted to participate in any further hearing event that is convened by the Tribunal for this appeal.

### **FURTHER DIRECTIONS**

Tribunal proceedings are open to the public and all documents filed in a proceeding will be included in the Tribunal's public file (except those documents that may be deemed confidential in accordance with the Ontario Land Tribunal's Rule 22.1).

The Tribunal shall issue a disposition following the CMC that will set out the directions of the Tribunal. A copy of this decision may be obtained from the Tribunal's website (<https://olt.gov.on.ca/tribunals/lpat/e-decisions/>) by referencing the above case number.

Please review the Tribunal's [Rules](#) for relevant information.

We are committed to providing accessible services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible by emailing [OLT.COORDINATOR@ontario.ca](mailto:OLT.COORDINATOR@ontario.ca). If you require documents in formats other than conventional print, or if you have specific accommodation needs, please let us know so we can make arrangements in advance.

Pour recevoir des services en français, veuillez communiquer avec la Tribunal au 1-866-448-2248/(416) 212-6349 ou [OLT.COORDINATOR@ontario.ca](mailto:OLT.COORDINATOR@ontario.ca).

For general information concerning the Tribunal, visit our website at <https://olt.gov.on.ca> or you may contact the Tribunal's offices at 1-866-448-2248 or local (416) 212-6349.

DATED at Toronto, this 2<sup>nd</sup> day of September, 2022.

Euken Lui  
Acting Registrar

## **SCHEDULE A**

Please provide materials electronically to the assigned Tribunal Case Coordinator - John Norris at [john.norris2@ontario.ca](mailto:john.norris2@ontario.ca).

On the same day that documents are submitted to the Tribunal, electronic copies are to be submitted to:

### **Approval Authority (City of Windsor)**

The Clerk  
[svlachodimos@citywindsor.ca](mailto:svlachodimos@citywindsor.ca)

#### **Represented by:**

Wira Vendrasco  
[wvendrasco@citywindsor.ca](mailto:wvendrasco@citywindsor.ca)

### **Appellant (Antonio Buttice et al)**

#### **Represented by:**

Analee Baroudi  
[analee@baroudilaw.ca](mailto:analee@baroudilaw.ca)

### **Applicant (2811035 Ontario Inc.)**

Represented by:  
Raymond Colautti  
[ray@cplaw.net](mailto:ray@cplaw.net)

## SCHEDULE B

### INSTRUCTIONS FOR ELECTRONIC PRE-FILING SUBMISSIONS

#### Submission requirements to organize the video hearing

If a person intends to refer to a document at the video hearing (for clarity, any document that is not in the Tribunal's case file), it is expected to be pre-filed electronically with the Tribunal at **least 10 days** before the date of the video hearing and provided to all parties. The deadline applies unless otherwise specified in the Rules.

Submission emails **under 10MB** in size may be emailed directly to the assigned Tribunal Case Coordinator. Emails **larger than 10MB** must be transferred to the Tribunal's Case Coordinator using an electronic file sharing link/service to avoid sending documents across multiple email parts. Where appropriate, documents are to be submitted in .pdf format.

#### Naming convention

To assist the Tribunal and the adjudicator during the event, it is important that all submissions are **paginated and labelled appropriately** to clearly identify the content of each document. Where a document contains numerous sections, each section is to be indexed to a table of contents.

Parties are asked to adhere to the following naming convention: **case number\_party role\_ document type\_date of hearing event**.

For example: PL123456\_Applicant\_Notice of Motion\_Jan 1, 2020

Please see [Rules 7.1 and 7.2](#) for the standard document submission requirements.

## SCHEDULE C

**EXCERPT FROM ONTARIO LAND TRIBUNAL'S RULES OF PRACTICE AND PROCEDURE, ON DOCUMENTS, EXHIBITS, FILING, SERVICE, ROLES OF PARTIES, ADJOURNMENTS, CASE MANAGEMENT CONFERENCES AND ELECTRONIC HEARINGS. THE FULL DOCUMENT IS AVAILABLE ON THE TRIBUNAL'S WEBSITE.**

### RULE 7

#### DOCUMENTS, EXHIBITS, FILING, SERVICE

**7.1 Form of Documents** Unless otherwise directed by the Tribunal, every document filed or introduced by a party or participant in a proceeding before the Tribunal shall be legible and prepared on letter size paper (8 ½" x 11"), except for large documents such as plans, surveys or maps, and, where bound together with other documents, shall have each page numbered consecutively, throughout the entire text or within tabs, including any graphic content. Wherever possible, an electronic copy of the document must also be filed with the Tribunal, identically numbered as the paper document.

**7.2 Other Exhibits** Large graphic or other such types of visual evidence should not be glued to foam or other boards. They shall be on paper and be removed from the boards following the hearing event, and folded to 8 ½" x 11". Three-dimensional models must be photographed and the photographs must be introduced with the model. Visual evidence must be reviewed by the other parties before the hearing event or by an earlier date if set out in a procedural order.

**7.3 Copies of Documents for Parties and the Municipal Clerk** A party who intends to introduce a document as evidence at a hearing event shall provide a copy of the document to all the parties at the beginning of the proceeding or by an earlier date if that is required by the terms of a procedural order or otherwise directed by the Tribunal. If the document is an official plan, those parts of the plan to be referred to at the hearing event should be distributed to the parties, and a copy of the entire plan must be made available to the Tribunal Member(s). If the Tribunal orders that the Municipal Clerk keep copies of documents for public inspection, they do not need to be certified copies, unless a party objects that they are not authentic copies.

**7.4 Prefiling of Witness Statements and Reports** If the hearing is expected to last more than 5 days, the Tribunal may require that parties calling expert or professional witnesses serve on the other parties any expert witness statements and reports prepared for the hearing, at least 30 days in advance of the commencement of the hearing, unless otherwise directed by the Tribunal. The Tribunal may in its discretion, or at the request of a party, also make this prefiling order for hearings expected to last fewer than 5 days. The expert witness statement must contain:

- a. an executed acknowledgment of expert's duty form (attached to these Rules) and the expert's qualifications;



- b. the issues the expert will address, their opinions on these issues, the reasons that support their opinions and their conclusions; and
- c. a list of the reports or documents, whether prepared by the expert or by someone else, that the expert will refer to at the hearing.

The expert's complete report may be filed instead of this statement if it contains the required information.

An expert may not be permitted to testify if this statement or report is not served on all parties when so directed by the Tribunal.

**7.5 Duty of the Expert Witness** It is the duty of every expert engaged by or on behalf of a party who is to provide opinion evidence at a proceeding under these Rules to acknowledge, either prior to (by signing the acknowledgment form attached to the Rules) or at the proceeding, that they are to:

- a. provide opinion evidence that is fair, objective and non-partisan;
- b. provide opinion evidence that is related only to the matters that are within the expert's area of expertise;
- c. provide such additional assistance as the Tribunal may reasonably require to determine a matter in issue;
- d. not to seek or receive assistance or communication from any third party, except technical support, while giving oral evidence in examination in chief, while under cross-examination, or while in reply; and
- e. acknowledge that these duties prevail over any obligation owed by the expert to the party by whom or on whose behalf he or she is engaged.

**7.6 Other Witnesses** The Tribunal may also require that a witness who is not presenting expert evidence provide a witness statement. A witness statement should contain:

- a. a short written outline of the person's background experience and interest in the matter;
- b. a list of the issues that they will discuss; and
- c. a list of reports or materials that they will rely on at the hearing.

The Tribunal may decline to allow the witness to testify if this statement is required by the Tribunal and has not been provided to the other parties.

**7.7 Participant Statements** A person who wishes to participate in a proceeding as a participant, shall file a written participant statement that sets out their position on the appeal and issues of the proceeding, together with an explanation of their reasons in support of their position. A participant may only make submissions to the Tribunal in writing unless otherwise provided for by an Act or regulation.

**7.8 Amendment of Documents** Documents filed with the Tribunal can only be amended with the consent of the parties or by order of the Tribunal. The Tribunal may

require that the person requesting an amendment do so by way of a motion under Rule 10.

**7.9 Copies of Tribunal Documents** A person may examine any document, including electronic documents, filed with the Tribunal and copy it after paying the Tribunal's fee, unless a statute, a Court Order, an order of the Tribunal or these Rules provide otherwise.

**7.10 Return of Exhibits** Exhibits of all types introduced at a hearing will be kept for 180 days after the Tribunal decision issues. The person introducing an exhibit may ask for its return after this time, and it may be given back if the Tribunal agrees. If no such request is made, the exhibit becomes the property of the Tribunal and may be archived.

**7.11 Service by Personal Service or Electronic Service** Where any document is required to be served or filed, including the one commencing a proceeding or a motion or providing notice, it shall be served by personal service, registered mail or electronically (unless a statute or the Tribunal requires another method of service) and shall be sent to:

- a. the party's representative, if any;
- b. where the party is an individual and is not represented, to that party directly, where that party has provided an address for service and/or an e-mail address;
- c. where that party is a corporation and is not represented, to the corporation directly, to the attention of an individual with apparent authority to receive the document;
- d. where served on or filed with a local board or commission, or any department, ministry or agency of the federal, provincial or municipal government, to an individual with apparent authority to receive the document; or
- e. where served on or filed with the Tribunal, to the Registrar, or the assigned administrative staff.

Subject to Rule 7.12, if a document is served by e-mail, then service is effective on the date of service.

**7.12 If Served Electronically After 4:30 p.m.** Any document served electronically after 4:30 p.m. is deemed to have been served on the next business day.

**7.13 Proof of Electronic Service** A confirmation printout received by the sender is proof of the full transmission and receipt of the electronic service.

## **RULE 8**

### **ROLE AND OBLIGATIONS OF A PARTY**

**8.1 Role and Obligations of a Party** Subject to Rule 8.2 below, a person conferred party status to a proceeding before the Tribunal may participate fully in the proceeding, and by way of example may:

- a. Identify issues raised in a notice of appeal for the approval of the Tribunal;
- b. Bring or respond to any motion in the proceeding;
- c. Receive copies of all documents and supporting information exchanged, relied upon or filed in connection with any hearing event conducted in the proceeding;
- d. Present opening and closing submissions at the hearing;
- e. Present and examine witnesses and cross-examine witnesses not of like interest;
- f. Claim costs or be subject to a costs award when ordered by the Tribunal; and
- g. Request a review of the Tribunal's decision or order as set out in Rule 25.

**8.2 Power of Tribunal to Add or Substitute Parties** The Tribunal may add or substitute a party to a proceeding when that person satisfies any applicable legislative tests necessary to be a party and their interest may be transferred or transmitted to another party to be added or substituted provided their presence is necessary to enable the Tribunal to adjudicate effectively and completely on the issues in the proceeding.

**8.3 Non-Appellant Party** A party to a proceeding before the Tribunal which arises under any of subsections 17(24) or (36), 34(19) or 51(39) of the Planning Act who is not an appellant of the municipal decision or enactment may not raise or introduce a new issue in the proceeding. The non-appellant party may only participate in these appeals of municipal decisions by sheltering under an issue raised in an appeal by an appellant party and may participate fully in the proceeding to the extent that the issue remains in dispute. A non-appellant party has no independent status to continue an appeal should that appeal be withdrawn by an appellant party.

**8.4 Common Interest Class** Where the Tribunal is of the opinion that more than one party is of common interest with another party or other parties, the Tribunal may, on its own initiative or on the request of any party, appoint a person of that class of parties to represent the class in the proceeding.

## RULE 17

### ADJOURNMENTS

**17.1 Hearing Dates Fixed** Hearing events will take place on the date set unless the Tribunal agrees to an adjournment. Adjournments will not be allowed that may prevent the Tribunal from completing and disposing of its proceedings within any applicable prescribed time period.

**17.2 Requests for Adjournment if All Parties Consent** If all of the parties agree, they may make a written request to adjourn a hearing event. The request must include the reasons, a suggested new date, and the written consents of all parties. However, the Tribunal may require that the parties attend in person or convene an electronic hearing to request an adjournment, even if all of the parties consent. The consenting parties are expected to present submissions to the Tribunal on the application of any prescribed time period to dispose of the proceeding.

**17.3 Requests for Adjournment without Consent** If a party objects to an adjournment request, the party requesting the adjournment must bring a motion at least 15 days before the date set for the hearing event. If the reason for an adjournment arises less than 15 days before the date set for the hearing event, the party must give notice of the request to the Tribunal and to the other parties and serve their motion materials as soon as possible. If the Tribunal refuses to consider a late request, any motion for adjournment must be made in person, at the beginning of the hearing event.

**17.4 Emergencies Only** The Tribunal will grant last minute adjournments only for unavoidable emergencies, such as illnesses so close to the hearing date that another representative or witness cannot be obtained. The Tribunal must be informed of these emergencies as soon as possible.

**17.5 Powers of Tribunal upon Adjournment Request** The Tribunal may,

- a. grant the request.
- b. grant the request and fix a new date or, where appropriate, the Tribunal will schedule a case management conference on the status of the matter;
- c. grant a shorter adjournment than requested;
- d. deny the request, even if all parties have consented;
- e. direct that the hearing proceed as scheduled but with a different witness, or evidence on another issue;
- f. grant an indefinite adjournment, if the Tribunal finds no substantial prejudice to the other parties or to the Tribunal's schedule and the Tribunal concludes the request is reasonable for the determination of the issues in dispute. In this case, a party must make a request, or the Tribunal on its own initiative may direct, that the hearing be rescheduled or resumed as the case may be;
- g. convert the scheduled date to a mediation or case management conference; and
- h. make any other appropriate order.

## RULE 19

### CASE MANAGEMENT CONFERENCES

**19.1 Case Management Conference** At the request of a party, on its own initiative or as may be required by legislation or regulation, the Tribunal may direct parties to participate in a case management conference conducted by a Member of the Tribunal, which can include settlement conferences, motions or preliminary hearing matters, such as to:

- a. identify the parties and participants;
- b. determine the issues raised by the appeal;
- c. narrow the issues in dispute;
- d. identify facts or evidence the parties may agree upon or on which the Tribunal may make a binding decision;
- e. obtain admissions that may simplify the hearing, which may include the examination of persons by the Tribunal as part of the conference;
- f. provide directions for exchange of witness lists, witness statements, expert witness statements and reports, for meetings of experts including to address the disclosure of information such as the disclosure of the information that was not provided to the municipality before council or the approval authority made its decision that is the subject of the appeal, and for further disclosure where necessary;
- g. provide directions to the parties to file a hearing plan to outline how the hearing will proceed, the order of witnesses, or the anticipated time for submissions to ensure the Tribunal sets aside sufficient time in its hearing calendar to dispose of the issues;
- h. discuss opportunities for settlement, including possible use of mediation or other dispute resolution processes;
- i. fix a date, place and format for the hearing and estimate its length, and encourage the parties to agree upon the dates for any procedural steps;
- j. discuss issues of confidentiality, including any need to hold a part of the hearing in the absence of the public or to seal documents;
- k. address the production and cost sharing of joint document books; and
- l. deal with any other matter that may assist in a fair, just, expeditious and cost-effective resolution of the issues.

**19.2 Sample Procedural Order and Meeting Before Case Management Conference** Where the parties are known before the case management conference, they are expected to discuss the matters set out in Rule 19.1 and present a draft procedural order to the Tribunal for its approval. Sample procedural orders are listed in the Index to these Rules.

**19.3 Serving Notice of a Conference** The Tribunal will determine the notice requirements for a Case Management Conference and any directions to serve a Notice of Case Management Conference that provides the time, place and format of the conference. The directions may include a notice to all persons or authorities entitled by

legislation or regulation. The person, municipality or approval authority who is issued the direction must serve this notice on those persons entitled to notice of the conference and provide an affidavit to the Tribunal, at or prior to the conference, to prove service of the notice.

**19.4 Tribunal Member Presides** The Tribunal's Chair will assign at least one Member of the Tribunal to conduct the conference.

**19.5 Public Attendance at a Case Management Conference** A case management conference held in person will be open to the public. A case management conference held by electronic hearing will be open to the public where practical. Despite the general principle of public open sessions, where circumstances prevail that may require confidentiality, in the discretion of the presiding Tribunal Member, part or all of the conference may be conducted in *camera*.

**19.6 Conversion from One Procedure to Another** The Tribunal Member may, at any time, conduct a procedural discussion, initiate a motion, inquire into a preliminary matter, or convert the conference into a hearing. The Tribunal will state in the notice of a case management conference that the parties are expected to arrive prepared for a procedural and settlement conference as well as a preliminary hearing, where evidence or formal statements or submissions may be heard. Even if no settlement is reached, the Tribunal may proceed to make a final decision on any evidence received during the conference.

**19.7 Results of Failure to Attend a Conference** If a party fails to attend the conference or by authorized representative, the Tribunal may proceed without that party. The non-attending party is not entitled to notice of subsequent hearing events in the proceedings.

**19.8 Tribunal Order Following** The Tribunal Member conducting the case management conference will issue an order that may decide any of the matters considered at the conference and provide procedural directions for any subsequent hearing event.

**19.9 Hearing Member Bound** The Tribunal Member conducting the hearing or any subsequent hearing event is bound by the order resulting from the case management conference unless that Member is satisfied that there is good reason to vary the order.

**19.10 Methods of Holding Hearing Events** The Tribunal may direct in an order following a conference that hearing events in a proceeding be held by a combination of written, electronic or in person hearing events.

## **RULE 20**

### **ELECTRONIC HEARINGS**

**20.1 Hearing Events by Teleconference or Videoconference** The Tribunal may hold a hearing event by electronic hearing, such as by teleconference or videoconference, for the determination of any issue in the proceeding. Where the Tribunal directs that a hearing event be held by electronic hearing, the Tribunal may direct a party to make the necessary arrangements and to give notice of those arrangements to the Tribunal and other parties.

**20.2 Objection to the Electronic Format** A party who objects to a hearing event being held as an electronic hearing shall notify the Tribunal and all other parties of its objection within the time period specified in the notice of the electronic hearing. The objecting party shall set out the reasons why the electronic hearing is likely to cause the objecting party significant prejudice.

**20.3 Response to Notice of Objection** The Tribunal may request a written response from other parties to the objection of an electronic hearing within a time period set out by the Tribunal.

**20.4 Procedure When Objection is Received** If the Tribunal receives an objection to hold a hearing event by electronic hearing, it may:

- a. accept the objection, cancel the electronic hearing, and schedule an in person or written hearing; or
- b. if the Tribunal is satisfied, after considering any responding submissions that no significant prejudice will result to a party, then the Tribunal will reject the objection and proceed with the electronic hearing.

**20.5 Directions for the Electronic Hearing** The Tribunal may direct the arrangements for the electronic hearing or designate an approved location for videoconference to protect the integrity of the hearing process, including the security and confidentiality of evidence as necessary.

**20.6 Videoconferences** The Tribunal shall pre-approve all arrangements for conducting a hearing event by videoconference, including the pre-filing and exchange of motion materials, documents, written submissions or any visual and written evidence, and the locations for the conference. Any information, statement or material intended to be filed as an exhibit at a videoconference shall be pre-filed with the Tribunal and provided to all parties in accordance with the Tribunal's directions or procedural order for conducting a hearing event by videoconference.

**20.7 The View of the Camera** A party's representative or a witness in a videoconference shall be in view of the camera, with minimal visual obstructions, in the course of their presentations or submissions to the Tribunal. Where a witness is being examined or cross-examined, there shall be a view of the witness, counsel protecting

the witness, and the person conducting the examination or cross-examination. Any document that may be referred to by parties or their witnesses shall be visible and legible to the Tribunal and all other parties to the conference, either by the camera or by referring to a copy of the document exchanged in accordance with the Tribunal's directions.

June 1, 2021



## Ontario Land Tribunal

655 Bay Street, Suite 1500  
Toronto ON M5G 1E5  
Telephone: (416) 212-6349  
Toll Free: 1-866-448-2248  
Website: olt.gov.on.ca

## Tribunal ontarien de l'aménagement du territoire

655 rue Bay, suite 1500  
Toronto ON M5G 1E5  
Téléphone: (416) 212-6349  
Sans Frais: 1-866-448-2248  
Site Web: olt.gov.on.ca



**Date:** September 2, 2022

The Clerk  
[svlachodimos@citywindsor.ca](mailto:svlachodimos@citywindsor.ca)

**Re:** OLT Case Number(s): OLT-22-003819  
OLT Lead Case Number: OLT-22-003819  
Municipality/Upper Tier: City of Windsor  
Subject Property Address: 1913, 1925 & 1949 Devonshire Court  
Reference Number(s): BL 67-2022

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The Ontario Land Tribunal ("Tribunal") directs that you send at least **30 days\*\*** prior to the date of the event a copy of the attached Appointment for Case Management Conference and extracts of the *Tribunal's Rules of Practice and Procedure* that is available on the Tribunal's [website](#), in the following manner:

### BY REGISTERED MAIL, COURIER OR ELECTRONICALLY TO:

1. All persons who filed a notice of appeal under of the *Planning Act* and their representatives (if applicable)
2. The applicant, if any, and their representative (if applicable)

### BY ORDINARY MAIL, REGISTERED MAIL, COURIER OR ELECTRONICALLY TO:

3. Every person who has given to the clerk of the municipality a written request for notice of the hearing.
4. Appropriate Municipal staff.

The Tribunal will require an [affidavit](#), duly sworn or affirmed, to be filed **within 14 days** after notice is given, proving that notice has been given as directed. The affidavit must include the date on which the notice was sent and have attached a copy of the notice and a list of the names and addresses of all persons to whom notice was sent. Each document must be separately marked as a schedule.

Notice is to be provided in accordance with [Rules 6.1 to 6.2](#) and [7.11 to 7.13](#) of the *Tribunal's Rules of Practice and Procedure*.

We are committed to providing accessible services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible by emailing [OLT.COORDINATOR@ontario.ca](mailto:OLT.COORDINATOR@ontario.ca). If you require documents in formats other than conventional print, or if you have specific accommodation needs, please let us know so we can make arrangements in advance.

Pour recevoir des services en français, veuillez communiquer avec la Tribunal au 1-866-448-2248/(416) 212-6349 ou [OLT.COORDINATOR@ontario.ca](mailto:OLT.COORDINATOR@ontario.ca).

For general information concerning the Tribunal, visit our website at <https://olt.gov.on.ca> or you may contact the Tribunal's offices at 1-866-448-2248 or local (416) 212-6349.

Yours truly,

**John H. Norris**

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John H. Norris, Case Coordinator - Planner  
Ontario Land Tribunal (OLT)  
655 Bay Street, Suite 1500, Toronto, ON M5G 1E5  
[www.olt.gov.on.ca](http://www.olt.gov.on.ca)  
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(437) 231-4888

Encl.

c.c.

Wira Vendrasco - [wvendrasco@citywindsor.ca](mailto:wvendrasco@citywindsor.ca)  
Analee Baroudi - [analee@baroudilaw.ca](mailto:analee@baroudilaw.ca)  
Raymond Colautti - [ray@cplaw.net](mailto:ray@cplaw.net)

\*\*This requirement is a minimum. Parties responsible for giving notice should do so as early as possible.

## EXCERPTS FROM TRIBUNAL RULES OF PRACTICE AND PROCEDURE

### RULE 6 - NOTICES

**6.1** **Notices** Any notice required by these Rules or a Tribunal order shall be given in writing in the form, manner and with such notice period as directed by the Tribunal.

**6.2** **Notice of Hearing Event** The Tribunal may direct a party to give notice of a hearing event to any person or persons and may direct the method of providing the notice. The party that gave notice shall file an affidavit of service with the Tribunal within 14 days after providing notice to confirm that the Tribunal's direction was properly carried out.

**6.3** **Hearing Event Venue or Electronic Hearing Format** The Tribunal shall set the time, date, format and may direct that the sitting of a hearing event before it be convened at a suitable meeting facility or by designated electronic hearing format.

### RULE 7 – DOCUMENTS, EXHIBITS, FILING, SERVICE

**7.11** **Service by Personal Service or Electronic Service** Where any document is required to be served or filed, including the one commencing a proceeding or a motion or providing notice, it shall be served by personal service, registered mail or electronically (unless a statute or the Tribunal requires another method of service) and shall be sent to:

- (a) the party's representative, if any;
- (b) where the party is an individual and is not represented, to that party directly, where that party has provided an address for service and/or an e-mail address;
- (c) where that party is a corporation and is not represented, to the corporation directly, to the attention of an individual with apparent authority to receive the document;
- (d) where served on or filed with a local board or commission, or any department, ministry or agency of the federal, provincial or municipal government, to an individual with apparent authority to receive the document; or
- (e) where served on or filed with the Tribunal, to the Registrar, or the assigned administrative staff.

Subject to Rule 7.12, if a document is served by e-mail, then service is effective on the date of service.

**7.12** **If Served Electronically After 4:30 p.m.** Any document served electronically after 4:30 p.m. is deemed to have been served on the next business day.

**7.13** **Proof of Electronic Service** A confirmation printout received by the sender is proof of the full transmission and receipt of the electronic service.



# TOWN OF TECUMSEH NOTICE OF RE-INITIATED TECUMSEH HAMLET SECONDARY PLAN

Please be advised that the Town of Tecumseh, in collaboration with DIALOG (planning/urban design consultant) and Dillon Consulting Limited (engineering consultant), has re-initiated the process to finalize the **Tecumseh Hamlet Secondary Plan**. As part of the re-initiation of this process, if you would like further information relating to the Secondary Planning and Master Plan Functional Servicing for the subject lands, please refer to Town of Tecumseh Contacts provided in this Notice.

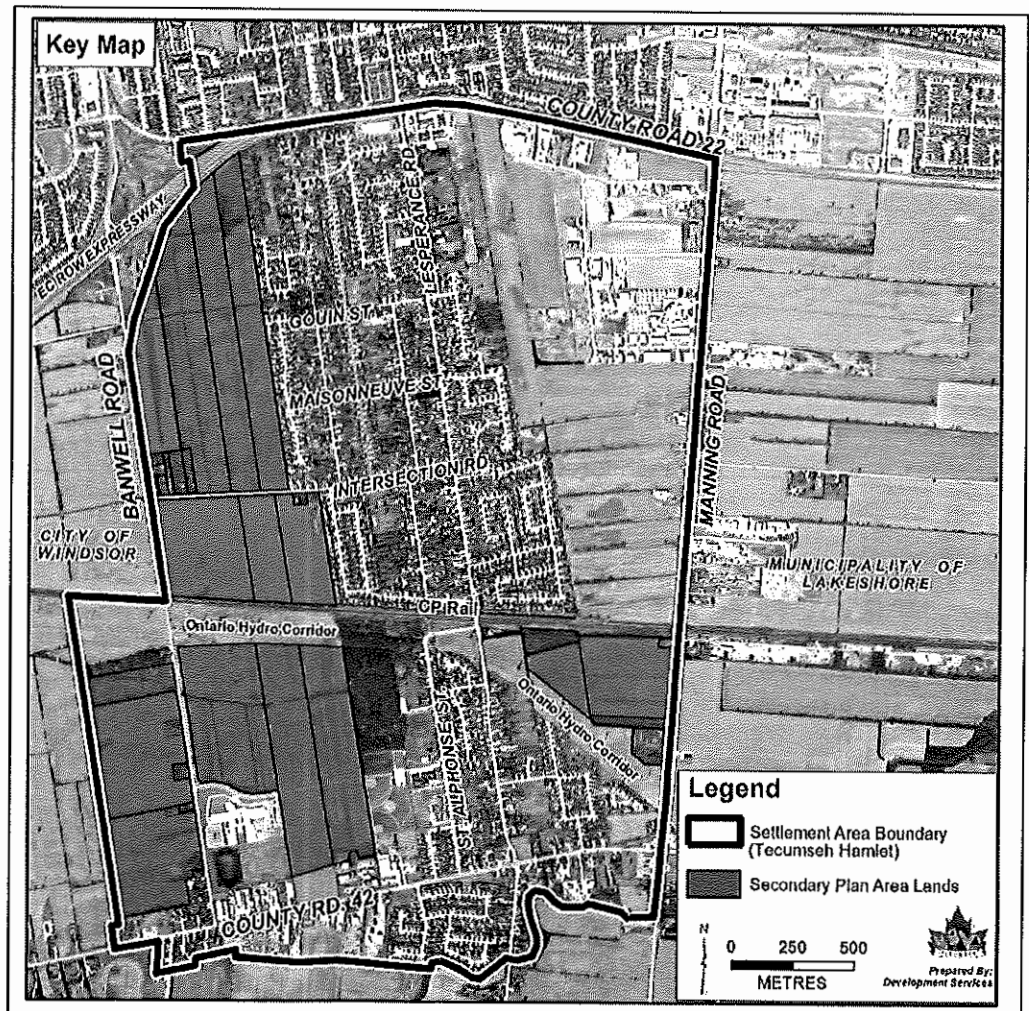
The Tecumseh Hamlet Secondary Plan will guide the future master planning, development and servicing of the area detailed below.

## Background

### Tecumseh Hamlet Secondary Plan

The Tecumseh Hamlet Settlement Area (see Key Map) is situated south of County Road 22 and is generally delineated by County Road 19/Manning Road to the east, County Road 42 to the south and Banwell Road to the west.

The Tecumseh Hamlet Secondary Plan Area is a composite of primarily large undeveloped lands (see Key Map) that are currently farmed. In addition, there are a number of natural heritage landscapes and existing homes. The scope of work will consider the broader Settlement Area (see Key Map) to carefully integrate key municipal infrastructure elements between the Secondary Plan Area Lands and existing built-up areas of the Hamlet. These key infrastructure elements include the extension of roads, trails, and underground services. A broader focus will ensure a holistic approach to the evolution of the Settlement Area and ensure that the boundary satisfies the



requirements of future class EA and Master Plan study.

The Secondary Plan will address the integration of existing and new development, land use distribution, and related infrastructure requirements. It will seek to strengthen mobility and street network connectivity; build an interconnected network of public open space; identify the location and distribution of community facilities; and identify the future development intensity and scope. One of the main goals of the Plan will be to deliver a complete, walkable and diverse community, comprising sustainable neighbourhoods through the provision of a wide variety of land uses and building types, supported and enhanced by quality private development and public spaces and amenities.

**Town of Tecumseh Contacts**

If you would like further information regarding the Tecumseh Hamlet Secondary Plan, or if you would like to be added to the mailing list, please contact the Town of Tecumseh.

Brian Hillman, MCIP, RPP  
Director Development Services  
Town of Tecumseh  
Phone: (519) 735-2184 ext. 131  
Email: [bhillman@tecumseh.ca](mailto:bhillman@tecumseh.ca)

Phil Bartnik, P.Eng.  
Director Public Works & Engineering Services  
Town of Tecumseh  
Phone: (519) 735-2184 ext. 148  
Email: [pbartnik@tecumseh.ca](mailto:pbartnik@tecumseh.ca)

CITY OF WINDSOR  
COUNCIL SERVICES

SEP 22 2022

**RECEIVED**



**THE CORPORATION OF THE CITY OF WINDSOR**  
**PLANNING AND BUILDING DEPARTMENT**  
*PLANNING DIVISION*

**Item No. 7.1.5.**

**Thom Hunt, MCIP,**  
**RPP**  
**City**  
**Planner/Executive**  
**Director**

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**MEMORANDUM**

**DATE:** September 26, 2022  
**TO:** City Clerk  
**FROM:** Manager of Urban Design  
**RE:** Recent Site Plan Control Applications

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The following is a list of recent Site Plan Control (SPC) applications that have been received by the Planning Division. Administration will review and approve the site plan application once the development meets the applicable municipal policies, standards and regulations.

**Applicant:** Zeshan Choudhry  
**Location:** 1233 University W  
**Ward:** Ward 3  
**File No:** SPC-2022-17  
**Contact:** Brian Velocci  
**Deemed Complete:** August 2, 2022  
**Project Description:** Alteration of Building Front Face / Exterior

**Applicant:** Olivia Construction Homes Inc. (Ashraf Botros)  
**Location:** 1920 Grove  
**Ward:** Ward 2  
**File No:** SPC-2022-18  
**Contact:** Jason Campigotto  
**Deemed Complete:** August 11, 2022  
**Project Description:** 2 New,43 Unit Condominium Residential Dwellings Development.

