

February 11, 2022

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

A special meeting of Council will be held on **Monday, February 14, 2022, at 11:00 o'clock a.m., via electronic participation in accordance with Procedure By-law #98-2011 as amended, which allows for electronic participation during a declared emergency.** 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.

The **regular meeting** of Council will be held on **Monday, February 14, 2022 at 1:30 o'clock p.m., via electronic participation in accordance with Procedure By-law #98-2011 as amended, which allows for electronic participation during a declared emergency** to consider the regular agenda for that day.

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, February 14, 2022

**Time:** 1:30 o'clock p.m.

**Location:** Council Chambers, 1<sup>st</sup> Floor, Windsor City Hall

All members will be participating electronically and will be counted towards quorum in accordance with Procedure By-law 98-2011 as amended, which allows for electronic meetings during a declared emergency. The minutes will reflect this accordingly.

**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

<b>Item #</b>	<b>Item Description</b>
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1.	<b>ORDER OF BUSINESS</b>
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- |      |                                                                                                                                                                              |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1. | In the event of the absence of the Mayor, Councillor Kaschak has been Appointed Acting Mayor for the month of February, 2022 in accordance with By-law 176-2018, as amended. |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

2.	<b>CALL TO ORDER</b>
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READING OF LAND ACKNOWLEDGEMENT

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

3.	<b>DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF</b>
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4.	<b>ADOPTION OF THE MINUTES</b>
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- |      |                                                                                                            |
|------|------------------------------------------------------------------------------------------------------------|
| 4.1. | City Council Minutes from regular meeting held January 31, 2022 ( <b>SCM 50/2022</b> ) ( <i>enclosed</i> ) |
|------|------------------------------------------------------------------------------------------------------------|

5.	<b>NOTICE OF PROCLAMATIONS</b>
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**Flag Raising Ceremony**

“International Mother Language Day” – Tuesday, February 22, 2022

6.	<b>COMMITTEE OF THE WHOLE</b>
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7.	<b>COMMUNICATIONS INFORMATION PACKAGE</b> (This includes both Correspondence and Communication Reports)
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- |      |                                                                                 |
|------|---------------------------------------------------------------------------------|
| 7.1. | Correspondence 7.1.1. through 7.1.12. ( <b>CMC 3/2022</b> ) ( <i>enclosed</i> ) |
|------|---------------------------------------------------------------------------------|

7.2. Response to CQ 24-2021 - By-law to Require All Property Owners to Maintain Their Properties Free from Rodents and Further Researching Best Practices from Other Municipalities - City Wide (**C 18/2022**)

7.3. Placement of Question on the October Municipal Ballot (**CM 2/2022**)

8. **CONSENT AGENDA**

8.1. Acquisition of Firefighter Protective Ensembles (Bunker Gear) - City Wide (**C 7/2022**)

8.2. Approval to create a By-Law required for Audit and Accountability Fund grant agreements (**C 19/2022**)

**CONSENT COMMITTEE REPORTS**

8.4. Minutes of the Windsor Essex County Environment Committee of its meeting held November 18, 2021 (**SCM 34/2022**) (**SCM 400/2021**)

8.5. Minutes of the Transit Windsor Advisory Committee of its meeting held November 30, 2021 (**SCM 35/2022**) (**SCM 2/2022**)

8.6. Essex Region Conservation Authority 2022 Fee Schedule (**SCM 36/2022**) (**SCM 12/2022**)

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

10. **PRESENTATIONS AND DELEGATIONS**

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

8.7. Request for Funding | Sewer, Pavement, and Watermain Rehabilitation on Arthur Road from Ontario Street South to Via Rail Tracks (**SCM 37/2022**) (**S 159/2021**)  
a) Mark McCloskey, Engineer for Dior Homes (available for questions)

8.3. Application to demolish residential dwelling located at 653 Bridge Avenue, which is subject to Demolition Control By-law 131-2017 (Ward 2) (**C 15/2022**)  
a) Gefu Zhu, representative for owner and builder

11.2. Draft By-law for Municipal Licensing of Short Term Rentals - City Wide (**C 16/2022**)  
**Clerk's Note:** ORHMA submitting the **enclosed** letter dated February 9, 2022 as additional information.  
a) Ray Quenneville, Airbnb owner and host  
b) Justin Barker, ORHMA Windsor Region Board of Directors and GM of Comfort Inn South Windsor



- c) Laken Franklin, resident of Ward 4
- d) Oz Adler, Airbnb host
- e) Shireen Stangl, resident
- f) Shannon Dumont, resident of Ward 4

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

- 11.1. Windsor Public Library - Facility Plan Implementation and Temporary Relocation of Main Branch - Project Completion Report - City Wide (**C 104/2021**)

**Clerk's Note:** Administration providing additional information memo (**AI 3/2022**)

- 11.3. WFRS Next Generation 911 Telecommunications - Pre-Approval - City Wide (**C 12/2022**)

- 11.4. 2022 Construction Projects Pre-Commitment - Wards, 4, 7, 9 & 10 (**C 13/2022**)

- 11.5. Streamlining Approvals to Enable Rapid Execution of Council's Vision and Direction (**C 169/2021**) (*enclosed*)

**Clerk's Note:** Administration providing *enclosed* additional information memo (**AI 2/2022**)

- 11.6. Streamline Development Approval Fund Acknowledgement - City Wide (**C 17/2022**) (*enclosed*)

- 11.7. Updates regarding the Operation of the Isolation and Recovery Centre serving Temporary Foreign Workers – City Wide (**C 27/2022**) (*enclosed*)

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. Special Meeting of Council – In-Camera meeting held February 10, 2022 (**SCM 51/2022**) (*enclosed*)

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

- 13.1 **By-law 34-2022** A BY-LAW TO AUTHORIZE THE EXECUTION OF AGREEMENTS RELATED TO THE AUDIT & ACCOUNTABILTY FUND PROGRAM - BETWEEN THE CORPORATION OF THE CITY OF WINDSOR AND HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO, REPRESENTED BY THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING (**See Item No. 8.2., Report C 19/2022**)

- 13.2 **By-law 35-2022** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW" authorized by CR8/2022, dated January 17, 2022
- 13.3 **By-law 36-2022** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW" authorized by CR10/2022, dated January 17, 2022
- 13.4 **By-law 37-2022** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW" authorized by CR38/2022, dated January 31, 2022
- 13.5 **By-law 38-2022** A BY-LAW TO ADOPT AMENDMENT NO. 151 TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR authorized by CR9/2022 dated January 17, 2022
- 13.6 **By-law 39-2022** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW" authorized by CR9/2022 dated January 17, 2022
- 13.7 **By-law 40-2022** A BY-LAW TO ASSUME CYPRESS AVENUE FROM PEPPERVINE STREET TO MCHUGH STREET BEING STREETS SHOWN ON PLAN OF SUBDIVISION 12M-622 KNOWN AS CYPRESS AVENUE FROM PEPPERVINE STREET TO MCHUGH STREET AND THE MUNICIPAL SERVICES LOCATED THEREIN, IN THE CITY OF WINDSOR authorized by M98-2012, dated February 21, 2012
- 13.8 **By-law 41-2022** A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS CYPRESS AVENUE, IN THE CITY OF WINDSOR authorized by CR76/2011, dated February 28, 2011
- 13.9 **By-law 42-2022** A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS GUY STREET, IN THE CITY OF WINDSOR authorized by CR76/2011, dated February 28, 2011
- 13.10 **By-law 43-2022** A BY-LAW TO ASSUME GUY STREET BEING STREETS SHOWN ON PART 7, PLAN 12R-2700 KNOWN AS GUY STREET AND THE MUNICIPAL SERVICES LOCATED THEREIN, IN THE CITY OF WINDSOR authorized by M98-2012, dated February 21, 2012
- 13.11 **By-law 44-2022** A BY-LAW TO ASSUME ETHAN COURT WEST OF WESTMINSTER AVENUE AND EAST OF PRINCESS AVENUE BEING STREETS SHOWN ON PLAN OF SUBDIVISION 12M-652 KNOWN AS ETHAN COURT WEST OF WESTMINSTER AVENUE AND EAST OF PRINCESS AND THE MUNICIPAL SERVICES LOCATED THEREIN, IN THE CITY OF WINDSOR authorized by M98-2012, dated February 21, 2012
- 13.12 **By-law 45-2022** A BY-LAW TO AUTHORIZE THE EXECUTION OF AGREEMENTS RELATED TO THE STREAMLINE DEVELOPMENT APPROVAL FUND PROGRAM - BETWEEN THE CORPORATION OF THE CITY OF WINDSOR AND HER MAJESTY

THE QUEEN IN RIGHT OF ONTARIO, REPRESENTED BY THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING (**See Item No. 11.6., Report C 17/2022**)

13.13 **By-law 46-2022** A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 14<sup>th</sup> DAY OF February, 2022

14. **MOVE BACK INTO FORMAL SESSION**

15. **NOTICES OF MOTION**

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

By-laws 34-2022 through 46-2022 (inclusive)

17. **PETITIONS**

18. **QUESTION PERIOD (*enclosed*)**

18.1. Summary of Outstanding Council Questions as of February 10, 2022 (**SCM 49/2022**)

18.2. Summary of Outstanding Council Directives as of February 14, 2022 (**SCM 48/2022**)

19. **STATEMENTS BY MEMBERS**

20. **UPCOMING MEETINGS**

Windsor Accessibility Advisory Committee  
Tuesday, February 22, 2022  
10:00 a.m., Zoom Video Conference

Environment, Transportation and Public Safety Standing Committee  
Wednesday, February 23, 2022  
4:30 p.m., Zoom Video Conference

21. **ADJOURNMENT**

**Item No. 4.1.**



**Committee Matters: SCM 50/2022**

**Subject: Adoption of the Windsor City Council meeting minutes held January 31, 2022**

City Council Meeting

Date: Monday, January 31, 2022

Time: 10:30 o'clock a.m.

**Members Present:**

**Mayor**

Mayor Dilkens

**Councillors**

Ward 1 - Councillor Francis

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

**Councillor Regrets**

Ward 2 - Councillor Costante

**Clerk's Note:** The Mayor and all members of Council participated via video conference (Zoom), in accordance with Procedure By-law 98-2011 as amended, which allows for electronic participation during a declared emergency.

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### 1. ORDER OF BUSINESS

### 2. CALL TO ORDER

The Mayor calls the meeting to order at 10:30 o'clock a.m.

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

None disclosed.

### 4. ADOPTION OF THE MINUTES

#### 4.1. Adoption of the Windsor City Council meeting minutes held January 17, 2022

Moved by: Councillor Francis

Seconded by: Councillor Gignac

That the minutes of the meeting of Council held January 17, 2022 **BE ADOPTED** as presented.  
Carried.

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

Report Number: SCM 32/2022

### 5. NOTICE OF PROCLAMATIONS

#### Proclamations

“International Day of Zero Tolerance for Female Genital Mutilation” – Sunday, February 6, 2022

#### Illuminations

“National Day of Remembrance of the Quebec City Mosque” – Friday, January 28 to Sunday, January 30, 2022

“Eating Disorders Awareness Week” – Tuesday, February 1 to Monday, February 7, 2022

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### 6. COMMITTEE OF THE WHOLE

Moved by: Councillor Gill

Seconded by: Councillor Holt

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 29-2022 through 33-2022 (inclusive).

Carried.

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

### 7. COMMUNICATIONS INFORMATION PACKAGE

#### 7.1. Correspondence for January 31, 2022

Moved by: Councillor Kaschak

Seconded by: Councillor McKenzie

Decision Number: CR27/2022

That the following Communication Items 7.1.1 through 7.1.9 (inclusive) as set forth in the Council Agenda **BE REFERRED** as noted:

No.	Sender	Subject
7.1.1.	Member of Parliament (MP) – Windsor West	Letter regarding the death of a temporary foreign migrant worker in the Windsor-Essex region  Commissioner, Human & Health Services Fire Chief MH/13786 Note & File

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No.	Sender	Subject
7.1.2.	Ontario Land Tribunal	<p>M. Cardial v. City of Windsor case heard in writing. Decision delivered by Jatinder Bhullar on January 18, 2022, Case No. PL200646</p> <p style="text-align: right;">Commissioner, Legal &amp; Legislative Services  Deputy City Solicitor  Senior Legal Counsel  Development Applications Clerk  Z2022  Note &amp; File</p>
7.1.3.	Town of Tecumseh	<p>Notice of the passing of a zoning by-law amendment, By-law 2022-01, by the Corporation of the Town of Tecumseh under Section 34 of the <i>Planning Act, R.S.O. 1990</i></p> <p style="text-align: right;">Chief Building Official  City Planner  Deputy City Solicitor  Development Applications Clerk  ZB2022  Note &amp; File</p>
7.1.4.	Town of Caledon AND Town of Mono	<p>Letter regarding the delays being experienced with Provincial Offences Act cases</p> <p style="text-align: right;">Commissioner, Legal &amp; Legislative Services  Deputy City Solicitor – Purchasing, Risk Management, and Provincial Offences  GP2022  Note &amp; File</p>
7.1.5.	Town of Aurora	<p>Letter requesting the dissolution of the Ontario Land Tribunal (OLT)</p> <p style="text-align: right;">Commissioner, Legal &amp; Legislative Services  City Planner  Deputy City Solicitor  Development Applications Clerk  Z2022  Note &amp; File</p>



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No.	Sender	Subject
7.1.6.	County of Essex	<p>Letter of support for the City of Windsor Resolution regarding Integrated Management Plan for Plastic</p> <p style="text-align: right;">Commissioner, Infrastructure Services            Manager, Environmental Services            Supervisor, Environmental Sustainability &amp; Climate Change            MB2022            Note &amp; File</p>
7.1.7.	Enbridge Gas Inc.	<p>Letter of support for the City of Windsor's economic development goals – 'Windsor Works'</p> <p style="text-align: right;">Commissioner, Corporate Services/ Chief Financial Officer/City Treasurer            Senior Manager, Asset Planning            MU2022            Note &amp; File</p>
7.1.8.	Ministry of the Environment, Conservation and Parks	<p>Letter regarding Regulatory and Policy Proposals under the Conservation Authorities Act</p> <p style="text-align: right;">Commissioner, Infrastructure Services            Commissioner, Legal &amp; Legislative Services            City Planner            Deputy City Solicitor            Senior Manager, Pollution Control/            Deputy City Engineer            Supervisor, Environmental Sustainability &amp; Climate Change            GP2022            Note &amp; File</p>
7.1.9.	Town of LaSalle	<p>Notice of Meeting to Consider the Engineer's Report regarding Cahill Drain</p> <p style="text-align: right;">Commissioner, Infrastructure Services            Senior Manager, Pollution Control/            Deputy City Engineer            Engineer III            GM2022            Note &amp; File</p>

Carried.

Report Number: CMC 2/2022

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### 8. CONSENT AGENDA

#### 7.2. 2022 BIA Interim Levy Approval Process

Moved by: Councillor Morrison

Seconded by: Councillor Sleiman

Decision Number: CR28/2022

That the report of the Senior Tax Analyst dated January 6, 2022 entitled "2022 BIA Interim Levy Approval Process" **BE RECEIVED** for information; and further,

That Council **DIRECTS** the CFO (or designate) to proceed with this same process annually to provide funding up to 50% of the previous year's budget to the BIAs in adherence to the procedures and protocols outlined in this report.

Carried.

Report Number: C 2/2022

Clerk's File: MI2022

#### 8.1. Funding for Demolition of 6424 County Road 42 and 6450 County Road 42 - Ward 9

Moved by: Councillor Morrison

Seconded by: Councillor Sleiman

Decision Number: CR29/2022

- I. That funding in the amount of \$250,000.00 from the Capital Expenditure Reserve, Fund 160, **BE TRANSFERRED** to a new capital project for the demolition of the building and infrastructure located at the properties known municipally as 6424 County Road 42 and 6450 County Road 42, Windsor.

Carried.

Report Number: C 9/2022

Clerk's File: APM2022

#### 8.2. Employee Family Assistance (EFAP) - City Wide

Moved by: Councillor Morrison

Seconded by: Councillor Sleiman

Decision Number: CR30/2022

That City Council **APPROVE** the recommendation from the Executive Director of Human Resources to enter into a five-year contract with Family Services Windsor Essex to Employee Family Assistance programming including comprehensive counselling services and training for the Corporation of the City of Windsor employees and retirees, Windsor Police Services and Transit Windsor, effective March 1, 2022; and,

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That the Chief Administrative Officer **BE AUTHORIZED** to execute a contract for the provision of the Employee Family Assistance Program, satisfactory in legal form to the City Solicitor, in technical content to the Executive Director of Human Resources, and in financial content to the Chief Financial Officer & City Treasurer.

Carried.

Report Number: C 8/2022

Clerk's File: AS/11980

### 8.3. Minutes of the Committee of Management for Huron Lodge of its meeting held October 21, 2021

Moved by: Councillor Morrison

Seconded by: Councillor Sleiman

Decision Number: CR31/2022 CSPS 170

That the minutes of the Committee of Management for Huron Lodge of its meeting held October 21, 2021 **BE RECEIVED**.

Carried.

Report Number: SCM 4/2022 & SCM 379/2021

Clerk's File: MB2021

### 8.4. Minutes of the Diversity Committee of its meeting held October 27, 2021

Moved by: Councillor Morrison

Seconded by: Councillor Sleiman

Decision Number: CR32/2022 CSPS 171

That the minutes of the Diversity Committee of its meeting held October 27, 2021 **BE RECEIVED**.

Carried.

Report Number: SCM 5/2022 & SCM 402/2021

Clerk's File: MB2021

### 8.5. Minutes of the Community Public Art Advisory Committee of its meeting held October 12, 2021

Moved by: Councillor Bortolin

Seconded by: Councillor Francis

Decision Number: CR33/2022 CSPS 172

That the minutes of the Community Public Art Advisory Committee of its meeting held October 12, 2021 **BE RECEIVED** for information; and further,

That the portion in the subject minutes pertaining to the sculptural tribute honouring music industry pioneer Rosalie Trombley **BE REFERRED** back to Administration to determine whether a public

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display can be considered, either at the Chimczuk Museum or the Art Gallery of Windsor, and that this **BE REPORTED BACK** to Council.

Carried.

Report Number: SCM 6/2022 & SCM 403/2021

Clerk's File: MB2021

### 8.6. Minutes of the Windsor Accessibility Advisory Committee of its meeting held November 18, 2021

Moved by: Councillor Morrison

Seconded by: Councillor Sleiman

Decision Number: CR34/2022 CSPS 173

That the minutes of the Windsor Accessibility Advisory Committee of its meeting held November 18, 2021 **BE RECEIVED**.

Carried.

Report Number: SCM 7/2022 & SCM 405/2021

Clerk's File: MB2021

### 8.7. Increased Ministry of Long-Term Care Funding to support Resident Direct Care at Huron Lodge - City Wide

Moved by: Councillor Morrison

Seconded by: Councillor Sleiman

Decision Number: CR35/2022 CSPS 174

That the report from the Commissioner, Human and Health Services and the Administrator/Executive Director of Huron Lodge Long-Term Care Home regarding the funding announcements from the Ministry of Long-Term Care ("the Ministry") for increasing resident care at Huron Lodge Long-Term Care Home **BE RECEIVED** for information; and,

That the Executive Director of Huron Lodge **BE AUTHORIZED** to acquire any additional staffing resources required to meet the direction and mandate of the Ministry of Long-term Care related to increased resident care, subject to alignment with all corporate policies for the approval and hiring of temporary and/or permanent staff, and the costs of such resources being accommodated within the funding allocated by the Ministry of Long-term Care; and,

That the City Treasurer or designate **BE AUTHORIZED** to sign, on behalf of Huron Lodge, any attestation, report, or any such documentation required to be submitted to the Ministry of Long-term Care for Direct Care funding, subject to such documentation being satisfactory in form to the City Solicitor, satisfactory in financial content to the City Treasurer, and satisfactory in technical content to the ED/Administrator of Huron Lodge; and further,

That the City Treasurer or designate **BE AUTHORIZED** to sign, on behalf of Huron Lodge, any attestation, report, or any such documentation required to be submitted to the Ministry of Long-term

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Care for Professional Growth funding, subject to such documentation being satisfactory in form to the City Solicitor, satisfactory in financial content to the City Treasurer, and satisfactory in technical content to the ED/Administrator of Huron Lodge.

Carried.

Report Number: SCM 8/2022 & S 172/2021  
Clerk's File: AH2022

**8.10. Rezoning - Chantelle Bayley - 2422 Rossini Blvd Z 035-21 [ZNG-6573] - Ward 5**

Moved by: Councillor Morrison  
Seconded by: Councillor Sleiman

Decision Number: CR38/2022 DHSC 358

That Zoning By-law 8600 **BE AMENDED** for Lot 81 and Pt Block I, Plan 1102 municipally known as 2422 Rossini Blvd, by adding a site-specific exception to Section 20(1) as follows:

**431. EAST SIDE OF ROSSINI BOULEVARD, SOUTH OF YPRES STREET**

For the lands comprising Lot 81 and Pt Block I, Plan 1102, one *multiple dwelling* with a maximum of three *dwelling units* shall be an additional permitted main use and shall be subject to the following additional provisions:

- a) Lot Width – minimum 15.0 m
- b) Lot Area – minimum 450.0 m<sup>2</sup>
- c) Lot Coverage – maximum 45.0%
- d) Main Building Height – maximum 10.0 m
- e) Front Yard Depth – minimum 6.0 m
- f) Side Yard Width – minimum 1.20 m

Carried.

Report Number: SCM 21/2022 & S 166/2021  
Clerk's File: ZB/14252

**8.11. Rezoning - Brisson Property Management - 2920 Langlois - Z-033/21 ZNG/6544 - Ward 10**

Moved by: Councillor Morrison  
Seconded by: Councillor Sleiman

Decision Number: CR39/2022 DHSC 359

That Zoning By-law 8600 **BE AMENDED** by changing the zoning of Lot 5 & Part Lot 6, Registered Plan 1246 (known municipally as 2920 Langlois Avenue; Roll No 070-070-02200) situated on the east side of Langlois, south of Grand Marais Road East, from Residential District 1.1 (RD1.1) to Residential District 2.1 (RD2.1).

Carried.

Report Number: SCM 22/2022 & S 168/2021  
Clerk's File: ZB/14230

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### 8.12. Economic Revitalization Community Improvement Plan (CIP) application submitted by 2810859 Ontario Inc for 10700 Tecumseh Road East (Ward 7)

Moved by: Councillor Morrison

Seconded by: Councillor Sleiman

Decision Number: CR40/2022 DHSC 360

- I. That the request made by 2810859 Ontario Inc to participate in the Small Business Investment Grant Program **BE APPROVED** for the property located at 10700 Tecumseh Road East for up to 10 years or until 100% of the eligible costs are repaid pursuant to the City of Windsor Economic Revitalization Community Improvement Plan; and,
- II. That Administration **BE DIRECTED** to prepare an agreement between the City, 2810859 Ontario Inc, and/or persons or companies that have legally been assigned the right to receive grant payments, to implement the Small Business Investment Grant Program in accordance with all applicable policies, requirements, and provisions contained within the Economic Revitalization Community Improvement Plan to the satisfaction of the City Planner for content, the Commissioner of Legal Services as to legal form, and the CFO/City Treasurer as to financial implications; and,
- III. That the CAO and City Clerk **BE AUTHORIZED** to sign the Small Business Investment Grant Program Agreement; and further,
- IV. That the approval to participate in the Small Business Investment Grant Program **EXPIRE** if the grant agreement is not signed by applicant and owner 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 23/2022 & S 161/2021

Clerk's File: SPL/10759

### 8.13. Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by Amy-Lynn and Gabriel Valente for 10965 Riverside Drive East (Ward 7)

Moved by: Councillor Morrison

Seconded by: Councillor Sleiman

Decision Number: CR41/2022 DHSC 361

- I. That the request made by Amy-Lynn and Gabriel Valente to participate in the Environmental Site Assessment Grant Program **BE APPROVED** for the completion of a proposed Phase II Environmental Site Assessment Study and Remedial Work Plan for property located at 10965 Riverside Drive East pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan; and,

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- II. That the City Treasurer **BE AUTHORIZED** to issue payment up to a maximum of \$25,000 based upon the completion and submission of a Phase II Environmental Site Assessment and Remedial Work Plan (if necessary) completed in a form acceptable to the City Planner and City Solicitor; and,
- III. That the grant funds in the amount of \$25,000 under the Environmental Site Assessment Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to Brownfield Strategy Remediation (project 7069003) when the eligible work is completed to the satisfaction of the City Planner; and further,
- IV. That should the proposed Phase II Environmental Site Assessment Study and Remedial Work Plan not be completed within two (2) years of Council approval, the approval **BE RESCINDED** and the funds be uncommitted and made available for other applications.

Carried.

Report Number: SCM 26/2022 & S 162/2021  
Clerk's File: Z/8955

### **8.14. University Avenue and Wyandotte Street Community Improvement Plan (CIP) Application submitted by 2605385 Ontario Inc. on behalf of AIPL Holdings Inc. for 1200 University Avenue West (Ward 3)**

Moved by: Councillor Morrison

Seconded by: Councillor Sleiman

Decision Number: CR42/2022 DHSC 362

- I. That the request made by 2605385 Ontario Inc. on behalf of AIPL Holdings Inc. for the redevelopment of 1200 University Avenue West to participate in the:
  - a. Commercial/Mixed Use Building Facade Improvement Program **BE APPROVED** for a 50% matching grant to a maximum amount of \$30,000 for eligible costs incurred after November 4, 2021 pursuant to the University Avenue and Wyandotte Street Community Improvement Plan;
  - b. Building/Property Improvement Tax Increment Grant Program **BE APPROVED** for 100% of the municipal portion of the tax increment resulting from the proposed development for five (5) years in accordance with the University Avenue and Wyandotte Street Community Improvement Plan;
  - c. Should 1200 University Avenue West be designated under Part IV of the *Ontario Heritage Act*, the Building/Property Improvement Tax Increment Grant Program **BE APPROVED** for 100% of the municipal portion of the tax increment resulting from the proposed development for an additional five (5) years for a total of ten (10) years in accordance with the University Avenue and Wyandotte Street Community Improvement Plan;

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- 
- d. Municipal Development Fees Grant Program **BE APPROVED** for eligible municipal fees incurred after November 4, 2021 up to a maximum amount of \$50,000 pursuant to the University Avenue and Wyandotte Street Community Improvement Plan;
- II. That any replacement masonry unit samples **BE APPROVED** by the City to the satisfaction of the City Planner prior to installation; and,
- III. That the means, methods, and materials for cleaning of the brick and any historic masonry restoration/repair **BE COMMUNICATED** to the City for approval to the satisfaction of the City Planner prior to the work being undertaken; and,
- IV. That the reconstruction of the east wall and a sample of the work **BE REVIEWED** and **BE APPROVED** by the City to the satisfaction of the City Planner prior to the reconstitution of the entire wall face; and,
- V. That any further building and property signage designs not shown in Appendix B (Proposed Facade Improvements) **BE REVIEWED** and **BE APPROVED** to the satisfaction of the City Planner; and,
- VI. That Grant funds in the amount of \$30,000 under the Commercial/Mixed Use Building Facade Improvement Program and funds under the Municipal Development Fees Grant Program **BE TRANSFERRED** from the CIP Reserve Fund to a new Project for the University Avenue and Wyandotte Street Planning Fund when the work is completed;
- VII. That the Commercial/Mixed Use Building Facade Improvement grant **BE PAID** to 2605385 Ontario Inc. or any person or corporation that has been legally assigned the right to receive grant payments upon satisfying recommendations II through V as well as completion of the facade improvements as shown in Appendix B to Report S 163/2021 to the satisfaction of the City Planner and Chief Building Official; and,
- VIII. That should the eligible work not be completed within two (2) years, City Council **AUTHORIZE** that the funds under the Commercial/Mixed Use Building Facade Improvement Program be uncommitted and made available for other applications; and,
- IX. That Administration **BE DIRECTED** to prepare a Building/Property Improvement Tax Increment Grant agreement between the City, AIPL Holdings Inc., 2605385 Ontario Inc. or any person or corporation that has been legally assigned the right to receive grant payments to implement the grant program in accordance with all applicable policies, requirements, and provisions contained within the University Avenue and Wyandotte Street Community Improvement Plan to the satisfaction of the City Planner as to content, the Commissioner of Legal and Legislative Services as to legal form, and the CFO/City Treasurer as to financial implications; and,
- X. That the CAO and City Clerk **BE AUTHORIZED** to sign the Building/Property Improvement Tax Increment Grant Agreement; and further,



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- XI. That the approval to participate in the Building/Property Improvement Tax Increment Grant Program **EXPIRE** if the grant agreement is not signed by applicant within one year following Council approval. The City Planner may extend the deadline for up to one year upon request from the applicant.

Carried.

Report Number: SCM 27/2022 & S 163/2021

Clerk's File: Z/14007

### 8.15. Ford City/Building Facade Improvement CIP Application for 1093 Drouillard Road. Owner: Kyle McDonald – Ward 5

Moved by: Councillor Morrison

Seconded by: Councillor Sleiman

Decision Number: CR43/2022 DHSC 363

- I. That the request for incentives under the Ford City CIP Financial Incentive Programs made by 2156567 Ontario Ltd., (c/o Kyle McDonald), owner of the property located at 1093 Drouillard Road **BE APPROVED**, for the following incentive programs:
- i. Retail Investment Grant in the amount of \$15,000 for one (1) ground floor retail unit;
  - ii. Municipal Development Fees Grant Program in the amount of \$3,902;
  - iii. Building/Property Improvement Tax Increment Grant Program for 100% of the municipal portion of the tax increment for up to 10 years in the amount of +/- 1,040 per year.
- II. That subject to completion and review satisfactory to the City Planner, the request made by 2156567 Ontario Ltd., (c/o Kyle McDonald), owner of the property located at 1093 Drouillard Road **BE APPROVED** for grants totalling a maximum of \$15,000 in principle under the *Building Facade Improvement Program and Urban Design Guidelines for Main Streets* Community Improvement Plan; and,
- III. That Administration **BE AUTHORIZED** to prepare the agreement between the City and 2156567 Ontario Ltd. (c/o Kyle McDonald) to implement the *Building/Property Improvement Tax Increment Grant Program* (only) in accordance with all applicable policies, requirements to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implications; and,
- IV. That the CAO and City Clerk **BE AUTHORIZED** to sign the Grant Agreement(s) in content satisfactory to the City Planner, in financial content to the satisfaction of the City Treasurer and in form satisfactory to the City Solicitor; and,
- V. That funds in the amount of \$15,000 for the *Retail Investment Grant Program* and \$3,902 for the *Municipal Development Fees Grant Program* **BE TRANSFERRED** from the CIP Reserve Fund to the Ford City CIP Fund (Project #7181046); and,

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- VI. That funds in the amount of \$15,000 under the *Building Facade Improvement Program and Urban Design Guidelines for Main Streets CIP* **BE TRANSFERRED** from the CIP Reserve Fund to the new Building Facade Improvement Program – Main Streets CIP project fund; and,
- VII. That grants **BE PAID** to 2156567 Ontario Ltd. (c/o Kyle McDonald) upon completion of improvements to the interior/exterior of the Ford City CIP Fund (Project #7181046) and facade improvements through the new Building Facade Improvement Program – Main Streets CIP project fund to the satisfaction of the City Planner and Chief Building Official; and further,
- VIII. That grants approved **SHALL LAPSE** and **BE UNCOMMITTED** if the applicant has not completed the work and fulfilled the conditions within 3 years of the approval date.
- Carried.

Report Number: SCM 24/2022 & S 170/2021  
Clerk's File: Z/13251

### 8.16. Ford City/Building Facade Improvement CIP Application for 2778 Richmond Street. Owner: Kyle McDonald – Ward 5

Moved by: Councillor Morrison

Seconded by: Councillor Sleiman

Decision Number: CR44/2022 DHSC 364

- I. That the request for incentives under the Ford City CIP Financial Incentive Programs made by 2156567 Ontario Ltd., (c/o Kyle McDonald), owner of the property located at 2778 Richmond Street **BE APPROVED**, for the following incentive programs:
- i. Retail Investment Grant in the amount of \$15,000 for one (1) ground floor retail unit;
  - ii. Municipal Development Fees Grant Program in the amount of \$40.00
  - iii. Building/Property Improvement Tax Increment Grant Program for 100% of the municipal portion of the tax increment for up to 10 years in the amount of +/- 1,275 per year.
- II. That subject to completion and review satisfactory to the City Planner, the request made by 2156567 Ontario Ltd., (c/o Kyle McDonald), owner of the property located at 2778 Richmond Street **BE APPROVED** for grants totalling a maximum of \$15,000 in principle under the *Building Facade Improvement Program and Urban Design Guidelines for Main Streets Community Improvement Plan*; and,
- III. That Administration **BE AUTHORIZED** to prepare the agreement between the City and 2156567 Ontario Ltd. (c/o Kyle McDonald) to implement the *Building/Property Improvement Tax Increment Grant Program* (only) in accordance with all applicable policies, requirements to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implications; and,

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- IV. That the CAO and City Clerk **BE AUTHORIZED** to sign the Grant Agreement(s) in content satisfactory to the City Planner, in financial content to the satisfaction of the City Treasurer and in form satisfactory to the City Solicitor; and,
- V. That funds in the amount of \$15,000 under the *Retail Investment Grant* Program and funds in the amount of \$40.00 under the *Municipal Development Fees Grant Program* **BE TRANSFERRED** from the CIP Reserve Fund to the Ford City CIP Fund (Project #7181046); and,
- VI. That funds in the amount of \$15,000 under the *Building Facade Improvement Program and Urban Design Guidelines for Main Streets CIP* **BE TRANSFERRED** from the CIP Reserve Fund to the new Building Facade Improvement Program – Main Streets CIP project fund; and,
- VII. That grants **BE PAID** to 2156567 Ontario Ltd. (c/o Kyle McDonald) upon completion of improvements to the interior/exterior of the Ford City CIP Fund (Project #7181046) and facade improvements through the Building Facade Improvement Program – Main Streets CIP project fund to the satisfaction of the City Planner and Chief Building Official; and further,
- VIII. That grants approved **SHALL LAPSE** and **BE UNCOMMITTED** if the applicant has not completed the work and fulfilled the conditions within 3 years of the approval date.

Carried.

Report Number: SCM 25/2022 & S 169/2021  
Clerk's File: Z/13251

### 8.17. Minutes of the Property Standards Committee of its meeting held October 6, 2021

Moved by: Councillor Morrison  
Seconded by: Councillor Sleiman

Decision Number: CR45/2022 DHSC 365

That the minutes of the Property Standards Committee of its meeting held October 6, 2021 **BE RECEIVED**.

Carried.

Report Number: SCM 28/2022 & SCM 378/2021  
Clerk's File: MB2021

### 11.3. Declaration of Vacant Parcel Municipally Known as 1028-1030 Drouillard Road Surplus and Authority to Offer for Sale - Ward 5

Moved by: Councillor Morrison  
Seconded by: Councillor Sleiman

Decision Number: CR48/2022

I. That the following City of Windsor (the "City") vacant parcel **BE DECLARED** surplus:

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- Municipal address: 1028-1030 Drouillard Road – vacant land situated on the east side of Drouillard Road, south of Whelpton Street
- Legal Description: Lot 20 on Registered Plan 619
- Approximate Lot size: 9.14 m (30 feet) x 30.48 m (100 feet)
- Approximate Lot area: 3,000 sq ft (278.7 m<sup>2</sup>) (herein the “Subject Parcel”); and,

II. That the Manager of Real Estate Services **BE AUTHORIZED** to offer the vacant parcel of land identified in Recommendation I for sale on the Multiple Listing Service (“MLS”) at a price to be determined by the Manager of Real Estate Services, commensurate with an independent appraisal, as appropriate.

Carried.

Report Number: C 201/2021  
Clerk’s File: APM2022

### 11.4. Declaration of a Vacant Parcel of Land Municipally Known as 0 Church Street Surplus and Authority to Offer for Sale - Ward 3

Moved by: Councillor Morrison

Seconded by: Councillor Sleiman

Decision Number: CR49/2022

I. That the following City of Windsor (the “City”) vacant parcel of land **BE DECLARED** surplus:

- Municipal address: 0 Church Street – vacant land situate on the west side of Church Street, south of Wear Street
- Legal Description: Lot 76 on Registered Plan 925
- Approximate Lot size: 26.7 m (87.67 feet) x 21.7 m (71.45 feet) x 34.5 m (113.29 feet)
- Approximate Lot area: 3,143 sq ft (292 m<sup>2</sup>) (herein the “Subject Parcel”); and,

II. That the Manager of Real Estate Services **BE AUTHORIZED** to offer the vacant parcel of land identified in Recommendation I for sale to the abutting property owner at a price to be determined by the Manager of Real Estate Services, commensurate with an independent appraisal, as appropriate.

Carried.

Report Number: C 3/2022  
Clerk’s File: APM2022

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

#### 11.1. Windsor Public Library - Facility Plan Implementation and Temporary Relocation of Main Branch - Project Completion Report - City Wide

Moved by: Councillor Bortolin  
Seconded by: Councillor Francis

Decision Number: CR46/2022 B33/2021

That the report of the Senior Manager of Engineering / Deputy City Engineer dated July 19, 2021 entitled "Windsor Public Library - Facility Plan Implementation and Temporary Relocation of Main Branch - Project Completion Report - City Wide" **BE DEFERRED** to the February 14, 2022 City Council meeting to allow for all Council members to be in attendance.

Carried.

Report Number: C 104/2021 & AI 3/2022  
Clerk's File: ML/10013

#### 11.2. Streamlining Approvals to Enable Rapid Execution of Council's Vision and Direction

Moved by: Councillor McKenzie  
Seconded by: Councillor Gill

Decision Number: CR47/2022 CR542/2021

That the report of the (Acting) Executive Initiatives Coordinator dated October 29, 2021 entitled "Streamlining Approvals to Enable Rapid Execution of Council's Vision and Direction" **BE REFERRED** back to Administration to provide more details related to certain sections outlined in the report specifically regarding financial matters and public engagement, to develop a common framework moving forward, after consultation with Council; and further,

That Administration **BE DIRECTED** to provide this information at a future meeting of Council for consideration.

Carried.

Report Number: C 169/2021 & AI 2/2022  
Clerk's File: AS/7748

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### 10. PRESENTATIONS AND DELEGATIONS

#### 8.9. Rezoning Application for properties known as 3945 and 3985 Dougall Avenue; Applicant: 2319576 Ontario Ltd.; File No. Z-014/19, ZNG/5898; Ward 1

##### Melanie Muir, Dillon Consulting, representing Applicant

Melanie Muir, Dillon Consulting, representing applicant, appears before Council regarding the administrative report entitled "Rezoning Application for properties known as 3945 and 3985 Dougall Avenue; Applicant: 2319576 Ontario Ltd.; File No. Z-014/19, ZNG/5898; Ward 1" and provides a brief overview of their application as well as their conceptual development plans and details related to the current property attributes; and concludes by suggesting that the proposed development will increase the number of local commercial properties to serve the day-to-day needs of the neighbourhood; provides information related to historic approved applications, such as this one, in the City; and requests that Council consider approving the application as this type of development would be welcome in the neighbourhood.

##### Gerald Trottier, Legal Counsel for Applicant 2319576 Ontario Limited

Gerald Trottier, Legal Counsel for applicant 2319576 Ontario Limited, appears before Council regarding the administrative report entitled "Rezoning Application for properties known as 3945 and 3985 Dougall Avenue; Applicant: 2319576 Ontario Ltd.; File No. Z-014/19, ZNG/5898; Ward 1" and is available for questions.

Moved by: Councillor Francis

Seconded by: Councillor Gignac

Decision Number: CR37/2022 DHSC 357

- I. That an amendment to the Zoning By-law 8600 to change the zoning of Part of lots 133 and 134, RP 1478, located on the northwest corner of the intersection of Dougall Avenue and Roseland Drive East, and municipally known as 3945 and 3985 Dougall Avenue, from RD1.4 to CD1.3 **BE DENIED** for reasons noted in the report, particularly the following:
  - a. The amendment is not consistent with the PPS;
  - b. The amendment does not conform with the Official Plan; and
  - c. Approval of the requested amendment is not good planning

Carried.

Report Number: SCM 20/2022 & S 39/2020

Clerk's File: ZB/13592

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### 8.8. Rent Supplement Program Expiries and Mitigation Strategy - City Wide

#### Sarah Bondy, City Resident

Sarah Bondy, city resident, appears before Council regarding the administrative report entitled "Rent Supplement Program Expiries and Mitigation Strategy - City Wide" and expresses concern with the potential loss of the rent supplement/housing allowance programs as there are limited housing options in the community and this loss would amplify Windsor's homelessness and housing crisis and would result in increased costs to house people with disabilities; and concludes by providing information related to a friend and their situation and their concerns related to housing and the modifications that they would require; and indicates that this is a far reaching crisis and urges Council to advocate for the continuation of the rent supplement/housing allowance programs as it is a necessity for people with disabilities to live their independent lives.

Moved by: Councillor McKenzie

Seconded by: Councillor Kaschak

Decision Number: CR36/2022 CSPA 175

That the report of the Coordinator of Housing Administration & Policy dated October 28, 2021 entitled "Rent Supplement Program Expiries and Mitigation Strategy – City Wide" **BE RECEIVED** for information; and,

That the Corporation of the City of Windsor **REQUEST** the Province of Ontario and Government of Canada to provide further financial support to extend funding for rent supplement/housing allowance programs and include reference to impacts of the sunsetting of rent supplement and housing allowance programs including specific data points; and,

That the Association of Municipalities of Ontario (AMO) **BE REQUESTED** to quantify these impacts province-wide; and,

That the resolution **BE FORWARDED** to Windsor and Essex County Members of Parliament (MPs), Windsor and Essex County Members of Provincial Parliament (MPPs), the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO), the Ontario Municipal Social Services Association (OMSSA), the Ministry of Municipal Affairs and Housing, and the Premier of Ontario; and further,

That, should the sunsetting of rent supplement and housing allowance programs proceed, the impacts **BE REPORTED** to Council prior to the March 31, 2022 deadline along with options to mitigate those impacts.

Carried.

Report Number: SCM 9/2022 & S 144/2021

Clerk's File: GH/14271

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

#### 11.5. February 2022 Business Licence Extension & Fee Deferral - City Wide

Moved by: Councillor Bortolin

Seconded by: Councillor Gill

Decision Number: CR50/2022

That City Council **APPROVE** a business licence renewal extension of four months to mitigate the impacts on municipally licensed businesses caused by the COVID-19 pandemic for all classes associated with the February 2022 licence deadline as prescribed under City of Windsor Business Licensing By-law No. 395-2004.

Carried.

Report Number: C 11/2022

Clerk's File: MH/13786

### 12. CONSIDERATION OF COMMITTEE REPORTS

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

Moved by: Councillor Gignac

Seconded by: Councillor Gill

Decision Number: CR51/2022

That the report of the In Camera meeting held January 31, 2022 **BE ADOPTED** as presented.

Carried.

Clerk's File: ACO2022

#### 12.2. Minutes of the Housing & Homelessness Advisory Committee of its meeting held November 23, 2021

Moved by: Councillor Gignac

Seconded by: Councillor Gill

Decision Number: CR52/2022

That the minutes of the Housing & Homelessness Advisory Committee of its meeting held November 23, 2021 **BE RECEIVED**.

Carried.

Report Number: SCM 1/2022

Clerk's File: MB2021



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### 12.3. Minutes of the meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held November 10, 2021

Moved by: Councillor Gignac

Seconded by: Councillor Gill

Decision Number: CR53/2022

That the minutes of the Executive Committee and Board of Directors, Willistead Manor Inc., of its meetings held November 10, 2021 **BE RECEIVED**.

Carried.

Report Number: SCM 13/2022

Clerk's File: MB2021

### 12.4. Report of the Striking Committee of its meeting held January 17, 2022

Moved by: Councillor Gignac

Seconded by: Councillor Gill

Decision Number: CR54/2022

That the report of the Striking Committee of its meeting held January 17, 2022 **BE ADOPTED** as presented.

Carried.

Report Number: SCM 29/2022

Clerk's File: ACO2022

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

Moved by: Councillor Holt

Seconded by: Councillor Kaschak

That the following By-laws No. 29-2022 through 33-2022 (inclusive) be introduced and read a first and second time:

**29-2022** A BY-LAW TO AUTHORIZE THE TEMPORARY BORROWING OF MONEY FOR CURRENT EXPENDITURES FOR 2022 authorized by CR551/2021 dated December 20, 2021.

**30-2022** A BY-LAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT WITH WINDSOR SPITFIRES INC. FOR THE PROVISION OF A MUNICIPAL CAPITAL FACILITY AT THE WFCU CENTRE authorized by CR83/2011 dated February 28, 2011.

**31-2022** A BY-LAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT WITH WINDSOR SPITFIRES INC. FOR THE PROVISION OF A MUNICIPAL CAPITAL FACILITY AT THE WFCU CENTRE authorized by CR83/2011 dated February 28, 2011.

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**32-2022** A BY-LAW TO PROVIDE FOR INTERIM TAX LEVIES FOR 2022 authorized by CR573/2021 dated December 20, 2021.

**33-2022** A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 31st DAY OF JANUARY, 2022.  
Carried.

### 14. MOVE BACK INTO FORMAL SESSION

Moved by: Councillor McKenzie  
Seconded by: Councillor Morrison

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

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

Carried.

### 15. NOTICES OF MOTION

None presented.

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

Moved by: Councillor Sleiman  
Seconded by: Councillor Bortolin

That the By-laws No. 29-2022 through 33-2022 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.

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### 18. QUESTION PERIOD

#### 18.1. CQ 2-2022

Moved by: Councillor Gill

Seconded by: Councillor Holt

Decision Number: CR55/2022

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

CQ 2-2022:

#### **Assigned to City Solicitor:**

Asks Administration to clarify, as soon as possible, the use of the Public Right of Way for distributing advertising bundles. If allowed what are the guidelines/requirements governing the use and if not allowed the penalties and enforcement procedures used.

Residents feel if these are not delivered to their mailbox they should be prohibited and considered littering.

Carried.

Clerk's File: ACOQ2022

### 21. ADJOURNMENT

Moved by: Councillor Kaschak

Seconded by: Councillor McKenzie

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 12:14 o'clock p.m.

**SPECIAL MEETING OF COUNCIL – IN CAMERA**  
**January 31, 2022**

**Members participating via electronic participation in accordance with Procedure By-law #98-2011 as amended, which allows for electronic participation during a declared emergency.**

**Meeting called to order at: 10:02 a.m.**

**Members in Attendance:**

Mayor D. Dilkens  
Councillor F. Francis  
Councillor R. Bortolin  
Councillor G. Kaschak  
Councillor J. Gignac (arrived at 10:03 a.m.)  
Councillor K. McKenzie  
Councillor J. Morrison  
Councillor E. Sleiman  
Councillor J. Gill  
Councillor C. Holt

**Members Absent:**

Councillor F. Costante

**Also in attendance:**

J. Reynar, Chief Administrative Officer  
J. Payne, Commissioner, Human and Health Services  
C. Nepsy, Commissioner, Infrastructure Services  
J. Mancina, Commissioner, Corporate Services CFO/City Treasurer  
S. Askin-Hager, Commissioner, Legal and Legislative Services  
R. Mensour, Commissioner, Community Services  
S. Vlachodimos, City Clerk  
A. Teliszewsky, Mayor's Chief of Staff

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

<u>Item No.</u>	<u>Subject</u>	Section – Pursuant to Municipal Act, 2001, as amended
1.	Property matter – expropriation	239(2)(c)

**Motion Carried.**

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

## Declarations of Pecuniary Interest:

None declared.

**Discussion on the items of business. (Item 1)**

**Meeting recesses at 10:05 a.m.**

**Meeting reconvenes in open session at 10:30 a.m.**

Verbal Motion is presented by Councillor Holt, seconded by Councillor Sleiman, to move back into public session.

**Motion Carried.**

**\*\*SEE NOTE BELOW**

**Moved by Councillor Gignac, seconded by Councillor Gill,**

**THAT the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In-Camera Council Meeting held January 31, 2022, directly to Council for consideration at the next Regular Meeting.**

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1. That the recommendation contained in the in-camera report from the Lease Administrator, Manager of Real Estate Services, Commissioner, Legal and Legislative Services, Commissioner, Infrastructure Services and Commissioner, Corporate Services CFO/City Treasurer respecting a property matter - expropriation **BE APPROVED**.

**Motion Carried.**

**Moved by Councillor Sleiman, seconded by Councillor McKenzie,  
That the special meeting of council held January 31, 2022 BE ADJOURNED.  
(Time: 10:31 a.m.)**

**Motion Carried.**

**\*\*CLERK'S NOTE: The transmittal motion and final votes were held in the open session of Council on January 31, 2022.**



## Correspondence Report: CMC 3/2022

## ATTACHMENTS

## Subject: Correspondence for February 14, 2022

No.	Sender	Subject
7.1.1.	Public Health Agency of Canada	Response to letter regarding vaccinations and the Windsor-Essex County Isolation and Recovery Centre (IRC)  Commissioner, Human & Health Services Fire Chief MH/13786 Note & File
7.1.2.	Ministry of Municipal Affairs and Housing  AND  Regional Planning Commissioners of Ontario	Letters regarding Regional Planning Commissioners of Ontario's support for proposals to delegate certain planning decisions to staff and for Bill 70, the proposed <i>Registered Professional Planners Act, 2019</i>  Commissioner, Legal & Legislative Services City Planner GP2022 Note & File
7.1.3.	Member of Parliament (MP) – Windsor West	Letter regarding traffic disruptions along the road corridor to the Ambassador Bridge  Commissioner, Infrastructure Services Chief of Police Fire Chief GF2022 Note & File

No.	Sender	Subject
7.1.4.	County of Essex	<p>Letters supporting the Windsor Police Services request for resources regarding the Ambassador Bridge demonstration</p> <p style="text-align: right;">Commissioner, Infrastructure Services Chief of Police Fire Chief GM2022 Note &amp; File</p>
7.1.5.	Town of Tecumseh	<p>The Town of Tecumseh will hold a virtual/electronic public meeting on Tuesday, February 22, 2022 at 6:00 p.m. to consider a proposed Zoning By-law Amendment pursuant to the provisions 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 Development Applications Clerk Z2022 Note &amp; File</p>
7.1.6.	Committee of Adjustment/ Consent Authority	<p>Applications to be heard by the Committee of Adjustment / Consent Authority, Thursday, February 17, 2022 at, 3:30 p.m., through Electronic Meeting Participation</p> <p style="text-align: right;">Z2022 Note &amp; File</p>
7.1.7.	City Planner/ Executive Director	<p>Application for Zoning Amendment, 1933923 Ontario Ltd., 0 &amp; 817 Elinor Street and 0 Wyandotte Street East, Application to amend Zoning By-law 8600 to allow three multiple dwellings with 5 or more dwelling units each</p> <p style="text-align: right;">Z/14296 Note &amp; File</p>



No.	Sender	Subject
7.1.8.	City Planner/ Executive Director	Application for Zoning Amendment, Wyandotte Developments Inc., 0 Wyandotte Street East, Application to amend Zoning By-law 8600 to allow a site specific reconfiguration for a multi-residential use to allow an increase in density for the minimum suite area  Z/14298 Note & File
7.1.9.	City Planner/ Executive Director	Application for Draft Plan of Subdivision/ Condominium, 531 Pelissier Inc., 531 Pelissier Street, Application to approve a Plan of Condominium for a 24-unit residential development consisting of multiple dwellings with commercial use on main floor and basement  Z/14297 Note & File
7.1.10.	City Planner/ Executive Director	Application for Zoning Amendment, St. Clair Rhodes Development Corporation, 1247 Riverside Drive East, Application to amend Zoning By-law 8600 to allow the addition of multiple dwelling units as a permitted use  Z/14294 Note & File
7.1.11.	City Planner/ Executive Director	Application for Draft Plan of Subdivision/ Condominium, Farhi Holding Corporation, 1600 Lauzon Road, Application to approve a Plan of Condominium for a 232-unit residential development consisting of multiple dwellings  Z/14295 Note & File
7.1.12.	City Planner/ Executive Director	Application for Zoning Amendment, Lankor Horizons Development Inc., 10835 Riverside Drive East, Application to amend Zoning By-law 8600 to add a Holding Zone to this portion of the subject property  Z/14300 Note & File

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**From:** PHAC Correspondence / Correspondance ASPC (PHAC/ASPC) <[correspondence-correspondance@phac-aspc.gc.ca](mailto:correspondence-correspondance@phac-aspc.gc.ca)>

**Sent:** February 1, 2022 10:27 AM

**To:** clerks <[clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)>

**Subject:** Response from the Public Health Agency of Canada

**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.

Dear Mr. Vlachodimos:

I am writing in response to your correspondence of December 21, 2021, addressed to the Honourable Jean-Yves Duclos, Minister of Health, and the Honourable Carolyn Bennett, Minister of Mental Health and Addictions and Associate Minister of Health, regarding vaccinations and the Windsor-Essex County Isolation and Recovery Centre (IRC). The Ministers have asked me to reply on their behalf. I sincerely regret the delay in responding.

The Government of Canada remains committed to protecting the health and safety of everyone in Canada and reducing the spread of COVID-19 and the variants of concern. We are pleased to have been able to partner with your community to support its COVID-19 response efforts. From the start of the Safe Voluntary Isolation Sites Program (SVISP) in September 2020 to December 31, 2021, over 15,000 users have accessed the 60 voluntary isolation sites across Canada.

While the SVISP is set to expire on March 31, 2022, the Government is mindful of the continued need for isolation sites more broadly and specifically for at-risk individuals, including temporary foreign workers. We continue to look at our COVID-19 supports in light of the evolving nature of this pandemic. We will be in contact with existing funding recipients as soon as a decision has been made on the future of the SVISP.

Members of my team here at the Public Health Agency of Canada are working closely with officials in your region regarding the increased need for spaces at the IRC. I commend your officials for their quick response in managing to secure an additional 308 spaces.

As you know, the Government of Canada continues to adjust border measures. The exemption for unvaccinated Temporary Foreign Agricultural Workers (TFAWs) is intended to recognize food supply needs in Canada as well as the availability of vaccines in source countries. As this

context changes, we will continue to review this exemption. All unvaccinated workers are subject to robust border measures, including the requirement to provide a negative PCR pre-arrival test result, to take a test on arrival and on Day 8, and to quarantine at a suitable place for 14 days. Final determination of entry eligibility and quarantine requirements is made by a government official at the border based on the information presented at the time of entry into Canada.

I applaud the continued efforts of the Ontario Government and local public health units to offer vaccinations to temporary foreign workers when they arrive in Canada. I understand that roughly 60 per cent of TFAWs are returning workers to Canada this year, which is increasing the numbers of vaccinated workers.

I would like to thank you and the City of Windsor for following public health advice and continuing to respond rapidly to take care of members of your community during the pandemic.

Sincerely,

Candice St-Aubin  
Vice President  
Health Promotion and Chronic Disease Prevention Branch

COUNCIL SERVICES DEPARTMENT

IN REPLY, PLEASE REFER  
TO OUR FILE NO. MM/13786

December 21, 2021

Hon. Jean-Yves Duclos  
Minister of Health  
House of Commons  
Ottawa, ON K1A 0A6

Hon. Carolyn Bennett  
Minister of Mental Health and Addictions and Associate Minister of Health  
House of Commons  
Ottawa, ON K1A 0A6

Hon. Sean Fraser  
Minister of Immigration, Refugees, and Citizenship  
House of Commons  
Ottawa, ON K1A 0A6

Hon. Marco Mendicino  
Minister of Public Safety  
House of Commons  
Ottawa, ON K1A 0A6

Hon. Marie-Claude Bibeau  
Minister of Agriculture and Agri-Food  
House of Commons  
Ottawa, ON K1A 0A6

Dear Ministers,

Windsor City Council, at its meeting held December 20, 2021, adopted the following resolution:

That the correspondence items from the Essex Windsor EMS, Erie Shores Healthcare dated December 7, 2021 and Member of Parliament (MP) – Chatham-Kent – Leamington dated December 15, 2021 regarding COVID-19 and temporary foreign agricultural workers **BE RECEIVED** for information; and further,

That Administration **BE DIRECTED** to send a letter to the Federal Government regarding the Temporary Foreign Agricultural Workers requesting that changes be made as soon as possible related to mandatory immunization immediately upon

entry into Canada, as well as extending funding for the Isolation and Recovery Centre (IRC) for migrant workers beyond March 31, 2022.  
Carried.

Your consideration to Windsor City Council's resolution would be most appreciated.

Sincerely,



Steve Vlachodimos  
City Clerk and Senior Manager of Council Services  
SV/aa

Cc: Hon. Lisa M. Thompson, Minister of Agriculture, Food and Rural Affairs  
Hon. Monte McNaughton, Minister of Labour, Training and Skills Development  
Hon. Christine Elliott, Minister of Health  
Mr. Irek Kusmierczyk, Member of Parliament, Windsor-Tecumseh  
Mr. Chris Lewis, Member of Parliament, Essex  
Mr. Brian Masse, Member of Parliament, Windsor West  
Bruce Krauter, Chief of Essex Windsor EMS



December 7, 2021

To: Hon. Lisa M. Thompson, Minister of Agriculture, Food and Rural Affairs  
 Hon. Monte McNaughton, Minister of Labour, Training and Skills Development  
 Hon. Christine Elliott, Minister of Health

**Re: COVID-19 and Temporary Foreign Agricultural Workers**

We hope all is well with you, your family and your colleagues. Without a doubt, the past 21 months have been some of the most challenging any of us have ever seen — and we know that is also the case for you and your colleagues on Parliament Hill. Thank you so much for your hard work and service to our Province in helping us navigate this pandemic. With the Omicron variant now firmly rooted and spreading in Ontario, with cases rising and ICUs filling up, we certainly all know the threat is far from gone.

As you know, our region has been hit hard by COVID and temporary foreign agricultural workers (TFAWs) — (<https://www.cbc.ca/news/canada/windsor/province-deploys-emergency-management-team-windsor-essex-agri-farm-sector-covid19-1.5636746>) — and the risk has not gone away. As we speak, our region has some of the highest positivity rates in Ontario – almost five times higher than the provincial average.

We were very encouraged to see the Government of Canada's proposal of new regulations to improve protection of TFAWs this past summer. (Source: <https://bit.ly/3dsyffD>)

With all that as a precursor, we are reaching out with hopes of continuing the collaboration related to the topic of how we can work together to continue addressing our region's ongoing challenges regarding COVID-19 and TFAWs here in southwestern Ontario. We are connecting in the spirit of the recommendations made in this year's Ontario's Deputy Chief Coroner's Review: COVID-19 Related Deaths of Temporary Foreign Agricultural Workers. (Source: <https://bit.ly/3EJrn9y>)

Both the Government of Canada, Province of Ontario and our organizations were participants in this process as we know we are all committed to the conclusion that we jointly coordinate to "...create a strategy to improve conditions for TFAWs."

We are facing a series of challenges that we are hoping to discuss with you at your earliest convenience. They centre around the fact that the influx of agri-workers begins again in just over a month, on January 15, 2022, at a time when we are seeing rising case counts in Windsor and Essex County and the Omicron variant is on the rise:

☎ 519-776-6441  
 TTY 1-877-624-4832

📍 360 Fairview Ave. W.  
 Suite # 218 Essex, ON N8M 1Y6

🌐 [countyofessex.ca](http://countyofessex.ca)


1. The Isolation and Recovery Center (IRC) for migrant workers in Windsor-Essex County is scheduled to close on March 31, 2022, when federal financing is no longer available. There are approximately 2,500 agri-workers that have been cared for at the IRC and at two additional isolation hotels in Leamington (prior to the IRC opening). We believe that an extension of financing to support our fight against COVID would be beneficial.
2. Our Community Response and Stabilization Team has been hard at work in collaboration with the Windsor-Essex County Health Unit, addressing the needs of the community. 7,538 TFWs have gotten at least one dose of the vaccine, while 7,113 TFAWs have undergone the entire regimen of vaccination. We are concerned that not all agri-workers have access to the COVID-19 vaccine in their home country, and that there is a danger that one will arrive in the Canada without being protected. We would like to see a model where an agri-first worker's dosage of the COVID-19 vaccination is administered to him or her upon entry into Canada.

As the Executive Leads in Windsor-Essex County for the Agri-Sector COVID-19 response, we believe what is needed at this time, given the sustained risk to not only our region, but also our province and country, is a funding extension for the IRC. We also believe enhanced vaccination practices and processes for TFWs would be a substantial mitigation tactic.

At your earliest convenience - keeping in mind some of the urgent timing issues related to these risks - we respectfully request some time over the phone or via video to discuss these issues and how we can collaborate to address them.

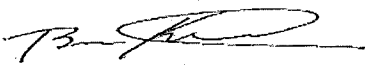
Sincerely,

Kristin Kennedy  
President & CEO, Erie Shores HealthCare



Bruce Krauter

Chief, Essex Windsor EMS



CC:

Hon. Daye Epp, MP  
Hon. Irek Kusmierczyk, MP

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Suite # 218 Essex, ON N8M 1Y6

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December 15, 2021



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

Hon. Jean-Yves Duclos, Minister of Health  
Hon. Carolyn Bennett, Minister of Mental Health and Addictions and Associate Minister of Health;  
Hon. Sean Fraser, Minister of Immigration, Refugees, and Citizenship;  
Hon. Marco Mendicino, Minister of Public Safety;  
Hon. Marie-Claude Bibeau, Minister of Agriculture and Agri-Food;

Dear Ministers,

I am writing to you today concerning COVID-19 and the Temporary Foreign Agricultural Workers. Currently, the Isolation and Recovery Center for migrant workers in Windsor-Essex County is scheduled to close on March 31<sup>st</sup>, 2022.

The President & CEO of Erie Shores HealthCare, Kristin Kennedy, as well as the Chief of the Essex Windsor EMS, Bruce Krauter, are recommending that the funding for this center be extended.

I have included their letter below which fully outlines the challenges the region is facing and the rationale behind their request.

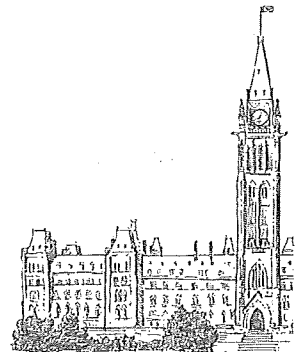
Thank you for your consideration, and kindly copy my office on any response provided to Ms. Kennedy and Mr. Krauter.

Sincerely,

A handwritten signature in cursive script that reads "Dave Epp".

Dave Epp, MP  
Chatham-Kent—Leamington

Cc: Irek Kusmierczyk, MP, Windsor—Tecumseh







December 7, 2021

To: Hon. Jean-Yves Duclos, Minister of Health  
Hon. Carolyn Bennett, Minister of Mental Health and Addictions and Associate Minister of Health  
Hon. Sean Fraser, Minister of Immigration, Refugees, and Citizenship  
Hon. Marco Mendicino, Minister of Public Safety  
Hon. Marie-Claude Bibeau, Minister of Agriculture and Agri-Food

**Re: COVID-19 and Temporary Foreign Agricultural Workers**

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We hope all is well with you, your family and your colleagues. Without a doubt, the past 21 months have been some of the most challenging any of us have ever seen — and we know that is also the case for you and your colleagues on Parliament Hill. Thank you so much for your hard work and service to our country in helping us navigate this pandemic. With the Omicron variant now firmly rooted and spreading in Canada, with cases rising and ICUs filling up, we certainly all know the threat is far from gone.

As you know, our region has been hit hard by COVID and temporary foreign agricultural workers (TFAWs) — (<https://www.cbc.ca/news/canada/windsor/province-deploys-emergency-management-team-windsor-essex-agri-farm-sector-covid19-1.5636746>) — and the risk has not gone away. As we speak, our region has some of the highest positivity rates in Ontario — almost five times higher than the provincial average.

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again in just over a month, on January 15, 2022, at a time when we are seeing rising case counts in Windsor and Essex County and the Omicron variant is on the rise:

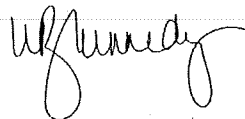
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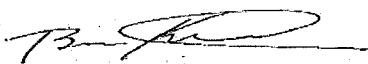
Sincerely,

Kristin Kennedy  
President & CEO, Erie Shores HealthCare



Bruce Krauter

Chief, Essex Windsor EMS



CC:

Hon. Dave Epp, MP  
Hon. Irek Kusmierczyk, MP

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TTY 1-877-624-4832

📍 360 Fairview Ave. W.  
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🌐 countyofessex.ca

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2021-3631

February 3, 2022

Thom Hunt, Chair  
Regional Planning Commissioners of Ontario  
City of Windsor  
[thunt@citywindsor.ca](mailto:thunt@citywindsor.ca)

Dear Thom Hunt:

Thank you for your letter regarding your support for proposals to delegate certain planning decisions to staff and for Bill 70, the proposed Registered Professional Planners Act. I appreciate the time you have taken to write.

Our government has implemented several initiatives to reduce red tape in land use planning, including making changes to the *Planning Act* as part of the [More Homes, More Choice: Ontario's Housing Supply Action Plan, 2019](#) and the [COVID-19 Economic Recovery Act, 2020](#) to help expedite development approvals. Through the [Provincial Policy Statement, 2020](#), we made changes to support an increase in housing supply and mix, and to provide greater local flexibility in planning decisions which helps to reduce barriers and costs for new development.

Earlier this year, our government introduced [Bill 276, the Supporting Recovery and Competitiveness Act, 2021](#), which received Royal Assent on June 3, 2021. Amendments in the Bill include certain changes to provisions in the *Planning Act* related to control of the division of land, as well as other housekeeping or consequential changes.

Additionally, our government has recently introduced proposed changes to the *Planning Act*, *Municipal Act, 2001* and *City of Toronto Act, 2006* through [Bill 13, the proposed Supporting People and Businesses Act, 2021](#). The proposed amendments, if passed, would provide a new discretionary authority to delegate planning decisions dealing with minor amendments to zoning by-laws, subject to criteria established through official plan policies.

This authority could include delegating decisions for temporary use by-laws, the lifting of holding symbols, and other minor zoning by-law amendments. This proposed change would complement current authorities which allow council to delegate certain decisions such as those in respect of approval of adopted lower-tier official plan amendments, site plan, plans of subdivision and consents to a committee of council, to staff, or, in some cases, to a committee of adjustment.

.../2

Bill 70 was a private member's bill that was sponsored by MPP Coe in the last session of the legislature but had not been passed into law upon prorogation. You may wish to reach out to the Ontario Professional Planners Institute regarding the status of their proposals.

Once again, thank you for sharing your views. Please accept my best wishes.

Sincerely,



Steve Clark  
Minister

- c. The Honourable Nina Tangri, Associate Minister of Small Business and Red Tape Reduction [nina.tangri@pc.ola.org](mailto:nina.tangri@pc.ola.org)



# Regional Planning Commissioners of Ontario

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Please direct all correspondence to the office of the Chair

**Thom Hunt, MCIP, RPP, Chair**  
City of Windsor  
350 City Hall Square East  
Suite 320  
Windsor, ON N9A 6S1  
Tel: (519) 255-6543 ext. 6897  
Fax: (519) 255-6544

**Brian Bridgeman, MCIP, RPP, Vice-Chair**  
Regional Municipality of Durham  
605 Rossland Road East, 4<sup>th</sup> Floor  
P.O. Box 623  
Whitby, ON L1N 6A3  
Tel: (905) 668-7711 ext. 2535  
Fax: (905) 666-6208

**Steve Robichaud, MCIP, RPP, Vice-Chair**  
City of Hamilton  
71 Main Street West  
5<sup>th</sup> Floor  
Hamilton, ON L8P 4Y5  
Tel: (905) 546-2424 ext. 4281  
Fax: (905) 546-4202

[www.rpco.ca](http://www.rpco.ca)

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July 26, 2021

Hon. Steve Clark  
Minister of Municipal Affairs and Housing  
17<sup>th</sup> Floor, 777 Bay Street  
Toronto, ON  
M7A 2J3

Hon. Nina Tangri  
Associate Minister of Small Business and Red Tape  
Reduction  
7<sup>th</sup> Floor, 56 Wellesley St. W  
Toronto, ON  
M5S 2S3

*Regional Planning Commissioners of Ontario (RPCO) Supports Inclusion of Delegation Recommendations in  
Fall Red Tape Bill*

Dear Ministers,

I am writing to follow-up on our submission dated December 17, 2020, on proposals to enhance delegation of routine planning approvals in Ontario municipalities. Today, we ask the government to include these proposals in the upcoming Fall Red Tape Bill as burden reduction opportunities in the municipal land use planning system.

RPCO, as a group of municipal planning leaders from across Ontario, works together to provide a united voice by promoting excellence in planning to achieve sustainable and resilient communities, including healthy natural, cultural and social environments - and the growth of a strong and competitive economy.

As a reminder, RPCO along with the Ontario Professional Planners Institute and other key stakeholders advanced the following recommendations last year:

Recommendation #1: The Province should amend the *Planning Act* to provide municipal Councils with the ability to delegate the following *Planning Act* approvals to heads of planning departments:

- Minor variances;
- Temporary Use By-Laws;
- Lifting of Holding Provisions and Part Lot Control; and
- Technical Amendments to Zoning By-Laws (subject to specific criteria).



Recommendation #2: The Province should amend the *Planning Act* to provide heads of municipal planning departments with the default authority to approve the following planning applications and allow Councils to “bump up” approval at their discretion:

- Site Plan;
- Lifting of Holding Provisions and Part Lot Control;
- Consents within the Built-Up Area;
- Validation Certificates; and
- Draft Plan of Subdivisions.

Recommendation #3: The Province should provide the Ontario Professional Planners Institute adequate authority to protect the public interest by providing necessary oversight over the conduct of professional planners in Ontario. This includes adopting the contents of the proposed *Bill 70 – Registered Professional Planners Act* within an upcoming government legislative vehicle.

These proposed measures will support Ontario’s path to economic recovery as we look beyond the COVID-19 pandemic. They will help alleviate minor and technical approvals from overburdening Council agendas and free up Council time to process important housing, employment, and economic development projects more expeditiously.

At the same time, these changes will also ensure Councils retain the ability to bring any of these matters for their approval if they deem appropriate.

If you and/or your staff have any questions on these recommendations, please feel free to contact me at [thunt@citywindsor.ca](mailto:thunt@citywindsor.ca) or (519) 255-6543, ext. 6897 or contact OPPI’s Executive Director Susan Wiggins at [s.wiggins@ontarioplanners.ca](mailto:s.wiggins@ontarioplanners.ca) or (647) 326-2328.

Sincerely,



Thom Hunt, MCIP, RPP  
Chair, Regional Planning Commissioners of Ontario

CC:

Luca Bucci, Chief of Staff – MMAH MO

Graham McGregor, Director of Strategy & Stakeholder Relations – MMAH MO

Zach Potashner, Deputy Director of Policy – PO

Jonathan Lebi, Assistant Deputy Minister – Local Government & Planning Policy Division, MMAH

Sean Fraser, Director – Provincial Planning Policy Branch, MMAH

Heather Potter, Chief of Staff - Office of the Associate Minister, MEDJCT

Tom Kaszas, Director – Office of Red Tape Reduction, MEDJCT

Joe Van Overberghe, Manager – Office of Red Tape Reduction, MEDJCT

*Brian Masse*

Member of Parliament  
(Windsor West)



*Ottawa*

1000 Valour Bldg.  
House of Commons  
Ottawa ON, K1A 0A6  
[brian.masse@parl.gc.ca](mailto:brian.masse@parl.gc.ca)

February 9, 2022

Right Honourable Justin Trudeau  
Prime Minister of Canada  
House of Commons  
Ottawa, ON K1A 0A6

Honourable Chrystia Freeland  
Deputy Prime Minister and Minister of Finance  
House of Commons  
Ottawa, ON K1A 0A6

Honourable Omar Alghabra  
Minister of Transport  
House of Commons  
Ottawa, ON K1A 0A6

Honourable Bill Blair  
Minister of Emergency Preparedness  
House of Commons  
Ottawa, ON K1A 0A6

Honourable Marco Mendicino  
Minister of Public Safety  
House of Commons  
Ottawa, ON K1A 0A6

Dear Ministers,

I write to you today with urgency about the current state of affairs in the trade corridor of the Windsor region. As you are aware, this area is the most heavily used corridor for vehicular traffic to the United States, having crossings via the Ambassador Bridge, Windsor – Detroit Tunnel and the Windsor – Detroit Truck Ferry.

Traffic disruptions along the road corridor to the Ambassador Bridge are not uncommon and were part of the reasons I started in 1998 as a Windsor City Councillor to advocate for the development of a new border crossing. After decades of meetings, planning, investments we were able to win the new crossing known as the Gordie Howe Bridge. We further obtained improvements in infrastructure beyond EC Row, as this inter-connection highway was needed due to poor planning, and Provincial – Federal jurisdictional wrangling that resulted in the 401 ending without connecting to a crossing. However, recent events have become even

more precarious as demonstrations in Ottawa have escalated and now transferred to include traffic blocking this corridor beyond just demonstration activity.

Obviously this disruption has significant repercussions on the local, provincial and federal economies, but also is causing significant problems that now put the residents of my community in harms way with disruptions, noise, and most importantly, they are literally cut off from emergency services.

Furthermore, many industries did not prepare for this disruption and US elected officials have contacted me personally to inquire to the status of this area and Ottawa.

Please know that I appreciate the immediate contact with myself and local leaders including Mayor Dilkens. However, I want to stress the importance to listen and provide resources to the City of Windsor including additional federal resources. It is imperative that:

1. The Prime Minister meet with Mayor Dilkens as soon as possible
2. Provide resources for immediate policing needs as it is the Federal crossing causing these issues
3. Provide federal support services for the RCMP and other complimentary services for public order and safety
4. Use the Windsor-Detroit Truck Ferry to provide truck traffic redundancy
5. Begin and invest in a real Emergency Preparedness Plan for future disruptions
6. Help facilitate federal projects of investment to ensure law abiding citizens know and understand the Federal Government is at the forefront of positive improvements in their quality of life given the border causes cost, complications, stress and consequences on their quality of life

Time is of the essence, and the consequences of not taking action are dire. I look forward to working together with you to resolve this and please feel free to contact me at your convenience to ensure that we can work together to protect our residents and ensure that the flow of trade between Canada and the United States does not further jeopardize the flow of goods and damage our economy any further.

Yours truly,



Brian Masse MP  
Windsor West

CC: Mayor Drew Dilkens, City of Windsor  
Jagmeet Singh MP, NDP Leader  
Irek Kusmierczyk MP (Windsor -Tecumseh)  
Chris Lewis MP (Essex)





County of  
Essex

Gary McNamara  
Essex County Warden  
The Corporation of the County of Essex

February 10, 2022

The Honourable Bill Blair  
Minister of Emergency Preparedness  
House of Commons  
Ottawa, ON K1A 0A6

Via email to [bill.blair@parl.gc.ca](mailto:bill.blair@parl.gc.ca)

**Re: Support for Windsor Police Service Request for Resources –  
Ambassador Bridge Demonstration**

---

Dear Minister Blair,

As you are aware, the City of Windsor and the Windsor Police Service are managing an organized demonstration where activists have blockaded the Ambassador Bridge. I am writing you today, on behalf of the County of Essex, to respectfully offer support to the City's request for Federal assistance in the form of additional officers and equipment required to aid in their efforts to bring this fluid and potentially volatile situation to a peaceful resolution.

As a regional partner, the County of Essex works in unison with the City of Windsor to provide service to our communities. The blockade at this international crossing gravely impacts the well-being and livelihood of residents and commerce in both municipalities. This disruption to our communities cannot continue.

Thank you for your expedient attention to this important request. If you wish to discuss the matter further or, if you require more information, please feel free to contact this office.

Regards,

Gary McNamara  
Warden, County of Essex

ENCL: Windsor Police Service Letter Requesting Federal Resources, dated February 9, 2022

519-776-6441 ext. 1327  
TTY 1-877-624-4832

360 Fairview Ave. W.  
Suite # 314 Essex, ON N8M 1Y6

[countyofessex.ca](http://countyofessex.ca)

# Support for Windsor Police Service Request for Resources – Ambassador Bridge Demonstration

February 10, 2022

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CC: Mike Galloway, CAO, County of Essex [mgalloway@countyofessex.ca](mailto:mgalloway@countyofessex.ca)  
Brian Masse, MP, Windsor-West [brian.masse@ndp.ca](mailto:brian.masse@ndp.ca)  
Irek Kusmierczyk, MP, Windsor-Tecumseh [Irek.Kusmierczyk@parl.gc.ca](mailto:Irek.Kusmierczyk@parl.gc.ca)  
Chris Lewis, MP, Essex [Chris.Lewis@parl.gc.ca](mailto:Chris.Lewis@parl.gc.ca)  
Dave Epp, MP, Chatham-Kent-Leamington [Dave.Epp@parl.gc.ca](mailto:Dave.Epp@parl.gc.ca)  
Lisa Gretzky, MPP, Windsor West [lgretzky-qp@ndp.on.ca](mailto:lgretzky-qp@ndp.on.ca)  
Percy Hatfield, MPP, Windsor-Tecumseh [PHatfield-QP@ndp.on.ca](mailto:PHatfield-QP@ndp.on.ca)  
Taras Natyshak, MPP, Essex [tnatyshak-qp@ndp.on.ca](mailto:tnatyshak-qp@ndp.on.ca)  
Rick Nicholls, MPP, Chatham-Kent-Leamington [rick.nicholls@pc.ola.org](mailto:rick.nicholls@pc.ola.org)  
Essex County Council  
City of Windsor Council  
Pam Mizuno, Chief, Windsor Police Service

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Suite # 314 Essex, ON N8M 1Y6

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February 10, 2022

The Honourable Sylvia Jones  
Solicitor General  
George Drew Building  
18th Floor, 25 Grosvenor St.  
Toronto, ON M7A 1Y6

Via email to [sylvia.jones@pc.ola.org](mailto:sylvia.jones@pc.ola.org)

**Re: Support for Windsor Police Service Request for Resources –  
Ambassador Bridge Demonstration**

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Dear Minister Jones,

As you are aware, the City of Windsor and the Windsor Police Service are managing an organized demonstration where activists have blockaded the Ambassador Bridge. I am writing you today, on behalf of the County of Essex, to respectfully offer support to the City's request for Provincial assistance in the form of additional officers and equipment required to aid in their efforts to bring this fluid and potentially volatile situation to a peaceful resolution.

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Regards,



Gary McNamara  
Warden, County of Essex

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# Support for Windsor Police Service Request for Resources – Ambassador Bridge Demonstration

February 10, 2022

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CC: Mike Galloway, CAO, County of Essex [mgalloway@countyofessex.ca](mailto:mgalloway@countyofessex.ca)  
Brian Masse, MP, Windsor-West [brian.masse@ndp.ca](mailto:brian.masse@ndp.ca)  
Irek Kusmierczyk, MP, Windsor-Tecumseh [Irek.Kusmierczyk@parl.gc.ca](mailto:Irek.Kusmierczyk@parl.gc.ca)  
Chris Lewis, MP, Essex [Chris.Lewis@parl.gc.ca](mailto:Chris.Lewis@parl.gc.ca)  
Dave Epp, MP, Chatham-Kent-Leamington [Dave.Epp@parl.gc.ca](mailto:Dave.Epp@parl.gc.ca)  
Lisa Gretzky, MPP, Windsor West [lgretzky-qp@ndp.on.ca](mailto:lgretzky-qp@ndp.on.ca)  
Percy Hatfield, MPP, Windsor-Tecumseh [PHatfield-QP@ndp.on.ca](mailto:PHatfield-QP@ndp.on.ca)  
Taras Natyshak, MPP, Essex [tnatyshak-qp@ndp.on.ca](mailto:tnatyshak-qp@ndp.on.ca)  
Rick Nicholls, MPP, Chatham-Kent-Leamington [rick.nicholls@pc.ola.org](mailto:rick.nicholls@pc.ola.org)  
Essex County Council  
City of Windsor Council  
Pam Mizuno, Chief, Windsor Police Service

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Suite # 314 Essex, ON N8M 1Y6

 [countyofessex.ca](http://countyofessex.ca)

FEB 04 2022  
**RECEIVED**

**TOWN OF TECUMSEH  
NOTICE OF VIRTUAL/ELECTRONIC PUBLIC MEETING  
PROPOSED ZONING BY-LAW AMENDMENT**

TAKE NOTICE that the Council of the Corporation of the Town of Tecumseh will hold a virtual/electronic public meeting **Tuesday, February 22, 2022 at 6:00 p.m.** to consider a proposed Zoning By-law amendment pursuant to the provisions of the *Planning Act, R.S.O. 1990*. Please see below for information on how to provide comments or participate in the virtual/electronic public meeting.

A Zoning By-law amendment application (*Application/File: D19 1415LES*) has been submitted for a 0.29 hectare (0.71 acre) parcel of land situated at the southwest corner of the Lesperance Road/Arbour Street intersection (1401-1429 Lesperance Road) (see Key Map below for location). The purpose of the application is to amend Zoning By-law 1746 by rezoning the subject property from "Residential Zone 2 (R2)" and "Residential Zone 2 (R2-25)" to a site-specific "Residential Zone 3" in order to facilitate the construction of a residential development consisting of three, 2.5-storey, six-unit dwellings and establish site-specific lot, building and yard provisions. The R2 zone applies to the two lots containing existing single-unit dwellings while the R2-25 zone applies to the vacant central property that once was occupied by a commercial office building. The subject property is designated "Residential" in the Tecumseh Official Plan.

**ANY PERSON** may attend the virtual public meeting and/or make written or verbal representation either in support of or in opposition to the proposed Zoning By-law amendment.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the Town of Tecumseh before the Zoning By-law amendment is passed, the person or public body is not entitled to appeal the decision of the Council of the Corporation of the Town of Tecumseh to the Ontario Land Tribunal.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Corporation of the Town of Tecumseh before the Zoning By-law amendment is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Ontario Land Tribunal, there are reasonable grounds to do so.

**How to Provide Comments or Participate in an Electronic Public Meeting**

Due to the COVID-19 declared emergency, Public Meetings are being held virtually through electronic means and live-streamed on the Town's website. Any person who wishes **to make oral submissions** during the electronic Public Meeting **must register as a delegate**. To register as a delegate, persons may use the online registration form on the Town's website at [www.tecumseh.ca/delegations](http://www.tecumseh.ca/delegations) or by providing their contact information (name, address, email and phone number) to the Town Clerk **by 12:00 p.m. (noon) on Tuesday, February 22<sup>nd</sup>, 2022**. Registered delegates will receive the necessary log-in details to the meeting. By registering as a delegate persons are consenting to their image, voice and comments being recorded and available for public viewing on the Town's website. **Written submissions** may also be provided to the Clerk by noon on **Thursday, February 17<sup>th</sup>, 2022**.

KEY MAP




If you wish to be notified of the decision of the Council of the Corporation of Town of Tecumseh on the proposed Zoning By-law amendment, **you must make a written request** to the Corporation of the Town of Tecumseh, c/o Laura Moy, Clerk, at the mailing address noted below.

**ADDITIONAL INFORMATION** and any associated reports/documents relating to this matter are available for review during regular office hours at the Town Municipal Office on Lesperance Road.

The Public Meeting Agenda regarding this application will be available on the Town's website (<https://calendar.tecumseh.ca/meetings>) on Friday, February 18, 2022.

DATED AT THE TOWN OF TECUMSEH  
THIS 28<sup>TH</sup> DAY OF JANUARY, 2022.

LAURA MOY, CLERK  
TOWN OF TECUMSEH  
917 LESPERANCE ROAD  
TECUMSEH, ONTARIO  
N8N 1W9

 Lands Subject to Proposed Application

### **COMMITTEE OF ADJUSTMENT/CONSENT AUTHORITY AGENDA RECORD**

The following applications are scheduled to be heard by the Committee of Adjustment/Consent Authority in the afternoon of Thursday, February 17, 2022 at the following location and in the order stated below. LOCATION: Electronic Participation

ITEM	TIME	ROLL #	FILE #	APPLICANT	LOCATION	REQUEST	RESULT
1	3:30 PM	3739080060070100000	B-004/22	NABIL KHALEK, ALI KHALEK	0 RONALD AVE	<b>CONSENT:</b> To create a servicing easement.	
2	3:30 PM	3739030040057100000	A-014/22	2602130 ONTARIO LIMITED	870 WYANDOTTE ST E	<b>RELIEF:</b> To accomodate an existing combined dwelling with dwelling units at the same level (rear) and below commercial space.	
3	3:30 PM	3739060210125000000	A-015/22	DRAGAN SAVIC, ANDELIJA SAVIC	1115 FAIRVIEW BLVD	<b>RELIEF:</b> To accomodate an existing single dwelling unit with reduced minimum lot width, lot area, front yard depth for Lot 501 and a proposed dwelling unit with reduced minimum lot width, lot area, side yard and exceeding maximum front yard paving and maximum garage width for Lot 502.	
4	3:30 PM	3739060210125000000	B-005/22	DRAGAN SAVIC, ANDELIJA SAVIC	1115 FAIRVIEW BLVD	<b>CONSENT:</b> Sever alley.	
5	3:30 PM	3739070650009230000	A-013/22	2498655 ONTARIO INC	3660-3690 MUNICH CRT	<b>RELIEF:</b> The development of a transport terminal with reduced minimum front setback for storage area, reduced minimum setback from a green district, and without a berm abutting a green district	
6	3:30 PM	3739070090063010000	A-012/22	A D E DEVELOPMENT & LEASING CORP.	3756 HOWARD AVE	<b>RELIEF:</b> To construct a multiple dwelling building exceeding maximum height and reduced minimum side yard setback.	

If a person or public body that files an appeal of a decision of the Committee of Adjustment in respect of the proposed consent does not make written submissions to the Committee of Adjustment before it gives or refuses to give a provisional consent, the Local Planning Appeal Tribunal may dismiss the appeal. In addition, if you wish notification of the decision of the Committee of Adjustment in respect of the proposed applications, you must make a written request to the Committee of Adjustment at the address shown below. **Note: To access the Agenda Record and Comments for the upcoming meeting, as well as the Minutes from the previous meeting, please visit our website at [www.citywindsor.ca](http://www.citywindsor.ca) . Choose the Residents tab, then select Planning and click on Committee of Adjustment.**

**PLANNING DEPARTMENT – DEVELOPMENT DIVISION**

**Memo**

**To:** City Clerk

**From:** City Planner/Executive Director

**Date:** February 7, 2022

**Subject:** TRANSMITTAL OF NEW FILE

**Our File Number: Z-002/22 [ZNG/6657]**

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

Applicant: 1933923 ONTARIO LTD

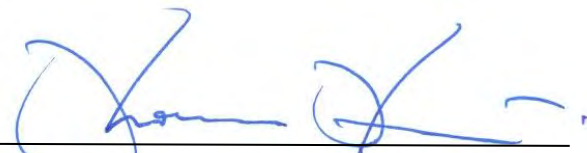
Location: 0 & 817 ELINOR ST AND 0 WYANDOTTE ST E

Description: Application to amend Zoning By-law 8600 to allow three multiple dwellings with 5 or more dwelling units each.

The ZONING AMENDMENT application submitted by 1933923 Ontario Ltd (Dan Radmore) for 0 & 817 Elinor St and 0 Wyandotte St E has been deemed as complete on February 4, 2022.

Enclosures:

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



Thom Hunt, MCIP, RPP  
City Planner, Executive Director

/ms



February 4, 2022

Pillon Abbs Inc  
ATTN: Tracey Pillon-Abbs  
23669 Prince Albert Rd  
Chatham ON N7M 5J7

Dear Ms Pillon-Abbs:

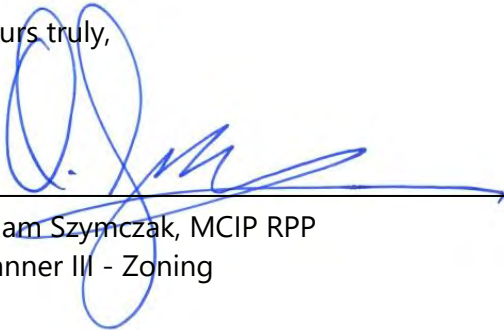
**Re: REZONING APPLICATION**  
**APPLICANT: 1933923 ONTARIO LTD**  
**LOCATION: 0 & 817 ELINOR ST AND 0 WYANDOTTE ST E**  
**FILE NO.: Z-002/22 [ZNG/6657]**

This is to acknowledge receipt of the application for rezoning, which has been assigned the above-referenced file number. In accordance with the delegation authority as prescribed by By-Law 139-2013, the information and material required has been provided; therefore, the application was deemed COMPLETE on February 4, 2022 and processing has begun.

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

Please email me at [aszymczak@citywindsor.ca](mailto:aszymczak@citywindsor.ca) , if you have any questions.

Yours truly,



Adam Szymczak, MCIP RPP  
Planner III - Zoning

AS/ms



## ZONING BY-LAW AMENDMENT APPLICATION

### INSTRUCTIONS

---

**Verify that you are using the current application form.**

- Section 1: Pre-Submission consultation with a staff Planner is mandatory per By-law 199-2007. If you do not have a valid Pre-Submission Letter, you must meet with a staff Planner who must sign and date this section.
- Section 2: During Pre-Submission consultation a staff Planner will indicate what supporting information must be submitted with the application.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting other companion applications with this application.
- Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan. If this information is in a Planning Rationale Report, check the box beside "See Planning Rationale Report".
- Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.
- Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.
- Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.
- Section 12: Check the appropriate box based on a valid Pre-Submission Letter or pre-submission consultation.
- Section 13: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Other: Read, complete in full, and sign Schedules A & E. Complete Credit Card Authorization if paying by credit card
- Submit application form, supporting information, and application fee / credit card authorization to Senior Steno Clerk at Planning Division, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)

### TYPE OF REZONING AMENDMENT

### DATE RECEIVED STAMP

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

#### Minor Zoning Amendment

- Site zoned commercial, institutional, or manufacturing
  - Addition to the list of permitted uses
- Site already zoned
  - Change to existing regulations or to zoning district boundary to match lot lines
- Site designated in the Official Plan for residential use
  - Rezoning to accommodate a maximum of six dwelling units
- Site designated in the Official Plan for the proposed use other than residential
  - Site-specific zoning for a site with a lot area of less than 1,000.0 m<sup>2</sup>

#### Major Zoning Amendment

- Any other amendment not listed as minor.



# ZONING BY-LAW AMENDMENT APPLICATION

## ZONING BY-LAW AMENDMENT PROCESS

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

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

## CONTACT INFORMATION

Planning & Building Department – Planning Division  
Suite 210  
350 City Hall Square West  
Windsor ON N9A 6S1

Telephone: 519-255-6543  
Fax: 519-255-6544  
Email: [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)  
Web Site: [www.citywindsor.ca](http://www.citywindsor.ca)



# ZONING BY-LAW AMENDMENT APPLICATION

## 1. PRE-SUBMISSION CONSULTATION

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

Valid Pre-Submission Letter? NO  YES  File Number: PS- 080/2020

*Staff Use Only*

Signature of Staff Planner		Date of Consultation	
<input type="checkbox"/> Jim Abbs	<input type="checkbox"/> Kevin Alexander	<input type="checkbox"/> Greg Atkinson	<input type="checkbox"/> Laura Diotte
<input type="checkbox"/> Melissa Gasic	<input type="checkbox"/> Justina Nwaesei	<input type="checkbox"/> Simona Simion	<input type="checkbox"/> Adam Szymczak
<input type="checkbox"/> _____			

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

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

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

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

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



# ZONING BY-LAW AMENDMENT APPLICATION

## 3. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

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

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

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

### Applicant

Name: 1933923 Ontario Ltd Contact: Dan Radmore  
Name of Contact Person  
 Address: 3203 Walker Rd, Windsor, ON  
 Address: \_\_\_\_\_ Postal Code: N8W 3R7  
 Phone: 519 791 8443 Fax: \_\_\_\_\_  
 Email: radmoredan@gmail.com

### Registered Owner Same as Applicant

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Name of Contact Person  
 Address: \_\_\_\_\_  
 Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

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

Name: Pillon Abbs Inc Contact: Tracey Pillon-Abbs  
Name of Contact Person  
 Address: 23669 Prince Albert Road, Chatham, ON N7M 5J7  
 Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone: 226-340-1232 Fax: \_\_\_\_\_  
 Email: tpillonabbs@gmail.com

## 4. COMPANION APPLICATIONS

Are you submitting a companion Official Plan Amendment application? NO  YES   
 Are you submitting a companion Plan of Subdivision/Condominium application? NO  YES   
 Are you submitting a companion Site Plan Control application? NO  YES

# ZONING BY-LAW AMENDMENT APPLICATION

## 5. SUBJECT LAND INFORMATION

Municipal Address 817 Elinor St., 0 Elinor St and 0 Wyandotte St E

Legal Description Lots 26 to 31, Part of Alley, Registered Plan 1142

Assessment Roll Number See PINs on attached Deed.

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

Frontage (m) 44.6 m Depth (m) 70.6 m Area (sq m) 2,274 m2

Official Plan Designation Residential

Current Zoning RD 1.2 and DRD1.1, Map 14 Bylaw 8600

Existing Uses Vacant

If known, the lengths of time that the existing uses have continued: Unknown - approx. 15 years

Previous Uses Unknown

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

N/A - none.

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

If yes, describe the easement or restrictive covenant and its effect:  
See attached deed. Sewer easement.

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

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

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

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

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



# ZONING BY-LAW AMENDMENT APPLICATION

## 6. DESCRIPTION OF AMENDMENT

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Amendment to Zoning By-law from: RD1.2 & DRD1.1

to: Site Specific RD2.5

Proposed uses of subject land: Proposed 3 multiple dwellings with 5 or more dwelling units each  
(18 units total).

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

To permit the proposed use and request relief for min lot area and min side yard width (see PRR for  
details).

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Why is this amendment or these amendments being requested?

To provide for infilling and a new housing choice in the existing built up area (see PRR for details).

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

See Planning Rationale Report \_\_\_\_\_

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

See Planning Rationale Report \_\_\_\_\_

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

See Planning Rationale Report  See Official Plan Amendment

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# ZONING BY-LAW AMENDMENT APPLICATION

## 7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

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Are there any buildings or structures on the subject land?

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

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## 8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

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

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

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# ZONING BY-LAW AMENDMENT APPLICATION

## 9. ACCESS TO SUBJECT LAND

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

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

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## 10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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

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

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

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

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

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

- Sewers                       Ditches                       Swales                       Other \_\_\_\_\_



# ZONING BY-LAW AMENDMENT APPLICATION

## 11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

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

## 12. APPLICATION FEE & OTHER FEES

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

Verify fees before submitting the application. Fees are subject to change and are not refundable when the application is deemed complete. Method of payment: Cash, Mastercard or Visa (complete Credit Card Authorization on page 15), or by Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor.

### APPLICATION FEE

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

### OTHER FEES

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

# ZONING BY-LAW AMENDMENT APPLICATION

## 13. PROPOSED PUBLIC CONSULTATION STRATEGY

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

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

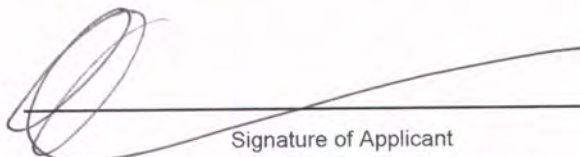
Open House       Website       Other \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

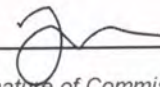
## 14. SWORN DECLARATION OF APPLICANT

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

I, 1933923 Ontario Ltd, solemnly declare that the information required under Schedule 1 to Ontario Regulation 545/06 and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with Ontario Regulation 431/20, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

X  \_\_\_\_\_  
Signature of Applicant      Location of Applicant at time of declaration  
*Sign in the presence of a Commissioner  
For Taking Affidavits*

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

Declared before me  \_\_\_\_\_ at the Municipality of Chatham-Kent  
Signature of Commissioner      Location of Commissioner

this 4th day of January, 2022  
day      month      year

PLACE AN IMPRINT OF YOUR STAMP BELOW  
Tracey Lynn Cecilia Pillon-Abbs, a Commissioner, etc.,  
Province of Ontario, for Pillon Abbs Inc.  
Expires August 2, 2023

## READ & COMPLETE SCHEDULES A & E IN FULL & SIGN



# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements

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

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

I, 1933923 Ontario Ltd, am the registered owner of the land that is  
*Name of Registered Owner*

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

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

X  Jan 7, 2022  
Signature of Registered Owner Date

If Corporation - I have authority to bind the corporation

### A2. Authorization to Enter Upon the Subject Lands and Premises

I, 1933923 Ontario Ltd,  
*Name of Registered Owner*

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

X  Jan 7, 2022  
Signature of Registered Owner Date

If Corporation – I have authority to bind the corporation

**SCHEDULE A CONTINUES ON NEXT PAGE**

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements - *Continued*

### A3. Acknowledgements

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

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

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

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

#### Species at Risk

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

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

Additional information can be found at:

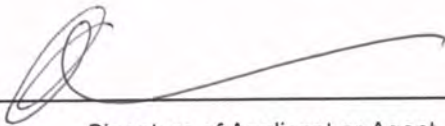
<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species>

or by contacting MECP at SAROntario@ontario.ca

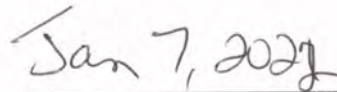
#### Acknowledgement

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

X



Signature of Applicant or Agent



Date

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



# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE E – Environmental Site Screening Questionnaire

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### Previous Use of Property

- Residential       Industrial       Commercial       Institutional  
 Agricultural       Parkland       Vacant       Other \_\_\_\_\_

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

**SCHEDULE E CONTINUES ON NEXT PAGE**

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE E - CONTINUED

### Acknowledgement Clause

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

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

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

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

1933923 Ontario Ltd

Name of Applicant (print)



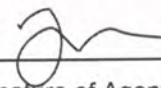
Signature of Applicant

Jan 7, 2022

Date

Pillon Abbs Inc

Name of Agent (print)



Signature of Agent

January 4, 2022

Date

END OF SCHEDULE E



# ZONING BY-LAW AMENDMENT APPLICATION

DO NOT COMPLETE BELOW – STAFF USE ONLY

<b>Receipt and Assignment of Application</b>	Date Received Stamp
This application has been assigned to:	
<input type="checkbox"/> Adam Szymczak (AS)	<input type="checkbox"/> Greg Atkinson (GA)
<input type="checkbox"/> Pablo Golob (GL)	<input type="checkbox"/> Jim Abbs (JA)
<input type="checkbox"/> Justina Nwaesei (JN)	<input type="checkbox"/> Kevin Alexandar (KA)
<input type="checkbox"/> Laura Diotte (LD)	<input type="checkbox"/> Melissa Gasic (MG)
<input type="checkbox"/> Simona Simion (SS)	<input type="checkbox"/> _____

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

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

**THIS IS THE LAST PAGE OF THE APPLICATION FORM**



**PLANNING DEPARTMENT – DEVELOPMENT DIVISION**

**Memo**

**To:** City Clerk

**From:** City Planner/Executive Director

**Date:** February 7, 2022

**Subject:** TRANSMITTAL OF NEW FILE **Our File Number: Z-025/21 [ZNG/6499]**

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

Applicant: WYANDOTTE DEVELOPMENTS INC  
 Location: 0 WYANDOTTE ST E  
 Description: Application to amend Zoning By-law 8600 to allow a site specific reconfiguration for a multi-residential use to allow an increase in density for the minimum suite area.

The ZONING AMENDMENT application submitted by Wyandotte Developments Inc for 0 Wyandotte St E has been deemed as complete on January 27, 2022.

Enclosures:

- 1 copy of Application Form
- 1 copy of Drawings
- 1 copy of Site Plan

Thom Hunt, MCIP, RPP  
 City Planner, Executive Director

/ms



February 1, 2022

Architectural Design Associates Inc  
ATTN: Stephen Berrill  
1670 Mercer St  
Windsor ON N8X 3P7

Dear Mr Berrill:

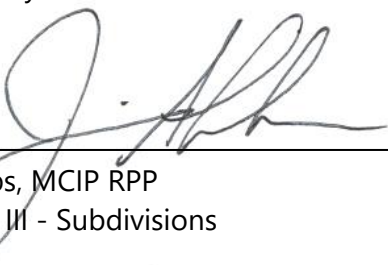
**Re: REZONING APPLICATION**  
**APPLICANT: WYANDOTTE DEVELOPMENTS INC**  
**LOCATION: 0 WYANDOTTE ST E**  
**FILE NO.: Z-025/21 [ZNG/6499]**

This is to acknowledge receipt of the application for rezoning, which has been assigned the above-referenced file number. In accordance with the delegation authority as prescribed by By-Law 139-2013, the information and material required has been provided; therefore, the application was deemed COMPLETE on January 27, 2022 and processing has begun.

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

Please email me at [jabbs@citywindsor.ca](mailto:jabbs@citywindsor.ca) , if you have any questions.

Yours truly,



---

Jim Abbs, MCIP RPP  
Planner III - Subdivisions

JA/ms

## ZONING BY-LAW AMENDMENT APPLICATION

### INSTRUCTIONS

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**Verify that you are using the most current application form.**

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

Submit application form, supporting information, and application fee / credit card authorization to Marianne Sladic at Planning Division, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)

### TYPE OF REZONING AMENDMENT

### DATE RECEIVED STAMP

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

#### Minor Zoning Amendment

- Site zoned commercial, institutional, or manufacturing
  - addition to the list of permitted uses
- Site already zoned
  - change to existing regulations or to zoning district boundary to match lot lines
- Site designated in the Official Plan for residential use
  - rezoning to accommodate a maximum of six dwelling units
- Site designated in the Official Plan for the proposed use other than residential
  - site-specific zoning for a site with a lot area of less than 1,000.0 m<sup>2</sup>

#### Major Zoning Amendment

- Any other amendment not listed as minor.

# ZONING BY-LAW AMENDMENT APPLICATION

## ZONING BY-LAW AMENDMENT PROCESS

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

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

## CONTACT INFORMATION

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Planning & Building Department – Planning Division  
Suite 210  
350 City Hall Square West  
Windsor ON N9A 6S1

Telephone: 519-255-6543  
Fax: 519-255-6544  
Email: [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)  
Web Site: [www.citywindsor.ca](http://www.citywindsor.ca)

# ZONING BY-LAW AMENDMENT APPLICATION

## 1. PRE-SUBMISSION CONSULTATION

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

Valid Pre-Submission Letter? NO  YES  File Number: PS-077-20

*Staff Use Only*

Signature of Staff Planner	Date of Consultation
<input type="checkbox"/> Jim Abbs	<input type="checkbox"/> Greg Atkinson
<input type="checkbox"/> Justina Nwaesei	<input type="checkbox"/> George Robinson
<input type="checkbox"/> _____	<input type="checkbox"/> Laura Diotte
	<input type="checkbox"/> Simona Simion
	<input type="checkbox"/> Melissa Gasic
	<input type="checkbox"/> Adam Szymczak

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

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

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

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

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

# ZONING BY-LAW AMENDMENT APPLICATION

## 3. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

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

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

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

### Applicant

Name: Wyandotte Developments Inc. Contact: Randy Saccucci  
*Name of Contact Person*  
Address: 1700 Sprucewood Avenue  
Address: LaSalle, Ontario Postal Code: N9J 1X6  
Phone: 519-819-4122 Fax: \_\_\_\_\_  
Email: rsaccucci@4cprojectmanagement.com

### Registered Owner Same as Applicant

Name: Wyandotte Developments Inc Contact: Randy Saccuccii  
*Name of Contact Person*  
Address: 1700 Sprucewood Avenue  
Address: LaSalle, Ontario Postal Code: N9J 1X6  
Phone: 519-819-4122 Fax: \_\_\_\_\_  
Email: rsaccucci@4cprojectmanagement.com

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

Name: Architectural Design Associates Inc. Architect Contact: Stephen Berrill  
*Name of Contact Person*  
Address: 1670 Mercer Street  
Address: Windsor, Ontario Postal Code: N8X 3P7  
Phone: 519-254-3430 Fax: 519-254-3642  
Email: sberrill@ada-architect.ca

## 4. COMPANION APPLICATIONS

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Are you submitting a companion Official Plan Amendment application? NO  YES   
Are you submitting a companion Plan of Subdivision/Condominium application? NO  YES   
Are you submitting a companion Site Plan Control application? NO  YES

# ZONING BY-LAW AMENDMENT APPLICATION

## 5. SUBJECT LAND INFORMATION

Municipal Address 0 Wyandotte Street East

Legal Description Part of lots 72 to 78, part of lots 106 & 107, part of 30' Lane, part of Parkhill Gate, RP 1627

Assessment Roll Number 3739-060.310.17800-0000

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

Frontage (m) 54.86 Depth (m) 100.10 Area (sq m) 6906.4

Official Plan Designation Residential

Current Zoning RD 3.2 S.20(1)102

Existing Uses Vacant

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

Previous Uses Unknown

List the names and addresses of the holders of any mortgages, charges, or other encumbrances in respect of the subject land:  
No mortgage

Are there any easements or restrictive covenants affecting the subject lands? NO  YES   
If yes, describe the easement or restrictive covenant and its effect:

If known, has the subject land ever been subject of: *(leave blank if unknown)*  
An application for a Plan of Subdivision or Consent: NO  YES  File: \_\_\_\_\_  
An application for an amendment to a Zoning By-law: NO  YES  File: Minor Variance  
An application for approval of a Site Plan: NO  YES  SPC- 032 / 18  
A Minister's Zoning Order (Ontario Regulation): NO  YES  OR#: \_\_\_\_\_

# ZONING BY-LAW AMENDMENT APPLICATION

## 6. DESCRIPTION OF AMENDMENT

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Amendment to Zoning By-law from: ÜÖÄËG

to: Z[ } ^ÄÜ] ^8&ãÄÜÖÄËÏÄ |Ä |[[ [ •^ä/Ä } -ä ~ |æä }

Proposed uses of subject land: Ü^• ä^ } çæ/ÄT ~ |çä

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

Ü^ { [ çæÄ - Ü20 (1) 102 to permit increase density with min suite area units.

Requested density of 64 units with a maximum building height of 63'-0" (19.20)

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Why is this amendment or these amendments being requested?

Current special condition has unrealistic unit sizes that restricts the density to 42 units, which is not a viable suite count for the lot area and current market demands.

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

See Planning Rationale Report \_\_\_\_\_

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

See Planning Rationale Report \_\_\_\_\_

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

See Planning Rationale Report  See Official Plan Amendment

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# ZONING BY-LAW AMENDMENT APPLICATION

## 7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

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Are there any buildings or structures on the subject land?

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

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## 8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

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

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

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# ZONING BY-LAW AMENDMENT APPLICATION

## 9. ACCESS TO SUBJECT LAND

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

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

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## 10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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

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

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

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

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

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

- Sewers                       Ditches                       Swales                       Other \_\_\_\_\_

# ZONING BY-LAW AMENDMENT APPLICATION

## 11. SKETCH OF SUBJECT LAND

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Provide a sketch showing, in metric units,

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

## 12. APPLICATION FEE & OTHER FEES

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

Verify fees before submitting the application. Fees are subject to change and are not refundable when the application is deemed complete. Method of payment: Cash, Mastercard or Visa (complete and attach Credit Card Authorization), or by Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor.

### APPLICATION FEE

Amendment Type	Code	<input type="checkbox"/> Minor Rezoning	<input type="checkbox"/> Major Rezoning
Base Fee	53001	\$4,200.00	\$5,640.00
GIS Fee	63024	+ \$50.00	+ \$50.00
Essex Region Conservation Authority Fee	53023	+ <u>\$200.00</u>	+ <u>\$300.00</u>
<b>Total Application Fee</b>		<b>= \$4,450.00</b>	<b>= \$5,990.00</b>

### OTHER FEES

- Re-Notification/Deferral Fee** Code 53016 \$2,182.00  
 Required when an applicant requests a deferral after notice of a public meeting has been given.
- Legal Fee** Code 63002 \$586.50 plus \$50 per unit, lot, or block  
 Required when the preparation of an agreement is a condition of approval.
- Removal of the Holding Symbol Application** Code 53001 \$1,484.00  
 It is the responsibility of the property owner to satisfy the conditions to remove the holding symbol and to apply and fee to remove the holding symbol.
- Local Planning Appeal Tribunal (LPAT) Fee** \$1,100.00  
 An appeal is made through the Office of the City Clerk (519-255-6211). Make certified cheque or money order in Canadian funds payable to the Ministry of Finance. Appeals fees, forms, and processes are subject to change. Visit <https://olt.gov.on.ca/tribunals/lpat/about-lpat/> for additional information.

# ZONING BY-LAW AMENDMENT APPLICATION

## 13. PROPOSED PUBLIC CONSULTATION STRATEGY

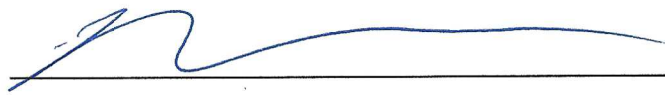
Select or describe your proposed strategy for consulting with the public with respect to the application:

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

## 14. SWORN DECLARATION OF APPLICANT

Complete in the presence of a Commissioner for Taking Affidavits

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



Signature of Applicant

Sign in the presence of a Commissioner  
For Taking Affidavits

Declared before me JOHN McMAHON at the CITY OF WINDSOR

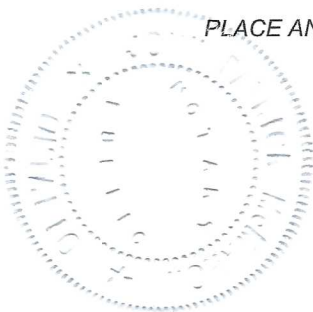
Signature of Commissioner  
For Taking Affidavits

Municipality

this 16 day of MARCH, 2021

day month year

PLACE AN IMPRINT OF YOUR STAMP BELOW



**READ & COMPLETE SCHEDULES A & E IN FULL & SIGN**

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements

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

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

I, Wyandotte Developments Inc., am the registered owner of the land that is  
*Name of Registered Owner*

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

Architectural Design Associates Inc. Architect

*Name of Agent*

to make this application on my behalf.



Signature of Registered Owner (Randy Succucci)

2021/03/15

Date

If Corporation - I have authority to bind the corporation

### A2. Authorization to Enter Upon the Subject Lands and Premises

I, Wyandotte Developments Inc.,  
*Name of Registered Owner*

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



Signature of Registered Owner

2021/03/15

Date

If Corporation – I have authority to bind the corporation

**SCHEDULE A CONTINUES ON NEXT PAGE**



# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements - *Continued*

### A3. Acknowledgements

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

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

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

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

#### Species at Risk

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

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

Additional information can be found at:

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

or by contacting MECP at SAROntario@ontario.ca

#### Acknowledgement

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



Signature of Applicant or Agent

2021/03/15

Date

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

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE E – Environmental Site Screening Questionnaire

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### Previous Use of Property

- Residential       Industrial       Commercial       Institutional  
 Agricultural       Parkland       Vacant       Other \_\_\_\_\_

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

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

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

**SCHEDULE E CONTINUES ON NEXT PAGE**

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE E - CONTINUED

### Acknowledgement Clause

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

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

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

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

Randy Saccucci

Name of Applicant (print)



Signature of Applicant

2021/03/15

Date

Architectural Design Associates Inc. Architect - Stephen Berrill

Name of Agent (print)

Signature of Agent

Date

**END OF SCHEDULE E**

# ZONING BY-LAW AMENDMENT APPLICATION

## DO NOT COMPLETE BELOW – STAFF USE ONLY

### Receipt and Assignment of Application

Date Received Stamp

This application has been assigned to:

- |                                               |                                               |
|-----------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Adam Szymczak (AS)   | <input type="checkbox"/> Greg Atkinson (GA)   |
| <input type="checkbox"/> George Robinson (GR) | <input type="checkbox"/> Jim Abbs (JA)        |
| <input type="checkbox"/> Justina Nwaesei (JN) | <input type="checkbox"/> Kevin Alexandar (KA) |
| <input type="checkbox"/> Laura Diotte (LD)    | <input type="checkbox"/> Melissa Gasic (MG)   |
| <input type="checkbox"/> Simona Simion (SS)   | <input type="checkbox"/> _____                |

### Complete Application

This application is deemed complete on \_\_\_\_\_  
Date

\_\_\_\_\_  
*Signature of Delegated Authority*

- |                                                                               |                                                                                 |                                                                                    |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> Neil Robertson, MCIP, RPP<br>Manager of Urban Design | <input type="checkbox"/> Michael Cooke, MCIP, RPP<br>Manager of Planning Policy | <input type="checkbox"/> Thom Hunt, MCIP, RPP<br>City Planner & Executive Director |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------|

### Internal Information

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

Payment Type:  Cash  Certified Cheque  Credit Card  Personal Cheque

NEW Zoning File No. ZNG/ \_\_\_\_\_ Z- \_\_\_\_\_

Previous Zoning File No. ZNG/ \_\_\_\_\_ Z- \_\_\_\_\_

Related OPA File No. OPA/ \_\_\_\_\_ OPA \_\_\_\_\_

Other File Numbers: \_\_\_\_\_

Notes: \_\_\_\_\_

**THIS IS THE LAST PAGE OF THE APPLICATION FORM**





**PLANNING DEPARTMENT – DEVELOPMENT DIVISION**

**Memo**

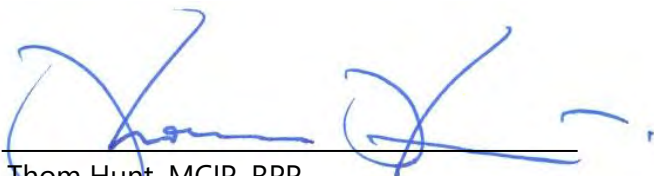
**To:** City Clerk  
**From:** City Planner/Executive Director  
**Date:** February 7, 2022  
**Subject:** TRANSMITTAL OF NEW FILE **Our File Number: CDM-006/21 [CDM/6637]**  
**RE:** Application For: ( ) Zoning Amendment ( ) Official Plan Amendment  
( ) Part Lot Control (X) Draft Plan of Subdivision/Condominium

**Applicant:** 531 PELISSIER INC  
**Location:** 531 PELISSIER ST  
**Description:** Application to approve a Plan of Condominium for a 24-unit residential development consisting of multiple dwellings with commercial use on main floor and basement.

The CONDOMINIUM application submitted by 351 Pelissier Inc for 351 Pelissier St has been deemed as complete.

**Enclosures:**

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



Thom Hunt, MCIP, RPP  
City Planner, Executive Director

/ms

February 1, 2022

531 Pelissier Inc  
Attn: Chris MacLeod  
13405 Desro Dr  
Tecumseh ON N9K 0B7

Dear Mr MacLeod:

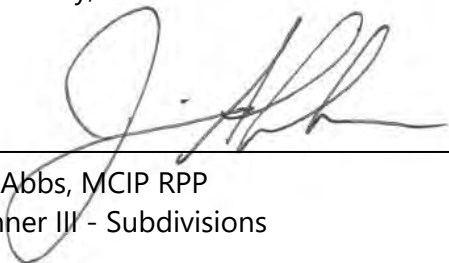
**Re: CONDOMINIUM CONVERSION APPLICATION**  
**APPLICANT: 531 PELISSIER INC**  
**LOCATION: 531 PELISSIER ST**  
**FILE NO.: CDM-006/21 [CDM/6637]**

This is to acknowledge receipt of the application for draft plan of condominium, which has been assigned the above-referenced file number. In accordance with the delegation authority as prescribed by By-Law 139-2013, the information and material required has been provided, therefore the application was deemed COMPLETE on January 26, 2022 and processing has begun.

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

Please email me at [jabbs@citywindsor.ca](mailto:jabbs@citywindsor.ca) , if you have any questions.

Yours truly,



---

Jim Abbs, MCIP RPP  
Planner III - Subdivisions

JA/ms

## SUBDIVISION/CONDOMINIUM APPLICATION

### INSTRUCTIONS

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**Verify that you are using the most current application form.**

This application is valid for: Plan of Subdivision, Plan of Condominium, Condominium Conversion, Extension of Draft Approval, Amendment to Draft Approval, Final Approval & Registration, Amendment to Agreement, or Amalgamation of Condominium Corporation. Discuss with a staff Planner to determine what must be completed for the application type.

- Section 1: Pre-Submission consultation with a staff Planner is mandatory per By-law 199-2007. If you do not have a valid Pre-Submission Letter, you must meet with a staff Planner who must sign and date this section.
- Section 2: During Pre-Submission consultation a staff Planner will indicate what supporting information must be submitted with the application. Read Pages 2 to 4 before submitting this application and other documents.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, registered owner, agent, and Ontario Land Surveyor. For a corporation, provide full corporate name. Include the full name of a contact person. For more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are resubmitting a previous or earlier plan and if yes, provide the file number.
- Section 5: Provide information about the Subject Land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate if the plan is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan and the appropriate Zoning By-law. If an Official Plan Amendment and/or Zoning By-law Amendment is required, you must have already submitted those applications, or must submit them with this application, otherwise this application will be returned.
- Section 7: Complete this section if you are applying for approval of a Plan of Condominium. New construction applies to buildings that were recently built, under construction, or not yet under construction. Conversion applies to existing buildings that contain residential rental units that are being converted to Condominium Status. To be considered for an exemption from Section 9(3) of the Condominium Act, you must formally request such exemption. Submit all the documents indicated in Section 7 with this application.
- Section 8: Provide the number of lots, blocks, units or dwellings, the number of hectares, the density measured as units per hectare and the number of parking spaces for the proposed land use for all applications. For Plan of Condominium applications also provide the date of construction and the floor coverage in square metres.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal and storm drainage. Submit all required documents indicated in Section 10 with this application.
- Section 11: Provide a description of the existing land use, buildings & infrastructure, vegetation, topography & drainage of the subject land or check the box beside "See Planning Rationale Report" if described in the report.
- Section 12: Provide a description of what measures have been or will be taken to mitigate adverse environmental effects from the proposed development on the surrounding areas and from the surrounding areas on the proposed development or check the box beside "See Planning Rationale Report" if described in the report.
- Section 13: Explain your proposed strategy for consulting with the public.
- Section 14: Check the appropriate application fee box based on the pre-submission consultation with the Planner.
- Section 15: Print you name in full and sign the sworn declaration in the presence of a Commissioner for Taking Affidavits.

**DATE RECEIVED STAMP**

Schedules: Read, complete in full, and sign Schedules A & E.

Submit application form, supporting information, & application fee/credit card authorization to Senior Steno Clerk at Planning Division, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)



# SUBDIVISION/CONDOMINIUM APPLICATION

## **PLAN REQUIREMENTS**

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### **A. NUMBER OF COPIES REQUIRED**

The Planning Act, R.S.O. 1990, c. P.13, requires that copies of the draft plan as required by the Minister must accompany all applications.

- A1. Submit six (6) full size paper copies of the draft plan; AND
- A2. A digital copy of the CAD files of the draft plan in DWG, PDF, and JPG formats.  
File names should be logical and clearly indicate the nature of the file and include either the SDN or CDM file number (SDN 000-00 or CDM 000-00) or the name of the applicant and site location.  
For example, "SDN000-00 draft plan.dwg" or "Applicant Name-Site Location-Draft Plan.dwg".

If further copies are required, we will notify you. To submit drawings on an alternate device, please discuss with the assigned Planner.

### **B. DRAFT PLAN REQUIREMENTS**

All plans and measurements must be in metric. Draft plans must be drawn to scale and indicate all items as required by Section 51(17) of the Planning Act and the City of Windsor as follows:

- B1. Boundaries of the land to be subdivided, certified by an Ontario Land Surveyor, and based on NAD83, Zone 17.
- B2. Locations, widths and names of proposed roads, streets, highways and rights-of-way within the proposed subdivision and existing roads, streets, highways, and rights-of-way abutting the proposed subdivision;
- B3. On a small key plan, with a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which such land forms the whole or part;
- B4. Purpose for which the proposed lots are to be used;
- B5. Existing uses of all adjoining lands;
- B6. Approximate dimensions and layout of the proposed lots and/or blocks;
- B7. If any affordable housing units are being proposed, the shape and dimensions of each proposed affordable housing unit and the approximate location of each proposed affordable housing unit in relation to other proposed residential units;
- B8. Natural and artificial features such as buildings or other structures or installations, railways and rail yards, highways, roads, streets and recreational trails, hydro lines and other public utilities, watercourses, drainage ditches, wetlands and wooded areas, archaeological or heritage features, and significant plant and wildlife habitat (including ESAs & ANSIs) within or adjacent to the land proposed to be subdivided;
- B9. Availability and nature of domestic water supplies;
- B10. Nature and porosity of the soil;
- B11. Existing contours or elevations as may be required to determine the grade of the streets, roads and highways and the drainage of the land proposed to be subdivided;
- B12. Municipal services available or are to be available to the land proposed to be subdivided;
- B13. Nature and extent of any restrictions affecting the land proposed to be subdivided including restrictive covenants, easements, or the Airport Operating Area; and
- B14. Floodplains, flood ways, flood prone areas, and flood elevations

### **C. CONDOMINIUM DRAFT PLAN REQUIREMENTS**

In addition to the above requirements, draft plans proposing condominium ownership must include:

- C1. Proposed exclusive use areas of the common element such as backyards and parking;
- C2. Roadways and pedestrian access to proposed private units.



# SUBDIVISION/CONDOMINIUM APPLICATION

## APPLICATION PROCESSING

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The applicant or their agent is responsible for researching and evaluating the site and the proposal to ensure that the development will conform to the interests of the health, safety, and welfare of existing and future residents, and for filling in the application and for supplying all documents necessary to constitute a complete application. Supporting studies must be conducted prior to the submission of the application. This information will be used to review and assess the application.

Section 51(24) of the Planning Act and Section 11.4.2.3 of the City of Windsor Official Plan list the criteria that are used in evaluating a draft plan. Where additional copies of the plan or supporting documents are subsequently requested by staff or review agencies, the applicant is responsible for supplying them at their cost.

Timelines in the Planning Act have been suspended during the State of Emergency. The following is for your information only. Review the Planning Act and relevant regulations for statutory requirements. The processing of the application is subject to change. The application will be terminated without notice after 60 days of inactivity. Direct all questions about the application to the assigned Planner. The procedure generally encompasses the following steps:

1. Within 30 days of receiving this application, the City Planner, or their designate, will review the application to determine if it is or is not complete. If deemed incomplete, the application, supporting documents, and fee may be returned for completion, correction, or clarification, or the applicant may be requested to submit additional or revised supporting information. Administration, the Development & Heritage Standing Committee (DHSC), and City of Windsor Council reserve the right to request additional information any time during the processing of the application.
2. If deemed complete, fees are not refundable, the application is circulated to departments and external agencies for review and comment, and all submitted documents are made available to the public.
3. Following circulation, a draft staff report containing a recommendation and any conditions is prepared. The City Planner and other staff review the draft staff report.
4. When the staff report is approved by appropriate municipal staff, it will be scheduled for a future meeting of the Development and Heritage Standing Committee (DHSC).
5. Mandatory public notice of the DHSC meeting is advertised in the Windsor Star at least 20 days in advance of the DHSC meeting. A courtesy notice may be mailed to all property owners and/or tenants within 120 metres of the subject land. The DHSC meeting is the public meeting required by the Planning Act. The staff report is provided to the applicant and DHSC members, and is made available to the public, 10 days before the DHSC meeting.
6. At the DHSC meeting, a staff planner introduces the application and reviews the recommendation in the staff report. The applicant and other interested parties are given an opportunity to make verbal or written submissions. The DHSC may ask questions of the staff planner, the applicant and their representatives and any party that made verbal or written submissions. The DHSC may choose to recommend draft approval, denial or deferral of the application. It may also modify the recommendation of the Planning Division.
7. If recommended for draft approval or denial, the staff report and the minutes of the DHSC meeting are forwarded to City of Windsor Council for consideration at a future date. The Planning Division has no control over the placement of an application on a Council Meeting agenda. The City Clerk will forward the date and time of the Council Meeting to the contacts in Section 3. Call 311 or contact the City Clerk at 519-255-6211 or [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)
8. The Council meeting, the applicant and the other parties may make verbal or written submissions. If the applicant concurs with the recommendation of DHSC, and there is no opposition to the application, Council may place the application on the Consent Agenda, a part of the Council meeting containing items that are grouped together and passed with one motion. Council may choose to draft approve, deny, or defer the application.
9. Applications may be referred, or the decision of Council may be appealed, to the Ontario Land Tribunal (OLT). Appeals are filed with the City Clerk. Contact the City Clerk at 519-255-6211 or [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)
10. If Council approves the draft plan and no appeals are received, an agreement is prepared for signature and registration on title.
11. The conditions of draft approval must be fulfilled prior to the expiry of draft approval. It is the responsibility of the property owner or applicant to obtain confirmation from agencies and departments that the conditions of draft approval have been fulfilled. Some agencies may require that a copy of the completed subdivision agreement be forwarded to them prior to notifying the City that the conditions have been fulfilled.



# SUBDIVISION/CONDOMINIUM APPLICATION

## **FINAL APPROVAL & REGISTRATION REQUIREMENTS**

When you are ready to obtain final approval and register the plan, the following must be submitted:

1. Fee for Final Approval & Registration – see Section 14 - Fees on page 13;
2. One (1) mylar copy of the plan to be registered;
3. Five (5) paper copies of the plan to be registered, one of which has the AOLS Plans Submission Form attached to it; and
4. One digital file transfer device containing geo-referenced CAD files of the plan to be registered.

## **OTHER INFORMATION**

Read the staff report, draft approval, final approval, and agreements carefully and take note of all conditions and expiry dates in these documents.

Other municipal departments and external agencies may have their own requirements, fees and approvals in addition to the requirements, fees and approvals listed in this application form.

The City of Windsor does not send reminders regarding conditions and expiry dates. It is the responsibility of the property owner to complete all conditions or obtain approval from Council or the delegated approval authority to extend draft approval, prior to the expiry date.

When submitting an extension to draft approval, you must allow for sufficient time to process the application and to obtain approval of the extension. Submission, or acceptance, of an application for an extension to draft approval does not automatically extend the expiry date. It is the responsibility of the property owner to be aware of all conditions and expiry dates.

Planning legislation, regulations, fees, and processes are subject to change.