**Applicant:** LPG Developments Inc (Irfan Lakhanpal)  
**Location:** 0 Montreuil  
**Ward:** Ward 5  
**File No:** SPC-2022-19  
**Contact:** Jason Campigotto  
**Deemed Complete:** August 16, 2022  
**Project Description:** Commercial Centre Building - Stand Alone Drive Thru Restaurant.

**Applicant:** Archon Architects Incorporated (Settimo Vilardi)  
**Location:** 830 Ouellette  
**Ward:** Ward 3  
**File No:** SPC-2022-21  
**Contact:** Brian Velocci  
**Deemed Complete:** August 16, 2022  
**Project Description:** Convert the Existing Lodging House to Apartments.

**Applicant:** John Bortolotti  
**Location:** 1595 Lincoln  
**Ward:** Ward 4  
**File No:** SPC-2022-22  
**Contact:** Jason Campigotto  
**Deemed Complete:** August 22, 2022  
**Project Description:** New Interior Storage Facility

**Applicant:** Rosati Group (David Mady)  
**Location:** 3200 Deziel  
**Ward:** Ward 9  
**File No:** AMT-2022-4  
**Contact:** Jason Campigotto  
**Deemed Complete:** August 22, 2022  
**Project Description:** Construction of a 9,655 square foot Office Building

**Applicant:** Sfera Architects (John Bortolotti)  
**Location:** 2109, 2139 Ottawa  
**Ward:** Ward 4  
**File No:** AMT-2022-5  
**Contact:** Jason Campigotto  
**Deemed Complete:** August 26, 2022  
**Project Description:** New Motor City Community Credit Union Main Branch

**Applicant:** Homes By Artisan (Mamun Chowdury)  
**Location:** 101 Erie E  
**Ward:** Ward 3  
**File No:** SPC-2022-23  
**Contact:** Jason Campigotto  
**Deemed Complete:** September 6, 2022  
**Project Description:** Redevelop the Medical/Pharmacy Plaza with Modern Amenities.

**Applicant:** Yogesh Kumar Contractor  
**Location:** 2275 Huron Church  
**Ward:** Ward 2  
**File No:** AMT-2022-6  
**Contact:** Jason Campigotto  
**Deemed Complete:** September 8, 2022  
**Project Description:** New Motel

**Applicant:** Mohammad Hanash  
**Location:** 1948-1950 Ottawa  
**Ward:** Ward 4  
**File No:** SPC-2022-24  
**Contact:** Brian Velocci  
**Deemed Complete:** September 12, 2022  
**Project Description:** Second Floor Addition and Change of Use

**Applicant:** Passa Associates Inc., Architects (Joseph Passa)  
**Location:** 785 Goyeau  
**Ward:** Ward 3  
**File No:** SPC-2022-25  
**Contact:** Jason Campigotto  
**Deemed Complete:** September 14, 2022  
**Project Description:** Two, 21 - Storey Mixed Use Towers - Commercial and Residential Units

**Applicant:** Rosati Construction Inc. (Darren Ion)  
**Location:** 3475 Wheelton  
**Ward:** Ward 9  
**File No:** SPC-2022-26  
**Contact:** Jason Campigotto  
**Deemed Complete:** September 15, 2022  
**Project Description:** Proposed Industrial Project on Airport Land

Enclosures:

(X) 1 copy of Map



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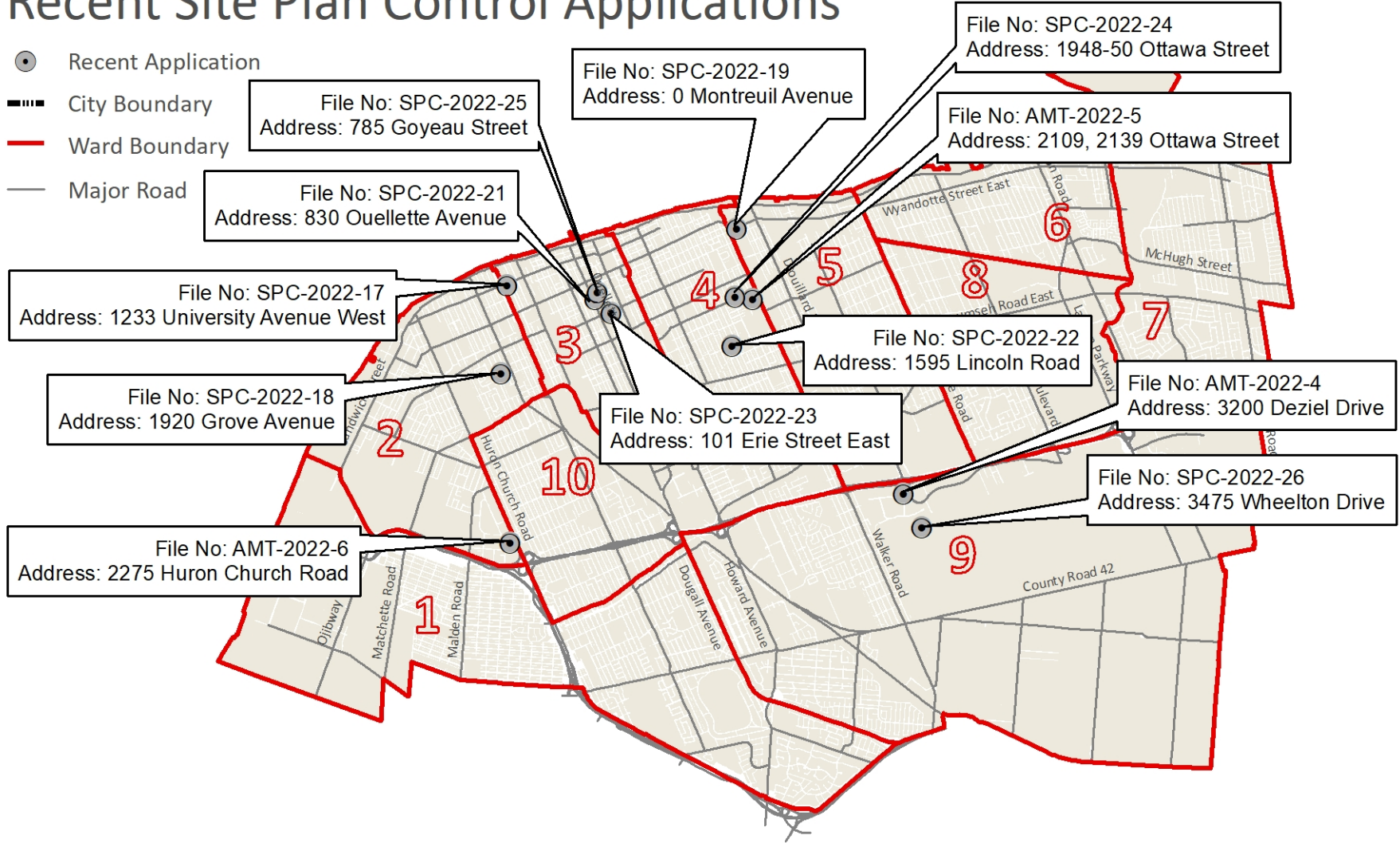
Neil Robertson, MCIP, RPP  
Manager of Urban Design

NR/jc  
Enclosures



# Recent Site Plan Control Applications

- Recent Application
- ▬ City Boundary
- Ward Boundary
- Major Road





**Additional Information: AI 13/2022**

**Subject: Additional Information Memo to Report S104/2022, Z-009/22  
[ZNG-6673] - 521, 523, and 525 Sandison Street, Ward 9**

**Reference:**

Date to Council: September 26, 2022  
Author: Pablo Golob, MCIP, RPP  
Planner II - Development Review  
519-255-6543, ext. 6918  
pgolob@citywindsor.ca  
Planning & Building Services  
Report Date: September 21, 2022  
Clerk's File #: Z/14345

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

**Additional Information:**

At their September 12, 2022 meeting, the Development and Heritage Standing Committee (DHSC) approved a motion to amend Administration's recommendation for the subject Planning Act application. The amendments were endorsed by the DHSC to address concerns raised by abutting property owners. The wording for the following recommendation is more consistent with the structure of the City's Comprehensive Zoning Bylaw, and it implements the DHSC recommendation in its entirety. As a result of the motion approved by the DHSC, the new recommendation should read as follows:

- I. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning of Pt Block A, Plan 1259; Part 1 & 2, Plan 12R-26132 (known municipally as 521, 523, and 525 Sandison Street), from Residential District 1.1 (RD1.1) to Residential District 3.1 (RD3.1) with a site specific exception to Section 20(1) for a reduced side yard setback of 3.0m.
- II. THAT the Site Plan Approval Officer **BE DIRECTED** to incorporate the following into an approved site plan and executed and registered site plan agreement:
  - Shifting the entire building and proposed parking lot 3 metres to the east in order to provide an additional 3 metres of separation from the parking area and the westerly properties.
- III. THAT the Site Plan Approval Officer **CONSIDER** the following matters in an approved site plan and/or executed and registered site plan agreement:

- Enhancing the landscaping along the eastern property line to help screen and mitigate noise;
- Providing a screening fence and landscaping along the perimeter of the west and south interior property lines;
- Removing the external refuse storage and storing the refuse internally.

[ZDM9; ZNG/6673]

**Approvals:**

<b>Name</b>	<b>Title</b>
Neil Robertson	Manager of Urban Design / Deputy City Planner
Thom Hunt	City Planner / Executive Director, Planning & Development
Wira Vendrasco	Deputy City Solicitor, Legal Services & Real Estate
Jelena Payne	Commissioner, Economic Development & Innovation
Ray Mensour	Acting Chief Administration Officer

**Appendices:**

**Subject: Proposed expropriation of lands for the Riverside Drive Vista Project Phase 2A, Plan C, Legal File EXP 11487-Ward 6**

**Reference:**

Date to Council: September 26, 2022  
Author: Patrick T. Brode  
Senior Legal Counsel  
519-255-6100 x6377  
pbrode@citywindsor.ca  
Legal Services, Real Estate & Risk Management  
Report Date: September 6, 2022  
Clerk's File #: SW/8513

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

**Recommendation:**

Usually, the administration makes a recommendation on the issue before Council. But in the case of an expropriation, the sole decision to be made is by City Council on whether or not to proceed. Should Council wish to proceed, the following wording could be used:

“That the City Council of the City of Windsor acting as an approving authority pursuant to the Expropriations Act hereby resolves **TO EXPROPRIATE** the lands described in Appendix “A” (excepting there from Items 20 and 21) hereto and **AUTHORIZES** the CAO and the City Clerk to execute the necessary Expropriation Plan and register the same on title, as well as the Certificate of Approval and all other necessary documents to put the expropriation into effect and pay the amounts of the appraised value pursuant to section 25 of the Expropriations Act.

**Executive Summary:**

N/A

**Background:**

On May 30, 2022, City Council authorized the City Solicitor to commence the process for the expropriation of the lands as shown on Appendix “A” for the purposes of the Riverside Drive Vista Project Phase 2A, Plan C. The purpose of this project is as indicated on the Notice of Application for Approval to Expropriate Lands (which was served on all of the Owners) is “for the purpose of the Riverside Drive Vista improvements Project 2A- Plan B, underground utility easements, gas mains, aerial easements and berm easements.”

Plans A and B of this project has been approved by City Council and plans of expropriation are or will be registered shortly.

Since the service of the notices as well as the publication of the expropriation notice in the *Windsor Star*, two of the owners, the Golishes at 6015 Riverside Drive east and the Mechanics at 6065 have requested an inquiry. They will have to be removed from this expropriation and dealt with after the inquiry.

**Discussion:**

In expropriation cases, City Council sits as an “approving authority” to determine under section 8(1) of the Act whether to approve the taking, approve it with modifications, or not to take the land at all.

**Risk Analysis:**

This land will be required to proceed with the project to improve Riverside Drive East and to install required utilities.

**Climate Change Risks**

**Climate Change Mitigation:**

The expropriation project will not pose a climate change risk.

**Climate Change Adaptation:**

The expropriation is part of the Riverside Vista Improvement Project which addresses climate change.

**Financial Matters:**

Project 7196000 was created in 2019, to track and fund settlements regarding DMAF/SMP – Riverside Drive Vistas Phase 2A. Part of project 7196000’s overall budget funds have been earmarked for property acquisitions. Should expropriation be required, there are funds available to complete the acquisitions.

**Consultations:**

Adam Mourad, Engineer II  
Alexandra Taylor, Financial Planning Administrator

**Conclusion:**

Acting as the approving authority, City Council may make whatever decision it feels appropriate. If it desires to proceed with the taking wording has been provided in the Recommendation.

**Planning Act Matters:**

N/A

**Approvals:**

<b>Name</b>	<b>Title</b>
Patrick T. Brode	Senior Legal Counsel
Shelby Askin Hager	Commissioner of Legal and Legislative Services
Chris Nepszy	Commissioner, Infrastructure Services
Joe Mancina	Commissioner of Corporate Services and CFO
Onorio Colucci	Chief Administrative Officer

**Notifications:**

<b>Name</b>	<b>Address</b>	<b>Email</b>

**Appendices:**

- 1 Lands to be Expropriated

## Appendix A

	<b>Municipal Address</b>	<b>Owner(s)</b>	<b>Land to be Expropriated</b>	<b>Type of Acquisition</b>
1)	6226 Riverside Drive East	Peter and Barbara Kuker	A 146.5 m <sup>2</sup> easement from the property legally described as Part of Lot 5 on Registered Plan 1376 being part of PIN 01053-0096, further described as Part 1 on Plan 12R-29023	Berm easement
2)	6212 Riverside Drive East	Carolyn Mason	A 164.7 m <sup>2</sup> easement from the property legally described as Part of Lot 4 on Registered Plan 1376 being part of PIN 01053-0095, further described as Part 2 on Plan 12R-12R-29023	Berm easement
3)	6200 Riverside Drive East	Elaine McLean	An approximate 4.5 m <sup>2</sup> easement along the south boundary of Part of Lot 3 on Registered Plan 1376 being part of PIN 01053-0003, further described as Part 4 on Plan 12R-12R-29023	Underground gas easement and Berm easement
			An approximate 154.8 m <sup>2</sup> easement from the property legally described as Part of Lot 3 on Registered Plan 1376 being part of PIN 01053-0003, further described as Part 3 on Plan 12R-12R-29023	Berm easement
4)	6180 Riverside Drive East	Dean and Fotene Santarossa	An approximate 7.6 m <sup>2</sup> easement along the south boundary of Part of Lot 2 on Registered Plan 1376 being part of PIN 01053-0002, further described as Part 5 on Plan 12R-12R-29023	Underground gas easement and Berm easement
			An approximate 183.4 m <sup>2</sup> easement from the property legally described as Part of Lot 2 on Registered Plan 1376 being part of PIN 01053-0002, further described as Part 6 on Plan 12R-12R-29023	Berm easement
5)	6160 Riverside Drive East	John Stein	An approximate 7.6 m <sup>2</sup> easement along the south boundary of Part of Lot 1 on Registered Plan 1376 being part of PIN 01053-0001, further described as Part 8 on Plan 12R-12R-29023	Underground gas easement and Berm easement
			An approximate 112.2 m <sup>2</sup> easement from the property legally described as Part of Lot 1 on Registered Plan 1376 being part of PIN 01053-0001, further described as Part 7 on Plan 12R-12R-29023	Berm easement

6)	6138 Riverside Drive East	Colleen and Harry Turnbull	<p>An approximate 3.6 m<sup>2</sup> easement along the south boundary of Part of Block A on Registered Plan 717 being part of PIN 01053-0148, further described as Part 9 on Plan 12R-12R-29023</p> <p>An approximate 102.5 m<sup>2</sup> easement from the property legally described as Part of Block A on Registered Plan 717 being part of PIN 01053-0148, further described as Part 10 on Plan 12R-12R-29023</p>	<p>Underground gas easement and Berm easement</p> <p>Berm easement</p>
7)	6132 Riverside Drive East	Margaret and James Dunn	<p>An approximate 3.8 m<sup>2</sup> easement along the south boundary of Part of Block A on Registered Plan 717 being part of PIN 01053-0147, further described as Part 12 on Plan 12R-12R-29023</p> <p>An approximate 126.1 m<sup>2</sup> easement from the property legally described as Part of Block A on Registered Plan 717 being part of PIN 01053-0147, further described as Part 11 on Plan 12R-12R-29023</p>	<p>Underground gas easement and Berm easement</p> <p>Berm easement</p>
8)	0 Riverside Drive East	Vincent Daugharty, Charles Scott and Edward Kenning	<p>An approximate 2.9 m<sup>2</sup> easement along the south boundary of Part of Block A on Registered Plan 717 being part of PIN 01053-0146, further described as Part 13 on Plan 12R-12R-29023</p> <p>An approximate 43.3 m<sup>2</sup> easement from the property legally described as Part of Block A on Registered Plan 717 being part of PIN 01053-0146, further described as Part 14 on Plan 12R-12R-29023</p>	<p>Underground gas easement and Berm easement</p> <p>Berm easement</p>
9)	6040 Riverside Drive East	Lisa and Brian Schwab	A 228.5 m <sup>2</sup> easement from the property legally described as Part of Lot 117, Concession 1 being part of PIN 01052-0122, further described as Part 15 on Plan 12R-12R-29023	Berm easement
10)	6020 Riverside Drive East	LSB Holdings Inc.	A 141.2 m <sup>2</sup> easement from the property legally described as Part of Lot 116, Concession 1 being part of PIN 01052-0146, further described as Part 16 on Plan 12R-12R-29023	Berm easement
11)	6000 Riverside Drive East	2524023 Ontario Ltd.	A 118 m <sup>2</sup> easement from the property legally described as Part of Lot 116, Concession 1 being part of PIN 01052-0145, further described as Part 17 on Plan 12R-12R-29023	Berm easement



12)	5970 Riverside Drive East	Chifor Investments Limited	A 421.3 m <sup>2</sup> easement from the property legally described as Part of Lot 116, Concession 1 being part of PIN 01052-0144, further described as Part 18 on Plan 12R-12R-29023	Berm easement
13)	5930 Riverside Drive East	Karen Corriveau and Peter Retar	A 226.3 m <sup>2</sup> easement from the property legally described as Part of Lot 116, Concession 1 being part of PIN 01052-0143, further described as Part 19 on Plan 12R-12R-29023	Berm easement
14)	0 Riverside Drive East	Juanita and Maxwell Zalev, Karen Corriveau, Peter Retar, Sally Bick and James Grier	A 10.6 m <sup>2</sup> easement along the south boundary of Part of Private Park on Registered Plan 675 being part of PIN 01052-0007, further described as Part 45 on Plan 12R-12R-29023	Underground gas easement and Berm easement
			A 202.4 m <sup>2</sup> easement from the property legally described as Part of Private Park on Registered Plan 675 being part of PIN 01052-0007, further described as Part 44 on Plan 12R-12R-29023	Berm easement
15)	5880 Riverside Drive East	Juanita and Maxwell Zalev	A 147.5 m <sup>2</sup> easement from the property legally described as Part of Lot 116, Concession 1 being part of PIN 01052-0142, further described as Part 20 on Plan 12R-12R-29023	Berm easement
16)	5860 Riverside Drive East	Sally Bick and James Grier	A 208.8 m <sup>2</sup> easement from the property legally described as Part of Lot 116, Concession 1 being part of PIN 01052-0141, further described as Part 21 on Plan 12R-12R-29023	Berm easement
17)	5885 Riverside Drive East	Courtney and Sean Laing	A 62.9 m <sup>2</sup> acquisition along the north boundary of Part of Lots 43 and 44 on Registered Plan 675 being part of PIN 01081-0585, further described as Part 22 on Plan 12R-12R-29023	Fee Simple
			A 55.5 m <sup>2</sup> easement from the property legally described as Part of Lots 43 and 44 on Registered Plan 675 being part of PIN 01081-0585, further described as Part 23 on Plan 12R-12R-29023	Underground utility easement and Underground gas easement
18)	5925 Riverside Drive East	Mary-Lynn Calcott	A 33.3 m <sup>2</sup> acquisition along the north boundary of Part of Lot 2 on Registered Plan 675 being part of PIN 01081-0565, further described as Part 24 on Plan 12R-12R-29023	Fee Simple

		A 15.4 m <sup>2</sup> easement from the property legally described as Part of Lot 2 on Registered Plan 675 being part of PIN 01081-0565, further described as Part 25 on Plan 12R-12R-29023	Underground utility easement and Underground gas easement
19)	5965 Riverside Drive East Zeljko Haramic	A 51 m <sup>2</sup> acquisition along the north boundary of Part of Lot 116, Concession 1 being part of PIN 01081-0371, further described as Parts 28 and 31 on Plan 12R-12R-29023  A 36.3 m <sup>2</sup> easement from the property legally described as Part of Lot 116, Concession 1 being part of PIN 01081-0371, further described as Parts 29 and 30 on Plan 12R-12R-29023	Fee Simple  Underground utility easement and Underground gas easement
20)	6015 Riverside Drive East Pamela and Kenneth Golish	A 41.4 m <sup>2</sup> acquisition along the north boundary of Part of Lot 116, Concession 1, and Part of Lot 33 on Registered Plan 717 being part of PIN 01081-0569, further described as Parts 32 and 35 on Plan 12R-12R-29023  A 33.4 m <sup>2</sup> easement from the property legally described as Part of Lot 116, Concession 1, and Part of Lot 33 on Registered Plan 717 being part of PIN 01081-0569, further described as Parts 33 and 34 on Plan 12R-12R-29023	Fee Simple  Underground utility easement and Underground gas easement
21)	6065 Riverside Drive East Rachel and William Mechanic	A 44.2 m <sup>2</sup> acquisition along the north boundary of Part of Lots 32 and 33 on Registered Plan 717 being part of PIN 01081-0568, further described as Part 36 on Plan 12R-12R-29023  A 36.9 m <sup>2</sup> easement from the property legally described as Part of Lots 32 and 33 on Registered Plan 717 being part of PIN 01081-0568, further described as Part 37 on Plan 12R-12R-29023	Fee Simple  Underground utility easement and Underground gas easement
22)	6125 Riverside Drive East Marsha and Stephen Kamen	A 17.4 m <sup>2</sup> acquisition along the north boundary of Part of Lot 2 on Registered Plan 717 being part of PIN 01080-0040, further described as Part 38 on Plan 12R-12R-29023	Fee Simple

		A 28.4 m <sup>2</sup> easement from the property legally described as Part of Lot 2 on Registered Plan 717 being part of PIN 01080-0040, further described as Part 39 on Plan 12R-12R-29023	Underground utility easement and Underground gas easement
23)	6145 Riverside Drive East Lisa and Albert Wilson	A 18.5 m <sup>2</sup> acquisition along the north boundary of Part of Lot 1 on Registered Plan 717 being part of PIN 01080-0039, further described as Part 41 on Plan 12R-12R-29023  A 23.6 m <sup>2</sup> easement from the property legally described as Part of Lot 1 on Registered Plan 717 being part of PIN 01080-0039, further described as Part 40 on Plan 12R-12R-29023	Fee Simple  Underground utility easement and Underground gas easement
24)	6185 Riverside Drive East Phyllis and Guy Reaume	A 44.8 m <sup>2</sup> acquisition along the north boundary of Part of Lots 7 and 8 on Registered Plan 1376 being part of PIN 01080-0175, further described as Part 42 on Plan 12R-12R-29023  A 38.4 m <sup>2</sup> easement from the property legally described as Part of Lots 7 and 8 on Registered Plan 1376 being part of PIN 01080-0175, further described as Part 43 on Plan 12R-12R-29023	Fee Simple  Underground utility easement and Underground gas easement
25)	5945 Riverside Drive East Wira Vendrasco	A 19.0 m <sup>2</sup> acquisition along the north boundary of Part of Lot 1 on Registered Plan 675 being part of PIN 01081-0564, further described as Part 26 on Plan 12R-12R-29023  A 31.0 m <sup>2</sup> easement from the property legally described as Part of Lot 1 on Registered Plan 675 being part of PIN 01081-0564, further described as Part 27 on Plan 12R-12R-29023	Underground utility easement and Underground gas easement  Fee Simple



**Subject: Hybrid Work Program - City Wide**

**Reference:**

Date to Council: 2022-09-26

Author: Dana Paladino, Executive Director of Human Resources (A)

519-255-6515, ext. 6259; [dpaladino@citywindsor.ca](mailto:dpaladino@citywindsor.ca)

Deirdre Brode, Policy & Procedure Coordinator

519-255-6515, ext. 6724; [dbrode@citywindsor.ca](mailto:dbrode@citywindsor.ca)

Human Resources

Report Date: 2022-09-15

Clerk's File #: AS2022

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

**Recommendation:**

THAT the draft of the Hybrid Work Procedure (Appendix A) and Program (Appendix B) **BE RECEIVED FOR INFORMATION**; and,

THAT Council **ADOPT** the Hybrid Work Program, to be implemented on a date to be determined by the CAO.

**Executive Summary:**

N/A

**Background:**

The Work at Home Policy was first approved in 2006 as part of the City of Windsor Corporate Pandemic Plan- Maintaining Business In, Through and Past a Crisis (CR/12200). In this procedure, working at home was only permitted during an emergency. The Work at Home Policy was converted into the Working at Home in the Event of an Emergency Procedure in March 2020. This procedure was implemented in March 2020 when the COVID-19 pandemic caused the City to quickly transition many of their employees to working remotely. In May, 2022, as pandemic restrictions eased, employees were called back in to the office full time. This was an opportunity to do a reset and develop a program that would be sustainable long-term, reflect and correct past challenges and concerns, and be developed thoughtfully, free from the urgent necessities put in place as a result of the pandemic.

The Hybrid Work Program was developed as a long-term strategy to incorporate remote work in a post-pandemic world. A hybrid workplace supports a blend of in-office and remote workers.

One year ago when the Hybrid Work Program was first brought before Council, other municipalities were considering or developing work-from-home programs. Now it has become the norm for many municipalities.

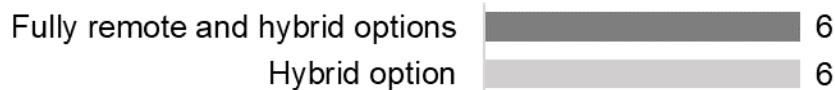
The following is a summary of the hybrid work status of other Ontario municipalities.

**Hybrid Work Option:**

- City of Guelph
- City of London
- City of Ottawa
- Region of Durham
- Town of Oakville
- City of Kingston

**Fully Remote Option and a Hybrid Option:**

- City of Brantford
- City of Greater Sudbury
- City of Hamilton
- City of Toronto
- Region of Peel
- York Region



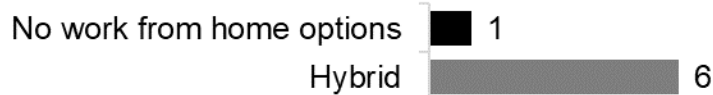
**Regional Municipalities:**

**Hybrid Work Option:**

- County of Essex
- Municipality of Chatham-Kent
- Municipality of Leamington
- Town of Essex
- Town of LaSalle
- Town of Tecumseh

**No Remote Option:**

- Municipality of Lakeshore



Notably, Enwin has also implemented hybrid work. Enwin uses a flexible work policy, which governs requests for flexible work arrangements and remote work. With respect to remote work, employees have the option to work remotely up to two days per week.

As a result of this shift toward hybrid work, the City is challenged in recruiting new employees and is losing current employees to other municipalities that offer work-from-home options.

In the past, the City had a more exclusive ability to draw from the Windsor labour and talent pool given municipalities in the GTA could not easily attract from the local talent without a commitment to the employee physically leaving the City. This is no longer the case and hence, swift action is recommended to ensure the City preserves all the

necessary competitive tools to not only retain the local talent pool but to also attract employees and talent from other areas as well.

**Discussion:**

Administration recommends implementing a hybrid work program which would allow for certain employees in certain positions to work from home some of the time. The program puts a heavy onus on management to ensure seamless transition between remote and on site work, without service disruptions. A hybrid model is only sustainable when there are mechanisms of enforcement and accountability that ensures no detrimental impact to productivity or service levels. The program and procedures attached as Appendices A and B aim to achieve these goals.

## Work at Home in the Event of an Emergency vs Hybrid Work

During the pandemic, employees were directed to work from home under the Work at Home in the Event of an Emergency Procedure. Employees adapted to this unprecedented situation and worked hard to overcome these challenges. Due to the exceptional circumstances, there were times when services were delayed. Everyone was restricted by health and safety rules and continuously adapted to a changing situation. Throughout the pandemic, the City required that employees who were able to work from home did so **at least** 50% of the time to keep building capacity down to near 50%. As recently as January 2022, the Government of Ontario required businesses and organizations to ensure that employees work remotely unless the nature of their work required them to be on-site. As a result of these health and safety restrictions, there were occasional interruptions in providing services as employees were not permitted to attend the worksite on certain days if at all possible. In addition, information technology infrastructure was not configured to support the entirely work from home model that the City was forced to adopt.

Without these challenges and restrictions, the Hybrid Work Program will be structured in a manner so as to ensure that the services provided to our residents or internal customers are never compromised. Lessons learned during the past two and a half years have been thoughtfully considered and are the basis upon which the amendments to the proposed Hybrid Work Program have been determined. Under the Hybrid Work Program, schedules will be based on customer service and not government restrictions or building capacity limits. In addition, at times, government mandates dictated that all employees whose job duties could be completed remotely worked from home. Under the Hybrid Work Program, only certain employees will be eligible for hybrid work based upon a detailed criteria including past performance.

The following chart highlights some of the distinctions between the requirements of working from home due to the pandemic and working from home under the Hybrid Work Program.

	Work at Home in the Event of an Emergency Procedure	Hybrid Work Program
Building Capacity	On-site not more than 50% of the time to keep building capacity down	No restrictions on how often employees can work onsite
Schedule	Employees work remotely unless the nature of their work requires them to be on-site	Schedules based on customer service and departmental needs
Eligibility	All employees whose job duties could be completed remotely worked from home, regardless of employee performance	Only certain employees will be eligible based on defined criteria

**Figure 1:** Hybrid Work Comparison

## Hybrid Work Eligibility

The hybrid work program and accompanying procedure outline the eligibility requirements and steps required to engage in hybrid work in a way that allows employees to meet the full requirements and expectations of their job responsibilities in serving the citizens and internal customers of the City.

Eligibility to engage in hybrid work will depend on the nature of the employee's job, the employee's current and past performance, the availability of electronic resources, and the overall feasibility of the proposed hybrid work schedule. Management would have the sole and exclusive right to approve, modify, or rescind a hybrid work agreement. Providing exceptional customer service without disruption would remain paramount.

Working from home does not work for all positions or all employees; as such, the Hybrid Work Program will need to be flexible. Which positions can work from home may change over time due to the nature of the position (e.g. increased digital services decreasing the need for in-person services) or the individual filling the position (employee without a dedicated workspace at home or without suitable internet).

The Hybrid Work Program, Procedure, and the related forms were sent to the Corporate Leadership Team, Executive Directors, Managers of Administration as well as union and CANUE executives for their feedback and information. All of the feedback received was reviewed and considered. A Hybrid Work Committee with representatives from various departments as well as union executives was formed to review and update the Hybrid Work Program and develop an implementation plan.

## Anchor Days

Anchor days are predetermined days in which the employee attends their municipal work site. As part of our deliberate and targeted approach to flexible work planning, the program establishes a minimum number of days in which an employee must attend their municipal work site in person.