## **CONTACT INFORMATION**

Planning & Building Department – Planning Division  
Suite 210  
350 City Hall Square West  
Windsor ON N9A 6S1

Telephone: 519-255-6543  
Fax: 519-255-6544  
Email: [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)  
Web Site: [www.citywindsor.ca](http://www.citywindsor.ca)



# SUBDIVISION/CONDOMINIUM APPLICATION

## 1. PRE-SUBMISSION CONSULTATION

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

Valid Pre-Submission Letter? NO  YES  File Number: PS-\_\_\_\_\_

*Staff Use Only*

Signature of Staff Planner	Date of Consultation
<input type="checkbox"/> Jim Abbs <input type="checkbox"/> Justina Nwaesei	
<input type="checkbox"/> _____	

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

If you do not have a valid Pre-submission Letter, a staff Planner will indicate below what supporting information must be submitted with the application. The City of Windsor reserves the right to require additional supporting information during the processing of the application. All documents submitted are made available for public review.

Unless otherwise indicated, for each document, provide one paper copy and one digital copy. Draft Plans shall be provided in DWG, PDF & JPG format. Other drawings shall be provided in letter size (8.5 by 11 inches) in JPG and PDF format. All other documents shall be provided in Word and PDF format. PDF documents shall be flattened with no layers.

If you are submitting a companion planning application (official plan or rezoning), you need only submit one set of the required supporting information. Include checked supporting information with this application:

- |                                                                   |                                                                |                                                                           |                                                                |
|-------------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------|
| <input checked="" type="checkbox"/> Deed and/or Offer to Purchase | <input checked="" type="checkbox"/> Topographic Plan of Survey | <input checked="" type="checkbox"/> Draft Plan (6 copies + digital Files) | <input type="checkbox"/> Conceptual Site Plan                  |
| <input type="checkbox"/> Structural Integrity Report              | <input type="checkbox"/> Rent Roll                             | <input type="checkbox"/> Section 9(3) Exemption Request                   | <input type="checkbox"/> Approved Site Plan                    |
| <input type="checkbox"/> Planning Rationale Report                | <input type="checkbox"/> Noise Study                           | <input type="checkbox"/> Vibration Study                                  | <input type="checkbox"/> Site Plan Agreement                   |
| <input type="checkbox"/> Watershed/ Subwatershed Plan             | <input type="checkbox"/> Master Drainage Plan                  | <input type="checkbox"/> Sanitary and/or Storm Sewer Study                | <input type="checkbox"/> Building Permit                       |
| <input type="checkbox"/> Hydrogeological Report                   | <input type="checkbox"/> Servicing Option Report               | <input type="checkbox"/> Stormwater Management Plan                       | <input type="checkbox"/> Micro-Climate Study                   |
| <input type="checkbox"/> Transportation Impact Study              | <input type="checkbox"/> Transportation Impact Statement       | <input type="checkbox"/> Environmental Evaluation Report                  | <input type="checkbox"/> Tree Inventory and Preservation Study |
| <input type="checkbox"/> Environmental Site Assessment            | <input type="checkbox"/> Record of Site Condition (RSC)        | <input type="checkbox"/> Lighting Study                                   | <input type="checkbox"/> Market Impact Assessment              |
| <input type="checkbox"/> Archaeological Assessment                | <input type="checkbox"/> Built Heritage Impact Study           | <input type="checkbox"/> Urban Design Study                               | <input type="checkbox"/> Guideline Plan                        |
| <input type="checkbox"/> Conservation Plan                        | Other Required Information: _____                              |                                                                           |                                                                |



# SUBDIVISION/CONDOMINIUM APPLICATION

## 3. CONTACT INFORMATION

Provide in full the name of the applicant & contact person, registered owner, agent, & Ontario Land Surveyor and mailing address, phone & fax number and email address. If the case of a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application. All communication regarding the application will be with the Agent authorized by the Owner to file the application. If there is no Agent, all communication will be with the Applicant.

### Applicant

Name: 531 PELISSIER LTD Contact: CHRIS MCLEOD  
Name of Contact Person

Address: 13405 DESRO DRIVE

Address: TECUMSEH ONT Postal Code: N9K 0B7

Phone: 519-817-5588 Fax: \_\_\_\_\_

Email: 531PELISSIER@GMAIL.COM

### Registered Owner Same as Applicant

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Name of Contact Person

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Agent Authorized by the Owner to File the Application (If applicable, complete Section A1 in Schedule A)

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Name of Contact Person

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Ontario Land Surveyor

Name: VERHAEGEN LAND SURVEYORS Contact: ANDREW MANTHA  
Name of Contact Person

Address: 944 OTTAWA ST.

Address: WINDSOR ONT. Postal Code: N8X 2E1

Phone: 519-258-1772 Fax: \_\_\_\_\_

Email: ANDREW.MANTHA@JOBARNES.COM.



# SUBDIVISION/CONDOMINIUM APPLICATION

## 4. RESUBMISSION OF A PREVIOUS PLAN?

No  Yes  Previous Plan/File No. \_\_\_\_\_ Do Not Know

## 5. SUBJECT LAND INFORMATION *(attach additional sheets as required)*

Municipal Address 531 PELISSIER

WINDSOR ONT N9A 4L2

Legal Description LOTS 23 & 24 & PART LOTS 22 & 25 WEST SIDE

PELISSIER ST PL 281 WINDSOR AS IN R/065188

Assessment Roll Number 373904006004200

Frontage (m) 23.77 M Depth (m) 27.43 M Area (sq m) 652.2 M<sup>2</sup>

Official Plan Designation \_\_\_\_\_

Current Zoning CD 3.6

Existing Uses 24 UNIT RESIDENTIAL WITH MAIN FLOOR / BASEMENT COMMERCIAL

Previous Uses RESTAURANT / BAR.

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

BANK OF MONTREAL 22ND FLOOR 100 KING ST W

TORONTO ONT M5X 1A1

Are there any easements or restrictive covenants affecting the subject land? No  Yes

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

Is the subject land located in an area of high archaeological potential? No  Yes

Will the plan permit development on land that has high archaeological potential? No  Yes

If YES, submit: An Archaeological Assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) on the Ontario Heritage Act; and a Conservation Plan for any archaeological resources identified in the Archaeological Assessment.

Has the subject land ever been subject of: *(leave blank if unknown)*

An application for a plan of subdivision/condominium or consent? No  Yes  File: \_\_\_\_\_

An application for a zoning by-law amendment or a minor variance? No  Yes  File: A-010118

An application for approval of a site plan? No  Yes  File: SPC-034117

A Minister's Zoning Order (Ontario Regulation)? No  Yes  OR#: \_\_\_\_\_

*Ontario Regulation*

# SUBDIVISION/CONDOMINIUM APPLICATION

## 6. PLANNING CONFORMITY

---

If an Official Plan Amendment and/or a Zoning By-law Amendment is required, the Planning Division must have already received it or it must be submitted with this application, otherwise this application will be returned as incomplete.

Is the plan consistent with Provincial Policy Statement? No  Yes

Does the plan conform to the Official Plan? No  Yes

If No, you must submit a companion application for an Amendment to the Official Plan.

Does the plan conform to the Zoning By-law? No  Yes

If No, you must submit a companion application for an Amendment to the Zoning By-law.

## 7. PLAN OF CONDOMINIUM INFORMATION

---

### New Construction

Has the City approved a Site Plan? No  Yes  If Yes, attach the approved Site Plan.

Site Plan Agreement registered? No  Yes  If Yes, attach the Site Plan Agreement.

Has a Building Permit been issued? No  Yes  If Yes, attach the Building Permit.

Status of Building: Not Under Construction  Under Construction  Completed   
Date Completed: \_\_\_\_\_

Are any units occupied? No  Yes  If Yes, number of units: \_\_\_\_\_

### Conversion of a Building Containing Residential Rental Units (Condominium Conversion)

Is this an application to convert a building containing residential units to condominium status?

No  Yes  If Yes, submit a Structural Integrity Report

Does the building contain any residential rental units?

No  Yes  If Yes, attach a Rent Roll with the names of all tenants, the rent paid by each tenant and their apartment number.

How many rental units are to be converted: \_\_\_\_\_ units

Are tenants willing to purchase units if converted to condominium?

No  Yes  If Yes, attach documentation signed by tenants. Do Not Know

### Exemption from Section 9(3) of the Condominium Act

Are you applying for an exemption pursuant to Section 9(3) of the Condominium Act?

No  Yes  If Yes, attach a request for such exemption signed by the owner or agent.



# SUBDIVISION/CONDOMINIUM APPLICATION

## 7. PROPOSED LAND USES

Indicate the intended uses of the land in the proposal. Complete this section in full.

Proposed Use	All Applications					Condominium Only	
	Number of Lots or Blocks	Number of Units or Dwellings	Hectares (ha)	Density (units/ ha)	Number of Parking Spaces	Date of Construction	Floor Coverage
Detached Residential					Condo Only		
Semi-detached Residential					Condo Only		
Multiple Attached Residential							
Apartment Residential		24	0.065	369.23	∅	2021	23164 <del>4</del>
Seasonal Residential							
Mobile Home							
Other Residential							
Commercial		3	0.065	46.15	∅	2021	5248 <del>4</del>
Industrial							
Institutional (specify)							
Park or Open Space							
Roads							
Other (specify)							
TOTAL							

# SUBDIVISION/CONDOMINIUM APPLICATION

## 9. ACCESS TO SUBJECT LAND

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

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

## 10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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

- Publicly owned & operated piped water system       Other \_\_\_\_\_
- Privately owned & operated individual well       Privately owned/operated communal well

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

- Publicly owned & operated sanitary sewage system       Other \_\_\_\_\_
- Privately owned & operated individual septic system       Privately owned & operated communal septic system

Submit a Servicing Options Report and a Hydrogeological Report if any of the following apply:

- More than five lots or units on privately owned & operated individual or communal wells;
- Five or more lots or units on privately owned & operated individual or communal septic systems; or
- Less than five lots or units on privately owned & operated individual or communal septic systems, and more than 4,500 litres of effluent would be produced per day as a result of the development being completed;

Submit a Hydrogeological Report if the plan would permit development of less than five lots or units on privately owned & operated individual or communal septic systems, and 4,500 litres of effluent or less would be produced per day as a result of the development being completed.

**Storm Drainage** - Indicate whether storm drainage will be provided by:

- Sewers       Ditches       Swales       Other \_\_\_\_\_



# SUBDIVISION/CONDOMINIUM APPLICATION

## 11. SITE APPRAISAL AND EVALUATION

Give a brief description of the existing land use, buildings and infrastructure, vegetation, topography and drainage of the subject land:

See Planning Rationale Report 531 PELISSIER WAS MOST RECENTLY  
DON CHERRY'S SPORTS GRILL, PRIOR TO THIS USE IT  
WAS THE CHICKEN COURT RESTAURANT,

## 12. MITIGATION OF ENVIRONMENTAL EFFECTS

What measures (such as buffering, berms, setbacks, barriers, etc.) have been or will be taken to mitigate adverse environmental effects (such as traffic, noise, odours, pollution of nearby water bodies, etc.) from the proposed development on the surrounding areas and to mitigate adverse effects from the surrounding areas on the proposed development? In agricultural areas, refer to the Agricultural Code of Practice.

Where potential adverse environmental effects (species-at-risk, wetland protection, floodplains, etc.) are foreseen, consultation with the Ministry of Natural Resources and Forestry, the Ministry of Environment, Conservation and Parks, and/or the Essex Region Conservation Authority is recommended.

See Planning Rationale Report GIVEN THE FOOTPRINT OF THE EXISTING  
BUILDING WAS NOT CHANGED THE ONLY REQUIREMENT WAS  
THAT STORM WATER OUTFLOW FROM THE PROPERTY INTO  
THE STORM SEWER BE RESTRICTED TO BE NO GREATER  
THAN THE EXISTING CONDITION.

## 13. PROPOSED PUBLIC CONSULTATION STRATEGY

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

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

Open House     Website     Other \_\_\_\_\_

# SUBDIVISION/CONDOMINIUM APPLICATION

## 14. FEES

Verify fees before submitting the application. Fees are subject to change and are not refundable when the application is deemed complete. Method of payment: Cash, Mastercard or Visa (complete and attach Credit Card Authorization), or by Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor.

**Plan of Subdivision - Draft Approval**

Code 53007	Base Fee: _____ lots/blocks at \$684.00 per lot/block	\$ _____
Code 63024	GIS Fee	+ \$ 50.00
Code 53023	Essex Region Conservation Authority Fee	+ \$ 300.00
Code 53010	Legal Fee - Agreement Preparation	+ \$ 2,184.78
Code 53010	Legal Variable Fee: _____ lots/blocks at \$50.00 per lot/block	+ \$ _____
Plan of Subdivision (Draft Approval) Total Fee		= \$ _____

**Plan of Condominium - Draft Approval - New Building**

Code 53007	Base Fee: <u>27</u> lots/units at \$185.00 per lot/unit	\$ <u>4,995</u>
Code 63024	GIS Fee	+ \$ 50.00
Code 53023	Essex Region Conservation Authority Fee	+ \$ 300.00
Code 53010	Legal Fee – Agreement Preparation	+ \$ 1,714.98
Code 53010	Legal Variable Fee: <u>27</u> lots/units at \$50.00 per lot/unit	+ \$ <u>1,350</u>
Plan of Condominium (Draft Approval) Total Fee		= \$ <u>8,409.98</u>

**Condominium Conversion - Draft Approval - Existing Building**

Code 53009	Base Fee	\$ 7,575.00
Code 53009	Base Fee per Unit: _____ units at \$71.40 per unit	+ \$ _____
Code 63024	GIS Fee	+ \$ 50.00
Code 53023	Essex Region Conservation Authority Fee	+ \$ 300.00
Code 53010	Legal Fee – Agreement Preparation	+ \$ 1,714.98
Code 53010	Legal Variable Fee: _____ units at \$50.00 per unit	+ \$ _____
Condominium Conversion (Draft Approval) Total Fee		= \$ _____

A Building Division Inspection Fee for an inspection and report preparation will be invoiced separately. Contact the Building Division at 519-255-6267 for additional information.

**Fees Continued on Next Page**



# SUBDIVISION/CONDOMINIUM APPLICATION

## 14. FEES (continued)

**Plan of Subdivision/Condominium – Extension of Draft Approval**

Code 53035

Total Fee = \$ 3,329.60

**Plan of Subdivision/Condominium – Amendment to Draft Approval**

Code 53007

Base Fee \$ 3,646.30

Code 63024

GIS Fee + \$ 50.00

Amendment to Draft Approval Total Fee = \$ 3,696.30

**Plan of Subdivision/Condominium – Final Approval & Registration**

Payment of this fee is per registration and is required prior to final approval and registration of every draft approved Plan of Subdivision, Plan of Condominium, and Condominium Conversion.

Code 71130

Per Registration = \$ 519.60

**Plan of Subdivision/Condominium – Amendment to Agreement**

Code 71102

Base Fee \$ 3,048.00

Code 53010

Legal Fee - Agreement Preparation + \$ 857.49

Amendment to Agreement Total Fee = \$ 3,905.49

**Plan of Condominium – Amalgamation of Condominium Corporation**

Code 53009

Total Fee = \$ 1,863.00

**Re-notification of Public Notice/Applicant Request for Deferral Fee**

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

Code 53016

Total Fee = \$ 2,258.40

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

An appeal is made through the Office of the City Clerk (519-255-6211). Fees, forms, and processes are subject to change. Visit <https://olt.gov.on.ca> for additional information.

**Engineering Review Fee** – The Office of the City Engineer will collect a fee equal to 4% of total municipal infrastructure construction costs excluding water, hydro, telecommunication, and gas infrastructure. The fee is payable at the time construction drawings are submitted to the City Engineer for signature. The total value of construction will be confirmed based on an estimate provided by the developer's Consulting Engineer. Contact Patrick Winters, Development Engineer, at 519-255-6100 ext 6462 or [pwinters@citywindsor.ca](mailto:pwinters@citywindsor.ca) for additional information.




# SUBDIVISION/CONDOMINIUM APPLICATION

## 15. SWORN DECLARATION OF APPLICANT

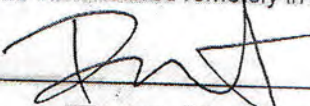
Complete in the presence of a Commissioner for Taking Affidavits. If the declaration is to be administered remotely, you must be able to see, hear and communicate with the Commissioner and show documentation that confirms your identity.

I, 531 PELISSIER LIDS - CHRIS MACLEOD, solemnly declare that the information required under Schedule 1 to Ontario Regulation 544/06 and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with Ontario Regulation 431/20, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

  
\_\_\_\_\_  
Signature of Applicant  
*Sign in the presence of a Commissioner  
For Taking Affidavits*

Windsor, ON  
\_\_\_\_\_  
Location of Applicant at time of declaration

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

Declared before me  at the City of Windsor  
\_\_\_\_\_  
Signature of Commissioner Location of Commissioner

this 22nd day of November, 2021  
day month year

PLACE AN IMPRINT OF YOUR STAMP BELOW

**FARHAT & ASSOCIATES LAW FIRM**  
1 HANNA STREET WEST  
WINDSOR, ONTARIO N8X 1C7  
P: 519-255-4382 F: 519-915-7349  
E: info@farhatlaw.ca



**COMPLETE SCHEDULES A & E IN FULL & SIGN**

# SUBDIVISION/CONDOMINIUM APPLICATION

## SCHEDULE A – Authorizations & Acknowledgement

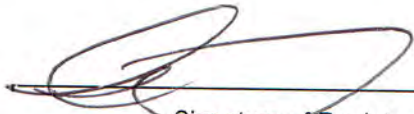
### A1. Authorization of Registered Owner for Agent to Make the Application

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

I, S31 PEUSSIERS LTD - CHRIS MACLEOD - SECRETARY.  
*name of registered owner*

am the registered owner of the land that is subject of this application and I authorize

\_\_\_\_\_ to make this application on my behalf.  
*name of agent*

  
\_\_\_\_\_  
Signature of Registered Owner

NOV 22, 2021  
\_\_\_\_\_  
Date

If Corporation - I have authority to bind the corporation

### A2. Authorization to Enter Upon the Subject Lands and Premises

I, S31 PEUSSIERS LTD - CHRIS MACLEOD -, hereby authorize the members of the Planning, Heritage & Economic Development Standing Committee and City Council and staff of The Corporation of the City of Windsor to enter upon the subject land and premises described in Section 5 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject land that may be required as condition of approval. This is their authority for doing so.

  
\_\_\_\_\_  
Signature of Registered Owner

NOV 22, 2021  
\_\_\_\_\_  
Date

If Corporation – I have authority to bind the corporation

**SCHEDULE A CONTINUES ON NEXT PAGE**



# SUBDIVISION/CONDOMINIUM APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements - Continued

### A3. Acknowledgements

#### Receipt & Review, Fees & Termination, Other Requirements & Expiry Dates, and Freedom of Information

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

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

I further acknowledge that other municipal departments and external agencies may have their own requirements, fees and approvals in addition to the requirements, fees and approvals described throughout this application form, in any staff reports, and in any agreements, and that it is my responsibility to read the staff report, draft approval, final approval and agreements and to note any expiry dates in any of these documents.

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

#### Species at Risk

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

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

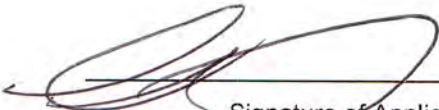
Additional information can be found at:

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

or by contacting MECP at SAROntario@ontario.ca

#### Acknowledgement

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

  
\_\_\_\_\_  
Signature of Applicant or Agent

NOV 22, 2021  
\_\_\_\_\_  
Date

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



# SUBDIVISION/CONDOMINIUM APPLICATION

## SCHEDULE E – Environmental Site Screening Questionnaire

### Previous Use of Property

- Residential       Industrial       Commercial       Institutional  
 Agricultural       Parkland       Vacant       Other \_\_\_\_\_

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

RESTAURANT / BAR

b) Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?

- Yes       No       Unknown

c) Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?

- Yes       No       Unknown

d) Has there been petroleum or other fuel stored on the subject land or adjacent lands?

- Yes       No       Unknown

e) Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?

- Yes       No       Unknown

f) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?

- Yes       No       Unknown

g) Have the lands or adjacent lands ever been used as a weapons firing range?

- Yes       No       Unknown

h) Is the nearest boundary line of the application within 500 metres of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?

- Yes       No       Unknown

i) If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?

- Yes       No       Unknown

j) Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?\*

- Yes       No       Unknown

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

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

# SUBDIVISION/CONDOMINIUM APPLICATION

## SCHEDULE E – Environmental Site Screening Questionnaire - Continued

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### Environmental Site Screening Questionnaire Acknowledgement Clause

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

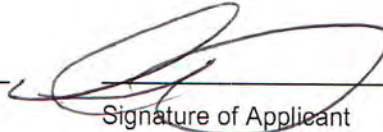
I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of Windsor of acknowledgement of this Record of Site Condition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

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

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

531 PELISSIER LTIS.

Name of Applicant (print)



Signature of Applicant

NOV 22, 2021

Date

\_\_\_\_\_  
Name of Agent (print)

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date

**END OF SCHEDULE E**



# SUBDIVISION/CONDOMINIUM APPLICATION

**DO NOT COMPLETE BELOW – STAFF USE ONLY**

## Receipt and Assignment of Application

This application has been assigned to:

Date Received Stamp

- Jim Abbs (JA)                       Justina Nwaesei (JN)
- \_\_\_\_\_

## Complete Application

This application is deemed complete on \_\_\_\_\_  
*Date*

Signature of Delegated Authority

- Neil Robertson, MCIP, RPP  
Manager of Urban Design               Michael Cooke, MCIP, RPP  
Manager of Planning Policy               Thom Hunt, MCIP, RPP  
City Planner & Executive Director

## Internal Information

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

Payment Type:  Cash               Certified Cheque               Credit Card               Personal Cheque

NEW File No. SDN/ \_\_\_\_\_ Previous File No. SDN/ \_\_\_\_\_

NEW File No. CDM/ \_\_\_\_\_ Previous File No. CDM/ \_\_\_\_\_

Related ZNG File No. ZNG/ \_\_\_\_\_ Related OPA File No. OPA \_\_\_\_\_

Other File Numbers: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THIS IS THE LAST PAGE OF THE APPLICATION FORM**

**Chris MacLeod**

531 Pelissier Ltd  
13405 Desro Drive  
Tecumseh Ont  
N9K0B7  
Phone: 519-817-5588

**The Corporation of the City of Windsor**

Planning & Building Department – Planning  
Division  
Suite 210 350 City Hall Square West  
Windsor Ont. N9A6S1  
Phone: 519-255-6643

**Mr. Jim Abbs,**

We request an exemption pursuant to Section 9(3) of the Condominium Act.

Kindest regards,

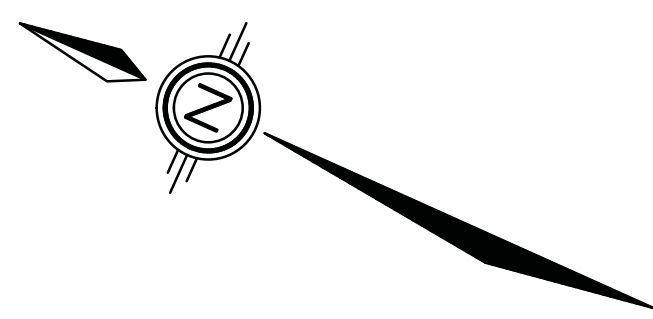


**Chris MacLeod**  
Secretary  
531 Pelissier Ltd.  
11/21/2021

MOV 22, 2021

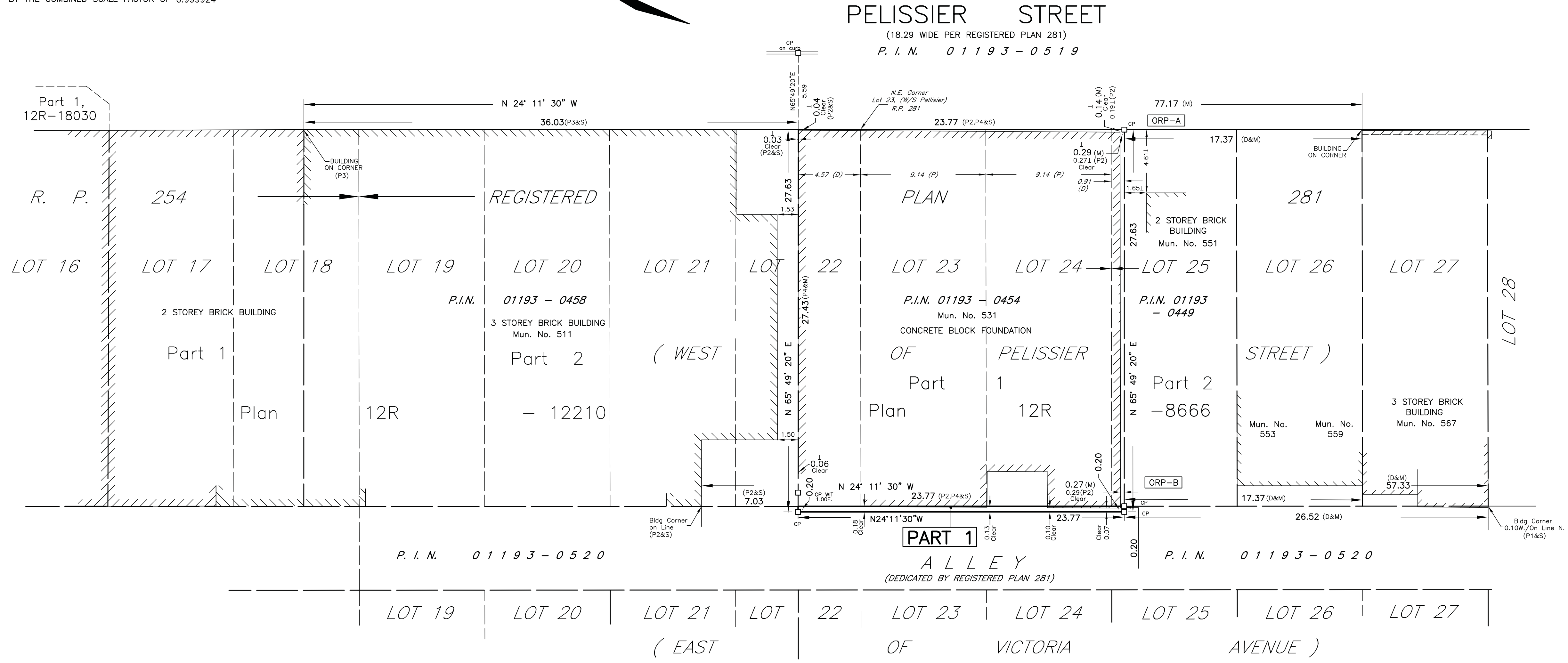


**NOTES**  
 BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0).  
 DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999924



PARTS SCHEDULE				
PART	LOT	PLAN	P.I.N.	AREA
1	PART OF ALLEY	REGISTERED PLAN 281	PART OF 01193-0520	4.7 Sq.m.

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.	DATE _____
	ANDREW S. MANTHA ONTARIO LAND SURVEYOR
PLAN 12R- RECEIVED AND DEPOSITED	DATE _____
	REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF ESSEX (12)



**PLAN OF SURVEY**  
 OF  
**PART OF ALLEY,**  
**REGISTERED PLAN 281**  
 IN THE  
**CITY OF WINDSOR**  
**COUNTY OF ESSEX, ONTARIO**  
 VERHAEGEN LAND SURVEYORS



- LEGEND**
- DENOTES SURVEY MONUMENT FOUND
  - DENOTES SURVEY MONUMENT SET
  - SIB DENOTES STANDARD IRON BAR
  - SSIB DENOTES SHORT STANDARD IRON BAR
  - IB DENOTES IRON BAR
  - PB DENOTES PLASTIC BAR
  - WIT DENOTES WITNESS
  - MEAS DENOTES MEASURED
  - JDB DENOTES J.D. BARNES LIMITED
- ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11 (4) OF O.REG. 525/91.
- (S/P) DENOTES SET PROPORTIONALLY (OU) DENOTES ORIGIN UNKNOWN  
 (P) DENOTES REGISTERED PLAN 281  
 (P1) DENOTES PLAN OF SURVEY BY (1744) DATED DEC. 7, 1988. (A-3337)  
 (P2) DENOTES PLAN OF SURVEY BY (1744) DATED AUG. 1, 1989. (A-3806)  
 (P3) DENOTES PLAN 12R-12210  
 (P4) DENOTES PLAN 12R-8666  
 (1744) DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.

**"METRIC"** DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

**INTEGRATION DATA**

COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0).  
 COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.REG 216/10

POINT ID	NORTHING	EASTING
ORP-A	N4686684.77	E332032.55
ORP-B	N4686673.53	E332007.51

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

**SURVEYOR'S CERTIFICATE**  
 I CERTIFY THAT:  
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.  
 2. THIS SURVEY WAS COMPLETED ON THE 12th DAY OF NOVEMBER, 2021.

DATE NOVEMBER 15, 2021.

ANDREW S. MANTHA  
ONTARIO LAND SURVEYOR

**VERHAEGEN**  
 LAND SURVEYORS  
 A DIVISION OF J.D. BARNES LTD.  
 944 OTTAWA STREET, WINDSOR, ON, N8X 2E1  
 T: (519) 258-1772 F: (519) 258-1791 www.jdbarnes.com

DRAWN BY: D.J./A.J.M.	CHECKED BY: A.S.M.	REFERENCE NO.: 20-47-461-00
FILE: 20-47-461-00A.dwg	E-281-2	CAD Date: November 15, 2021 4:55 PM CAD File: 20-47-461-00A.dwg



**PLANNING DEPARTMENT – DEVELOPMENT DIVISION**

**Memo**

**To:** City Clerk  
**From:** City Planner/Executive Director  
**Date:** February 7, 2022  
**Subject:** TRANSMITTAL OF NEW FILE **Our File Number: Z-044/21 [ZNG/6633]**  
**RE:** Application For:  Zoning Amendment  Official Plan Amendment  
 Part Lot Control  Draft Plan of Subdivision/Condominium

Applicant: ST CLAIR RHODES DEVELOPMENT CORPORATION  
Location: 1247 RIVERSIDE DR E  
Description: Application to amend Zoning By-law 8600 to allow the addition of multiple dwelling units as a permitted use.

The ZONING AMENDMENT application submitted by St Clair Rhodes Development Corporation for 1247 Riverside Dr E has been deemed as complete on January 13, 2022.

Enclosures:

- 1 copy of Application Form
- 1 copy of Drawings
- 1 copy of Site Plan

Thom Hunt, MCIP, RPP  
City Planner, Executive Director

/ms

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February 1, 2022

Dillon Consulting Ltd  
ATTN: Karl Tanner  
3200 Deziel Dr, Suite 608  
Windsor ON N8W 5K8

Dear Mr Tanner:

**Re: REZONING APPLICATION**  
**APPLICANT: ST CLAIR RHOEDS DEVELOPMENT CORPORATION**  
**LOCATION: 1247 RIVERSIDE DR E**  
**FILE NO.: Z-044/21 [ZNG/6633]**

This is to acknowledge receipt of the application for rezoning, which has been assigned the above-referenced file number. In accordance with the delegation authority as prescribed by By-Law 139-2013, the information and material required in the July 12, 2021 letter of response to the pre-submission file PS-073/21, have been provided; therefore, the application was deemed COMPLETE on January 13, 2022 and processing has begun.

Please submit the following additional requirement within the next three weeks to avoid delays in the review process:

1. Energy Strategy for the proposed development on the subject land. Please note that the Windsor Energy Terms of Reference is attached for your use in the preparation of the required Energy Strategy.

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

Please email me at [jnwaesei@citywindsor.ca](mailto:jnwaesei@citywindsor.ca), if you have any questions.

Yours truly,



---

Justina Nwaesei, M Sc Arch, MCIP RPP  
Planner III - Subdivisions

JN/ms

## ZONING BY-LAW AMENDMENT APPLICATION

### INSTRUCTIONS

**Verify that you are using the current application form.**

- Section 1: Pre-Submission consultation with a staff Planner is mandatory per By-law 199-2007. If you do not have a valid Pre-Submission Letter, you must meet with a staff Planner who must sign and date this section.
- Section 2: During Pre-Submission consultation a staff Planner will indicate what supporting information must be submitted with the application.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting other companion applications with this application.
- Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan. If this information is in a Planning Rationale Report, check the box beside "See Planning Rationale Report".
- Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.
- Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.
- Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.
- Section 12: Check the appropriate box based on a valid Pre-Submission Letter or pre-submission consultation.
- Section 13: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Other: Read, complete in full, and sign Schedules A & E. Complete Credit Card Authorization if paying by credit card
- Submit application form, supporting information, and application fee / credit card authorization to Senior Steno Clerk at Planning Division, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)

### TYPE OF REZONING AMENDMENT

### DATE RECEIVED STAMP

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

#### Minor Zoning Amendment

- Site zoned commercial, institutional, or manufacturing
  - Addition to the list of permitted uses
- Site already zoned
  - Change to existing regulations or to zoning district boundary to match lot lines
- Site designated in the Official Plan for residential use
  - Rezoning to accommodate a maximum of six dwelling units
- Site designated in the Official Plan for the proposed use other than residential
  - Site-specific zoning for a site with a lot area of less than 1,000.0 m<sup>2</sup>

#### Major Zoning Amendment

- Any other amendment not listed as minor.



# ZONING BY-LAW AMENDMENT APPLICATION

## ZONING BY-LAW AMENDMENT PROCESS

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

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

## CONTACT INFORMATION

---

Planning & Building Department – Planning Division  
Suite 210  
350 City Hall Square West  
Windsor ON N9A 6S1

Telephone: 519-255-6543  
Fax: 519-255-6544  
Email: [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)  
Web Site: [www.citywindsor.ca](http://www.citywindsor.ca)

# ZONING BY-LAW AMENDMENT APPLICATION

**HALL & RIVERSIDE - ZBA**  
**21-2724-1000**

## 1. PRE-SUBMISSION CONSULTATION

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

Valid Pre-Submission Letter? NO  YES  File Number: PS- 073/21

**Staff Use Only**

Signature of Staff Planner	Date of Consultation
<input type="checkbox"/> Jim Abbs	<input type="checkbox"/> Kevin Alexander
<input type="checkbox"/> Melissa Gasic	<input type="checkbox"/> Justina Nwaesei
<input type="checkbox"/>	<input type="checkbox"/> Greg Atkinson
	<input type="checkbox"/> Simona Simion
	<input type="checkbox"/> Laura Dlotte
	<input type="checkbox"/> Adam Szymczak

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

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

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

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

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

# ZONING BY-LAW AMENDMENT APPLICATION

## 3. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

---

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

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

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

### Applicant

Name: St. Clair Rhodes Development Corporation Contact: Dino Maggio  
*Name of Contact Person*

Address: 3235 Electricity Drive

Address: Windsor, ON Postal Code: N8W 5J1

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: Dino@midsouth

### Registered Owner Same as Applicant

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
*Name of Contact Person*

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

Name: Dillon Consulting Limited Contact: Karl Tanner  
*Name of Contact Person*

Address: 3200 Deziel Drive Suite 608

Address: Windsor, ON Postal Code: N8W 5K8

Phone: 519-948-4243 ext. 3227 Fax: 519-948-5054

Email: KTanner@dillon.ca

## 4. COMPANION APPLICATIONS

---

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

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

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

# ZONING BY-LAW AMENDMENT APPLICATION

## 5. SUBJECT LAND INFORMATION

Municipal Address 1247 Riverside Drive East

Legal Description \_\_\_\_\_

Assessment Roll Number 030-010-07850-000

If known, the date the subject land was acquired by the current owner: N/A

Frontage (m) 85.6m Depth (m) Irregular Area (sq m) 3,951.6m<sup>2</sup>

Official Plan Designation Residential

Current Zoning Residential District 2.2 (RD2.2), Site Specific 20(1)310 (Zoning By-law 8600)

Existing Uses Vacant

If known, the lengths of time that the existing uses have continued: N/A

Previous Uses Commercial

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

N/A

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

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

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

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

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

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

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



# ZONING BY-LAW AMENDMENT APPLICATION

## 6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: Residential District 2.2 (RD2.2), Site Specific 20(1)310 (Zoning By-law 8600)

to: Residential District 2.2 (RD2.2), Site Specific 20(1)XXX (Zoning By-law 8600)

Proposed uses of subject land: Multiple Dwelling

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

A Major Rezoning to add Multiple Dwelling as a permitted use within the existing zoning for the subject site. The Multiple Dwelling with site specific provisions for an increase to the maximum building coverage and building height and reduction of the interior and rear lot line setback. Please refer to the Planning Justification Brief for further information.

Why is this amendment or these amendments being requested?

To permit the construction of four (4) storey multiple dwelling condominium with one (1) storey below grade. Please refer to the Planning Justification Brief for further information.

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

See Planning Rationale Report

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

See Planning Rationale Report

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

See Planning Rationale Report

See Official Plan Amendment

N/A

# ZONING BY-LAW AMENDMENT APPLICATION

## 7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

---

Are there any buildings or structures on the subject land?

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

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## 8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

---

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

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

A four (4)-story condominium with surface area parking and one level of underground parking

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# ZONING BY-LAW AMENDMENT APPLICATION

## 9. ACCESS TO SUBJECT LAND

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

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

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## 10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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

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

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

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

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

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

- Sewers                       Ditches                       Swales                       Other \_\_\_\_\_

# ZONING BY-LAW AMENDMENT APPLICATION

## 11. SKETCH OF SUBJECT LAND

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Provide a sketch showing, in metric units,

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

## 12. APPLICATION FEE & OTHER FEES

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

Verify fees before submitting the application. Fees are subject to change and are not refundable when the application is deemed complete. Method of payment: Cash, Mastercard or Visa (complete Credit Card Authorization on page 15), or by Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor.

### APPLICATION FEE

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

### OTHER FEES

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



# ZONING BY-LAW AMENDMENT APPLICATION

## 13. PROPOSED PUBLIC CONSULTATION STRATEGY

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

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

Open House

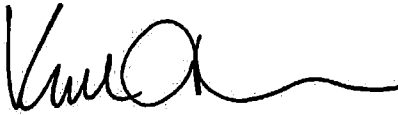
Website

Other \_\_\_\_\_

## 14. SWORN DECLARATION OF APPLICANT

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

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



Signature of Applicant

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

Dillon Consulting Limited in the City of Windsor

Location of Applicant at time of declaration

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

Declared before me  at the Dillon Consulting Limited in the City of Windsor

Signature of Commissioner

Location of Commissioner

this 29 day of November, 20 21  
day month year

PLACE AN IMPRINT OF YOUR STAMP BELOW

**Melanie Anne Muir**,  
a Commissioner, etc., Province of Ontario  
for Dillon Consulting Limited  
Expires May 3, 2022

**READ & COMPLETE SCHEDULES A & E IN FULL & SIGN**

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements

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

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

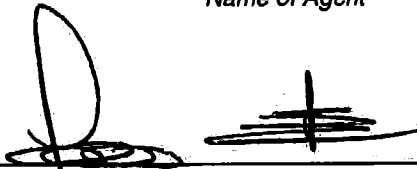
I, St. Clair Rhodes Development Corporation - Dino Maggio, am the registered owner of the land that is  
*Name of Registered Owner*

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

Dillon Consulting Limited c/o Karl Tanner

to make this application on my behalf.

*Name of Agent*



Signature of Registered Owner

NOV 30 / 2021

Date

If Corporation - I have authority to bind the corporation

### A2. Authorization to Enter Upon the Subject Lands and Premises

I, Dino Maggio

*Name of Registered Owner*

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



Signature of Registered Owner

NOV 30 / 2021

Date

If Corporation – I have authority to bind the corporation

**SCHEDULE A CONTINUES ON NEXT PAGE**

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements - *Continued*

### A3. Acknowledgements

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

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

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

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

#### Species at Risk

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

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

Additional information can be found at:

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

or by contacting MECP at SAROntario@ontario.ca

#### Acknowledgement

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



Signature of Applicant or Agent



Date

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

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE E – Environmental Site Screening Questionnaire

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### Previous Use of Property

- Residential       Industrial       Commercial       Institutional  
 Agricultural       Parkland       Vacant       Other \_\_\_\_\_

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

**SCHEDULE E CONTINUES ON NEXT PAGE**



# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE E - CONTINUED

### Acknowledgement Clause

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


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

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

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

Dino Maggio

Name of Applicant (print)

  
Signature of Applicant

Nov 30/2021  
Date

Dillon Consulting Limited c/o Karl Tanner

Name of Agent (print)

  
Signature of Agent

Nov. 29/21  
Date

**END OF SCHEDULE E**

# ZONING BY-LAW AMENDMENT APPLICATION

**DO NOT COMPLETE BELOW – STAFF USE ONLY**

<b>Receipt and Assignment of Application</b>	Date Received Stamp
This application has been assigned to:	
<input type="checkbox"/> Adam Szymczak (AS)	<input type="checkbox"/> Greg Atkinson (GA)
<input type="checkbox"/> Pablo Golob (GL)	<input type="checkbox"/> Jim Abbs (JA)
<input type="checkbox"/> Justina Nwaesei (JN)	<input type="checkbox"/> Kevin Alexandar (KA)
<input type="checkbox"/> Laura Diotte (LD)	<input type="checkbox"/> Melissa Gasic (MG)
<input type="checkbox"/> Simona Simion (SS)	<input type="checkbox"/> _____

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

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

**THIS IS THE LAST PAGE OF THE APPLICATION FORM**



February 1, 2022

Dillon Consulting Ltd  
Attn: Karl Tanner  
3200 Deziel Dr, Suite 608  
Windsor ON N8W 5K8

Dear Mr Tanner:

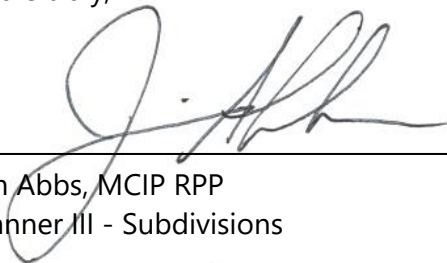
**Re: CONDOMINIUM APPLICATION**  
**APPLICANT: FARHI HOLDING CORPORATION**  
**LOCATION: 1600 LAUZON RD**  
**FILE NO.: CDM-005/21 [CDM/6636]**

This is to acknowledge receipt of the application for draft plan of condominium, which has been assigned the above-referenced file number. In accordance with the delegation authority as prescribed by By-Law 139-2013, the information and material required has been provided, therefore the application was deemed COMPLETE on January 18, 2022 and processing has begun.

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

Please email me at [jabbs@citywindsor.ca](mailto:jabbs@citywindsor.ca) , if you have any questions.

Yours truly,



Jim Abbs, MCIP RPP  
Planner III - Subdivisions

JA/ms



## SUBDIVISION/CONDOMINIUM APPLICATION

### INSTRUCTIONS

Verify that you are using the most current application form.

This application is valid for: Plan of Subdivision, Plan of Condominium, Condominium Conversion, Extension of Draft Approval, Amendment to Draft Approval, Final Approval & Registration, Amendment to Agreement, or Amalgamation of Condominium Corporation. Discuss with a staff Planner to determine what must be completed for the application type.

- Section 1: Pre-Submission consultation with a staff Planner is mandatory per By-law 199-2007. If you do not have a valid Pre-Submission Letter, you must meet with a staff Planner who must sign and date this section.
- Section 2: During Pre-Submission consultation a staff Planner will indicate what supporting information must be submitted with the application. Read Pages 2 to 4 before submitting this application and other documents.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, registered owner, agent, and Ontario Land Surveyor. For a corporation, provide full corporate name. Include the full name of a contact person. For more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are resubmitting a previous or earlier plan and if yes, provide the file number.
- Section 5: Provide information about the Subject Land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate if the plan is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan and the appropriate Zoning By-law. If an Official Plan Amendment and/or Zoning By-law Amendment is required, you must have already submitted those applications, or must submit them with this application, otherwise this application will be returned.
- Section 7: Complete this section if you are applying for approval of a Plan of Condominium. New construction applies to buildings that were recently built, under construction, or not yet under construction. Conversion applies to existing buildings that contain residential rental units that are being converted to Condominium Status. To be considered for an exemption from Section 9(3) of the Condominium Act, you must formally request such exemption. Submit all the documents indicated in Section 7 with this application.
- Section 8: Provide the number of lots, blocks, units or dwellings, the number of hectares, the density measured as units per hectare and the number of parking spaces for the proposed land use for all applications. For Plan of Condominium applications also provide the date of construction and the floor coverage in square metres.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal and storm drainage. Submit all required documents indicated in Section 10 with this application.
- Section 11: Provide a description of the existing land use, buildings & infrastructure, vegetation, topography & drainage of the subject land or check the box beside "See Planning Rationale Report" if described in the report.
- Section 12: Provide a description of what measures have been or will be taken to mitigate adverse environmental effects from the proposed development on the surrounding areas and from the surrounding areas on the proposed development or check the box beside "See Planning Rationale Report" if described in the report.
- Section 13: Explain your proposed strategy for consulting with the public.
- Section 14: Check the appropriate application fee box based on the pre-submission consultation with the Planner.
- Section 15: Print you name in full and sign the sworn declaration in the presence of a Commissioner for Taking Affidavits.

**DATE RECEIVED STAMP**

Schedules: Read, complete in full, and sign Schedules A & E.

Submit application form, supporting information, & application fee/credit card authorization to Senior Steno Clerk at Planning Division, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)

# SUBDIVISION/CONDOMINIUM APPLICATION

## PLAN REQUIREMENTS

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### **A. NUMBER OF COPIES REQUIRED**

The Planning Act, R.S.O. 1990, c. P.13, requires that copies of the draft plan as required by the Minister must accompany all applications.

A1. Submit six (6) full size paper copies of the draft plan; AND

A2. A digital copy of the CAD files of the draft plan in DWG, PDF, and JPG formats.

File names should be logical and clearly indicate the nature of the file and include either the SDN or CDM file number (SDN 000-00 or CDM 000-00) or the name of the applicant and site location.

For example, "SDN000-00 draft plan.dwg" or "Applicant Name-Site Location-Draft Plan.dwg".

If further copies are required, we will notify you. To submit drawings on an alternate device, please discuss with the assigned Planner.

### **B. DRAFT PLAN REQUIREMENTS**

All plans and measurements must be in metric. Draft plans must be drawn to scale and indicate all items as required by Section 51(17) of the Planning Act and the City of Windsor as follows:

B1. Boundaries of the land to be subdivided, certified by an Ontario Land Surveyor, and based on NAD83, Zone 17.

B2. Locations, widths and names of proposed roads, streets, highways and rights-of-way within the proposed subdivision and existing roads, streets, highways, and rights-of-way abutting the proposed subdivision;

B3. On a small key plan, with a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which such land forms the whole or part;

B4. Purpose for which the proposed lots are to be used;

B5. Existing uses of all adjoining lands;

B6. Approximate dimensions and layout of the proposed lots and/or blocks;

B7. If any affordable housing units are being proposed, the shape and dimensions of each proposed affordable housing unit and the approximate location of each proposed affordable housing unit in relation to other proposed residential units;

B8. Natural and artificial features such as buildings or other structures or installations, railways and rail yards, highways, roads, streets and recreational trails, hydro lines and other public utilities, watercourses, drainage ditches, wetlands and wooded areas, archaeological or heritage features, and significant plant and wildlife habitat (including ESAs & ANSIs) within or adjacent to the land proposed to be subdivided;

B9. Availability and nature of domestic water supplies;

B10. Nature and porosity of the soil;

B11. Existing contours or elevations as may be required to determine the grade of the streets, roads and highways and the drainage of the land proposed to be subdivided;

B12. Municipal services available or are to be available to the land proposed to be subdivided;

B13. Nature and extent of any restrictions affecting the land proposed to be subdivided including restrictive covenants, easements, or the Airport Operating Area; and

B14. Floodplains, flood ways, flood prone areas, and flood elevations

### **C. CONDOMINIUM DRAFT PLAN REQUIREMENTS**

In addition to the above requirements, draft plans proposing condominium ownership must include:

C1. Proposed exclusive use areas of the common element such as backyards and parking;

C2. Roadways and pedestrian access to proposed private units.

# SUBDIVISION/CONDOMINIUM APPLICATION

## APPLICATION PROCESSING

The applicant or their agent is responsible for researching and evaluating the site and the proposal to ensure that the development will conform to the interests of the health, safety, and welfare of existing and future residents, and for filling in the application and for supplying all documents necessary to constitute a complete application. Supporting studies must be conducted prior to the submission of the application. This information will be used to review and assess the application.

Section 51(24) of the Planning Act and Section 11.4.2.3 of the City of Windsor Official Plan list the criteria that are used in evaluating a draft plan. Where additional copies of the plan or supporting documents are subsequently requested by staff or review agencies, the applicant is responsible for supplying them at their cost.

Timelines in the Planning Act have been suspended during the State of Emergency. The following is for your information only. Review the Planning Act and relevant regulations for statutory requirements. The processing of the application is subject to change. The application will be terminated without notice after 60 days of inactivity. Direct all questions about the application to the assigned Planner. The procedure generally encompasses the following steps:

1. Within 30 days of receiving this application, the City Planner, or their designate, will review the application to determine if it is or is not complete. If deemed incomplete, the application, supporting documents, and fee may be returned for completion, correction, or clarification, or the applicant may be requested to submit additional or revised supporting information. Administration, the Development & Heritage Standing Committee (DHSC), and City of Windsor Council reserve the right to request additional information any time during the processing of the application.
2. If deemed complete, fees are not refundable, the application is circulated to departments and external agencies for review and comment, and all submitted documents are made available to the public.
3. Following circulation, a draft staff report containing a recommendation and any conditions is prepared. The City Planner and other staff review the draft staff report.
4. When the staff report is approved by appropriate municipal staff, it will be scheduled for a future meeting of the Development and Heritage Standing Committee (DHSC).
5. Mandatory public notice of the DHSC meeting is advertised in the Windsor Star at least 20 days in advance of the DHSC meeting. A courtesy notice may be mailed to all property owners and/or tenants within 120 metres of the subject land. The DHSC meeting is the public meeting required by the Planning Act. The staff report is provided to the applicant and DHSC members, and is made available to the public, 10 days before the DHSC meeting.
6. At the DHSC meeting, a staff planner introduces the application and reviews the recommendation in the staff report. The applicant and other interested parties are given an opportunity to make verbal or written submissions. The DHSC may ask questions of the staff planner, the applicant and their representatives and any party that made verbal or written submissions. The DHSC may choose to recommend draft approval, denial or deferral of the application. It may also modify the recommendation of the Planning Division.
7. If recommended for draft approval or denial, the staff report and the minutes of the DHSC meeting are forwarded to City of Windsor Council for consideration at a future date. The Planning Division has no control over the placement of an application on a Council Meeting agenda. The City Clerk will forward the date and time of the Council Meeting to the contacts in Section 3. Call 311 or contact the City Clerk at 519-255-6211 or [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)
8. The Council meeting, the applicant and the other parties may make verbal or written submissions. If the applicant concurs with the recommendation of DHSC, and there is no opposition to the application, Council may place the application on the Consent Agenda, a part of the Council meeting containing items that are grouped together and passed with one motion. Council may choose to draft approve, deny, or defer the application.
9. Applications may be referred, or the decision of Council may be appealed, to the Ontario Land Tribunal (OLT). Appeals are filed with the City Clerk. Contact the City Clerk at 519-255-6211 or [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)
10. If Council approves the draft plan and no appeals are received, an agreement is prepared for signature and registration on title.
11. The conditions of draft approval must be fulfilled prior to the expiry of draft approval. It is the responsibility of the property owner or applicant to obtain confirmation from agencies and departments that the conditions of draft approval have been fulfilled. Some agencies may require that a copy of the completed subdivision agreement be forwarded to them prior to notifying the City that the conditions have been fulfilled.

# SUBDIVISION/CONDOMINIUM APPLICATION

## **FINAL APPROVAL & REGISTRATION REQUIREMENTS**

When you are ready to obtain final approval and register the plan, the following must be submitted:

1. Fee for Final Approval & Registration – see Section 14 - Fees on page 13;
2. One (1) mylar copy of the plan to be registered;
3. Five (5) paper copies of the plan to be registered, one of which has the AOLS Plans Submission Form attached to it; and
4. One digital file transfer device containing geo-referenced CAD files of the plan to be registered.

## **OTHER INFORMATION**

Read the staff report, draft approval, final approval, and agreements carefully and take note of all conditions and expiry dates in these documents.

Other municipal departments and external agencies may have their own requirements, fees and approvals in addition to the requirements, fees and approvals listed in this application form.

The City of Windsor does not send reminders regarding conditions and expiry dates. It is the responsibility of the property owner to complete all conditions or obtain approval from Council or the delegated approval authority to extend draft approval, prior to the expiry date.

When submitting an extension to draft approval, you must allow for sufficient time to process the application and to obtain approval of the extension. Submission, or acceptance, of an application for an extension to draft approval does not automatically extend the expiry date. It is the responsibility of the property owner to be aware of all conditions and expiry dates.

Planning legislation, regulations, fees, and processes are subject to change.

## **CONTACT INFORMATION**

Planning & Building Department – Planning Division  
Suite 210  
350 City Hall Square West  
Windsor ON N9A 6S1

Telephone: 519-255-6543  
Fax: 519-255-6544  
Email: [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)  
Web Site: [www.citywindsor.ca](http://www.citywindsor.ca)

# SUBDIVISION/CONDOMINIUM APPLICATION

## 1. PRE-SUBMISSION CONSULTATION

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

Valid Pre-Submission Letter? NO  YES  File Number: PS-\_\_\_\_\_

*Staff Use Only*

Signature of Staff Planner	Date of Consultation
<input type="checkbox"/> Jim Abbs	<input type="checkbox"/> Justina Nwaesei
<input type="checkbox"/> _____	_____

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

If you do not have a valid Pre-submission Letter, a staff Planner will indicate below what supporting information must be submitted with the application. The City of Windsor reserves the right to require additional supporting information during the processing of the application. All documents submitted are made available for public review.

Unless otherwise indicated, for each document, provide one paper copy and one digital copy. Draft Plans shall be provided in DWG, PDF & JPG format. Other drawings shall be provided in letter size (8.5 by 11 inches) in JPG and PDF format. All other documents shall be provided in Word and PDF format. PDF documents shall be flattened with no layers.

If you are submitting a companion planning application (official plan or rezoning), you need only submit one set of the required supporting information. Include checked supporting information with this application:

- |                                                                   |                                                                |                                                                           |                                                                |
|-------------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------|
| <input checked="" type="checkbox"/> Deed and/or Offer to Purchase | <input checked="" type="checkbox"/> Topographic Plan of Survey | <input checked="" type="checkbox"/> Draft Plan (6 copies + digital Files) | <input type="checkbox"/> Conceptual Site Plan                  |
| <input type="checkbox"/> Structural Integrity Report              | <input type="checkbox"/> Rent Roll                             | <input type="checkbox"/> Section 9(3) Exemption Request                   | <input type="checkbox"/> Approved Site Plan                    |
| <input type="checkbox"/> Planning Rationale Report                | <input type="checkbox"/> Noise Study                           | <input type="checkbox"/> Vibration Study                                  | <input type="checkbox"/> Site Plan Agreement                   |
| <input type="checkbox"/> Watershed/ Subwatershed Plan             | <input type="checkbox"/> Master Drainage Plan                  | <input type="checkbox"/> Sanitary and/or Storm Sewer Study                | <input type="checkbox"/> Building Permit                       |
| <input type="checkbox"/> Hydrogeological Report                   | <input type="checkbox"/> Servicing Option Report               | <input type="checkbox"/> Stormwater Management Plan                       | <input type="checkbox"/> Micro-Climate Study                   |
| <input type="checkbox"/> Transportation Impact Study              | <input type="checkbox"/> Transportation Impact Statement       | <input type="checkbox"/> Environmental Evaluation Report                  | <input type="checkbox"/> Tree Inventory and Preservation Study |
| <input type="checkbox"/> Environmental Site Assessment            | <input type="checkbox"/> Record of Site Condition (RSC)        | <input type="checkbox"/> Lighting Study                                   | <input type="checkbox"/> Market Impact Assessment              |
| <input type="checkbox"/> Archaeological Assessment                | <input type="checkbox"/> Built Heritage Impact Study           | <input type="checkbox"/> Urban Design Study                               | <input type="checkbox"/> Guideline Plan                        |
| <input type="checkbox"/> Conservation Plan                        | Other Required Information: _____                              |                                                                           |                                                                |



# SUBDIVISION/CONDOMINIUM APPLICATION

## 3. CONTACT INFORMATION

Provide in full the name of the applicant & contact person, registered owner, agent, & Ontario Land Surveyor and mailing address, phone & fax number and email address. If the case of a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application. All communication regarding the application will be with the Agent authorized by the Owner to file the application. If there is no Agent, all communication will be with the Applicant.

### Applicant

Name: Farhi Holding Corporation Contact: Shmuel Farhi  
*Name of Contact Person*

Address: 484 Richmond Street, Suite 200

Address: London, ON Postal Code: N6A 3E6

Phone: 519-645-6666 Fax: 519-645-7735

Email: farhi@farhi.ca

### Registered Owner Same as Applicant

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
*Name of Contact Person*

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Agent Authorized by the Owner to File the Application (If applicable, complete Section A1 in Schedule A)

Name: Dillon Consulting Limited Contact: Karl Tanner  
*Name of Contact Person*

Address: 3200 Deziel Drive, Suite 608

Address: Windsor, ON Postal Code: N5W 5K8

Phone: 519-948-5000 Ext. 3227 Fax: 519-948-5054

Email: ktanner@dillon.ca

### Ontario Land Surveyor

Name: Verhaegen Land Surveyors Contact: Roy Simone  
*Name of Contact Person*

Address: 944 Ottawa Street, Windsor, ON

Address: \_\_\_\_\_ Postal Code: N8X 2E1

Phone: 519-258-1772 Fax: \_\_\_\_\_

Email: rsimone@vshbbsurveys.com

# SUBDIVISION/CONDOMINIUM APPLICATION

## 4. RESUBMISSION OF A PREVIOUS PLAN?

No  Yes  Previous Plan/File No. \_\_\_\_\_ Do Not Know

## 5. SUBJECT LAND INFORMATION *(attach additional sheets as required)*

Municipal Address 1600 Lauzon Road, Windsor, ON

Legal Description Pt of Lots 128, 129E, 129W, & 132, Concession 1; Pts 1,5,6, 12R 22910

Assessment Roll Number 373907072000194

Frontage (m) 217m (McHugh St.) Depth (m) 167m Area (sq m) 1.94ha

Official Plan Designation Commercial, Institutional, and Residential designations

Current Zoning RD3.1

Existing Uses Residential

Previous Uses Previously used as a manufacturing facility

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

Are there any easements or restrictive covenants affecting the subject land? No  Yes

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

Is the subject land located in an area of high archaeological potential? No  Yes

Will the plan permit development on land that has high archaeological potential? No  Yes

If YES, submit: An Archaeological Assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) on the Ontario Heritage Act; and a Conservation Plan for any archaeological resources identified in the Archaeological Assessment.

Has the subject land ever been subject of: *(leave blank if unknown)*

An application for a plan of subdivision/condominium or consent? No  Yes  File: \_\_\_\_\_

An application for a zoning by-law amendment or a minor variance? No  Yes  File: \_\_\_\_\_

An application for approval of a site plan? No  Yes  File: \_\_\_\_\_

A Minister's Zoning Order (Ontario Regulation)? No  Yes  OR#: \_\_\_\_\_

*Ontario Regulation*

# SUBDIVISION/CONDOMINIUM APPLICATION

## 6. PLANNING CONFORMITY

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If an Official Plan Amendment and/or a Zoning By-law Amendment is required, the Planning Division must have already received it or it must be submitted with this application, otherwise this application will be returned as incomplete.

Is the plan consistent with Provincial Policy Statement? No  Yes

Does the plan conform to the Official Plan? No  Yes

If No, you must submit a companion application for an Amendment to the Official Plan.

Does the plan conform to the Zoning By-law? No  Yes

If No, you must submit a companion application for an Amendment to the Zoning By-law.

## 7. PLAN OF CONDOMINIUM INFORMATION

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### New Construction

Has the City approved a Site Plan? No  Yes  If Yes, attach the approved Site Plan.

Site Plan Agreement registered? No  Yes  If Yes, attach the Site Plan Agreement.

Has a Building Permit been issued? No  Yes  If Yes, attach the Building Permit.

Status of Building: Not Under Construction  Under Construction  Completed   
Date Completed: \_\_\_\_\_

Are any units occupied? No  Yes  If Yes, number of units: \_\_\_\_\_

### Conversion of a Building Containing Residential Rental Units (Condominium Conversion)

Is this an application to convert a building containing residential units to condominium status?

No  Yes  If Yes, submit a Structural Integrity Report

Does the building contain any residential rental units?

No  Yes  If Yes, attach a Rent Roll with the names of all tenants, the rent paid by each tenant and their apartment number.

How many rental units are to be converted: \_\_\_\_\_ units

Are tenants willing to purchase units if converted to condominium?

No  Yes  If Yes, attach documentation signed by tenants. Do Not Know

### Exemption from Section 9(3) of the Condominium Act

Are you applying for an exemption pursuant to Section 9(3) of the Condominium Act?

No  Yes  If Yes, attach a request for such exemption signed by the owner or agent.

# SUBDIVISION/CONDOMINIUM APPLICATION

## 7. PROPOSED LAND USES

Indicate the intended uses of the land in the proposal. Complete this section in full.

Proposed Use	All Applications					Condominium Only	
	Number of Lots or Blocks	Number of Units or Dwellings	Hectares (ha)	Density (units/ ha)	Number of Parking Spaces	Date of Construction	Floor Coverage
Detached Residential					<i>Condo Only</i>		
Semi-detached Residential					<i>Condo Only</i>		
Multiple Attached Residential							
Apartment Residential	4	232	1.97	117	290		
Seasonal Residential							
Mobile Home							
Other Residential							
Commercial							
Industrial							
Institutional (specify)							
Park or Open Space							
Roads							
Other (specify)							
TOTAL							

# SUBDIVISION/CONDOMINIUM APPLICATION

## 9. ACCESS TO SUBJECT LAND

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

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

## 10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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

- Publicly owned & operated piped water system       Other \_\_\_\_\_
- Privately owned & operated individual well       Privately owned/operated communal well

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

- Publicly owned & operated sanitary sewage system       Other \_\_\_\_\_
- Privately owned & operated individual septic system       Privately owned & operated communal septic system

Submit a Servicing Options Report and a Hydrogeological Report if any of the following apply:

- a. More than five lots or units on privately owned & operated individual or communal wells;
- b. Five or more lots or units on privately owned & operated individual or communal septic systems; or
- c. Less than five lots or units on privately owned & operated individual or communal septic systems, and more than 4,500 litres of effluent would be produced per day as a result of the development being completed;

Submit a Hydrogeological Report if the plan would permit development of less than five lots or units on privately owned & operated individual or communal septic systems, and 4,500 litres of effluent or less would be produced per day as a result of the development being completed.

**Storm Drainage** - Indicate whether storm drainage will be provided by:

- Sewers       Ditches       Swales       Other \_\_\_\_\_



# SUBDIVISION/CONDOMINIUM APPLICATION

## 11. SITE APPRAISAL AND EVALUATION

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Give a brief description of the existing land use, buildings and infrastructure, vegetation, topography and drainage of the subject land:

See Planning Rationale Report \_\_\_\_\_

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## 12. MITIGATION OF ENVIRONMENTAL EFFECTS

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What measures (such as buffering, berms, setbacks, barriers, etc.) have been or will be taken to mitigate adverse environmental effects (such as traffic, noise, odours, pollution of nearby water bodies, etc.) from the proposed development on the surrounding areas and to mitigate adverse effects from the surrounding areas on the proposed development? In agricultural areas, refer to the Agricultural Code of Practice.

Where potential adverse environmental effects (species-at-risk, wetland protection, floodplains, etc.) are foreseen, consultation with the Ministry of Natural Resources and Forestry, the Ministry of Environment, Conservation and Parks, and/or the Essex Region Conservation Authority is recommended.

See Planning Rationale Report \_\_\_\_\_

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## 13. PROPOSED PUBLIC CONSULTATION STRATEGY

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

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

Open House     Website     Other \_\_\_\_\_

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# SUBDIVISION/CONDOMINIUM APPLICATION

## 14. FEES

Verify fees before submitting the application. Fees are subject to change and are not refundable when the application is deemed complete. Method of payment: Cash, Mastercard or Visa (complete and attach Credit Card Authorization), or by Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor.

**Plan of Subdivision - Draft Approval**

Code 53007	Base Fee: _____ lots/blocks at \$684.00 per lot/block	\$ _____	
Code 63024	GIS Fee	+ \$ 50.00	
Code 53023	Essex Region Conservation Authority Fee	+ \$ 300.00	
Code 53010	Legal Fee - Agreement Preparation	+ \$ 2,184.78	
Code 53010	Legal Variable Fee: _____ lots/blocks at \$50.00 per lot/block	+ \$ _____	
Plan of Subdivision (Draft Approval) Total Fee		= \$ _____	

**Plan of Condominium - Draft Approval - New Building**

Code 53007	Base Fee: <u>232</u> lots/units at \$185.00 per lot/unit	\$ <u>42,920.00</u>	
Code 63024	GIS Fee	+ \$ 50.00	
Code 53023	Essex Region Conservation Authority Fee	+ \$ 300.00	
Code 53010	Legal Fee – Agreement Preparation	+ \$ 1,714.98	
Code 53010	Legal Variable Fee: <u>232</u> lots/units at \$50.00 per lot/unit	+ \$ <u>11,600.00</u>	
Plan of Condominium (Draft Approval) Total Fee		= \$ <u>56,584.98</u>	

**Condominium Conversion - Draft Approval - Existing Building**

Code 53009	Base Fee	\$ 7,575.00	
Code 53009	Base Fee per Unit: _____ units at \$71.40 per unit	+ \$ _____	
Code 63024	GIS Fee	+ \$ 50.00	
Code 53023	Essex Region Conservation Authority Fee	+ \$ 300.00	
Code 53010	Legal Fee – Agreement Preparation	+ \$ 1,714.98	
Code 53010	Legal Variable Fee: _____ units at \$50.00 per unit	+ \$ _____	
Condominium Conversion (Draft Approval) Total Fee		= \$ _____	

A Building Division Inspection Fee for an inspection and report preparation will be invoiced separately. Contact the Building Division at 519-255-6267 for additional information.

Fees Continued on Next Page

# SUBDIVISION/CONDOMINIUM APPLICATION

## 14. FEES (continued)

**Plan of Subdivision/Condominium – Extension of Draft Approval**

*Code 53035* Total Fee = \$ 3,329.60

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**Plan of Subdivision/Condominium – Amendment to Draft Approval**

*Code 53007* Base Fee \$ 3,646.30  
*Code 63024* GIS Fee + \$ 50.00  
Amendment to Draft Approval Total Fee = \$ 3,696.30

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**Plan of Subdivision/Condominium – Final Approval & Registration**

Payment of this fee is per registration and is required prior to final approval and registration of every draft approved Plan of Subdivision, Plan of Condominium, and Condominium Conversion.

*Code 71130* Per Registration = \$ 519.60

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**Plan of Subdivision/Condominium – Amendment to Agreement**

*Code 71102* Base Fee \$ 3,048.00  
*Code 53010* Legal Fee - Agreement Preparation + \$ 857.49  
Amendment to Agreement Total Fee = \$ 3,905.49

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**Plan of Condominium – Amalgamation of Condominium Corporation**

*Code 53009* Total Fee = \$ 1,863.00

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**Re-notification of Public Notice/Applicant Request for Deferral Fee**

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

*Code 53016* Total Fee = \$ 2,258.40

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

An appeal is made through the Office of the City Clerk (519-255-6211). Fees, forms, and processes are subject to change. Visit <https://olt.gov.on.ca> for additional information.

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**Engineering Review Fee** – The Office of the City Engineer will collect a fee equal to 4% of total municipal infrastructure construction costs excluding water, hydro, telecommunication, and gas infrastructure. The fee is payable at the time construction drawings are submitted to the City Engineer for signature. The total value of construction will be confirmed based on an estimate provided by the developer's Consulting Engineer. Contact Patrick Winters, Development Engineer, at 519-255-6100 ext 6462 or [pwinters@citywindsor.ca](mailto:pwinters@citywindsor.ca) for additional information.

# SUBDIVISION/CONDOMINIUM APPLICATION

## 15. SWORN DECLARATION OF APPLICANT

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

I, Karl Tanner, Dillon Consulting Limited, solemnly declare that the information required under Schedule 1 to Ontario Regulation 544/06 and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with Ontario Regulation 431/20, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.




Signature of Applicant

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

Dillon Consulting Limited in the City of Windsor

Location of Applicant at time of declaration

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

Declared before me  at the Dillon Consulting Limited in the City of Windsor

Signature of Commissioner

Location of Commissioner

this 15 day of December, 2021  
day month year

PLACE AN IMPRINT OF YOUR STAMP BELOW

**Melanie Anne Muir,**  
a Commissioner, etc., Province of Ontario  
for Dillon Consulting Limited  
Expires May 3, 2022.

### COMPLETE SCHEDULES A & E IN FULL & SIGN

# SUBDIVISION/CONDOMINIUM APPLICATION

## SCHEDULE A – Authorizations & Acknowledgement

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

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

I, Shmuel Farhi,  
*name of registered owner*

am the registered owner of the land that is subject of this application and I authorize

Dillon Consulting Limited to make this application on my behalf.  
*name of agent*



December 15, 2021

Signature of Registered Owner

Date

If Corporation - I have authority to bind the corporation

### A2. Authorization to Enter Upon the Subject Lands and Premises

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



December 15, 2021

Signature of Registered Owner

Date

If Corporation – I have authority to bind the corporation

**SCHEDULE A CONTINUES ON NEXT PAGE**



# SUBDIVISION/CONDOMINIUM APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements - Continued

### A3. Acknowledgements

#### Receipt & Review, Fees & Termination, Other Requirements & Expiry Dates, and Freedom of Information

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

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

I further acknowledge that other municipal departments and external agencies may have their own requirements, fees and approvals in addition to the requirements, fees and approvals described throughout this application form, in any staff reports, and in any agreements, and that it is my responsibility to read the staff report, draft approval, final approval and agreements and to note any expiry dates in any of these documents.

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

#### Species at Risk

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

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

Additional information can be found at:

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

or by contacting MECP at SAROntario@ontario.ca

#### Acknowledgement

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



Signature of Applicant or Agent

December 15, 2021

Date

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

# SUBDIVISION/CONDOMINIUM APPLICATION

## SCHEDULE E – Environmental Site Screening Questionnaire

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### Previous Use of Property

- Residential       Industrial       Commercial       Institutional  
 Agricultural       Parkland       Vacant       Other \_\_\_\_\_

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

Manufacturing facility for automobile industry

b) Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?

- Yes       No       Unknown

c) Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?

- Yes       No       Unknown

d) Has there been petroleum or other fuel stored on the subject land or adjacent lands?

- Yes       No       Unknown

e) Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?

- Yes       No       Unknown

f) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?

- Yes       No       Unknown

g) Have the lands or adjacent lands ever been used as a weapons firing range?

- Yes       No       Unknown

h) Is the nearest boundary line of the application within 500 metres of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?

- Yes       No       Unknown

i) If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?

- Yes       No       Unknown

j) Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?\*

- Yes       No       Unknown

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

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

# SUBDIVISION/CONDOMINIUM APPLICATION

## SCHEDULE E – Environmental Site Screening Questionnaire - Continued

### Environmental Site Screening Questionnaire Acknowledgement Clause

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

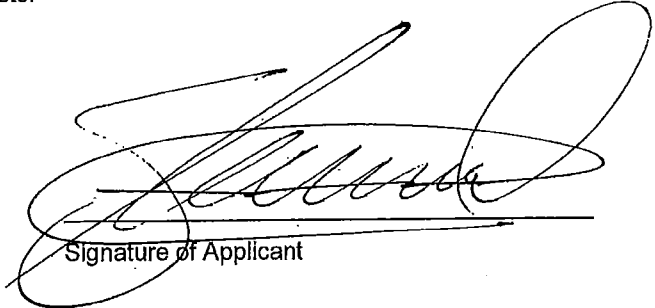
I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of Windsor of acknowledgement of this Record of Site Condition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

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

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

Shmuel Farhi

Name of Applicant (print)

  
Signature of Applicant

Dec. 13, 2021

Date

Karl Tanner

Name of Agent (print)

  
Signature of Agent

December 15, 2021

Date

**END OF SCHEDULE E**

# SUBDIVISION/CONDOMINIUM APPLICATION

DO NOT COMPLETE BELOW – STAFF USE ONLY

## Receipt and Assignment of Application

Date Received Stamp

This application has been assigned to:

- Jim Abbs (JA)                       Justina Nwaesei (JN)
- \_\_\_\_\_

## Complete Application

This application is deemed complete on \_\_\_\_\_  
Date

Signature of Delegated Authority

- Neil Robertson, MCIP, RPP  
Manager of Urban Design
- Michael Cooke, MCIP, RPP  
Manager of Planning Policy
- Thom Hunt, MCIP, RPP  
City Planner & Executive Director

## Internal Information

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

Payment Type:  Cash                       Certified Cheque                       Credit Card                       Personal Cheque

NEW File No. SDN/ \_\_\_\_\_ Previous File No. SDN/ \_\_\_\_\_

NEW File No. CDM/ \_\_\_\_\_ Previous File No. CDM/ \_\_\_\_\_

Related ZNG File No. ZNG/ \_\_\_\_\_ Related OPA File No. OPA \_\_\_\_\_

Other File Numbers: \_\_\_\_\_

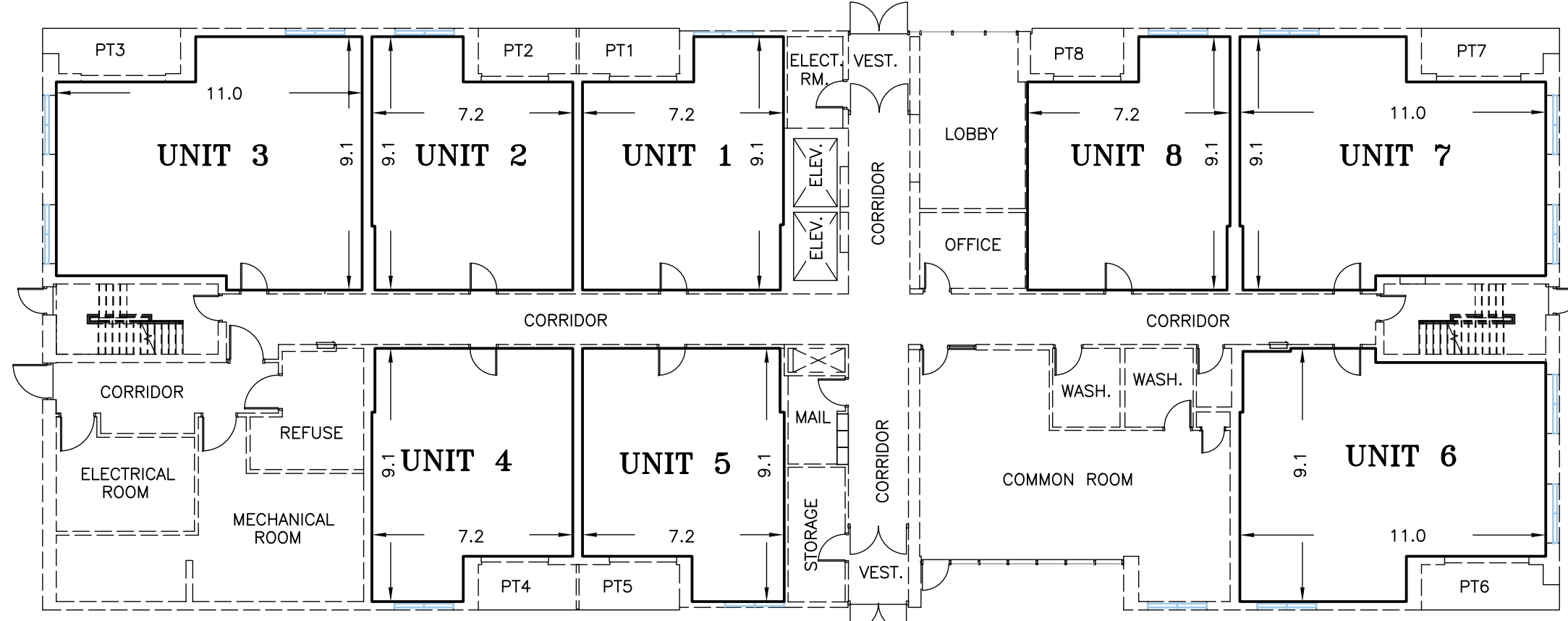
Notes: \_\_\_\_\_

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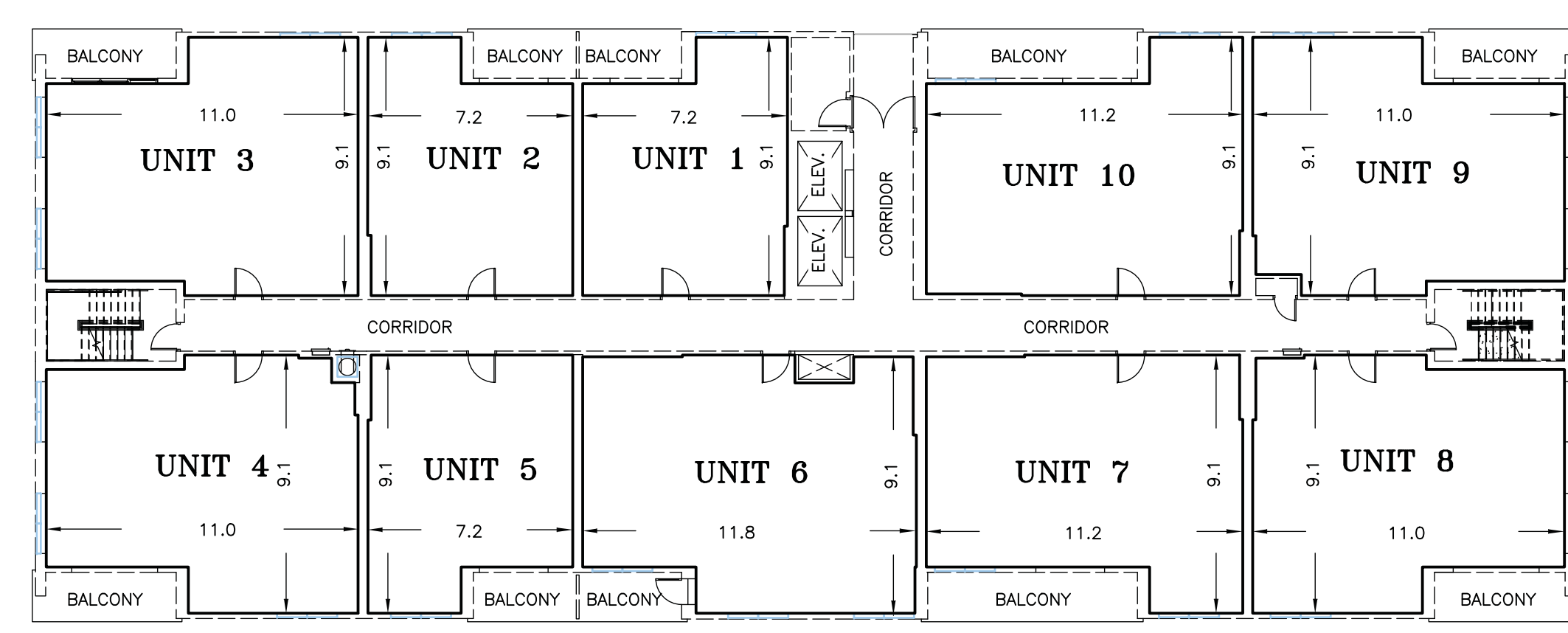
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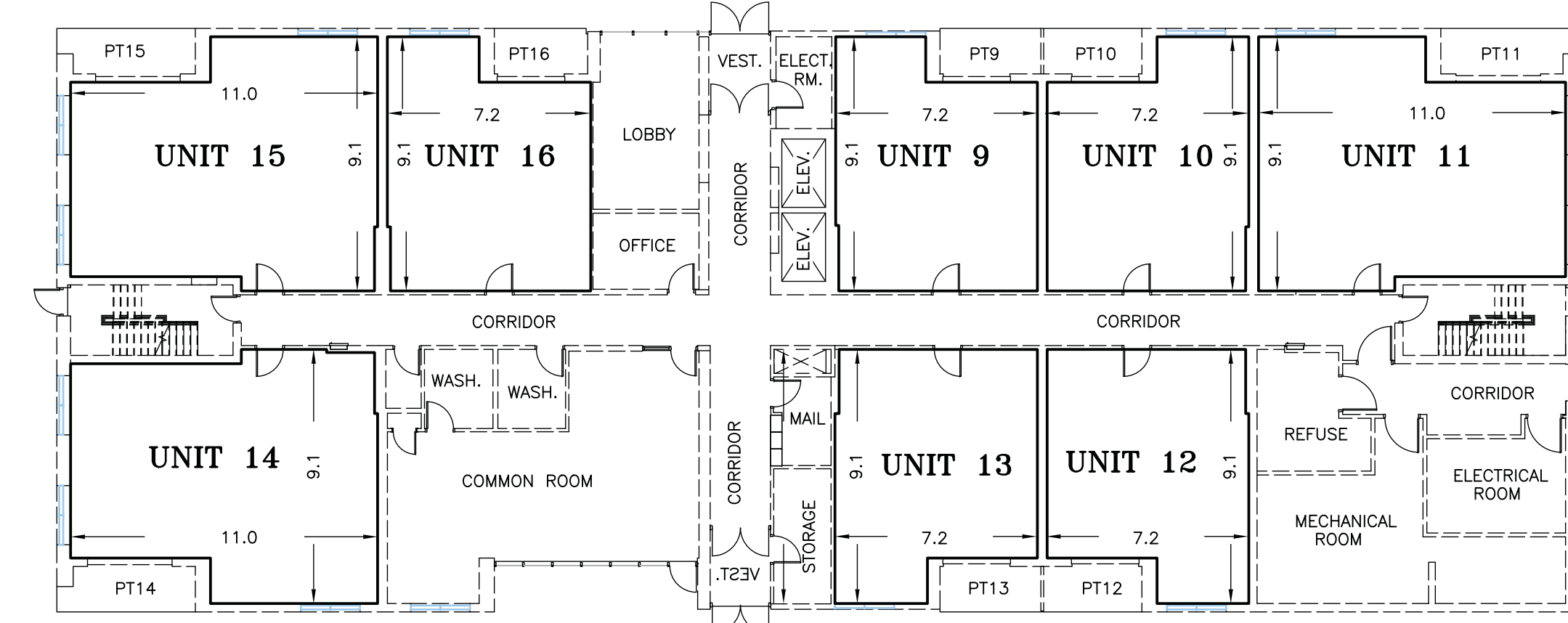




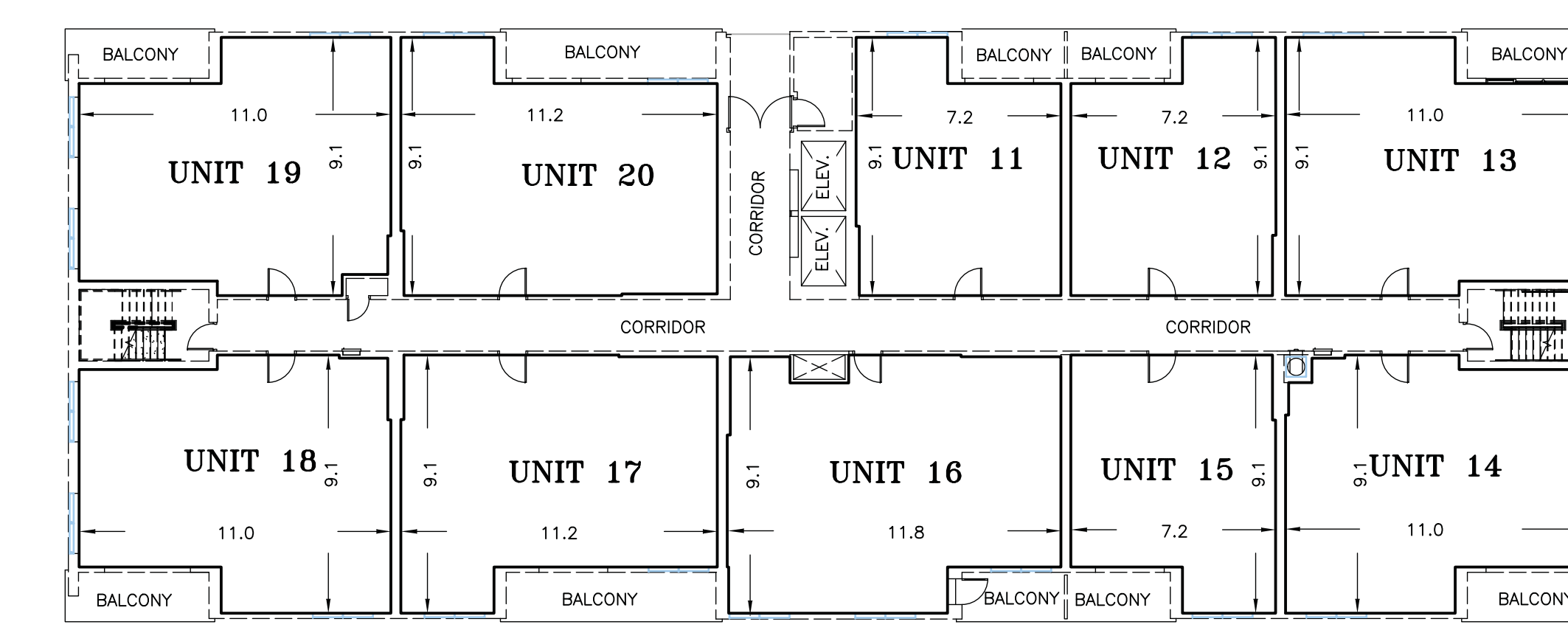
UNITS 1 to 8 (incl.) and  
EXCLUSIVE USE PATIOS PT1 to PT8 (incl.)  
LEVEL 1  
(BUILDING 'A')  
SCALE = 1:200



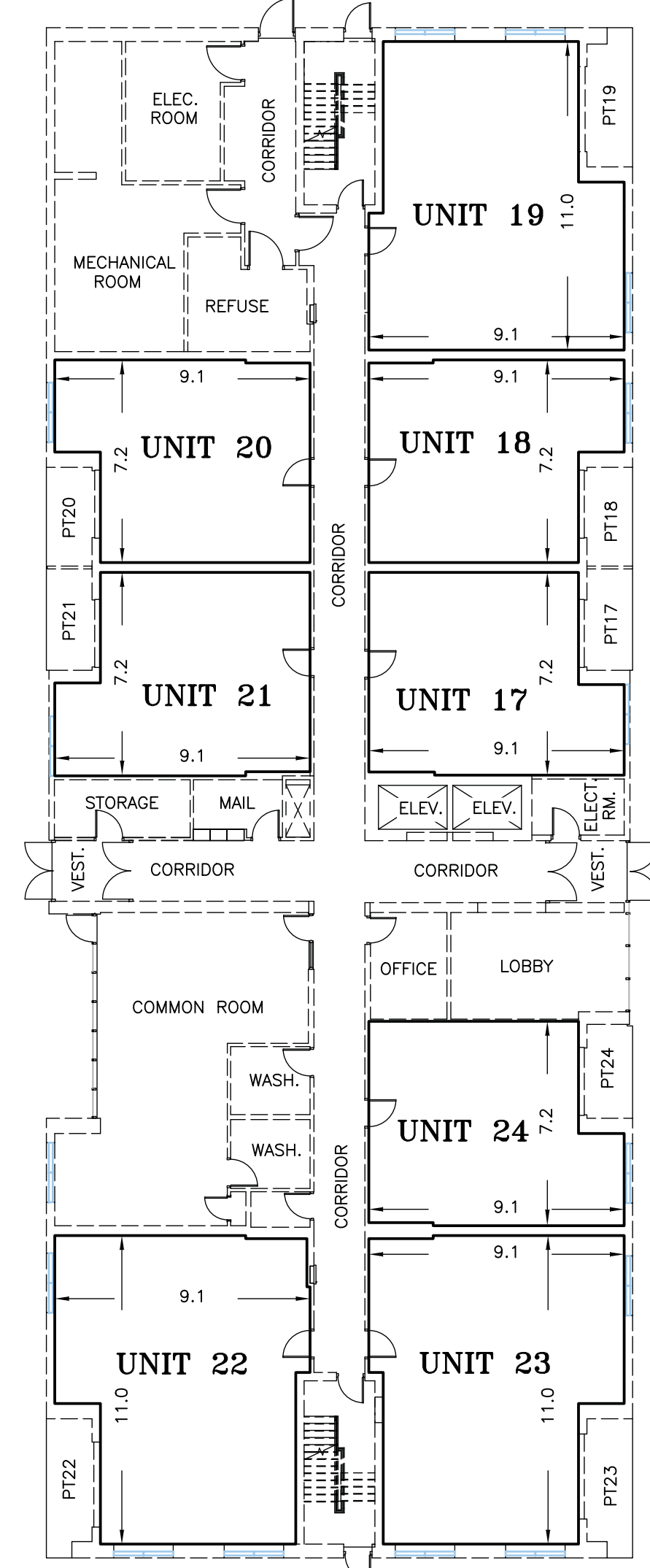
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EXCLUSIVE USE PATIOS PT9 to PT16 (incl.)  
LEVEL 1  
(BUILDING 'A')  
SCALE = 1:200



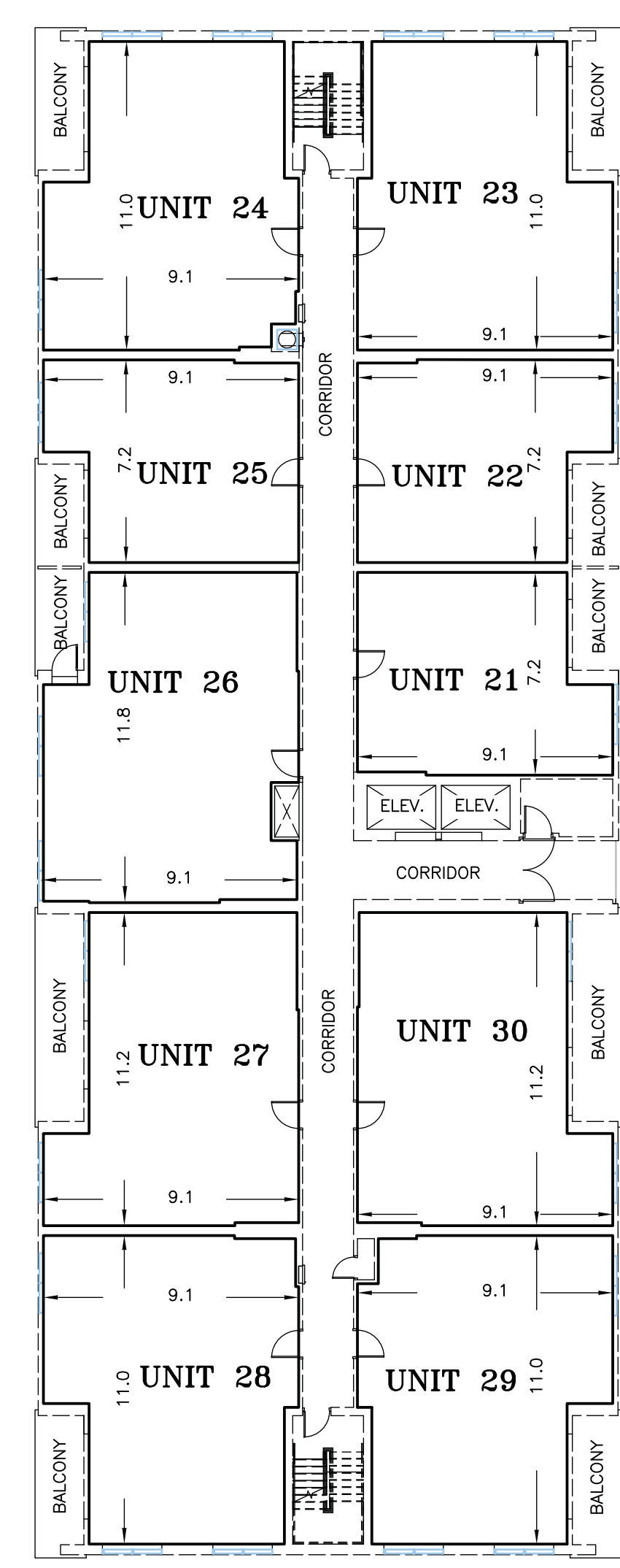
UNITS 9 to 16 (incl.) and  
EXCLUSIVE USE PATIOS PT9 to PT16 (incl.)  
LEVEL 1  
(BUILDING 'B')  
SCALE = 1:200



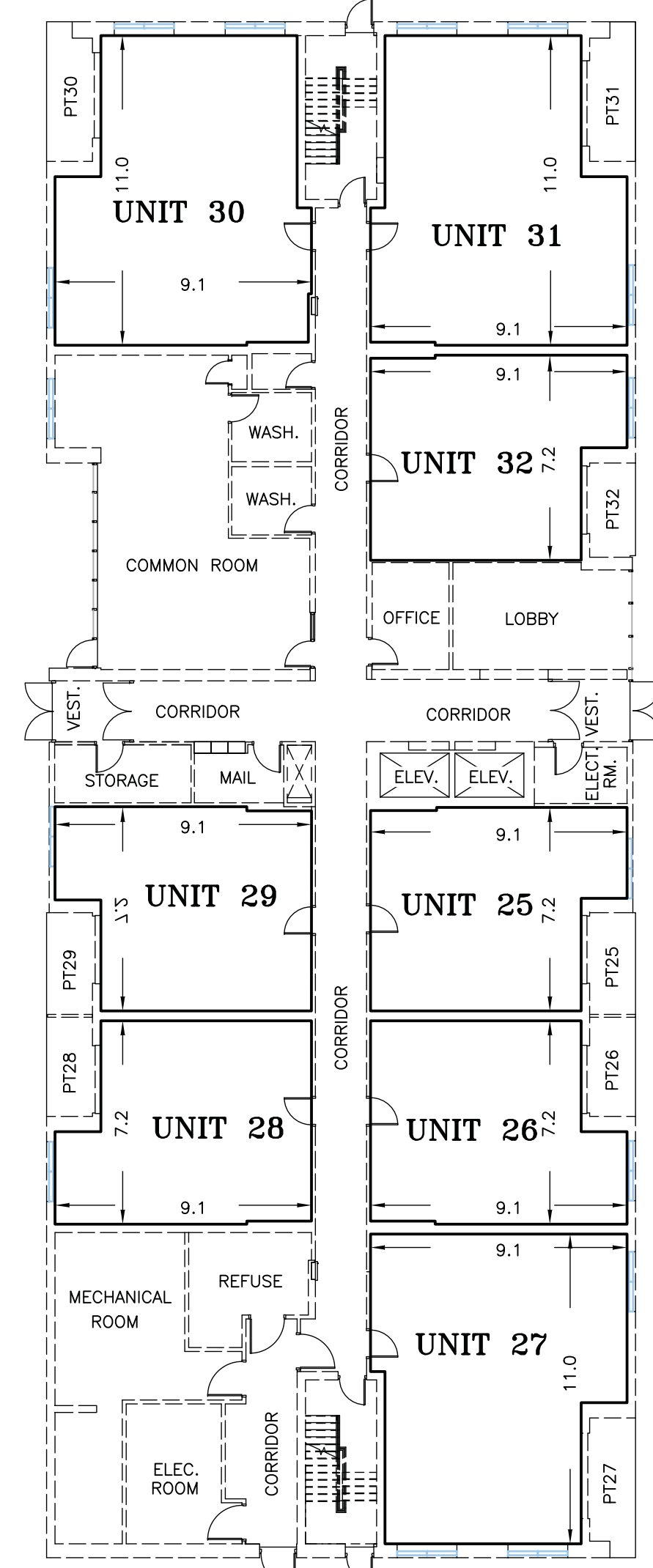
UNITS 11 to 20 (incl.)  
EXCLUSIVE USE PATIOS PT17 to PT24 (incl.)  
LEVEL 1  
(BUILDING 'B')  
SCALE = 1:200



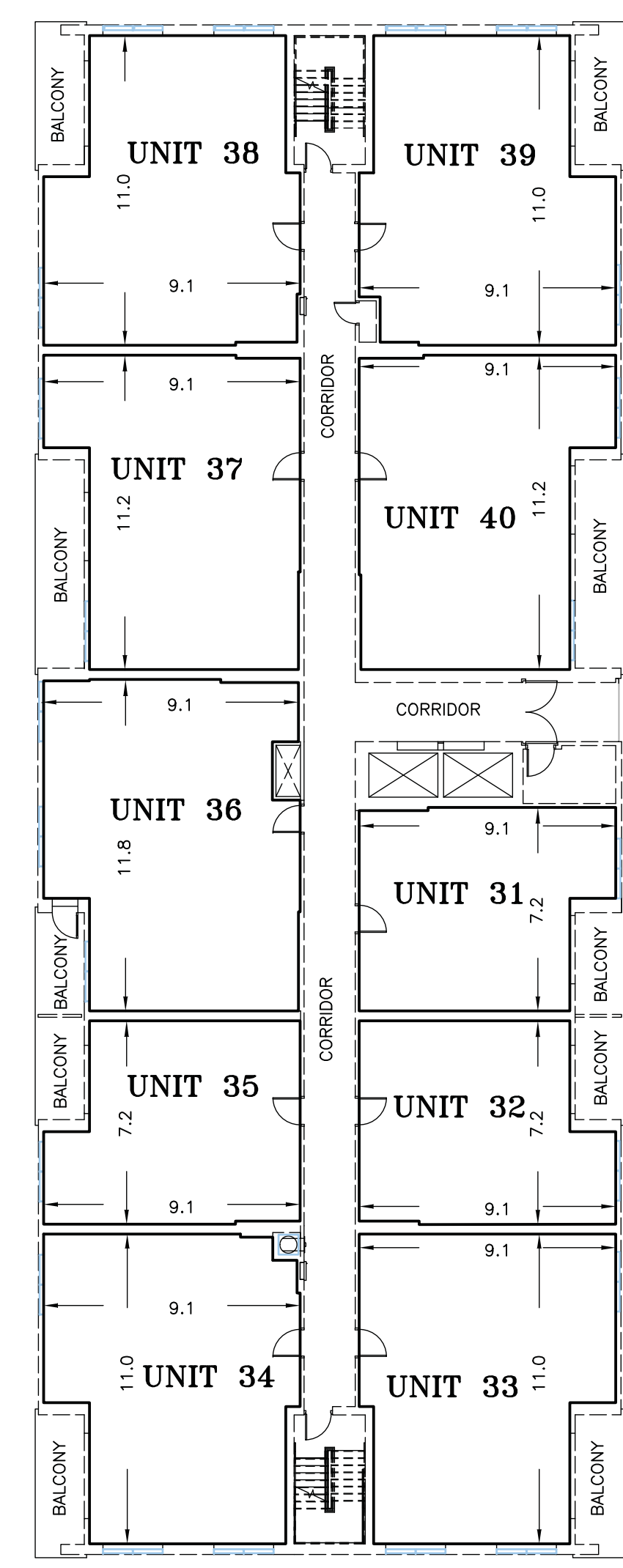
UNITS 17 to 24 (incl.) and  
EXCLUSIVE USE PATIOS PT17 to PT24 (incl.)  
LEVEL 1  
(BUILDING 'C')  
SCALE = 1:200



UNITS 21 to 30 (incl.)  
LEVEL 2 to 6 (incl.)  
(BUILDING 'C')



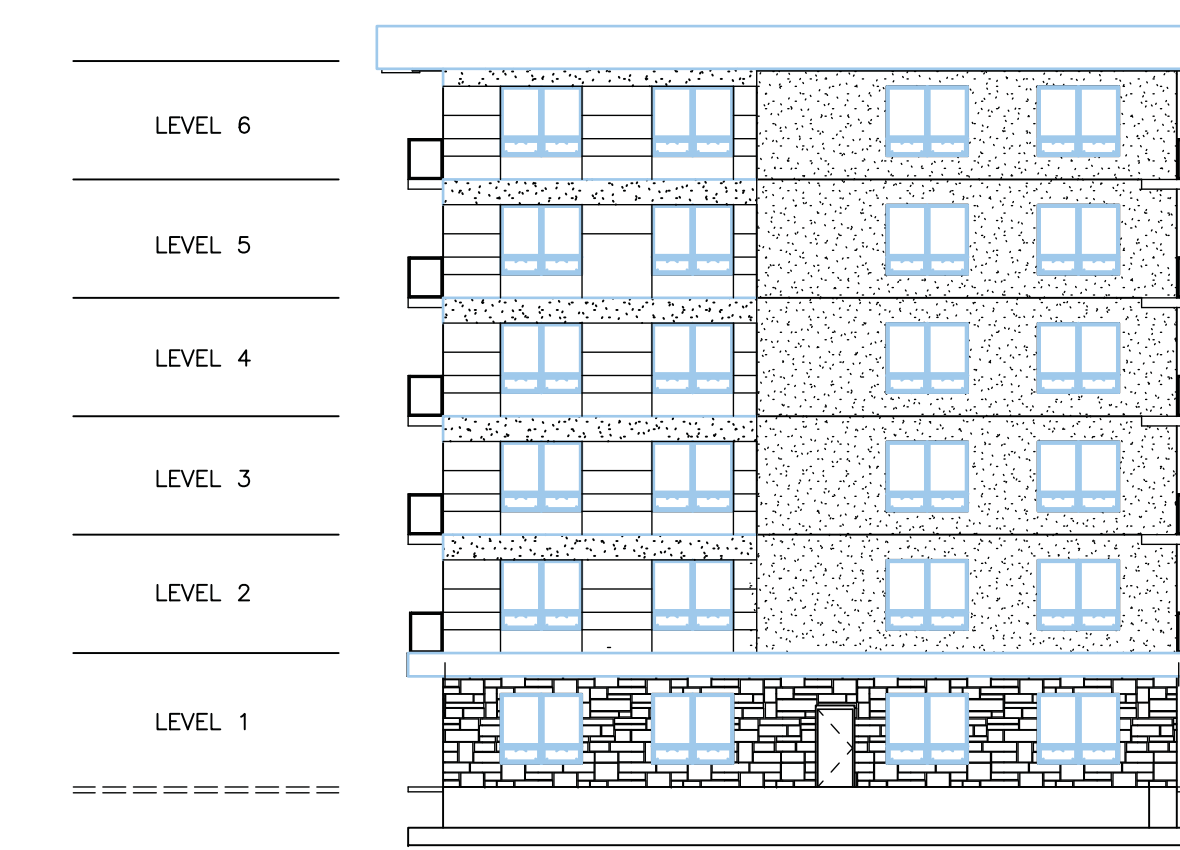
UNITS 25 to 32 (incl.) and  
EXCLUSIVE USE PATIOS PT25 to PT32 (incl.)  
LEVEL 1  
(BUILDING 'D')SCALE = 1:200



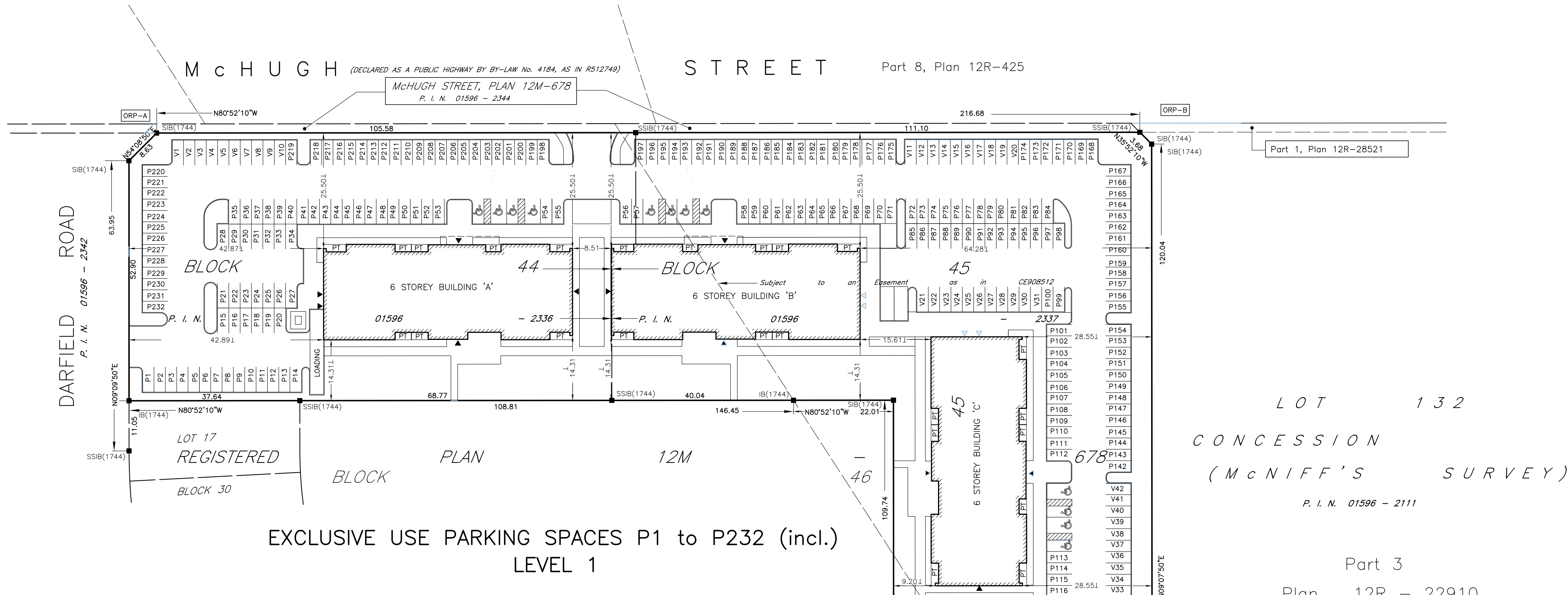
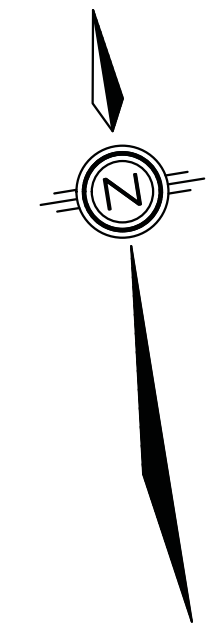
UNITS 31 to 40 (incl.)  
LEVEL 2 to 6 (incl.)  
(BUILDING 'D')



NORTH ELEVATION  
(BUILDING 'A')  
SCALE = 1:200



EAST ELEVATION  
(BUILDING 'A')  
SCALE = 1:200



EXCLUSIVE USE PARKING SPACES P1 to P232 (incl.)  
LEVEL 1

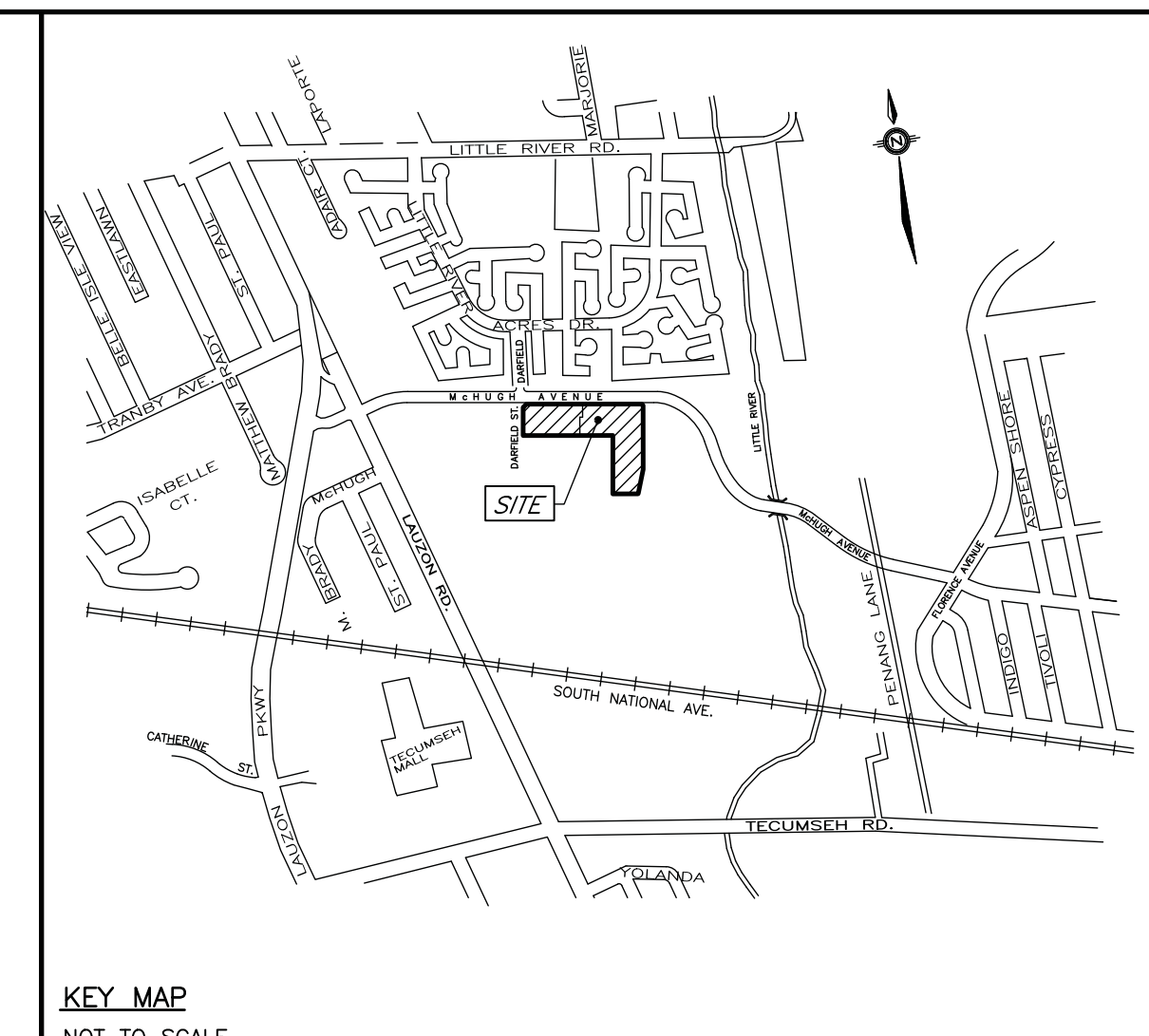
**INTEGRATION DATA**

COORDINATES ARE DERIVED FROM GPS OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE). COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) OF REG. 216/10.

POINT ID	NORTHING	EASTING
ORP-A	14687316.11	1440768.75
ORP-B	14687331.73	1441002.66

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

- LEGEND AND NOTES**
- BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) AND 83 (ECSRS) (2011/0).
- DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999988.
- ALL BEARINGS AND DISTANCES BETWEEN FOUND BARS SHOWN HEREIN ARE IN AGREEMENT WITH REGISTERED PLAN 12M-678.
- DENOTES SURVEY MONUMENT FOUND
  - DENOTES SURVEY MONUMENT SET
  - DENOTES STANDARD IRON BAR
  - DENOTES SHORT STANDARD IRON BAR
  - DENOTES IRON BAR
  - DENOTES WIPES
  - DENOTES WIPES
  - DENOTES SET
  - (O) DENOTES ORIGIN UNKNOWN
- ALL SET SBM AND FB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PRIORITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11 (4) OF REG. 352/91.
- (1744) DENOTES VERHAEGEN LAND SURVEYORS
- DENOTES LIMIT BOUNDARY
  - DENOTES EXTERIOR FACE OF STRUCTURAL WALLS
  - PT DENOTES PILE
  - P DENOTES PARKING SPACE
  - VP DENOTES VISITOR PARKING SPACE
  - DENOTES HANDICAP PARKING SPACE



**DRAFT PLAN OF CONDOMINIUM OF BLOCKS 44 AND 45, REGISTERED PLAN 12M-678 IN THE CITY OF WINDSOR COUNTY OF ESSEX, ONTARIO**  
VERHAEGEN LAND SURVEYORS  
SCALE = 1:500  
METRES  
0 100 200 300

**"METRIC"** DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

**ADDITIONAL INFORMATION REQUIRED UNDER THE CONDOMINIUM ACT, 1998 AND SECTION 51 (17) OF THE PLANNING ACT, 1990.**

A) ON DRAFT PLAN  
B) ON DRAFT PLAN  
C) ON DRAFT PLAN  
D) RESIDENTIAL  
E) ON DRAFT PLAN  
F) ON DRAFT PLAN

C) ON DRAFT PLAN  
D) MUNICIPAL WATER  
E) CLAY  
F) ON DRAFT PLAN  
G) CONDOMINIUM UNITS  
H) ALL MUNICIPAL SERVICES PROVIDED  
I) ON DRAFT PLAN  
J) ON DRAFT PLAN

**SITE AREA**  
1.531 HECTARES / 4.771 ACRES  
232 RESIDENTIAL UNITS  
DENSITY  
152.1 RESIDENTIAL UNITS PER HECTARE  
48.6 RESIDENTIAL UNITS PER ACRE

**SITE INFORMATION**

LEVEL	BUILDING 'A'		BUILDING 'B'		BUILDING 'C'		BUILDING 'D'	
	NUMBER OF RESIDENTIAL UNITS PER LEVEL	NUMBER OF EXCLUSIVE USE PARKING SPACES	NUMBER OF RESIDENTIAL UNITS PER LEVEL	NUMBER OF EXCLUSIVE USE PARKING SPACES	NUMBER OF RESIDENTIAL UNITS PER LEVEL	NUMBER OF EXCLUSIVE USE PARKING SPACES	NUMBER OF RESIDENTIAL UNITS PER LEVEL	NUMBER OF EXCLUSIVE USE PARKING SPACES
LEVEL 1	8	58	4	10	8	58	4	11
LEVEL 2	10				10			
LEVEL 3	10				10			
LEVEL 4	10				10			
LEVEL 5	10				10			
LEVEL 6	10				10			
<b>TOTAL</b>	<b>58</b>	<b>58</b>	<b>4</b>	<b>10</b>	<b>58</b>	<b>58</b>	<b>4</b>	<b>11</b>

**OWNER'S AUTHORIZATION**  
I HEREBY AUTHORIZE THE FILING OF THIS DRAFT PLAN FOR APPROVAL.  
FARM HOLDINGS CORPORATION  
DATE: \_\_\_\_\_ SHAMUEL FARRI  
"I HAVE THE AUTHORITY TO BIND THE CORPORATION"

**SURVEYOR'S CERTIFICATE**  
THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS HAVE BEEN ASCERTAINED AND CORRECTLY SHOWN.  
DATE: OCTOBER 8, 2021  
Roy Simons  
A. SIMONE  
ONTOLEND SURVEYOR

**VERHAEGEN** SURVEYING MAPPING  
LAND SURVEYORS  
A DIVISION OF J.D. BARKES LTD.  
444 OTTAWA STREET, WINDSOR, ON, N9X 2E1

DRAWN BY: D.J. CHECKED BY: R.A.S. REFERENCE NO.: 13-47-255-05  
CAD FILE: 19-47-255-05.dwg E-128-478-044 M CAD DATE: October 8, 2021 11:23 AM





**PLANNING DEPARTMENT – DEVELOPMENT DIVISION**

**Memo**

**To:** City Clerk  
**From:** City Planner/Executive Director  
**Date:** February 7, 2022  
**Subject:** TRANSMITTAL OF NEW FILE **Our File Number: Z-043/21 [ZNG/6626]**  
**RE:** Application For:  Zoning Amendment  Official Plan Amendment  
 Part Lot Control  Draft Plan of Subdivision/Condominium

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Applicant: LANKOR HORIZONS DEVELOPMENT INC  
Location: 10835 RIVERSIDE DR E  
Description: Application to amend Zoning By-law 8600 to add a Holding Zone to this portion of the subject property.

The ZONING AMENDMENT application submitted by Lankor Horizons Development Inc for 10835 Riverside Dr E has been deemed as complete on February 1, 2022.

Enclosures:

- 1 copy of Application Form
- 1 copy of Drawings
- 1 copy of Site Plan

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Thom Hunt, MCIP, RPP  
City Planner, Executive Director

/ms

February 1, 2022

Dillon Consulting Ltd  
ATTN: Melanie Muir  
3200 Deziel Dr, Suite 608  
Windsor ON N8W 5K8

Dear Ms Muir:

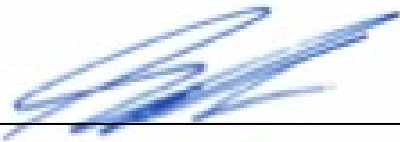
**Re: REZONING APPLICATION**  
**APPLICANT: LANKOR HORIZONS DEVELOPMENT INC**  
**LOCATION: 10835 RIVERSIDE DR E**  
**FILE NO.: Z-043/21 [ZNG/6626]**

This is to acknowledge receipt of the application for rezoning, which has been assigned the above-referenced file number. In accordance with the delegation authority as prescribed by By-Law 139-2013, the information and material required has been provided; therefore, the application was deemed COMPLETE on February 1, 2022 and processing has begun.

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

Please email me at [pgolob@citywindsor.ca](mailto:pgolob@citywindsor.ca) , if you have any questions.

Yours truly,



---

Pablo Golob, MCIP RPP  
Planner II – Research & Design

PG/ms

## ZONING BY-LAW AMENDMENT APPLICATION

### INSTRUCTIONS

Verify that you are using the current application form.

- Section 1: Pre-Submission consultation with a staff Planner is mandatory per By-law 199-2007. If you do not have a valid Pre-Submission Letter, you must meet with a staff Planner who must sign and date this section.
- Section 2: During Pre-Submission consultation a staff Planner will indicate what supporting information must be submitted with the application.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting other companion applications with this application.
- Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan. If this information is in a Planning Rationale Report, check the box beside "See Planning Rationale Report".
- Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.
- Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.
- Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.
- Section 12: Check the appropriate box based on a valid Pre-Submission Letter or pre-submission consultation.
- Section 13: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Other: Read, complete in full, and sign Schedules A & E. Complete Credit Card Authorization if paying by credit card
- Submit application form, supporting information, and application fee / credit card authorization to Senior Steno Clerk at Planning Division, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)

### TYPE OF REZONING AMENDMENT

### DATE RECEIVED STAMP

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

#### Minor Zoning Amendment

- Site zoned commercial, institutional, or manufacturing
  - Addition to the list of permitted uses
- Site already zoned
  - Change to existing regulations or to zoning district boundary to match lot lines
- Site designated in the Official Plan for residential use
  - Rezoning to accommodate a maximum of six dwelling units
- Site designated in the Official Plan for the proposed use other than residential
  - Site-specific zoning for a site with a lot area of less than 1,000.0 m<sup>2</sup>

#### Major Zoning Amendment

- Any other amendment not listed as minor.

# ZONING BY-LAW AMENDMENT APPLICATION

## ZONING BY-LAW AMENDMENT PROCESS

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

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

## CONTACT INFORMATION

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Planning & Building Department – Planning Division  
Suite 210  
350 City Hall Square West  
Windsor ON N9A 6S1

Telephone: 519-255-6543  
Fax: 519-255-6544  
Email: [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)  
Web Site: [www.citywindsor.ca](http://www.citywindsor.ca)

# ZONING BY-LAW AMENDMENT APPLICATION

## 1. PRE-SUBMISSION CONSULTATION

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

Valid Pre-Submission Letter? NO  YES  File Number: PS-\_\_\_\_\_

*Staff Use Only*

Signature of Staff Planner	Date of Consultation
<input type="checkbox"/> Jim Abbs	<input type="checkbox"/> Kevin Alexander
<input type="checkbox"/> Melissa Gasic	<input type="checkbox"/> Justina Nwaesei
<input type="checkbox"/> _____	<input type="checkbox"/> Greg Atkinson
	<input type="checkbox"/> Simona Simion
	<input type="checkbox"/> Laura Diotte
	<input type="checkbox"/> Adam Szymczak

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

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

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

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

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



# ZONING BY-LAW AMENDMENT APPLICATION

## 3. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

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

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

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

### Applicant

Name: Lankor Horizons Development Inc. Contact: Wing On Li  
*Name of Contact Person*

Address: 2473 Ouellette Avenue, Suite 103, Windsor

Address: \_\_\_\_\_ Postal Code: N8X 1L5

Phone: 226-722-8328 Fax: \_\_\_\_\_

Email: wingon.li@horizoninv.ca

### Registered Owner Same as Applicant

Name: Riverside Sportsman Club Contact: Franco Marcelloni  
*Name of Contact Person*

Address: 10835 Riverside Drive East, Windsor ON

Address: \_\_\_\_\_ Postal Code: N8P1A5

Phone: (519) 735-3031 Fax: \_\_\_\_\_

Email: riversidesportsmenclub@cogeco.net

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

Name: Dillon Consulting Limited Contact: Melanie Muir  
*Name of Contact Person*

Address: 3200 Deziel Drive, Suite 608

Address: Windsor, Ontario Postal Code: N8W 5K8

Phone: 519-791-2221 Fax: 519-948-5054

Email: mmuir@dillon.ca

## 4. COMPANION APPLICATIONS

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- Are you submitting a companion Official Plan Amendment application? NO  YES
- Are you submitting a companion Plan of Subdivision/Condominium application? NO  YES
- Are you submitting a companion Site Plan Control application? NO  YES

# ZONING BY-LAW AMENDMENT APPLICATION

## 5. SUBJECT LAND INFORMATION

Municipal Address 10835 Riverside Drive East

Legal Description Part of Pt. Lot 144, CON 1

Assessment Roll Number 373906046021200

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

Frontage (m) 129.40 Depth (m) Irregular Area (sq m) 16,629.15

Official Plan Designation Residential

Current Zoning Commercial District 1.5 (CD1.5)

Existing Uses Vacant land fronting onto Wyandotte Dr. E, currently utilized as open space for Riverside Sportsman Club

If known, the lengths of time that the existing uses have continued: +/-50 years

Previous Uses Weapons firing range as part of Riverside Sportsman Club

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

N/A

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

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

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

An application for a Plan of Subdivision or Consent: NO  YES  File: A-018/86; A-119/80; A-024/81; A-190/94; A-146/96; A-087/03 - all approved

An application for an amendment to a Zoning By-law: NO  YES  File: N/A

An application for approval of a Site Plan: NO  YES  SPC- N/A

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

# ZONING BY-LAW AMENDMENT APPLICATION

## 6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: Commercial District 1 (CD1.5)

to: Commercial District 1 with a Holding Zone (CD1.5(h))

Proposed uses of subject land: Vacant

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

The existing zone on the subject lands are to remain as is, and a Holding Zone is requested to be added to this portion of the subject property (southern portion of site).

Why is this amendment or these amendments being requested?

The addition of the Holding provision is requested to fulfill the condition of Consent Application B-052/21. This addition to the zone will ensure that the recently severed parcel of land

will have the appropriate servicing studies completed and municipal services constructed prior to development. The owners are in the process of selling the parcel to the applicant, at which time the property applicant will make the appropriate rezoning and draft plan of condominium applications to rezone the property to an appropriate residential zoning. In order to sell the property the conditions of B-052/21 must be satisfied, which is the purpose of this application.

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

See Planning Rationale Report The requested Holding Zone is consistent with the PPS policies in particular: Section 1.1, pertaining to building strong, healthy communities; Section 1.1.3, pertaining to settlement areas as the addition on the Holding zone promotes cost-effective development to minimize land consumption and servicing costs in an orderly manner. The holding zone will maintain the existing use until such time that the appropriate servicing and planning studies can be completed.

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

See Planning Rationale Report Section 11.4.3.5 of the Official Plan states that all lots created by consent shall be serviced by municipal sanitary serviced, therefore the condition to construct full municipal services for the severed land (Wyandotte St E portion) to the satisfaction of the City Engineer and City Planner is ensured via the proposed Holding Zone to allow for an orderly development pattern (Section 11.4.3.6).

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

See Planning Rationale Report  See Official Plan Amendment

N/A

# ZONING BY-LAW AMENDMENT APPLICATION

## 7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

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Are there any buildings or structures on the subject land?

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

The portion of the subject land that this Zoning By-law Amendment application applies to is \_\_\_\_\_  
vacant. A building exists on the northern portion of the property.

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## 8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

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

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

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# ZONING BY-LAW AMENDMENT APPLICATION

## 9. ACCESS TO SUBJECT LAND

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

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

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## 10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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

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

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

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

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

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

- Sewers                       Ditches                       Swales                       Other \_\_\_\_\_



# ZONING BY-LAW AMENDMENT APPLICATION

## 11. SKETCH OF SUBJECT LAND

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Provide a sketch showing, in metric units,

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

## 12. APPLICATION FEE & OTHER FEES

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

Verify fees before submitting the application. Fees are subject to change and are not refundable when the application is deemed complete. Method of payment: Cash, Mastercard or Visa (complete Credit Card Authorization on page 15), or by Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor.

### APPLICATION FEE

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

### OTHER FEES

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

# ZONING BY-LAW AMENDMENT APPLICATION

## 13. PROPOSED PUBLIC CONSULTATION STRATEGY

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

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

Open House      Website      Other \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 14. SWORN DECLARATION OF APPLICANT

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

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




Signature of Applicant

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

Dillon Consulting Limited in the City of Windsor

Location of Applicant at time of declaration

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

Declared before me  at the Dillon Consulting Limited in the City of Windsor

Signature of Commissioner

Location of Commissioner

this 25 day of October, 20 21  
day month year

PLACE AN IMPRINT OF YOUR STAMP BELOW

**Melanie Anne Muir,**  
a Commissioner, etc., Province of Ontario  
for Dillon Consulting Limited.  
Expires May 3, 2022.

## READ & COMPLETE SCHEDULES A & E IN FULL & SIGN

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements

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

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

I, Franco Marcelloni of Riverside Sportsman Club, am the registered owner of the land that is  
*Name of Registered Owner*

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

Dillon Consulting Limited and  
Lankor Horizons Development Inc.

*Name of Agent*

to make this application on my behalf.