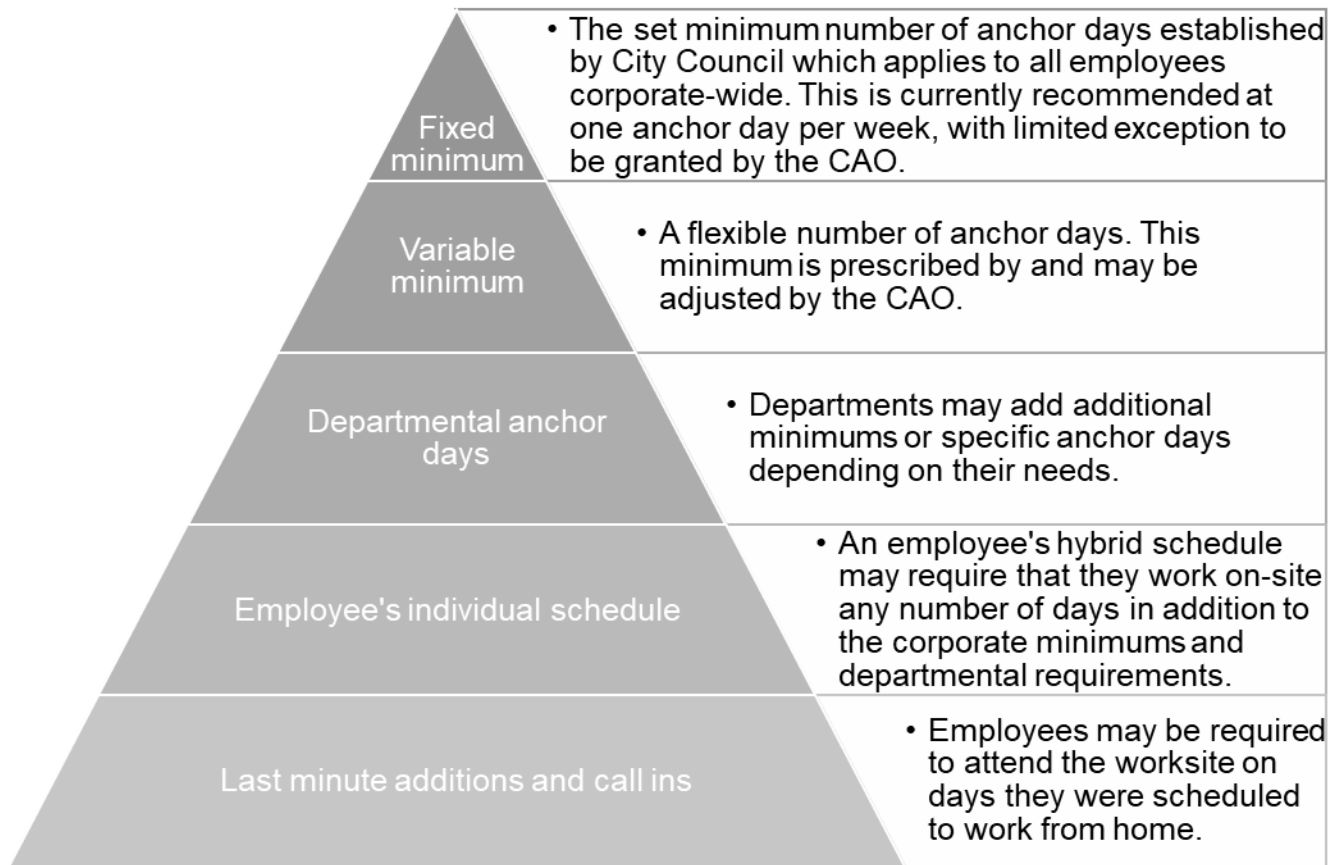
It is expected that at the onset of the Hybrid Work Program, the CAO will mandate a minimum of 3 days per week in-office Corporate-wide. This amount will be reviewed at regular intervals and may vary over time and by department at the discretion of the CAO. The program gives the CAO the authority to alter anchor days on a departmental basis, depending on the success of and compliance with the program by departments. It is proposed that, subject to limited exceptions as determined by the CAO, there will be a corporate minimum established by Council under the program, requiring all employees to work onsite a **minimum** of 1 day per week.

The program also allows departments the flexibility to set additional anchor days in addition to the corporate minimum and the anchor days set by the CAO. This may be based on their department needs or building comradery. Departments may change these requirements seasonally based on workflow.

Depending on the employee's job duties and the departmental schedule, an employee's individual schedule may include additional days at the municipal worksite.



The following diagram illustrates the hierarchy of decision making with respect to setting anchor days.



**Figure 2:** Anchor Days

### Benefits of Hybrid Work

In addition to the risk/benefits highlighted in the risk section below, there are some additional opportunities associated with hybrid work worth highlighting.

Using space differently with shared/flex workspaces would decrease the need for office space. The reduced need for office space could potentially create space for other City services in the future without expanding the City facility footprint. In addition, the City could explore renting out surplus space or co-locating complementary services. Hybrid work is environmentally friendly and in the long term, the City could reduce its carbon emissions due to fewer employees commuting.

Other municipalities have found a decrease in the amount of sick time used since the implementation of remote work. This could be attributed to the fact that some employees can still be productive at home even when they are not well enough to attend the office. Working remotely may ease the burden for those who struggle with mental health issues or otherwise struggle to balance work-life demands, resulting in them needing fewer sick days.

Here at the City, remote work has resulted in an initial decrease in ergonomic claims/interventions. The City's Workplace Safety and Insurance Board (WSIB) claims and the number of accidents and injuries reported also went down when employees started working from home (as shown in figure 4). In 2019, corporate employees used an average of 9.45 sick days. That number dropped to 8.67 in 2020 and 8.51 in 2021. In 2019 over 1000 more sick days were paid out compared to 2021 when employees were working a hybrid schedule.

### Annual Workplace Safety Reports

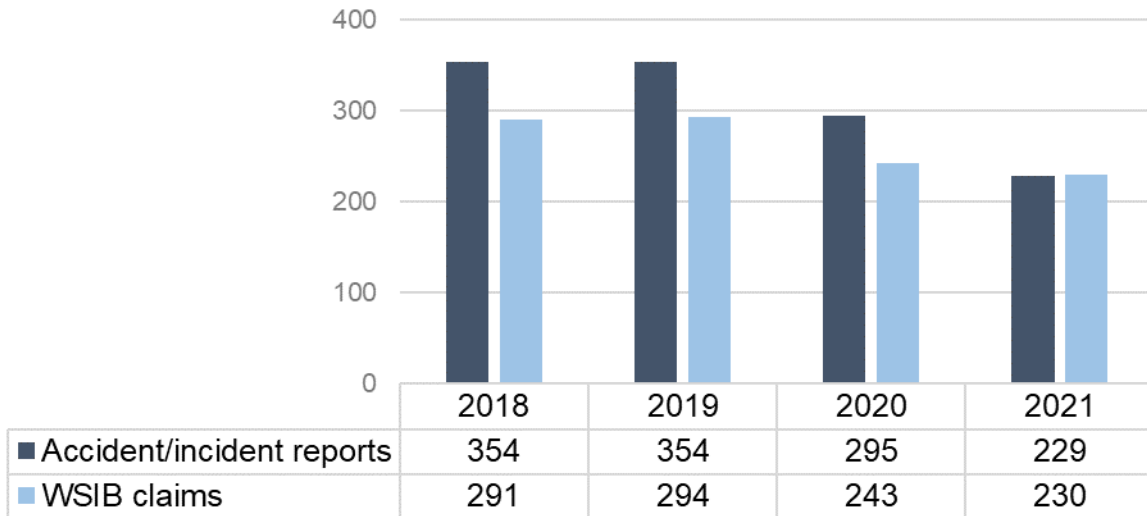


Figure 3: Workplace Illness/Injury Comparison

### Annual Sick Day Average

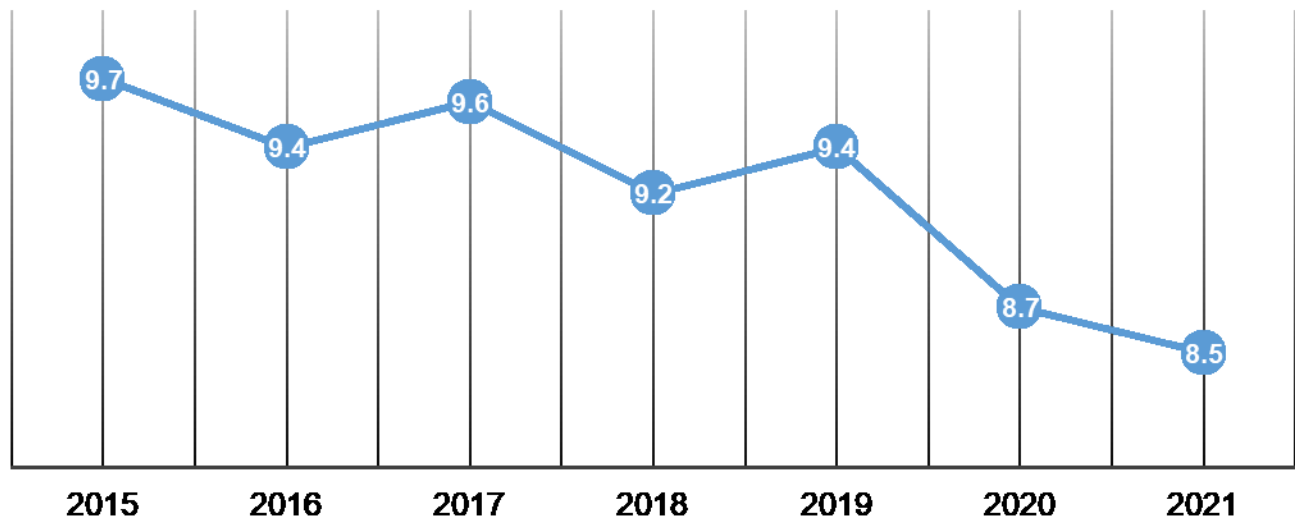


Figure 4: Corporate Sick Day Comparison

Supervisors with the ability to ensure staff are meeting performance targets indicate there has not been any loss of productivity. Time can be used more efficiently with the increase in virtual meetings. Fewer employees will be travelling between different buildings and different rooms to meet in person. Employees can transition immediately from one meeting to the next, increasing productivity.

Hybrid work can also impact diversity, equity, and inclusion efforts with the potential for more remote workers from a wider talent pool, including:

- Job candidates with physical or mental health disabilities who struggle with commuting and navigating an office setting on a daily basis.
- People with primary family care responsibilities who would benefit from the time savings associated with eliminating the office commute (the majority of whom are women).
- People facing economic housing and transportation limitations who cannot afford to live close to the office or commute daily.

A program like this demonstrates Council's and Administration's commitment to creating an organizational culture that is agile, innovative, and focused on excellence—all necessary to ensure Windsor achieves its full potential.

## **Risk Analysis:**

### **Excellence in Customer Service**

There is a risk that allowing employees to work from home will lead to a decrease in customer service, both to the public, council, and to internal departments. In the past, there have been situations where employees' ability to provide service was impeded by the fact that the employee was working at home. Administration recognizes this is unacceptable, and an employee's work location should have no bearing on their ability to do their job.

This risk will be mitigated by ensuring that appropriate controls are set out in the Program and that there will be strict adherence thereto. Management is responsible to ensure staff productivity, both on site and remotely. If a manager is not doing their part to ensure adherence, their Executive Director and CLT members will be required to intervene, and it will become a performance issue for that manager. To the extent that employee productivity cannot be managed under a hybrid model, hybrid work privileges for that employee or area, as the case may be, will be revoked. Whereas working from home was previously a necessity due to pandemic restrictions, it will now be a privilege that if abused or deemed non-functional, will cease.

## Recruitment and Retention

Failure to implement a Hybrid Work Program puts the City at significant risk of being unable to compete with other municipalities and will amplify our growing recruitment and retention crisis.

The corporation has experienced many delayed recruitments and is operating with an unsustainable number of vacancies. Failure to take action soon puts the City at risk of feeling these challenges even more acutely, as other organizations take steps to increase competitiveness.

The City has an average of 180 vacant established positions at any one time. The average length of time a full-time position is vacant can be 8 to 10 weeks. Consequences of high levels of staff turnover include loss of institutional knowledge, an increased risk of critical errors, and interruption of customer service and business continuity.

The increasingly challenging labour climate requires additional strategies and targeted approaches. "Attraction and retention" has been identified by the Corporate Leadership Team (CLT) as a Priority Enterprise Risk since 2016. Between 2016 and 2018 the risk level increased from moderate to significant. The heightening concerns around this risk made it the number one risk in the City's Priority Enterprise Risks.

The City has recently lost a number of employees to neighbouring municipalities and has started to lose employees to distant municipalities that offer fully remote options. Examples are outlined in more detail under the accompanying P&C memo.

In 2019, PwC conducted an audit of HR's recruiting processes and retention strategy. This audit identified a number of challenges facing the City's retention strategy, including limited availability of flexible working arrangements which reduces the City's attractiveness. A survey by the HR Reporter found that nearly half of working Canadians say they would prefer to work remotely at least three times per week, with a quarter preferring flexible hours. The Windsor Works Report notes under "Talent" that when asked about the type of company they want to work for, residents responded that traditional metrics such as security and benefits were rated evenly with softer metrics such as company culture and a work-life balance. A hybrid work model will increase the City's ability to attract and retain employees looking for flexibility and a work-life balance. A flexible hybrid work model is more appealing to younger employees, which can attract new talent.

An estimated 20% of candidates who have turned down a job offer to work at the City this year said it was because of the lack of work-from-home options. That doesn't include the majority of candidates who do not give a reason for declining an offer. Nearly every candidate who interviewed for a job that could reasonably be done from home inquired about the City's work-from-home options.

With a hybrid work program that is comparable to other municipalities as well as both the public and private sector generally, the City will improve its market competitiveness to better be able to recruit qualified individuals into the corporation as well as retain existing employees.

## **Privacy considerations**

Employees approved to work from home must establish their own dedicated workspaces in their homes to ensure privacy. Supervisors/Human Resources may need to review the employee's workstation (via pictures and video chat) to ensure that privacy can be maintained. Confidentiality requirements will form part of the hybrid agreement and be strongly enforced.

## **Health, Safety, and Wellness**

Should Council adopt the Hybrid Work Program, consideration will need to be given to the long-term hazards associated with home offices and ensure that policies and resources are in place to keep remote workers physically, mentally, and psychologically safe. It will also be important to keep remote workers engaged in corporate culture and teamwork processes. This may include enhanced ergonomic and cognitive assessment processes and guidelines.

Strategies have been implemented to mitigate against the risk of hazards associated with home office use. Employees must submit photos of their office space showing their ergo setup and must confirm that they are working in their designated workspace. If employees are not adhering to their agreed-upon work arrangement, they acknowledge that they are doing so at their own risk.

Likewise, the loss of comradery and corporate culture by having employees engaging in hybrid work is mitigated by the requirement of anchor days, which helps boost morale. In addition, the program puts a heavy onus on managers to keep employees engaged, and managers will be evaluated in performance evaluations for their ability to maintain teamwork and demonstrate leadership to staff working remotely.

## **Recruitment Risks**

One of the most critical consequences of not implementing hybrid work is the negative impact on recruitment and retention. This **leads** to the possibility of delaying major City investments should the City not have the staff base to support the work being done.

Continuing to lose employees to the private sector and other local municipalities may make other staff consider leaving the City and may leave staff feeling overwhelmed by the increased responsibility and workload left behind when these employees leave. Another effect of the continued loss of experienced staff is a decrease in workplace morale. Increased workloads from staff shortages due to unfilled vacancies have left many staff feeling burnt out and may lead to increased use of sick time, unpaid leave, early retirements and searches for positions at other organizations.

There is also a loss of institutional knowledge from sudden departures. With retirements, the City has the time and foresight to work on transferring knowledge, but unexpected losses may leave the City in a vulnerable position. Prolonged vacancies and high levels of staff turnover will lead to significant increases in overtime and training costs.

Large numbers of vacancies reduce the amount of operational work that can be completed, which means maintenance falls behind, response times increase and quality of service begins to fall towards minimum expectations. These impacts are highly visible to the public and may lead to increased complaints and a declining reputation.

Recruitment and retention issues put the City at risk of substandard or interrupted service delivery. Due to the number of current vacancies and delayed recruitments, many departments are short-handed or their current staff establishment is insufficient to meet today's demands. Negative public perception resulting from substandard service can do irreparable harm to the City's image as we strive to attract further investment and the talent required to staff it.

The risk of service interruptions from recruitment and retention issues far outweighs the risk of service disruption caused by employees working from home under the proposed program.

## **Climate Change Risks**

### **Climate Change Mitigation:**

The Hybrid Work Program would result in an overall decrease in greenhouse gas (GHG) emissions.

In 2017, City Council approved the Community Energy Plan and Corporate Climate Action Plan (CR426/2017) along with associated GHG emission reduction targets. A hybrid work model would help the City progress toward meeting both its community targets and corporate targets.

#### Community Targets:

- Reduce per capita energy use by 40% from 2014 baseline by 2041; and
- Reduce per capita GHG emissions by 40% from 2014 baseline by 2041.

#### Corporate Targets:

- Reduce primary energy use by 11% by 2030 and 25 % from 2014 baseline by 2041; and
- Reduce GHG emissions by 20% by 2030 and 40 % from the 2014 baseline by 2041.

According to the Environmental Commissioner of Ontario's Annual Energy Report, "transportation is Ontario's largest source of greenhouse gas emissions and typically is the largest energy use. In 2014, the transportation sector consumed 36% of Ontario's energy." In Windsor, the transportation sector accounts for 26% of the energy used, 36% of GHG emissions and 46% of the energy costs.

Hybrid work reduces the need for employees to commute to and from work and also travel between worksites, reducing GHG emissions from vehicles. As the City is one of the largest employers in Windsor, this could have a significant impact. According to Windsor's Community Energy Plan, a relatively modest elimination of 2% of average

journeys results in an emissions reduction of about 8,000 Tonnes of CO<sub>2</sub>, or about 1%, of the total transportation emissions in 2041.

This initiative would fulfill part of the action items from the Corporate Climate Action Plan (2017):

P1: Create an Internal 'Energy First' Ethic

B3: Continue to Improve Operations, Maintenance, and Monitoring

Hybrid work would also support the Corporate Energy Management Plan (2019-2023), the key objective of which is to identify energy efficiency opportunities, reduce consumption, better manage costs, reduce the City's municipal carbon footprint and ultimately support a culture of energy conservation. Hybrid work supports the goals of this plan which are:

- Achieve a 10% reduction in overall energy consumption over the five-year 2019 – 2023 timeframe of the Plan.
- Integrate information systems and coordinate corporate programs to support energy related actions.
- Introduce new technologies where prudent.

### **Climate Change Adaptation:**

In 2020 City Council approved the Degrees of Change, Climate Change Adaptation Plan. A hybrid work model would contribute to both:

Action 1.1: Incorporate climate change considerations into Municipal Decision Making; and

Action 2.8: Decrease public and private contributions to air quality contaminants.

In 2012, City Council passed a motion approving the development of a corporate-wide Climate Change Adaptation Plan. Part of that plan was that the City needed to develop ongoing strategies that will address climate change over the long-term including incorporating climate change adaptation into city policies and high-level plans. A hybrid work program would certainly be a direct way of implementing this strategy.

A hybrid work model would allow flexibility for employees to work from home during inclement weather. Reducing traffic on City streets would reduce the risk to City staff responding to such events such as snow plow and transit drivers. In 2020, City Council approved the Degrees of Change, Climate Change Adaptation Plan. As mentioned above, hybrid work would support action item 2.10 Enhance community safety during icy conditions.

### **Financial Matters:**

If the Hybrid Work Program is approved there should be limited financial burden to the City as Appendix B: Hybrid Work Program states the following:

- Employees are not eligible to claim any expenses from the City incurred from working from home. For example, the employee would be responsible for expenses relating to insurance, communication lines including internet connection and usage fees, phone lines and usage fees, utilities, meal allowance, lighting, as well as the procurement and maintenance of remote workstation furniture and IT equipment not provided by the City.
- The employee is responsible for any costs associated with home renovations required for a home office, including the physical installation of phone lines and electrical upgrades.
- Employees may be required to attend their municipal worksite for anchor days, meetings, training, events, unexpected work schedule changes, or to pick up or deliver work-related items from time to time. When such travel occurs, employees are not entitled to mileage reimbursement.

There may be some additional costs related to technology that cannot be quantified at this time. Some hybrid workers will require a corporate laptop if they have not already been assigned one. It may be that these workers are not eligible for work from home until such time as their computer is up for renewal or there is sufficient budget funding available as we transition to the new equipment needs of the corporation. Equipment needs will have to be addressed and budgeted within one's departmental budget, not to exceed the department's budget.

Compared to other options and strategies for increasing recruitment and retention, hybrid work has a lower cost.

Administration will monitor the program as future decisions are made on the ultimate structure of a hybrid work-at-home procedure in order to consider all future budgetary impacts that may impact both the operational and capital budgets. Future budgets would be created with full consideration of the financial impacts of any future changes.

### **Consultations:**

Kyla Fair, Legal Counsel

Hybrid Work Committee

### **Conclusion:**

Recruiting qualified candidates and retaining experienced employees has become increasingly difficult for the City of Windsor. As a result, the corporation has experienced many delayed recruitments and is operating with an unsustainable number of vacancies. Failure to take action soon puts the City at risk of feeling these challenges even more acutely, as other organizations take steps to increase their competitiveness.

Implementing a hybrid work program is a key factor in helping the City compete with other municipalities as part of a coordinated strategy for addressing recruitment and retention issues now and in the future.



**Planning Act Matters:**

N/A

**Approvals:**

<b>Name</b>	<b>Title</b>
Dana Paladino	Executive Director, Human Resources (A)
Shelby Askin Hager	Commissioner, Legal & Legislative Services
Chris Nepszy	Commissioner, Infrastructure Services
Ray Mensour	Commissioner - Community Services
Debbie Cercone	Commissioner, Human & Health Services (A)
Andrew Daher	Commissioner, Human & Health Services
Jelena Payne	Commissioner, Economic Development & Innovation
Janice Guthrie	On behalf of Commissioner, Corporate Services – Chief Financial Officer/City Treasurer
Onorio Colucci	Chief Administrative Officer (A)

**Notifications:**

<b>Name</b>	<b>Address</b>	<b>Email</b>

**Appendices:**

- 1 Appendix A: Hybrid Work Procedure
- 2 Appendix B: Hybrid Work Program

## THE CORPORATION OF THE CITY OF WINDSOR PROCEDURE

Service Area:	<b>Office of Corporate Services</b>	Procedure No.:	<b>HRHAS - PRO - 0045</b>
Department:	<b>Human Resources</b>	Approval Date:	
Division:	Employment Services	Approved By:	<b>CAO and CLT</b>
		Effective Date:	
Subject:	<b>Hybrid Work</b>	Policy Ref.:	Working Environment Policy
		<i>Pages:</i>	Replaces: Hybrid Work Procedure
Prepared By:	Deirdre Brode, 2022		Date: 22 February 2022

### 1. Purpose

**1.1.** In keeping with the modernization of the workplace and in an effort to foster a productive and flexible work environment employees will be encouraged to establish a Hybrid Work Agreement in accordance with this procedure wherever it is operationally feasible to do so.

**1.2.** A hybrid work model will increase the Corporation of the City of Windsor (the Corporation)'s ability to attract and retain the best employees.

**1.3.** This procedure outlines the eligibility requirements and steps required to engage in a hybrid work arrangement in a way that allows for employees to meet the requirements of their job responsibilities in serving the citizens and internal customers of the Corporation.

**1.4.** A hybrid work arrangement must not have a negative impact on an employee's performance and therefore the ability of the Corporation or a department to meet its goals and objectives.

### 2. Scope

**2.1.** This procedure applies to all employees including Transit Windsor (as approved by Transit Windsor Board Resolution M104-2015).

**2.2.** If established, a hybrid work arrangement will not be permanent and will not entitle an employee to an ongoing or future arrangement. Eligibility will be reassessed from time to time. If an employee changes jobs within the Corporation, there are performance concerns, or the arrangement is not operationally feasible, any existing hybrid work arrangement may be re-evaluated, modified, or rescinded at the discretion of management and will be discussed with the affected employee.

**2.3.** This procedure does not alter or replace the terms of an existing employment contract, collective agreement, policies, procedures, practices, or legislation.

**2.4.** During periods of extraordinary circumstances, such as a pandemic or other emergencies, the Corporation may request or require that employees work from home for a temporary period of time as outlined in the Work at Home in the Event of an Emergency Procedure.

**2.5.** If there is inclement weather so severe that the CAO declares that certain City facilities should be closed, the Inclement Weather Procedure will be implemented and the Corporation may request or require that employees work from home.

### **3. Definitions**

**Anchor day:** predetermined day(s) in which the employee attends their municipal work site. Anchor days will be outlined in the employee's Hybrid Work Agreement but can be changed with the approval of the employee's manager or changed by the employee's manager as operationally required.

**Designated work location:** the location within the employee's home in which the employee will establish a suitable, safe, dedicated workstation.

**Hybrid Work Agreement:** an agreement between the Corporation and the employee that outlines the hybrid work schedule and the expectations and conditions for the hybrid work arrangement. Must be approved by the employee's supervisor, Executive Director, and Commissioner and submitted to HR.

**Hybrid work:** a workplace model that supports a blend of in-office and remote workers. Employees spend some of their work hours at their municipal worksite and others working from home.

**Municipal worksite:** the municipal facility at which the employee works.

**Operational feasibility:** a measure of how well a proposed system solves problems, takes advantage of opportunities and performs the necessary tasks of the Corporation. To be operationally feasible, the hybrid work arrangement must fulfill the needs of internal and external customers without sacrificing quality, efficiency, and productivity.

**Work at Home Health and Safety Form:** a form that is to be completed by the employee in consultation with their supervisor and submitted to HR. Includes a home office safety checklist to assess any possible risks and hazards associated with the employee's designated work location.

### **4. Responsibility**

#### **4.1. The Chief Administrative Officer (CAO) will:**

**4.1.1.** Support the use of this procedure corporate-wide by promoting compliance and consistency.

**4.1.2.** Support this procedure including recommending to City Council that adequate budgetary resources be made available to meet the obligations under this procedure.

**4.1.3.** Prescribe minimum requirements for anchor days, per department, depending on departmental success with this program and adherence to its requirements.

**4.1.4.** Provide guidance, direction, and final authority when issues arise and the Corporate Leadership Team and the Executive Director of Human Resources are unable to come to a resolution.

**4.1.5.** Provide exemptions to this procedure depending on exigencies for service at the request of Corporate Leadership Team members.

**4.2. The Corporate Leadership Team (CLT) will:**

**4.2.1.** Support the use of this procedure in their respective areas by promoting compliance and consistency.

**4.2.2.** Review and approve Hybrid Work Agreements submitted by employees in their area to ensure consistency and fairness.

**4.2.3.** Ensure employees in their area are adhering to the prescribed minimum number of anchor days.

**4.2.4.** Lead by example in adhering to all of the standards of the Hybrid Work Program.

**4.2.5.** Request exemptions to this procedure depending on exigencies for service for employees in their areas.

**4.3. Executive Directors (ED) will:**

**4.3.1.** Review and approve Hybrid Work Agreements submitted by employees in their area to ensure consistency and fairness.

**4.3.2.** When considering approving Hybrid Work Agreements for their direct reports, ensure there are enough onsite managers and supervisors for their area. Suggest alterations to the proposed hybrid work schedule when necessary.

**4.3.3.** Provide direction to managers and supervisors on monitoring hybrid workers' performance, efficiency, and productivity as well as the quality of work produced and customer service provided.

**4.3.4.** Determine whether new technological equipment that managers and supervisors wish to purchase to enable employees to work at home should be included within their departmental budget.

**4.3.5.** When purchasing any new technological equipment, consider options that will allow for more employees to engage in hybrid work in the future (i.e. consider purchasing laptops instead of desktops).

**4.4. The Executive Director of Human Resources will:**

**4.4.1.** Communicate this procedure and the related program, protocols, and guidelines to all employees.

**4.4.2.** Work with departments to resolve any work-from-home issues, as requested, especially concerning health and safety, sick leave, WSIB claims, or training.

**4.4.3.** Regularly report to the CLT on the ongoing successes or issues in order to monitor the hybrid work program.

#### **4.5. The Executive Director of Information Technology will:**

**4.5.1.** Establish the rules for safe and secure network connectivity to the corporate network from home.

**4.5.2.** Provide the necessary technological equipment where available and appropriate and the corporate network access if requested by the employee's supervisor or manager.

**4.5.3.** Be responsible for recording all technological equipment and corporate network access that has been provided by Information Technology (IT) to employees working from home and removal of corporate network access upon the termination of a hybrid work arrangement or when needed.

#### **4.6. The Manager of Employee Relations will:**

**4.6.1.** Provide advice and recommendations to EDs, supervisors, and managers regarding any collective agreement implications arising out of hybrid work arrangements.

#### **4.7. The Occupational Health, Safety and Wellness Manager will:**

**4.7.1.** Review, track, and deliver appropriate training in compliance with this procedure and the related program, specifically as it relates to health, safety, ergonomics, and wellness.

**4.7.2.** Review, track, update, and maintain appropriate documentation such as Hybrid Work Agreements and Work at Home Health and Safety Forms.

#### **4.8. Managers and supervisors will:**

**4.8.1.** Review and adhere to the Hybrid Work Program.

**4.8.2.** Assess the ability of each employee under their supervision who submits a Hybrid Work Agreement to work-from-home, taking into consideration their job duties and past performance, equipment requirements, and operational feasibility.

**4.8.3.** If an employee requires a Corporate laptop (or other technological equipment) submit a request for new computer hardware form to Information Technology prior to approving their Hybrid Work Agreement.

**4.8.4.** Record all corporate equipment that an employee has taken home and secure the return of such equipment upon termination of the hybrid work arrangement.

**4.8.5.** Immediately inform IT of any changes to which employee is assigned which laptop.

**4.8.6.** Ensure employees entering into a hybrid work arrangement complete and sign a Hybrid Work Agreement and a Work at Home Health and Safety Form. Employees who refuse to sign the Hybrid Work Agreement or Work at Home Health and Safety Form will not be permitted to work from home.

**4.8.7.** In consultation with their Health and Safety Advisor, Disability Management Specialist, and the Ergonomist & Wellness Specialist, ensure that the employee demonstrates that their designated work location meets the safety standards of the Corporation by completing the Work at Home Health and Safety Form.

**4.8.8.** Make sure employees are properly trained to work-from-home including, but not limited to, the use of technology, health and safety, records compliance, and protecting confidential information.

**4.8.9.** Track the hours of the employee using the Workforce Management System or their established departmental practice.

**4.8.10.** Approve or deny requests from employees to alter their hybrid work schedule, and know where their employees are working at all times.

**4.8.11.** Determine a method of communication in consultation with the employee and maintain regular communication. Communication via personal social media is not acceptable.

**4.8.12.** Monitor the work performance, efficiency, and productivity of the employee as well as the quality of work produced and/or customer service provided and take appropriate steps if performance issues arise. Report any issues or concerns to their ED.

**4.8.13.** Ensure that the employee's duties are completed without compromising the quality of service.

**4.8.14.** Monitor the physical and mental health of the employee to ensure that their environment remains safe, productive, and supportive of their well-being to the extent possible by staying in regular communication.

**4.8.15.** Follow the established protocols if the employee reports a workplace accident including completing an Accident/Incident Report.

**4.8.16.** Endeavour to provide reasonable notice if an employee is required to attend a work function on-site or at another location or otherwise alter their hybrid work schedule (unless it is due to an urgent situation).

**4.8.17.** Terminate the hybrid work arrangement if circumstances arise that justify the termination, as agreed by the Executive Director, Commissioner, and the supervisor or manager at their discretion.

**4.8.18.** Immediately inform Human Resources when a hybrid work arrangement is terminated.

**4.8.19.** Provide reasonable notice if a change is required to the employee's Hybrid Work Agreement unless it is due to an urgent situation or the employee's permission is suspended or revoked for performance reasons. If a change is required to the employee's Hybrid Work Agreement, communicate to the employee the reasons why.

#### **4.9. Employees will:**

- 4.9.1.** Review and adhere to the Hybrid Work Program.
- 4.9.2.** Self-assess whether a hybrid work arrangement is an avenue they wish to pursue given their personal circumstances and work requirements.
- 4.9.3.** Adhere to this procedure as well as any directives given by their supervisor or manager.
- 4.9.4.** Take all reasonable precautions to maintain their health and safety while working from home.
- 4.9.5.** In consultation with their supervisor or manager, define the designated work location within their home where they will work and bring forward any health and safety concerns.
- 4.9.6.** Provide an adequate workspace and furnishings while working from home. There will be no duplication of any office furniture for a home office.
- 4.9.7.** Complete all of their assigned work. If unable to complete their assigned duties, communicate to their manager/supervisor as to the reasons why and proactively work to resolve the issue.
- 4.9.8.** Spend their work hours as outlined in their Hybrid Work Agreement dedicated to completing their job duties for the Corporation.
- 4.9.9.** Participate in online and other forms of hybrid work collaboration with colleagues to maintain engagement with corporate culture.
- 4.9.10.** Take all reasonable precautions to ensure the security of confidential information including personal information and private conversations.
- 4.9.11.** Immediately report any potential breach of privacy to their supervisor or manager, where there may be unauthorized access, disclosure, loss or theft of personal/sensitive information or a City device.
- 4.9.12.** If appropriate, log their work hours in the Workforce Management System or departmental system. Any falsification of this information could lead to disciplinary measures up to and including dismissal.
- 4.9.13.** Keep any online or shared calendars or schedules up to date every day.
- 4.9.14.** Complete, sign, and forward the Hybrid Work Agreement and the Work at Home Health and Safety Form and comply with any conditions.
- 4.9.15.** Promptly return any equipment belonging to the Corporation after the hybrid work arrangement has been terminated or upon request.
- 4.9.16.** Be responsible for at home or personal internet service if their duties require online internet services or access to the Corporate computer network.
- 4.9.17.** Ensure they can attend the municipal worksite when requested by their manager/supervisor, even on days they were scheduled to work from home (ex. in

emergencies/co-worker's absence). Including having the ability to commute to the worksite within a reasonable time.