Signature of Registered Owner

October 25, 2021

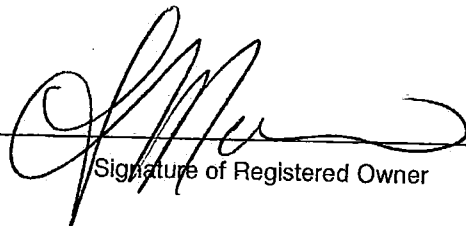
Date

If Corporation - I have authority to bind the corporation

### A2. Authorization to Enter Upon the Subject Lands and Premises

I, Franco Marcelloni of Riverside Sportsman Club,  
*Name of Registered Owner*

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



Signature of Registered Owner

October 25, 2021

Date

If Corporation – I have authority to bind the corporation

**SCHEDULE A CONTINUES ON NEXT PAGE**

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements - *Continued*

### A3. Acknowledgements

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

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

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

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

#### Species at Risk

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

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

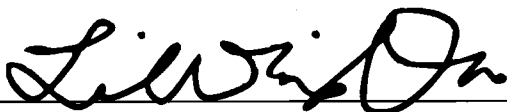
Additional information can be found at:

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

or by contacting MECP at SAROntario@ontario.ca

#### Acknowledgement

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



Signature of Applicant or Agent

October 25, 2021

Date

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

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE E – Environmental Site Screening Questionnaire

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### Previous Use of Property

- Residential       Industrial       Commercial       Institutional  
 Agricultural       Parkland       Vacant       Other \_\_\_\_\_

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

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

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

**SCHEDULE E CONTINUES ON NEXT PAGE**



# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE E - CONTINUED

### Acknowledgement Clause

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

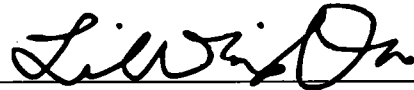
I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of Windsor of acknowledgement of this Record of Site Condition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

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

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

Wing On Li

Name of Applicant (print)



Signature of Applicant

October 25, 2021

Date

Melanie Muir

Name of Agent (print)



Signature of Agent

October 25, 2021

Date

**END OF SCHEDULE E**

# ZONING BY-LAW AMENDMENT APPLICATION

**DO NOT COMPLETE BELOW – STAFF USE ONLY**

<b>Receipt and Assignment of Application</b>	Date Received Stamp
This application has been assigned to:	
<input type="checkbox"/> Adam Szymczak (AS)	<input type="checkbox"/> Greg Atkinson (GA)
<input type="checkbox"/> Pablo Golob (GL)	<input type="checkbox"/> Jim Abbs (JA)
<input type="checkbox"/> Justina Nwaesei (JN)	<input type="checkbox"/> Kevin Alexandar (KA)
<input type="checkbox"/> Laura Diotte (LD)	<input type="checkbox"/> Melissa Gasic (MG)
<input type="checkbox"/> Simona Simion (SS)	<input type="checkbox"/> _____

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

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

**THIS IS THE LAST PAGE OF THE APPLICATION FORM**



**Subject: Streamlining Approvals to Enable Rapid Execution of Council's Vision and Direction**

**Reference:**

Date to Council: 12/20/2021  
Author: Laura Strahl, MCIP, RPP  
Executive Initiatives Coordinator (Acting)  
CAO Office  
lstrahl@citywindsor.ca  
519-255-6100 x6479

CAO Office  
Report Date: 10/29/2021  
Clerk's File #: AS/7748

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

**Recommendation:**

1. That Council **APPROVE** the delegation of additional authority to the Chief Administrative Officer (CAO) by amending Section 4 of the Delegation of Authority By-law No. 208-2008 to add the following:
  - (a) Approval of Transfers From/To Reserves from the following Reserves :
    - i. PC Maintenance/Support Reserve Fund 177, unlimited, in accordance with the Purchasing By-law
    - ii. Pay As You Go (PAYG) Leasing Reserve Fund 170, unlimited, in accordance with the Purchasing By-law
    - iii. Pollution Control Reserve Fund 208 for purchases up to \$300,000
  - (b) Approval of the conversion of temporary positions to permanent Full Time Equivalent (FTE) when the temporary position is already fully funded via an approved temporary salary budget and the addition of permanent FTE positions when external dedicated grant funding is provided for the purpose of funding specific programs/positions, resulting in no additional costs to the City
  - (c) Approval of minor required changes to Transit Windsor service routes
  - (d) Approval of Quarterly Compliance Reports
  - (e) Approval of Subcontract Quotations
  - (f) Approval of Participation Agreements for Municipal Benchmarking Network of Canada (MBNC) Program
2. That Council **APPROVE** the delegation of additional authority to the CAO by further amending Section 4 of the Delegation of Authority By-law No. 208-2008 to

allow the CAO to delegate to identified positions within the City's Administration the following items:

- (a) The Fleet Manager to sign documents required by the dealer for delivery of vehicles and equipment as required, where the purchase of vehicles and equipment has been approved by Council
  - (b) The Commissioner of Infrastructure Services to sign a letter of support to the Ministry of Environment, Conservation and Parks to allow the Windsor Essex Community Health Unit (WECHU) to perform mosquito larviciding on the City's behalf
  - (c) The Commissioner of Infrastructure Services to sign Data Agreements to obtain natural gas consumption numbers
  - (d) The respective Commissioner to sign Letters of Support for grant applications where the following criteria is met: 1) no funds required from the City and 2) municipalities are ineligible to apply
  - (e) The Commissioner or designate, identified in Appendix B to Report C169/2021 has the authority to approve CAO reports and sign agreements, or authority to sign agreements.
3. That the following items **BE DELETED** from the Delegation of Authority By-law No. 208-2008 and incorporated into regular business processes:
- (a) Section 1.9 Sidewalk Cafes
  - (b) Section 1.33 Sewer Agreements
  - (c) Section 3.2 Approval of legal encroachments within the terms of Council's established policy
4. That the Manager of Right-of-Way **RETURN** to Council with an amendment to the Encroachment Policy M67-2015 to adjust the approval authority.
5. That Schedule A1 of the Delegation of Authority By-law No. 208-2008 **BE AMENDED** as follows:
- (a) Section I., 1. **BE DELETED** and **REPLACED** with  
  
"The Chief Administrative Officer is authorized to approve fee simple land acquisitions, acquisition of easements, consent to enter/temporary working easements and expropriation settlements up to and including a limit of \$200,000 (exclusive of any taxes, registration and legal fees, real estate commissions and survey costs), subject to the following:..."
  - (b) Section I. 1., c. **BE DELETED** and **REPLACED** with:  
  
"The land is not being acquired by means of expropriation, unless the Expropriation Act is being used to assemble the lands for road improvement projects".
  - (c) Section II., 2. **BE DELETED** and **REPLACED** with

“The Chief Administrative Officer may approve fee simple land sales (including vacant or improved properties and closed rights-of-way if not sold to an abutting property owner and is permitted under the applicable closing or conveying bylaw), lands acquired by means of expropriation or other conveyances of an interest in land up to and including \$200,000 (exclusive of any taxes, registration and legal fees, rehabilitation costs, real estate commission and survey costs), subject to the following conditions:...”

(d) Section II., 2. b. **BE DELETED** and **REPLACED** with:

“In the event that the land was acquired by the municipality by means of expropriation that the requirements provided for under the Expropriation Act be followed prior to selling it to someone other than the individual who was expropriated;”

(e) Section II., 2. d. **BE DELETED** and **REPLACED** with:

“In the opinion of the City Solicitor, the fee simple sale of land is not contrary to Bylaw 52-2014 (Disposal of Land policy) as amended from time to time. Other conveyances of an interest in land up to and including \$200,000 (exclusive of any taxes, registration and legal fees, rehabilitation costs, real estate commission and survey costs) are not subject to By-Law 52-2014 (Disposal of Land policy);

6. That Section 3.43 Sandwich Community Improvement Plan Neighbourhood Residential Rehabilitation Program and Development and Building fees **BE DELETED** from the Delegation of Authority By-law No. 208-2008 and that the City Planner By-law 139-2013 **BE AMENDED** to include:

(a) Authority for the City Planner to approve *Olde Sandwich Towne Community Improvement Plan Grant Programs* for the following:

1) *Neighbourhood Residential Rehabilitation Grant Program* applications to a maximum of \$15,000 and where sufficient budget funding is available. Such approval to be based on the recommendation of the Planner as to technical merit and the City Treasurer as to financial considerations; and,

2) *Development and Building Fee Grant Program* applications when the Grant is requested as part of the *Neighbourhood Residential Rehabilitation Grant* only, to a maximum of \$15,000 and where sufficient budget funding is available. Such approval to be based on the recommendation of the Planner as to technical merit and the City Treasurer as to financial considerations

(b) Authority for the City Planner to approve Study Grant approvals under the Brownfield Redevelopment Community Improvement Plan to a maximum of \$25,000 and where sufficient budget funding is available. Such approval to be based on the recommendation of the Planner as to technical merit and the City Treasurer as to financial considerations



- (c) Authority for the City Planner to approve applications under the Demolition Control By-laws as long as the policies/requirements of the Planning Act, Demolition Control By-law and Official Plan are addressed. In the event the City Planner is of the opinion that the application does not comply with the policies/requirements of the Planning Act, By-law or Official Plan, then the application will proceed to Council
7. That Section 3.32 of the Delegation of Authority By-law No. 208-2008 **BE AMENDED** by deleting 'Ministry of Community Safety and Correctional Services' and replacing it with 'Ministry of the Solicitor General, or associated Ministry'.
  8. That Section 3.24 of the Delegation of Authority By-law No. 208-2008 **BE DELETED** and **REPLACED** with: "Approval of the execution of one-time or infrequent agreements that comply with approved operating or capital budgets, and administrative forms or additional documents connected to agreements already approved and signed by the City".
  9. That the Purchasing Manager **RETURN TO COUNCIL** after consulting with internal and external stakeholders regarding the following proposed amendments to the Purchasing By-law 92-2012:
    - (a) Section 37(a) allow the Chief Administrative Officer to approve a requisition and make an award of up to \$500,000, provided the funds have been included in the Council-approved operating or capital budget;
    - (b) increasing the Small Purchase Order (SPO) limit up to \$35,000;
    - (c) eliminate the requirement for an informal Request for Quotation process;
    - (d) Increasing the formal Request for Quotation process thresholds between \$35,001 - \$75,000; and,
    - (e) Increasing the estimated dollar thresholds for all Request for Proposal/Request for Tender (RFP/RFT) to \$75,000 or greater.
  10. That the City Solicitor **BE DIRECTED** to prepare the required amending by-laws to Delegation of Authority By-law No. 208-2008 and City Planner By-law 139-2019.

Executive Summary:

N/A

### **Background:**

As part of the Chief Administrative Officer's (CAO's) report to Council on the *Current Organizational State of The Corporation of the City of Windsor* (Report C87/2021, June 21, 2021), Council directed administration to report back to Council with amendments to the Delegation of Authority By-law No. 208-2008 (DOA By-law) (Attached as Appendix A) to remove "red tape" and enable rapid execution of Council's vision and direction. This report also includes other streamlining recommendations under the City Planner

By-law 139-2013 and proposes a method for streamlining the Purchasing By-law 92-2012.

The purpose of this report is to propose streamlining measures that will enable administration to deliver better and faster services to residents. By reducing administrative burdens (such as lengthy approval timelines, multiple levels of review and approval, and high demand of staff time to prepare reports) staff can maximize their time to enable rapid execution of Council's vision and direction.

As part of the Corporate Strategic Plan that administration is currently developing, ideas are being explored to make the organization even more innovative, agile, collaborative, solution-oriented, efficient and effective. Part of this shift in corporate culture includes empowering staff to make decisions and providing the ability for staff to be more agile.

Section 23.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides Council with authority to delegate some of its powers and duties under the Municipal Act or any other Act to a person or body subject to specified restrictions. Pursuant to this authority council passed the CAO By-law 208-2008. This by-law has been amended over the years to delegate various routine administrative matters to the CAO. This report recommends a further delegation of authority of administrative powers and duties to the CAO. These delegations are in accordance with the provisions of the Municipal Act.

### **Discussion:**

Council has already streamlined some approval processes by delegating approval of items to administration under the DOA By-law. This allows Council to address long-term and strategic issues at Council meetings. This also allows administration to process approvals without requiring the preparation of a Council report and submission in the agenda review process. The CAO approves over 400 CAO/CAOP reports a year on behalf of Council through the DOA By-law and Purchasing By-law.

The internal administrative process for approvals for items listed in the DOA By-law requires staff to prepare a CAO report to seek approval from the CAO, which can be time consuming where the item is routine in nature (and carries low risk) or where another more streamlined process (such as a permit process) can be implemented for record keeping. For example, changes made to Sidewalk Cafe Agreements in 2016 removed the item from the DOA By-law and a permit process was incorporated into regular business processes.

In cases where a CAO report is still the best process for proper review and transparency/record keeping purposes, there are items in the DOA By-law that can be delegated from the CAO to a designate (another member of CLT or a senior leader). By reducing a layer of review and approval and empowering staff to make decisions in their respective departments the corporation can provide faster services to residents. This will save time in the approval process and save staff time reviewing reports. It's difficult to calculate the time and staff resources saved by reducing the number of approvals needed, however if the CAO spends an average of 15 minutes on each report to review and approve, by removing one layer of approvals needed this could save 100 hours of staff time a year (assuming 400 reports a year).

Therefore, the recommendations in this report focus on: 1) Items to be Added to Section 4 of the DOA By-law; 2) Items to Be Further Delegated to CLT or senior leader (or designate); 3) Items To Be Deleted and Incorporated into Regular Business Processes; and 4) Minor Housekeeping Amendments.

## **Proposed Amendments to the Delegation of Authority By-law No. 208-2008 (DOA By-law)**

### **1) Items to be Added to Section 4 of the DOA By-law:**

**CAO Delegated Authority to Approve Transfers From/To Reserves:** The corporation has numerous reserve funds/accounts each requiring City Council approval for any transfers to/from the respective reserve. While some reserves are legislated, such as Development Charge Reserves, others are set up for the specific purpose of accumulating funding for the repair or replacement of an asset in the future.

There are 2 Reserve Funds administered by the Information Technology (IT) department as well as one Reserve administered by Pollution Control that collect revenue over a period of time to fund purchases as required. Annual transfers are required from the respective reserves to fund these purchases made in the operating budget. These transfers are considered housekeeping in nature and are recommended to be placed in the CAO DOA Bylaw.

### **PC Maintenance/Support Reserve Fund 177**

Departments annually contribute to the PC Maintenance/Support reserve based on the number of personal computers (PC's) and printers being used in each department. The purpose is:

- To allocate a portion of the costs to support, network and secure the computers and printers across the Corporation.
- To annualize the expenses related to the big-ticket upgrades when required in a corporate computing environment (e.g. operating systems, office suite, E-mail system, management systems).

### **Pay As You Go (PAYG) Leasing Reserve Fund 170**

This reserve fund was set up when the City converted from a leasing model and established a Pay As You Go (PAYG) purchase replacement program for equipment such as computers, vehicles, radios etc. Departments contribute annually to the PAYG reserve based on the number of personal computers (PC's) being used in each department.

The IT department then manages the assets on a lifecycle basis and makes the procurements through their operating budget as follows:

- Replacement PC's (desktop PC's, laptop PC's, CAD workstations, monitors)
- Parts and maintenance for out-of-warranty PC's

- Networking and Server lifecycle management (maintaining, replacing infrastructure using evolving technology to improve efficiency and total cost of ownership)
- Salary and benefits for several staff required for End User Support, Technical Support, and Personal Computer Support.

Annually, at year-end, these operating accounts recover from their respective reserves to fund any expenditures incurred for these activities. The reserve forecast models are monitored and reviewed annually to ensure ongoing sustainability.

The IT reserve transfers for F177 and F170 were \$837,000 and \$967,000 respectively in 2021 and can fluctuate annually based on the timing and needs in IT. Administration does not recommend an upper limit on the amounts that can be transferred from these funds, provided purchases are in accordance with the Purchasing By-law.

### **Pollution Control Reserve Fund 208**

The Pollution Control reserve is funded annually by Sewer Surcharge revenue and was set up to ensure funds are available to fund critical pollution control related equipment repairs, refurbishments and replacements over a period of 15 years. The equipment is located at the Lou Romano Water Reclamation Plant, Little River Pollution Control Plant and numerous pump stations throughout the City. The equipment in these facilities is very specialized and critical to the ongoing operations of the pollution control system. There have been cases recently where repairs were required with very short notice and were necessary to ensure all provincial regulatory standards were maintained. This recommendation is to add transfers from this reserve to the CAO DOA Bylaw for purchases up to \$500,000 to facilitate funding for emergency repairs to expedite the need to get Council approval to transfer funds from the reserve fund.

### **Increase Permanent Full Time Equivalent (FTE) Positions In Specific**

**Circumstances:** The City currently has numerous temporary positions that were added over the years to address specific service level concerns and/or grant funding requirements. In many cases, these positions have been in place for many years and are currently filled by temporary staff and/or staff seconded from other City positions. Given the temporary nature of these positions, it is very difficult to recruit quality external candidates due to the future uncertainty of permanent employment with the City. In addition, when a position is filled with a temporary candidate, this is usually short lived as the employee leaves as soon as a permanent employment opportunity becomes available. This continuous and repetitive recruitment cycle is not efficient, resulting in low productivity for the area and significant recruitment and training costs overall.

Turnover costs are very difficult to quantify. Industry standards for an entry level position can start at 30% to 40% of the employee's annual salary, and can escalate quickly as you move up to higher positions in the organization where the percentage can double, triple or go even higher.

Providing delegated authority to the CAO to assess and convert these temporary positions to permanent FTE positions on a case-by-case basis, will allow for the

recruitment of better quality candidates, reduced turnover costs, and generate overall increased efficiencies within the corporation.

This delegated authority would allow the CAO to add FTE positions in 2 specific cases as follows:

1. The conversion of temporary positions to permanent FTE when the temporary position is already fully funded via an approved temporary salary budget and;
2. The addition of permanent FTE positions when external dedicated grant funding is provided for the purpose of funding specific programs/positions, resulting in no additional costs to the City.

### **Transit Windsor - Required Changes to Service:**

Including, but not limited to:

1. Changes to routes
2. Changes to route frequencies
3. Lengthening or shortening an existing route
4. Changes to fare media sales outlets

Before submitting a recommendation to make any changes, Transit Administration will continue to exercise due diligence by assessing trends, seeking public feedback/consultation, reviewing financial impacts, investigating all available options, and ensuring decisions are made in the best interest of all stakeholders.

In order to make Transit Windsor a more nimble, responsive, and customer-focused service, Transit Administration would like to have the ability to implement changes of lesser magnitude, (routing changes, service improvements, efficiencies, etc.) without the cumbersome and time-consuming process of going to the Transit Windsor Board (ETPS) and Council. Two recent examples of route changes that went through the normal approval process were the minor routing change in 2021 on the Route 1C, and the changes to the Tunnel Bus route in 2019 resulting from the opening of the new Little Caesar's Arena. Both changes were carefully determined and made in the best interest of serving our riders, but implementation was delayed by several months as the changes wound their way through the Committee and Council approval process.

Any changes/recommendations submitted via the DOA By-law are expected to have zero or minimal financial impact to the Corporation. Should there be any variances in the year impacted, the recommendation will be made to annualize the cost through the proceeding year's budget.

Further, Transit Administration will provide updates as information via reports to ETPS and Council on the implemented changes.

**Quarterly Compliance Reports:** On a quarterly basis, department/division heads are asked to verify compliance with respect to applicable laws and regulations/inquiries received from government agencies. An update report on the status of compliance was previously submitted as an agenda item to the Corporate Services Standing Committee



of City Council. In the 2021 Q1 update report, administration noted the intention to transition future compliance updates to the CAO as part of the DOA By-law.

**Subcontract Quotation:** When this issue came up during the recent EWSWA tender for refuse transfer from various sites, Operations was informed by Purchasing that the City needed Council approval to give a subcontract quotation to the general contractors bidding on the work for our staff to perform this part of the tender. There was no impact to our service delivery and no impacts to staffing or equipment. An email poll of council was conducted, but this was not the most efficient process. For future we would like to use a CAO report where details of the issue are summarized for the CAO to approve. To take it a step further, there may be additional tendering opportunities where the City could bid as a general on this work, similar to our garbage collection for schools. Given tendering timelines it would not be feasible to complete a full business case and bring it to council for their approval. Preparing a CAO report with the relevant information documented for approval by the CAO will make the process more efficient. By expediting the approval process the City is not missing out on revenue opportunities.

**Participation Agreement for Municipal Benchmarking Network of Canada (MBNC) Program:** An annual membership agreement needs to be signed for the City's participation in the Municipal Benchmarking Network of Canada (MBNC) Program. The City has been participating in the program for approximately 17 years and has the budget for membership, however with the Program's recent incorporation, formalized participation agreements will be required to be signed on an annual basis going forward.

## **2) Items to Be Further Delegated to CLT (or designate):**

By delegating approval authority of CAO reports to the appropriate members of CLT who work closer with the issue/report subject will expedite the approval process. The table attached as Appendix B breaks down the DOA By-law by section and identifies where approval authority is recommended to another member of CLT or if no change is proposed. Delegating authority to the relevant CLT member would not change the permitting, review, and agreement process.

**West Nile Larviciding Requirements:** Every year the City needs to submit a letter of support to the Ministry of Environment, Conservation and Parks to allow the Windsor Essex Community Health Unit (WECHU) to perform mosquito larviciding on our behalf. The letter has not changed in almost a decade. Administration recommend removing this item from the DOA By-law to and allow the Commissioner of Infrastructure Services to process the letter of support as needed.

**Data Agreements to Obtain Natural Gas Consumption Numbers:** In order to obtain community natural gas consumption numbers from Enbridge a data agreement must be signed. The data is used by the Supervisor of Environmental Sustainability and Climate Change to calculate Community Emissions. Drafting a CAO report and having the CAO sign an agreement slows down the process of obtaining the numbers. It's recommended that the relevant commissioner can sign the agreement moving forward.

**Letters of Support for grant applications:** The City is often asked to provide a letter of support for either the University or Non-profits in applications for grants. Administration recommends that this item be removed from the DOA By-law and that

the respective Commissioner or senior leader be allowed to sign the letter of support if the following conditions are met: 1) no funds required from the City and 2) municipalities are ineligible to apply (i.e. not supporting possible competition).

**Signing of Agreements:** It's recommended that the DOA By-law authorize the CAO to provide for the appropriate signing officer (CLT and other senior leadership), in addition to the Clerk, for various levels of contracts and agreements.

### **3) Items To Be Deleted and Incorporated into Regular Business Processes**

**Section 1.9 Sidewalk Sales:** Sidewalk sales are requested by the Business Improvement Associations (BIAs) once or twice a year. The review process for a sidewalk sale is very similar to a sidewalk café permit application, which no longer requires CAO approval as per By-law 64-2016, May 16, 2016. The current process to receive approval for a sidewalk sale takes 4 to 6 weeks. If the Commissioner of Infrastructure Services approves the sidewalk sale, a permit could be issued in 7 to 10 days. Administration recommends removing sidewalk sales from the DOA By-law and administration will implement a permit process approved by the Commissioner of Infrastructure Services.

**Section 1.33 Sewer Agreements:** Sewer Agreements are completed as per By-law 4921. Currently, a CAO report is created to obtain a CAO approval number to approve the agreement. A sewer permit is issued as soon as possible as the property owners' plumbing may not be functioning. The Right-of-Way Division issues the sewer permit as per Bylaw 25-2010 and there is a Request for Proposal (RFP) for the approved contractors. Removing this item from the DOA By-law will remove the requirement for a CAO approval number and allow the Right-of-Way Division to deliver the services faster as per By-law 4921 and By-law 25-2010.

**Section 3.2 Approval of legal encroachments within the terms of Council's established policy:** The encroachment agreement process is very lengthy. The typical process is 5 to 6 months. Removing this section from the DOA By-law and incorporating it into regular business processes will streamline the process to 3 to 4 weeks. This new process will be similar to the encroachment agreement renewal process that was approved in August 2016 (CAO3648). The renewal process reduced encroachment renewals from four (4) to six (6) months to two (2) to three (3) weeks. If approved, the Encroachment Policy M67-2015 would need a minor amendment to adjust approval authority. Delegating authority to the Commissioner of Infrastructure Services would not change the permitting, review, and agreement process. If Administration can not recommend a proposed encroachment agreement, then Council will receive a report for decision. Also, encroachments of concern to the Commissioner of Infrastructure Services that may require broader consultation will be referred to City Council for decision.

**Section 3.43 Sandwich CIP Neighbourhood Residential Rehabilitation Program and Development and Building fees:** Administration recommends removing this items from the DOA By-law and adding it to City Planner By-law 139-2013. The Ford City CIP has a similar program which was delegated to the City Planner (through an amendment to By-law 139-2013) (CR453/2019 CR339/2019 HDSC 61). Planning and

Building Department Planners have the technical background to evaluate such applications. Delegating approval to the City Planner will eliminate the need for a report and will streamline the review and approval process allowing homeowners to complete improvements to their properties in a timely manner. It also makes sense to delegate the authority to approve the *Development and Building Fees Grant Program* when applicants are also applying to the *Neighbourhood Residential Rehabilitation Grant* program only. This still requires sign off by the Planner (working on the file), the Department's Financial Planning Administrator, and the City Planner and City Treasurer. Funds cannot be dispersed unless there are sufficient uncommitted budget funding in place that had previously been approved by City Council.

#### **4) Minor Housekeeping Amendment:**

**Section 3.32 Court Security and Prisoner Transportation (CSPT) Program:** The Court Security and Prisoner Transportation (CSPT) Program provides for provincial subsidies to municipalities to offset municipal costs associated with providing security to provincial courthouses and transporting prisoners to and from those facilities. This program is administered under the Ministry of the Solicitor General (formerly known as the Ministry Community Safety and Correctional Services), therefore the DOA By-law needs to be amended to update the correct ministry name.

**Schedule A1 – Property Transactions:** This schedule was last updated in April 2014. Land values, in many cases, have more than doubled in value since 2014. This in effect reduces the number of acquisitions or sales that could be approved by a CAO report. The amendments to Schedule A1 in this regard changes the approval value for acquisitions, sales and other matters to \$200,000 from \$100,000. It also includes routine expropriation settlements with an upset limit of \$200,000.

The City often uses the Expropriations Act to assemble the lands for road improvement projects. There is no provision in the current by-law for the administrative approval of routine settlements. Administration is recommending that Schedule A1 be amended to include routine expropriation settlements.

**Section 3.24 Approval of the execution of onetime or infrequent processes or agreements that are of an administrative nature and comply with approved operating or capital budgets:** This section should be amended to reflect how the section is currently used by Administration. Administration uses this section to sign any kind of agreement that needs to be signed quickly without having to go to Council, therefore it should read: "Approval of the execution of one-time or infrequent agreements that comply with approved operating or capital budgets" to give the CAO the power to approve the types of agreements. Further, Administration recommends that the City Solicitor be delegated the authority to approve administrative forms or additional documents connected to agreements already approved and signed by the City.

#### **Purchasing By-law Amendments:**

As per Section 164 of the Purchasing By-law, the Purchasing By-law shall be reviewed and amended prior to the end of each term of Council. Further, Section 165 stipulates

that internal and external stakeholders shall be consulted in making amendments. The Purchasing Department has started to review the By-law and will circulate the following draft recommendations to internal and external stakeholders for review.

Purchasing analyzed 2018, 2019 and 2020 procurements and have determined that by doing the following would reduce the burden on City departments and expedite approximately 400-500 procurements per year:

- Amend s.37(a) of the Purchasing by-law to allow the CAO to approve a requisition and make an award of up to \$500,000, provided the funds have been included in the Council-approved operating or capital budget (this is an increase from \$150,000). This amendment would reduce the frequency for departments to have to seek council approval for approximately 1/3 of the RFP awards per year. Majority of RFP awards up to \$500,000 are general infrastructure construction consultant related services, specifically; design, contract administration and inspection. The CAO may use discretion and seek Council approval from time to time where he or she considers necessary and in the best interest of the City.
- Increase the thresholds under the by-law to allow departments more discretionary spending by increasing the SPO limit from \$5,000 to \$35,000 and eliminate the requirement for an informal RFQ process all together, and then move to a formal RFQ process between \$35,001 - \$75,000, and open market procurement for anything above that threshold. Administration selected the \$35,000 SPO limit because that number captures majority of standard deliverables required to perform daily operations in the City. Currently deliverables between \$5,001 - \$25,000 are solicited through the informal RFQ process which requires the departments independently to obtain at least two (2) quotes. This amendment would allow departments to source majority of deliverables that currently fall under the SPO and informal RFQ process without competitively sourcing the deliverable, which would streamline operations and improve timing. Risk to this amendment would reduce purchasing oversight and increase our non-competitive-means of procurement exposure from approximately \$2M to \$9M per year, not including sole sourcing.

Administration will return with final proposed amendments to the Purchasing By-law prior to the end of the current Council term.

### **City Planner By-law 139-2013**

To reduce red tape Administration recommend amendments to the City Planner By-law 139-2013 for the following:

- Administration recommends delegating applications under the Demolition Control By-laws to the City Planner as long as the policies/requirements of the Planning Act, By-law, and Official Plan are addressed. Specific areas of the City are under Demolition Control to protect residential housing stock from being demolished for speculation purposes (i.e. – demolishing a residential unit without a redevelopment plan and leaving the property vacant). Council approval is required for the Chief Building Official to issue the demolition permit where a property is within a Demolition Control Area. Where applicants already have a

redevelopment plan in place, the process of seeking Council approval can take 2 months, which can cause delays. By delegating approval authority to the City Planner the process would be expedited.

- Administration recommends delegating Study Grant Approvals under the Brownfield CIP to the City Planner. The majority of approvals issued under the Brownfield CIP are study grant approvals. Study grants are often completed as due diligence accompanying a property sale, which is time sensitive. It is common for applicants to submit an application and begin the work in advance of a Council decision due to the approximate six week time frame between making an application and receiving a Council decision. Delegation of study grant approvals to Administration, up to a maximum of \$25,000, would provide more timely approvals for property owners or prospective purchasers looking for assistance with the costs of an eligible Feasibility or Environmental Site Assessment Grant Study. It would also reduce resources required to process approvals. Delegating Study Grant Approvals to Administration was discussed in Report S71/2021 - Brownfield Redevelopment Community Improvement Plan (CIP) Update and Initiation of the Review Process. The lengthy approval process was identified as an issue by stakeholders when surveyed for the preparation of Report S71/2021.

**Reporting Procedures:** Where a CAO report is required for approval of a DOA By-law item, the same semi-annual reporting procedure to Council will be followed.

### **Risk Analysis:**

Finding the right balance of bureaucratic oversight is important for an efficient government. After many years of adding items to the DOA By-law, the approval process has become cumbersome and can create bottlenecks for approval. Risks associated with delegating authority from the CAO to other members of CLT and senior leaders have been mitigated as the items delegated all work within existing City budgets and allow the senior staff working closely with the subject matter to make decisions.

### **Climate Change Risks**

#### **Climate Change Mitigation:**

N/A

#### **Climate Change Adaptation:**

N/A



**Financial Matters:**

N/A

**Consultations:**

The following members of Administration have been consulted: Tony Ardovini, Deputy Treasurer Financial Planning, Kate Tracey, Legal Counsel, Angela Marazita, Fleet Manager, Patrick Brode, Senior Legal Counsel, Adam Pillon, Manager of Right-of-Way, Karina Richters, Supervisor of Environmental Sustainability and Climate Change, Kevin Alexander, Planner III – Special Projects, Greg Atkinson, Planner III – Special Projects, Thom Hunt, City Planner, Tyson Cragg, Executive Director Transit Windsor, Hem Kong, Coordinator of Administration, Shawna Boakes, Executive Director of Operations/Deputy City Engineer, Marco Aquino, Executive Initiatives Coordinator, Frank Scarfone, Manager of Real Estate Services, Wira Vendrasco, Deputy City Solicitor.

**Conclusion:**

Administration recommends that Council approve the recommendations in this report to streamline approvals to enable rapid execution of Council’s vision and direction.

**Approvals:**

Name	Title
Joe Mancina	Commissioner of Corporate Services, CFO
Shelby Askin Hager	Commissioner of Legal and Legislative Services
Jason Reynar	Chief Administrative Officer

**Notifications:**

Name	Address	Email

**Appendices:**

- 1 Appendix A - DOA By-law
- 2 Appendix B - DOA Sections

(amended B/L 149-2011, Aug. 29/11)  
(amended B/L 188-2011, Nov. 7/11)  
(amended B/L 11-2012, Jan. 23/12)  
(amended B/L 138-2012, Oct. 1/12)  
(amended B/L 36-2013, Mar. 4/13)  
(amended B/L 142-2013, Sep. 9/13)  
(amended B/L 176-2013, Nov. 4/13)  
(amended B/L 53-2014, Apr. 7/14)  
(amended B/L 156-2014, Sep. 8/14)  
(amended B/L 22-2015, Feb. 17/15)  
(amended B/L 136-2015, Sep. 21/15)  
(amended B/L 64-2016, May 16/16)  
(amended B/L 101-2016, Jul. 4/16)  
(amended B/L 145-2016, Sep. 19/16)  
(amended B/L 45-2017, Mar. 27/17)  
(amended B/L 124-2017, Aug. 28/17)  
(amended B/L 141-2017, Sept. 18/17)  
(amended B/L 14-2020, Jan. 20/20)  
(amended B/L 128-2020, Sept. 28/20)

BY - LAW NUMBER 208-2008

A BY-LAW TO DELEGATE TO  
ADMINISTRATION THE AUTHORITY TO  
PROCESS, MAKE DECISIONS ON, AND TO  
EXECUTE AGREEMENTS FOR CERTAIN  
MATTERS

Passed the 1<sup>st</sup> day of December, 2008.

**WHEREAS** Section 23.1 of the *Municipal Act, 2001* permits the delegation of municipal powers and duties to any person or body subject to the restrictions set out in that legislation;

**AND WHEREAS** Council has previously approved the delegation of certain administrative matters to the Administration of the City of Windsor;

**AND WHEREAS** it is expedient to pass a by-law incorporating all previously approved delegations of authority;

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

1. Council delegates to the Administration of the City of Windsor authority to process, decide upon and execute agreements for the following matters:
  - 1.1 Request for the installation of an all-way stop;
  - 1.2 ~~Updating of City's Emergency Plan;~~ **(deleted B/L 64-2016, May 16/16)**
  - 1.3 Joint Use Agreements; original use is to be maintained in accordance with City standards and conditions; consideration will be given to any corporate concerns/requirements/issues related to the facility prior to renewal; a Lease and/or License Agreement with a third-party may, at times include a 'Joint Use Agreement; **(deleted and substituted B/L 156-2014, Sep. 8/14)**
  - 1.4 Noise By-law Exemption;
  - 1.5 Amendments to the Parking By-law;
  - 1.6 Short-Term Road Closures;
  - 1.7 Special Events Road Closures;
  - 1.8 ~~Sidewalk Café Agreements;~~ **(deleted B/L 64-2016, May 16/16)**

- 1.9 Sidewalk Sales;
- 1.10 Special Events at City Facilities and Parks;
- 1.11 Traffic By-law Amendments;
- 1.12 Allocation of Vending Site;
- 1.13 Non-collectible Accounts Receivable Write-off up to \$150,000.00 plus any related interest or penalties on a per account basis and approve the initiation of legal proceedings for the purposes of collection for accounts receivable up to \$150,000.00 where considered appropriate; **(deleted and substituted B/L 156-2014, Sep. 8/14)**
- 1.14 Local Taxation Minutes of Settlement;
- 1.15 Property Transactions as per Schedule "A1";
- 1.16 Appointment of City nominees to sit on Labour Boards of Arbitration;
- 1.17 Committees, Executives & Boards of Directors;
- 1.18 Emergency Plan (Memoranda of Understanding);
- 1.19 EnWin Hydro Connection Agreements;
- 1.20 ~~(Temporary) Mobile Sign (on public right-of-way);~~ **(deleted B/L 64-2016, May 16/16)**
- 1.21 Eligible Moving Expenses with a minimum relocation distance of more than 200 kilometres from Windsor (for recruited employees in the position of Managers, Supervisors and others in extenuating circumstances) as eligible for moving expenses to a maximum reimbursement allowance of \$7,500.00 per instance for the Chief Administrative Officer to consider and approve for select recruitments; **(deleted and substituted B/L 156-2014, Sep. 8/14)**
- 1.22 Parking Fee (Flat Rate) for Special Events; **(deleted and substituted B/L 136-2015, Sep. 21/15)**
- 1.23 Railway Encroachment Agreements;
- 1.24 Retail Business Holidays Act;
- 1.25 Vending Zone (Renewal of Existing Agreements only);
- 1.26 Pet Licenses (Designation of Vendor as Issuer);
- 1.27 Work Placement Programs and Initiatives with agencies that serve disadvantaged, underemployed or disabled populations as well as other public educational institutions and/or professional associations; **(deleted and substituted B/L 156-2014, Sep. 8/14)(deleted and substituted B/L 136-2015, Sep. 2/15)**
- 1.28 Ministry of Transportation Agreements (for Drivers Abstracts);
- 1.29 Municipal Staff Leave of Absences (for charitable undertakings);
- 1.30 (a) "City as Lessor" Leases and/or Assignments;  
(b) "City as Grantor" Licenses, Easements (permanent and temporary) and Consents to Enter;  
(c) "City as Grantee" Temporary Easements and Consents to Enter; **(deleted and substituted B/L 53-2014, Apr. 7/14)**
- 1.31 Future banked vacation carryover requests for non-union employees;
- 1.32 Day Nurseries Act;
- 1.33 Sewer Agreements;
- 1.34 Electricity Procurement – Master Purchase/Sales Agreements;
- 1.35 Annual Emergency Manual Program;
- 1.36 ~~Joint Emergency Planning Program Funding Applications;~~ **(deleted B/L 64-2016, May 16/16)**
- 1.37 Student and Youth Employment Opportunities Programs;
- 1.38 Execution of applications to rezone City Property as Owner's Representative;
- 1.39 Execution of applications to amend the Official Plan as the Owner's Representative;
- 1.40 Closure of non-essential City departments in the event of inclement weather;
- 1.41 Certificate of Exemption from Registration as a Non Gaming Related Supplier; **(added B/L 138-2012, Oct. 1/12)**
- 1.42 Servicing Agreements and Signing Authorities associated with all existing City Bank Accounts; **(added B/L 138-2012, Oct. 1/12) (deleted and substituted B/L 36-2013, Mar. 4/13)**

- 1.43 Vendor Discounts available to all staff, that do not contravene the City’s Purchasing By-law or place the City of Windsor in any type of financial risk; **(added B/L 138-2012, Oct. 1/12)**
  - 1.44 Updates to Delegation of Authority (DOA) Report Templates; **(added B/L 138-2012, Oct. 1/12)**
  - 1.45 Execution of Contract Renewals/ Amendments with Benefit Carriers/ Providers; **(added B/L 138-2012, Oct. 1/12) (deleted and substituted B/L 156-2014, Sep. 8/14)**
  - 1.46 Sign a Release or Waiver required for Short Term Use of Facilities; **(added B/L 138-2012, Oct. 1/12)**
  - 1.47 Execution of Prescribed Burn Agreements satisfactory in Technical Content to the Executive Director, in Financial Content to the City Treasurer, and in Legal Form to the City Solicitor; **(added B/L 138-2012, Oct. 1/12)**
  - 1.48 Signing Letter of Non-Objection – AGCO Liquor Licence Application Requirements; **(added B/L 138-2012, Oct. 1/12)**
  - 1.49 WFCU Centre Arena Events and Operating Bank Accounts; **(added B/L 138-2012, Oct. 1/12)**
  - 1.50 West Nile Larviciding Requirements as determined by the Medical Officer of Health; **(added B/L 138-2012, Oct. 1/12)**
  - 1.51 Fire & Rescue Training involving City-owned or Third Party Properties and Equipment: Execution of Releases and Indemnities by the City Solicitor including the use of property and other types of equipment owned or donated by the City or third parties in all types of training conducted by Windsor Fire & Rescue Services; **(added B/L 138-2012, Oct. 1/12) (deleted and substituted B/L 22-2015, Feb. 17/15)**
  - 1.52 Appointment of Chief Building Official and Inspectors By-law amendments; **(added B/L 176-2013, Nov. 4/13)**
  - 1.53 Waiving the provisions of Schedule 3 of the Public Vehicle Licensing By-law 137-2007 for special events; **(added B/L 136-2015, Sep. 21/15)**
  - 1.54 Lifesaving Society’s SWIM PROGRAM Licensing Agreements; **(added B/L 136-2015, Sep. 21/15)**
  - 1.55 Authority for the City Engineer or designate to sign “Registration of Constructors and Employers Engaged in Construction” forms (“Form 1000s”) for any projects requiring a completed Form 1000. **(added B/L 101-2016, Jul. 4/16)**
- 2. Council further delegates to the Chief Administrative Officer the authority to approve amendments of a general administrative or housekeeping nature to the matters set out in paragraph 1.
  - 3. Council further delegates to the Administration of the City of Windsor the authority to process, decide upon and execute agreements for the following matters subject to the favourable recommendation of the responsible executive director:
    - 3.1 Permission to park trailers temporarily on parking lots when the purpose is in the public interest and a non-commercial use;
    - 3.2 Approval of legal encroachments within the terms of Council’s established policy;
    - 3.3 Emergency repairs of vehicles and equipment and/or rental of replacement equipment when it is in the public interest to maintain service provided, however, that where the cost of such repairs or rental exceeds \$10,000.00 the matter shall be ratified by City Council;
    - 3.4 Approval of the use of the West End Inert landfill site subject to conditions approved by the General Manager of Public Works and the Executive Director of Parks and Facility Operations;

- 3.5 Approval of fire routes subject to favourable recommendations from the Chief Building Official and Fire Chief;
- 3.6 Approval of the use of the word "Windsor" in an application for incorporation subject to the favourable recommendation of the City Solicitor;
- 3.7 Approval for the issuance of correcting or quit claim deeds to clear defects in the title of property;
- 3.8 Appointment of meter attendants;
- 3.9 Appointment of Commissioners of Oaths;
- 3.10 Letters of support from the City Clerk for Community Festivals and/or Outdoor Events, subject to the City Clerk submitting the request to Council's attention as a communication for Council's information coincidental to the submission of the letter of support;
- 3.11 Changes in building inspection staff subject to a favourable recommendation of the Building department;
- 3.12 Approval of requests for the temporary closing of Riverside Drive East from Walker to Devonshire by Hiram Walker and Sons Limited for the purposes of spraying for Dutch Elm Disease;
- 3.13 Letters of Support for applications by outside groups or agencies where there is no financial commitment on the City, subject to a favourable recommendation in support of the letter of request from the responsible Executive Director;
- 3.14 Requests for the rental of ice in municipal arenas and requests for the lease of advertising on Zamboni ice resurfacing machines where written agreements are necessary;
- 3.15 Approval of the execution of administrative service agreements at Huron Lodge;
- 3.16 Approval of the execution of agreements for Attending Physicians at Huron Lodge as required by the Standards and Criteria for Medical Services of the Ministry of Health, upon a favourable recommendation of the Administrator, Huron Lodge;
- 3.17 Authority to bind the Corporation in Standard Crossing Reconstruction Agreements where the General Manager of Public Works gives a favourable recommendation for the cost-sharing of construction and maintenance of the railroad crossing;
- 3.18 Applications for Injunction – Unlicensed Tow Truck Companies, and for the City Solicitor to amend the By-law as necessary; **(added B/L 138-2012, Oct. 1/12)**
- 3.19 Authority to sign Maintenance Agreements with ERCA for Future Maintenance repairs and related Engineering Studies, for both the Grand Marais Drain concrete channel and Reaume Park/Coventry Gardens shoreline protection; **(added B/L 138-2012, Oct. 1/12)**
- 3.20 Authority granted to the Chief Administrative Officer to consider and approve of requests for Waiver of Fees below \$3,000.00, consistent with the Criteria and Governing Rules and Regulations approved within the Waiver of Fees Policy; **(added B/L 138-2012, Oct. 1/12)**
- 3.21 Execution of agreements permitting the installation of jump harnesses (used for figure skating) in City Arenas which are at the sole risk and cost of the requesting party, subject to approval as to form by the City Solicitor, and in technical content by the Executive Director of Recreation; **(added B/L 138-2012, Oct. 1/12)**
- 3.22 ~~Use of Vacant Dwellings by Windsor Fire and Rescue for training purposes;~~ **(added B/L 138-2012, Oct. 1/12) (deleted B/L 22-2015, Feb. 17/15)**
- 3.23 Approval to terminate, or approve the termination of, contracts for default, poor or non-performance, subject to the favourable recommendation of the City Solicitor and the responsible member of the Corporate Leadership Team; **(added B/L 138-2012, Oct. 1/12)(deleted and substituted B/L 142-2013, Sep. 9/13)**
- 3.24 Approval of the execution of onetime or infrequent processes or agreements that are of an administrative nature and comply with



approved operating or capital budgets; **(added B/L 138-2012, Oct. 1/12)**

- 3.25 Authority for the Chief Administrative Officer to approve and submit grant applications when at least one of the following criteria are met:
- a) Grant applications submitted by the City for existing approved programs where either there is no City funding required, or funding is available within existing budgets;
  - b) Grant applications submitted by the City for new programs, subject to providing City Council with notification of the application prior to the point when withdrawal from the program is impossible;
  - c) Grant applications for any project, or portion of a project, previously approved by City Council for a grant submission, contingent upon the following:
    - I. the project meets the criteria for the grant(s) being sought;
    - II. the funding source for City's portion, as previously approved by City Council, is still available for use and/or;
    - III. there is approved funding available for the City's matching portion or;
    - IV. there is no financial commitment until the grant has been awarded and an agreement has been executed, which would allow for a report to be provided to City Council to seek approval of the required City funding prior to execution of said agreement.
- (added B/L 138-2012, Oct. 1/12) (Section after budgets added B/L 22-2015, Feb. 17/15)(All of Section 3.25 deleted and replaced B/L 14-2020, Jan. 20/20)**
- 3.26 Authority for the Chief Administrative Officer to waive the provisions of Schedule H1 to Business Licensing By-law 395-2004 for special events, upon approval of the License Commissioner; **(added B/L 142-2013, Sep. 9/13)**
- 3.27 Authority for the Chief Administrative Officer and City Clerk to execute agreements resulting from conditions imposed by decisions of the Committee of Adjustment in connection with severance and/or minor variance applications, where such conditions have been recommended by administration, save and except for conditions which are related to policy or precedent issues or require the expenditure of funds by the City; **(added B/L 142-2013, Sep. 9/13)**
- 3.28 Authority for the Chief Administrative Officer to approve amendments to street and alley closing by-laws, subject to support by City Planner, for the following purposes:
  - (a) Easements;
  - (b) To convey unclaimed parcels in accordance with applicable street and alley closing policy in effect from time to time;
  - (c) Set conveyance price in accordance with applicable street and alley closing policy in effect from time to time;**(deleted and substituted B/L 136-2015, Sep. 21/15)**
- 3.29 Authority for the Chief Administrative Officer and City Clerk to execute service contracts agreements for Fire Fighter recruitments, satisfactory in form to the City Solicitor, in technical content to the Executive Director of Human Resources, and in financial content to the Chief Financial Officer and City Treasurer; **(added B/L 142-2013, Sep. 9/13)**
- 3.30 Authority for the Chief Administrative Officer and City Clerk to sign amendment acceptance pages for contract renewals or amendments with the City of Windsor employee benefit carriers/ providers for all employee groups as a result of annual renewals, collective bargaining

- or arbitration awards, satisfactory in form to the City Solicitor, in technical content to the Executive Director of Human Resources, and financial content to the Chief Financial Officer and City Treasurer; **(added B/L 142-2013, Sep. 9/13)**
- 3.31 Authority for the Chief Administrative Officer and City Clerk to approve the execution of preventative maintenance and upgrade contracts satisfactory in form and content to the City Solicitor or designate, technical content to the Fire Chief or designate and financial content to the Chief Financial Officer and City Treasurer or designate, for equipment such as defibrillators, air monitors or other specialized equipment used by the Windsor Fire & Rescue Services; **(added B/L 22-2015, Feb. 17/15)**
- 3.32 Authority for the Chief Administrative Officer and City Clerk to execute any future agreements with the Province of Ontario represented by the Ministry of Community Safety and Correctional Services which may be necessary in conjunction with participation in the Court Security and Prisoner Transportation (CSPT) Program satisfactory in technical content to the Police Chief or designate, in form to the City Solicitor or designate and in financial content to the Chief Financial Officer and City Treasurer or designate. **(added B/L 22-2105, Feb. 17/15)**
- 3.33 Purchase of Alternate Vehicles and Equipment; **(added B/L 136-2015, Sep. 21/15)**
- 3.34 To approve Community Garden Template License Agreements and Community Garden Template License Renewal Agreements; **(added B/L 136-2015, Sep. 21/15)**
- 3.35 Municipal Access Agreements with various utility companies to permit work by the utility companies in the right-of-way. **(added B/L 136-2015, Sep. 21/15)**
- 3.36 Authority for the Chief Administrative Officer and City Clerk to execute any agreements with EnWin Utilities and Union Gas related to Energy Management Projects, satisfactory in technical content to the Senior Manager of Asset Planning or designate, in form to the City Solicitor or designate and in financial content to the Chief Financial Officer/City Treasurer or designate. **(added B/L 145-2016, Sep. 19/16)**
- 3.37 Authority for the Chief Administrative Officer and City Clerk to execute any agreements related to Energy Initiative Projects, satisfactory in technical content to the Senior Manager of Asset Planning or designate, in form to the City Solicitor or designate and in financial content to the Chief Financial Officer/City Treasurer or designate. **(added B/L 145-2016, Sep. 19/16)**
- 3.38 Authority for the Chief Administrative Officer to approve administrative requests associated with establishing new bank accounts where the signing authorities will be the Mayor and the City Treasurer. **(added B/L 45-2017, Mar. 27/17)**
- 3.39 Authority for the Chief Administrative Officer to approve changes related to HST and other applicable taxes for contracts awarded by City Council, where such change(s) fall within the approved budget or result in immaterial budget differences and the changes do not change the rankings of the procurement process. **(added B/L 124-2017, Aug. 28/17)**
- 3.40 Authority for the Chief Administrative Officer to approve requests from the Rotary Clubs to erect temporary signage. **(added B/L 141-2017, Sept. 18/17)**
- 3.41 Authority for the Chief Administrative Officer and City Clerk to execute a Declaration of Maintenance for Amusement Devices, satisfactory in form to the City Solicitor and in technical content to the Corporate Leader for Parks, Recreation, Culture and Facilities. **(added B/L 14-2020, Jan. 20/20)**

- 3.42 Authority for the Chief Administrative Officer to approve requests for funding by Tourism Windsor Essex Pelee Island from the Tourism Development Infrastructure and Program Reserve Fund for projects or initiatives that primarily benefit tourism in the City of Windsor. **(added B/L 14-2020, Jan. 20/20)**
- 3.43 Authority for the Chief Administrative Officer to approve future *Olde Sandwich Towne Community Improvement Plan Grant Programs* for the following:
- 1) *Neighbourhood Residential Rehabilitation Grant Program* applications to a maximum of \$15,000 and where sufficient budget funding is available. Such approval to be based on the recommendation of the City Planner as to technical merit and the City Treasurer as to financial considerations, and that all such approvals be reported to Council semi annually as part of the normal reporting of DOA approvals; and
  - 2) *Development and Building Fee Grant Program* applications when the Grant is requested as part of the *Neighbourhood Residential Rehabilitation Grant* **only**, to a maximum of \$15,000 and where sufficient budget funding is available. Such approval to be based on the recommendation of the City Planner as to technical merit and the City Treasurer as to financial considerations, and that all such approvals be reported to Council semi annually as part of the normal reporting of DOA approvals. **(added B/L 128-2020, Sept. 28/20)**

**(All of Section 4 deleted and remaining paragraphs renumbered B/L 142-2013, Sep. 9/13)**

4. By-law 389/2004 and all amendments thereto are hereby repealed. **(previously Section 4 – renumbered to 5 – B/L 149-2011, Aug. 29/11) (previously Section 5 – renumbered to 4 – B/L 142-2013, Sep. 9/13)**
5. This by-law shall come into force and take effect on the day of the final passing thereof. **(previously Section 5 – renumbered to 6 – B/L 149-2011, Aug. 29/11) (previously Section 6 – renumbered to 5 – B/L 142-2013, Sep. 9/13)**

EDDIE FRANCIS, MAYOR

CLERK

First Reading - December 1, 2008  
 Second Reading - December 1, 2008  
 Third Reading - December 1, 2008

**SCHEDULE “A1”**

**PROPERTY TRANSACTIONS**

**I. Property Acquisition and Interest:**

1. The Chief Administrative Officer is authorized to approve fee simple land acquisitions, acquisition of easements and consent to enter/temporary working easements up to and including a limit of \$100,000 (exclusive of any taxes, registration and legal fees, real estate commissions and survey costs), subject to the following:
  - a. Transactions over \$50,000 must be supported by an independent appraisal;
  - b. The transaction must be in accordance with either a council resolution or a council approved budget; or in the case of a donation, the acquisition must be in the best interests of the City and must be in compliance with the Donations Policy;
  - c. The land is not being acquired by means of expropriation;
  - d. The owner has acknowledged in writing that he/she/it is NOT:
    - i. A City employee, the Mayor or a Member of Council;
    - ii. A family member of a City employee, the Mayor or a Member of Council where family member includes a parent, spouse, child, sibling, grandparent, grandchild, step and common-law relationships and in-law relationships; or,
    - iii. A corporation or partnership of which an employee is a shareholder or partner.

**II. Property Sale and Property Interest:**

2. The Chief Administrative Officer may approve fee simple land sales (including vacant or improved properties and closed rights-of-way if not sold to an abutting property owner and is permitted under the applicable closing or conveying bylaw) or other conveyances of an interest in land up to and including \$100,000 (exclusive of any taxes, registration and legal fees, rehabilitation costs, real estate commission and survey costs), subject to the following conditions:
  - a. For a fee simple sale, the land has been declared surplus by council resolution and Council has granted the authority to offer the land for sale;
  - b. The land was not acquired by the municipality by means of expropriation;
  - c. Transactions over \$50,000 must be supported by an independent appraisal;
  - d. In the opinion of the City Solicitor, the fee simple sale of land is not contrary to Bylaw XX-2014 (Disposal of Land policy) as amended from time to time. Other conveyances of an interest in land up to and including \$100,000 (exclusive of any taxes, registration and legal fees, rehabilitation costs, real estate commission and survey costs) are not subject to By-Law XX-2014 (Disposal of Land policy);
  - e. The Purchaser has acknowledged in writing that he/she/it is NOT:
    - i. A City employee, the Mayor or a Member of Council;
    - ii. A family member of a City employee, the Mayor or a Member of Council where family member includes a parent, spouse, child, sibling, grandparent, grandchild, step and common-law relationships and in-law relationships; or,
    - iii. A corporation or partnership of which an employee is a shareholder or partner.

**III. General:**

3. The Chief Administrative Officer may refer any matter arising under this Schedule "A" to Council for its consideration.
4. Notwithstanding any delegated authority contained in this Schedule "A", Council must approve any sale or acquisition where, in the opinion of the Chief Administrative Officer, there is a perceived or apparent conflict of interest.



<b>DOA By-law Section</b>	<b>Commissioner (or designate) has Authority to Approve CAO Reports (Commissioner (or designate) also has authority to sign associated agreements)</b>
1.1 Installation of An All Way Stop	Comm. Infrastructure Services
1.3 Joint Use Agreement	Comm. Community Services
1.4 Noise By-law Exemption	No Change
1.5 Parking By-law (Amendments to)	Comm. Of Infrastructure Services
1.6 Short Term Road Closures	No Change
1.7 Special Event Road Closures	No Change
1.9 Sidewalk Sales	Remove from DOA By-law and incorporate into regular business processes.
1.10 Special Events at City Facilities and Parks	Remove from DOA By-law and incorporate into regular business process; as per CR121/2021 and CR76/2021 in response to CQ4-2019 Events Approval Process
1.11 Amendments to Traffic By-law 9148	Comm. Infrastructure Services
1.12 Allocation of Vending Sites (Hot Dog Vendors)	Comm. Legal and Legislative Services
1.13 Non-Collectible Accounts receivable – Write-Off	Comm. Corporate Services/CFO
1.14 Local Taxation Minutes of Settlement	Comm. Corporate Services/CFO
1.15 Property Transactions (Schedule A1)	Comm. Legal and Legislative Services
1.16 Appointments of City Nominees to sit on Labour Boards of Arbitration	No Change
1.17 Professional Committee, Executives and Board of Directors	No Change
1.18 Emergency Plan – Memoranda of Understanding	No Change
1.19 Enwin Hydro Connection Agreements	No Change
1.21 Moving Expenses (for recruited employees; Senior Management positions only)	No Change

<b>DOA By-law Section</b>	<b>Commissioner (or designate) has Authority to Approve CAO Reports</b> (Commissioner (or designate) also has authority to sign associated agreements)
1.22 Parking Fee (Flat Rate) for Special Events	Comm. Infrastructure Services
1.23 Railway Encroachment Agreements	No Change
1.25 Vending Zones (Renewal of Existing Agreements only)	Comm. Legal and Legislative Services
1.26 Pet Licenses (Designation of Vendor as Issuer)	No Change
1.27 Work Placement Programs and Initiatives	No Change
1.28 Ministry of Transportation Agreements (for Drivers Abstracts)	Comm. Legal and Legislative Services
1.29 Municipal Staff Leave of Absence (for charitable undertakings)	No Change
1.30 (a)"City as Lessor" Leases and/or Assignments  (b)"City as Grantor" Licenses, Easements (permanent and temporary) and Consents to Enter  (c)"City as Grantee" Temporary Easements and Consents to Enter	Comm. Legal and Legislative Services  Remove Consents to Enter for community clean up events and tree planting events from DOA By-law.
1.31 Future Banked Vacation Carryover Requests for Non-Union Employees	Comm. Corporate Services
1.32 Day Nurseries Act	No Change
1.33 Sewer Agreements	Remove from DOA By-law and incorporate into regular business processes.
1.34 Electricity Procurement – Master Purchase/Sales Agreements	Comm. Corporate Services/CFO

<b>DOA By-law Section</b>	<b>Commissioner (or designate) has Authority to Approve CAO Reports (Commissioner (or designate) also has authority to sign associated agreements)</b>
1.35 Annual Emergency Manual Program	No Change
1.37 Student and Youth Employment Opportunity Programs	Comm. Corporate Services/CFO
1.38 Applications to rezone City Property as Owner's Representative	Comm. Legal and Legislative Services or Comm. Economic Development and Innovation
1.39 Applications to amend the Official Plan as the Owner's Representative	Comm. Legal and Legislative Services or Comm. Economic Development and Innovation
1.40 Closure of non-essential City departments in the event of inclement weather	No Change
1.41 Certificate of Exemption from Registration as a Non-Gaming Related Supplier	No Change
1.42 Servicing Agreements and Signing Authorities associated with all existing City Bank Accounts	No Change
1.43 Vendor Discounts	No Change
1.44 Updates to DOA Report Templates	No Change
1.45 Contract Renewals/Amendments with Benefit Carriers/Providers	No Change
1.46 Releases or Waivers required for Short Term Use of External Facilities	No Change (already allows CAO can assign a designate)
1.47 Prescribed Burn Agreements	No Change
1.48 Letters of Non-Objection – AGCO Liquor Licence Application Requirements	No Change
1.49 WFCU Centre Arena Events and Operating Bank Accounts	Comm. Corporate Services/CFO
1.50 West Nile Larviciding Requirements	Remove from DOA By-law and incorporate into regular business practices.

<b>DOA By-law Section</b>	<b>Commissioner (or designate) has Authority to Approve CAO Reports (Commissioner (or designate) also has authority to sign associated agreements)</b>
1.51 Releases and Indemnities by the City Solicitor for Auto Extrication Training	Comm. Legal and Legislative Services
1.52 Appointment of Chief Building Official and Inspectors By-law Amendments	Comm. Economic Development and Innovation
1.53 Waiving provisions of Schedule 3 of the Public Vehicle Licensing By-law for special events	Comm. Legal and Legislative Services
1.54 Lifesaving Society's Swim Program Licensing Agreements	Comm. Legal and Legislative Services
1.55 Authority for City Engineer to sign Registration of Constructors and Employers Engaged in Construction Form (Form 1000)	No Change
3.1 Permission to park trailers temporarily on parking lots when the purpose is in the public interest and a non-commercial use	Comm. Legal and Legislative Services
3.2 Legal Encroachments within the terms of Council's established policy	Remove from DOA By-law and incorporate in regular business practices.
3.3 Emergency repair of vehicles and equipment and/or rental of replacement equipment not exceeding a total cost of \$10,000	Comm. Infrastructure Services
3.4 Use of the West End Inert Landfill site	Comm. Infrastructure Services
3.5 Fire Routes subject to favorable recommendations from the Chief Building Official and Fire Chief	Comm. Legal and Legislative Services
3.6 Use of word "Windsor" in an application for incorporation	No Change

<b>DOA By-law Section</b>	<b>Commissioner (or designate) has Authority to Approve CAO Reports (Commissioner (or designate) also has authority to sign associated agreements)</b>
3.7 Issuance of Correcting or Quit Claim Deeds to clear defects in the title of property	Comm. Legal and Legislative Services
3.8 Appointment of Meter Attendants	Comm. Legal and Legislative Services or City Clerk
3.9 Appointment of Commissioners of Oaths	Comm. Legal and Legislative Services
3.10 Letters of Support from the City Clerk for Community Festivals and/or Outdoor Events	City Clerk
3.11 Changes in Building Inspection Staff	Chief Building Official or Comm. Economic Development and Innovation
3.12 Temporary closings of Riverside Drive East from Walker to Devonshire by Hiram Walker and Sons Limited to spray for Dutch Elm Disease	Comm. Infrastructure Services
3.13 Letters of Support for applications by outside groups or agencies where there is no financial commitment on the City	Remove from DOA By-law and incorporate into regular business processes.
3.14 Ice rentals in municipal arenas and requests for the lease of advertising on Zamboni ice resurfacing machines	Remove from DOA By-law. This is already a regular business process.
3.15 Administrative Service Agreements at Huron Lodge	Comm. Human and Health Services
3.16 Attending Physicians Agreements at Huron Lodge	Comm. Human and Health Services
3.17 Authority to bind the Corporation in Standard Crossing Reconstruction Agreements	Comm. Infrastructure Services
3.18 Application for Injunction – Unlicensed Town Truck Companies	Comm. Legal and Legislative Services

<b>DOA By-law Section</b>	<b>Commissioner (or designate) has Authority to Approve CAO Reports</b> (Commissioner (or designate) also has authority to sign associated agreements)
3.19 Maintenance Agreements with ERCA for future maintenance repairs and related engineering studies	Comm. Infrastructure Services
3.20 Waiver of Fees below \$3000	Comm. Corporate Services/CFO
3.21 Installation of Jump Harnesses (for figure skating) in City Arenas	Comm. Community Services
3.23 Termination or approval of the termination of contracts for default, poor or non-performance	Comm. Legal and Legislative Services
3.24 Approval of onetime or infrequent processes or agreements that are of an administrative nature	Section amended. Relevant Commissioner
3.25 Grant Applications submitted by the City for existing approved programs	Remove from DOA By-law and incorporate into regular business processes OR Relevant Commissioner
3.26 Waive the provisions of Schedule H1 to Business Licensing By-law 395-2004 for Special Events	Comm. Legal and Legislative Services
3.27 Agreements resulting from conditions imposed by decisions of the Committee of Adjustment in connection with severance and/or minor variance applications	City Planner
<p>3.28 Amendments to:</p> <p style="padding-left: 40px;">(a) By-laws closing alleys or right of ways adopted by former municipalities annexed or amalgamated to The Corporation of the City of Windsor.</p> <p style="padding-left: 40px;">(b) Such by-law amendments to include easements for utility</p>	Comm. Legal and Legislative Services – City Solicitor



<b>DOA By-law Section</b>	<b>Commissioner (or designate) has Authority to Approve CAO Reports</b> (Commissioner (or designate) also has authority to sign associated agreements)
companies to enter the unclaimed closed alleys for any required installation and/or maintenance.	
3.29 Service Contract Agreements for Fire Fighter Recruitments	Comm. Legal and Legislative Services
3.30 Amendment Acceptance Pages for Contract Renewals or amendments with the City of Windsor employee benefit carriers/providers for all employee groups as a result of annual renewals, collective bargaining or arbitration awards	Comm. Corporate Services or ED Human Resources
3.31 Preventative Maintenance and Upgrade Contracts for Specialized Equipment used by Fire & Rescue Services	Comm. Legal and Legislative Services
3.32 Court Security and Prisoner Transportation (CSPT) Program Agreements	Comm. Corporate Services
3.33 Purchase of Alternate Vehicles and Equipment	No change
3.34 Community Garden Template License Agreements and Community Garden Template License Renewal Agreements	Comm. Infrastructure Services
3.35 Municipal Access Agreements with various utility companies to permit work by the utility companies in the right-of-way	Manager of Right-of-Way
3.36 Energy Management Project Agreements	Manager of Asset Planning
3.37 Energy Initiative Project Agreements	Manager of Asset Planning  Data Agreements be delegated to relevant Commissioner.

<b>DOA By-law Section</b>	<b>Commissioner (or designate) has Authority to Approve CAO Reports (Commissioner (or designate) also has authority to sign associated agreements)</b>
3.38 Establishing new bank accounts were the signing authorities are the Mayor and the City Treasurer	Comm. Corporate Services/CFO
3.39 Changes related to HST and other applicable taxes for contracts awarded by City Council	Comm. Corporate Services
3.40 Approve requests from Rotary Clubs to erect temporary signage	Comm. Legal and Legislative Services
3.43 Sandwich Town CIP	Removed from DOA By-law and added to the City Planner By-law 139-2013
Transit Windsor – Required Changes to Service	CAO
Quarterly Compliance Reports	CAO
Subcontract Quotation	CAO
Participation Agreement for Municipal Benchmarking Network of Canada (MBNC) Program	CAO
The conversion of temporary positions to permanent Full Time Equivalent (FTE) when the temporary position is already fully funded	CAO
Authority for the Chief Administrative Officer to Approve Transfers From/To Reserves from the Reserves as detailed within this report	CAO
Authority for the Chief Administrative Officer to delegate the signing of Agreements to Corporate Leadership Team members and other senior leaders	CAO
Authority for the Fleet Manager to sign documents required by the dealer for delivery of vehicles and equipment as required, where the purchase	Fleet Manager

Appendix B

<b>DOA By-law Section</b>	<b>Commissioner (or designate) has Authority to Approve CAO Reports</b> (Commissioner (or designate) also has authority to sign associated agreements)
of vehicles and equipment is already approved	

**Subject: Additional Information regarding report C 169/2021 - Streamlining Approvals to Enable Rapid Execution of Council's Vision and Direction - City Wide**

**Reference:**

Date to Council: January 31, 2022  
Author: Andrew Drouillard  
Executive Initiatives Coordinator  
CAO's Office  
adrouillard@citywindsor.ca  
519-255-6100 x6616  
CAO Office  
Report Date: January 12, 2022  
Clerk's File #: AS/7748

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

**Recommendation:** THAT the Additional Information report regarding C 169/2021 – Streamlining Approvals to Enable Rapid Execution of Council's Vision and Direction, which includes the CAO Office's annual Delegation of Authority reporting for 2021, **BE RECEIVED**.

**Additional Information:**

At their December 20, 2021 meeting, Council referred the report of the (Acting) Executive Initiatives Coordinator, dated October 29, 2021, entitled "Streamlining Approvals to Enable Rapid Execution of Council's Vision and Direction", back to administration to provide a report which includes information related to all CAO delegation of authority approvals of the last 2 years, for Councils consideration (CR542/2021).

**Delegation of Authority Approvals:**

The CAO's Office has committed to report to Council on items approved by the CAO on an annual basis. Items approved between January 1, 2020 and December 31, 2020 were received by City Council at their meeting dated March 29, 2021 and have been included in Appendix A, with accompanying breakdowns of items by type and ward provided in Appendices B and C.

This Additional Information report reflects all items approved by the CAO under the Delegation of Authority Bylaw No. 208-2008 for the reporting period of January 1 – December 31, 2021, and is intended to meet the annual commitment from the CAO's Office to report these items to Council. A listing of these items is attached as Appendix

D, while further breakdowns of items by type and ward are provided in Appendices E and F.

**Minor Changes to Transit Windsor Service Routes:**

This additional information to Council on Report C 169/2021 also provides an opportunity to offer further context regarding the recommended amendment to Section of the Delegation of Authority Bylaw No. 208-2008 concerning the addition of minor required changes to Transit Windsor service routes. This amendment is being recommended in order to make Transit Windsor a more nimble, responsive, and customer-focussed service.

A survey of several peer transit organizations (mid-sized, bus-only operations that operate as a lower/single-tier municipal department, including Hamilton, Brampton, Guelph, Mississauga and Kingston) indicates that the recommended level of delegation represents a best practice within the industry, as it allows transit organizations to be more responsive to customer demands. Appropriate public engagement and communication to ward councillors were identified as fundamental to transit organizations' relations with public, their governing boards, and city council, and would continue to be emphasized by Transit Windsor should this amendment be approved.

**Consultations:**

Tyson Cragg – Executive Director, Transit Windsor  
Elaine Castellan – Supervisor, Purchasing  
Larissa McCorkell – Executive Administrative Assistant, Office of the CAO

**Conclusion:**

This report is provided to City Council in response to their request for additional information (CR542/2021) and to fulfill an ongoing commitment to submit annual reports outlining items approved by delegated authority as a means of monitoring all matters approved under Delegation of Authority Bylaw No. 208-2008.

**Approvals:**

Name	Title
Jason Reynar	Chief Administrative Officer

**Appendices:**

- Appendix A – Listing of Reports Approved under DOA – Jan 1 to Dec 31, 2020
- Appendix B – DOA Report Type by Ward – Jan 1 to Dec 31, 2020
- Appendix C – DOA Report Type Breakdown Chart – Jan 1 to Dec 31, 2020
- Appendix D – Listing of Reports Approved under DOA – Jan 1 to Dec 31, 2021
- Appendix E – DOA Report Type by Ward – Jan 1 to Dec 31, 2021
- Appendix F – DOA Report Type Breakdown Chart – Jan 1 to Dec 31, 2021

**Listing of Reports Approved under Delegation of Authority  
January 1, 2020 – December 31, 2020**

**Ward 1**

<b>CAO #</b>	<b>DESCRIPTION</b>	<b>STATUS</b>	<b>DELEGATION OF AUTHORITY ITEM</b>
CAO 127/2020	Lease Agreement between City and CAW Local 200 Computer for Kids - 4150 Sandwich St. Term: July 1, 2020 - June 30, 2021 Financials: \$14,198.93/year excluding HST	Approved May 6, 2020	City as Lessor; Grantor; Grantee
CAO 138/2019	Encroachment Agreement between City and property owner of 5168 Malden Rd. to permit a garage, concrete walls, and brick pillar encroachments into the public right-of-way Financial Revenue: \$1,149.25	Approved Mar 30, 2020	Administrative Matters (formerly CR1413/87)
CAO 143/2020	Agreement between the City and Erie St. Clair Local Health Integration Network to extend the Long-Term Care Home Service Accountability Agreement from June 30, 2020 to March 31, 2021 Financials: N/A	Approved Jun 18, 2020	Administrative Matters (delegated by CR232/2012)
CAO 157/2019	Extension of Agreement between City and Windsor Detroit Bridge Authority (WDBA) for technical services during the Gordie Howe International Bridge Early Works Phase Term: January 1, 2020 - December 31, 2024 Financial Revenue: estimated \$900,000 excluding HST (based on anticipated City resources i.e. staff time required to provide the requested Technical Services to project completion)	Approved Jan 30, 2020	Administrative Matters (delegated by CR232/2012)
CAO 176/2020	Temporary Pandemic Pay from the Ministry of Long Term Care Financial Revenue: \$892,676	Approved Jul 16, 2020	Administrative Matters (delegated by CR232/2012)
CAO 187/2020	Consent to Enter Agreement between City and Board of Trustees of Gethsemane Lutheran Church as part of the Cabana/Division Corridor Improvement Project Stage 1 archeological assessment at 1921 Cabana Rd W Term: August 10, 2020 - September 14, 2020 Financials: N/A	Approved Sep 17, 2020	City as Lessor; Grantor; Grantee



CAO 20/2020	Sanitary Sewer Agreement - 3155 Mark Ave. Financials: No cost to City (Owner's Cost: \$6,610.50)	Approved Jan 28, 2020	Sewer Agreement
CAO 248/2020	Amendment to Parking By-Law 9023 - Parking Modifications - No Parking (Mount Carmel Dr) Financials: N/A	Approved Nov 12, 2020	By-Law Amendments
CAO 281/2020	Correcting Deed for Deleting Title from lease of 5458 Malden Rd Financials: \$77.62 excluding HST	Approved Dec 18, 2020	Administrative Matters (formerly CR1413/87)
CAO 29/2020	Authorization for the CAO and City Clerk to execute a Memorandum of Understanding (MOU) with Bridging North America (BNA) for Administration to undertake a Class Environmental Assessment Report of the Ojibway Parkway Wildlife Overpass Financials: upset limit of \$250,000 + HST (to be funded by BNA)	Approved May 1, 2020	Administrative Matters (delegated by CR232/2012)
CAO 47/2020	Agreement between City via Huron Lodge and Erie St. Clair Local Health Integration Network (LHIN) regarding the amending Long-Term Care Home Service Accountability Agreement (LSAA) Financials: No cost to City	Approved Feb 27, 2020	Administrative Matters (delegated by CR232/2012)
CAO 53/2020	Authorization for the Executive Director LTC/Administrator of Huron Lodge to sign the Request for a Contract Duty Officer and the Memorandum of Understanding between the Windsor Police Service and a Contract Duty Employer for mental health assistance in the Poplar Resident Home Area of Huron Lodge Financials: \$2,185 excluding HST (Huron Lodge qualifies for a reimbursement of approximately \$1,012 under the High Intensity Needs Fund (HINF) from the Ministry of Long-Term Care)	Approved Apr 15, 2020	Emergency Plan (MOU)
CAO 55/2020	Correcting Deeds Approval to correct title deficiency for the registered owner of 5388 Malden Rd. on title for the property, transferring the Alley from the City to the Owner, and transferring the 10 foot strip from the Owner to the City Financials: Owner will bear the costs of registration of the correcting deeds, there will be no financial implications to the City	Approved Mar 9, 2020	Administrative Matters (formerly CR1413/87)

CAOP 107/2020	Agreement between City and Andrews Engineer for the Ojibway Trunk Sewer Rehabilitation Design Type: Sole Source Financials: \$143,950 excluding HST	Approved Aug 13, 2020	Purchasing By-Law
CAOP 120/2020	Agreement between City and Dillon Consulting for the purpose of Cabana Corridor Improvements - Dougall Ave to Highway 3 (CR273/2019) Type: Sole Source Financials: \$703,500 excluding HST	Approved Sep 25, 2020	Purchasing By-Law
CAOP 166/2020	Agreement between City and Clean Water Works for the Ojibway Sanitary Trunk Sewer Rehabilitation (CR496/2020) Type: Request for Tender #151-20 Financials: \$3,631,468.00 excluding HST	Approved Dec 11, 2020	Purchasing By-Law
CAOP 47/2020	Agreement between City and The Essex Terminal Railway Company for the provision of design and construction of level crossing protection on Broadway Blvd. at the Essex Terminal Railway tracks (CR316/2017) Type: Sole Source Financials: upset limit of \$460,152.85 excluding HST	Approved Apr 16, 2020	Purchasing By-Law
CAOP 51/2020	Agreement extension between City and Aramark Canada Ltd. for the purpose of providing caretaking services at Huron Lodge Long Term Care Home for an additional six (6) month term (CR 181/2017) Type: Request For Proposal #126-16 Financials: \$617,615.62 excluding HST	Approved Apr 15, 2020	Purchasing By-Law
CAOP 68/2020	Renewal of Agreement between City and Medical Pharmacies Group Ltd. for pharmacy services for residents at Huron Lodge Term: 1 year Type: Request For Proposal #164-16 Financials: upset limit of \$2,000 excluding HST	Approved May 28, 2020	Purchasing By-Law
CAOP 72/2020	Agreement between City and Danruss Contracting for pavement upgrades at the Broadway Street/Essex Terminal Railway Crossing RFT #63-20 Type: Sole Source Financials: \$168,800 excluding HST plus contingency of \$15,000 excluding HST from Project ID 7141048	Approved Jul 22, 2020	Purchasing By-Law

CAOP 85/2019	Agreement between City and Stantec Consulting Ltd. for Engineering Services for Structure #118-Curry Ave. at Grand Marais Drain (B9/2019) Type: Request for Tender #118-19 Financials: \$88,600 excluding HST	Approved Jan 2, 2020	Purchasing By-Law
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## Ward 2

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAO 11/2020	Encroachment Agreement between City and property owner of 997 Curry Ave. to permit a wood fence onto the public right-of-way Financial Revenue: \$3,468.25	Approved Mar 9, 2020	Administrative Matters (formerly CR1413/87)
CAO 13/2020	Letter of Support for the Spreading Our Roots In Sandwich Initiative – Community Organization Investment Application (COIA), Gordie Howe International Bridge, grant application by The Friends of the Court Financials: There is no cash contribution required from the City. The value of in-kind support, \$8,000, is calculated through the estimation of staff time i.e. contributions of City expertise and some labour for planting.	Approved Jan 31, 2020	Letter of Support
CAO 144/2020	Sanitary Sewer Agreement - 1022 Felix Ave. Financials: No cost to City (Owner's Cost: \$8,300)	Approved Jun 4, 2020	Sewer Agreement
CAO 145/2020	Sanitary Sewer Agreement - 704 McKay Ave. Financials: No cost to City (Owner's Cost: \$8,600)	Approved Jun 4, 2020	Sewer Agreement
CAO 149/2020	Sanitary Sewer Agreement - 1629 Laing St. Financials: No cost to City (Owner's Cost: \$9,275)	Approved Jun 15, 2020	Sewer Agreement
CAO 174/2020	Sanitary Sewer Agreement - 561 Josephine Ave. Financials: No cost to City (Owner's Cost: \$8,680)	Approved Aug 10, 2020	Sewer Agreement
CAO 18/2020	Lease Agreement between City and Common Ground Art Gallery - 3277 Sandwich St., Room #40 (Mackenzie Hall Cultural Centre) Term: January 1, 2020 - December 31, 2020 Financials: \$1,189.81/year excluding HST	Approved Jan 22, 2020	City as Lessor; Grantor; Grantee
CAO 2/2020	Sanitary Sewer Agreement - 929 McKay Ave. Financials: No cost to City (Owner's Cost: \$5,593.50)	Approved Jan 8, 2020	Sewer Agreement

CAO 200/2020	Lease Agreement between City and Sharon Sleiman – 3277 Sandwich Street, Units #8 & #11 Term: September 1, 2020 - February 28, 2021 Financials: \$4469.72/year excluding HST	Approved Sep 1, 2020	City as Lessor; Grantor; Grantee
CAO 214/2020	Encroachment Agreement between City and property owner of 461 Mill St to permit a wood board fence into public right of way Financial Revenue: \$969.50	Approved Oct 13, 2020	Administrative Matters (formerly CR1413/87)
CAO 222/2020	Sanitary Sewer Agreement - 3781 Vaughan St Financials: No cost to City (Owner's Cost: \$6,000)	Approved Sep 22,2020	Sewer Agreement
CAO 253/2020	Sanitary Sewer Agreement for 223 Josephine Ave Financials: No cost to City (Owner's Cost: \$9187)	Approved Nov 12, 2020	Sewer Agreement
CAO 262/2020	Consent to Enter Agreement between City and K+S Windsor Salt Ltd. for use of part of 4200 Malden Rd – Malden Park for the purpose of surveying the Lands and that such granting includes permission to bring all devices, machinery, vehicles and equipment necessary for the carrying out of the scanning Term: November 25, 2020 - December 31, 2020 Financials: N/A	Approved Jan 22, 2021	City as Lessor; Grantor; Grantee
CAO 276/2020	Renewal of Lease Agreement between City and Common Ground Art Gallery – 3277 Sandwich St, Room #40, (Mackenzie Hall) Term: January 1, 2021-December 31, 2021 Financials: \$1,212.23/year excluding HST	Approved Dec 23, 2020	City as Lessor; Grantor; Grantee
CAO 35/2020	Sanitary Sewer Agreement - 489 McKay Ave. Financials: No cost to City (Owner's Cost: \$9,232)	Approved Feb 6, 2020	Sewer Agreement
CAO 36/2020	Sanitary Sewer Agreement - 1175 Campbell Ave. Financials: No cost to City (Owner's Cost: \$8,483.48)	Approved Feb 13, 2020	Sewer Agreement

CAO 56/2020	<p>Authorization for Human Resources, on behalf of Parks, to coordinate the 2020 Mackenzie Hall Friends of the Court Student Employment Scholarship Program in cooperation with St. Clair College (Landscape Technician - Horticulture Program) and Mackenzie Hall - Friends of the Court</p> <p>Financials: The total funds confirmed by Friends of the Court is \$5,717.50, for St. Clair College is anticipated to be \$3,750 and for City the in-kind contribution of equipment use and supplies such as: fuel, plants, shrubs, soil, mulch etc. (1 student at \$16.99/hour for 250 hours throughout 2020 plus 20% Administration fee for St. Clair College - funds raised by Friends of the Court)</p>	Approved Apr 15, 2020	Student and Youth Employment Opportunities Programs
CAO 73/2020	<p>Renewal of Lease Agreement between City and Sharon Sleiman - 3277 Sandwich St., Units #8 and #11 (Mackenzie Hall Cultural Centre)</p> <p>Term: March 1, 2020 to August 31, 2020</p> <p>Financial Revenue: \$4,469.72/year excluding HST</p>	Approved Mar 16, 2020	City as Lessor; Grantor; Grantee
CAO 79/2020	<p>Sanitary Sewer Agreement - 935 McKay Ave.</p> <p>Financials: No cost to City (Owner's Cost: \$6,100)</p>	Approved Mar 24, 2020	Sewer Agreement
CAO 83/2020	<p>Sanitary Sewer Agreement - 3226 Peter St.</p> <p>Financials: No cost to City (Owner's Cost: \$13,800)</p>	Approved Mar 24, 2020	Sewer Agreement
CAO 85/2020	<p>License Agreement between City and Windsor Athletic Association for exclusive use of space at the Malden Park Yard relating to the operation of a Baseball Program including a concession stand to support Licensee-run events from May 1, 2020 to October 31, 2020</p> <p>Term: March 1, 2020 - February 28, 2021</p> <p>Financial Revenue: \$1,525/year excluding HST</p>	Approved Apr 7, 2020	City as Lessor; Grantor; Grantee
CAO 88/2020	<p>Renewal of License Agreement between City and Windsor Minor Football Association for exclusive use of space in the new building located in Mic Mac Park relating to the operation of a Football Program including a concession stand to support Licensee-run events from May 1, 2020 to November 30, 2020</p> <p>Term: April 1, 2020 - March 31, 2021</p> <p>Financial Revenue: \$1,558.75/year excluding HST</p>	Approved Apr 7, 2020	City as Lessor; Grantor; Grantee

CAO 93/2020	Lease Agreement between City and Sunshine Forcier and Patrick Hansor - 3277 Sandwich St., Unit #16 (Mackenzie Hall Cultural Centre) Term: May 1, 2020 - October 31, 2020 Financial Revenue: \$7,715.19/year excluding HST	Approved Apr 22, 2020	City as Lessor; Grantor; Grantee
CAO 94/2020	Sanitary Sewer Agreement - 3760 Montcalm St. Financials: No cost to City (Owner's Cost: \$5,989)	Approved Apr 2, 2020	Sewer Agreement
CAO 98/2019	Encroachment Agreement between City and property owner of 1847-1855 University Ave. W. to permit a private drain connection in the rear alley into the public right-of-way Financial Revenue: \$921.25	Approved Mar 30, 2020	Administrative Matters (formerly CR1413/87)
CAOP 10/2020	Agreement between City and Sewer Technologies Inc. to clear the underground sludge feed pipe coming from the #3 primary settling tank at the Lou Romano Water Reclamation Plant (LRWRP) Type: Sole Source Financials: \$136,695 excluding HST (for a revised upset limit of \$187,227.50 excluding HST for the service)	Approved Jan 30, 2020	Purchasing By-Law
CAOP 110/220	Agreement between City and Jacques Daoust for the refurbishment of Primary Settling Tanks No. 2 Launder at Lou Romano Water Reclamation Plant Type: Request for Tender #107-20 Financials: \$177,120 excluding HST	Approved Aug 19, 2020	Purchasing By-Law
CAOP 119/2020	Agreement between City and D'Amore Construction for the Adanac/Curry/McKay Sewer Rehabilitation (B57/2020) Type: Request for Tender #52-20 Financials: \$2,653,193 excluding HST	Approved Sep 3, 2020	Purchasing By-Law
CAOP 162/2020	Agreement between City and Enwin Utilities for the purpose of New Hydro Service - Connection Agreement at Bridgeview Park Type: Exempt from Purchasing Bylaw - Schedule A - Section 3 (e) Financials: N/A	Approved Dec 8, 2020	Purchasing By-Law
CAOP 170/2020	Agreement between City and Piera Con Enterprises for the purpose of Huron Church Road Reconstruction-Tecumseh Rd W to College Ave (CR530/2019) Type: Request for Tender #162-20 Financials: \$4,919,147.73 excluding HST	Approved Dec 29, 2020	Purchasing By-Law



CAOP 54/2020	Agreement between City and Stantec Consulting to complete the engineering and contract administration work for the BAF Backwash Screen Upgrades project at the Lou Romano Water Reclamation Plant, Type: Engineering Roster Financials: \$21,810 excluding HST (for a revised upset limit of \$121,170 excluding HST)	Approved Apr 28, 2020	Purchasing By-Law
CAOP 55/2020	Amendment to current Agreement between City and Stantec Consulting to complete the engineering and contract administration work for the Lou Romano Water Reclamation Plant (LRWRP) Site Drainage Pump Station project Type: Request for Tender #173-18 Financials: \$20,740 excluding HST (for a revised upset limit of \$110,380 excluding HST)	Approved Apr 28, 2020	Purchasing By-Law
CAOP 57/2020	Agreement between City and Facca Incorporated for the refurbishment of primary effluent pumps #1, #2, and #3 at Lou Romano Water Reclamation Plant (LRWRP) (B57/2020) Type: Request for Tender #15-20 Financials: \$455,000 excluding HST	Approved Apr 28, 2020	Purchasing By-Law
CAOP 82/2020	Agreement between City and Quinlan Inc. for construction services to replace the asphalt pathways in various locations at Malden Park Type: Request for Tender - #82-20 Financials: \$139,260 excluding HST	Approved Jun 30, 2020	Purchasing By-Law
CAOP 89/2019	Agreement between City and Novelletto Machine Repair & Fabrication to amend Purchase Order to complete the rehabilitation of a sludge hopper for the Lou Romano Water Reclamation Plant Type: Informal Quotation Process and Sole Source - (e-ii) would cause significant inconvenience or substantial duplication of costs for the City Financials: \$28,801 excluding HST (for a revised upset limit of \$103,897 excluding HST for this project)	Approved Feb 25, 2020	Purchasing By-Law
CAOP 96/2020	Amendment of Contract Value between City and Pierascenzi Construction for Bridgeview Park Pathway and Parking Lot (CR 507/2018) Type: Request for Tender #37-19 Financials: \$273,944.47 excluding HST	Approved Aug 20, 2020	Purchasing By-Law

### Ward 3

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAO 10/2020	Encroachment Agreement between City and property owner of 1670 York St. and 426 Tecumseh Rd. W. to permit a stair encroachment into the public right-of-way Financial Revenue: \$921.25	Approved Mar 9, 2020	Administrative Matters (formerly CR1413/87)
CAO 113/2020	Lease Agreement between City and 551749 Ontario Limited -451 Tecumseh Rd. W. Term: July 1, 2020 - June 30, 2022 Financial Revenue: \$19,079.04/year excluding HST	Approved Apr 28, 2020	City as Lessor; Grantor; Grantee
CAO 116/2020	Authorization for the CAO to sign the "Confirmation of Support from Municipal Government or Equivalent Authority" form, to satisfy requirements for the Windsor Symphony Orchestra's grant application for the Community Anniversaries - Building Communities Through Arts and Heritage Program Financials: N/A	Approved Apr 28, 2020	Letter of Support
CAO 125/2020	Downtown Windsor Farmers Market May 30, 2020 - October 31, 2020 Hosted by Downtown Windsor Business Improvement Association Special Event Road Closure of Pelissier St. between Park St. W. and Wyandotte St. W., and Maiden Ln. between Ouellette Ave. and Pelissier St. and inclusive of Noise By-law Exemption Financials: \$2,516.75 excluding HST	Approved May 26, 2020	Special Event Road Closure
CAO 132/2020	Indemnity Agreement between City and Infineum USA, L.P. and Total Power Limited for field testing to be completed on the Combined Heat & Power engine at the WIATC Financial Revenue: City will reduce operating costs by approximately \$40,000 during the fifteen (15) month test period	Approved May 29, 2020	Energy Agreement
CAO 138/2020	Authorization to submit to the Ministry of Heritage, Sport, Tourism and Culture Industries for the Community Museum Operating Grant for the year 2020 Financials: N/A	Approved Jun 4, 2020	Grant Application

CAO 148/2020	Loan Agreement with the City and the American Museum of Natural History for the Dinosaur Discoveries: Ancient Fossils, New Ideas exhibit at the Chimczuk Museum Term: September 19, 2022 - January 23, 2023 Financials: \$60,000 excluding HST	Approved Jun 24, 2020	Administrative Matters (delegated by CR232/2012)
CAO 151/2019	Encroachment Agreement between City and property owner of 5151 Riverside Drive E. to permit a sign and curb encroachment into the public right-of-way Financial Revenue: \$976.25	Approved Mar 30, 2020	Administrative Matters (formerly CR1413/87)
CAO 167/2020	Windsor International Film Festival (WIFF) July 1, 2020 - July 6, 2020 Hosted by Downtown Windsor Business Association Special Event Road Closure of Maiden Lane W between Ouellette Ave and Pelissier St, and the north/south alley between Chatham St W and University Ave W, and Ouellette Ave between Wyandotte St and Riverside Dr, and University Ave W and E between Freedom Way and Pelissier St Financials: As part of the initiative approved by City Council (CR 289/2020), all fees are waived for requested road closures for the 2020 season	Approved Jul 3, 2020	Special Event Road Closure
CAO 171/2020	Sanitary Sewer Agreement - 891 Elm Ave. Financials: No cost to City (Owner's Cost: \$7,000)	Approved Jul 6, 2020	Sewer Agreement
CAO 173/2020	Sanitary Sewer Agreement - 161 Oak St. Financials: No cost to City (Owner's Cost: \$10,200)	Approved Jul 10, 2020	Sewer Agreement
CAO 177/2020	Authorization for Museum Windsor to submit to the COVID-19 Emergency Support Fund for Heritage Organizations – Museums Assistance Program Financial Revenue: up to \$71,946 if awarded grant	Approved Jul 28, 2020	Grant Application
CAO 182/2019	Encroachment Agreement between City and property owner of 500 Tuscarora St. to permit a sign, concrete curbs, building structure and overhead roof encroachment into the public right-of-way Financial Revenue: \$973.65	Approved Mar 9, 2020	Administrative Matters (formerly CR1413/87)

CAO 187/2019	Amendment to Lease Agreement between City and 837690 Ontario Limited – 251 Goyeau St., Room 300 (Provincial Offences) Term: December 31, 2019 - March 31, 2020 Financials: No rent is owed to the Landlord as Provincial Offences is not currently occupying the leased premises	Approved Jan 2, 2020	City as Lessor; Grantor; Grantee
CAO 197/2020	Encroachment Agreement between City and property owner of 445 Hyde St. to permit wood board fence into public right of way Financial Revenue: \$2,323.60	Approved Oct 14, 2020	Administrative Matters (formerly CR1413/87)
CAO 202/2020	Encroachment Agreement between City and property owner of 395 Foch Ave. for fence and retaining wall, concrete step walkway, and planter encroachment into public right of way Financial Revenue: \$4,150.00	Approved Sep 11, 2020	Administrative Matters (formerly CR1413/87)
CAO 204/2020	Encroachment Agreement between City and property owner of 810 Ouellette Ave. to permit landscaping, curb and sign into public right of way Financial Revenue: \$198.45	Approved Oct 13, 2020	Administrative Matters (formerly CR1413/87)
CAO 213/2020	Encroachment Agreement between the City and property owner of 405 Logan Ave. to permit a wood fence into public right of way Financial Revenue: \$2,779.85	Approved Oct 13, 2020	Administrative Matters (formerly CR1413/87)
CAO 218/2020	Title Correction of Former Grace Hospital Site, 339 Crawford Ave., Deleting Easement Financials: \$77.31 including HST	Approved Sep 22, 2020	Administrative Matters (formerly CR1413/87)
CAO 22/2020	Renewal of License Agreement between City and Windsor Aquatic Club - 401 Pitt St. W., Room 232 (Windsor International Aquatic and Training Centre) Term: February 1, 2020 - January 31, 2021 Financial Revenue: \$1,009.88/year excluding HST	Approved Jan 28, 2020	City as Lessor; Grantor; Grantee
CAO 225/2020	Road Closure of Maiden Lane W between Ouellette Ave and Pelissier St for seasonal pedestrian only zone Term: March 1, 2020 - November 1, 2020 Financials: N/A	Approved Sep 24, 2020	Special Event Road Closure
CAO 231/2020	Agreement between City and The Sherbrooke Museum for loan of the Worlds of the Night Financials: \$39,750 excluding HST	Approved Oct 27, 2020	Administrative Matters (delegated by CR232/2012)

CAO 245/2020	Consent to Enter Agreement between City and Dillon Consulting Limited for Use of 1573 McDougall Ave to survey the location of the existing monitoring wells and to collect water levels from the existing monitoring wells located on the Lands Term: November 5, 2020 - April 30, 2021 Financials: N/A	Approved Oct 29, 2020	City as Lessor; Grantor; Grantee
CAO 249/2020	Encroachment Agreement between City and owner of 377 Riverside Dr E to permit underground conduit, decorative light standard and flood light onto public right of way Financial Revenue: \$958.00 excluding HST	Approved Dec 23, 2020	Administrative Matters (formerly CR1413/87)
CAO 256/2020	Lease Agreement between City and South Essex Community Council - 1168 Drouillard Rd, Unit #16 (Gino & Liz Marcus Community Centre) Term: November 1, 2020-October 31, 2020 Financials: \$3451.84/year excluding HST	Approved Dec 4, 2020	City as Lessor; Grantor; Grantee
CAO 261/2020	Encroachment Agreement between City and owner of 267 Erie St W to permit 42" High Wood Picket Fence onto public right of way Financial Revenue: \$3,279.50 excluding HST	Approved Dec 23, 2020	Administrative Matters (formerly CR1413/87)
CAO 268/2020	Renewal of Lease Agreement between City and Michelle DiNardo – 1168 Drouillard Rd, Unit #19 (Gino & Liz Marcus Community Centre) Term: January 1, 2021 - December 31, 2021 Financials: \$2151.50/year excluding HST	Approved Dec 4, 2020	City as Lessor; Grantor; Grantee
CAO 27/2020	Renewal of License Agreement between City and Windsor Essex Swim Team Inc. - 401 Pitt St. W., Room 231 (Windsor International Aquatic and Training Centre) Term: February 1, 2020 - January 31, 2021 Financial Revenue: \$1,009.88/year excluding HST	Approved Jan 28, 2020	City as Lessor; Grantor; Grantee
CAO 280/2020	Renewal of Lease Agreement between City and Yee Pharmacy – 165 Goyeau Street Term: January 1, 2021 - December 31, 2025 Financials: January 1, 2021 – December 31, 2021 \$31,456.23/year, excluding HST; January 1, 2022 – December 31, 2022 \$31,849.43/year, excluding HST; January 1, 2023 – December 31, 2023 \$32,247.55/year, excluding HST; January 1, 2024 – December 31, 2024 \$32,650.64/year, excluding HST; January 1, 2025 – December 31, 2025 \$33,058.77/year, excluding HST	Approved Dec 23, 2020	City as Lessor; Grantor; Grantee

CAO 41/2020	Encroachment Agreement between City and property owner of 845 Wyandotte St. W. to permit a sign, wrought iron fence and chainlink fence encroachment into the public right-of-way Financial Revenue: \$1,456.75	Approved Mar 30, 2020	Administrative Matters (formerly CR1413/87)
CAO 70/2020	Letter of Support for the Art Gallery of Windsor's application to the Ontario Arts Grant Funding (CR282/2012) Financials: In-kind contributions were reported as being Operating Costs of \$838,080 and Capital Expenditures of approximately \$61,000 for 2019	Approved Apr 29, 2020	Letter of Support
CAO 73/2019	Encroachment Agreement between City and property owner of 670 Ouellette Ave. to permit a covered canopy and entry portal encroachment into the Ouellette Ave. right-of-way Financial Revenue: \$1,537.25	Approved Mar 30, 2020	Administrative Matters (formerly CR1413/87)
CAO 87/2020	Encroachment Agreement between City and property owner of 1333 Ouellette Ave. to permit a sign, brick retaining wall, and planter encroachments into the public right-of-way Financial Revenue: \$1,038.75	Approved Mar 30, 2020	Administrative Matters (formerly CR1413/87)
CAO 89/2020	Renewal of Lease Agreement between City and 1965547 Ontario Ltd. - 200 Chatham St. E. (Windsor Justice Facility (Kiosk Space)) Term: March 1, 2020 - February 28, 2025 Financial Revenue: \$8,325.00/year excluding HST In each subsequent year of the Term, commencing March 1, 2021, Monthly Basic Rental shall increase by the average annual increase in the Consumer Price Index ("CPI") as published by Statistics Canada; Additional Revenue: 5% on the first \$10,000 in Gross Revenue monthly; 7.5% on the next \$10,000 in Gross Revenue monthly; 10% on all additional Gross Revenue exceeding \$20,000 monthly	Approved Apr 2, 2020	City as Lessor; Grantor; Grantee
CAO 90/2020	Encroachment Agreement between City and property owner of 156 Chatham St W to permit an overhead steel beam, canopy, wall mounted lights, signs and cornice encroachments into the public right of way Financial Revenue: \$313.35	Approved Sep 11, 2020	Administrative Matters (formerly CR1413/87)



CAOP 105/2020	Agreement between City and Hasting Painting Corporation for the 2020 Goyeau Garage Restoration – Over budget Type: Request for Tender #28-20 Financials: \$782,544.06 excluding HST	Approved Aug 7, 2020	Purchasing By-Law
CAOP 132/2020	Agreement between City and Housing Information Services to operate the COVID-19 Day Program – Homelessness and Housing Help Hub (CR372/2019) Type: Sole Source Financials: up to \$431,000 excluding HST	Approved Oct 14, 2020	Purchasing By-Law
CAOP 138/2020	Agreement between City and Adias Impex for the carpet replacement at Capitol Theatre (B57/2020) Type: Request for Tender #112-20 Financials: \$225,181 excluding HST	Approved Oct 29, 2020	Purchasing By-Law
CAOP 148/2020	Agreement between City and Armstrong Paving for the purpose of Alton Parker Park Asphalt Pathway Type: Request for Tender #150-20 Financials: \$141,042.76 excluding HST	Approved Nov 25, 2020	Purchasing By-Law
CAOP 168/2020	Agreement between City and Monarch Office Supply for the purchase of Sit Stand Desk Purchase Type: Sole Source Financials: \$142,416.21 excluding HST	Approved Dec 23 ,2020	Purchasing By-Law
CAOP 23/2020	Agreement between City and Oscar Construction Company Limited to construct the 3rd Floor Renovations at new City Hall (B57/2020) Type: Sole Source Financials: \$675,146.82 excluding HST	Approved Feb 27, 2020	Purchasing By-Law
CAOP 24/2020	Agreement between City and Monarch Basics for the supply and reconfiguration of furniture for the 3rd Floor Renovations at new City Hall Type: Sole Source Financials: \$113,236.08 excluding HST	Approved Feb 27, 2020	Purchasing By-Law
CAOP 29/2020	Agreement between City and Sherway Contracting (Windsor) Limited for the purpose of the 2020 Road and Water Rehabilitation II – Church St. (B57/2020) Type: Request for Tender #11-20 Financials: upset limit of \$1,518,353 excluding HST	Approved Mar 9, 2020	Purchasing By-Law

CAOP 40/2020	Agreement between City and Landmark Engineering for engineering services related to the functional design of Festival Plaza and for engineering and contract administration services related to the retaining wall Type: Sole Source Financials: \$150,000 excluding HST (which is an additional \$65,000 excluding HST previously approved from Capital Project ID 7152005)	Approved Jul 21, 2020	Purchasing By-Law
CAOP 6/2020	Agreement between City and Glos Associates Inc. to provide architectural and engineering consulting services for the design-bid-build construction of a new greenhouse complex at Jackson Park (CR550/2018; CR39/2019 ) Type: Request for Proposal #85-19 and Sole Source for additional deliverables by the original Supplier of Goods or Services that were not included in the initial procurement Financials: \$378,300 excluding HST	Approved Feb 13, 2020	Purchasing By-Law
CAOP 86/2019	Agreement between City and JTS Mechanical Services Inc. for the purpose of replacing two roof top HVAC units at the Capitol Theatre (B8/2019) Type: Request for Tender #109-19 Financials: \$197,150 excluding HST	Approved Jan 2, 2020	Purchasing By-Law
CAOP 87/2019	Agreement between City and Stantec Consulting Ltd. for Engineering Services for Structure #114-University Ave. at CP Rail Type: Request for Tender #119-19 Financials: an upset limit of \$112,000 excluding HST	Approved Jan 14, 2020	Purchasing By-Law
CAOP 89/2020	Agreement between City and CBSC Capital Inc. for the Oce PlotWave 365 Hybrid Type: Sole Source Financials: \$30,847.74 excluding HST	Approved Aug 31, 2020	Purchasing By-Law

## Ward 4

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAO 12/2020	Letter of Non-Objection St. Patrick's Day Celebration March 17, 2020 Hosted by O'Maggio's Kildare House 1880 Wyandotte St. E. Financial Revenue: N/A	Approved Jan 30, 2020	Letter of Non-Objection
CAO 136/2020	Sanitary Sewer Agreement - 506 Windermere Rd. Financials: No cost to City (Owner's Cost: \$13,050)	Approved May 14, 2020	Sewer Agreement
CAO 137/2019	Encroachment Agreement between City and property owner of 756 Irvine Ave. to encroach a private sanitary sewer into the public right-of-way Financial Revenue: \$943.25	Approved Mar 30, 2020	Administrative Matters (formerly CR1413/87)
CAO 14/2020	Encroachment Agreement between City and property owner of 1199 Ottawa St. to permit rubber mat flooring into the Pierre Ave. right-of-way Financial Revenue: \$1,389	Approved Mar 26, 2020	Administrative Matters (formerly CR1413/87)
CAO 150/2019	Encroachment Agreement between City and property owner of 635 University Ave. E. to permit parking, sign post, building lights, garden pavers, canopy/sign and classic car encroachments into the public right-of-way Financial Revenue: \$1,724.75	Approved Apr 9, 2020	Administrative Matters (formerly CR1413/87)
CAO 155/2020	Renewal of Lease Agreement between City and Vanessa Shields - 1899 Niagara Street (Stable Yard at Coach House, Willistead Park) Term: July 1, 2020-June 30, 2021 Financials: \$5,502.60/year excluding HST	Approved Aug 21, 2020	City as Lessor; Grantor; Grantee
CAO 179/2020	Sanitary Sewer Agreement - 1864 Hall Ave. Financials: No cost to City (Owner's Cost: \$8,840)	Approved Jul 21, 2020	Sewer Agreement
CAO 194/2020	Encroachment Agreement between City and property owner of 1140 Marion Ave to permit landscape and fencing into public right of way Financial Revenue: \$2,892.35	Approved Oct 14, 2020	Administrative Matters (formerly CR1413/87)

CAO 201/2020	Encroachment Agreement between City and property owner of 2196 Hall Ave to permit fence into public right of way Financial Revenue: \$4,586.10	Approved Oct 13, 2020	Administrative Matters (formerly CR1413/87)
CAO 203/2020	Encroachment Agreement between the city and property owner of 1183-1187 Marion Ave for wood deck and step into public right of way Financial Revenue: \$568.75	Approved Sep 11, 2020	Administrative Matters (formerly CR1413/87)
CAO 205/2020	Encroachment Agreement between City and property owner of 2420 Lincoln Rd to permit an underground driveway heating unit into public right of way Financial Revenue: \$3,579.25	Approved Sep 11, 2020	Administrative Matters (formerly CR1413/87)
CAO 208/2020	Sanitary Sewer Agreement - 1748 Kildare Rd Financials: No cost to City (Owner's Cost: \$9,198.20)	Approved Sep 3, 2020	Sewer Agreement
CAO 215/2020	Encroachment Agreement between City and property owner of 903 Hall Ave to permit a wood fence into public right of way Financial Revenue: \$1,980.75	Approved Oct 14, 2020	Administrative Matters (formerly CR1413/87)
CAO 216/2020	Correcting Deed for Conveyance of Stodgell Park Financials: \$2.00 excluding HST in addition to a minimum Crown Expense of \$1,164.00	Approved Sep 15, 2020	Administrative Matters (formerly CR1413/87)
CAO 235/2020	Sanitary Sewer Agreement for 215 Parent Ave Financials: No cost to City (Owner's Cost: 23,425)	Approved Nov 4, 2020	Sewer Agreement
CAO 42/2020	Encroachment Agreement between City and property owner of 208-212 Moy Ave. to permit a concrete step encroachment into the public right-of-way Financial Revenue: \$943.25	Approved Feb 27, 2020	Administrative Matters (formerly CR1413/87)
CAO 49/2020	Encroachment Agreement between City and property owner of 397 Pierre Ave. to permit a sign to encroach onto the Assumption St. right-of-way Financial Revenue: \$973.25	Approved Mar 26, 2020	Administrative Matters (formerly CR1413/87)
CAOP 157/2020	Agreement between City and Brook McIlroy for the purpose of Consulting Services for the Hiram Walker Parkette Type: Sole Source Financials: \$78,025 excluding HST	Approved Dec 18, 2020	Purchasing By-Law

CAOP 56/2020	Agreement between City and Sterling Ridge Infrastructure Inc. for the purpose of the 2020 Road and Watermain Rehabilitation V – Marion Ave. (B57/2020) Type: Request for Tender #26-20 Financials: to an upset limit of \$1,992,344 excluding HST	Approved May 19, 2020	Purchasing By-Law
CAOP 65/2020	Agreement between City and Pierascenzi Construction Group Inc. for the purpose of the Devonshire Road Intersection Improvements (B73/2018) Type: Request for Tender #31-20 Financials: upset limit of \$489,170 excluding HST	Approved May 13, 2020	Purchasing By-Law

## Ward 5

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAO 1/2020	Sanitary Sewer Agreement - 1763 Central Ave. Financials: No cost to City (Owner's Cost: \$7,763)	Approved Jan 8, 2020	Sewer Agreement
CAO 103/2020	Renewal of Lease Agreement between City and A Book of My Own Literacy Campaign - 1168 Drouillard Rd., Unit #3 (Gino and Liz Marcus Community Centre) Term: June 1, 2020 - May 31, 2021 Financial Revenue: \$4,352.32/year excluding HST	Approved Apr 21, 2020	City as Lessor; Grantor; Grantee
CAO 114/2020	Consent to Enter Agreement between City and Enwin Utilities Ltd. for the purpose of granting a permanent utility easement in favour of Enwin Utilities Ltd. for constructing and maintaining electrical infrastructure at 3005 Grand Marais Rd. E. Term: June 1, 2020 - October 30, 2020 Financial Revenue: \$275 excluding HST for registration and easement preparation	Approved Apr 30, 2020	City as Lessor; Grantor; Grantee
CAO 126/2020	Lease Agreement between City and Mission d'Evangelisation Modiale pour la Moisson Church - 1168 Drouillard Rd., Units #13 and #21 (Gino & Liz Marcus Community Centre) Term: July 1, 2020 - June 30, 2021 Financials: \$4,024.02/year excluding HST	Approved May 6, 2020	City as Lessor; Grantor; Grantee

CAO 128/2020	Amendment to Parking By-law 9023 - Parking Modifications - Limited Alternate Side Parking (Drouillard Rd.) Financials: N/A	Approved May 13, 2020	By-Law Amendments
CAO 137/2020	Sanitary Sewer Agreement - 1702 St. Luke Rd. Financials: No cost to City (Owner's Cost: \$8,170)	Approved May 21, 2020	Sewer Agreement
CAO 139/2020	Lease Agreement between City and The African Community Organization of Windsor - 1168 Drouillard Rd., Unit #18, (Gino & Liz Marcus Community Centre) Term: June 1, 2020 - May 31, 2021 Financials: \$7,100.66/year excluding HST	Approved Jun 11, 2020	City as Lessor; Grantor; Grantee
CAO 156/2020	Lease Agreement between City and Centre Francophone Pour Immigrants de Windsor Essex - 1168 Drouillard Rd, Unit #9, (Gino and Liz Marcus Community Centre (north side)) Term: July 1, 2020 - June 30, 2021 Financials: \$4,417.98/year excluding HST	Approved Jun 24, 2020	City as Lessor; Grantor; Grantee
CAO 158/2020	Lease Agreement between City and Ontario Society for Crippled Children o/a Easter Seals Ontario – 1168 Drouillard Rd., Unit #10 (Gino & Liz Marcus Community Centre) Term: April 1, 2020 - March 31, 2021 Financial Revenue: \$4,962.02/year excluding HST	Approved Jun 24, 2020	City as Lessor; Grantor; Grantee
CAO 175/2020	Termination of Lease Agreement between City and The Windsor Parade Corporation - 1168 Drouillard Rd, Unit #1 (Gino & Liz Marcus Community Centre) Lost Revenue: \$1,654.72	Approved Jul 22, 2020	City as Lessor; Grantor; Grantee
CAO 191/2020	License Agreement between City and Ford City District Board of Management to use three municipally owned lots as a community garden Term: April 1, 2019 - March 31, 2021 Financials: N/A	Approved Aug 21, 2020	Community Garden License Agreement
CAO 242/2020	Lease Agreement between City and Youth Connection Association for Academic Excellence Inc. – 1168 Drouillard Rd, Unit #11 (Gino & Liz March Community Centre) Term: November 1, 2020 - October 31, 2021 Financials: \$2,513.84/year excluding HST	Approved Nov 12, 2020	City as Lessor; Grantor; Grantee
CAO 270/2020	Sanitary Sewer Agreement - 1379 Labadie Rd Financials: No cost to City (Owner's Cost: \$11,548.70)	Approved Dec 18, 2020	Sewer Agreement



CAO 272/2020	Renewal of Lease Agreement between City and New Beginnings (Essex County) – 1168 Drouillard Rd, Unit #6, (Gino & Liz Marcus Community Centre) Term: January 1, 2021 - December 21, 2021 Financials: \$2,072.98/year excluding HST	Approved Dec 23, 2020	City as Lessor; Grantor; Grantee
CAO 28/2020	Renewal of Lease Agreement between City and Scott Bisson and Tam Nguyen o/a RARE Apparel - 1168 Drouillard Rd., Unit #5A (Gino & Liz Marcus Community Centre) Term: February 1, 2020 - January 31, 2020 Financials: \$1,952.24/year excluding HST	Approved Jan 28, 2020	City as Lessor; Grantor; Grantee
CAO 31/2020	Lease Agreement between City and New Beginnings (Essex County) - 1168 Drouillard Rd., Unit #6 (Gino & Liz Marcus Community Centre) Term: January 1, 2020 - December 31, 2020 Financials: \$2,035.41/year excluding HST	Approved Feb 5, 2020	City as Lessor; Grantor; Grantee
CAO 33/2020	Sanitary Sewer Agreement - 1540 St. Luke Rd. Financials: No cost to City (Owner's Cost: \$9,865)	Approved Jan 31, 2020	Sewer Agreement
CAO 34/2020	Sanitary Sewer Agreement - 1540 St. Luke Rd. Financials: No cost to City (Owner's Cost: \$15,480)	Approved Feb 6, 2020	Sewer Agreement
CAO 57/2020	Sanitary Sewer Agreement - 1447 Central Ave. Financials: No cost to City (Owner's Cost: \$8,260)	Approved Mar 9, 2020	Sewer Agreement
CAO 6/2020	Lease Agreement between City and Michelle DiNardo - 1168 Drouillard Rd., Unit #19 (Gino and Liz Marcus Community Centre) Term: January 1, 2020 - December 31, 2020 Financial Revenue: \$2,111.39/year excluding HST	Approved Jan 14, 2020	City as Lessor; Grantor; Grantee
CAO 60/2020	License Agreement between City and L'Union Culturelle Des Franco-Ontariennes Windsor-Essex et Kent - 4270 Alice St., Room A (Constable John Atkinson Memorial Community Centre) Term: March 1, 2020 - February 28, 2021 Financial Revenue: \$4,690/year excluding HST	Approved Mar 12, 2020	City as Lessor; Grantor; Grantee

CAO 61/2020	License Agreement between City and L'Union Culturelle Des Franco-Ontariennes Windsor-Essex et Kent - 4270 Alice St., Rooms B and C (Constable John Atkinson Memorial Community Centre) Term: March 1, 2020 - February 28, 2021 Financial Revenue: \$8,742.16/year excluding HST	Approved Mar 12, 2020	City as Lessor; Grantor; Grantee
CAO 68/2020	Sanitary Sewer Agreement - 1879-1881 St. Luke Rd. Financials: No cost to City (Owner's Cost: \$9,842)	Approved Mar 12, 2020	Sewer Agreement
CAO 71/2020	Lease Agreement between City and Multiple Sclerosis Society of Canada - 1168 Drouillard Rd., Unit #11 (Gino & Liz Marcus Community Centre) Term: April 3, 2020 - March 31, 2021 Financial Revenue: \$2,513.84/year excluding HST	Approved Mar 24, 2020	City as Lessor; Grantor; Grantee
CAO 75/2020	Lease Agreement between City and Essex County Nurse Practitioner-LED Clinic - 1168 Drouillard Rd., Units #7, #14 and #15 (Gino & Liz Marcus Community Centre) Term: March 1, 2020 - February 28, 2021 Financial Revenue: \$17,596.88/year excluding HST	Approved Mar 24, 2020	City as Lessor; Grantor; Grantee
CAO 77/2020	Lease Agreement between City and Candice Twees - 1168 Drouillard Rd., Unit #12 (Gino & Liz Marcus Community Centre) Term: April 1, 2020 - March 31, 2021 Financial Revenue: \$3,534.87/year excluding HST	Approved Mar 24, 2020	City as Lessor; Grantor; Grantee
CAO 78/2020	Correcting Deeds Approval to correct a title deficiency for Greater Essex County District School Board of 1648 Francois Rd., to register government by-law on the Alley, and a correcting deed to correct the title deficiency on title for the Property, transferring the Alley to the Greater Essex County District School Board Financials: \$75 (City to bear the cost of registration of the application to register government by-law)	Approved Mar 24, 2020	Administrative Matters (formerly CR1413/87)

CAO 84/2020	Lease Agreement between City and Chaldean League of Canada - 1168 Drouillard Rd., Unit #22 (Gino & Liz Marcus Community Centre) Term: April 1, 2020 - March 31, 2021 Financial Revenue: \$5,008.92/year excluding HST	Approved Apr 7, 2020	City as Lessor; Grantor; Grantee
CAO 99/2019	Encroachment Agreement between City and property owner of 2703 Meighen Rd. to permit a parking area for five (5) parking spaces and a paved manoeuvring area Financial Revenue: \$1,859.50	Approved Mar 30, 2020	Administrative Matters (formerly CR1413/87)
CAOP 111/2020	Agreement between City and TCI Titan for purchase of George Avenue Park Gazebo Type: Request for Tender #103-20 Financials: \$102,320 excluding HST	Approved Aug 25, 2020	Purchasing By-Law
CAOP 137/2020	Agreement between City and IBI Group for the purpose of contract execution for Engineering Consulting Services regarding the Transit Windsor - Garage Feasibility Study Type: Request for Proposal #106-20 Financials: \$133,983 excluding HST	Approved Oct 29, 2020	Purchasing By-Law
CAOP 151/2020	Agreement between City and Pierascenzi Construction for the purpose of George Ave Park Redevelopment (CR 198/2020) Type: Request for Tender #120-20 Financials: \$383,211.75 excluding HST	Approved Nov 23, 2020	Purchasing By-Law
CAOP 25/2020	Agreement between City and Sterling Ridge Infrastructures Inc. for the purpose of proceeding with the construction of the Francois Road Sewer, Pavement, Watermain and Streetlighting Rehabilitation Project (CR577/2019) Type: Request for Tender #04-20 Financials: \$2,176,166.87 excluding HST	Approved Mar 9, 2020	Purchasing By-Law
CAOP 79/2020	Agreement between City and Ridge Infrastructures Inc. for the purpose of proceeding with the construction of the Cadillac Street Sewer, Pavement and Streetlighting Rehabilitation Project (B57/2020) Type: Request for Tender #02-20 Financials: \$1,831,318 excluding HST	Approved Jun 18, 2020	Purchasing By-Law

## Ward 6

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAO 106/2020	Encroachment Agreement between City and property owner of 8405 Cedarview St. to permit for a bus bay to encroach onto the public right-of-way Financial Revenue: \$9,623.25	Approved May 21, 2020	Administrative Matters (formerly CR1413/87)
CAO 107/2020	Encroachment Agreement between City and property owner of 1145 Adair Crt for sign encroachment into public right of way Financial Revenue: \$951.25	Approved Sep 11, 2020	Administrative Matters (formerly CR1413/87)
CAO 119/2020	Sanitary Sewer Agreement - 875 Jefferson Blvd. Financials: No cost to City (Owner's Cost: \$8,308)	Approved Apr 29, 2020	Sewer Agreement
CAO 121/2020	Consent to Enter Agreement between City and Ernest and Cheryl Anne Mailloux and their employees, contractors, agents, and assigns to enter upon part of the lands known as St. Paul Pumping Station Park and the water lots abutting the westerly limit of 7810 Riverside Dr. E. for the purpose of parking construction equipment and storing material related to repairs being undertaken on the break wall in front of the Mailloux Property Term: July 8, 2020 - August 31, 2020 Financial Revenue: N/A	Approved May 6, 2020	City as Lessor; Grantor; Grantee
CAO 124/2020	Sanitary Sewer Agreement - 876 Laporte Ave. Financials: No cost to City (Owner's Cost: \$8,932.36)	Approved May 6, 2020	Sewer Agreement
CAO 129/2020	Encroachment Agreement between City and property owner of 1322 Bayswater Cr to permit fence encroachment into public right of way Financial Revenue: \$687.50	Approved Sep 11, 2020	Administrative Matters (formerly CR1413/87)
CAO 146/2019	Encroachment Agreement between City and property owner of 5151 Riverside Drive E. to permit a brick paved area and retaining wall encroachment into the public right-of-way Financial Revenue: \$1,113	Approved Mar 16, 2020	Administrative Matters (formerly CR1413/87)
CAO 159/2020	Amendment to Parking By-law 9023 - Parking Modifications - Limited Parking and No Parking (St. Mary's Blvd.) Financials: N/A	Approved Jun 30, 2020	By-Law Amendments

CAO 192/2019	Encroachment Agreement between City and property owner of 6960 Wyandotte St. E. to permit a parking space into the public right-of-way Financial Revenue: \$1,195.50	Approved Mar 9, 2020	Administrative Matters (formerly CR1413/87)
CAO 198/2020	Amendment to Consent to Enter Agreement between City and Ernest and Cheryl Anne Mailloux for the use of a portion of St. Paul Pump Station Park to facilitate needed repairs to the break wall in front of their property, 7810 Riverside Dr E Term: July 8, 2020 - August 31, 2020 Financials: N/A	Approved Aug 27, 2020	City as Lessor; Grantor; Grantee
CAO 210/2020	Sanitary Sewer Agreement - 835 Edward Ave Financials: No cost to City (Owner's Cost: \$15,797)	Approved Sep 9, 2020	Sewer Agreement
CAO 32/2020	Letter of Non-Objection St. Patrick's Day Celebration March 17, 2020 Hosted by Thompson House 5370 Wyandotte St. E. Financial Revenue: N/A	Approved Feb 10, 2020	Letter of Non-Objection
CAO 67/2020	Consent to Enter Agreement between City and Windsor-Riverside Baseball Association for exclusive use of part of Riverside Minor Baseball Park for the purpose of installation of a batting cage to be used by Windsor-Riverside Baseball Association Term: May 1, 2020 - April 30, 2025 Financial Revenue: \$1 excluding HST	Approved Aug 18, 2020	City as Lessor; Grantor; Grantee
CAO 74/2019	Encroachment Agreement between City and property owner of 892 Prado PI to permit a chain link fence to encroach onto the public right-of-way Financial Revenue: \$4,255.75	Approved Mar 30, 2020	Administrative Matters (formerly CR1413/87)
CAOP 115/2020	Agreement between City and Lekter Industrial for the purchase of Exterior Duct Insulation Replacement, WFCU Centre (B57/2020) Type: Request for Tender #110-20 Financials: \$445,000 excluding HST	Approved Aug 27, 2020	Purchasing By-Law
CAOP 125/2020	Agreement between City and Maged Basilous for additional work to complete Alexander Park Washrooms Type: Request for Tender #49-19 Financials: \$46,729.41 excluding HST	Approved Dec 8, 2020	Purchasing By-Law

CAOP 91/2020	Agreement between City and Bear Construction and Engineering Inc. for the construction of site work and installation of new bleachers and shades at Mic Mac Park Type: Request for Tender #83-20 (B57/2020) Financials: \$282,261.50 excluding HST	Approved Jul 16, 2020	Purchasing By-Law
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## Ward 7

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAO 110/2020	Encroachment Agreement between City and property owner of 10120-10150 Tecumseh Rd. E. to permit parking, landscaping, and light pole to encroach onto the public right-of-way Financial Revenue: \$2,475.25	Approved May 6, 2020	Administrative Matters (formerly CR1413/87)
CAO 117/2020	Consent to Enter Agreement between City and Eastside Horizons Inc. for the purpose of granting access over part of the parking lot within Elizabeth Kishkon Park Term: May 1, 2020 - April 30, 2021 Financial Revenue: Eastside Horizons Inc. will provide security in the amount of \$264,000 prior to the commencement of the term, which will be non-refundable until such time as Eastside completes the reconstruction of the parking lot in Elizabeth Kishkon Park	Approved Apr 28, 2020	City as Lessor; Grantor; Grantee
CAO 169/2020	Agreement between City and Parker DKI / CPC Processing Centre and Re/Max Care Realty for Sponsorship for Wayfinding Signage along the Little River Corridor Trail System Financials: \$37,500 in sponsorship over 5 years	Approved Jul 22, 2020	Administrative Matters (delegated by CR232/2012)
CAO 185/2020	Consent to Enter Agreement between City and 2620376 Ontario Inc. for the purpose of constructing a temporary access road ("Access Road") connecting the properties at 11475 Tecumseh Rd E ("Shell") and 11365 Tecumseh Rd E ("BMR") to Banwell Rd during the Banwell Rd reconstruction Term: August 24, 2020 - October 19, 2020 Financials: N/A	Approved Jul 30, 2020	City as Lessor; Grantor; Grantee



CAO 196/2020	Consent to Enter Agreement between City and Mario Petrilli to access breakwall for the purpose of installing a seasonal boatlift in front of 11820 Riverside Dr E Term: August 10, 2020 Financials: N/A	Approved Aug 21, 2020	City as Lessor; Grantor; Grantee
CAO 230/2020	Consent to Enter between City and Essex Region Conservation Authority to use Peche Island for Reclamation and Fish Habitat Project Term: October 12, 2020 - December 31, 2021 Financials: N/A	Approved Oct 14, 2020	City as Lessor; Grantor; Grantee
CAO 3/2020	Application for Registry (Small Vessel Register) and Statement of Qualification with Transport Canada to allow for the Parks Department's boat to act as a small commercial vessel (Peche Island Ferry) Financials: \$50 registration fee	Approved Jan 14, 2020	Administrative Matters (delegated by CR232/2012)
CAO 43/2020	Encroachment Agreement between City and property owner of 11245 Riverside Dr. E. to permit a sewer encroachment into the public right-of-way Financial Revenue: \$1,256.35	Approved Feb 27, 2020	Administrative Matters (formerly CR1413/87)
CAOP 116/2020	Agreement between City and SheaRock Construction for the Banwell Improvement Project Phase 1 – Tecumseh Rd E to Palmetto St (CR 385/2019) Type: Request for Tender #87-20 Financials: \$2,244,700 excluding HST	Approved Aug 27, 2020	Purchasing By-Law
CAOP 149/2020	Agreement between City and Stantec Consulting Ltd for the purpose of Storm Water Management Study of Tecumseh Rd Et Corridor Type: Request for Proposal #72-20 Financials: \$49,783 excluding HST	Approved Dec 11, 2020	Purchasing By-Law

CAOP 2/2020	Agreement between City and Election Systems and Software Canada ULC for the purpose of renting vote counting equipment (Model DS200 Scanner), AutoMark machines (including voice files), ElectionWare Software and also to provide technical support and assist in the installation/testing/training for the vote tabulating equipment software including all related travel expenses incurred by ES&S personnel; the purchase of ballot boxes and ballot printing to be used during the 2020 Ward 7 Municipal By-Election Type: Sole Source Financials: \$48,469.50 excluding HST	Approved Jan 17, 2020	Purchasing By-Law
CAOP 4/2020	Agreement between City and Our Lady of the Atonement Family Centre located at 2940 Forest Glade Dr. for the use of their facility as a voting station for the purpose of the 2020 Ward 7 By-Election Type: Exempt from Purchasing By-Law 93-2012 as per Schedule A - Section 1(c): Employer Expenses - Licenses Financials: \$600	Approved Jan 22, 2020	Purchasing By-Law
CAOP 95/2020	Agreement between City and Coco Paving Inc. for the construction of sidewalks and surfaceworks on Mountbatten Cres Phase 2 (CR361/2017 and CR224/2018) Type: Request for Tender #58-20 Financials: \$228,960 excluding HST	Approved Jul 17, 2020	Purchasing By-Law

## Ward 8

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAO 131/2020	Sanitary Sewer Agreement - 1991 Glendale Ave. Financials: No cost to City (Owner's Cost: \$6,000)	Approved May 8, 2020	Sewer Agreement
CAO 146/2020	Amendment to Parking By-law 9023 - Parking Modifications - No Parking (Rivard Ave.) Financials: N/A	Approved Jun 11, 2020	By-Law Amendments
CAO 166/2020	Sanitary Sewer Agreement - 2428 Buckingham Dr. Financials: No cost to City (Owner's Cost: \$9,529.41)	Approved Jun 30, 2020	Sewer Agreement