## **5. Procedure**

**5.1.** The employee's designated work location must be in Ontario and within 200km of the City of Windsor city limits except with express permission from their manager, the appropriate Commissioner, and the Executive Director of Human Resources.

**5.2.** All employees who want to enter into a hybrid work arrangement must first complete their probationary period as set out in their collective agreement or terms and conditions of employment, except with express permission from their manager, the appropriate Commissioner, and the Executive Director of Human Resources.

**5.3.** The employee's hybrid work schedule must include a minimum of one anchor day per week except with express permission from the CAO.

**5.4.** To establish a hybrid work arrangement, the employee is required to submit an approved Hybrid Work Agreement and Work at Home Health and Safety Form to Human Resources.

**5.5.** Employees should first submit a proposed Hybrid Work Agreement to their supervisor/manager for approval before completing the Work at Home Health and Safety Form.

**5.6.** Supervisors and managers may advise the employee to revise their proposed hybrid work schedule (based on scheduling concerns, customer service requirements, departmental needs, etc.) and submit a new Hybrid Work Agreement for approval.

**5.7.** When considering approving a Hybrid Work Agreement, supervisors/managers should consider whether it is operationally feasible. Providing exceptional customer service to residents needs to remain the paramount concern.

**5.8.** In some cases, employees will not be eligible to participate because of staffing levels, the necessity to conduct work on-site at Corporate facilities or out in the community, the nature of their work, scheduling issues, the availability of technological resources, or operational demands.

**5.9.** The home/work environment, work habits, skills, and abilities of the employee may also impact the decision to approve or deny a Hybrid Work Agreement.

### **5.10. Basic Eligibility Requirements:**

- The employee must be in good standing;
- The employee must not have a recent history of unsatisfactory job performance;
- The employee has a history of abiding by all Corporate policies and procedures and all lawful instructions and requirements of the Corporation;
- There are no increased labour costs and no significantly increased unapproved operational or capital costs (excluding IT equipment costs);
- The employee must be willing and flexible to adjust their schedule at the direction of management based on operational requirements, staffing levels, nature of work, etc.



This can be on short notice or with advanced notice depending on changing needs. This requirement may be waived by the CAO in exceptional circumstances;

- The employee will follow all existing policies, procedures and practices, and abide by the terms and conditions of this procedure, the Hybrid Work Program and the Hybrid Work Agreement.

**5.11. Job Characteristics:**

- Work can be sent to and from the employee's designated work location with ease, speed, and confidentiality;
- The job involves a reasonable percentage of work that can be performed from home;
- There is not a daily requirement for in-person contact with management, direct reports, customers, members of the public, other employees, etc.;
- The needs of internal and external customers can be satisfied without adverse impact to the Corporation.

**5.12. Schedule Considerations:**

- The proposed schedule compliments the hybrid work schedules and regular work schedules of the other employees in the department;
- All other employees can complete their duties while this employee is working from home;
- Coverage can be assured for any breaks or absences;
- There will be enough supervisory staff on-site as needed to adequately manage the area;
- The proposed schedule is not intended to be a replacement for child or dependent care.

**5.13.** Hybrid workers will require a corporate laptop. It is up to each department to determine if they have room within their departmental budget to address these needs and if that is the best use of their resources.

**5.14.** During the transition period, employees may be permitted to begin hybrid work using a personal laptop/computer, provided their manager/supervisor has submitted the Request for New Computer Hardware form to IT to request a Corporate-issued laptop.

**5.15.** Any new technological equipment that managers and supervisors wish to purchase to enable employees to work at home must be included within their departmental budget.

**5.16.** The Corporation will not be held accountable and is not liable for any technical problems that may occur while using a personal laptop or computer.

**5.17.** If the employee does not have sufficient internet connection in their home office, the necessary technological equipment in their home office, there is none available to borrow, and the Department decides not to purchase more equipment at that time, the Hybrid Work Agreement can not be approved.

**5.18.** If a manager/supervisor is denying a hybrid work request, they must state the reason why on the Hybrid Work Agreement and then send the form to the employee and HR.

**5.19.** Once approved by the manager/supervisor, the Hybrid Work Agreement should be sent to the employee's ED for approval, then the appropriate CLT member before being sent to Human Resources.

**5.20.** Once the employee's Hybrid Work Agreement is approved, the employee will complete and sign a Work at Home Health and Safety Form. There are no exemptions from this requirement.

**5.21.** Once completed, the employee should send the Work at Home Health and Safety Form to their supervisor/manager for approval.

**5.22.** Supervisors and managers should review Work at Home Health and Safety Forms for completion and ensure that any health and safety concerns are discussed and addressed with the employee. In consultation with their Health and Safety Advisor, Disability Management Specialist, and the Ergonomist & Wellness Specialist, confirm that the employee demonstrates that their designated work location meets the health, safety, and wellness standards of the Corporation.

**5.23.** Employees must submit a new Hybrid Work Agreement at least every 12 months during their annual performance appraisal, or sooner depending on operational demands, to be reviewed by supervisors/managers and the employee to determine if it is operationally feasible to continue with the arrangement and what changes may be required.

**5.24.** All employees must follow, to the best of their ability, the requirements of the Occupational Health and Safety Act, the Canada Labour Code Part II, the Canada Occupational Health and Safety Regulations, the Occupational Health and Safety Act, the Workplace Safety and Insurance Act, and guidelines produced by associated health and safety partners, as applicable.

**5.25.** If an employee is injured while working from home, they must inform their supervisor as soon as possible. The supervisor should complete an Internal Accident/Incident Report as soon as possible as per normal protocols.

**5.26.** An employer has an obligation and responsibility to adhere to the reporting requirements of the Workplace Safety & Insurance Act (WSIA) and the Canada Labour Code in the event of a work related accident sustained by a person who is working from home as a result of the implementation of this procedure.

**5.27.** The Corporation reserves the right to inspect the home office space periodically to ensure that it meets all required health and safety standards.

**5.28.** Except in the case of an incident, accident, or emergency, the Corporation will provide reasonable notice to the employee prior to the inspection. All inspections will adhere to any public health restrictions in place at that time.

**5.29.** Employees are not eligible to claim any expenses from the Corporation incurred from working from home.

**5.30.** Employees who are not approved for hybrid work may be eligible at a later date (as more City services are provided online, departmental budget has room for more technology, etc.).

**5.31.** Employees seeking flex time, a compressed work week, job sharing, or any other modified work week arrangements should refer to the Flex Time Policy and Guidelines.

**5.32.** The establishment of a hybrid work arrangement under this procedure does not create a contractual entitlement to ongoing hybrid work or work-from-home arrangement. The terms of a Hybrid Work Agreement established under this procedure may be altered, modified, or cancelled by the Corporation at any time. All employees that request a hybrid work arrangement are required to acknowledge that the establishment of a hybrid work arrangement does not create a contractual right to any ongoing or future hybrid work arrangement and that the Corporation has the express and unfettered right, to cancel or alter the terms of any hybrid work arrangement.

**5.33. Applicable legislation, regulations and guidelines**

- Canada Labour Code;
- Canada Occupational Health and Safety Regulations
- Occupational Health and Safety Act;
- Workplace Safety & Insurance Act;
- Employment Standards Act;
- Ontario Human Rights Code;
- Ontario Regulation 380/04
- The Municipal Freedom of Information and Protection of Privacy Act;
- Hybrid Work Program
- Acceptable Use Policy
- Access Removal and Reinstatement Procedure
- Flex Time Policy and Guidelines
- Hours of Work/Overtime for Non Union Procedure
- Inclement Weather Procedure
- Information Management Inventory
- Mobile Strategy
- Musculoskeletal Disorder (MSD) Prevention Procedure
- Personal Social Media Use Directive
- Professional Dress Policy for Non Uniformed Employees
- Standards of Employee Department
- Time and Attendance Reporting Procedure
- Transitional Work and Permanent Accommodation Procedure
- Travel and Business Expense Policy
- Work at Home in the Event of an Emergency Procedure

- Collective agreements negotiated between the Corporation and any of its unions/associations;

## **6. Records, Forms, and Attachments**

- Hybrid Work Agreement
- Hybrid Work Eligibility and Performance Guidelines for Managers
- Work at Home Health and Safety Agreement
- HR Info Sheet: Computer Workstation Guidelines
- HR Info Sheet: General Ergonomics Principles
- HR Info Sheet: Working at Home General Safety Guidelines
- Internal Accident/Incident Form
- WSIB Employer's Report of Injury/Illness

Approved By:

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Vincenza Mihalo  
Executive Director of Human Resources

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Date

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Shelby Askin Hager  
Commissioner,  
Legal & Legislative Services

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Date

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Andrew Daher  
Commissioner,  
Human & Health Services

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Date

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Joe Mancina  
Commissioner,  
Corporate Services  
Chief Financial Officer/City Treasurer

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Date

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Ray Mensour  
Commissioner,  
Community Services

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Date

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Christopher Nepszy  
Commissioner,  
Infrastructure Services

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Date

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Jelena Payne  
Commissioner,  
Economic Development & Innovation

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Date

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O.C.  
Chief Administrative Officer

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Date

# Hybrid Work Program

## Table of Contents

Introduction.....	2
Definitions.....	2
Right to Direct the Workforce.....	3
Accommodations .....	3
Entering Into a Hybrid Work Arrangement .....	3
Hybrid Work Agreement.....	4
Work at Home Health and Safety Form .....	5
Appeal Process.....	5
Hybrid Work Schedule .....	5
Anchor Days .....	7
Number of Days Working Onsite.....	7
Timekeeping: Overtime and Absences .....	8
Work from Home Location .....	8
Technology Requirements.....	9
Expenses.....	10
Borrowing Office Equipment .....	10
Security and Confidentiality .....	11
Performance .....	12
Professionalism While Working From Home .....	13
Policies, Procedures and Programs.....	13
Communication.....	13
Collaboration.....	14
Hybrid Meetings .....	14
Onsite Collaborations.....	15
Microsoft Teams (MS Teams).....	15
Mitel MiCollab .....	15
Microsoft SharePoint.....	15
Technical Support.....	15
Learning and Development.....	16
Health and Safety .....	16
Home Office Inspection Schedule .....	18
Ergonomics .....	18
Wellness .....	18
Renewal of Agreement .....	19
Termination of Agreement .....	19
Abuse of Agreement or City Property .....	20

## Introduction

The City of Windsor (the City) supports its employees working from home where operationally possible without compromising the delivery and quality of services provided to our citizens. The Hybrid Work Program (Program) is a working document/guide that will evolve over time.

It is recognized that the operational needs of each department and/or division may be such that hybrid work is not possible. Given that working from home is a relatively new phenomenon at the City, all participants are reminded to be mindful and patient as the City navigates this new working arrangement and to work collaboratively as required. We all have a responsibility and vested interest in hybrid work being a successful alternative working arrangement now and in the future.

This program guide is to provide employees and management with terms of reference and provide the foundation of what the expectations are for employees who are working from home. The day-to-day requirements including the regularity of meetings and management check-ins will vary depending on the nature of the work itself; and as a result, may vary across divisions and departments. The option for a hybrid work arrangement is not guaranteed for any employee or any position. The City reserves the right to alter any hybrid work arrangement to meet operational needs, scheduling concerns, customer service demands or other unforeseen circumstances. This Program is to be read together with the Hybrid Work Procedure.

## Definitions

**Anchor day:** predetermined day(s) in which the employee attends their municipal work site. Anchor days will be outlined in the employee's Hybrid Work Agreement but can be changed with the approval of the employee's manager/supervisor or changed by the employee's manager/supervisor as operationally required.

**Designated work location:** the location within the employee's home in which the employee will establish a suitable, dedicated workstation.

**Hybrid meeting:** in a hybrid meeting, a subset of the people attending are located together in the same place and other participants join the meeting by conference call or web conference.

**Hybrid Work Agreement:** an agreement between the City and the employee that outlines the hybrid work schedule and the expectations and conditions for the hybrid work arrangement. Must be approved by the employee's manager/supervisor, Executive Director, and Commissioner and submitted to HR. Must be submitted every 12 months (during their annual performance appraisal).

**Hybrid Work Schedule Adjustment Form:** Employees may use this form to adjust their hybrid work schedule in between performance appraisals.

**Hybrid work:** a workplace model that supports a blend of in-office and remote workers. Employees spend some of their work hours at their municipal worksite and others working off-site.



## Hybrid Work Program

**Municipal worksite:** the municipal facility at which the employee works.

**Operational feasibility:** a measure of how well a proposed system solves problems, takes advantage of opportunities and performs the necessary tasks of the City. To be operationally feasible, the hybrid work arrangement must fulfill the needs of internal and external customers without sacrificing quality, efficiency, and productivity.

**Standard business hours:** the regular hours for the employee's work location, not including regular breaks and lunch (ex. 8:30 am to 4:30 pm Monday through Friday).

**Work at Home Health and Safety Form:** a form that is to be completed by the employee in consultation with their manager/supervisor and submitted to the Health, Safety, and Wellness Division in Human Resources. Includes a home office safety checklist to assess any possible risks and hazards associated with the employee's designated work location.

### Right to Direct the Workforce

Employees understand that a hybrid work arrangement does not negate the right of management to direct the workforce, subject to the provisions of any relevant collective agreements, terms and conditions of employment, employment contracts, and/or City policies which may be amended from time to time.

It is recognized that management has the right to require hybrid work employees to attend their municipal worksite any day at any time during standard business hours. This may be for anchor days, meetings, training, events, ensuring coverage when coworkers are absent, urgent situations, rotating in or out of the office as required, etc. Any hybrid work arrangement does not prevent such direction from management nor negate the obligation on the part of the employee to follow such direction.

The establishment of a hybrid work arrangement does not create a contractual entitlement to any ongoing hybrid work or work-from-home arrangement. The terms of any hybrid work arrangement may be altered or cancelled by the City at any time.

### Accommodations

- ✚ The City is committed to accommodating employees pursuant to the Ontario *Human Rights Code* and the *Canada Labour Code*.
- ✚ Hybrid work is not a replacement for a workplace accommodation. Workplace accommodations will continue to follow the Transitional Work and Permanent Accommodation Procedure. Employees who require a workplace accommodation should contact their Disability Management Specialist in Human Resources.
- ✚ A hybrid work arrangement is **not** a replacement for child/dependent care.

### Entering Into a Hybrid Work Arrangement

- ✚ All employees (including all union and non-union) who want to enter into a hybrid work arrangement are required to complete and sign a Hybrid Work Agreement and a Work at Home Health and Safety Form. These two documents must be approved

## Hybrid Work Program

and submitted to Human Resources, Health, Safety and Wellness Division before the employee may begin their hybrid work arrangement.

### Hybrid Work Agreement

- ✚ First, employees should complete a Hybrid Work Agreement and submit it to their manager/supervisor for approval.
- ✚ Managers/supervisors may request that the employee revise their proposed hybrid work schedule (based on scheduling concerns, departmental needs, etc.) and submit a new Hybrid Work Agreement for approval.
- ✚ By entering into a hybrid work agreement, employees should be aware that their hybrid work schedule will be viewable by other City employees. Their scheduling information may also be relayed to residents/customers.
  - **Note:** Employee's home address and contact information will **not** be shared. Only information about which days they will be working from home.
- ✚ Managers/supervisors should refer to the Hybrid Work Eligibility and Performance Guidelines for Managers when assessing a hybrid work agreement (available on Dashboard with Hybrid Work Procedure).
- ✚ If the employee has not already been issued a corporate laptop, the manager/supervisor needs to submit a request for new computer hardware form to IT to request a Corporate-issued laptop **before** approving the Hybrid Work Agreement.
- ✚ Before approving a Hybrid Work Agreement, managers/supervisors must ensure that the employee has completed the Ergonomics Safety Talk and the Ergonomics Reminders for your Temporary Home Office Safety Talk (both available on e-learn).
- ✚ Managers/supervisors should also advise the employee to review the Computer Workstation Guidelines, General Ergonomics Principles, and the Back Care Information Sheet which are available on Dashboard as related documents to the Musculoskeletal Disorder Prevention Program.
- ✚ If the manager/supervisor denies the request, they must include the reason as to why on the Hybrid Work Agreement. The form should then be sent to the employee and HR.
- ✚ If the manager/supervisor approves the hybrid work agreement, they should send the form to their Executive Director/department head who reports directly to the Commissioner (ED) and cc the employee.
- ✚ The ED will approve or deny the Hybrid Work Agreement. Denied forms should be sent to the employee, the manager/supervisor, and HR. Approved forms should be sent to their Commissioner (cc the employee and manager/supervisor).
- ✚ The Commissioner will approve or deny the Hybrid Work Agreement. Denied forms should be sent to the employee, manager/supervisor, ED, and HR. Approved forms should be sent to HR (cc the employee and manager/supervisor).

### Work at Home Health and Safety Form

- ✚ Once their Hybrid Work Agreement has been approved by their manager/supervisor, the employee must complete the Work at Home Health and Safety Form in full and submit it to the manager/supervisor for approval.
- ✚ Employees are responsible for assessing their designated work location for existing or potential problems and for taking corrective steps in consultation with their manager/supervisor and Occupational Health and Safety Advisors.
- ✚ Employees are expected to work at their approved designated work location for health and safety reasons. Employees who choose to work at a location other than their designated work location at their home address do so at their own risk. Risks include, but are not limited to ergonomic issues, tripping hazards, and (if working outdoors) insect bites, sunburns, and heat exhaustion.
- ✚ The approved Work at Home Health and Safety Form should be submitted to Human Resources.
- ✚ The employee should regularly review the Work at Home Health and Safety Form to identify and rectify potential hazards.
- ✚ Failure to submit the Work at Home Health and Safety Form will render the Hybrid Work Agreement null and void.

### Appeal Process

- ✚ If a manager/supervisor denies a hybrid work request, the employee may appeal the decision to their ED. The ED's decision will be final.
- ✚ The employee should contact their ED and send them the denied Hybrid Work Agreement Form and if they choose, an explanation of why they think they should be approved for hybrid work.
- ✚ When reviewing the appeal, the ED will consider the reason the manager/supervisor gave for the denial and the justification the employee gave in their appeal. They will make a decision based on ensuring fairness and consistency in their area.
- ✚ The ED should note in the comments section of the Hybrid Work Agreement the reason why the appeal was approved or denied.
- ✚ Denied appeals should be sent to the employee, the manager/supervisor, and HR.
- ✚ If the ED approves the Hybrid Work Agreement, they should send the form to the Commissioner for approval and cc the employee and the manager/supervisor.
- ✚ Employees who report directly to an ED, Commissioner, or the CAO will not be eligible to appeal.

### Hybrid Work Schedule

- ✚ The City expects that employees will work from home during standard business hours or their regular hours of work per their collective agreement or employment

## Hybrid Work Program

contract (e.g. 35 hours per week, 7 hours per day with a one-hour lunch and two 15-minute breaks).

- ✦ Employees are expected to maintain their hybrid work schedule (home/on-site days) per their Hybrid Work Agreement unless they have preapproval otherwise.
- ✦ If an employee wants or needs to deviate from their schedule and change their home/on-site days, a request must be submitted to and approved by their manager/supervisor. The employee does not need to submit a new Hybrid Work Agreement, they just need to contact their manager/supervisor and get their approval in advance (e.g. via email/text).
- ✦ A mechanism to track any deviation from the regular schedule is important for both health and safety and WSIB purposes. Managers/supervisors may exercise discretion in approving requests to change home/on-site days as long as they are aware of where each of their employees is working on any given day.
- ✦ Managers/supervisors may require that an employee attend the municipal worksite on days they were scheduled to work from home (ex. in emergencies/co-worker's absence/operational needs). Employees must be sure they can comply with this direction and can commute to the worksite within a reasonable time.
- ✦ When working remotely, employees are expected to be prepared to attend the work site on any given day on short notice, upon request (including professional dress). Employees are expected to attend the work site promptly, considering their distance from the work site as reported on the Hybrid Work Agreement. Failure to attend the work site within a reasonable length of time may result in the termination of the Hybrid Work Agreement.
- ✦ In urgent or unexpected circumstances (such as bad weather or if the employee has a repair service coming over), employees may request a last-minute change to their hybrid work schedule subject to their manager/supervisor's approval. Depending on the circumstances, these requests may be denied if the municipal worksite is open and the employee is required to provide services on-site.
- ✦ Due to the importance of maintaining consistency, last-minute changes to the hybrid work schedule requested by the employee must be approved in advance of the requested change and must be the exception, not the rule. Employees who frequently request changes to their hybrid work schedule will be required to meet with management to discuss whether a change to their hybrid work schedule is necessary/possible, and in some cases may result in the revocation of their ability to participate in the program.
- ✦ If an employee is working from home and unforeseen circumstances arise such as a power outage or issue with internet connectivity, the employee should alert their supervisor immediately. If the employee is unable to resolve the issue and resume their work within 15 minutes, they should go to their usual municipal worksite for the rest of their shift. If they are unable to attend the worksite within this time period, they are to contact their supervisor to determine next steps.

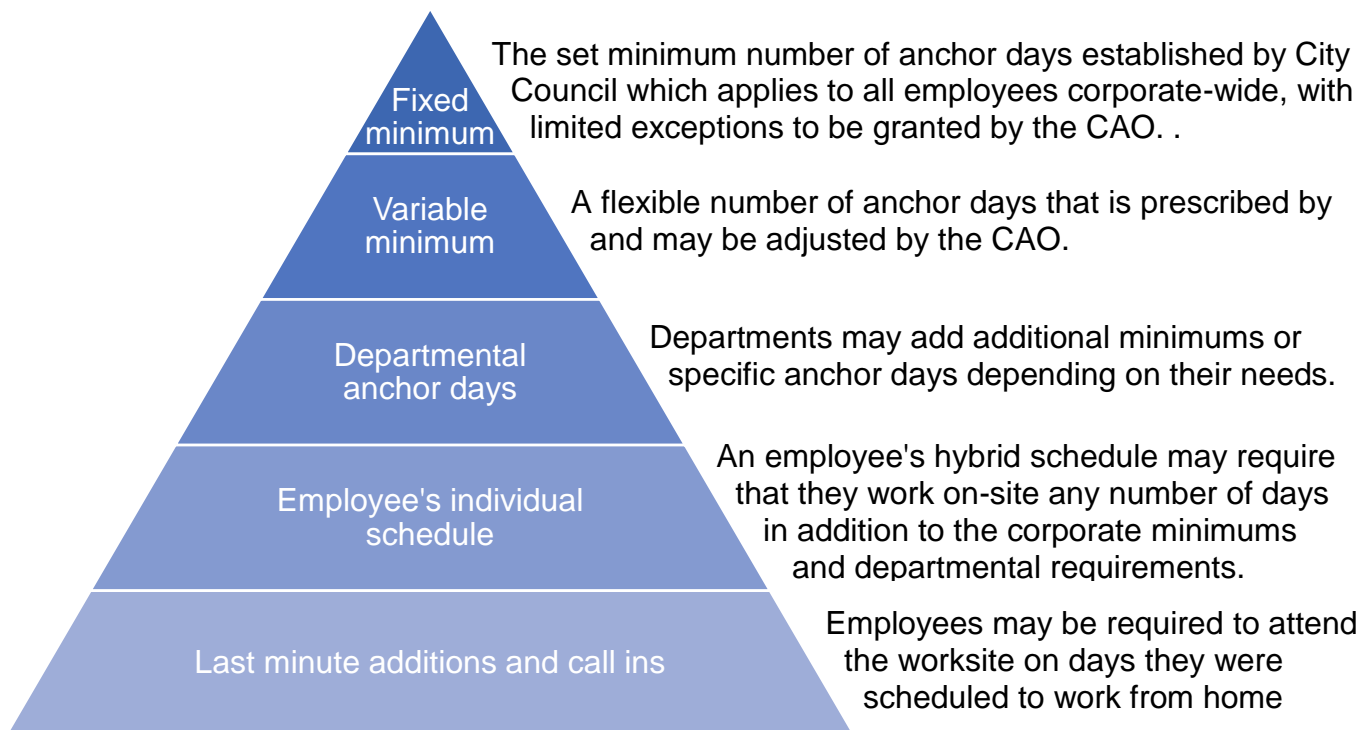
## Hybrid Work Program

- ✚ If there is inclement weather so severe that the CAO declares that certain City facilities should be closed, the Inclement Weather Procedure will be implemented.
- ✚ During a state of emergency, pandemic, or other similar crisis declared by a federal, provincial, or municipal authority, employees may be directed to work at home which will be governed by the Work at Home in the Event of an Emergency Procedure.

### Anchor Days

- ✚ City Council has set a base level of anchor days required of all employees (minimum number of days in which the employee attends their municipal work site). All employees corporate-wide are required to work on-site at least 1 day per week. In certain limited circumstances, the CAO may permit fewer than 1 day per week.
- ✚ The CAO may also prescribe a flexible number of anchor days which may be more than the City Council minimum. This amount will be reviewed at regular intervals. The CAO may vary the number of anchor days over time and by department.
- ✚ In addition, departments have the flexibility to set additional anchor days. This may be based on their department needs (i.e. cheque run day) or building comradery (regular team meetings). Departments may change these requirements seasonally based on workflow.
- ✚ Depending on the employee's job duties and the departmental schedule, an employee's individual schedule may include additional days at the municipal worksite.

### Number of Days Working Onsite



### Timekeeping: Overtime and Absences

- ✚ The regular protocols to report an absence continue to apply including the Time and Attendance Reporting Procedure.
- ✚ Managers/supervisors who have positive time entry employees (those who clock in and out) in their area who are approved for hybrid work should seek permission from the CAO for those employees to be granted access to mobile or web clocking (as per the Time and Attendance Reporting Procedure).
- ✚ Managers/supervisors must inform the Health and Safety Coordinator in HR of the names of the employees who have been approved for mobile/web clocking.
- ✚ Managers/supervisors will be responsible for ensuring that their positive time entry employees only use mobile/web clocking on the days when they are approved to work from home. On all other days, they will be required to clock in as normal.
- ✚ The regular protocols to request time off continue to apply.
- ✚ Employees may not alter their hours of work unless preapproved by management as outlined in the Flex Time Policy and Guidelines.
- ✚ Employees may not work overtime unless preapproved by their manager/supervisor.
- ✚ Employees are not expected to respond to emails or calls outside of their regular hours of work except in the case of standby or call back (as outlined in the Hours of Work/Overtime for Non Union Procedure) or if they are pre-approved to work overtime.
- ✚ The time recorded in the Workforce Management System is accepted as the employee's representation of a true facsimile of their time and misrepresentations of such entries are subject to investigation and/or discipline.

### Work from Home Location

- ✚ The employee's primary residence is the only location from which working from home is permissible. The primary residence must be in Ontario and within 200km of the City of Windsor city limits except with express permission from their manager/supervisor, Commissioner and the Executive Director of Human Resources. Employees who live outside of Ontario may not be eligible to engage in hybrid work given the variation in employment and health and safety laws.
- ✚ Employees are expected to notify their manager/supervisor and the Health and Safety Coordinator in HR as soon as possible of any change to their designated work location and may be required to reapply or complete a new Work at Home Health and Safety Form to continue their hybrid work arrangement depending on the change in circumstances.
- ✚ It is recommended that employees advise their personal home insurance carrier of their working-from-home arrangements.

### Technology Requirements

- ✚ Employees working from home require a corporate-issued laptop.
- ✚ A corporate-issued laptop with VPN is the expected work-at-home solution. LogMeIn is not a viable Hybrid Work option but is a potential application used while waiting for a laptop to arrive or if the Work at Home in the Event of an Emergency Procedure is implemented.
- ✚ Personally owned peripherals may be used (keyboard, mouse, monitor, headphones or earbuds). The City will not be held accountable and is not liable or able to provide support for any technical problems that may occur while using personal peripheral equipment.
- ✚ The City's insurance coverage does not apply to non-City property.
- ✚ Employees must ensure that any City equipment is kept in a secure location and is not utilized by non-City employees.
- ✚ Where it is evident that employees have failed to take reasonable precautions to secure and protect City property, the City will not be held liable for loss or damage of such property.
- ✚ All City equipment and property including hardware, software, data, and supplies must be restricted to City business and any damage or misuse must be reported immediately to the employee's manager/supervisor. The Acceptable Use Policy applies to all employees working from home.
- ✚ Employees must promptly return all City equipment and property to the City when employment has ceased or upon request by the City.
- ✚ An internet connection of no less than 10/10 Mbps is expected.
- ✚ To participate in video conference meetings (such as Zoom or MS Teams), employees should use the built-in laptop video camera so they can join by video and audio and fully participate in an effort to mimic the office environment. The employee should not join the meeting by phone because they will not be able to see the screen or the information being presented clearly.
- ✚ Your office telephone extension will be available via a softphone (software on a laptop) so you can answer, place phone calls, or review your voicemail messages.
- ✚ A corporate printer will not be provided or supported. A paperless environment is strongly encouraged.
- ✚ Employees who have a city email connected to their mobile device must ensure that their mobile email signature is consistent with their usual signature and does not indicate that the email is being sent from their mobile device.

### Expenses

- ✦ The employee is responsible for providing an adequate workspace and furnishings while working from home. There will be no duplication of any office equipment for a home office.
- ✦ Employees may access basic office supplies required to perform their duties (e.g. paper, pens) from their municipal work site. The employee is responsible for purchasing and stocking all other supplies necessary to do their job.
- ✦ Since a paperless office is the goal, ink cartridges will not be supplied or reimbursed.
- ✦ Employees are not eligible to claim any expenses from the City incurred from working from home. For example, the employee would be responsible for expenses relating to insurance, communication lines including internet connection and usage fees, phone lines and usage fees, utilities, meal allowance, lighting, as well as the procurement and maintenance of remote workstation furniture and IT equipment not provided by the City.
- ✦ The employee is responsible for any costs associated with home renovations required for a home office, including the physical installation of phone lines and electrical upgrades.
- ✦ Employees may be required to attend their municipal worksite for anchor days, meetings, training, events, unexpected work schedule changes, or to pick up or deliver work-related items from time to time. When such travel occurs, employees are not entitled to mileage reimbursement.

### Borrowing Office Equipment

- ✦ While it is not guaranteed, with their manager's approval, employees **may** be permitted to borrow small office equipment such as footstools if the department has it available.
- ✦ Employees who have small office equipment at their in-office workstations may also be permitted to transport it to and from their work and home offices, with their manager's approval.
- ✦ Large office equipment, which includes but is not limited to anything that could not be transported easily by one person, anything that is permanently attached to another piece of office furniture/equipment, or anything that would not fit inside an airplane carry-on bag may not be borrowed. This applies regardless of whether the furniture/equipment was provided as a workplace accommodation.



## Hybrid Work Program

- The following chart illustrates what would be considered small or large office equipment:

Borrowing Office Equipment	
Small Office Equipment (could possibly be borrowed)	Large Office Equipment (may not be borrowed)
<ul style="list-style-type: none"> <li>○ Document holder</li> <li>○ Footrest</li> <li>○ Laptop raiser stand</li> <li>○ Mouse pad</li> </ul>	<ul style="list-style-type: none"> <li>○ Chair</li> <li>○ Desk/sit-stand desk</li> <li>○ Filing cabinet</li> <li>○ Keyboard tray</li> <li>○ Lamp</li> <li>○ Printer</li> </ul>

- Supervisors and managers are responsible for tracking what office equipment has been lent to employees working at home.
- Any equipment borrowed from the City must be returned immediately upon request.
- The employee is responsible for the relocation of any equipment they have been approved to borrow from the City to and from the home, as well as the proper installation, maintenance and cleaning thereof. Support staff from IT or Facilities will only provide remote support and will not attend the employee's home.