CAO 207/2020	Amendment of Street and Alley By-Law 55-2019 for land abutting properties zoned CD2.1 and/or RD3.3 Financials: N/A	Approved Sep 3, 2020	By-Law Amendments
CAO 228/2020	Sanitary Sewer Agreement - 1685 Glendale Ave Financials: No cost to City. (Owner Cost: \$8,961)	Approved Oct 14, 2020	Sewer Agreement
CAO 252/2020	Authorization for City to submit an application to the Solcz Foundation - Splash pad at Fontainebleu Financials: N/A	Approved Nov 12, 2020	Grant Application
CAO 45/2020	Encroachment Agreement between City and property owner of 2419 Westminster Blvd. to permit a fence encroachment into the public right-of-way Financial Revenue: \$7,112.05	Approved Mar 30, 2020	Administrative Matters (formerly CR1413/87)
CAO 95/2020	Sanitary Sewer Agreement - 1614 Pillette Rd. Financials: No cost to City (Owner's Cost: \$9,944)	Approved Apr 2, 2020	Sewer Agreement
CAO 96/2020	Amendment to Street and Alley Closing By-law 55-2019 for closure of a portion of the Princess Ave. right-of-way abutting 5050 Tecumseh Rd. E. Financials: \$550.00	Approved Apr 15, 2020	By-Law Amendments
CAOP 61/2020	Agreement between City and SheaRock Construction Group Inc. for the purpose of proceeding with the construction of the Norman Road Sewer, Pavement, Watermain and Streetlighting Rehabilitation Project (CR577/2019) Type: Request for Tender #01-20 Financials: \$1,689,819.50 excluding HST	Approved May 6, 2020	Purchasing By-Law

## Ward 9

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAO 108/2020	Encroachment Agreement between the City and property owner of 1637 Provincial Rd to permit sign encroachment into public right of way Financial Revenue: \$921.25	Approved Oct 13, 2020	Administrative Matters (formerly CR1413/87)

CAO 170/2020	Encroachment Agreement between City and property owner of 3900 Walker Rd to permit sign and parking spaces encroachment on public right of way Financial Revenue: \$3,413.00	Approved Oct 13, 2020	Administrative Matters (formerly CR1413/87)
CAO 178/2020	Correcting Deeds for Conveyance of Former Alleys Abutting 3714 Howard Ave and 3726 Howard Ave Financials: No financial implications to the City in connection with the registration of the Transfer	Approved Jul 21, 2020	Administrative Matters (formerly CR1413/87)
CAO 181/2019	Encroachment Agreement between City and property owner of 3419 Walker Rd. to permit a sign into the public right-of-way Financial Revenue: \$951.25	Approved Mar 30, 2020	Administrative Matters (formerly CR1413/87)
CAO 258/2020	Crossing Protection at 7th Concession Road and Canadian National Railway Financials: \$114,718 excluding HST	Approved Dec 11, 2020	Administrative Matters (formerly CR1413/87)
CAO 80/2020	Authorization to submit an Eligibility Checklist for the Southwestern Ontario Development Fund Financials: N/A	Approved Mar 19, 2020	Grant Application
CAOP 103/2020	Agreement between City and Mill Am Corporation for the Cold Milling & Asphalt Paving of EC Row Eastbound Collector Rd - Walker Rd to Central Ave (B8/2019) Type: Request for Tender #101-20 Financials: \$699,775 excluding HST	Approved Aug 7, 2020	Purchasing By-Law
CAOP 127/2020	Agreement between City and RC Spencer for or design and contract administration consulting services in the project of Cabana Corridor Improvements Phase 2 – Howard Ave to Dougall Ave (B57/2020) Type: Sole Source Financials: \$265,000 excluding HST	Approved Oct 1, 2020	Purchasing By-Law
CAOP 128/2020	Agreement between City and J&J Lepera for Provincial Division Corridor Improvements Phase 2, North Roseland Pump Station & Storm Water Management Facilities Project Type: Request for Tender #14-20 (B57/2020 and CR522/2020) Financials: \$7,847,000 excluding HST	Approved Sep 25, 2020	Purchasing By-Law

CAOP 14/2020	Purchase Order between City and Canadian Pacific Railway Company for the purpose of constructing a grade crossing across Canadian Pacific Railway track and lands as part of the Rhodes Drive Multi-Use Trail Type: Sole Source Financials: \$109,940 excluding HST	Approved Feb 13, 2020	Purchasing By-Law
CAOP 147/2020	Agreement between City and Dillon Consulting for contract administration and onsite services in the project of Provincial Division Corridor Improvements Phase 2 – North Roseland Pump Station and Underground Storm Water Facilities (CR225/2018) Type: Sole Source Financials: \$545,000 excluding HST	Approved Nov 19, 2020	Purchasing By-Law
CAOP 42/2020	Amendment of current Agreement between City and Landmark Engineers Inc. for the provision of Detailed Design & Project Administration Services for Rhodes Drive Cycling Facilities Type: Request for Tender #121-18 Financials: upset limit of \$88,000 excluding HST	Approved Apr 2, 2020	Purchasing By-Law
CAOP 74/2020	Agreement between City and Front Construction Industries Inc. for the purpose of rehabilitation of structure #144-CN at EC Row Eastbound Collector (B8/2019) Type: Request for Tender #60-20 Financials: upset limit of \$639,710 excluding HST	Approved Jun 4, 2020	Purchasing By-Law
CAOP 88/2020	Agreement with the City and Quinlan Inc. for the purpose of construction of Rhodes Drive Multi Use Trail Phase 2 (CR627/2016) Type: Request for Tender #35-20 Financials: \$953,670 excluding HST	Approved Jul 15, 2020	Purchasing By-Law
CAOP 99/2020	Agreement between City and Nevan Construction Byng Rd/Lappan Ave – Lappan Ave to Melinda St Storm Sewer and Curb and Gutter Local Improvement and Pavement Rehabilitation (CR202/2018) Type: Request for Tender #99-20 Financials: \$2,192,980 excluding HST	Approved Jul 22, 2020	Purchasing By-Law

## Ward 10

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAO 101/2019	Encroachment Agreement between City and property owner of 180 Eugenie St. W. to permit a curb and landscaping encroachment into public right-of-way Financial Revenue: \$1,124.25	Approved Mar 30, 2020	Administrative Matters (formerly CR1413/87)
CAO 111/2020	Encroachment Agreement between City and property owner of 1484 Rankin Ave. to permit a sanitary sewer encroachment onto the public right-of-way Financial Revenue: \$983.95	Approved May 6, 2020	Administrative Matters (formerly CR1413/87)
CAO 188/2020	Correcting Deed for Release of Agreements to Reconvey Land – 130-150 Ouellette Place and 2475 Ouellette Place Financials: N/A	Approved Jul 30, 2020	Administrative Matters (formerly CR1413/87)
CAO 212/2020	Lease Agreement between City and Roland Schindwein, Roswitha Schindwein and Peter Pres to consent to the assignment of a Parking Lease on 2550 Ouellette Avenue Term: the lease is for a term of 30 years with a termination date of August 31, 2023 Financials: N/A	Approved Sep 15, 2020	City as Lessor; Grantor; Grantee
CAO 220/2020	Amendment of Conveyance Price, Street and Alley By-Law 214-2007 for 130-140 Ouellette Ave Financials: N/A	Approved Sep 24, 2020	By-Law Amendments
CAO 285/2020	Correcting Deed for Conveyance of Former Alley Abutting 2364 Dominion Financials: N/A	Approved Dec 18, 2020	Administrative Matters (formerly CR1413/87)
CAO 37/2020	Sanitary Sewer Agreement - 1485 Campbell Ave. Financials: No cost to City (Owner's Cost: \$12,359)	Approved Feb 13, 2020	Sewer Agreement
CAO 48/2020	Encroachment Agreement between City and property owner of 1707 Tecumseh Rd. W. to permit a sign and parking encroachment to encroach into the public right-of-way Financial Revenue: \$1,453	Approved Mar 30, 2020	Administrative Matters (formerly CR1413/87)



CAO 65/2020	Encroachment Agreement between City and property owner of 100 Grand Marais Rd. E. to permit a private storm sewer encroachment into the public right-of-way Financial Revenue: \$921.25	Approved Mar 30, 2020	Administrative Matters (formerly CR1413/87)
CAO 92/2020	Amendment to Traffic By-law 9148 - School Zones (Labelle St.) Financials: N/A	Approved Apr 9, 2020	By-Law Amendments
CAOP 145/2020	Agreement between City and Dillon Consulting for the purpose of Engineering Services for Structure 177 - Dominion at EC Row Eastbound Type: Request for Tender #137-20 Financials:\$109,980 excluding HST	Approved Nov 12, 2020	Purchasing By-Law
CAOP 158/2020	Agreement between City and Enwin Utilities for a park lighting connection at Bellewood Park located at 2600 Labelle St Type: Exempt from Purchasing Bylaw - Schedule A - Section 3 (e) Financials: N/A	Approved Dec 3, 2020	Purchasing By-Law
CAOP 164/2020	Agreement between City and Lekter Industrial for the purpose of Kitchen Renovation at Fire Hall #3 Type: Request for Tender #111-20 Financials: \$132,542.00 excluding HST	Approved Dec 8, 2020	Purchasing By-Law
CAOP 78/2020	Agreement between City and SheaRock Construction Group Inc. for the purpose of the 2019 Road Rehabilitation X – Grand Marais Rd. from Dougall Ave. to Dominion Blvd. (B8/2019) Type: Request for Tender #79-20 Financials: upset limit of \$3,446,205 excluding HST	Approved Jun 18, 2020	Purchasing By-Law
CAOP 84/2020	Agreement between City and Enwin Utilities for a park lighting connection at Langlois Court Park located at 2730 Parent Ave. Type: Exemption from the acquisition methods of the Purchasing By-law apply, pursuant to Schedule A, Section 11 Financials: No cost to City	Approved Jun 30, 2020	Purchasing By-Law
CAOP 86/2020	Agreement between City and Armstrong Paving and Materials Group Ltd. for construction services to place asphalt pathways in Langlois Court Park Type: Request for Tender - #86-20 Financials: \$108,210.50 excluding HST	Approved Jun 30, 2020	Purchasing By-Law

CAOP 90/2020	Agreement between City and Coco Paving Inc. for the purpose of the 2020 Road Rehabilitation - EC Row Reconstruction (B57/2020) Type: Request for Tender #61-20 Financials: \$5,378,000 excluding HST	Approved Jul 2, 2020	Purchasing By-Law
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## City Wide

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAO 100/2020	Authorization to sign an Expression of Interest in the form of an Applicant Certificate and a Letter of Support to the Province of Ontario's Job Site Challenge Program through Windsor Essex Economic Development Corporation Financials: N/A	Approved Apr 15, 2020	Letter of Support
CAO 102/2020	Authorization for the Corporate Leader - Parks, Recreation, Culture and Facilities to sign the KELCOM General Release of Liability – 3D Printed Face Shields Financials: N/A	Approved Apr 9, 2020	Administrative Matters (delegated by CR232/2012)
CAO 109/2020	Approval of the recommended procedure for the 2020 larviciding and mosquito monitoring program as determined by the Medical Officer of Health and signing and approval of the letter of support for the larviciding program to the Ministry of Environment Financials: The Windsor-Essex County Health Unit will submit an application to the Ministry of Health requesting that 70% of the total cost of the proposal for 2020 be covered by the Ministry of Health (\$49,000 allocated in Operations Department's 2020 Operating Budget; net cost to City in 2019 was \$28,321.57)	Approved Apr 28, 2020	West Nile Larviciding Requirements
CAO 115/2020	Authorization for the Corporate Leader - Parks, Recreation, Culture and Facilities to sign the waiver, entitled "Agreement For Donated, Aged Or Expired Personal Protective Equipment ("PPE")" from the Ontario Ministry of Health for all required supply needs through TransForm Shared Service Organization in response to the COVID-19 Pandemic and following approval of the receipt of the donated or purchased supplies from the appropriate department head(s) Financials: N/A	Approved Apr 23, 2020	Administrative Matters (delegated by CR232/2012)

CAO 120/2020	Authorization for the Chief Financial Officer/City Treasurer to sign the Compliance Attestation and other such documents required as part of the final reporting requirements for the Associations of Municipalities of Ontario (AMO) Main Street Revitalization Grant Financials: N/A	Approved Apr 30, 2020	Administrative Matters (delegated by CR232/2012)
CAO 122/2020	Authorization for Human Resources to submit application(s) to and coordinate participation in programs with accredited educational institutions and approved agencies that service students, disadvantaged, underemployed and/or disabled populations for various Unpaid Work Placement Program Initiatives Financials: Work placements will be unpaid, however, any training, equipment or special preparation that is required to perform the activity must be provided by the City and will be covered thru the appropriate department's Operating Budget.	Approved May 21, 2020	Student and Youth Employment Opportunities Programs
CAO 123/2020	Authorization for Human Resources to participate in The Student Work Placement Program (SWPP), an initiative under the Government of Canada's – Employment and Social Development Canada (ESDC), for paid work placements in a student's field of study Financials: Student rate is \$16.99/hour; eligible for a wage subsidy of up to \$5,000 for every student hired under this program and up to \$7,000 for every student hired who is in their first year or who is from an under represented group including women in STEM, persons with disabilities, newcomers, and Indigenous students	Approved May 21, 2020	Student and Youth Employment Opportunities Programs
CAO 135/2020	Agreement between City and Ontario Motor Vehicle Industry Council (OMVIC) to complete the online renewals of the dealer and salesperson registrations Financials: The annual cost to renew the dealer registration is \$250; cost to renew the salesperson registration is \$175 every two (2) years.	Approved May 28, 2020	Administrative Matters (delegated by CR232/2012)
CAO 140/2020	Authorization to submit to the Federation of Canadian Municipalities (FCM) Municipal Asset Management Program (MAMP) Financials: N/A	Approved Jun 18, 2020	Grant Application

CAO 147/2020	Authorization to amend the Claims Settlement Authority Procedure Financials: Claims Administrator's authority to increase from \$25,000/claim to \$50,000/claim	Approved Jun 11, 2020	Administrative Matters (delegated by CR232/2012)
CAO 15/2020	Authorization for Recreation & Culture to apply to the Canadian Museums Association's 2020 Young Canada Works in Heritage Organizations Program (June 16 - September 5, 2020; Cultural Affairs is requesting two (2) students) Financials: estimated at \$16,126.91 (cost-shared between Canadian Museums Association and City; \$4,031.73 City's share after maximum funding of \$12,095.18 is applied; funded by Cultural Affairs 2020 Operating Budget)	Approved Jan 22, 2020	Student and Youth Employment Opportunities Programs
CAO 150/2020	Agreement between City and Federation of Canadian Municipalities to receive funding from the COVID-19 Community Response Fund as supported by Canadian Medical Association Foundation (CMAF) donation Financials: \$34,000	Approved Jun 18, 2020	Administrative Matters (delegated by CR232/2012)
CAO 151/2020	Authorization for the CAO and City Clerk to execute Enbridge's Data Usage Agreement Financials: N/A	Approved Jun 30, 2020	Energy Agreement
CAO 152/2020	Authorization for the CAO to exchange funding sources between capital projects from the Canada Cultural Spaces Fund that do not change the total approved funding or impact the timing of capital projects (CR309/2020) Financials: 1. \$2,000,000 in 2019 Federal Gas Tax funding for the Celestial Beacon Streetcar project be moved to the Cabana Road project and; 2. \$2,000,000 in 2020 Pay as you Go funding for the Cabana Road project be moved to the Celestial Beacon Streetcar project	Approved Jun 30, 2020	Administrative Matters (delegated by CR232/2012)
CAO 154/2020	Adoption of the Community Garden Template for License Agreements and Community Garden Template for License Renewal Agreements (housekeeping item) Financials: N/A	Approved Jun 18, 2020	Community Garden License Agreement
CAO 157/2020	Authorization to sign the Final Release and Discharge Form for the Estate of Russel Munro with the bequest to be used to support improvements in City parks Financial Revenue: \$191,000	Approved Jun 22, 2020	Administrative Matters (delegated by CR232/2012)

CAO 163/2020	Appointment of Andrew Dowie to the Association of Ontario Land Surveyors Financials: N/A	Approved Jul 16, 2020	Committees, Executives, and Boards of Directors
CAO 164/2020	Agreement between City and United Way of Canada Centraide Canada for the COVID-19 Emergency Support Fund to assist the capacity of 211 services provided Term: June 1, 2020 - March 31, 2021 Financials: \$224,550	Approved Jul 8, 2020	Administrative Matters (delegated by CR232/2012)
CAO 17/2020	Vendor Discount: Windsor Spitfires have offered City employees tickets at a discounted rate of \$15 for the Red Zone and \$18 for the Blue Zone for the hockey games being played on January 30, 2020, February 6, 2020 and February 8, 2020 Financials: N/A	Approved Jan 22, 2020	Vendor Discount
CAO 173/2019	Agreement between City and Ministry of Transportation (MTO) to obtain access to collision data through MTO's ARIS system Financials: \$250 fee	Approved Jan 28, 2020	Administrative Matters (delegated by CR232/2012)
CAO 180/2020	Lifesaving Society Swim to Survive (Grade 3) and Swim to Survive Plus (Grade 7) Grant 2020-2021 Financials: Grant covers instructor and transportation costs, City provides facilities in-kind.	Approved Jul 28, 2020	Grant Application
CAO 181/2020	University of Windsor Youth Homelessness Research Project Financials: N/A	Approved Jul 28, 2020	Administrative Matters (delegated by CR232/2012)
CAO 184/2020	Letter of Support for Windsor Essex Fights the Growth of Human Trafficking (WEFight) application for grant funding Financials: N/A	Approved Jul 28, 2020	Letter of Support
CAO 186/2020	Authorization for the CAO to exchange funding sources between capital projects that do not change the total approved funding or impact the timing of capital projects - Federal Gas Tax Grant and Project Funding Redistribution (CR309/2020) Financials: \$949,520 in 2019 Pay-As-You-Go funding from Project 7152001 be redistributed to the alternative projects and equivalent amount of Federal Gas Tax funding in each project be moved to Project 7152001	Approved Jul 30, 2020	Administrative Matters (delegated by CR232/2012)

CAO 188/2019	Renewal of License Agreement between City and Lifesaving Society for the Swim Program Term: January 1, 2020 - December 31, 2024 Financials: \$29,120 (HST Exempt) divided equally over a 5-year period, or \$5,824/year	Approved Jan 8, 2020	Administrative Matters (delegated by CR232/2012)
CAO 199/2020	Letter of Support to Minister of Canadian Heritage for City to host Play On! Canada 2021 Hockey Tournament Financials: N/A	Approved Aug 26, 2020	Letter of Support
CAO 206/2020	Agreement with the City and Municipal Transit Enhanced Cleaning (MTEC) to access provincial funding Financials: Funding up to \$178,336	Approved Sep 1, 2020	Administrative Matters (delegated by CR232/2012)
CAO 211/2020	Authorization for ORION to advertise City of Windsor IP address block Financials: No cost to the City	Approved Sep 24, 2020	Administrative Matters (delegated by CR232/2012)
CAO 219/2020	Letter of Support for Essex Non-Profit Homes application for grant funding Financials: N/A	Approved Oct 14, 2020	Letter of Support
CAO 223/2020	Amendment to Parking By-law 9023 - Parking Modifications - Personal Accessible Parking, No Parking (Duneshill Ave) Financials: N/A	Approved Oct 14, 2020	By-Law Amendments
CAO 227/2020	Agreement between City and Town of Amherstburg for lease of one firefighting vehicle between October 7, 2020 - November 17, 2020 Financials: No cost to City	Approved Oct 1, 2020	Administrative Matters (delegated by CR232/2012)
CAO 23/2020	Authorization for Parks to employ up to eight (8) students enrolled in St. Clair College of Applied Arts & Technology's Horticulture Technician Landscape Program for 2020 Financials: estimated at \$100,915 (8 students at \$19.71/hour for 40 hours/week for 16 weeks - funded by Parks Department's Operating Budget)	Approved Mar 3, 2020	Student and Youth Employment Opportunities Programs
CAO 232/2020	Letter of Support for International Council for Local Environmental Initiatives for their application to the Climate Change Action and Awareness Fund Financials: N/A	Approved Oct 14, 2020	Letter of Support
CAO 233/2020	Agreement with the City and the Ministry of Municipal Affairs and Housing Requirement for Outbreak Management Planning Financials: N/A	Approved Oct 19, 2020	Administrative Matters (delegated by CR232/2012)



CAO 236/2020	Authorization for Huron Lodge to submit an application to the New Horizons for Seniors Program Financials: N/A	Approved Oct 19, 2020	Grant Application
CAO 237/2020	Authorization for CAO to submit application for Standby Letter of Credit to BMO Trust Company Financial Savings: \$1,540	Approved Oct 20, 2020	Letter of Credit Adjustments
CAO 238/2020	Vendor Discount: Home or auto insurance through Sonnet Insurance Company Financials: N/A	Approved Oct 21, 2020	Vendor Discount
CAO 239/2020	Authorization for the City to submit an application for the Enbridge Municipal Energy Plan Incentive Offer Financials: If approved a reimbursement of 50% eligible costs incurred to a maximum of \$10,000.	Approved Nov 4, 2020	Grant Application
CAO 24/2020	Authorization for Human Resources to coordinate the City's 2020 Award of Academic Excellence Student Employment Scholarship Program in cooperation with St. Clair College of Applied Arts & Technology with up to two (2) academic awards, in the form of temporary employment at the City in the Public Works Operations Department – Field Services Division for a student currently enrolled in their second year of the Civil Engineering Technology Program at St. Clair College, having achieved a high level of academic standards and who is not receiving any tuition monies from other companies or agencies Term: 16 weeks in 2020 Financials: \$12,233.41/student (Public Works Operating Budget)	Approved Jan 30, 2020	Student and Youth Employment Opportunities Programs
CAO 240/2020	Letter of Support for grant application by SHO Art Studios - Art, Performance, Spirit and Performance to Canada Cultural Spaces Fund Financials: N/A	Approved Oct 21, 2020	Letter of Support
CAO 241/2020	Authorization for Human Resources to participate in Take Our Kids to Work Day - Wednesday, November 4, 2020 Financials: \$1,000 allocated from 2020 Human Resources Operating Budget.	Approved Oct 29, 2020	Student and Youth Employment Opportunities Programs
CAO 243/2020	Amendment to agreement between City and Epic Properties for approach light No. 322593 easement Financials: N/A	Approved Oct 28, 2020	Property Transactions

CAO 25/2020	Authorization for the CAO to approve the opening of a new Canadian bank account and a new US bank account Scotiabank Financials: N/A	Approved Jan 22, 2020	Establishment of New Bank Accounts - signing authority Mayor and City Treasurer
CAO 250/2020	Letter of Support for grant application by Downtown Windsor Business Improvement Association to Reconnect Festival and Event Program Financials: N/A	Approved Nov 4, 2020	Letter of Support
CAO 254/2020	Use of any and all voluntary space for the purpose of recruiting 2020-2021 Snow Angels Volunteer Program Financials: N/A	Approved Nov 18, 2020	Short Term Use of Facilities
CAO 259/2020	Appointment of Jeff Hagan to Ontario Traffic Council, Vision Zero Working Group Financials: N/A	Approved Nov 20, 2020	Committees, Executives, and Boards of Directors
CAO 26/2020	Agreement between City Lori K Gray Psychology Professional Corporation for a Peer Support Program with Fire & Rescue Services Financials: \$4,000 (start up cost) + \$230/hr (consulting services)	Approved Jan 28, 2020	Administrative Matters (delegated by CR232/2012)
CAO 260/2020	Infection Prevention and Control Personnel and Training One-Time Funding 2020-21 Financials: N/A	Approved Nov 20, 2020	Administrative Matters (delegated by CR232/2012)
CAO 263/2020	Amendment to the Agreement with the City and Workforce Software SAAS Agreement to allow for Updates and/or Upgrades to the Current Version Financials: N/A	Approved Dec 8, 2020	Administrative Matters (delegated by CR232/2012)
CAO 264/2020	Agreement with the City and Streetseen Media Inc for payment relieve of contract revenue fees for bus shelter advertising between April, 2020 - July, 2020 Financials: \$13,909 excluding HST	Approved Dec 3, 2020	Administrative Matters (delegated by CR232/2012)
CAO 265/2020	Agreement between the City and Windsor Economic Development Corporation and Ford Smart Mobility Canada Company for a Safety Insights Data Project Financials: N/A	Approved Dec 3, 2020	Administrative Matters (delegated by CR232/2012)
CAO 267/2020	Government of Canada - Student Work Placement Program (SWPP) 2021 Financials: Corporation will be responsible for the mandatory employer related costs associated with hiring youth for employment through the SWPP	Approved Dec 8, 2020	Student and Youth Employment Opportunities Programs

CAO 282/2020	Request by Human Resources to promote "A Wellness Day Off" as reward for Workplace Wellness Program Financials: cost of one "Day-off" in the 2022 calendar year	Approved Dec 21, 2020	Administrative Matters (delegated by CR232/2012)
CAO 288/2020	Agreement between City and TraffiPax LLC for installation and maintenance of 10 red light camera systems / Agreement between City and City of Toronto to utilize resources of the Joint Processing Centre Financials: N/A	Approved Dec 21, 2020	Administrative Matters (delegated by CR232/2012)
CAO 30/2020	Authorization to sign the Business Credit Card Application with Suncor Energy Inc. for three (3) business credit cards for premium fuel at select fuel stations (premium fuel is not currently available at corporate fuel sites and Provincial regulations effective January 1, 2020 requires the renewable content in gasoline to increase from the current 5% to 10% ethanol (E10) in order to meet the regulatory mandates related to renewable fuel content and reducing greenhouse-gas emissions) Financials: Suncor has offered a discount of \$0.035 per litre for use of premium at their retail stations	Approved Jan 31, 2020	Administrative Matters (delegated by CR232/2012)
CAO 42/2019	Authorization for the CAO and City Clerk to sign the submission for the Ontario After School Program grant to the Ministry of Tourism, Culture and Sport for the program year 2019-2020, and any necessary amending agreements extending the expiry date of the grant Financials: \$470,886 (\$137,145 from the Ministry of Tourism, Culture and Sport + \$61,365 of in-kind funding from partners + \$272,376 provided by Recreation and Culture in the form of in-kind facility rental space and administrative staff support - included and funded within the department's annual operating budget)	Approved Jul 3, 2020	Administrative Matters (delegated by CR232/2012)

CAO 44/2020	Agreement between City and MYMEMTAG (Mr. Ken Strong, Proprietor) to provide QR (Quick Response) Code tags to be installed at the Corporal A. P. Grenon and Canadian Veterans Memorial Rink at the WFCU Centre or any City Park or Recreation and Culture facility at the City's discretion under the same terms and conditions Financials: No cost to City	Approved Feb 25, 2020	Administrative Matters (delegated by CR232/2012)
CAO 46/2020	Authorization for Human Resources to apply to Service Canada's 2020 Canada Summer Jobs (CSJ) Program (approximately 6-16 weeks in duration; between May-August 2020; no limit to number of participants) Financials: estimated at \$6,862.54/student for a 16 week placement at 33.75 hours/week after maximum funding through CSJ of \$3,780 is applied; funded by participating departments' operating budgets	Approved Mar 3, 2020	Student and Youth Employment Opportunities Programs
CAO 58/2020	Request 2020-03 by TWEPI for use of Tourism Development Infrastructure and Program Reserve Fund for Canada's Meeting & Event Expo on August 18 & 19, 2020 in Toronto Financials: \$30,000	Approved Apr 7, 2020	Use of Tourism Reserve Fund (CR427/2018)
CAO 69/2020	Appointment of Andrew Dowie to the Board of the Ontario Tourism Marketing Partnership Corporation Financials: N/A	Approved Mar 30, 2020	Committees, Executives, and Boards of Directors
CAO 72/2020	2019 Non-Union Vacation Carryover Report in accordance with the requirements of the Non-Union Vacation Carryover Procedure - 21 non-union employees, including the current CAO, forfeited a total of 13.59 vacation days Financials: N/A	Approved Apr 6, 2020	Non-Union Vacation Carryover
CAO 8/2020	Requests 2020-01 and 2020-02 by TWEPI for use of Tourism Development Infrastructure and Program Reserve Fund for Destination Ontario USA Pilot Campaign (\$100,000) and 2021 Commonwealth Lifesaving Championships (\$26,685) Financials: \$126,685	Approved Jan 22, 2020	Use of Tourism Reserve Fund (CR427/2018)

CAO 86/2020	Authorization for the Fleet Manager to sign on behalf of City, in an electronic medium, to set up and access the online Petro-Canada SuperPass account as well as online accounts for fleet related vendors Financials: N/A	Approved May 11, 2020	Administrative Matters (delegated by CR232/2012)
CAO 99/2020	Vendor Discount: Two (2) year discount with VIA Rail Canada for 7.5% of ticket prices to City employees travelling on business or leisure Financials: N/A	Approved May 8, 2020	Vendor Discount
CAOP 100/2020	Agreement between City and Public First for the provision of providing an economic report for the Office of the Mayor Type: Sole Source (f) - If strictly necessary, and for reasons of urgency brought about by events unforeseeable by the City, the Goods or Services could not be obtained in time using a competitive procurement process. Financials: \$328,000 excluding HST plus reasonable amounts for travel and accommodation costs	Approved Aug 26, 2020	Purchasing By-Law
CAOP 101/2020	Agreement between City and all consultants selected for the Roster of Engineering Consultants and Architects Type: Request for Proposal #152-17 Financials: N/A	Approved Jul 30, 2020	Purchasing By-Law
CAOP 102/2020	Agreement between City and Diane M. O'Connor for hairdresser/barber services for residents at Huron Lodge Type: Exemption from Purchasing Bylaw - Schedule A - Section 10 (a) Financials: N/A	Approved Aug 19, 2020	Purchasing By-Law
CAOP 104/2020	Agreement between City and Cimco Refrigeration for the extension of the Arena Ice Plant Refrigeration Maintenance Services Contract Type: Request for Tender #63-17 Financials: \$46,320 excluding HST	Approved Aug 7, 2020	Purchasing By-Law
CAOP 106/2020	Agreement between City and Team Truck Centres to purchase of one (1) new, unused, Single Axle, DRW, Diesel Powered, Conventional Cab, 15 Ton Roll Off Truck Type: Request for Proposal #89-20 Financials: \$148,563 excluding HST	Approved Aug 13, 2020	Purchasing By-Law

CAOP 108/2020	Agreement between City and Morneau Shepell Ltd. for the purpose of providing the Employee Family Assistance Program (EFAP) Type: Request for Tender #68-14 Financials: \$127,274 excluding HST	Approved Aug 19, 2020	Purchasing By-Law
CAOP 111/2020	Agreement between City and PricewaterhouseCoopers LLP for the purpose of providing Commodity Tax Consulting to the City for the 2019-2023 fiscal years, with an option(s) to extend through the 2024-28 fiscal years Type: Request for Proposal #161-19 Financials: The consultant will be compensated by charging a percentage of the identified credits and rebates from the annual review as fees.	Approved Jan 23, 2020	Purchasing By-Law
CAOP 112/2020	Agreement between City and ComputerEase for the purpose of delivering computer training Type: Request for Proposal #89-16 Financials: \$59,700 excluding HST	Approved Aug 26, 2020	Purchasing By-Law
CAOP 114/2020	Agreement between City and Energy Products Partnership to supply and deliver regular unleaded and ultra sulphur clear and coloured diesel fuel on an as and when required basis (CR232/2013) Type: Request for Tender #83-13 Financials: City of Windsor \$2,214,781.00 / Windsor \$7,068,192 excluding HST	Approved Oct 21, 2020	Purchasing By-Law
CAOP 117/2020	Agreement between City and UV Doctor for the purchase of Ultra-violet lamps for the disinfection system at the Lou Romano Water Reclamation Plant Type: Request for Tender #92-19 Financials: \$274,360 excluding HST	Approved Oct 22, 2020	Purchasing By-Law
CAOP 121/2020	Agreement between City and PSD Research Consulting for services related to the implementation of the CityWide CPA and GIS VIEWER software modules along with training and consulting for CityWide ASSET MANAGER and other software development services Type: Sole Source Financials: \$139,200 excluding HST	Approved Sep 17, 2020	Purchasing By-Law
CAOP 122/2020	Agreement between City and Pierascenzi Construction for the purpose of the 2020 Construction of Sidewalks, Curb and Gutter II (B57/2020) Type: Request for Tender #115-20 Financials: \$874,363.54 excluding HST	Approved Sep 22,2020	Purchasing By-Law



CAOP 123/2020	Agreement between City and Heaton Sanitation for the provision of Catchbasin Cleaning (B5/2021) Type: Request for Tender #100-20 Financials:\$ 185,577.68 excluding HST	Approved Sep 24, 2020	Purchasing By-Law
CAOP 124/2020	Agreement between City and Assetic Inc for the purchase agreement for software and consulting services Type: Sole Source Financials: \$50,000 excluding HST	Approved Sep 24, 2020	Purchasing By-Law
CAOP 129/2020	Agreement between City and Workforce Software for the Type: Sole Source Financials: \$59,500 excluding HST	Approved Sep 29, 2020	Purchasing By-Law
CAOP 130/2020	Agreement between City and MerakIT Consulting for the purpose of the AMANDA Upgrade 7 Type: Sole Source Financials: \$112,625 excluding HST	Approved Oct 14, 2020	Purchasing By-Law
CAOP 131/2020	Agreement between City and SUMO I.T. Solutions for the purpose of Service Now Additional Licensing Type: Sole Source Financials: \$4,243.88 excluding HST	Approved Oct 1, 2020	Purchasing By-Law
CAOP 134/2020	Agreement between City and Coco Paving for the placement of Surface Asphalt / Cold Milling & Asphalt Paving (B57/2020) Type: Request for Tender #124-20 Financials: \$1,808,250 excluding HST	Approved Oct 14, 2020	Purchasing By-Law
CAOP 136/2020	Agreement between City and NuRoots Tree Planting and Ebert Tree Farm for the purpose of planting of Ball & Burlap Caliper Trees Type: Request for Tender #37-20 Financials: \$147,500 / \$191,500 excluding HST	Approved Oct 13, 2020	Purchasing By-Law
CAOP 139/2020	Agreement between City and Telus for the purpose to amend Enrollment Agreement for Corporate Purchasing Group– Wireless Services Type: Request for Quote Financials: \$42,000 excluding HST	Approved Oct 22, 2020	Purchasing By-Law
CAOP 140/2020	Agreement between City and Clean Water Works for the purpose of Culvert & Mainline Sewer Relining Rehabilitation (B57/2020) Type: Request for Tender #109-20 Financials: \$1,117,377 excluding HST	Approved Oct 29, 2020	Purchasing By-Law

CAOP 141/2020	Agreement between City and Findhelp Information Services for the purpose of Data Sharing Type: Renewal Financials: \$2,179 excluding HST	Approved Nov 4, 2020	Purchasing By-Law
CAOP 142/2020	Agreement between City and Lucas Renovations/Parker Construction/Global Maintenance for the purpose of Dirty Yard Cleanup Type: Pre Qualification Tender #153-16 Financials: \$24,000 excluding HST	Approved Nov 18, 2020	Purchasing By-Law
CAOP 143/2020	Agreement between City and Basile Services for Painting Services Type: Request for Tender #122-20 Financials: \$150,000 excluding HST	Approved Nov 12, 2020	Purchasing By-Law
CAOP 144/2020	Agreement between Royal Painting & Decorating for Painting Services Type: Request for Tender #122-20 Financials: an upset limit of \$150,000 (excluding HST)	Approved Nov 5, 2020	Purchasing By-Law
CAOP 146/2020	Agreement between City and Total Power Ltd and 2G Energy Corp for the purpose of CHP Maintenance Service WFCU Center, WIATC and Huron Lodge LTC (B50/2020) Type: Request for Proposal #52-19 Financials: \$189,120 excluding HST / \$52,000 excluding HST	Approved Nov 25, 2020	Purchasing By-Law
CAOP 150/2020	Agreement between City and MNP LLP for the purpose of Time Bank of Consulting Services for Payment Card Industry (PCI) Compliance Type: Sole Source Financials: \$2,100 excluding HST	Approved Nov 18, 2020	Purchasing By-Law
CAOP 152/2020	Agreement between City and Rose City Ford for the purchase of four 2021 Ford F350 Trucks Type: Request for Tender #158-20 Financials: \$149,760 excluding HST	Approved Nov 26, 2020	Purchasing By-Law
CAOP 153/2020	Agreement between the City and Calian for the purpose of Phishing Platform Software Type: Sole Source Financials: \$13,400 excluding HST	Approved Nov 18, 2020	Purchasing By-Law
CAOP 155/2020	Agreement between the City and Gescan Instrumentation for the purpose of SCADA Programming Software for Pollution Control Instrumentation Type: Sole Source Financials: \$149,162.22 excluding HST	Approved Dec 8, 2020	Purchasing By-Law

CAOP 156/2020	Agreement between City and Nimble Information Strategies Inc. /Electronic Document Management (EDM) to allow certain development and workflow design services Type: Sole Source Financials: \$266,277 excluding HST	Approved Dec 3, 2020	Purchasing By-Law
CAOP 159/2020	Agreement between City and Jacques Daoust for the Refurbishment of Primary Settling Tank #2 Launder at LRWRP (B72/2018 and B8/2019) Type: Request for Tender #107-20 Financials: \$213,398.08, excluding HST	Approved Dec 3, 2020	Purchasing By-Law
CAOP 16/2020	Extension of Agreement between City and Ennis Paint Canada ULC for one (1) year for the supply and delivery of traffic paint (B70/2018; B7/2019; B55/2020; B57/2020) Term: January 1, 2020 - December 31, 2020 Type: Request for Tender #181-18 Financials: Upset limit of \$190,552.60 excluding HST	Approved Jan 31, 2020	Purchasing By-Law
CAOP 161/2020	Agreement between City and DocuSign for the purpose of implementing digital signature technology Type: Sole Source Financials: \$17,729.50 excluding HST	Approved Dec 3, 2020	Purchasing By-Law
CAOP 165/2020	Agreement between City and Chemtrade Chemicals; SNF Canada Ltd; Silchem Inc; FloChem Ltd; Univar Canada Ltd Kemira Water Solutions Canada Ltd for the supply of the following chemicals for 2021 at LRPCP (B5/2021) Type: Request for Tender #146-19, #147-19, #148-19, #149-19, #150-19, #151-19, #152-19, #153-19, #154-19 Financials: \$1,994,100 excluding HST	Approved Dec 14, 2020	Purchasing By-Law
CAOP 167/2020	Agreement between City and Danruss Contracting Inc / Phoenix Drainage / SheaRock for the purpose of Emergency Sewer Repair Type: Request for Tender #166-20 Financials: For the purpose of obtaining unit rates for equipment and labour for unplanned miscellaneous sewer repair works. The work will be granted to the tenderers in accordance with the provisions of the tender documents.	Approved Dec 30, 2020	Purchasing By-Law

CAOP 17/2020	Agreement between City and Netelligence Inc. (dba Local Text Marketers Inc.) for the purpose of providing a texting service to notify Employment & Social Services' clients of upcoming appointments Type: Informal Quotation Process Financials: upset limit of \$500 USD/month plus tax	Approved Feb 13, 2020	Purchasing By-Law
CAOP 18/2020	Agreement between City and IMImobile for the purpose of providing short code messaging (texting) 3-1-1 for the City of Windsor 311 service Term: 2 years Type: Renewal of Sole Source from 2015 Financials: \$2,500/year excluding HST	Approved Feb 13, 2020	Purchasing By-Law
CAOP 19/2020	Authorization for the Program Manager, Information Technology Infrastructure to accept the online terms and conditions pertaining to the Apple Business Manager Agreement with Apple Inc. for the purpose of registering the City with Apple Inc. in order to manage Apple-branded products for Mobile Device Management (MDM) and to manage the Apple Business Manager Agreement by electronically accepting future amendments to the terms and conditions requested by Apple Inc. in connection with the Agreement, within the limited parameters as detailed within this report and more specifically where there are no financial or additional significant obligations imposed on the City Term: N/A Type: N/A Financials: N/A	Approved Feb 6, 2020	Purchasing By-Law
CAOP 20/2020	Agreement between City and WorkForce Software LLC for Managed Services pertaining to configuration management, consulting services, business analysis, and product expertise from the vendor to maintain and update the Workforce Management System (WFM) Term: 2 years Type: Sole Source Financials: \$136,000/year plus applicable taxes	Approved Feb 13, 2020	Purchasing By-Law

CAOP 22/2020	Agreement between City and L.V. Giorgi Construction Inc. to an upset limit of \$757,398, Giorgi Bros (1994) Inc. to an upset limit of \$765,700, Pierascenzi Construction Limited to an upset limit of \$790,350, 538203 Ontario Limited, o/a Villa Construction Ltd. to an upset limit of \$944,775, Coco Concrete Inc. 6950 to an upset limit of \$984,075, Danruss Contracting Inc. to an upset limit of \$995,375 and J.C.S. Construction Inc. to an upset limit of \$1,023,925 for the provision of utility cut restoration and concrete repairs (CR B55/2020) Type: Request for Tender #07-20 Financials: to an upset limit of \$6,261,598 excluding HST	Approved Mar 9, 2020	Purchasing By-Law
CAOP 26/2019	Amendment to Agreement between City and Vink Consulting Inc. to include best practices to address COVID-19 in the review of the interim housing/emergency shelter system (CR300/2018) Type: Request for Proposal #169-18 Financials: \$10,803 excluding HST	Approved Jun 18, 2020	Purchasing By-Law
CAOP 27/2020	Agreement between City and Kimley-Horn and Associates Inc. for the 2020 KITS Upgrade Program Phase 1 (B57/2020) Type: Sole Source Financials: upset limit of \$142,500 (U.S. Funds)	Approved Mar 9, 2020	Purchasing By-Law
CAOP 28/2020	Agreement between City and Microsoft Premier Core Services for up to 50 hours for Problem Resolution Support and up to 50 hours for Support Assistance Term: April 1, 2020 - March 31, 2021 Type: Sole Source Financials: \$56,840 excluding HST	Approved Mar 26, 2020	Purchasing By-Law
CAOP 3/2020	Agreement between City and Amaco Equipment for the purchase of two (2) new, unused, 2020 Schmidt Stratos III Stainless Steel Salt Spreaders (B8/2019; CR448/2019) Type: Sole Source Financials: \$165,384 excluding HST	Approved Jan 31, 2020	Purchasing By-Law
CAOP 31/2020	Agreement between City and iLookabout Inc. for use of their Real Property Tax Analytics, Report Modules, and Appeals Management Software Type: Sole Source Financials: \$84,675 excluding HST	Approved Mar 9, 2020	Purchasing By-Law

CAOP 33/2020	Agreement between City and Reaume Chevrolet for the purchase of four (4) 2020 Chevrolet 13,000 lb GVW Cab and Chassis Trucks Type: Request for Tender #16-20 Financials: \$143,492 excluding HST	Approved Mar 26, 2020	Purchasing By-Law
CAOP 34/2020	Agreement between City and Everbridge Inc. for a joint purchase of a Mass Notification System Type: Sole Source Financials: \$77,117.77 excluding HST	Approved Mar 16, 2020	Purchasing By-Law
CAOP 35/2020	Agreement between City and Rentokill Canada Corporation for the purposes of rodent extermination on residential properties Type: Request for Tender #38-20 Financials: 2020 - \$36,000 (9 months) excluding HST; 2021 - \$48,000 (12 months) excluding HST; 2022 - \$48,000 (12 months) excluding HST; and 2023 - \$12,000 (3 months) excluding HST	Approved Mar 20, 2020	Purchasing By-Law
CAOP 36/2020	Agreement between City and DiPonti Paving Inc. for the provision of utility cut restoration and asphalt repairs (B55/2020) Type: Request for Tender #13-20 Financials: upset limit of \$1,094,800 excluding HST	Approved Apr 2, 2020	Purchasing By-Law
CAOP 37/2020	Agreement between City and Turf Care Products Canada Ltd. for the purchase of one (1) new, unused, 2020 Toro Model 31698 Groundsmaster 5900 large area riding mower with attachments Type: Sole Source Financials: \$122,380 excluding HST	Approved Apr 2, 2020	Purchasing By-Law
CAOP 38/2020	Agreement between City and Work Equipment Ltd. for two (2) new, unused, 2020 MT7 Trackless vehicles with two (2) power angle sweeper attachments (B57/2020) Type: Sole Source Financials: \$291,400 excluding HST	Approved Apr 2, 2020	Purchasing By-Law
CAOP 39/2020	Sewer Master Plan Additional Works and Fees - Dillon Consulting (CR660/2017) Type: Sole Source Financials: \$2,878,000 excluding HST	Approved Sep 11, 2020	Purchasing By-Law



CAOP 41/2020	Agreement between City and all consultants selected for the Roster of Engineering Consultants and Architects Type: Request for Proposal #152-17 Financials: Each individual assignment does not exceed \$100,000 excluding HST as per the provisions of Purchasing By-law 93-2012 s. 113-117	Approved Mar 24, 2020	Purchasing By-Law
CAOP 43/2020	Agreement between City and Graviton Medical LLC. for the purpose of providing 20,000 KN95 Masks to be used as PPE for COVID-19 Type: Sole Source Financials: \$101,028 excluding HST	Approved Mar 30, 2020	Purchasing By-Law
CAOP 44/2020	Agreement between City and Infor (Canada), Ltd. for the purpose of consulting services to upgrade Infor IPS (Hansen) software Type: Sole Source Financials: \$30,800 plus non-refundable HST	Approved Apr 17, 2020	Purchasing By-Law
CAOP 45/2020	Agreement between City and D'Amore Construction Inc. for the purpose of the 2020 Road and Water Rehabilitation IV – Multiple Streets (B57/2020) Type: Request for Tender #25-20 Financials: upset limit of \$2,182,000 excluding HST	Approved Mar 31, 2020	Purchasing By-Law
CAOP 46/2020	Agreement between City and Dutchmaster Nurseries Limited for the provision of Spring Tree Nursery Stock Type: Request for Tender #36-20 Financials: upset limit of \$101,670 excluding HST	Approved Mar 30, 2020	Purchasing By-Law
CAOP 49/2020	Amendment to current Agreement between City and Connecting Windsor-Essex to execute the First Amendment (a replacement of Schedule B to reflect the new negotiated rates for Cogeco connectivity fees and CW-E's Shared Services fee) to the Member Services Agreement that was made the 30th day of April, 2017 (CR759/2002) Term: March 1, 2020 to February 28, 2025 Type: Amendment to an Agreement already in place Financials: N/A	Approved Apr 15, 2020	Purchasing By-Law

CAOP 52/2020	Agreement between City and President's Choice for the one-time purchase of up to 3,550 \$100 President's Choice gift cards to support families on the Ontario Works caseload as of March 2020 (CR30/2017) Type: Sole Source Financials: \$355,000 (cost of the cards being offset by a 5% discount from President's Choice and donations from the Solcz Family Foundation (\$100,000), Windsor Spitfires (\$100,000), Windsor Community Foundation (\$10,000) Ontario Social Services Relief Fund (\$100,000), and Pathway to Potential program (up to \$40,000) to cover both the costs of the cards and associated mailing costs)	Approved Apr 17, 2020	Purchasing By-Law
CAOP 53/2020	Agreement between City and Oxford Dodge Chrysler (1992) Ltd. for the purchase of nine (9) new, unused 2020 Dodge Grand Caravans (B57/2020) Type: Sole Source Financials: \$232,056 excluding HST	Approved Apr 22, 2020	Purchasing By-Law
CAOP 57/2019	Agreement between City and PSD Research Consulting Software for services related to the implementation of the CityWide Works Module to manage assets of the Parks Department Type: Sole Source Financials: \$117,700 excluding HST	Approved Jan 2, 2020	Purchasing By-Law
CAOP 58/2020	Amendment of current Service Agreement between City and Innotex Inc. for the provision of replacing and purchasing PPEs/bunker gear for Windsor Fire & Rescue Services, extending the term by a twelve (12) month period to October 31, 2021 Type: Request For Proposal #152-16. Extension under sole source Financials: to an upset limit of \$150,000 excluding HST	Approved Apr 28, 2020	Purchasing By-Law
CAOP 59/2020	Amendment to current Agreement between City and Eaton Industries (Canada) Company for an additional expenditure for the supply and installation of new Switchgear Upgrades at the Little River Pollution Control Plant (LRPCP) (CR 172/2017) Type: Request for Tender #169-16 Financials: \$3,450 excluding HST	Approved Jun 16, 2020	Purchasing By-Law

CAOP 60/2020	Agreement between City and Dillon Consulting Ltd for works in support of the implementation of the Sewer Master Plan (CR 660/2017) Type: Sole Source Financials: \$617,000 excluding HST	Approved Dec 30, 2020	Purchasing By-Law
CAOP 62/2020	Agreement between City and Bell Canada for telecommunication circuits for approximately 121 Centrex lines Term: March 30, 2020 - March 29, 2023 Type: Exempt from Purchasing Bylaw, Schedule A - Section 3 (f) Financials: \$3,255/month plus taxes for 36 months	Approved May 28, 2020	Purchasing By-Law
CAOP 63/2020	Agreement between City and Allstream for telecommunication circuits for Basic Voice Services & ISDN/PRI Type: Exempt from Purchasing Bylaw, Schedule A - Section 3 (f) Financials: \$6,638.75/month excluding HST for 36 months starting June 2, 2020	Approved May 6, 2020	Purchasing By-Law
CAOP 64/2020	Agreement between City and ClearRisk Inc. for the purpose of ClearRisk licenses, migration of services from SugarCRM to Salesforce, a hosted online claims form, and integration services Type: Sole Source Financials: \$34,200 excluding HST	Approved May 8, 2020	Purchasing By-Law
CAOP 66/2020	Agreement between City and Meraki IT Consulting Inc. for the purpose of conducting an assessment of the AMANDA upgrade Type: Sole Source Financials: \$7,200 plus applicable taxes	Approved May 21, 2020	Purchasing By-Law
CAOP 67/2020	Agreement between City and Alite Road Patching & Road Work Inc. for the provision of spray injection patching at various locations (B57/2020) Type: Request for Tender #66-20 Financials: upset limit of \$190,016.20 excluding HST	Approved Jun 4, 2020	Purchasing By-Law

CAOP 7/2020	Agreement between City and Columbia Professional Arborists, Davey Tree Expert Co. of Canada, Limited, Forest Glade Tree Experts, Limited, Green Tree Professional Tree Service Inc. and Neuheimer Tree Care & Consulting Inc. for Urban Forestry Services for the Home Owner Maintenance Program for use by Homeowners Term: up to 5 years Type: Request for Proposal #137-19 Financials: There is no financial impact as the agreement will be between the property owner and contractor and there will be no payment made by the City to any of the contractors noted above.	Approved Jan 23, 2020	Purchasing By-Law
CAOP 70/2020	Agreement between City and Toromont CAT Power System for the Lou Romano Water Reclamation Plant (LRWRP) Diesel #1 Caterpillar Generator Control Panel Upgrade Type: Sole Source Financials: \$99,504.48 excluding HST	Approved Nov 16, 2020	Purchasing By-Law
CAOP 75/2020	Agreement between City and Convergent Technologies for Phase 1 of the design, supply and installation of a new Genetec Closed Circuit Television System (B30/2019) Type: Sole Source Financials: upset limit of \$305,033.02 excluding HST	Approved Jun 11, 2020	Purchasing By-Law
CAOP 76/2020	Agreement between City and AEC Solutions, Inc. for the purpose of managing progress payment certificates for contractors Term: one (1) year pilot with two one (1) year renewal terms Type: Sole Source Financials: \$8,670 excluding HST	Approved Jun 11, 2020	Purchasing By-Law
CAOP 77/2020	Agreement between City and StreetLight Data, Inc. for the purpose of purchasing a 12-month subscription for traffic data access Type: Sole Source Financials: \$66,395 excluding HST	Approved Jun 11, 2020	Purchasing By-Law

CAOP 8/2020	<p>Renewal of Agreement between City and Gatestone &amp; Co Inc., ARO Inc. and CBV Collection Services LTD for the purposes of providing third party collection services on behalf of the Windsor/Essex Provincial Offences Program</p> <p>Term: January 1, 2020 - December 31, 2020</p> <p>Type: Request for Proposal #89-15</p> <p>Financials:</p> <p>Commission Rates</p> <p>Gatestone &amp; Co Inc.</p> <p>1st Placement - 14.75% Consumer/10% Commercial</p> <p>2nd Placement - 21.75% Consumer/31% Commercial</p> <p>3rd Placement - 37% Consumer/50% Commercial</p> <p>Aro Inc.</p> <p>1st Placement - 13.99% Consumer/9.99% Commercial</p> <p>2nd Placement - 22.99% Consumer/14.99% Commercial</p> <p>3rd Placement - 35% Consumer/35% Commercial</p> <p>CBV Collection Services LTD</p> <p>1st Placement - 14.75% Consumer/14.75% Commercial</p> <p>2nd Placement - 21.75% Consumer/28% Commercial</p> <p>3rd Placement - 37% Consumer/45% Commercial</p>	Approved Jan 17, 2020	Purchasing By-Law
CAOP 80/2020	<p>Agreement between City and Infratech Sewer &amp; Water Services Inc. for provision of zoom cam sewer inspection (B57/2020)</p> <p>Type: Request for Tender - #67-20</p> <p>Financials: \$985,350 excluding HST</p>	Approved Jun 25, 2020	Purchasing By-Law
CAOP 81/2020	<p>Agreement between City and Pavetech Ottawa Ltd for purpose of routing and sealing various asphalt pavements</p> <p>Type: Request for Tender - #76-20</p> <p>Financials: \$48,951.90 excluding HST</p>	Approved Jul 22, 2020	Purchasing By-Law

CAOP 85/2020	Contract Purchase Order between City and BXF Infrastructures Inc. for the purpose of coring and levelling manhole castings at various locations Type: Request for Tender #85-20 Financials: an upset limit of \$107,140 excluding HST	Approved July 17, 2020	Purchasing By-Law
CAOP 9/2020	Memorandum of Understanding between City and Evolta OY to change Phase Dates and Payment Terms Type: N/A Financials: No change to the amount the City is required to pay by moving the dates forward and starting Phase 3 earlier	Approved Feb 5, 2020	Purchasing By-Law
CAOP 92/2020	Agreement with City and Archaeological Services Inc. for the purpose of providing professional services for the Windsor Archaeological Management Plan Review Type: Request for Proposals #9-20 Financials: \$88,860 excluding HST	Approved Jul 10, 2020	Purchasing By-Law
CAOP 94/2020	Agreement between City and Pierascenzi Construction Ltd for 2020 construction of sidewalks, curb and gutter (B57/2020) Type: Request for Tender #102-20 Financials: \$1,109,675 excluding HST	Approved Jul 16, 2020	Purchasing By-Law
CAOP 97/2020	Agreement between City and Motorola Solutions Canada Inc. for a four year renewal of the radio system upgrade agreement with security update service and system maintenance and support (B19-2015) Type: Sole Source Financials: \$3,454,948 excluding HST	Approved Jul 17, 2020	Purchasing By-Law
CAOP 98/2020	Agreement between City and FrontDesk Management Systems for Cloud Based Services Type: Sole Source. (d - III) - Due to an absence of competition for technical reasons Financials: \$67,971.80 excluding HST	Approved Jul 31, 2020	Purchasing By-Law



## Combined

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAO 118/2020	Amendment to Parking By-law 9023 - Parking Modifications - Personal Accessible Parking (Elm Ave. and Assumption St.), No Parking (Mark Ave., Henry Ford Centre Dr., Franklin St., Rossini Blvd. and Tourangeau Rd.), Limited Parking (Girardot St.), Administrative Penalties (Everts Ave.) and Parking Lot (Lot 24) Financials: N/A Wards: 1, 2, 3, 4, 5	Approved May 11, 2020	By-Law Amendments
CAO 155/2019	License Agreement between City and East Windsor Community Service Centre o/a Drouillard Place to continue to use three municipally owned lots on Drouillard Rd. as a community garden and Ontario Public Interest Research Group - Windsor to operate an existing community garden in South Merritt Park Financial Revenue: As the gardens are already existing, the \$500 security deposit was waived Wards: 2,5	Approved Aug 21, 2020	Community Garden License Agreement
CAO 16/2020	Authorization for Recreation & Culture to employ up to four (4) eligible students to assist with the continuation of the coordination, cleaning, maintenance and relocation of identified pieces within Windsor's Sculpture Park during summer of 2020 Financials: estimated at \$46,910 (4 students at \$16.99/hour for 35 hours/week for 17 weeks including Mandatory Employment Related Costs - funded by Recreation and Culture's Operating Budget) Wards: 2, 3	Approved Jan 22, 2020	Student and Youth Employment Opportunities Programs
CAO 160/2020	Various Special Event Road Closure requests by BIAs Term: July 14, 2020 - September 25, 2020 Financials: As part of the initiative approved by City Council (CR 289/2020) all fees are waived for the requested road closures for the 2020 season; Loss of Revenue of \$3,550 Wards: 3, 4	Approved Aug 31, 2020	Special Event Road Closure

CAO 189/2019	Amendment to Parking By-law 9023 - Parking Modifications - Personal Accessible Parking (Albert Rd., Parent Ave., Barrymore Ln., Louis Ave., Bridge Ave., and St. Luke Rd.), On Street Designated Accessible Parking (Ottawa St.), No Parking (McKay Ave., Cedarview St., and Tournier St.), Limited Parking (Factoria Rd.), Parking Lots and Description of Parking Lots (Lot 17 and part of Lot 84) Financials: N/A Wards: 2, 3, 4, 5, 6	Approved Jan 23, 2020	By-Law Amendments
CAO 190/2020	License Agreement between City and Greater Essex County District School Board for the purpose of overflow parking in the parking lots adjacent to the Hon. W. C. Kennedy Collegiate Institute, Talbot Trail Public School and Bellewood Public School Term: September 1, 2020 - June 30, 2021 Financials: N/A Wards: 3, 9, 10	Approved Aug 19, 2020	City as Lessor; Grantor; Grantee
CAO 21/2020	Amendment to Parking By-law 9023 - Parking Modifications - Personal Accessible Parking (Goyeau St., Bloomfield Rd., Melville Dr. and Alexis Rd.), No Parking (Melville Dr.) and Limited Alternate Side Parking (Alexis Rd.) Financials: N/A Wards: 2, 3, 5, 7	Approved Jan 23, 2020	By-Law Amendments
CAO 246/2020	Amendment to Parking By-law 9023 - Parking Modifications -Personal Accessible Parking, No Parking (Reginald St, Betts Ave, Clearwater Ave) Financials: N/A Wards: 1, 2, 3, 4, 5, 6, 7, 8, 10	Approved Nov 12, 2020	By-Law Amendments
CAO 39/2020	Agreement between City and Ministry of Transportation for the maintenance and repair along the Rt. Honourable Herb Gray Parkway Financials: No cost to City Wards: 1, 2, 10	Approved Mar 3, 2020	Administrative Matters (delegated by CR232/2012)

CAO 40/2020	2020 Vending Zone Agreement Renewals for operation of refreshment vehicle - four (4) approved vending zone sites between two (2) Mobile Vendors (B. Yewchyn and Z. Cichosz-Grzyb) Term: January 1, 2020 - December 31, 2020 Financial Revenue: \$3,350 Wards: 3, 4, 7	Approved Mar 3, 2020	Renewal of Existing Vending Zone Agreements
CAO 74/2020	Amendment to Parking By-law 9023 - Parking Modifications - Personal Accessible Parking (McKay Ave. and Langlois Ave.), On-Street Designated Accessible Parking (Rankin Ave.), Limited Alternate Side Parking (Chilver Rd.), Alternate Side Parking (Tournier St.), Loading Zones (Chrysler Centre), No Parking (Everts Ave.), Parking Lots (Lot 12, Lot 18, Lot 19 and Lot 23) Financials: N/A Wards: 2, 3, 4, 5, 10	Approved Mar 26, 2020	By-Law Amendments
CAOP 32/2020	Agreement between City and Canteen of Canada Limited for food vending machine services at The Windsor International Aquatic & Training Centre, Capri Pizzeria Recreation Centre, Adie Knox Herman Recreation Complex, Forest Glade Arena and WFCU Centre Community Rinks Term: 3 years Type: Sole Source Financial Revenue: For each year during the term of the agreement, the supplier will pay the City a commission of 15% of net sales and charge the City a \$9 communication monitoring fee per vending machine, per month, which will be deducted from the commission payment. Wards: 1, 2, 3, 6, 7	Approved Mar 24, 2020	Purchasing By-Law
CAOP 5/2020	Authorization for the Purchasing Supervisor to set up contract purchase orders for the supply of various chemicals for LRWRP and LRPCP for 2020 Type: Request for Tender #146-19, 147-19, 148-19, 149-19, 150-19, 151-19, 152-19, 153-19, 154-19 Financials: \$3,162,740 excluding HST Wards: 2, 7	Approved Jan 22, 2020	Purchasing By-Law

CAOP 71/2020	Agreement between City and COCO Paving Inc. for the purpose of the 2020 Road Rehabilitation VI – College Ave. (B8/2019 and B57/2020) Type: Request for Tender #75-20 Financials: upset limit of \$657,300 excluding HST Wards: 2,3	Approved Jun 4, 2020	Purchasing By-Law
CAOP 73/2020	Agreement between City and COCO Paving Inc. for the purpose of the 2020 Road Rehabilitation – EC Row Mill and Pave (B72/2018 and B8/2019) Type: Request for Tender #80-20 Financials: upset limit of \$3,344,000 excluding HST Wards: 5,8	Approved Jun 4, 2020	Purchasing By-Law
CAOP 87/2020	Amendment to Contract Purchase Order between City and Archon Architect Incorporated to provide additional consulting services to design various out of scope change orders for the Lakeview Park Marina project and the design of a new floating dock for Peche Island docking Type: Roster Financials: \$16,336 excluding HST (revised upset limit of \$133,286 excluding HST) Wards: 6, 7	Approved Jun 30, 2020	Purchasing By-Law
CAOP 93/2020	Agreement between City and Enwin Connection for the new Pumping Service located at 33 Prospect Avenue on public right of way Type: Exempt from Purchasing Bylaw, Schedule A, Section 3 (e) Financials: \$2,905.68 excluding HST Wards: 2	Approved Aug 7, 2020	Purchasing By-Law