### Security and Confidentiality

- All City of Windsor staff, regardless of their role or job title in the organization, are responsible for the proper use of records under their custody and control that contain personal information. A record is anything that could contain personal information: a file, a form, an email, a voicemail recording, a handwritten note, etc. Personal information is any information about an identifiable individual, including their address, phone number, email address, sex, age, education, medical history, financial information, credit card information, etc.
- Employees must take all reasonable precautions to secure and protect City property and data, regardless of the physical location where their work is being conducted.
- When working from home, the privacy and confidentiality of City data must be maintained the same as when working in the office.
- If you are unsure whether the information is confidential or not, err on the side of caution and treat it as confidential.
- A separate, dedicated space for a home office will assist in keeping equipment, data, and documentation within a designated area to avoid loss or inappropriate access.
- Employees must maintain a clean desk and put away all files once complete and at the end of the day.
- Whenever possible, the designated work location should have a lockable door or lockable cabinetry where equipment and documents can be stored.

## Hybrid Work Program

- ✦ If the designated work location is shared or within a common area of the residence, employees must ensure equipment is password-protected or locked when temporarily unattended or not in use.
- ✦ Sensitive or private information must not be discussed in the presence of others or where it can be overheard. Watch the volume of your voice when having conversations via web conference or on the phone that involve confidential information.
- ✦ Documents and screens should be placed so they are in view of the employee only.
- ✦ In a shared workspace, physical paper documents should be supervised by the employee to ensure they are not retrieved or accessed by other individuals.
- ✦ Passwords should be complex and not recorded or accessible to others. Passwords must meet the current requirements outlined by the Information Technology Department and in the Acceptable Use Policy.
- ✦ Employees should avoid removing personal or sensitive documentation from municipal worksites. If you need to transport files or information from one location to another, ensure that it is kept confidential in your briefcase, vehicle, home office, etc.
- ✦ Employees must avoid connecting to any public Wi-Fi networks using City-issued devices.
- ✦ Employees must ensure that they password-protect their home wireless network if connecting a City-issued device to their home Wi-Fi.
- ✦ Employees may not dispose of any City records at their residence but instead, ensure that such records are returned to their municipal worksite and disposed of via the acceptable record disposal process at marked shredding consoles.
- ✦ Employees must immediately report any potential breach of privacy to their manager/supervisor, where there may be unauthorized access, disclosure, loss or theft of personal/sensitive information or a City device.

### Performance

- ✦ A hybrid work schedule must not negatively impact an employee's performance. Providing exceptional customer service to residents remains the number one priority.
- ✦ While working from home, employees will need to complete all of their assigned duties to the best of their ability. If they are unable, employees must communicate this to their immediate supervisor.
- ✦ Employees must spend their work hours (not including breaks and lunch) dedicated to completing their job duties for the City and cannot work for another employer during that time.
- ✦ Employees who are currently required to log their work assignments or work time while at their municipal worksite will continue to do so while working from home unless directed otherwise by their supervisor.

## Hybrid Work Program

- ✚ Managers/supervisors should monitor and manage performance as outlined in the Hybrid Work Eligibility and Performance Guidelines for Managers ([available on Dashboard](#)).
- ✚ Managers/supervisors are responsible for ensuring that their employee's hybrid work schedules do not result in any service disruption.
- ✚ Performance issues may lead to discipline or revocation of privileges for both the employee and manager.

## Professionalism While Working From Home

- ✚ As public servants, we must be mindful of the perception we give to residents.
- ✚ If a request or assignment comes up that requires an employee to be on-site to complete it, then they must attend the municipal worksite and complete the task. It is never acceptable for an employee to tell a client, customer, co-worker, or City Council Member that they will complete their request the next time they are in the office. Employees should not pass off requests to a co-worker who is in the office.
- ✚ All employees must adhere to the Personal Social Media Use Directive.
  - Social media is not private. Any posts made to social media are inherently public.
  - Employees may not post information that may affect the City's reputation.
  - Employees may not post on social media about working from home. Posts about working from home are open to the possibility of being misconstrued by members of the public and reflecting poorly on the City.

## Policies, Procedures and Programs

- ✚ Appropriate, professional behaviour is expected when conducting City business. All City policies, procedures, and programs continue to apply to employees working from home including but not limited to the Respectful Workplace Policy, the Personal Social Media Use Directive, and Standards of Employee Department.
- ✚ The Working Alone Procedure does not apply to employees who are working at home. Employees should ensure that they have a means of communication to gain assistance in the event of an emergency available in their designated work location (home phone, cell phone, computer etc.).
- ✚ A full list of City policies is available on Dashboard under Policies/Procedures.

## Communication

- ✚ Employees who are working from home are expected to maintain the City's customer service standard. This includes responding to written correspondence within 3 business days and telephone correspondence within 2 business days.
- ✚ Employees who are working from home should not have an out-of-office message on their answering machine or their email.

## Hybrid Work Program

- ✚ Employees should review the instructions on accessing voicemail from home or your cell phone (available on Dashboard) if needed.
- ✚ Employees are required to communicate with their supervisor and maintain an agreed-upon work plan and deliverables. Personal social media platforms are not an acceptable avenue for communication.
- ✚ Employees should check Dashboard to stay up to date with what is happening at the City and with their union/association. The Human Resources page on Dashboard has information about how to connect with your union/association.
- ✚ Employees may never hold in-person meetings in their homes or personal vehicles.

## Collaboration

### Hybrid Meetings

- ✚ Employees must adhere to the Professional Dress Policy for Non Uniformed Employees while attending online meetings.
- ✚ At times, employees may be required to attend meetings in person at their municipal worksite. However, online meetings and hybrid meetings (with some employees attending in-person and some attending online) will also be available and encouraged when possible.
- ✚ Anyone planning a hybrid meeting should ensure that the meeting room they book has a screen available so anyone who is attending online can be seen.
- ✚ Set up the room so online participants can see the faces of in-room attendees, shared presentations, physical documents handed out, content created during the meeting on whiteboards or flipcharts, etc.
- ✚ Managing a hybrid meeting is harder than when the whole group is in person or online together. One person should be assigned to guide the conversation and keep it on track. The facilitator should draw the online participants in, keep them engaged, and ensure their voices are heard, not interrupted or talked over.
- ✚ Meetings should be designed for all attendees. Review each activity or exercise and focus on how online participants can engage. Consider what tools and techniques can be used to maximize their interaction with the in-room attendees.
- ✚ If you need to poll the group, use an online or phone-based survey tool to collect everyone's input in real-time. This puts online participants on an equal footing, versus a show-of-hands or relying on verbal feedback.
- ✚ To capture meeting notes, use an online whiteboard (or focus a remote camera on a flip chart) so everyone can see what's being written as it happens.
- ✚ If the meeting calls for breakout groups, integrate online participants across several breakout groups to accentuate their equal status.

## Hybrid Work Program

- ✦ Employees should participate in online and other forms of hybrid work collaboration with their colleagues to maintain engagement with corporate culture.

### Onsite Collaborations

- ✦ When appropriate and safe, managers/supervisors should consider scheduling an anchor day a few times per year when all the employees in their area will be in the office to encourage in-person collaboration and team building.

### Microsoft Teams (MS Teams)

- ✦ Employees must keep their schedule updated in MS Teams, including any last-minute schedule changes.
- ✦ Employees must indicate in their status message whether they are working onsite or remotely each day. It is important for other employees, managers, and supervisors to know who is working from home or in the office at any given time.
- ✦ Employees in front-facing positions should refer to Microsoft Teams to see where an employee is working when requested.

### Mitel MiCollab

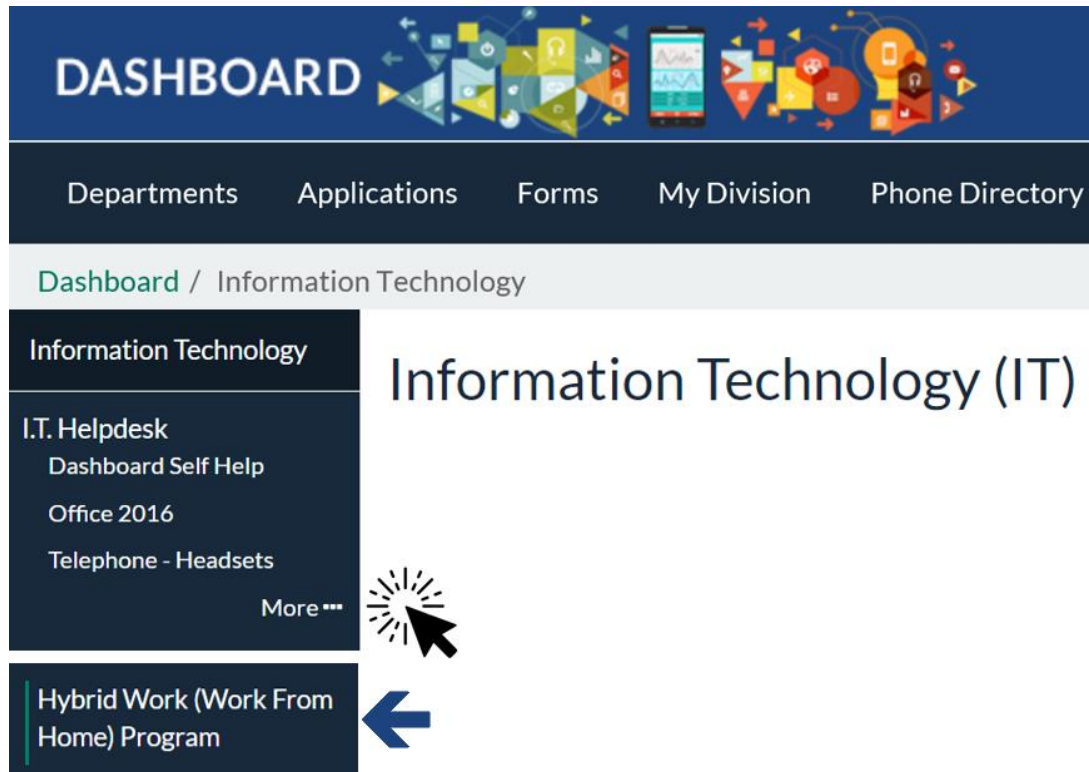
- ✦ Mitel MiCollab is an enterprise collaboration software and tools platform solution that securely and swiftly powers communications. MiCollab is an application for voice, messaging, presence, audio conferencing, mobility and team collaboration. Just as you have advanced features when you are using MiCollab when you are at work, you can use the application to deal with voicemails from home.
- ✦ You can play, forward, or delete voicemail messages.
- ✦ Make calls from MiCollab softphone for Mobile Client.

### Microsoft SharePoint

- ✦ MS SharePoint is a multi-purpose platform that is used to leverage the standardization, branding, and marketing of our Internet/Intranet websites.
- ✦ MS SharePoint functionality includes our internet/intranet websites, web applications, SharePoint collaboration, enterprise portals, enterprise searches, content management, and workflows.
- ✦ The integration of all these platforms allows us to leverage MS SharePoint tools to effectively share information, collaborate, manage, and publish documents.

### Technical Support

The Information Technology Department has an array of tools available to employees working from home available on [Dashboard](#), including accessing voicemail from home, teleconferencing instructions, Outlook web access and ESET, work from home tips, MS Teams, Mitel MiCollab, and many more.



If employees require assistance, the Help Desk is available:

Phone: 519-255-6143

Email: [helpdesk@citywindsor.ca](mailto:helpdesk@citywindsor.ca)

Regular Hours: Monday to Friday 8:00 a.m. to 4:30 p.m.

After-Hours Emergency: 519-999-9049



IT Service Portal

You can use the IT portal to access IT support and service. Get help or search the self-help knowledge base.

## Learning and Development

- ✚ Employees are expected to have current and valid training in any required areas. This includes completing the monthly safety talks and any mandatory in-class or online training.
- ✚ As required, employees may be asked to report to their regular municipal worksite or another municipal worksite to attend training.

## Health and Safety

- ✚ Employees must review the Work at Home Health and Safety Form with their manager/supervisor.
- ✚ Employees must allow City representatives from Health, Safety and Wellness to inspect their designated work location via pictures and/or video chat to ensure that it meets City standards for ergonomic wellness and health and safety.

## Hybrid Work Program

- ✚ The regular reporting protocols for any illness/accident arising out of work should be followed. Employees must report any work-related injuries or illness which occurs during their work hours to their manager/supervisor as soon as possible. Managers/supervisors must complete and submit an Internal Accident/Incident Report (available on Dashboard under forms).
- ✚ Employees must allow City representatives from Health, Safety and Wellness and/or their manager/supervisor to inspect their designated work location where an injury occurred to conduct any sort of assessment or investigation arising out of the illness/accident.
- ✚ Employees working from home may be required to grant access to their premises to Ministry of Labour or Workplace Safety and Insurance Board authorities and Federal Safety Officers.
- ✚ Employees must have a first aid kit in their home that is fully stocked and they must inspect it periodically. For example, a fully stocked first aid kit would include:
  - a current first aid manual;
  - 1 card of safety pins;
  - 12 adhesive dressings individually wrapped;
  - 4 sterile gauze pads, 3 inches square;
  - 2 rolls of gauze bandage, 2 inches wide;
  - 2 field dressings, 4 inches square or 2 4-inch sterile bandage compresses; and
  - 1 triangular bandage.
- ✚ Employees must have a fire extinguisher in their home that is easily accessible, fully charged, sealed, and in the proper class. Employees must visually inspect their fire extinguishers monthly.
- ✚ Employees must have a smoke detector on the same floor as their designated work location that is fully functioning. If they have fuel-burning appliances, employees must also have a carbon monoxide detector in their home that is fully functioning. Employees must test these devices every six months and change the batteries when needed.
- ✚ The maintenance and repair of electrical outlets and other parts of domestic electrical systems are the responsibility of the employee.
- ✚ Employees should always follow the manufacturer's recommendations as outlined in the owner's manual for all health and safety-related devices.

## Hybrid Work Program

- In addition to following the manufacturer’s recommendations, employees should use the following inspection schedule as a minimum standard:

Home Office Inspection Schedule	
Fire extinguisher	Visually inspect <b>monthly</b>
First aid kit	Inspect the first aid box and its contents every <b>3 months</b>
Smoke detector	Test every <b>6 months</b> and change the batteries when needed
Carbon monoxide detector (if required)	Test every <b>6 months</b> and change the batteries when needed

- The City reserves the right to inspect the designated work location periodically to ensure that it meets all required health and safety standards. Except in the case of an incident, accident, or emergency, the City will provide at least 48 hours notice to the employee before the inspection.
- All inspections of the employee’s designated work location will follow any current public health restrictions.

### Ergonomics

- Employees are encouraged to know the hazards or factors in their job that could cause musculoskeletal disorders (MSDs). While working from home, employees should take steps to control or eliminate MSD hazards and participate in making their workplace safer. Employees need to be aware of MSD symptoms & report any concerns or hazards to their supervisor.
- When working with computer screens, employees need to adjust their workstation to a comfortable position and take breaks from work. Remembering to stretch and change position regularly can help reduce tiredness and prevent pains in the hands, wrists, arms, neck, shoulders, and back.
- Employees who have concerns regarding the ergonomics of their home office should contact the Ergonomist & Wellness Specialist.
- Additional information and guidelines can be found in the Musculoskeletal Disorder (MSD) Prevention Procedure and the related documents (available on Dashboard) including the Ergonomics Information Sheet, Computer Workstation Guidelines, General Ergonomics Principles, and the Back Care Information Sheet.

### Wellness

- The City of Windsor offers an [employee wellness website](#) designed to help improve the overall health and well-being of employees. The goal of this website is to improve health awareness, teach new skills, and show how to become involved with the Wellness program. Check in with the wellness website regularly because the wellness program is always being updated with new events and initiatives.
- The City offers several confidential counselling services through the Employee Family Assistance Program (EFAP). This service is available to all eligible



## Hybrid Work Program

employees, to see if you meet eligibility requirements contact Human Resources at 255-6515 or email [esc@citywindsor.ca](mailto:esc@citywindsor.ca). For more information, visit the EFAP page on [Dashboard](#).

- ✚ Together with our EFAP, the City has put together an online interactive wellness site (microsite) that offers resources and tools to help you get the complete picture of healthy living. The site, [Proactive Living: Your 360° Guide to Complete Health](#), also highlights the importance of the connection between physical, mental and emotional health.
- ✚ Employees should talk to their managers/supervisors if they feel that their hybrid work arrangement is negatively affecting their wellness or mental health. Together they can discuss ways to change or improve the situation. Hybrid Work Agreements can be changed and resubmitted if approved by the manager/supervisor. Human Resources is available whenever needed to assist or provide resources for employees and managers/supervisors.

### Renewal of Agreement

- ✚ Hybrid Work Agreements will be submitted for approval every year or more often depending on operational needs.
- ✚ Employees will be asked to submit a Hybrid Work Agreement before their annual performance appraisal if they wish to renew their hybrid work arrangement for the upcoming year.
- ✚ When considering renewing a Hybrid Work Agreement, the manager/supervisor will consider the employee's performance results over the previous year and any related service impacts using the Hybrid Work Eligibility and Performance Guidelines for Managers and the Performance Appraisal and Development Plan Guidelines. These guidelines are available on Dashboard under Policies/Procedures with the Hybrid Work Procedure.
- ✚ The manager/supervisor will determine if it is operationally feasible to continue with the arrangement and what changes may be required.
- ✚ During their performance appraisal, managers/supervisors should review with the employee how their hybrid work arrangement is working for the employee and if they require any additional training, supports, or adjustments.
- ✚ Managers/supervisors may choose to review a hybrid work arrangement more often if they deem it necessary.

### Termination of Agreement

- ✚ The City or the employee may change, revoke, or temporarily suspend a Hybrid Work Agreement at any time as working from home is a privilege and not a condition of employment.
- ✚ If the Hybrid Work Agreement is terminated by the City, every effort will be made to provide notice to the employee.

## Hybrid Work Program

- ✚ Normally, a minimum of ten working days' notice will be given before the termination or change takes effect unless the termination is due to operational need, an emergency, or performance reasons.
- ✚ Valid reasons for changes, terminations, or temporary suspension may include but are not limited to:
  - Business needs or operational concerns;
  - Performance concerns;
  - Workload peaks or increases;
  - Required attendance at business meetings or training;
  - Holidays, peak vacation periods, illnesses, absences;
  - Failure to meet the conditions of the agreement;
  - Personal circumstances.
- ✚ If the employee transfers to a new position, they will need to submit a new Hybrid Work Agreement to their new manager/supervisor.
- ✚ Employees who fail to comply with this program may be subject to disciplinary action up to and including dismissal.

### **Abuse of Agreement or City Property**

The City retains the right to monitor, audit, or investigate any activity occurring on City-issued devices or across City transmissions or data storage. Where it becomes apparent that potential abuse of the Hybrid Work Agreement may have occurred, employees will be notified of such concern by their manager/supervisor and the normal protocols regarding a workplace investigation will occur. Where abuse of the arrangement has occurred, the City is within its right to cancel the arrangement.

## Item 12.2



### Committee Matters: SCM 268/2022

**Subject: Report of the Special In-Camera meeting held September 6, 2022**

**SPECIAL MEETING OF COUNCIL – IN CAMERA  
September 6, 2022**

**Meeting called to order at: 3:31 p.m.**

**Members in Attendance:**

Mayor D. Dilkens  
Councillor F. Francis  
Councillor F. Costante  
Councillor C. Holt  
Councillor R. Bortolin  
Councillor G. Kaschak  
Councillor J. Gignac  
Councillor K. McKenzie  
Councillor J. Morrison  
Councillor E. Sleiman  
Councillor J. Gill

**Also in attendance:**

O. Colucci, Acting Chief Administrative Officer  
S. Vlachodimos, City Clerk  
D. Cercone, Acting Commissioner, Human and Health Services  
A. Daher, Commissioner, Human and Health Services  
J. Mancina, Corporate Services CFO/City Treasurer  
R. Mensour, Commissioner, Community Services  
A. Teliszewsky, Mayor's Chief of Staff

**Verbal Motion is presented by Councillor Gill, seconded by  
Councillor Gignac,  
to move in Camera for discussion of the following item(s):**

<u>Item No.</u>	<u>Subject</u>	Section – Pursuant to Municipal Act, 2001, as amended
1.	Personal matter – about identifiable individuals – Striking Committee	239(2)(b)
2.	Personal matter – about identifiable individuals – Striking Committee	239(2)(b)

**Motion Carried.**

**Declarations of Pecuniary Interest:**

None declared

**Discussion on the items of business. (Items 1 and 2)**

**Moved by Councillor Francis, seconded by Councillor Kaschak, THAT the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In-Camera Council Meeting held September 6, 2022 directly to Council for consideration at the next Regular Meeting.**

1. That the recommendation contained in the Striking Committee report of its meeting held September 6, 2022 respecting appointments on the Downtown Windsor Business Improvement Area Board of Management **BE APPROVED.**

2. That the recommendation contained in the Striking Committee report of its meeting held September 6, 2022 respecting appointments to the Municipal Elections Compliance Audit Committee **BE APPROVED.**

**Motion Carried.**

**Moved by Councillor Francis, seconded by Councillor Gignac, That the special meeting of council held September 6, 2022 BE ADJOURNED. (Time: 3:31 p.m.)**

**Motion Carried.**

## Item 12.3



### **Committee Matters: SCM 269/2022**

**Subject: Report of the Striking Committee of its meeting held September 6, 2022**

**REPORT OF THE STRIKING COMMITTEE  
of its meeting held  
September 6, 2022**

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**PRESENT:** Mayor D. Dilkens  
Councillor F. Francis  
Councillor G. Kaschak  
Councillor K. McKenzie  
Councillor J. Morrison  
Councillor F. Costante  
Councillor R. Bortolin  
Councillor E. Sleiman  
Councillor J. Gignac  
Councillor Holt  
Councillor Gill

**Also in attendance:**

O. Colucci, Acting Chief Administrative Officer  
D. Cercone, Acting Commissioner, Human and Health Services  
A. Daher, Commissioner, Human and Health Services  
J. Mancina, Corporate Services CFO/City Treasurer  
R. Mensour, Commissioner, Community Services  
S. Vlachodimos, City Clerk  
A. Teliszewsky, Mayor's Chief of Staff

**Declarations of Pecuniary Interest:**

None Declared.

Your Committee submits the following recommendations:

- 1) That the resignation of Stephanie Clark on the ***Downtown Windsor Business Improvement Area Board of Management*** BE **ACCEPTED.**

(2) That the following persons **BE APPOINTED** to the ***Municipal Elections Compliance Audit Committee*** for the purpose of considering applications by electors with regard to candidates' and third party campaign finances in relation to the municipal election and any by-elections during Council's term (November 15, 2022 through November 14, 2026) pursuant to Section 88.33 to 88.37 of the *Municipal Elections Act*:

Mario Quaglia  
Howard Spinner  
John (Jack) Sullens

and further, that Section 4.3 of the City of Windsor Council Appointment Policy **BE WAIVED** to allow both Howard Spinner and John (Jack) Sullens to be appointed to more than one civic agency at the same time.

MAYOR

CITY CLERK



**Item 13.1**

**BY-LAW NUMBER 134-2022**

**A BY-LAW TO FURTHER AMEND BY-LAW  
188-2000, BEING A BY-LAW TO APPOINT PROVINCIAL OFFENCES  
OFFICERS FOR THE CORPORATION OF  
THE CITY OF WINDSOR**

Passed the 26<sup>th</sup> day of September, 2022.

**WHEREAS** it is deemed expedient to further amend By-law Number 188-2000 being a by-law to appoint provincial offences officers, to update the list of persons enforcing regulatory by-laws;

**THEREFORE** the Council of the Corporation of the City of Windsor enacts as follows:

- 1. That Schedule "A" of By-law 188-2000 be deleted and the attached Schedule "A" be substituted therefore.
- 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 - September 26, 2022  
 Second Reading - September 26, 2022  
 Third Reading - September 26, 2022

**SCHEDULE "A"**  
**TO BY-LAW NUMBER 188-2000**

**APPOINTED PROVINCIAL OFFENCES OFFICERS**

<b>Department</b>	<b>Name</b>
Building	John Revell
Building	Joe Baker
Building	Roberto Vani
Building	Barbara Rusan
Building	Marc Ronald Mantha
Building	Oliver Pozar
Building	James Dario Sovran
Building	Brandon Calleja
Building	James Arthur Holmes
Building	Mike Kenneth Arthur
Building	Bradley Dugal
Building	Brian Jackson
Building	George Eberhardt
Building	Dante Lapico
Building	Nicole Brush
Building	Michael Forte
Building	Jay McGuire
Building	Nicola Gesuale
Building	Christopher Jedlinski
Building	Ian Sakal
Building	Brian Velocci
Building	Robert Crescenzi
Building	Armando Cala
Building	Michael Mollica
Building	Enrique Silveyra
Building	Peter Quaglia
Building	Domenic Scandale
Building	Mike Mollica
Fire Services	Malcolm Bondy
Fire Services	Carey Chase
Fire Services	Mike Coste
Fire Services	David Ethier
Fire Services	Sean Fabel

<b>Department</b>	<b>Name</b>
Fire Services	Jeff Goldthorpe
Fire Services	Karen Koski
Fire Services	Steve Laforet
Fire Services	Dave O'Neil
Fire Services	James Waffle
Fire Services	Jonathan Wilker
Fire Services	Christopher Kreibich
Fire Services	Cathy Demars
Fire Services	John Smith
Licensing & By-law Enforcement	Dan Jenner
Licensing & By-law Enforcement	Don Balino
Licensing & By-law Enforcement	Rocco Iacobelli
Licensing & By-law Enforcement	Andrew Wong
Licensing & By-law Enforcement	Bart Pogorzelski
Licensing & By-law Enforcement	Michael Desjardins
Licensing & By-law Enforcement	Todd Hamilton
Licensing & By-law Enforcement	Craig Robertson
Licensing & By-law Enforcement	Rory Sturdy
Licensing & By-law Enforcement	Steve Vlachodimos
Licensing & By-law Enforcement	Kevin Kuprowski
Licensing & By-law Enforcement	Vedran Abidinovic
Licensing & By-law Enforcement	Gabrielle Fillion
Office of the City Engineer	Bill Kralovensky
Office of the City Engineer	Phong Nguy
Office of the City Engineer	Shawn Barlow
Office of the City Engineer	Paul Hearn
Office of the City Engineer	Amy Kurek
Office of the City Engineer	John Colella
Office of the City Engineer	Andrew Lewis
Office of the City Engineer	Marc Ladouceur
Office of the City Engineer	Chris Nepszy
Parks	Marc Edwards
Parks	Yemi Adeyeye
Parks	Gaspar Hovarth
Parks	Gaetan Taillon
Planning	Kristina (Chung Wah) Tang
Planning	Michael Cooke

Department	Name
Pollution Control	Kevin Webb
Pollution Control	George Michael Chernawski
Pollution Control	Justine Cloutier
Pollution Control	David Petten
Pollution Control	Kai Yuan Qui
Pollution Control	Meraal Yared

## Item 13.2

### BY-LAW NUMBER 135-2022

A BY-LAW TO AMEND BY-LAW 12028 ADOPTED NOVEMBER 21, 1994,  
BEING A BY-LAW TO CLOSE AND STOP UP AND CONVEY PART OF ROBIN  
STREET FROM ASKIN WESTERLY

Passed the 26<sup>th</sup> day of September, 2022.

**WHEREAS** it is deemed expedient to amend By-law 12028 passed the 21st day of November, 1994;

**THEREFORE** the Council of the Corporation of the City of Windsor enacts as follows:

1. That By-law 12028 be amended as follows:
  - (a) by deleting subsections 2(i) and 2(ii) of the By-law in their entirety and inserting the following in its place:
    - (i) \$1,500.00 per front foot for lands without easements;
    - (ii) \$750.00 per front foot for lands containing easements;
  - (b) by deleting section 3 of the By-law, which incorrectly grants easements, in its entirety.
2. This by-law shall come into force and take effect on the day upon which it is registered in the Land Registry Office for the County of Essex (No.12).

DREW DILKENS, MAYOR

CITY CLERK

First Reading - September 26, 2022  
Second Reading - September 26, 2022  
Third Reading - September 26, 2022

SCHEDULE "A" to By-law 135-2022

PT ROBINET ST PL 1338 SANDWICH WEST (AKA ROBIN ST) CLOSED BY R1294510; PT BLK G PL 1338 SANDWICH WEST (PT ALLEY CLOSED BY R848681); PT BLK O PL 1023 SANDWICH WEST (PT ALLEY CLOSED BY R849808) PT 8, 12R6935 EXCEPT R1344917; WINDSOR

Being all of PIN 01273-2293 (LT)

City of Windsor  
County of Essex

**BY-LAW NUMBER 136-2022**

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 26<sup>th</sup> day of September, 2022.

**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: That subsection 1 of Section 20, of said by-law, is amended by adding the following paragraph:

**449. EAST SIDE OF DOUGALL AVENUE, NORTH OF WYANDOTTE STREET WEST**

For the lands comprising of Lot 5, Registered Plan 82, a single unit dwelling shall be an additional permitted use, and the following additional provisions shall apply

- a) Lot Width – minimum 9.0 m
- b) Lot Area – minimum 250.0 m<sup>2</sup>
- c) Lot Coverage – maximum 45.0%
- d) Side Yard Width – minimum 1.20 m

[ZDM 3; ZNG/6625]

2. The said by-law is further amended by changing the Zoning District Maps or parts thereof referred to in Section 1, of said by-law and made part thereof, so that the lands described in Column 3 are delineated by a broken line and further identified by the zoning symbol shown in Column 5:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendme nt Number	5. Zoning Symbol
1	3	Lot 5, Registered Plan 82	--	S.20(1)449

(542 Dougall Avenue;  
Roll No. 040-070-00800; PIN  
01193-0164; east side of Dougall,  
north of Wyandotte Street West)

DREW DILKENS, MAYOR

CITY CLERK

First Reading - September 26, 2022  
Second Reading - September 26, 2022  
Third Reading - September 26, 2022

## Item 13.4

### BY-LAW NUMBER 137-2022

A BY-LAW TO ASSUME JABER COURT BEING STREETS SHOWN ON PLAN OF SUBDIVISION 12M-499 KNOWN AS JABER COURT, IN THE CITY OF WINDSOR

Passed the 26<sup>th</sup> day of September, 2022.

**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** The Corporation of the City of Windsor entered into a subdivision agreement with **VINCE FERRO and MARIA FERRO and SALIM ALAGHA and JOANNE ALAGHA** to provide for the public highways and municipal services on **Plan of Subdivision 12M-499** and the City Engineer advises that the municipal services have been installed to the City Engineer's satisfaction;

**THEREFORE** the Council of the Corporation of the City of Windsor enacts as follows:

1. That the streets on **Plan of Subdivision 12M-499** and described in Schedule "A" annexed hereto are assumed by The Corporation of the City of Windsor.
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 - September 26, 2022  
Second Reading - September 26, 2022  
Third Reading - September 26, 2022



SCHEDULE "A" to By-law 137-2022

JABER COURT, PLAN 12M499; WINDSOR  
**PIN 01344-1178 (LT)**  
**Jaber Court, Windsor**

## Item 13.5

### BY-LAW NUMBER 138-2022

A BY-LAW TO ASSUME COSENZA STREET BEING STREETS SHOWN ON PLAN OF SUBDIVISION 12M-636 KNOWN AS COSENZA STREET, IN THE CITY OF WINDSOR

Passed the 26<sup>th</sup> day of September, 2022.

**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** The Corporation of the City of Windsor entered into a subdivision agreement with **SIXTH CONCESSION DEVELOPMENT LTD.** to provide for the public highways and municipal services on **Plan of Subdivision 12M-636** and the City Engineer advises that the municipal services have been installed to the City Engineer's satisfaction;

**THEREFORE** the Council of the Corporation of the City of Windsor enacts as follows:

1. That the streets on **Plan of Subdivision 12M-636** and described in Schedule "A" annexed hereto are assumed by The Corporation of the City of Windsor.
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 - September 26, 2022  
Second Reading - September 26, 2022  
Third Reading - September 26, 2022

SCHEDULE "A" to By-law 138-2022

COSENZA STREET, PLAN 12M636; WINDSOR  
**PIN 01560-2824 (LT)**  
**Cosenza Street, Windsor**

## Item 13.6

### BY-LAW NUMBER 139-2022

A BY-LAW TO AMEND BY-LAW 93-2012 (the “Purchasing Bylaw”)

Passed the 26<sup>th</sup> day of September, 2022.

**WHEREAS** Section 164 of the Purchasing Bylaw requires that it be reviewed prior to the end of every Council term;

**AND WHEREAS** such review has been undertaken and certain amendments are required;

**THEREFORE** the Council of the Corporation of the City of Windsor enacts as follows:

1. The definition of “City Solicitor” be **deleted** and **replaced** with the following:  

“City Solicitor”                      The City’s city solicitor; or, his or her Designate.
2. That the following definition be added under Part II – Interpretation:  

“Formal Quotation”                      Means a form of RFQ as described in sections 70 to 76.
3. That the following definition be added under Part II – Interpretation:  

“Informal Quotation”                      Means a form of RFQ as described in sections 62 to 69.
4. The definition of “Purchasing Manager” be **deleted** and **replaced** with the following:  

“Purchasing Manager”                      The City’s purchasing manager; or, his or her Designate.
5. That the following definition be added under Part II – Interpretation:  

“Professional Services”                      Means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Ontario, for the design, administration, and/or inspection of road rehabilitation and infrastructure.
6. The definition of “RFQ” be **deleted** and **replaced** with the following:  

“RFQ”    Request for quotations, including Formal Quotations, Informal Quotations, but not including RFPs or RFTs.
7. The definition of “Small Purchase Order” be **deleted** and **replaced** with the following:  

“Small Purchase Order”                      A Contract used for the purchase of Deliverables up to \$15,000.

8. The definition of "Solicitation" be **deleted** and **replaced** with the following:
 

"Solicitation"                      Informal Quotation, Formal Quotation, RFT, RFP, RFI, RFEI issued by the City
  
9. That section 37 of the Purchasing Bylaw be **deleted** and **replaced** with the following:
  37. The CAO may
    - a. approve a requisition and make an Award of up to \$150,000, provided the funds have been included in the Council-approved operating or capital budget;
    - b. approve a requisition and make an Award of an RFT of any dollar value provided the funds have been included in the Council-approved operating or capital budget, and the RFT Response does not exceed that approved budget;
    - c. delegate his or her authority in this section to any Employee;
    - d. approve a requisition and make an Award of a Sole Source purchase of Deliverables with a Purchase Price in excess of \$100,000, provided the funds have been included in the Council-approved operating or capital budget, and the Sole Source purchase Response does not exceed that approved budget; and
    - e. approve a requisition and make an Award of an RFP for Professional Services of any dollar value provided the funds have been included in the Council-approved operating or capital budget, and the RFP Response does not exceed that approved budget.
  
10. That section 40 of the Purchasing Bylaw be **deleted** and **replaced** with the following:
  40. The Purchasing Manager shall maintain a list of Employees to whom the CAO, CLT Members, or Department Heads have delegated Purchasing authority in accordance with sections 37 and 38 and shall provide this list to the CAO at the beginning of each calendar year.
  
11. That section 56 of the Purchasing Bylaw be **deleted** and **replaced** with the following:
  56. Use of petty cash must be in compliance with the Petty Cash Procedure, as amended from time to time.
  
12. That section 58 of the Purchasing Bylaw be **deleted** and **replaced** with the following:
  58. Departments have the authority to use Small Purchase Orders for Purchasers up to \$15,000.
  
13. That section 62. subsection a. of the Purchasing Bylaw be **deleted** and **replaced** with the following:
  - a. total dollar amount greater than \$15,000 but not exceeding \$50,000;

14. That section 70 subsection a. of the Purchasing Bylaw be **deleted** and **replaced** with the following:
  - a. total dollar amount greater than \$50,000 but not exceeding \$100,000;
15. That section 76 of the Purchasing Bylaw be **deleted** and **replaced** with the following:
  76. The Purchasing Manager has the discretion to require an RFT or an RFP be conducted for Deliverables even if the estimated Purchase Price is less than \$100,000.
16. That section 77 subsection b. of the Purchasing Bylaw be **deleted** and **replaced** with the following:
  - b. the estimated Contract Price is \$100,000 or greater;
17. That section 78 of the Purchasing Bylaw be **deleted** and **replaced** with the following:
  78. If a cost-sharing agreement is in place for a Construction project of which the City is not the owner, an RFT must be issued if the amount of the City's share exceeds the greater of 10% of the cost-sharing agreement value or \$100,000.
18. That section 79 subsection b. of the Purchasing Bylaw be **deleted** and **replaced** with the following:
  - b. the estimated Contract Price is \$100,000 or greater;
19. That section 82 of the Purchasing Bylaw be **deleted** and **replaced** with the following:
  82. In the case of Construction with a value of \$100,000 or more, notice shall be published on the City Website and on an electronic tendering system that is equally accessible to all Canadian Suppliers and a copy of the Bid Documents may be provided to the Windsor Construction Association at no cost.
20. That section 108 of the Purchasing Bylaw be **deleted** and **replaced** with the following:
  108. If the Emergency Purchase is \$150,000 or more, the responsible Department Head shall bring an information report to Council at the next meeting.
21. That the first paragraph in section 111 of the Purchasing Bylaw be **deleted** and **replaced** with the following:
  111. A non-competitive direct Award of Contract may be used to purchase Deliverables with the prior approval of the Purchasing Manager under the following circumstances:
22. That section 111 subsection f. of the Purchasing Bylaw be **deleted** and **replaced** with the following:
  - f. When an unforeseeable event(s) occurs, Goods or Services are immediately necessary, and the Goods or Services cannot be obtained in time using a competitive procurement process;

23. That the reference to Consulting Services in section 113 of the Purchasing Bylaw be **deleted** and **replaced** with the “Deliverable(s)”.
24. That section 114 of the Purchasing Bylaw be **deleted** and **replaced** with the following:
  114. Roster Lists shall be developed only when it is determined that a Roster List would assist the City in the formation of strategic relationships to better serve the City’s Purchasing needs. The CAO has the authority to require the establishment of a Roster List.
25. That reference to Prequalification in section 115 of the Purchasing Bylaw be **deleted** and **replaced** with “Solicitation”.
26. That section 126 of the Purchasing Bylaw be **deleted** and **replaced** with the following:
  126. All insurance must be satisfactory in form and content to the City Solicitor and shall be delivered prior to the commencement of work, to remain in force for the duration of the Contract inclusive of any maintenance period and shall”
    - a. name the City as an additional insured, where applicable;
    - b. be primary and non-contributing;
    - c. contain a “cross liability/separation of insureds” clause; and
    - d. not be altered, cancelled or permitted to lapse without 30 days’ prior written notice to the City by the insurer.
27. That reference to the Manager of Risk and Insurance in section 128 of the Purchasing Bylaw be **deleted** and **replaced** with “City Solicitor”.
28. That section 140 of the Purchasing Bylaw be **deleted** and **replaced** with the following:
  140. The CAO has the authority to approve Contract amendments where:
    - a. INTENTIONALLY DELETED;
    - b. the amendment is less than the lesser of 50% of the original Purchase Price or \$150,000;
    - c. or, the CAO approved the Award of RFT under section 37(b) and the amendment does not exceed the Council-approved budget;
    - d. or, the CAO approved the Award of a Sole Source purchase under section 37(d) and the amendment does not exceed the Council-approved budget;
    - e. or, the CAO approved the Award of an RFP for Professional Services under section 37(e) and the amendment does not exceed the Council-approved budget.
29. That section 141 of the Purchasing Bylaw be **deleted** and **replaced** with the following:

141. Council must approve amendments that result in:
- a. a significant change in the scope of work;
  - b. an overrun of the approved budget; or
  - c. the Purchase Price exceeding \$150,000, except where the CAO has authority to approve the Contract Amendment under section 140(c), 140(d), and 140(e).
30. That section 159 of the Purchasing Bylaw be deleted and replaced with the following:
159. No Employees or related parties as defined by the City's Code of Ethics and Conflict of Interest Policy shall be permitted to receive Surplus Items unless those Surplus Items are designated to be scrapped or recycled in accordance with section 153, at the discretion of the CAO, or, by purchase at public auction or on-line auction provided such auction or online auction is conducted by a third party and does not involved the Employee.
31. That section 161 of the Purchasing Bylaw be **deleted** and **replaced** with the following:
161. Purchasing records will be retained in accordance with the City's Record Retention Bylaw Number 12599, as amended from time to time.
32. That section 1 of Schedule B of the Purchasing Bylaw be **deleted** and **replaced** with the following:
1. Any deviation from the requirements of the Bid Documents is an irregularity. An irregularity may be:
    - a. Major, affecting price, quality, quantity or delivery and is material to the Contract or required by the Bid Documents and which, if permitted, could give the Supplier an unfair advantage over competitors; or
    - b. Minor, affecting form rather than substance, with no material impact to the Contract and which, if permitted, would not give the Supplier an unfair advantage over competitors.
33. That the heading "Insurance Required" in the right column of Schedule C of the Purchasing Bylaw be **deleted** and **replaced** with "Basic Insurance Requirements".
34. That the insurance requirements for "Leases" in Schedule C of the Purchasing Bylaw be **deleted** and **replaced** with the following:
- \$2 million general liability
- Tenant's legal liability for replacement cost
35. That the insurance requirements for "Other matters not specifically addressed in this Schedule" in Schedule C of the Purchasing Bylaw be **deleted** and **replaced** with the following:
- As determined by the City Solicitor
36. That the last paragraph on Schedule C of the Purchasing Bylaw be **deleted** and **replaced** with the following:



The insurance requirements in this Schedule C are basic requirements only, and the City Solicitor has the authority to add, modify or waive insurance requirements if, in his or her sole discretion, to do so would not result in harm or undue risk to the City.

37. 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 - September 26, 2022  
Second Reading - September 26, 2022  
Third Reading - September 26, 2022

## Item 13.7

### BY-LAW NUMBER 140-2022

A BY-LAW TO PROVIDE THAT PART-LOT CONTROL SHALL NOT APPLY TO CERTAIN LAND THAT IS WITHIN PLAN 948, Plan 1275, Plan 1335 and Plan 1014 IN THE CITY OF WINDSOR

Passed the 26<sup>th</sup> day of September, 2022.

**WHEREAS** the *Planning Act, R.S.O. 1990, Chapter P.13*, as amended, provides that part-lot control shall apply where land is within a plan of subdivision registered before or after the coming into force of the Act.

**AND WHEREAS** subsection 7 of Section 50 of the said *Planning Act* provides that the council of a municipality may by by-law provide that part-lot control does not apply to land that is within such registered plan or plans of subdivision or parts thereof as is or are designated in the by-law and where the by-law is passed part-lot control as described in subsection 5 of Section 50, ceases to apply to such land.

**AND WHEREAS** it is deemed desirable that the provisions of the said subsection 5 of Section 50 of the *Planning Act* shall not apply to certain land that is within **PLAN 948, Plan 1275, Plan 1335 and Plan 1014** in the City of Windsor.

**THEREFORE** the Council of the Corporation of the City of Windsor enacts as follows:

1. That the provisions of subsection 5 of Section 50 of the *Planning Act, R.S.O. 1990, Chapter P.13*, do not apply to that part of the land that is within **PLAN 948, Plan 1275, Plan 1335 and Plan 1014**, as described in Schedule "A" attached hereto and forming part of this by-law.
2. This by-law is repealed on September 26, 2024.
3. This by-law shall come into force and take effect after the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - September 26, 2022  
Second Reading - September 26, 2022  
Third Reading - September 26, 2022

SCHEDULE "A" to By-law 140-2022

LT 44 PL 948 SANDWICH WEST, DESIGNATED AS PT 15 PL 12R25907; WINDSOR  
**PIN 01583-0336 (LT)**

PT ALLEY PL 948 SANDWICH WEST (CLOSED BY R1401805) DESIGNATED AS PT 16 PL 12R25907 CITY OF WINDSOR  
**PIN 01583-2732 (LT)**

PT LT 23 PL 1275 SANDWICH WEST, LT 45 PL 948 SANDWICH WEST, PT ALLEY (CLOSED BY R1401805) PL 948 SANDWICH WEST & PT LANE PL 1275 SANDWICH WEST (CLOSED BY R1401805), DESIGNATED AS PT 14 PL 12R25907 CITY OF WINDSOR  
**PIN 01583-2735 (LT)**

LT 24 PL 1275, PT LT 23 PLAN 1275 & PT LANE PLAN 1275 SANDWICH WEST (CLOSED BY R1401805) DESIGNATED AS PTS 12 & 13 ON PL 12R-25907 CITY OF WINDSOR  
**PIN 01583-2734 (LT)**

PART LOT 25 PLAN 1275 SANDWICH WEST & LOTS 26, 27 & 28 PLAN 1275 SANDWICH WEST DESIGNATED AS PARTS 9 & 10 PLAN 12R25907; WINDSOR  
**PIN 01583-2842 (LT)**

PART LOT 25 PLAN 1275 SANDWICH WEST DESIGNATED AS PARTS 11 PLAN 12R25907; WINDSOR  
**PIN 01583-2843 (LT)**

LT 29 PL 1275 SANDWICH WEST; LT 30 PL 1275 SANDWICH WEST; WINDSOR  
**PIN 01583-0339 (LT)**

LT 19 PL 1335 SANDWICH WEST PART 8, 12R25907; WINDSOR  
**PIN 01583-0874 (LT)**

LT 20 PL 1335 SANDWICH WEST; LT 21 PL 1335 SANDWICH WEST; WINDSOR  
**PIN 01583-0875 (LT)**

LT 22 PL 1335 SANDWICH WEST; LT 23 PL 1335 SANDWICH WEST; PART LT 24 PL 1335 SANDWICH WEST; PART 4 ON PLAN 12R25907 CITY OF WINDSOR  
**PIN 01583-2824 (LT)**

PT LT 579 PL 1014 SANDWICH WEST; PT LT 580 PL 1014 SANDWICH WEST; PT LT 581 PL 1014 SANDWICH WEST; PT 2, 12R25907 CITY OF WINDSOR  
**PIN 01583-2822 (LT)**

LT 582 PL 1014 SANDWICH WEST; LT 583 PL 1014 SANDWICH WEST; LT 584 PL 1014 SANDWICH WEST; LT 585 PL 1014 SANDWICH WEST; LT 586 PL 1014 SANDWICH WEST; LT 587 PL 1014 SANDWICH WEST; LT 588 PL 1014 SANDWICH WEST; LT 589 PL 1014 SANDWICH WEST; LT 590 PL 1014 SANDWICH WEST; LT 591 PL 1014 SANDWICH WEST; LT 592 PL 1014 SANDWICH WEST; LT 593 PL 1014 SANDWICH WEST; LT 594 PL 1014 SANDWICH WEST; LT 595 PL 1014 SANDWICH WEST;

LT 596 PL 1014 SANDWICH WEST; LT 597 PL 1014 SANDWICH WEST;  
WINDSOR  
**PIN 01583-0877 (LT)**

PART LANE PLAN 1335 SANDWICH WEST (CLOSED BY R1401805)  
DESIGNATED AS PART 6, 12R25907  
**PIN 01583-2835 (LT)**

PART LANE PL 1335 SANDWICH WEST (CLOSED BY R1401805)  
DESIGNATED AS PART 7 PLAN 12R25907  
**PIN 01583-2836 (LT)**

PART LANE PL 1335 SANDWICH WEST (CLOSED BY R1401805)  
DESIGNATED AS PARTS 18 & 19 PLAN 12R25907  
**PIN 01583-2837 (LT)**

PART LANE PL 1335 SANDWICH WEST (CLOSED BY R1401805)  
DESIGNATED AS PART 17 PLAN 12R25907  
**PIN 01583-2838 (LT)**

PART LANE PLAN 1335 SANDWICH WEST (CLOSED BY R1401805)  
**PIN 01583-2840 (LT)**

PART LANE PLAN 1275 SANDWICH WEST (CLOSED BY R1401805)  
**PIN 01583-2841 (LT)**

## Item 13.8

### BY-LAW NUMBER 141-2022

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 SEPTEMBER, 2022

Passed the 26<sup>th</sup> day of September, 2022.

**WHEREAS** it is deemed expedient that the proceedings of the Council of The Corporation of the City of Windsor at this meeting be confirmed and adopted by by-law;

**THEREFORE** the Council of the Corporation of the City of Windsor enacts as follows:

1. The action of the Council of The Corporation of the City of Windsor in respect to each recommendation contained in the Report/Reports of the Committees and the local Boards and Commissions and each motion and resolution passed and other action taken by the Council of The Corporation of The City of Windsor at this special meeting is hereby adopted and confirmed as if all such proceedings were expressly in this by-law.
2. The Mayor and the proper officials of The Corporation of the City of Windsor are hereby authorized and directed to do all things necessary to give effect to the action of the Council of The Corporation of the City of Windsor referred to in the preceding section hereof.
3. The Mayor and the City Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of The Corporation of the City of Windsor.

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 - September 26, 2022  
Second Reading - September 26, 2022  
Third Reading - September 26, 2022

**From:** Aaron LeBel  
**Sent:** September 13, 2022 5:30 PM  
**To:** Nagata, Brian <[bnagata@citywindsor.ca](mailto:bnagata@citywindsor.ca)>; clerks <[clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)>  
**Cc:** Matthews, Meghan <[MMatthews@citywindsor.ca](mailto:MMatthews@citywindsor.ca)>; Sleiman, Ed <[esleiman@citywindsor.ca](mailto:esleiman@citywindsor.ca)>  
**Subject:** 1907 Francois Road - Concerns with Alley Closure File No. SAA-5809 (North/South Alley between Guy Street & East/West Alley)

Hello,

Listed in the email are my concerns. The alley closure hinders my access to the garage. Attached to this email is a picture of my back yard where my pool is located and my concerns listed below are.

- The alley is the only means of vehicular access to the detached garage in the rear yard
  - Overhead door facing Francois Road is inoperable
  - Small gate opening and structures in the rear yard (i.e. swimming pool) prevent vehicles from accessing the garage from Francois Road



- Garage is actively used for parking a motorcycle



- Phone message (in 2019) in response to the original Notice of Application was not returned
- Notice of the Development & Heritage Standing Committee (DHSC) meeting was received on the day of the meeting
- Alley Closure Map was not clear



The alley needs to be closed due to the amount of traffic at all hours especially at night. I just would like to be able to use my property as intended when I purchased. If the alley closure location was just south of the property as stated by Mike Spagnuolo, signal systems analyst on page C4 of C5. There would be no problem.

If there is any other concerns please reach out to me at any time.

Thankyou for your time and consideration in this matter.

Aaron Kovosi-LeBel



# Electricity Resource Options for the City of Windsor

City of Windsor  
September 12, 2022



# Contents

1. Ontario Electricity Supply Outlook
2. Regional Electricity Needs Impacting the City of Windsor
3. Electricity Resource Acquisition
4. Electricity Resource Options
5. Recommendations for the City of Windsor

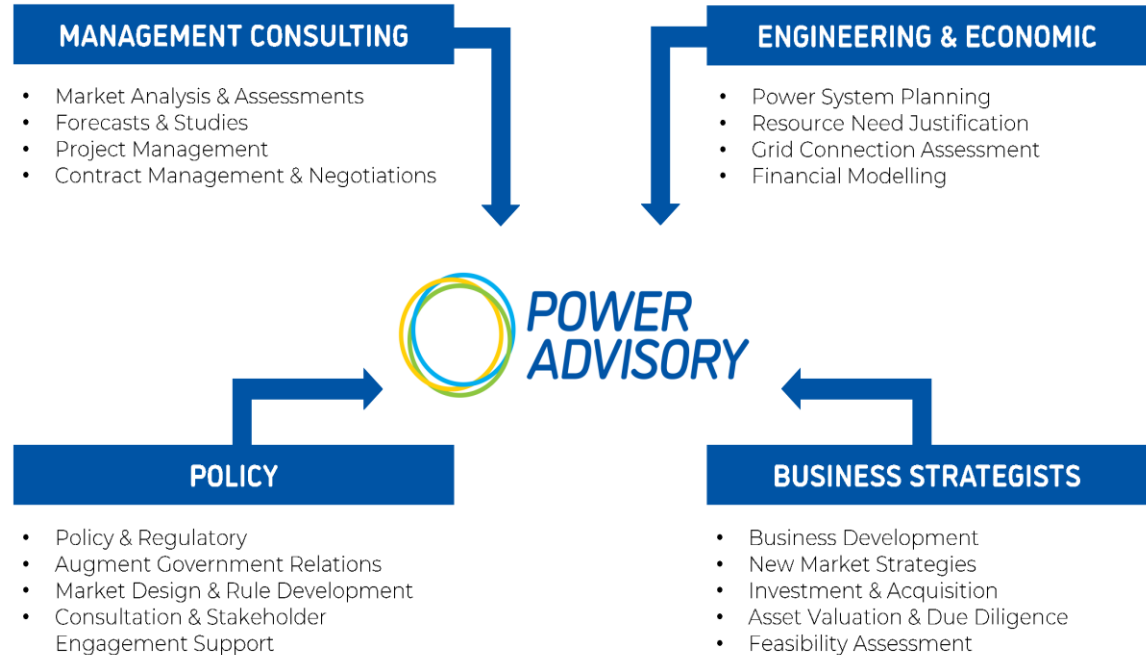
Appendix A: Overview of Ontario's Electricity Sector and Key Players

Appendix B: List of Acronyms

# Power Advisory

- Consulting firm specializing in electricity markets – offices in Toronto, Calgary, Boston
- Team of energy economists, financial analysts, power system engineers, policy experts – experience with government agencies, regulators, decision makers
- Clients including distributors, transmitters, generators, regulators, system operators, investors, government
- Deep understanding of electricity markets pertaining to distributors, etc.

<https://www.poweradvisoryllc.com/>



# Purpose of this Report

- Power Advisory was retained by the City of Windsor to deliver a report with recommended actions to alleviate electricity supply and transmission constraints impacting investments and economic development in the City of Windsor and surrounding areas
  - The goal is to show how decisions made at the provincial level impact economic growth opportunities for the City and the region, and outline steps that the City can undertake to facilitate energy capability in the region
- This report includes:
  - An overview of Ontario's electricity sector, including province-wide supply and demand outlook
  - A review of the regional electricity planning area impacting transmission capacity to the City of Windsor (and Windsor-Essex Region more broadly)
  - A discussion of the Independent Electricity System Operator's (IESO's) procurement processes for province-wide electricity supply, including implications for the City of Windsor
  - A summary of non-transmission solutions that could be implemented to alleviate near-term transmission constraints
  - Recommendations for the City of Windsor
- While the City of Windsor took the lead to commission this report, the information, commentary and recommendations are also applicable to other municipalities in the Windsor-Essex Region
  - The report further recognizes that electricity planning and resource development outside the City of Windsor's boundary has impacts on customers located within the City's boundaries

# Key Take-Aways From This Report (1/2)

- Ontario's electricity needs are growing due to economic growth and electrification of the economy, including significant growth in the agricultural sector (e.g., greenhouses)
- Ontario has a need for new electricity supply resources due to retirement and refurbishment of nuclear generation, expiring generation contracts, and the transition to a net-zero electricity grid based on Canadian government policy
- Due to the magnitude of forecasted electricity demand in the Windsor-Essex Region, five new transmission projects are proposed (i.e., various stages of development and approval) to ensure the reliability of electricity supply
  - To avoid periods that are challenging to connect new, large-scale customers, local resources or programs are needed to provide flexibly between planned transmission projects
  - Flexibility can be achieved through the deployment of non-wires solutions, such as energy storage, demand response, local generation, etc.
- There is capacity to connect new loads in Windsor-Essex
  - Large loads will require special consideration, not unlike any other areas of the province
  - Where a significant load emerges in the short-term (i.e., prior to the planned transmission reinforcement investments), Hydro One, ENWIN and other Local Distribution Companies should be empowered to develop localized solutions in conjunction with the IESO to expedite/facilitate connection

# Key Take-Aways From This Report (2/2)

- Municipalities will play a critical role in the development of local resources (e.g., IESO procurement processes, permitting, etc.)
  - The City of Windsor should be prepared to respond to multiple requests from generators and storage providers (e.g., general development inquires, requests for council support resolutions, permitting applications, etc.)
- The Windsor-Essex region requires a coordinated approach which aligns economic development and electricity resources development to support the growth in electricity demand
  - While multiple transmission projects are planned, transmission development takes time, and therefore the IESO, Hydro One, ENWIN, and others must be engaged to develop intermediate solutions which can be deployed in the near-term
- The City of Windsor should plan to engage actively in IESO regional planning consultations, and particularly provide insight to economic development and growth opportunities that would impact electricity needs in the region

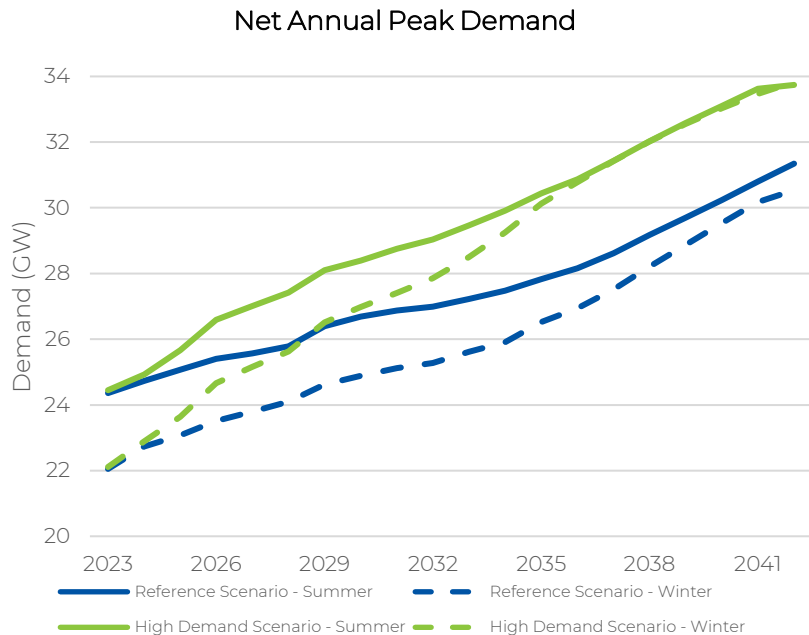
# 1. Ontario Electricity Outlook



# Section Overview

- This section provides the outlook for Ontario as a whole with respect to electricity demand and supply
- As described in the Appendix, the IESO is responsible for Ontario-wide power system planning (i.e., bulk system), and ensuring Ontario has sufficient resources (e.g., generation, transmission, etc.) to meet Ontario's electricity demand
- The content in this section is primarily drawn from the IESO's [Annual Planning Outlook](#) (APO) and the IESO's [Annual Acquisition Report](#) (AAR)
  - APO provides a 20-year outlook of electricity resources and forecasted electricity demand
  - AAR provides the IESO's near to medium term plans to acquire electricity resources to ensure there is sufficient electricity supply to meet electricity demand
- Power Advisory provides commentary on the magnitude and urgency to acquire new resources to meet province-wide electricity needs

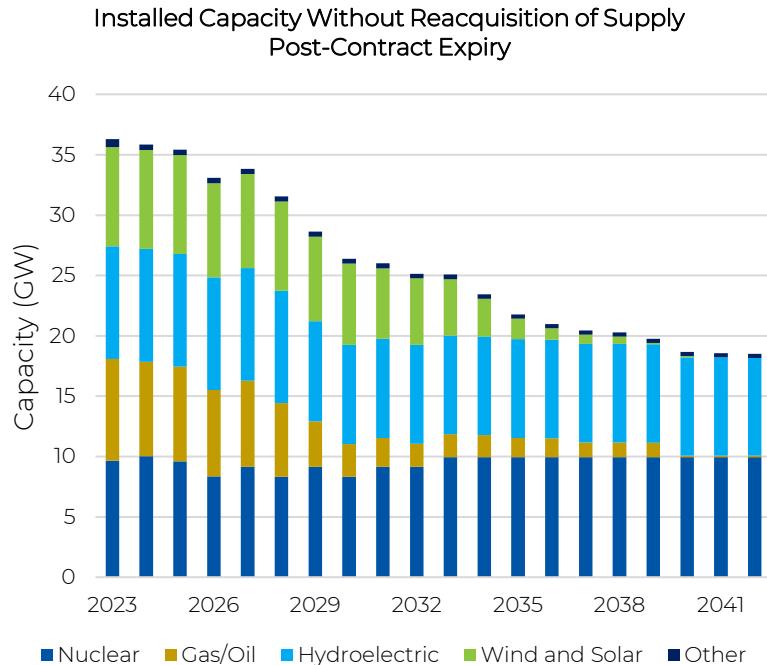
# Ontario-Wide Electricity Demand is Growing



Source: IESO

- Significant growth in electricity demand, at least 2% per year (IESO Reference Scenario)
  - Represents a departure from historic demand patterns which have been relatively flat over the past 5 years
  - Demand growth primarily attributed to agricultural greenhouses, mining expansion, steel producer electrification, electrifying transportation, and continued residential sector growth
- High Demand Scenario represents impact of uncertainties, such as increased electrification driven by government policy, and increased economic activity
- Power Advisory's analysis suggests the IESO's High Demand Scenario may be more probable given policy and industry drivers to achieve net-zero carbon emission goals and electrification

# Contracts Expiring and Nuclear Generators are Retiring and Undergoing Refurbishment

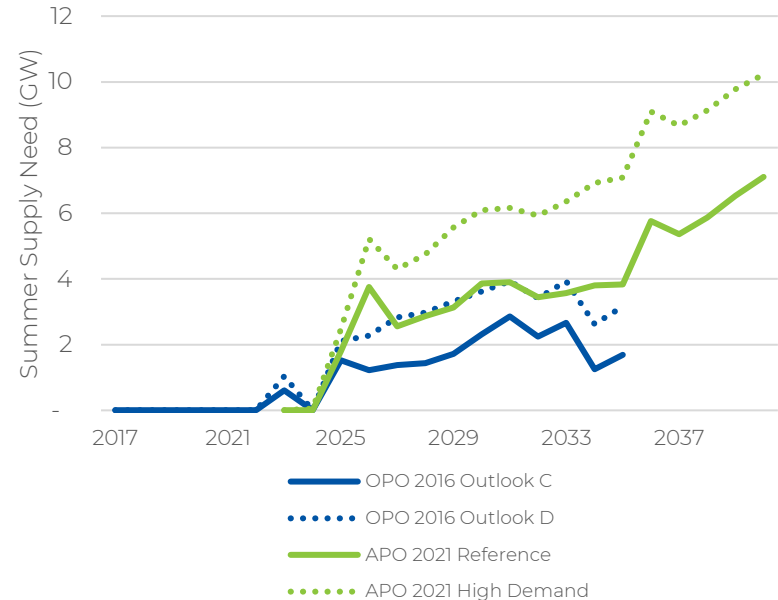


- Pickering nuclear generation station (NGS) retiring in 2024/2025, Bruce NGS and Darlington NGS undergoing refurbishment in accordance with provincial plans
- Contracts with generators held with the IESO will expire during the outlook period
  - Some existing generation may retire, even those in high-demand areas due to insufficient electricity market prices
  - If generators do not remain in-service after their contracts expire, the effective summer capacity of the supply mix drops from 25 GW in 2023 to 16 GW by 2042
- The IESO has re-contracted Ontario Power Generation's (OPG's) Lennox generation facility and is presently negotiating with Atura Power (solely owned by OPG) to re-contract the Brighton Beach generation facility (located in Windsor)
- Additional details on the IESO's efforts to re-contract existing supply are provided in Section 3

# Maintaining Resource Adequacy Requires Significant Investment

- After years of surplus generation, amount of new supply needed in Ontario is unprecedented
- Immediate need to build, invest in new electricity supply and associated infrastructure (e.g., electricity distribution and transmission)
- Short on time considering development, permitting/approvals, community engagement, supply chain constraints, inflation, etc.
- No single resource-type will provide all reliability attributes and environmental attributes required (i.e., decarbonization goals vs. re-contracting existing gas generation)
- Windsor-Essex regional supply needs are substantial, given demand growth and transmission constraints, as described in Section 2
- Windsor-Essex can expect significant amounts of new resources, including distributed energy resources, to meet supply needs

Ontario Supply Need with Continued Operation of Existing Resources, Comparing 2016 & 2021 Projections

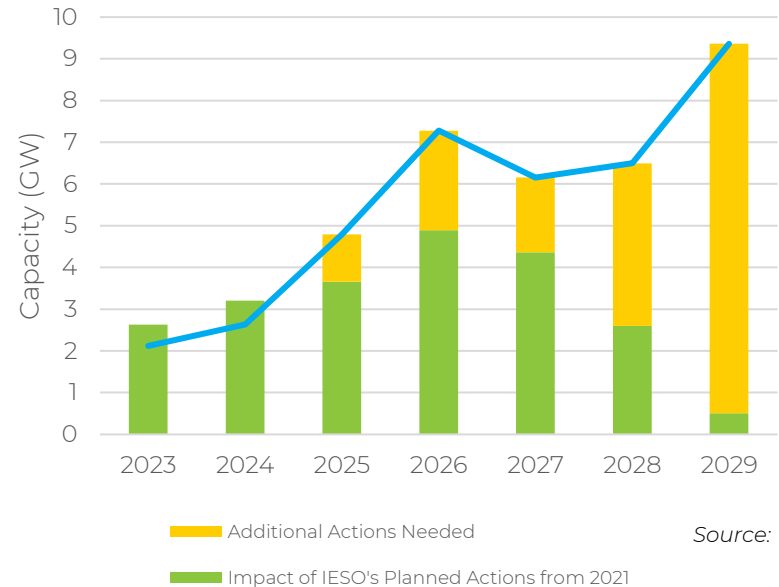


Source: IESO

# Resource Acquisition Challenges Ahead

- IESO is under significant pressure to meet supply needs, therefore has launched multiple procurement initiatives (e.g., medium-term, and long-term Request for Proposals (RFPs)), as described in Section 3
- IESO's procurements must overcome several challenges to attract required investment, including
  - Independent Power Producers (IPPs) wary of Ontario market risk (e.g., historical government intervention and contract cancellations, large provincially-owned generator (OPG) with dominant supply position, etc.)
  - Other jurisdictions attracting significant investment by IPPs in competition to Ontario (e.g., decarbonization goals of U.S. markets, etc.)
- IESO's plans show need for additional resource acquisition mechanisms to meet province-wide needs emerging in mid-2020s
  - These needs increase if existing generation retires post expiry of contracts

Impact of 2021 Planned Actions by IESO on Resource Adequacy Needs



Source: IESO

# Summary of Resource Adequacy Risks

## Magnitude of Supply Needs

- Ontario's electricity needs are significant in magnitude and arising in the near term

## Limited Resource Options

- Options to meet supply needs are limited, and there are increasing expectations that electricity supply will continue to be low carbon and less or zero emitting

## Procurement Risks

- IESO must overcome a number of challenges in upcoming centralized procurements to attract investment, including development risk, supply chain risk, etc.

## Decarbonization goals

- Types of resources that are attractive in a net-zero economy include storage, renewable generation, hybrid renewable generation co-located with energy storage, programs such as energy efficiency, etc.

## 2. Regional Electricity Needs Impacting the City of Windsor

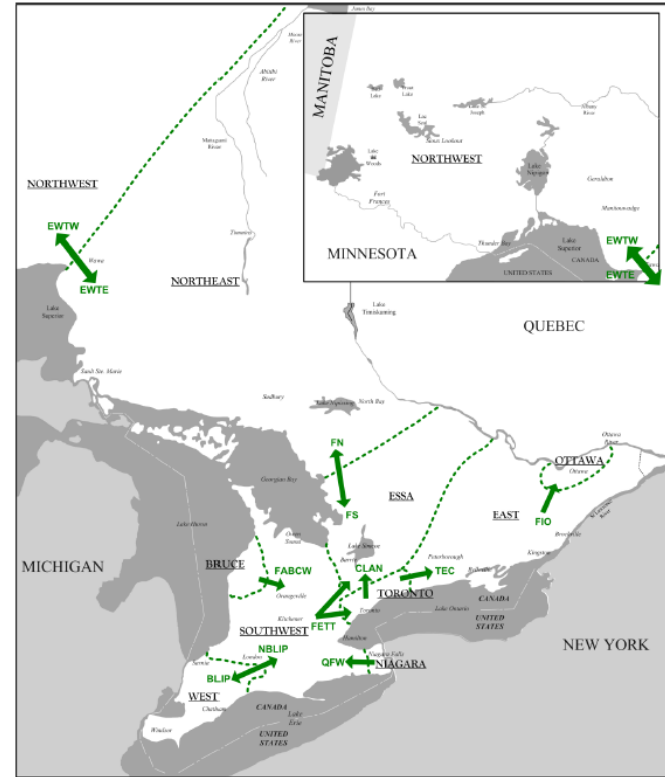
# Section Overview

- This section provides an overview of the electricity needs of the Windsor-Essex Region that are impacting the City of Windsor
- The IESO is responsible for preparing Integrated Regional Resource Plans (IRRP) for each planning region across Ontario
  - The IESO receives input on regional plans from Hydro One, LDCs (e.g., ENWIN, Essex Powerlines, etc.), and other customer representatives and stakeholders
- Much of the content within this section references the most recent [Windsor-Essex IRRP](#), completed in 2019, as well as bulk system plans prepared by the IESO in 2021 (i.e., [Need for Bulk Transmission Reinforcement in Windsor-Essex Region](#)) and other planning documents (e.g., APO)
- Power Advisory provides commentary on the magnitude of resources needs in the Windsor-Essex region



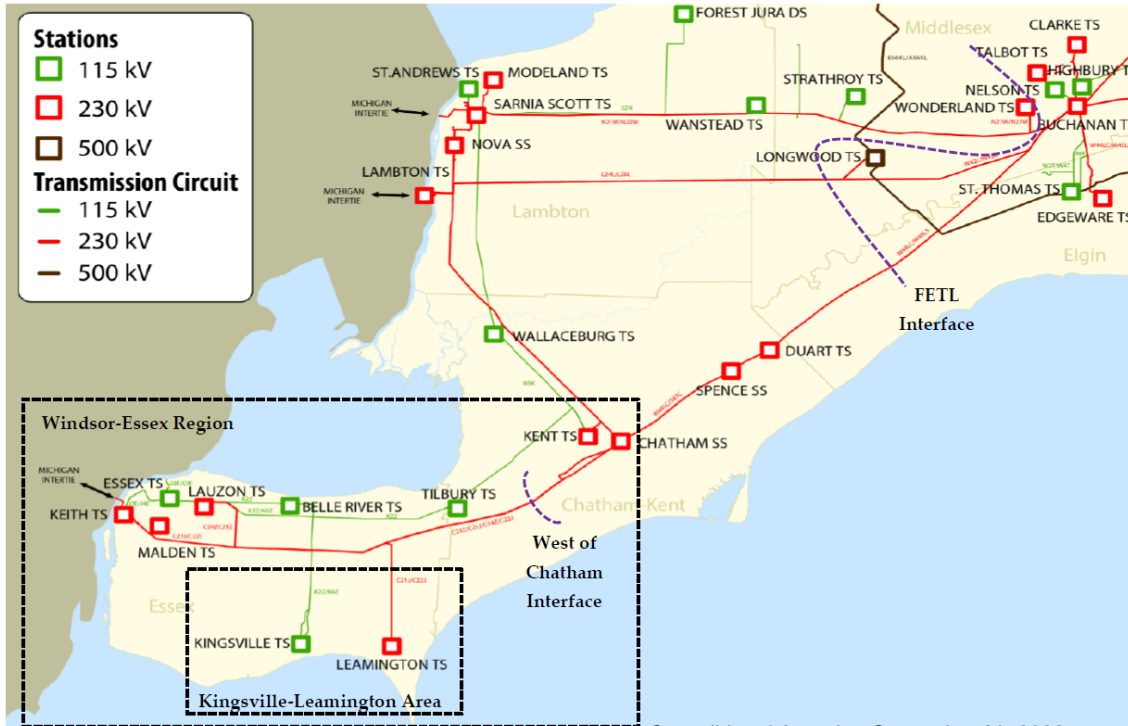
# IESO Electrical Zones

- The IESO-controlled grid (i.e., Ontario's bulk power system) is divided into 10 electrical zones, connections between zones are internal transmission interfaces
  - The map to the right shows the IESO zones and transmission interfaces
  - Some interfaces have unidirectional transfer limits (i.e., they are unconstrained in one direction)
  - Interface limits are used to ensure power system stability, maintain acceptable pre-contingency and post-contingency voltage levels, and acceptable thermal loading limits



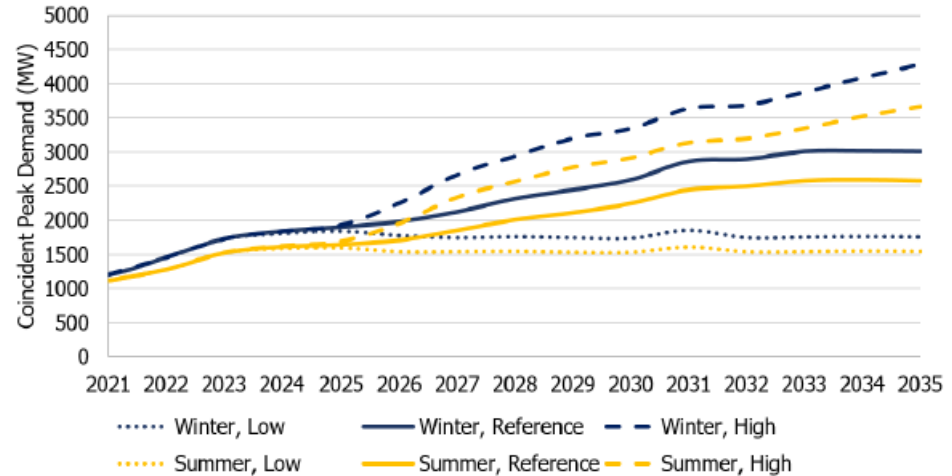
Source: IESO

# West Of London Area and Windsor-Essex Region



- The West of London area is located in the southwest corner of Ontario and is composed of two regions:
  - Windsor-Essex
  - Chatham-Kent-Sarnia
- Due to significant demand growth, the West of Chatham (WOC) interface is expected to at times be overloaded and must be addressed
- Demand growth expectations for different system planners (i.e., IESO, Hydro One) vary, but all expect large increase of demand in the Windsor-Essex area over the next decade

# Windsor-Essex Focus Area Demand Outlook

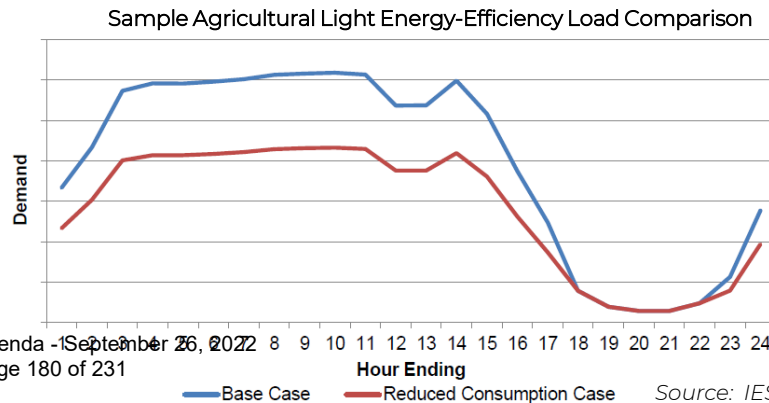
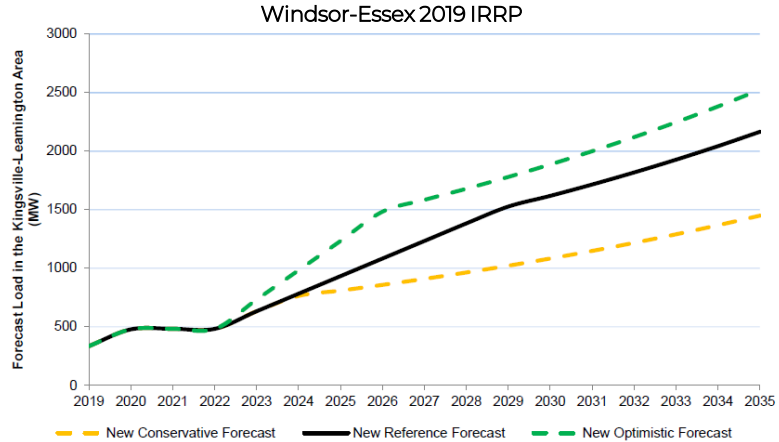


IESO: Focus Area Demand Outlook

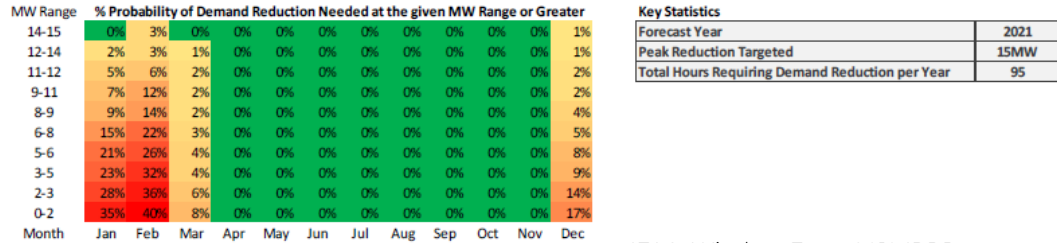
- Significant load growth in the Windsor-Essex focus area from new and forecasted greenhouse customer connections are driving winter peak demand from less than 2 GW in 2025 to over 3 GW by 2035
- Ontario is forecasted to shift from summer peaking to winter peaking, this will impact supply contributions of some resources (e.g., solar generation) which may need to be augmented with other resources (e.g., energy storage)

# Kingsville-Leamington Area Demand Growth

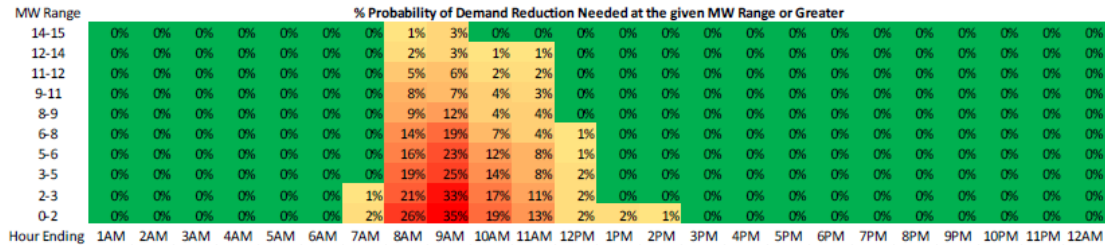
- Within the focus area, the Kingsville-Leamington Area is the major growth driver, with between 500 MW and 1,500 MW of demand growth expected by 2030
  - Per the IRRP, load growth is primarily driven by agricultural greenhouse investments (IESO expects over two-thirds of Kingsville-Leamington load to come from agricultural customers), with lighting being the key component
- Agricultural investments also require heating with many potential customers exploring cogeneration opportunities depending on electricity prices and economics
  - Uncertainty from cogeneration investment is one of the reasons why load growth forecasts have such a wide range for the Windsor-Essex region – if many new customers adopt cogeneration, grid demand in the region will be lower reducing strain on the transmission system



# Kingsville-Leamington Load Profile Expectations



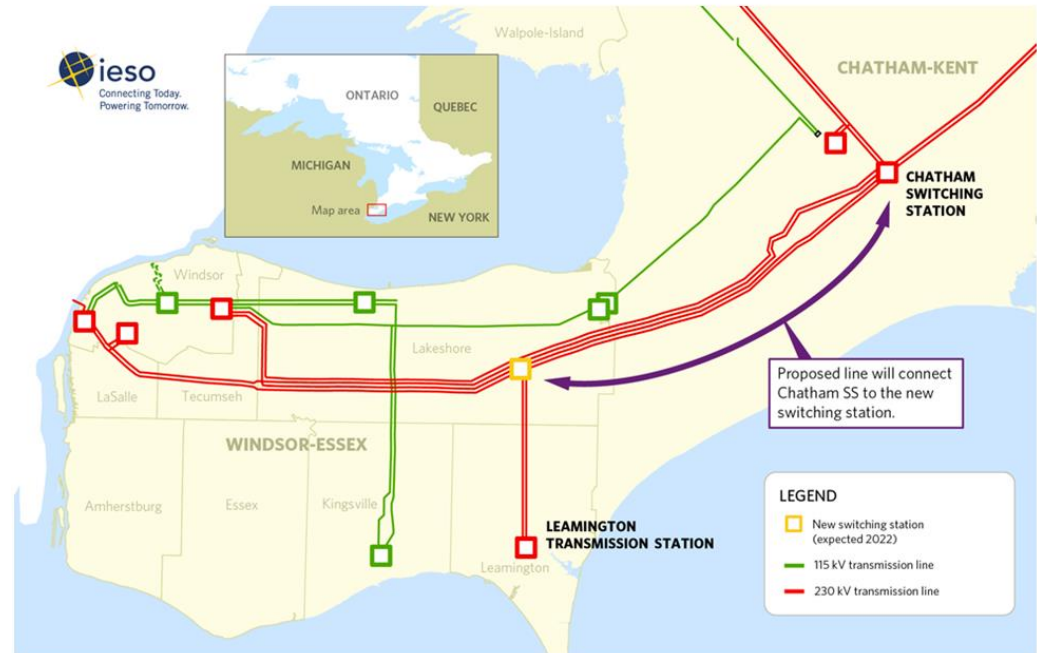
IESO: Windsor-Essex 2019 IRRP



- Resources required to address regional system needs will need to be able to target specific hours to increase probability of reducing transmission system constraints
- The graphic above shows that resources for the Kingsville-Leamington Area will need to reduce consumption of electricity in the morning for the winter months to have an impact on power system needs

# Planned Transmission Development Activities: Chatham SS to Lakeshore SS

- To address the WOC interface constraint, the IESO issued a letter in January 2019 requesting Hydro One to begin developing a new double 230kV transmission line from Chatham switching station (SS) to a new Lakeshore SS
  - Target in-service date is winter 2025/2026
  - In December 2020, the Minister of Energy instructed the Ontario Energy Board (OEB) to amend Hydro One's transmission license to include the requirement to develop and seek approvals for the transmission line
- The new transmission line will expand the WOC interface capability by ~400 MW – an added benefit of the new Lakeshore SS is that it will help address voltage issues in the region
  - The additional interface capability will support grid connections in the area



Source: IESO

# Planned Transmission Development Activities: Lambton TS to Chatham SS

- In March 2021, the IESO requested Hydro One to construct a new double 230 kV transmission line from Lambton transformer station (TS) to Chatham SS to ensure sufficient bulk transfer capability is available to supply forecasted load growth
  - Target in-service date is 2028, therefore there is more time for further planning compared to the Chatham SS to Lakeshore SS line
- The Lambton TS to Chatham SS line will also improve supply deliverability from resources in the Lambton-Sarnia area to meet provincial needs as well as provide additional supply to the Windsor-Essex area



Source: IESO

# Bulk System 500 kV Expansion

- As part of the southwest bulk transmission study, the IESO identified the long-term need for bulk transmission system expansion and requested Hydro One to explore extending the 500 kV system from Longwood TS (London) to Lakeshore TS (north of Leamington)
- In March 2022, the Ontario government announced a \$5 billion electric vehicle (EV) battery manufacturing plant in Windsor by LG Energy Solutions and Stellantis – this will increase load and further require additional electricity supply



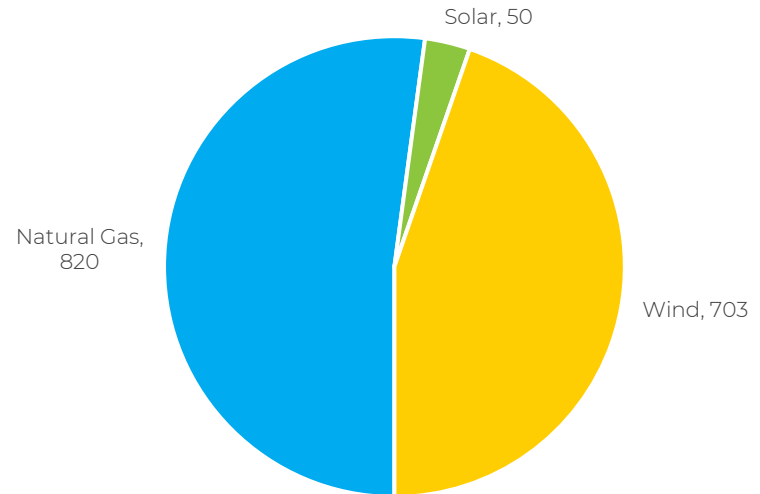
Source: IESO



# Resource Development in Windsor-Essex

- Even with planned bulk transmission expansion, the IESO has forecasted a supply need for local resources in the focus area to support regional power system needs and demand growth
- A key conundrum for the IESO is the treatment of operating generators following expiry of their contracts
  - The majority of contracted generators in Windsor-Essex are gas-fired generation – there are questions regarding continued operation post expiry of contracts considering the Canadian governments net-zero carbon emissions policy objective (i.e., net-zero electricity grid by 2035)
  - Specifically, the federal [Clean Electricity Regulation](#) will likely impact future operation of gas-fired generators
- Replacement or continued operation of operating generators is required under the current IESO planning outlook – additional supply resources in Windsor-Essex can delay the need date for future transmission development timelines

Contract Capacity (MW) in Windsor-Essex



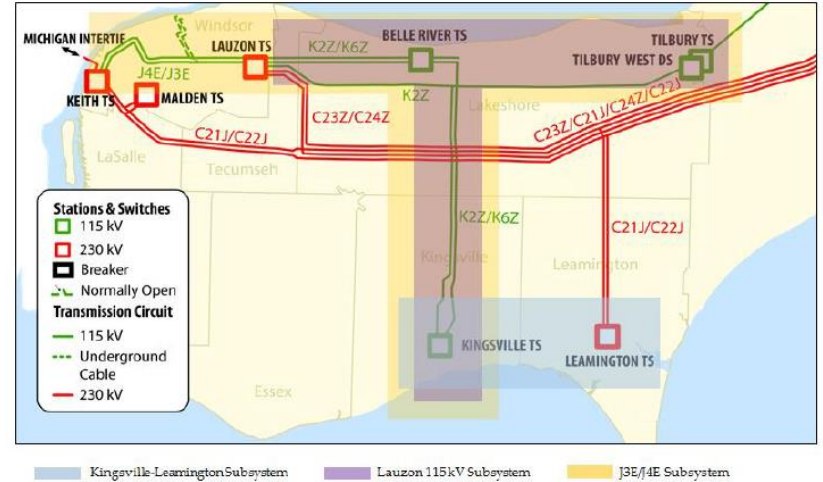
Source: IESO

# Order in Council – Minister’s Directive to OEB

- The Stellantis battery manufacturing plant, in addition to the rapid load growth in the focus area, accelerated the IESO’s need date for power system investments, compared to earlier studies resulting in the Minister of Energy issuing an Order in Council (OIC) to the OEB to amend the licence agreement for Hydro One to support development activities for the following projects
  - New 230 kV transmission line from Lambton TS to Chatham SS, as described in the IESO’s March 2021 letter to Hydro One
  - New 500 kV transmission line from Longwood TS to Lakeshore SS, contemplated in the IESO’s bulk transmission study
  - A second 500 kV transmission line from Longwood TS to Lakeshore SS
  - New 230 kV transmission line from Lakeshore TS to Windsor area, final connection location not identified
- The scope and timing for all of the transmission projects listed shall be in accordance with IESO recommendations and therefore can adjust based on updated planning activities, demand outlooks, local resource development and existing resource retention
- As a condition of their licence amendment, Hydro One has an obligation to undertake development activities for the above listed projects – providing greater regulatory certainty for cost recovery
- Further, the OIC identified the above listed projects as priorities with streamlined regulatory processes where possible, including the OEB’s Leave to Construct application
  - For clarity, Hydro One will still be required to seek Leave to Construct from the OEB for all of the above listed projects

# Ability to Connect New Load In Windsor-Essex Impacted by System Limits

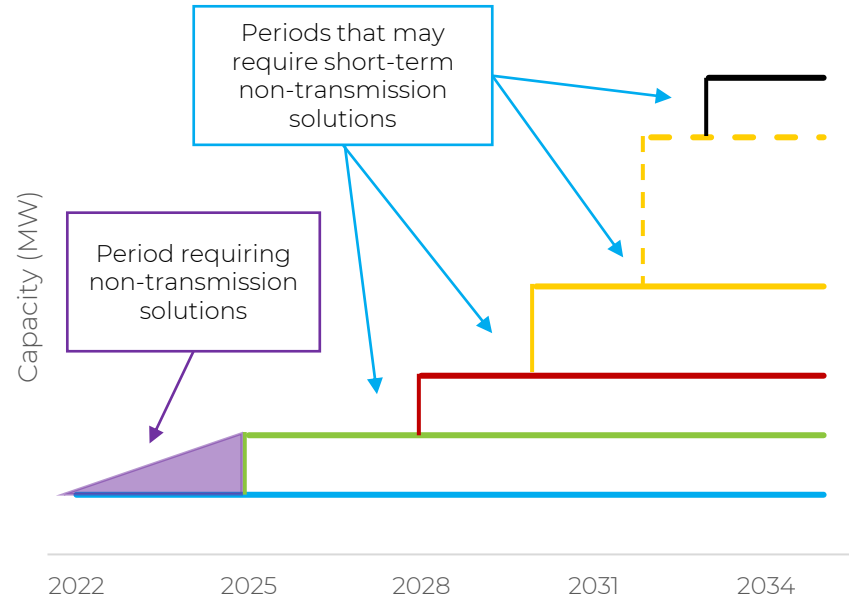
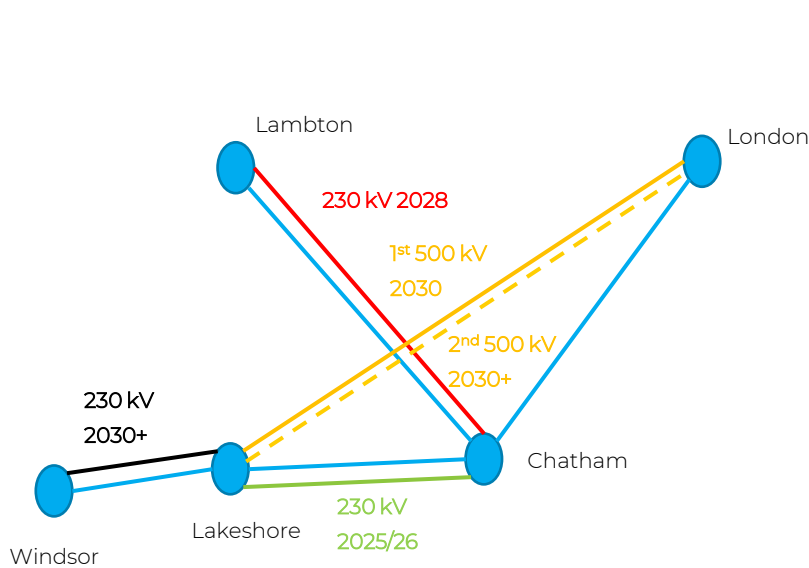
- In the 2019 Windsor-Essex IRRP, the IESO identified a potential transmission constraint in the J3E/J4E sub-system (i.e., the 115 kV network supplying Windsor, Lakeshore, and Kingsville)
  - The IRRP stated that supply to all stations in the J3E/J4E sub-system is thermally limited by flow on the J4E circuit
  - The IRRP did not anticipate any significant load growth in the sub-system at the time and therefore did not initiate any action
- The larger than anticipated number of connection requests from new loads are increasing the risk of thermal overages that is slowing connection processes



Source: IESO

- Thermal connection overloads occur primarily during peak loading hours or during reliability events (e.g., following an outage)
- Remedial action schemes (i.e., automatic system re-arrangements) and managed connections can provide some flexibility until longer term solutions are implemented (e.g., new 230 kV lines from Chatham SS to Lakeshore SS)
- Further, distribution-connected projects may face connection constraints due to short-circuit limitations, where projects greater than 10 MW are required to complete a System Impact Assessment (SIA) with the IESO

# High-Level Summary of New Transmission Planned for West of London



- Existing Transmission
- Lakeshore-Chatham
- Lambton-Chatham
- London-Lakeshore #1
- London-Lakeshore #2
- Lakeshore-Windsor

Note: These graphs are for illustrative purposes only, and the depiction is not to scale. In-service dates for mid- and long-term projects will be reviewed depending on updated load growth forecasts.

# Need to Address Periods of Uncertainty as Transmission System Expands

- Transmission development takes time, and it involves significant investment and coordination for permitting and construction
  - Connection capacity expansion from the completion of transmission projects are “lumpy”, as capacity is brought on-line all at once (e.g., 1,000 MW blocks with asset life of approximately 60 years)
  - Meanwhile, energy demand continues to increase with some uncertainty with respect to the rate of growth
- Additional flexibility is required, and can be achieved through the deployment of non-wires solutions, such as energy storage, demand response (DR), local generation, etc.
- While these non-wires solutions would address regional system constraints, which might be shorter-term in nature given planned build-out of transmission, new resources developed will likely also have value in the long-term given province-wide electricity supply needs

To avoid periods that are challenging to connect new, large-scale customers, local resources or programs are needed to provide flexibly between planned transmission projects

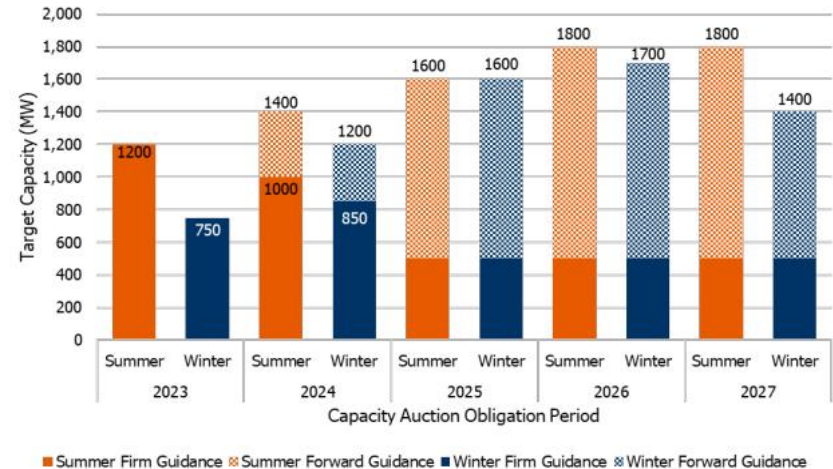
# 3. Electricity Resource Acquisition

# Section Overview

- As described in Section 1, Ontario has urgent needs to procure electricity supply resources resulting from the decommissioning and refurbishment of nuclear generation, expiring contracts for other generators, and growing electricity demand
- This section provides a review of the main procurement mechanisms that the IESO has planned to utilize in the near-term to ensure there are sufficient supply resources available to meet supply needs
- In addition to meeting province-wide electricity demand, the IESO proposes to use these procurement mechanisms to alleviate local electricity supply and transmission-constraints
- Power Advisory's commentary with respect to the main challenges of these procurements is provided

# Capacity Auctions

- Annual [Capacity Auctions](#) are competitive procurement mechanisms used by the IESO for short-term (i.e., seasonal) balancing of supply needs
- Each year participants submit bids to secure commitment from the IESO
- Resources that “clear” the auction receive short-term (i.e., seasonal) commitments from the IESO for capacity payments and must be available during the obligation period (i.e., winter and/or summer season)
- Eligible resources include:
  - DR
  - Capacity imports
  - Dispatchable energy storage
  - Dispatchable generators (e.g., gas-fired generation)
- The IESO is also consulting on the potential to develop a new “forward capacity auction”, details still being developed



Source: IESO



# Re-Contracting Existing Capacity

- Given that the existing contracts for multiple electricity supply resources (mainly generators) are nearing their end of their contract terms, the IESO has developed a procurement process focusing on re-contracting these resources
- The IESO launched the first [Medium Term RFP](#) (MT 1 RFP) (submission deadline was April 28, 2022)
  - Original target capacity was 750 MW, however, following registration, IESO reduced the target capacity to 475 MW
  - Eligibility was restricted to existing and/or operating generation and storage with contracts that must expire or be terminated on or before April 30, 2026 (i.e., no new-build resources, no DR)
  - Contract term effective 2024, 2025 or 2026, with a 5-year term length (i.e., MT Contract serves as a contract renewal)
  - The procurement targeted province-wide electricity needs, however there was a strong preference for resources in the West and East zones
- The IESO announced [results of the MT 1 RFP](#) on August 23, 2023, which secured 310 MW of summer capacity and 382 MW of winter capacity, well short of original targets
  - Future MT RFPs will be scheduled by the IESO
- In addition, the IESO has entered into/completed sole-source negotiations for two large-scale electricity resources (Lennox Generating Station (GS) and Brighton Beach GS) that were deemed by the IESO to be essential for local needs

# Acquiring New Capacity

- The IESO is currently developing new competitive procurements to acquire supply capacity from new electricity resources
  - [Expedited RFP](#)
  - [Long-Term RFPs](#) (LT 1 and LT 2 RFP)
  - [Same Technology Upgrades Solicitation](#)
- Participants that are successful through these procurements will be awarded “long-term” contracts for the supply of capacity with the IESO
- Given the magnitude of electricity supply required and the need to ensure contracted projects are ultimately developed and constructed on-time, the IESO implemented a Request for Qualifications (RFQ) phase for the Expedited and LT RFPs
- Currently, the IESO RFPs are not limiting fuel source eligibility (i.e., open to storage, renewable generation, gas-fired generation, etc.), however, future procurements will need to consider policy direction from the Ontario government
  - The IESO is due to report back to the Ministry of Energy on October 7, 2022 with respect to the [Pathways to Decarbonization](#), including a potential moratorium on procurement of new gas-fired generation
- Small-scale resources (e.g., 1 MW and less) are not eligible to participate in the above listed forthcoming IESO procurements

# Summary of Forthcoming RFPs

	LT1/ LT 2 RFP	Expedited Procurement	Same Technology Upgrades
<b>Target capacity</b>	2,500 MW for LT 1 RFP; and 1,500 MW for LT 2 RFP	~1000 MW of effective capacity	~500 to ~1000 MW of effective capacity
<b>Term Start</b>	No later than 2027 (LT 1 RFP), and 2030 (LT 2 RFP)	2025	2025
<b>Term length</b>	20 year term with potential additional term available for resources able to come online early	20-22 year base term	New contract or extension of existing contracts. Length of contract/extension to be determined
<b>Locational considerations</b>	Global need with strong preference for resources in the <b>West and East</b> zones	Targeted at meeting global need	Targeted at meeting global need
<b>Eligible Resources</b>	Technology neutral; new-build resources at greenfield sites or co-located at existing sites able to achieve commercial operation no later than 2027.	Technology neutral; new- build resources at greenfield sites or co-located at existing sites; must achieve commercial operation by 2025/2026.	Expansions or uprates to existing resources that are under contract and operating in IESO- administered markets. Expansion or uprate must be the same technology as the existing resource and able to achieve commercial operation in 2025.
<b>Qualification</b>	Participation in LTI RFQ Required	Participation in LTI RFQ Required	Existing counterparty in good standing with existing contract

# Progress on Procurements to Date

- The IESO received RFQ submissions for the Expedited and LT1 RFP on June 30, 2022
  - Submissions from 70 applicants were received, and due to high-volume, the IESO delayed the procurement schedule
  - On August 23, 2022, the IESO announced that 55 applicants passed the RFQ phase, and are eligible to proceed with proposals in response to the applicable RFPs
  - The majority of the applicants indicated an interest in developing stand-alone battery energy storage
  - The IESO is currently consulting with stakeholders on the terms and conditions of the draft RFP and contract

Milestone	Expedited RFP	LT1 RFP
RFQ Applicants Announced	August 23, 2022	August 23, 2022
Final RFP Posted	October 1, 2022	January 30, 2023
Submission Deadline	December 20, 2022	July 2023
Contract Award	February 28, 2023	October 2023

- Additional IESO procurements are expected to be announced consistent with future AARs
- The City of Windsor can expect multiple IESO procurement processes each year for the foreseeable future

*The above reflects the most up-to-date consolidated agenda - September 26, 2022 schedule provided by the IESO*

# Role of Municipalities

- Municipalities play a critical role in the procurement and development of new generation
- Municipal Council Support Resolutions
  - As part of the IESO's RFP processes, new generation and storage resources will be prioritized if they receive a council support resolution in support of the project prior to the proposal submission deadline
  - Obtaining these resolutions will increase the project's proposal rated criteria score, and provide it with a competitive advantage relative to other projects
- Planning Act Approvals
  - Prior to the construction of a new generator or storage resource, the project must receive planning approval as part of the environmental permitting process
  - Following the repeal of the Green Energy Act, municipalities now have much more authority with respect to the permitting and approvals process of renewable generation
- IESO continues to consult with municipalities as they develop RFPs for new electricity supply resources

# Supporting Local Electricity Supply

- Given the emerging supply needs and recognition of the important role of the existing/operating generation fleet, municipalities play a pivotal role in attracting and retaining investment in electricity resources
- For example, Halton Hills issued a [council resolution](#) that stated
  - Their continued support for gas-fired generation until a clean energy source can replace them without dramatically increasing the price of electricity for consumers
  - Their desire for the Ontario government to support the development of clean energy alternatives and energy efficiency
  - Their understanding of the IESO's study, [Gas Phase-Out Impact Assessment](#), as reasoning for its support of operating gas-fired generators
    - The study showed that greenhouse gas (GHG) emissions from the entire electricity generation system in Ontario currently contributes to 3% of GHG in Ontario
    - The Ontario electricity grid supports electrification of systems that contribute larger amounts of GHG emissions such as trains, cars and trucks, and home heating
    - Gas-fired generation provides “on-demand” electricity and can prevent brown-outs and black-outs when demand is high

# Challenges with Resource Acquisition Plans

- The main challenges with the IESO's resource acquisition plans, include
  - **Timelines** – There is limited time to complete environmental permitting, equipment acquisition, grid connection, close financing, project construction, etc.
  - **Municipal and community engagement** – With restricted timelines, the ability to engage with municipalities and local communities is limited, and risking community “backlash” if projects feel rushed or inconsiderate of community needs
  - **Resource uncertainty** – The Canadian government will be implementing the new Clean Electricity Regulation that will restrict the use of gas-fired generation, creating present investment uncertainty – therefore, the IESO's contracts should address these challenges to ensure investor confidence and reduce costs, and the IESO's procurement plans will ultimately need to be compliant with federal regulations when they come into force
  - **Local requirements** – While the IESO's process is prioritizing resources in regions of the grid that require capacity (such as Windsor-Essex), it does not guarantee that the required resources will be cleared in the procurement process – in other words, projects located in other parts of the province could be acquired ahead of resources in Windsor, as the IESO's procurements are prioritizing for multiple factors, including duration, location, Indigenous community participation, community support, price, etc.

# Other IESO Processes

- Outside of the IESO procurements described, the IESO is also considering other initiatives that would reduce capacity needs
- These initiatives include
  - [Conservation and Demand Management](#) (CDM) programs (e.g., energy efficiency programs)
  - [Grid Innovation Fund](#) projects and other pilot programs
- Power Advisory notes that the IESO is completing a [Mid-Term Review](#) on the existing CDM programs, and it is expected that the IESO will announce increased CDM targets and opportunities for energy efficiency and other CDM resources
  - In April 2022, the Minister of Energy asked the IESO to provide options and analysis for cost-effective additional or expanded CDM programming, which would contribute to meeting power system needs, including the growing agricultural greenhouse sector in Southwest Ontario
  - The IESO has also launched a “local initiatives” program to competitively procure CDM, including targeted programs in the Belle River area in Essex County
  - Under previous CDM frameworks, Ontario’s LDCs, such as ENWIN, Essex Powerlines, etc., played a very active role in administering programs



# 4. Electricity Resource Options

# Section Overview

- In addition to the planned expansion of transmission solutions, regionally-deployed electricity resources can be used to alleviate capacity constraints
- This section provides a review of various non-transmission options, including their advantages and disadvantages
- As mentioned in Section 2, there is a need to develop new electricity resources in the near-term to alleviate supply constraints in the Windsor-Essex region prior to the completion of new transmission projects
- In the longer-term, resources can be deployed to provide additional flexibility and security in between the planned build-out of additional transmission

# Electricity Resources

- Firm imports
- Gas-fired generation
- Battery energy storage
- Renewable generation co-located with battery energy storage
- Demand response and energy efficiency

# Transmission-Connected vs. Distribution-Connected

Transmission-Connected	Distribution-Connected
Hydro One Networks	By service territory of LDC (e.g., ENWIN, Essex Power Lines, Hydro One Networks)
High voltage transmission system that connects the province-wide electricity grid	Lower-voltage distributions system that connects majority of electricity consumers
Larger-scale generation and storage facilities can be connected, typically greater than 20 MW	Smaller-scale generation and storage facilities can be connected, typically less that 20 MW
Requires IESO and Hydro One connection studies	Connection studies completed by LDC, and consider “up stream” capability of transmission system (possible to SIA if region is constrained)
Transmission-connected generation can provide benefits to bulk system or regional grid	In addition to providing benefits to the bulk or regional grid, distribution connected resources may also provide benefits to the distribution system, depending on local distribution system needs
Must be IESO Market Participants	Optional to become IESO Market Participant if greater than 1 MW

# Firm Imports

- Windsor-Essex Region is interconnected with Michigan at Keith TS by the J5D 230 kV transmission line (“Windsor to Detroit”)
  - This is one of four lines that interconnect Ontario to Michigan, with the other three points located in Lambton and Sarnia
- While the entire Ontario-Michigan transmission interface has a combined capability of 1,600 MW during the summer and winter, the Windsor to Detroit line is limited to 400 MW
  - For many technical reasons, the capabilities of the Ontario-Michigan interface have been limited for a number of years
- Interconnection between Ontario and Michigan supports imports and export trade via the Ontario and Michigan wholesale electricity markets
  - New Capacity Auction rules enable ‘firm imports’ from Michigan (e.g., obligation to make capacity available) from specific generators
  - However, the [Midcontinent Independent System Operator](#) (MISO) is also experiencing a capacity shortfall, which will limit availability of imports from the Michigan interface
  - MISO rules may also constrain resource participation in the IESO’s annual Capacity Auctions

<b>Advantages</b>	<ul style="list-style-type: none"> <li>• No new construction is required within the City of Windsor’s limits</li> </ul>
<b>Disadvantages</b>	<ul style="list-style-type: none"> <li>• Imports participating in Capacity Auctions are not guaranteed due to competition</li> <li>• Electricity flows cannot be scheduled individually (scheduled across 4 Michigan interfaces as a whole)</li> </ul>
<b>Considerations</b>	<ul style="list-style-type: none"> <li>• GHG emitting resources would be eligible to participate</li> <li>• IESO’s next pre-auction report for the Capacity Auction will indicate eligibility and limits on imports</li> </ul>

# Gas-Fired Generation

- The City of Windsor currently hosts several operating gas-fired generators, including
  - Brighton Beach GS – Atura Power
  - East Windsor Cogeneration Centre – Capital Power
  - West Windsor Power Plant – ENGIE
  - Windsor-Essex Power Plant – TransAlta
- Other large and small-scale gas-fired generators also currently operate in the Windsor-Essex Region
- Continued operations of these generators are essential in the near-term for the reliability of electricity in the Windsor-Essex Region
- These generators may be suitable for expansions to increase their capacity and electricity output (e.g., additional turbines)
  - Capacity may also be increased through additional storage
- New gas-fired generation or expansions of operating generators may be limited due to forthcoming policy (e.g., Clean Electricity Regulation)

<b>Advantages</b>	<ul style="list-style-type: none"> <li>• Reliable electricity production, providing energy, capacity and other grid services</li> <li>• Ability to leverage existing sites, or expand on adjacent industrial lands</li> </ul>
<b>Disadvantages</b>	<ul style="list-style-type: none"> <li>• Proposed Clean Electricity Regulation creates challenges</li> <li>• Subject to increasing costs over-time due to carbon tax</li> <li>• Many customers and investors seeking green electricity supply</li> </ul>
<b>Considerations</b>	<ul style="list-style-type: none"> <li>• Approaches to reduce carbon intensity of gas may include, hydrogen, renewable natural gas, carbon capture and storage, carbon offsets, however use of these options may be limited (e.g., technically, economically, legislatively, etc.)</li> </ul>

# Battery Energy Storage

- Multiple utility-scale battery energy storage projects are expected to proceed through the IESO's planned Expedited and LTI RFP
- Can be either transmission-connected or distribution-connected
- Sites would consist of multiple battery enclosures, typically in proximity to transmission or distribution systems, or adjacent to existing generators (separately connected)
- Ontario's experience with battery energy storage is growing, however it is still considered a new-technology within the resource mix



<b>Advantages</b>	<ul style="list-style-type: none"><li>• Provides capacity during peak periods when energy is most needed and valuable</li><li>• Low environmental impact leads to relatively streamlined permitting process</li></ul>
<b>Disadvantages</b>	<ul style="list-style-type: none"><li>• Does not produce energy</li><li>• Relatively new technology in Ontario's resource mix</li><li>• While costs are declining, still relatively expensive</li><li>• Supply chain constraints impacting availability of batteries and critical minerals</li><li>• Energy losses on conversion and storage</li></ul>
<b>Considerations</b>	<ul style="list-style-type: none"><li>• Significant uptake of new projects globally</li><li>• Ontario economic development opportunities with respect to battery manufacturing</li></ul>

# Renewable Generation Co-Located with Storage

- Energy storage can be added to operating renewable generators (e.g., wind and solar) to firm-up capacity
- Several large-scale renewable energy projects currently operate in the Windsor-Essex region, including Belle River Wind, Windsor Solar, Gosfield Wind Project
- Multiple distribution-connected renewable energy projects are currently operating within the City of Windsor (e.g., 20 MW), with additional renewables operating in the Essex region (e.g., ~ 140 MW)
  - Most of the projects within the City of Windsor represent rooftop Feed-in Tariff projects with 20-year contracts
  - Additional projects may be operating under net-metering configurations
- Existing sites could be eligible for the addition of energy storage and/or expansion
- New renewable generation co-located with storage sites could be developed within the Windsor-Essex region

<b>Advantages</b>	<ul style="list-style-type: none"><li>• Renewable sources of energy</li><li>• Ability to provide peaking capacity during times of system need</li></ul>
<b>Disadvantages</b>	<ul style="list-style-type: none"><li>• Requires consideration of land-use and environmental permitting, especially for new projects</li></ul>
<b>Considerations</b>	<ul style="list-style-type: none"><li>• Limited experience in Ontario context, with new participation models being developed by IESO</li></ul>



# Demand Response and Energy Efficiency

- DR is the ability of electricity customers to curtail their electricity usage in response to dispatch instructions during times of peak demand on the grid
  - DR resources are currently eligible to participate in the IESO's Capacity Auction, including smaller scale and aggregated resources
  - Some customers leverage “behind-the-meter” storage or generation to reduce electricity consumption from grid
- Energy efficiency refers to the installation or retrofit of a customer's electrical equipment such that it utilizes less energy to perform the same services
  - The IESO has successfully delivered energy efficiency programs for industrial customers, and new programs are being rolled out
- These programs also provide additional revenue-streams to customers and/or reduce customers' electricity costs
- Novel and innovative approaches may be developed in the future, including EV smart charging programs

<b>Advantages</b>	<ul style="list-style-type: none"><li>• No requirement for new development and can leverage on-site resources</li><li>• Possible revenue stream or savings for participants</li><li>• Environmentally friendly</li></ul>
<b>Disadvantages</b>	<ul style="list-style-type: none"><li>• Does not produce energy</li></ul>
<b>Considerations</b>	<ul style="list-style-type: none"><li>• Ontario has robust experience with demand response, particularly industrial demand response</li><li>• In addition to IESO, Ontario LDCs and other service providers are well equipped to deliver energy efficiency programs</li></ul>

# Alternatives Procurement Approaches

- Under the current regulatory framework, the IESO has responsibility to ensure resources are available to meet bulk system needs
- Other creative approaches for meeting resource needs may include the following
- **Utility-led programs** (e.g., CDM, local DR, local generation, etc.)
  - Hydro One and LDCs (e.g., ENWIN, Essex Powerlines) could be enabled to deploy local programs or procurements to secure required resources
  - This would leverage the utilities existing experience deploying customer-facing programs, while freeing up resources at the IESO (i.e., allowing IESO to focus on larger scale procurements)
- **Customer generation** (e.g., self supply)
  - Existing regulations enables customers to connect behind-the-meter resources to offset their own electricity consumption, resulting in reduced electricity costs
- **Customer acquisition** (e.g., corporate power purchase agreements (PPAs))
  - Removing barriers to enable options for customers to acquire their own electricity supply, similar to other jurisdictions (e.g., Alberta, etc.)

# Summary of Options

- DR and energy efficiency programs can be deployed quickly and cost-effectively in the near-term to reduce or eliminate capacity constraints
  - Leveraging existing customer assets
  - Does not require construction/connection to the grid
- In the medium-term, the IESO's upcoming procurements are likely to result in new local supply, only if participants are successful in the Windsor-Essex Region
  - It is expected that a significant amount of energy storage will be contracted by the IESO through these processes
- Operating gas-fired generation will continue to play an essential role in providing reliable supply
- It is possible that new gas-fired generation could also be developed, however these projects would have a longer permitting and approval process, including significant community engagement requirements and opposition from some stakeholder groups
- Firm imports from Michigan, even if enabled via the Capacity Auction, are unlikely to be reliable in the longer-term due to capacity shortfalls in MISO

# 6. Recommendations for the City of Windsor

# Section Overview

- This section provides Power Advisory's recommendations for the City of Windsor's consideration, including
  - Municipal Council Support Resolutions
  - Prepare for Increase in Permit Applications
  - Engage Early with the IESO, Hydro One, and LDCs (e.g., ENWIN) as Economic Development is Pursued
  - Participation in Regional Planning Processes
  - Leverage Municipal Lands and Properties
  - Strategic Government Advocacy
    - Need to Streamline the IESO's Procurement Approach
    - Enable Hydro One and LDCs to Support Resource Acquisition
    - Enable Customer Acquisition through Corporate PPAs

# Municipal Council Support Resolutions

- Recognition that multiple solutions will be required to enable continued electricity resource adequacy in the long-term (from new transmission to local measures)
- Given locational needs and opportunity to increase rated criteria scores within the IESO RFPs, the City of Windsor should be prepared to respond to multiple requests from generators and storage providers
  - Establish criteria and review processes to meet with resource developers
  - Prepare city council in advance with respect to local electricity needs and link to economic development
- Rated criteria scoring will mean that the City of Windsor will have a direct role in the success of new supply resources being located within city limits
- The City of Windsor should consider establishing itself as a “willing host” for resource development, sending a signal to the electricity sector and investment community
  - Precedent established by Halton Hills
- As more projects and applicants are expected to be communicated publicly, it will be important to establish an appropriate public communication and engagement strategy to build and maintain support for projects

# Prepare for Increase in Permit Applications

- Development of electricity generation and energy storage projects are subject to the Planning Act
- As such, the City of Windsor's planning staff will be engaged with the review and approval of new generation and energy storage projects within the context of the City's official plans
- There has been little recent experience with the development new generation and energy storage projects in recent years
- Planning staff can anticipate a change of pace and should expect to be engaged in several projects over the next few years as the IESO's planned procurements ramp up

# Engage Early with the IESO, Hydro One, and LDCs as Economic Development is Pursued

- Regular communications with the IESO, Hydro One, and LDCs (e.g., ENWIN) should be established with respect to local development
  - Coordination with LDCs required when new customers are connecting to distribution systems
- Hydro One has indicated that it is willing to pursue creative non-wire solutions, where applicable, as interim solutions as new transmission capacity is being developed
- While connection constraints are at the transmission level and not the distribution level, ENWIN has also indicated a willingness to support the deployment of programs or other local initiatives
  - New distribution-connected generation could be limited by local distribution capacity
- Information about local economic development and growth can inform Hydro One's strategy for developing innovative projects or approaches



# Participate in Regional Planning Processes

- The IESO is anticipated to begin consultation on the next Windsor-Essex IRRP to respond to changing conditions and economic development in the Fall of 2022
  - Hydro One's Needs Assessment is currently underway, and the IESO's public consultation on the Scoping Assessment and IRRP will likely begin in early 2023
- The City of Windsor should plan to engage actively in these consultations, and particularly provide insight to economic development and growth opportunities that would impact electricity needs in the region
  - ENWIN, alongside other LDCs in the region, are actively engaged in regional planning studies, and the City of Windsor should consider a coordinated approach
- The City of Windsor may also consider a coordinated approach to participating in regional planning studies with Invest Windsor-Essex

# Leverage Municipal Lands and Properties

- The City of Windsor may have access to municipal lands and properties that would be suitable for electricity resource development, particularly energy storage
- On excess lands or undeveloped properties, stand alone storage or other generation projects may be developed and directly connected to the transmission system or distribution system
  - The City of Windsor has worked with Samsung in the past to provide access to municipal lands for development
- Municipal buildings could support behind-the-meter energy storage and/or solar energy, or DR and energy efficiency
  - The City of Windsor could work with an aggregator and/or other service providers for low-or no cost options for project development
  - The City of Windsor can support deployment of energy efficiency programs
- The City of Windsor has opportunity for additional municipal revenue and reduced operating expenditures (e.g., reduced electricity costs) through lease agreements and other contractual arrangements with service providers
- Additionally, the City of Windsor could promote customer-self supply and participation in energy efficiency programs, and could coordinate

# Strategic Government Advocacy

- Engagement with the Minister of Energy and the IESO should focus on the following factors
  1. Need to Streamline IESO Procurement Approach
    - The IESO's current framework involves multiple procurement types on different timescales and significant complexity for municipal engagement – consider streamlining with one or two predictable processes each year
    - The IESO's procurement approach currently does not guarantee that resources will be successful within the Windsor-Essex region
    - The IESO should consider streamlined bilateral negotiations with essential generators that are nearing contract expiry dates
  2. Enable Hydro One and LDCs to Support Resource Acquisition
    - Hydro One and LDCs should be empowered to deploy CDM programs to reduce strain on the electricity grid as new transmission is being developed
    - Hydro One and LDCs should be enabled to deploy energy storage as non-wires solutions in the near-term, this could include a procurement process for competitive solutions

# Strategic Government Advocacy

3. Enable Customer Acquisition through Corporate PPAs
  - o Large-scale companies should be empowered to secure their own electricity supply through long-term contracts (e.g., PPAs) with generators and other electricity suppliers (e.g., storage, etc.)
  - o This would reduce the burden on the IESO to acquire resources, reduce the Global Adjustment in the longer-term, and enable customer choice with electricity supply
  - o If enabled, the City of Windsor could also participate in procurement of electricity supply for its own operations

# Conclusion

- Economic development in the City of Windsor is dependent on continued availability of electricity supply
- The Windsor-Essex region requires a coordinated approach which aligns economic development and electricity resources development to support the growth in electricity demand
  - While multiple transmission projects are planned, transmission development takes time, and therefore the IESO, Hydro One, ENWIN, and others must be engaged to develop intermediate solutions which can be deployed in the near-term
- There is capacity to connect new loads in Windsor-Essex
  - Large loads will require special consideration, not unlike any other areas of the province
  - Where a significant load emerges in the short-term (i.e., prior to the planned transmission reinforcement investments), Hydro One, ENWIN and other LDCs should be empowered to develop localized solutions in conjunction with the IESO to expedite/facilitate connection
- The IESO's forthcoming RFPs for new supply should continue to be monitored by the City of Windsor, as success of those initiatives is materially important for the electricity supply in the region

# Appendix A: Overview of Ontario's Electricity Sector and Key Players

# Ontario Market Overview



Local Distribution Companies (LDCs)



Independent Power Producers (IPPs)




Embedded retail customers



Wholesale consumers



- Ontario's electricity market was deregulated between 1998 and 2002 – the vertically integrated Ontario Hydro was split into Hydro One (transmission and distribution), OPG, the IESO (as administrator of the wholesale market, the Ontario Electricity Financial Authority, and the Electrical Safety Authority
- However, for a variety of reasons, government intervention in the market (i.e., freezing rates, etc.) has resulted in the Ontario electricity sector to be dominated by contracted electricity supply

# Roles and Responsibilities of Key Players

 <p>The logo for the Ontario Ministry of Energy features a stylized white flower-like symbol to the left of the word "Ontario" in a large, bold, blue font. Below "Ontario" is the text "MINISTRY OF ENERGY" in a smaller, blue, all-caps font.</p>	<ul style="list-style-type: none"><li>• The Ontario Government's Ministry of Energy is responsible for establishing the electricity policy, legislation and regulation</li><li>• Electricity Act and Ontario Energy Board Act are primary legislation governing electricity sector; per legislative authority, Ministerial Directives can be issued to OEB and IESO</li></ul>
 <p>The logo for the Ontario Energy Board consists of three interlocking loops in orange, green, and blue, positioned to the left of the text "ONTARIO ENERGY BOARD" in a bold, blue, all-caps font.</p>	<ul style="list-style-type: none"><li>• The OEB is the independent regulatory body for the electricity sector</li><li>• Licences transmitters, distributors, generators, wholesale consumers, retailers, etc.</li><li>• Responsible for rate regulation of transmitters, distributors, OPG, IESO and establishing prices per Regulated Price Plan</li></ul>
 <p>The IESO logo features a blue square with a white grid pattern, followed by the lowercase text "ieso" in a bold, blue font. Below "ieso" is the text "Independent Electricity System Operator" in a smaller, blue font.</p>	<ul style="list-style-type: none"><li>• The IESO is responsible for administering the wholesale electricity market, bulk power system planning and resource acquisition</li><li>• IESO is a contract counterparty to a significant amount of electricity supply in Ontario (effectively, de facto Load Serving Entity)</li><li>• The IESO has responsibility for administering province-wide CDM programs</li></ul>



# Roles and Responsibilities of Key Players

	<ul style="list-style-type: none"><li>• OPG is Crown Corporation (i.e., owned by the Government of Ontario)</li><li>• OPG owns and operates electricity supply across Ontario, including heritage hydroelectric generation, nuclear generation, gas generation and other non-hydroelectric renewables</li><li>• OPG's assets are either rate-regulated by the OEB or under contract with the IESO</li></ul>
	<ul style="list-style-type: none"><li>• Hydro One is the predominant transmission facility owner in Ontario; also owns and operates the distribution network for vast swaths of the province (predominately rural)</li><li>• The Ontario government is the largest shareholder of Hydro One</li></ul>
<p>Local Distribution Companies (LDCs)</p>	<ul style="list-style-type: none"><li>• There are approximately 60 LDCs in Ontario of various sizes and customer make-up (i.e., rural/urban); most are municipally-owned</li><li>• ENWIN is the LDC that is owned by the City of Windsor</li><li>• Ontario's LDCs are predominately "wires companies", and are responsible for the distribution of electricity from the bulk system to distribution-connected consumers, connecting customers (both consumers and generators), and billing</li><li>• Cost of electricity supply "passed through" to LDC customers</li></ul>

# Roles and Responsibilities of Key Players

<p>Independent Power Producers (IPPs)</p>	<ul style="list-style-type: none"><li>• Ontario's wholesale electricity market enables participation by IPPs</li><li>• Effectively IPP-owned generation is under contract with the IESO</li><li>• Large scale and transmission-connected generators must participate in the wholesale market; small-scale and distribution-connected generators may operate as "embedded generators" and are not obligated to participate directly in the wholesale market</li></ul>
<p>Wholesale consumers</p>	<ul style="list-style-type: none"><li>• Approximately 14% total load in Ontario is from wholesale consumers; these consumers are typically large industrials and may be either transmission- or distribution-connected</li><li>• Wholesale consumers can opt to participate as either dispatchable load or non-dispatchable load</li></ul>
<p>Embedded retail customers</p>	<ul style="list-style-type: none"><li>• Embedded retail customers are distribution-connected and make up approximately 86% of total load in Ontario</li><li>• Small loads (i.e., residential and small commercial) are charged for electricity supply based on RPP, and large loads pay the market price for electricity; for a variety of reasons, Ontario does not have a robust competitive retail market</li></ul>

# Appendix: List of Acronyms

AAR	IESO's Annual Acquisition Report	kV	Kilovolt	RFQ	Request for Qualifications
APO	IESO's Annual Planning Outlook	LDC	Local Distribution Company	SIA	System Impact Assessment
CDM	Conservation and Demand Management	LT	Long-Term (e.g., IESO's LT 1 RFP)	SS	Switching Station (i.e., transmission infrastructure)
DR	Demand Response	MISO	Midcontinent Independent System Operator	TS	Transformer Station (i.e., transmission infrastructure)
EV	Electric Vehicle	MT	Medium-Term (e.g., IESO's MT 1 RFP)	WOC	West of Chatham
GHG	Greenhouse Gas	MW	Megawatt		
GS	Generating Station	NGS	Nuclear generation station		
GW	Gigawatt (i.e., 1,000 MW)	OEB	Ontario Energy Board		
IESO	Independent Electricity System Operator (Ontario)	OIC	Order in Council		
IPP	Independent Power Producers	OPG	Ontario Power Generation		
IRRP	IESO Integrated Regional Resource Plans	PPA	Power Purchase Agreement		
		RFP	Request for Proposals		



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**From:** Danielle Stiller  
**Sent:** September 20, 2022 9:40 AM  
**To:** clerks <[clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)>  
**Subject:** RE: Public Meeting - Closing of Alleys, Ellrose and Francois

Good Morning,

I just wanted to reach out to the City about the past meeting on Monday, September 12. I live at 1986 Francois Rd. My property is right beside the alley. I received the notice in the mail the day of the meeting. I opened it a 5:00 pm the same day as the meeting. I just want it on record that I wasn't given proper notice of the meeting. I was told there was notice of the meeting in the Windsor Star. I don't receive the paper or use the online version. If the alleys were to be closed, I would have had interest in obtaining some of that property. If it continues to stay open that is absolutely fine with me.

Kind Regards,

Danielle Stiller

**From:** david hanna  
**Sent:** Friday, September 23, 2022 11:57 AM  
**To:** clerks <[clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)>  
**Cc:** david hanna  
**Subject:** Request to be Delegation Item 8.1 Commemorate Queen Elizabeth II

Hello,

I would request to be written Delegation to: ***Item 8.1 Report Regarding Expenditure to Commemorate the Passing of Queen Elizabeth II.***  
City wide (C165/2022) at the *September 26, 2022 meeting of Windsor City Council.*

I would like to state that personally I support (as do many and most citizens of Windsor) a proposed Commemoration of the Passing of Queen Elizabeth II by the City of Windsor. The 70 - year reign of Queen Elizabeth II is extremely worthy to be commemorated as the dedicated, dutiful and benevolent person Queen Elizabeth II was and how she was able to bring hope and stability to so many for so long around the world. I had the opportunity to see her in 1959 in Windsor.

The rushed, blanket sum of \$ 100,000.00 dollars for the QE II Commemoration put forth by the current Mayor of Windsor, without any apparent listing of how the money be spent or without including any Public Input, however leaves a lot desired in terms of Democracy (which Queen Elizabeth II represented) or fiduciary duty of the Mayor and City Council.

I understand from the media that \$40,000.00 of that money has already been spent on a large TV screen set up outside City Hall for the public to early morning view the Queen's Funeral. Poorly attended due to weather and timing for some, that appears to be not well thought out at all. Particularly, since the new Windsor City Hall has a large, cavernous, seldom used interior Public foyer space that would have been quite adequate for weather protection and likely better attended.

In this regard, I would hope that more City of Windsor Councillors could see fit to actually question the current Mayors top down, non-inclusive judgements at times as is in their own job description requires them to do so. That and consider an internal public review of how the City of Windsor Culture Department handles such things in general, (such as the ACHF system that appears open to appearance of favouritism bias and red-lining particularly with the City Culture Department person whose present dual duties (presenting the appearance of conflict of interest) aa being seconded directly to the Mayor's Office as well as the Culture Office.

Regards,

David Hanna  
Ward 3 resident

Sent from [Outlook](#)