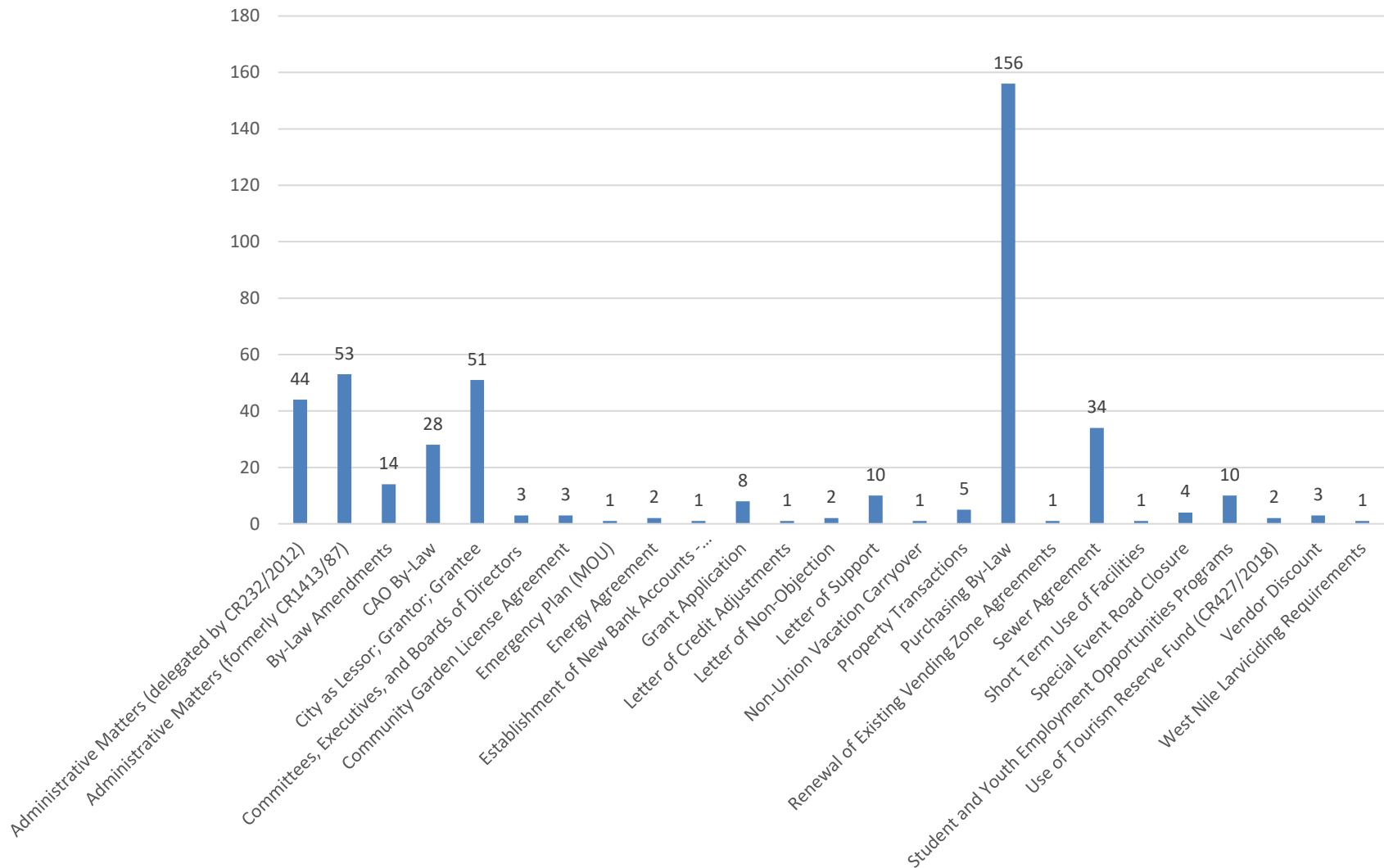
\*The following reports are P&C and not detailed in this listing, but appears in Appendices B and C:

- Most of the reports categorized as “CAO By-Law” relating to personnel matters approved under By-law 218-2002: CAO 130/2020; CAO 133/2020; CAO 134/2020; CAO 153/2020; CAO 168/2020; CAO 172/2020; CAO 193/2020; CAO 195/2020; CAO 224/2020; CAO 229/2020; CAO 234/2020; CAO 251/2020; CAO 269/2020; CAO 271/2020; CAO 274/2020; CAO 278/2020; CAO 3/2020; CAO 5/2020; CAO 54/2020; CAO 62/2020; CAO 64/2020; CAO 76/2020; CAO 91/2020; CAO 98/2020; CAO 5166; CAO 5173; CAO 5174; CAO 5175
- Most of the reports categorized as “Legal Matters” relate to property transactions, City as Lessor/Grantor/Grantee, Purchasing By-Law or Administrative Matters (delegated by CR232/2012): CAO 101/2020; CAO 183/2020; CAO 209/2020; CAO 217/2020; CAO 226/2020; CAO 244/2020; CAO 247/2020; CAO 255/2020; CAO 273/2020; CAO 275/2020; CAO 277/2020; CAO 81/2020; CAO 82/2020; CAO 97/2020; CAOP 26/2020

**DOA Report Type by Ward**  
**For Period January 1, 2020 to December 31, 2020**

<b>DELEGATION OF AUTHORITY ITEM</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>City Wide</b>	<b>Combined</b>	<b>Grand Total</b>
Administrative Matters (delegated by CR232/2012)	6		2				2				33	1	44
Administrative Matters (formerly CR1413/87)	3	3	14	11	2	6	2	1	5	6			53
By-Law Amendments	1				1	1		3		2	1	5	14
CAO By-Law											28		28
City as Lessor; Grantor; Grantee	3	8	9	2	18	3	6			1		1	51
Committees, Executives, and Boards of Directors											3		3
Community Garden License Agreement					1						1	1	3
Emergency Plan (MOU)	1												1
Energy Agreement			1								1		2
Establishment of New Bank Accounts											1		1
Grant Application			2					1	1		4		8
Letter of Credit Adjustments											1		1
Letter of Non-Objection				1		1							2
Letter of Support		1	2								7		10
Non-Union Vacation Carryover											1		1
Property Transactions							1			3	1		5
Purchasing By-Law	8	11	13	3	5	3	5	1	9	7	85	6	156
Renewal of Existing Vending Zone Agreements												1	1
Sewer Agreement	1	12	2	4	7	3		4		1			34
Short Term Use of Facilities											1		1
Special Event Road Closure			3									1	4
Student and Youth Employment Opportunities Programs		1									8	1	10
Use of Tourism Reserve Fund (CR427/2018)											2		2
Vendor Discount											3		3
West Nile Larviciding Requirements											1		1
<b>Grand Total</b>	<b>23</b>	<b>36</b>	<b>49</b>	<b>21</b>	<b>34</b>	<b>17</b>	<b>16</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>182</b>	<b>17</b>	<b>439</b>

DOA Report Type Breakdown Chart  
(January 1, 2020 to December 31, 2020)





**Listing of Reports Approved under Delegation of Authority  
January 1, 2021 – December 31, 2021**

**Ward 1**

<b>CAO #</b>	<b>DESCRIPTION</b>	<b>STATUS</b>	<b>DELEGATION OF AUTHORITY ITEM</b>
CAOP 171/2020	Agreement between City and Facca Inc for the purpose of rehabilitation of structure 118 - Curry Ave at Grand Marais Drain (B9/2019) Type: RFT 161-20 Financials: \$610,500 excluding HST	Approved January 15, 2021	Purchasing By-Law
CAOP 18/2021	Agreement between City and Medical Pharmacy for the purpose of providing additional personnel to administer third party rapid testing at Huron Lodge Type: Sole Source - Amendment to existing agreement Financials: \$186/hour per person excluding HST	Approved February 19, 2021	Purchasing By-Law
CAO 63/2021	Consent to Enter Agreement between City and N&D Supermarket Ltd on Part of 1341 Grand Marais Rd W Term: Mar 15, 2021 to August 31, 2021 Financials: N/A	Approved March 4, 2021	City as Lessor; Grantor; Grantee
CAO 59/2021	Letter of Support - Partnership with Tallgrass Ontario for the SARSP Grant 2021-2024 Financials: \$43,961 over next three years (estimate)	Approved March 5, 2021	Letter of Support
CAOP 27/2021	Agreement between City and Amico Infrastructures Inc for the Cabana Corridor Improvements - Phase 3 (B57/2020) Type: RFT 02-21 Financials: \$11,119,249 excluding HST	Approved March 18, 2021	Purchasing By-Law
CAOP 38/2021	Agreement between City and Stantec Consulting Ltd for Engineering Services for Structure 304 – Glenwood Ave Pedestrian Bridge Type: RFT 45-21 Financials: \$82,674 excluding HST	Approved April 1, 2021	Purchasing By-Law

CAOP 50/2021	Agreement between City and AMICO Infrastructures Inc for the purpose of the road rehabilitation and multi use trail, Matchette Rd (CR522/2020; CR248/2019) Type: RFT 40-21 Financials: \$1,144,444 excluding HST	Approved April 14, 2021	Purchasing By-Law
CAOP 56/2021	Agreement between City and CIMCO Refrigeration for replacement of two chillers at Capri Pizzeria Recreation Complex, 2555 Pulford St (B6/2021) Type: RFT 71-21 Financials: \$272,665 excluding HST	Approved May 6, 2021	Purchasing By-Law
CAO 123/2021	Consent To Enter Agreement between City and Windsor-Detroit Bridge Authority at 4280 Sandwich St and 4140-4150 Sandwich St Term: June 1, 2021 - August 31, 2021 Financial Revenue: \$1,500 excluding HST per month	Approved May 25, 2021	City as Lessor; Grantor; Grantee
CAOP 75/2021	Agreement between City and Dr. D. Mazhar and Dr. T. S. O'Callaghan for the purpose of having an attending physician and medical director service at Huron Lodge. Type: As per Schedule A (9a) of the Purchasing By-Law 93-2012, services provided by licenced medical doctors are exempt from the Purchasing By-Law. Financials: \$52,354 excluding HST	Approved June 25, 2021	Purchasing By-Law
CAO 187/2021	Agreement between City and CAW Local 200 Computer for Kids for lease of 4150 Sandwich St Term: July 1, 2021 - June 30, 2022 Financials: \$14,298.32 / year excluding HST	Approved July 21, 2021	City as Lessor; Grantor; Grantee
CAOP 97/2021	Agreement between City and Coco Paving Inc for the purpose of storm sewer, curb and gutter local improvement and pavement rehabilitation on Curry Ave to Norfolk St to Richardie Blvd (CR452/2020) Type: RFT 11-21 Financials: \$1,147,675 excluding HST	Approved August 6, 2021	Purchasing By-Law

CAOP 105/2021	Agreement between City and Thurber Engineering Ltd for geotechnical and pavement investigation for Matchette Multiuse Trail Phase II Type: Sole Source Financials: \$114,400 excluding HST	Approved August 31, 2021	Purchasing By-Law
CAOP 118/2021	Agreement between City and SheaRock Construction Group Inc for North Talbot Road Improvements, Phase 1 (B6/2021) Type: RFT 93-21 Financials: \$2,228,999 excluding HST	Approved October 9, 2021	Purchasing By-Law
CAOP 111/2021	Amendment to Agreement between City and Aramark Canada Ltd to extend caretaking services at Huron Lodge for an additional year (CR50/2017; CR181/2017; CR547/2020) Type: RFP 126-16 - Extension Option Financials: \$1,235,231.25 excluding HST	Approved October 25, 2021	Purchasing By-Law

## Ward 2

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAO 289/2020	Agreement between City and Paul Adams – 3277 Sandwich St, Unit #12 (Mackenzie Hall) Term: Jan 1, 2021 - June 30, 2021 Financial Revenue: \$3,636.70 per year excluding HST	Approved January 15, 2021	City as Lessor; Grantor; Grantee
CAOP 170/2020	Agreement between City and Piera Con Enterprises for the purpose of Huron Church Road Reconstruction-Tecumseh Rd W to College Ave (CR530/2019) Type: RFT 162-20 Financials: \$4,919,147.73 excluding HST	Approved January 18, 2021	Purchasing By-Law
CAO 22/2021	Letter of Support - Art Gallery of Windsor's Augmented Reality Project with Paterson Park Murals - Community Organization Investment Application, Gordie Howe International Bridge Financials: N/A	Approved January 27, 2021	Letter of Support

CAO 287/2020	Amendment to Street and Alley Closing By-Law 52-2002 for alley system located south of College Ave, east of Campbell Ave, north of Laing St and west of Currey Ave Financials: N/A	Approved January 27, 2021	By-Law Amendments
CAOP 9/2021	Agreement between City and Sterling Ridge Infrastructure Inc for purpose of the 2021 Road and Watermain Rehabilitation - Cameron Ave (CR185/2021) Type: RFT 169-20 Financials: \$1,790,404 excluding HST	Approved February 11, 2021	Purchasing By-Law
CAO 64/2021	License Agreement between City and Windsor Athletic Association for exclusive use of space at the Malden Park Yard Term: Mar 1, 2021 - Feb 28, 2022 Financial Revenue: \$1,555.50 per year excluding HST	Approved March 11, 2021	City as Lessor; Grantor; Grantee
CAO 86/2021	Sanitary Sewer Agreement - 383 Rankin Ave Financials: No cost to City (Owner's cost: \$8,230 excluding HST)	Approved March 18, 2021	Sewer Agreement
CAO 85/2021	Lease Agreement between City and Sharon Sleiman – 3277 Sandwich St, Unit #12 (Mackenzie Hall) Term: March 1, 2021 - August 31, 2021 Financial Revenue: \$3,670.34 per year excluding HST	Approved March 23, 2021	City as Lessor; Grantor; Grantee
CAOP 30/2021	Agreement between City and WSP Canada Inc to provide archaeological live monitoring consulting services during Sandwich Street Sewer Rehabilitation Project Type: Sole Source Financials: upset limit of \$100,000 excluding HST	Approved April 1, 2021	Purchasing By-Law
CAOP 47/2021	Agreement between City and South Shore Contracting of Essex County Inc for the refurbishment of BAF Cells at Lou Romano Water Reclamation Plant (LRWRP) (B57/2020) Type: RFT 68-21 Financials: \$573,600 excluding HST	Approved April 23, 2021	Purchasing By-Law

CAO 109/2021	Consent to Enter Agreement between City and K+S Windsor Salt Ltd. for Use of Part of 4200 Malden Rd – Malden Park Financials: N/A	Approved April 28, 2021	City as Lessor; Grantor; Grantee
CAOP 53/2021	Agreement between City and Vollmer Inc for the Lou Romano Water Reclamation Plant (LRWRP) Alum Feed System Upgrades (B6/2021) Type: RFT 65-21 Financials: \$152,604.20 excluding HST	Approved May 6, 2021	Purchasing By-Law
CAO 131/2021	Sanitary Sewer Agreement - 3177 Manchester Rd Financials: No cost to City (Owner's cost: \$8,000 excluding HST)	Approved May 6, 2021	Sewer Agreement
CAOP 64/2021	Agreement between City and Archon Architect for the purposes of revisions required to the conceptual design and feasibility study for the Adie Knox Herman Recreational Complex to incorporate green initiatives in support of a Green Inclusive Community Buildings program grant application Type: Sole Source Financials: \$49,210 excluding HST	Approved May 20, 2021	Purchasing By-Law
CAO 148/2021	Termination of Lease Agreement between City and Sunshine Forcier and Patrick Hansor – 3277 Sandwich St, Unit #16 and approval for a Lease Agreement between City and Sunshine Forcier – 3277 Sandwich St, Unit #11 (Mackenzie Hall) Term: June 1, 2021 - May 31, 2022 Financial Revenue Loss: \$3,600.30 per year excluding HST	Approved May 20, 2021	City as Lessor; Grantor; Grantee
CAOP 66/2021	Agreement between City and Roof Tile Management Inc. for the purpose of exterior masonry restoration and cleaning at Mackenzie Hall, 3277 Sandwich St. (B24-2015) Type: RFT 27-21 Financials: \$757,244 excluding HST	Approved June 7, 2021	Purchasing By-Law
CAO 149/2021	Lease Agreement between City and Windsor Lawn Bowling Club for 2 Memorial Dr (Lawn Bowling Clubhouse) Term: April 1, 2020 to March 31, 2025 Financial Revenue: \$1/year excluding HST	Approved June 7, 2021	City as Lessor; Grantor; Grantee

CAOP 72/2021	Agreement between City and MVA Power Inc for the replacement of two transformers at Lou Romano Pollution Control Plant Type: RFT 94-21 Financials: \$136,149 excluding HST	Approved June 9, 2021	Purchasing By-Law
CAOP 68/2021	Agreement between City and with Linde Canada Inc. (formerly known as Praxair) to provide Argon gas and tank rental Type: Sole Source Financials: \$50,000 excluding HST	Approved June 10, 2021	Purchasing By-Law
CAO 159/2021	Agreement between City and Brookdale Construction Windsor 2015 Ltd for the emergency stair repair in Centennial Park Type: Emergency Purchase Order Financials: \$9,877.68 excluding HST	Approved June 17, 2021	Purchasing By-Law
CAOP 71/2021	Agreement between City and Sentrimax Centrifuges Inc for the Installation of a replacement gear drive for the Andritz Centrifuge #3 at the Lou Romano Water Reclamation Plant Type: Emergency Purchase Order Financials: \$135,400 excluding HST	Approved June 24, 2021	Purchasing By-Law
CAOP 80/2021	Agreement between City and Vollmer Inc for the replacement of Centrifuge/ Pump Room Make Up Air Unit at Lou Romano Water Reclamation Plant (LRWRP) (B57/2020) Type: RFT 97-21 Financials: \$395,353 excluding HST	Approved June 29, 2021	Purchasing By-Law
CAO 156/2021	Sanitary Sewer Agreement - 185 Cameron Ave Financials: No cost to City (Owner's cost: \$10,080 excluding HST)	Approved July 8, 2021	Sewer Agreement
CAO 179/2021	Agreement between City and Windsor Salt Ltd for use of part of 4200 Malden Road (Malden Park) for the purpose of drilling boreholes and associated inspections Term: July 7, 2021 - July 31, 2021 Financials: N/A	Approved July 8, 2021	City as Lessor; Grantor; Grantee

CAOP 90/2021	Agreement between City and Sentrimax Centrifuges Inc for lease of a centrifuge box at Lou Roman Water Reclamation Plant Type: Sole Source Financials: \$50,000 excluding HST	Approved July 30, 2021	Purchasing By-Law
CAO 174/2021	Amendment to Alley Closing By-Law 174-2001 (Virginia Ave right-of-way) Financials: N/A	Approved July 30, 2021	By-Law Amendments
CAO 192/2021	Agreement between City and Canadian Transit Company enter part of the lands municipally known as Vacant Land on Riverside Drive West, being part of Assumption North Park for the purpose of conducting repairs on the Ambassador Bridge Financials: \$5,547.60 excluding HST	Approved August 5, 2021	City as Lessor; Grantor; Grantee
CAOP 101/2021	Agreement between City and D'Amore Construction (2000) Ltd for 2021 Sewer Rehabilitation Programme - Rankin Avenue (CR522/2020) Type: RFT 107-21 Financials: \$1,326,385 excluding HST	Approved August 18, 2021	Purchasing By-Law
CAO 212/2021	Lease Agreement between City and Sharon Sleiman for Units 8 and 12, 3277 Sandwich St (Mackenzie Hall Cultural Centre) Term: Sept 1, 2021 - August 31, 2022 Financial Revenue: \$4,584.71/year excluding HST	Approved September 10, 2021	City as Lessor; Grantor; Grantee
CAOP 112/2021	Agreement between City and Piera Con Enterprises Inc for Lou Romano Water Reclamation (LRWRP) Parking Lot Rehabilitation (B57/2020) Type: RFT 111-21 Financials: \$263,025 excluding HST	Approved October 9, 2021	Purchasing By-Law
CAO 252/2021	Agreement between City and Lucja Troczynski for shared piping service for Ontario Building Code Compliance Financials: N/A	Approved October 13, 2021	Administrative Matters (delegated by CR232/2012)



CAO 233/2021	License Agreement between City and Windsor Minor Football Association for exclusive use of space in the building located in Mic Mac Park Term: Apr 1, 2021 - Mar 31, 2022 Financial Revenue: \$1,589.93 per year excluding HST	Approved October 15, 2021	City as Lessor; Grantor; Grantee
CAO 260/2021	Consent to Enter Agreement between City and Exchange Church Windsor on part of 3115 College Ave Term: Oct 29, 2021 - Dec 31, 2021 Financial Revenue: \$3,800 excluding HST	Approved November 3, 2021	City as Lessor; Grantor; Grantee
CAO 276/2021	Lease Agreement between City and Common Ground Art Gallery – 3277 Sandwich St, Room #40 (Mackenzie Hall) Term: Jan 1, 2020 - Dec 31, 2022 Financial Revenue: \$1,223.45 per year excluding HST	Approved November 24, 2021	City as Lessor; Grantor; Grantee
CAOP 135/2021	Agreement between City and Andrews.Engineer for design and preparation of the tender documents for required rehabilitation of Ojibway Trunk Sewer Maintenance Holes Type: Sole Source Financials: Up to \$116,177.50 excluding HST	Approved December 1, 2021	Purchasing By-Law
CAO 279/2021	Sanitary Sewer Agreement - 393 McEwan Ave Financials: No cost to the City (Owner's Cost: \$9,639 excluding HST)	Approved December 6, 2021	Sewer Agreement
CAOP 141/2021	Agreement between City and Piera Con Enterprises Inc for complete supply and installation of two basketball courts at Mic Mac Park (B57-2020) Type: RFT 173-21 Financials: \$265,730 excluding HST	Approved December 15, 2021	Purchasing By-Law
CAOP 143/2021	Agreement between City and Rorison Electric Limited for Lou Romano Water Reclamation Plant (LRWRP) Centrifuge #1 Control Upgrade (B6/2021) Type: RFT 174-21 Financials: \$269,800 excluding HST	Approved December 17, 2021	Purchasing By-Law

### Ward 3

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAO 28/2021	Amendment to Parking By-law 9023 - Parking Modifications - Street Meters, Residential Permit Parking Area 9 Financials: N/A	Approved February 4, 2021	By-Law Amendments
CAO 27/2021	Renewal of Lease Agreement between City and Windsor Essex Swim Team Inc – 401 Pitt St W, Room 231 (WIATC) Term: Feb 1, 2021 - Jan 31, 2022 Financial Revenue: \$1,040.18 per year excluding HST	Approved February 11, 2021	City as Lessor; Grantor; Grantee
CAO 29/2021	License Renewal Agreement between City and Windsor Aquatic Club – 401 Pitt St W, Room 232 (WIATC) Term: Feb 1, 2021 - Jan 31, 2022 Financial Revenue: \$1,040.18 per year excluding HST	Approved February 11, 2021	City as Lessor; Grantor; Grantee
CAO 52/2021	Authorization for the Senior Manager of Facilities to sign the TSSA Application for an Elevating Device Licence Ownership/Licensee Change Form for the elevators at the Paul Martin Building Financials: \$708 per year excluding HST	Approved February 25, 2021	Administrative Matters (delegated by CR232/2012)
CAO 189/2020	Encroachment Agreement - 1503 Pelissier St - Fence Financial Revenue: \$2,712.50 excluding HST	Approved February 25, 2021	Administrative Matters (formerly CR1413/87)
CAO 87/2021	Authorization for City to submit to Community Museum Digital Capacity Top-Up Grant Financial Revenue: \$16,768	Approved March 18, 2021	Grant Application
CAO 91/2021	Sanitary Sewer Agreement - 641-643 Dougall Ave Financials: No cost to City (Owner's cost: \$17,000 excluding HST)	Approved March 23, 2021	Sewer Agreement
CAO 97/2021	Sanitary Sewer Agreement - 393 Elm Ave Financials: No cost to City (Owner's cost: \$9,500 excluding HST)	Approved April 1, 2021	Sewer Agreement

CAO 70/2021	Encroachment Agreement - 2405 Howard Ave - Wood Board Fence Financial Revenue: \$3,317.35 excluding HST	Approved April 28, 2021	Administrative Matters (formerly CR1413/87)
CAO 95/2021	Encroachment Agreement - 309 Ellis St E - Multiple Financial Revenue: \$2,879.39 excluding HST	Approved April 28, 2021	Administrative Matters (formerly CR1413/87)
CAOP 54/2021	Agreement between City and Combustion Techs for the humidifier; 400 City Hall Sq E Type: RFT 69-21 Financials: \$113,800 excluding HST	Approved April 29, 2021	Purchasing By-Law
CAO 126/2021	Sanitary Sewer Agreement - 1324 Goyeau St Financials: No cost to City (Owner's cost: \$9,200 excluding HST)	Approved May 6, 2021	Sewer Agreement
CAO 130/2021	Sanitary Sewer Agreement - 2209 Church St Financials: No cost to City (Owner's cost: \$9,187 excluding HST)	Approved May 6, 2021	Sewer Agreement
CAO 132/2021	Sanitary Sewer Agreement - 403 Ellis St W Financials: No cost to City (Owner's cost: \$8,730 excluding HST)	Approved May 6, 2021	Sewer Agreement
CAOP 58/2021	Agreement between City and EnWin Utilities Ltd for connection at new Jackson Park Greenhouse, 2449 McDougall St Financials: No cost to City	Approved May 12, 2021	Purchasing By-Law
CAO 128/2021	Agreement between City and TSSA for an Elevating Device Licence Ownership Change for the property at 500 Tuscarora Financials: \$110 per year excluding HST	Approved May 17, 2021	Administrative Matters (delegated by CR232/2012)
CAO 139/2021	Encroachment Agreement - 1400 Ouellette Ave - Canopy, Parking space, Wood Planters, Mulch, Stone Landscaping and Sanitary Sewer Sampling Manhole Financial Revenue: \$1,882.25 excluding HST	Approved May 26, 2021	Administrative Matters (formerly CR1413/87)
CAO 153/2021	Amendment to Parking By-Law 9023 - Parking Modifications - three 2 hour parking meters be converted to 1 hour parking meters on the north side of University Ave W between Pelissier St and Victoria Ave Financials: N/A	Approved June 7, 2021	By-Law Amendments

CAOP 84/2021	Agreement between City and Brook Restoration Ltd for the purpose of 2021 Pelissier Garage Rehabilitation Program (B6/2021) Type: RFT 101-21 Financials: \$461,156.21 excluding HST	Approved June 29, 2021	Purchasing By-Law
CAO 191/2021	Authorization for City to sign grant application by Downtown Windsor Business Revitalization Association and agreement between City and Downtown Windsor Business Revitalization Association for installation of art in alley facing Pelissier St Parking Garage between Ouellette Ave and Pelissier St Financials: N/A	Approved July 23, 2021	Grant Application
CAO 203/2021	Agreement between City and EnWin Utilities Ltd for permanent and temporary utility easement at 78 Riverside Dr W (Dieppe Gardens) Financials: \$1 plus document and preparation costs of approximately \$230 and registration costs of approximately \$89 excluding HST	Approved August 24, 2021	City as Lessor; Grantor; Grantee
CAOP 107/2021	Agreement between City and Alliance General Contracting for building renovations and shingle roof replacement at 500 Tuscarora St (CR629/2020) Type: RFT 112-21 Financials: \$1,322,666 excluding HST	Approved August 30, 2021	Purchasing By-Law
CAO 217/2021	Encroachment Agreement - 1577 Howard Ave - Parking, Bollard, Landscaping and Curb Financial Revenue: \$2,744.60 excluding HST	Approved September 24, 2021	Administrative Matters (formerly CR1413/87)
CAO 228/2021	Agreement between City and Fortis Construction Group Inc to enter part of the lands municipally knowns as 320 Goyeau St Term: Sept 22, 2021 - Oct 30, 2021 Financials: N/A	Approved September 29, 2021	City as Lessor; Grantor; Grantee
CAOP 119/2021	Amendment to Agreement between City and Tucker Electrical Ltd for setup and teardown of Bright Lights (CR494/2019) Type: RFP 116-19 - Sole Source Extension Financials: \$177,500 excluding HST	Approved October 9, 2021	Purchasing By-Law

CAO 249/2021	Authorization for City to submit Grant Application to the Reopening Fund for Heritage Organizations - Museums Assistance Program Financials: N/A	Approved October 13, 2021	Grant Application
CAOP 128/2021	Agreement between City and Valente Contracting Inc for replacing carpet flooring at 400 City Hall Sq E (B8/2019; B57/2020) Type: RFT 141-21 Financials: Up to \$848,630 excluding HST	Approved November 8, 2021	Purchasing By-Law
CAO 293/2021	License Agreement between City and Windsor Essex Swim Team for exclusive use of Room 231 - 401 Pitt St W (WIATC) Term: Feb 1, 2022 - Jan 31, 2023 Financial Revenue: \$1,050.58 per year excluding HST	Approved December 15, 2021	City as Lessor; Grantor; Grantee
CAOP 144/2021	Amendment to Agreement between City and Alliance General Contracting of Windsor Inc to revise upset limit for building renovations and shingle roof replacement to 500 Tuscarora St (CR629/2020) Type: RFT 112-21 Financials: Up to \$1,505,599 excluding HST	Approved December 17, 2021	Purchasing By-Law
CAO 299/2021	License Agreement between City and Windsor Aquatic Club for exclusive use of Room 232 - 401 Pitt St W (WIATC) Term: Feb 1, 2022 - Jan 31, 2023 Financial Revenue: \$1,050.58 per year excluding HST	Approved December 17, 2021	City as Lessor; Grantor; Grantee

#### Ward 4

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAO 14/2021	Encroachment Agreement - 836 Marion Ave - Chainlink Fence Financial Revenue: \$5,875 excluding HST	Approved January 27, 2021	Administrative Matters (formerly CR1413/87)
CAO 19/2021	Agreement between City and Town of LaSalle to supply the annual plant material required for the Town's garden beds and baskets/planters Financial Revenue: \$11,501.86	Approved January 27, 2021	Administrative Matters (delegated by CR232/2012)

CAO 3/2021	Joint Use Renewal Agreement between City and Rotary Club of Windsor (1918) for Art in the Park Term: 2021 - 2026 Financial Revenue: 40% of net revenue from event to the Willistead Manor Capital Restoration Reserve Fund	Approved February 18, 2021	Joint Use Agreement
CAO 44/2021	Agreement between City and Wood Environmental and Infrastructure Solutions for Application for Record of Site Condition for the Environmental Site Assessment Financials: N/A	Approved February 25, 2021	Administrative Matters (delegated by CR232/2012)
CAO 51/2021	Encroachment Agreement - 1119 Marion Ave - Stairs with Railings, Concrete Slab and Concrete Step Financial Revenue: \$1,201.75 excluding HST	Approved February 25, 2021	Administrative Matters (formerly CR1413/87)
CAO 47/2021	Renewal of Lease Agreement between City and The Delta Chi Beta Early Childhood Centre (Windsor) Inc – 1585 Wyandotte St W Term: November 1, 2020 - October 31, 2023 Financial Revenue: \$37,134 per year excluding HST	Amendment Approved March 18, 2021	City as Lessor; Grantor; Grantee
CAO 76/2021	Sanitary Sewer Agreement - 1037 Marion Ave Financials: No cost to City (Owner's cost: \$12,350.00 excluding HST)	Approved March 18, 2021	Sewer Agreement
CAO 93/2021	Sanitary Sewer Agreement - 2511 Chilver Rd Financials: No cost to City (Owner's cost: \$6,320 excluding HST)	Approved March 25, 2021	Sewer Agreement
CAO 117/2021	Encroachment Agreement - 1585 Wyandotte St E - Canopy/Awning and Sign Financial Revenue: \$989.90 excluding HST	Approved May 26, 2021	Administrative Matters (formerly CR1413/87)
CAO 176/2021	Sanitary Sewer Agreement - 1860 Lincoln Rd Financials: No cost to City (Owner's Cost: \$9,500 excluding HST)	Approved July 1, 2021	Sewer Agreement
CAO 196/2021	Authorization for vendors on Ottawa St to occupy a portion of the public right-of-way for the purpose of conducting a sidewalk sale Term: August 12 - August 14, 2021 Financial Revenue: \$212 excluding HST	Approved August 5, 2021	Administrative Matters (formerly CR1413/87)

CAO 199/2021	Sanitary Sewer Agreement - 1629 Moy Ave Financials: No cost to City (Owner's Cost: \$9,840 excluding HST)	Approved August 11, 2021	Sewer Agreement
CAO 215/2021	Agreement between City and Cavaliers Cricket Club of Windsor 2020 for exclusive use of Jackson Park batting cage Term: Sept 1, 2021 - August 31, 2026 Financials: \$1 (excluding HST)	Approved September 10, 2021	City as Lessor; Grantor; Grantee
CAO 216/2021	Authorization for vendors on Wyandotte St E from Gladstone Ave to Devonshire Rd, Lincoln Rd to Anchor Coffee and along the west side of Argyle Rd to Brant St to occupy a portion of the public right-of-way for the purpose of conducting a sidewalk sale Term: September 18, 2021 Financial Revenue: \$212 excluding HST	Approved September 15, 2021	Administrative Matters (formerly CR1413/87)
CAO 219/2021	Agreement between City and Windsor Riverside Baseball for exclusive use of Riverside Minor Baseball Park Term: Sept 1, 2021 - Aug 31, 2026 Financials: \$1.00 excluding HST	Approved September 16, 2021	City as Lessor; Grantor; Grantee
CAO 204/2021	Encroachment Agreement - 420 Aylmer Ave - Concrete Porch and Balcony, Fence Financial Revenue: \$1,049.25 excluding HST	Approved September 23 ,2021	Administrative Matters (formerly CR1413/87)
CAO 235/2021	Encroachment Agreement - 1535 Ypres Ave - Landscaping and Decorative Boulder Financial Revenue: \$1,175.48 excluding HST	Approved October 9, 2021	Administrative Matters (formerly CR1413/87)
CAO 240/2021	Authorization for vendors of Walkerville Business Association to occupy a portion of the public right-of-way for the purpose of conducting a sidewalk sale Term: October 16, 2021 Financial Revenue: \$212 excluding HST	Approved October 13, 2021	Administrative Matters (formerly CR1413/87)
CAO 245/2021	Encroachment Agreement - 2175 Wyandotte St E - Landscaping, Dog Litter, Waste Disposal, Speed Bump, Garbage Bin Financial Revenue: \$944.60 one time fee and \$205.50 annual fee	Approved October 21, 2021	Administrative Matters (formerly CR1413/87)



CAOP 125/2021	Agreement between City and EnWin Utilities for an electrical connection at Hiram Walker Parkette Type: Exempt from Purchasing By-law, pursuant to Schedule A, Section 11. Financials: N/A	Approved November 4, 2021	Purchasing By-Law
CAO 254/2021	Encroachment Agreement - 1088 Ypres Ave - Wood Fence Financial Revenue: \$3,664.85 excluding HST	Approved November 4, 2021	Administrative Matters (formerly CR1413/87)

## Ward 5

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAO 7/2020	Sanitary Sewer Agreement - 1584 George Ave Financial Revenue: \$6,848.09 excluding HST	Approved January 15, 2021	Sewer Agreement
CAO 18/2021	Sanitary Sewer Agreement - 1766 Chandler Rd Financials: No cost to City (Owner's cost: \$11,400 excluding HST)	Approved January 21, 2021	Sewer Agreement
CAO 21/2021	Lease Renewal between City and Birthright – 1168 Drouillard Rd, Unit #4 (Gino & Liz Marcus Community Centre) Term: November 1, 2020 - October 31, 2021 Financial Revenue: \$5,684.28 per year excluding HST	Approved January 29, 2021	City as Lessor; Grantor; Grantee
CAO 23/2021	Lease Agreement between City and Scott Bisson and Tam Nguyen o/a RARE Apparel – 1168 Drouillard Rd, Unit #5A (Gino & Liz Marcus Community Centre) Term: Feb 1, 2021 - Jan 31, 2022 Financial Revenue: \$1,989.04 per year excluding HST	Approved January 29, 2021	City as Lessor; Grantor; Grantee
CAOP 21/2021	Agreement between City and AssetWorks LLC to procure an upgraded fuel system controller head Type: Sole Source Financials: \$7,015.25 USD excluding applicable taxes	Approved March 18, 2021	Purchasing By-Law

CAO 73/2021	Renewal of Lease Agreement between City and Essex County Nurse Practitioner - LED Clinic - 1168 Drouillard Road, Units #7, 14 and 15 (Gino & Liz Marcus Community Centre) Term: March 1, 2021 - February 28, 2022 Financial Revenue: \$17,765.72 per year excluding HST	Approved March 18, 2021	City as Lessor; Grantor; Grantee
CAO 77/2021	Lease Renewal between City and Candice Twees – 1168 Drouillard Rd, Unit #12 (Gino & Liz Marcus Community Centre) Term: April 1, 2021 - March 31, 2022 Financial Revenue: \$3,567.60 per year excluding HST	Approved March 23, 2021	City as Lessor; Grantor; Grantee
CAO 81/2021	Renewal of Lease Agreement between City and Ontario Society of Crippled Children o/a Easter Seals Ontario – 1168 Drouillard Rd, Unit #10 (Gino & Liz Marcus Community Centre) Term: April 1, 2021 - March 31, 2022 Financials: \$5,009.64 per year excluding HST	Approved March 23, 2021	City as Lessor; Grantor; Grantee
CAOP 46/2021	Agreement between City and Sherway Contracting (Windsor) Ltd for the purpose of the road and watermain rehabilitation – Tecumseh Rd E (CR522/2020; CR248/2019) Type: RFT 32-21 Financials: \$1,946,715.50 excluding HST	Approved April 14, 2021	Purchasing By-Law
CAO 137/2021	Consent to Enter Agreement between City and Major Construction at 3601 Plymouth Drive – Central Pond Term: May 17, 2021 - June 30, 2021 Financials: No cost to City	Approved July 5, 2021	City as Lessor; Grantor; Grantee
CAOP 98/2021	Agreement between City and EnWin Utilities for electrical hookup at George Park Ave (4085 Wyandotte St E) Type: Exemption from the acquisition methods of the Purchasing By-law apply, pursuant to Schedule A, Section 11 Financials: No cost to City	Approved August 17, 2021	Purchasing By-Law
CAO 202/2021	Sanitary Sewer Agreement - 1365 Albert Rd Financials: No cost to the City (Owner's Cost: \$9,500 excluding HST)	Approved September 10, 2021	Sewer Agreement

CAO 225/2021	Sanitary Sewer Agreement - 830 Ellrose Ave Financials: No cost to the City (Owner's Cost: \$7,295 excluding HST)	Approved September 16, 2021	Sewer Agreement
CAO 232/2021	Lease Agreement between City and Black Kids in Acting Performing Art Group – 1168 Drouillard Rd, Unit #1 (Gino & Liz Marcus Community Centre) Term: Oct 1, 2021 - Sep 30, 2022 Financial Revenue: \$5,104.33 per year excluding HST	Approved October 6, 2021	City as Lessor; Grantor; Grantee
CAO 234/2021	Lease Renewal between City and A Book Of My Own Literacy Campaign – 1168 Drouillard Rd, Unit #3 (Gino & Liz Marcus Community Centre) Term: Jun 1, 2021 - May 31, 2022 Financial Revenue: \$4,394.08 per year excluding HST	Approved October 15, 2021	City as Lessor; Grantor; Grantee
CAO 236/2021	Lease Agreement between City and Birthright – 1168 Drouillard Rd, Unit #4 (Gino & Liz Marcus Community Centre) Term: Nov 1, 2021 - Oct 31, 2022 Financial Revenue: \$5,738.82 per year excluding HST	Approved October 15, 2021	City as Lessor; Grantor; Grantee
CAO 241/2021	Lease Agreement between City and South Essex Community Council – 1168 Drouillard Rd, Unit #16 (Gino & Liz Marcus Community Centre) Term: Nov 1, 2021 - Oct 31, 2022 Financial Revenue: \$3,484.96 per year excluding HST	Approved October 15, 2021	City as Lessor; Grantor; Grantee
CAO 246/2021	Lease Renewal between City and Youth Connection Association for Academic Excellence Inc – 1168 Drouillard Rd, Unit #11 (Gino & Liz Marcus Community Centre) Term: Nov 1, 2021 - Oct 31, 2022 Financial Revenue: \$2,537.96 per year excluding HST	Approved October 15, 2021	City as Lessor; Grantor; Grantee
CAO 264/2021	Correcting Deeds - Approval of Title Correction - 1217 Westcott Rd Financials: N/A	Approved November 4, 2021	Administrative Matters (formerly CR1413/87)

CAO 269/2021	Lease Agreement between City and Diamond Multicultural Economic Co-Operative Incorporated – 1168 Drouillard Rd, Unit #8 (Gino & Liz Marcus Community Centre) Term: Dec 1, 2021 - Nov 30, 2022 Financial Revenue: \$7,907.45 per year excluding HST	Approved November 10, 2021	City as Lessor; Grantor; Grantee
CAO 271/2021	Lease Agreement between City and New Beginnings (Essex County) – 1168 Drouillard Rd, Unit #6 (Gino & Liz Marcus Community Centre) Term: Jan 1, 2022 - Dec 31, 2022 Financial Revenue: \$2,092.87 per year excluding HST	Approved November 10, 2021	City as Lessor; Grantor; Grantee
CAO 274/2021	Lease Agreement between City and Multiple Sclerosis Society of Canada – 1168 Drouillard Rd, Unit #5B (Gino & Liz Marcus Community Centre) Term: Apr 1, 2020 - Mar 31, 2022 Financial Revenue: \$1,744.68 per year excluding HST (year 1) and \$1,761.42 per year excluding HST (year 2)	Approved November 24, 2021	City as Lessor; Grantor; Grantee
CAO 275/2021	Lease Agreement between City and Michelle DiNardo – 1168 Drouillard Rd, Unit #19 (Gino & Liz Marcus Community Centre) Term: Jan 1, 2020 - Dec 31, 2022 Financial Revenue: \$2,171.09 per year excluding HST	Approved November 24, 2021	City as Lessor; Grantor; Grantee
CAO 285/2021	Lease Agreement between City and The African Community Organization of Windsor – 1168 Drouillard Rd, Unit #17 (Gino & Liz Marcus Community Centre) Term: Dec 1, 2021 - Nov 30, 2022 Financial Revenue: \$8,324.13 per year excluding HST	Approved December 9, 2021	City as Lessor; Grantor; Grantee

## Ward 6

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAO 140/2021	Encroachment Agreement - 906 St. Louis Ave - Concrete Step Financial Revenue: \$1,195.41 excluding HST	Approved May 26, 2021	Administrative Matters (formerly CR1413/87)
CAOP 70/2021	Agreement between City and Dillon Consulting Limited, for engineering consulting services (CR571/2020) Type: RFP 64-21 Financials: \$374,583 excluding HST	Approved June 9, 2021	Purchasing By-Law
CAO 193/2021	Amendment to Traffic By-Law 9148 – Traffic Modifications - Through Highways - Spitfire Way, Pronovost Pl, Darfield Rd, Financials: N/A	Approved August 5, 2021	By-Law Amendments
CAO 198/2021	Correcting Deeds - Conveyance of Former Alleys - 44 properties abutting Coventry Court and Parview Ave Financials: N/A	Approved August 5, 2021	Administrative Matters (formerly CR1413/87)
CAO 270/2021	Sanitary Sewer Agreement - 1036 Glidden Ave Financials: No cost to the City (Owner's Cost: \$7,860 excluding HST)	Approved November 4, 2021	Sewer Agreement
CAO 272/2021	Sanitary Sewer Agreement - 1142 Jefferson Blvd Financials: No cost to the City (Owner's Cost: \$7,830 excluding HST)	Approved November 10, 2021	Sewer Agreement
CAOP 150/2021	Amendment to Agreement between City and Dillon Consulting Limited to revise amount for Tranby Park Project (CR380/2018) Type: Roster and Sole Source Financials: \$268,950 excluding HST	Approved December 30, 2021	Purchasing By-Law

## Ward 7

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAOP 163/2020	Agreement between City and Alliance General Contracting of Windsor Inc for the construction of a new accessible washroom in Forest Glade Optimist Park (B57/2020; B6/2021) Type: RFT 12-21 Financials: \$475,127 excluding HST	Approved March 23, 2021	Purchasing By-Law
CAOP 42/2021	Agreement between City and BT Engineering Inc for design consulting services for the project of Roundabout at the Intersection of Banwell Rd and Mulberry Rd (CR493/2018; CR385/2019) Type: Sole Source Financials: \$175,277.50 excluding HST	Approved March 30, 2021	Purchasing By-Law
CAO 124/2021	Consent to Enter Agreement between City and 2620376 Ontario Inc. for access on part of 3155 Banwell Rd Term: May 10, 2021 - June 18, 2021 Financials: N/A	Approved May 6, 2021	City as Lessor; Grantor; Grantee
CAOP 79/2021	Agreement between City and Elmara Construction Co Ltd to proceed with construction of the Banwell Rd – McHugh St intersection improvements (CR385/2019) Type: RFT 34-21 Financials: \$157,005 excluding HST	Approved June 23, 2021	Purchasing By-Law
CAOP 91/2021	Agreement between City and EnWin Utilities for relocation of hydro infrastructure to allow for future construction of Banwell Rd Phase 2 and Banwell/Mulberry Roundabout (CR385/2019) Type: Exemption from Purchasing By-Law Financials: \$157,989.20 excluding HST	Approved July 30, 2021	Purchasing By-Law
CAOP 93/2021	Agreement between City and Facca Inc for rehabilitation of Peche Island/Hiram Walker Bridge (B30/2019) Type: RFT 110-21 Financials: \$555,260 excluding HST	Approved August 17, 2021	Purchasing By-Law

CAOP 100/2021	Agreement between City and Armstrong paving and Materials Group Ltd for provision of milling and paving multiuse trails (B5/2021) Type: RFT 127-21 Financials: \$484,204.35 excluding HST	Approved August 17, 2021	Purchasing By-Law
CAOP 113/2021	Agreement between City and Hastings Painting Corporation for sandblasting, priming and painting of Blue Heron Bridge Type: RFT 143-21 Financials: \$123,680 excluding HST	Approved October 13/2021	Purchasing By-Law
CAOP 120/2021	Agreement between City and Armstrong Paving and Materials Group Ltd for Paving Multi Use Trails at Little River Corridor (B5/2021) Type: RFT 127-21 and Sole Source Financials: \$554,204.35 excluding HST	Approved October 21, 2021	Purchasing By-Law
CAOP 147/2021	Agreement between City and Landmark Engineers Inc for master plan and environmental assessment for relocation of Sandpoint Beach Type: Sole Source Financials: \$140,000 excluding HST	Approved December 16, 2021	Purchasing By-Law

## Ward 8

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAO 75/2021	Sanitary Sewer Agreement - 1862 Pillette Rd Financials: No cost to City (Owner's cost: \$8,136) excluding HST)	Approved March 18, 2021	Purchasing By-Law
CAOP 57/2021	Agreement between City and D'Amore Construction (2000) Ltd for construction of sewers, pavements, watermain and streetlights, Olive Road - Tecumseh Rd E to Milloy St (CR522/2020) Type: RFT 01-21 Financials: \$2,484,023 excluding taxes	Approved May 6, 2021	Purchasing By-Law
CAO 108/2021	Encroachment Agreement - 5485 Haig Ave - Landscaping and Wood Fence Financial Revenue: \$3,290.95 excluding HST	Approved May 26, 2021	Administrative Matters (formerly CR1413/87)



CAO 194/2021	Agreement between City and JBM Capital Inc and Caro Developments Ltd for shared piping service for Ontario Building Code Compliance Financials: N/A	Approved July 30, 2021	Administrative Matters (delegated by CR232/2012)
CAO 201/2021	Agreement between City and EnWin Utilities Ltd for permanent utility easement at 3281 Clemenceau Financials: \$1 plus document and preparation costs of approximately \$230 and registration costs of approximately \$75 excluding HST	Approved August 18, 2021	City as Lessor; Grantor; Grantee
CAOP 133/2021	Agreement between City and Rudak Excavating Inc for rehabilitation of the Hawkins Drain (Municipal Drains Capital Rehabilitation Program) Type: RFT 133-21 - No Bids - Sole Source Financials: \$432,700 excluding HST	Approved November 24, 2021	Purchasing By-Law

## Ward 9

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAOP 24/2021	Agreement between City and RC Spencer Associates Inc for design and contract administration consulting services for the Cabana Corridor Improvements Phase 2 project - Howard Ave to Dougall Ave (B57/2020) Type: Sole Source Financials: \$308,000 excluding HST	Approved March 9, 2021	Purchasing By-Law
CAOP 23/2021	Agreement between City and Canadian Pacific Railway for the purpose of constructing a grade crossing across the Canadian Pacific Railway tracks (CR627/2016) Type: Sole Source Financials: \$191,792.62 excluding HST	Approved March 11, 2021	Purchasing By-Law
CAO 229/2021	Amendments to Traffic By-Law 9148 - Traffic Modifications - Through Highways - Holburn St Financials: N/A	Approved September 29, 2021	By-Law Amendments

CAOP 139/2021	Agreement between City and Ren's Feed & Supplies Limited (Ren's Pets) to offer in-store coupons to purchase new or for the renewal of annual dog licenses Type: N/A - Ren's Pets approached City Financials: N/A	Approved December 17, 2021	Purchasing By-Law
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## Ward 10

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAO 34/2021	Sanitary Sewer Agreement - 2579 Kenora St Financials: No cost to City (Owner's cost: \$1,001.35 excluding HST)	Approved February 18, 2021	Sewer Agreement
CAOP 29/2021	Agreement between City and D'Amore Construction (2000) Ltd for the purpose of Road Reconstruction and Rehabilitation, Labelle St. from Alexandra Ave to Dominion Blvd (CR522/2020) Type: RFT 31-21 Financials: \$806,000 excluding HST	Approved March 18, 2021	Purchasing By-Law
CAO 60/2021	Encroachment Agreement - 1905 Tecumseh Rd W - Sign and Sewer Financial Revenue: \$1,002.51 excluding HST	Approved April 28, 2021	Administrative Matters (formerly CR1413/87)
CAO 110/2021	Sanitary Sewer Agreement - 1558 Campbell Ave Financials: No cost to City (Owner's cost: \$5,630.50 excluding HST)	Approved May 6, 2021	Sewer Agreement
CAO 112/2021	Encroachment Agreement - 1320 Northwood St - Metal Fence and Sign Financial Revenue: \$4,681.85 excluding HST	Approved May 26, 2021	Administrative Matters (formerly CR1413/87)
CAO 158/2021	Correcting Deeds - Conveyance of Former Alleys - 1413600 Ontario Ltd. (the "Owner"), the registered owner of 1550 and 1570 St. Clair Financials: N/A	Approved June 7, 2021	Administrative Matters (formerly CR1413/87)
CAO 150/2021	Amendment to Street and Alley Closing By-Law 52-2002 for closure of part of the right-of-way adjacent to 2916 Langlois Ave Financials: N/A	Approved June 17, 2021	By-Law Amendments

CAOP 81/2021	Agreement between City and Coco Paving Inc for the purpose of the 2021 Road and Bridge Rehabilitation - EC Row Construction (B8/2019, B57/2020, B6/2021) Type: RFT 53-21 Financials: \$6,844,000 excluding HST	Approved July 1, 2021	Purchasing By-Law
CAOP 92/2021	Agreement between City and D'Amore Construction (2000) Ltd for the purpose of sanitary sewer local improvement, storm sewer, pavement and watermain rehabilitation from Mark Ave to Campbell Ave to Algonquin St (CR18/2021) Type: RFT 80-21 Financials: \$1,370,000 excluding HST	Approved August 5, 2021	Purchasing By-Law
CAOP 94/2021	Agreement between City and JCS Construction Inc for the purpose of LED street lighting local improvement and pavement rehabilitation Randolph Ave from Cleary St to Northwood St (CR19/2021) Type: RFT 67-21 Financials: \$1,181,504.20 excluding HST	Approved August 5, 2021	Purchasing By-Law
CAOP 96/2021	Agreement between City and EnWin Utilities for park lighting connection at Langlois Court Park Phase II, 2730 Parent Ave Type: Exemption from the acquisition methods of the Purchasing By-law apply, pursuant to Schedule A, Section 11. Financials: No cost to the City	Approved August 11, 2021	Purchasing By-Law
CAO 197/2021	Agreement between City and Jin Hu Holdings Inc and Rose City Mini Storage Inc for the purpose of piping services Financials: N/A	Approved August 18, 2021	Administrative Matters (delegated by CR232/2012)
CAO 247/2021	Lease Agreement between City and Windsor Optimist Youth Band – 2710 Lillian Ave Term: Nov 1, 2021 - Oct 31, 2022 Financial Revenue: \$4,040.00 per year excluding HST	Approved October 28, 2021	City as Lessor; Grantor; Grantee

## City Wide

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAOP 1/2021	Agreement between City and Urban Forest Innovations Inc for Urban Forest Management Plan Type: Sole Source Financials: \$144,680 excluding HST	Approved January 7, 2021	Purchasing By-Law
CAO 4/2021	Letter of Support - Capitol Theatre Legacy Grant Financials: N/A	Approved January 11, 2021	Letter of Support
CAO 10/2021	Letter of Support - St. Clair College Grant Application to NSERC Financials: N/A	Approved January 14, 2021	Letter of Support
CAOP 2/2021	Agreement between City and Kimley-Horn and Associates for KITS Traction Support, Troubleshooting and Training Type: Sole Source Financials: \$102,000 (U.S. Funds) excluding HST	Approved January 15, 2021	Purchasing By-Law
CAO 266/2020	Policy CS.A4.07 Housekeeping Matters Financials: N/A	Approved January 15, 2021	Non-Collectible Accounts Receivable Write-Offs
CAOP 8/2021	Agreement between City and Windsor Beauty and Esthetics Supply Inc for provision of PPE (CR288-2020) Type: Sole Source Financials: \$182,088 excluding HST	Approved January 18, 2021	Purchasing By-Law
CAO 13/2021	Letter of Support - Application of Children First to the Ontario Autism Program Financials: N/A	Approved January 19, 2021	Letter of Support
CAOP 5/2021	Agreement between City and DocuSign for additional functionality by Council Services to execute external agreements Type: Sole Source Financials: \$2,742.75 excluding HST	Approved January 20, 2021	Purchasing By-Law

CAO 9/2021	Personal Support Worker Wage Enhancement and COVID-19 Prevention and Containment Expenditure Report Financials: Huron Lodge expected to receive TWE funding in two payment allocations (first installment of 75% received in December 2020 for \$290,975; remaining 25% expected in Jan 2021)	Approved January 20, 2021	Administrative Matters (delegated by CR232/2012)
CAOP 11/2021	Agreement between City and SnapLogic Inc. to procure technology integration services Type: Sole Source Financials: \$30,000 USD excluding HST	Approved January 26, 2021	Purchasing By-Law
CAOP 154/2020	Agreement between City and Mid South Contractors ULC for the supply & installation for Phase 2 of Corporate LED Lighting Conversion project (CR776/2017) Type: RFT 160-20 Financials: \$1,482,205.04 excluding HST	Approved January 29, 2021	Purchasing By-Law
CAO 25/2021	Agreement between City and Cloudpermit Inc and Evolta Oy for a revised flat fee structure Financials: 2021 Budget proposed fee increase of approximately 3.7% to applications that will be processed through Cloudpermit	Approved February 4, 2021	Administrative Matters (delegated by CR232/2012)
CAOP 12/2021	Agreement between City and New Flyer Industries for the purchase of Operator Barriers for Transit Windsor (Safe Restart Agreement Program) Type: Sole Source Financials: \$869,900.10 excluding HST	Approved February 5, 2021	Purchasing By-Law
CAOP 13/2021	Agreement between City and Ennis Paint Canada ULC for supply and delivery of traffic paint (B5/2021) Type: RFT 181-18 - Extension Option Financials: \$194,333.60 excluding HST	Approved February 9, 2021	Purchasing By-Law
CAOP 15/2021	Agreement between City and Neuheimer Tree Care & Consulting Inc / Green Tree Professional Tree Service Inc for area tree trimming Type: RFT 92-20, 93-20, 94-20 and 95-20 Financials: \$397,500 (East Area) / \$474,975 (Core Area) / \$474,975 (South Area) / \$474,975 (West Area) excluding HST	Approved February 11, 2021	Purchasing By-Law

CAO 36/2021	Letter of Support - The Canadian Healthy Cities Exchange Training Platform Financials: N/A	Approved February 11, 2021	Letter of Support
CAOP 16/2021	Agreement between City and Accruent LLC for API Service Type: Sole Source Financials: \$13,061.23 excluding HST	Approved February 12, 2021	Purchasing By-Law
CAOP 10/2021	Agreement between City and AccertaClaim Servcorp Inc for administration Ontario Works Dental/Denture Claim Services Type: RFP 177-17 Financials: \$2,125 plus 3% of claims paid excluding HST	Approved February 18, 2021	Purchasing By-Law
CAO 37/2021	Agreement between City and Ministry of Sports, Tourism and Culture for Ontario After School Program-Transfer Payment Agreement 2020/2021 Financials: Total eligible project costs with agreement for the 2020-2021 is \$499,705. Total amount of \$137,145 requested funding from the Ministry of Heritage, Sport, Tourism, and Culture. The balance of the project costs of \$362,560 covered through in-kind funding from partners (\$61,365) and through in-kind facility rental space and administrative staff support from the Recreation and Culture Department (\$301,195), which is included and funded within the department's annual operating budget.	Approved February 18, 2021	Administrative Matters (delegated by CR232/2012)
CAO 39/2021	Agreement between City and EnWin Utilities Ltd for the provision of certain shared Purchasing Services (pilot project) Financial Revenue: \$20,850	Approved February 18, 2021	Administrative Matters (delegated by CR232/2012)
CAO 30/2021	Partnership between City and St. Clair College of Applied Arts & Technology for the Horticulture Technician - Landscape Program - Summer Student Employment Initiative Financials: \$102,144 (estimated)	Approved February 25, 2021	Student and Youth Employment Opportunities Programs
CAO 32/2021	Coordination of Service Canada's 2021 Canada Summer Jobs (CSJ) Financials: Net cost of \$5,001.48 per youth	Approved February 25, 2021	Student and Youth Employment Opportunities Programs

CAO 284/2020	Department of Canadian Heritage - Young Canada Works in Heritage Organizations Program (YCW - HO) delivered by the Canadian Museum's Association Financials: Estimated at \$4,155.89 (total cost \$16,623.56 less maximum YCW-HO funding of \$12,467) funded by Cultural & Events 2021 Operating budget	Approved February 25, 2021	Student and Youth Employment Opportunities Programs
CAO 45/2021	Letter of Support - Melco Community Housing Financials: N/A	Approved March 2, 2021	Letter of Support
CAO 46/2021	Agreement between City and Windsor Essex County Health Unit for Naloxone Distribution Financials: N/A	Approved March 2, 2021	Administrative Matters (delegated by CR232/2012)
CAO 50/2021	Approval to Purchase Alternate Vehicles and Equipment as per the Parks Off Road Replacement Plan; Remove: Unit 5142 - 2011 Kubota Mower/Paint Striper and Unit 5180 - 2008 Dvorak Rotary Slope Mower; Add: Debris Blower, Beach Screener, Sweeper Vac and Top Dresser (CR248/2019; CR522/2020; B6/2021) Financials: an upset limit of \$182,051 excluding HST	Approved March 4, 2021	Purchasing By-Law
CAOP 19/2021	Agreement between City and Bonnie Reid for custodial services at Willistead Manor Complex, 1899 Niagara Rd Type: Sole Source Financials: upset limit of \$50,000/year excluding HST	Approved March 5, 2021	Purchasing By-Law
CAOP 28/2021	Agreement between City and Public Sector Digest for Audit and Accountability Funding Development Charge Project Type: Sole Source Financials: \$92,800 excluding HST	Approved March 9, 2021	Purchasing By-Law
CAO 2/2021	Approval to Convert Two Parks Certified Automotive Service Technician Positions to Two Parks Service Persons Financial Revenue: \$27,582 (estimated decrease)	Approved March 18, 2021	CAO By-law



CAOP 20/2021	Agreement between City and Giorgi Bros (1994) / Piera Con Enterprises Inc / Villa Construction Ltd / Coco Concrete Inc / Danruss Contracting Inc / JCS Construction Inc for the provision of Utility Cut Restoration & Concrete Repairs (B5/2021) Type: RFT 16-21 Financials: Giorgi Bros (1994) Inc. to an upset limit of \$789,450 excluding HST; Piera Con Enterprises Inc. to an upset limit of \$880,000 excluding HST; 538203 Ontario Limited, o/a Villa Construction Ltd. to an upset limit of \$949,300 excluding HST; Coco Concrete Inc. to an upset limit of \$984,075 excluding HST; Danruss Contracting Inc. to an upset limit of \$999,800 excluding HST; J.C.S. Construction Inc. to an upset limit of \$1,643,725 excluding HST	Approved March 18, 2021	Purchasing By-Law
CAOP 26/2021	Agreement between City and iLookAbout Inc for use of Real Property Tax Analytics software Type: Sole Source Financials: \$78,867.50 excluding HST (annual fee)	Approved March 18, 2021	Purchasing By-Law
CAOP 31/2021	Agreement between City and DiPonti Paving Inc for provision of Utility Cut Restoration & Asphalt Repairs (B5/2021) Type: RFT 05-21 Financials: \$1,114,650 excluding HST	Approved March 18, 2021	Purchasing By-Law
CAO 31/2021	Coordination of 2021 The City of Windsor - Award of Academic Excellence - St. Clair College of Applied Arts & Technology – Student Employment - Scholarship Program Financials: \$12,451.44 (estimated)	Approved March 18, 2021	Student and Youth Employment Opportunities Programs
CAO 48/2021	Vendor Discount: Great Lakes Chiropractic Discount for Chiropractic and Massage Services to City Employees Financials: N/A	Approved March 18, 2021	Vendor Discount
CAO 65/2021	Extension of Long-Term Care Home Service Accountability Agreement Financials: N/A	Approved March 18, 2021	Administrative Matters (delegated by CR232/2012)

CAO 79/2021	Continuation of the Windsor Sculpture Park - Conservation and Maintenance Project Financials: \$47,481 (estimated)	Approved March 23, 2021	Student and Youth Employment Opportunities Programs
CAO 88/2021	Authorization of WSIB Access for Actuarial Consultant Financials: N/A	Approved March 23, 2021	Administrative Matters (delegated by CR232/2012)
CAOP 22/2021	Agreement between City and Ricoh for photocopier leases Type: N/A - Province of Ontario's Ministry of Government Services, Workplace Print and Services Master Agreement Vendor of Record (VOR) Arrangement Financials: Photocopier lease costs are paid out of the departmental operating budget provided there is sufficient budget	Approved March 24, 2021	Purchasing By-Law
CAOP 32/2021	Agreement between City and Microsoft Premier Support for problem resolution and support assistance Type: Sole Source Financials: \$60,140 excluding HST	Approved March 24, 2021	Purchasing By-Law
CAOP 35/2021	Agreement between City and all consultants selected for the Roster of Engineering Consultants and Architects Type: RFP 152-17 Financials: N/A	Approved March 24, 2021	Purchasing By-Law
CAO 89/2021	Agreement between City and ENWIN Utilities Ltd. for recovery of software and consulting services fees Financial Revenue: \$20,000 (Purchase Price of Assetic Software and Consulting Services) + \$23,500 (50% of Annual Fee) excluding HST	Approved March 24, 2021	Administrative Matters (delegated by CR232/2012)
CAOP 172/2020	Agreement between City and Gatestone & Co Inc / ARO Inc / CBV Collection Services Ltd for the purposes of providing third party collections services on behalf of Windsor/Essex Provincial Offences Program Type: RFP 89-15 Financials: Commission; rates can differ depending on type of account	Approved March 24, 2021	Purchasing By-Law

CAOP 39/2021	Agreement between City and Strategic Mapping Inc for the provision of Vehicle Occupancy Enhancement Software for Transit Windsor Type: Sole Source Financials: \$43,900 excluding HST	Approved March 30, 2021	Purchasing By-Law
CAOP 40/2021	Agreement between City and ESRI Canada for the purpose of consulting services (B57/2020) Type: Sole Source Financials: \$155,392.50 excluding HST	Approved March 30, 2021	Purchasing By-Law
CAOP 43/2021	Agreement between City and Sloan's Nursery & Christmas Trees for the purchase of spring tree nursery stock Type: RFT 42-21 Financials: \$114,800 excluding HST	Approved March 30, 2021	Purchasing By-Law
CAO 96/2021	Request 2021-1 from TWEPI to use Tourism Development Infrastructure & Program Reserve Fund for Windsor Essex Road Trip and Home for the Holidays Campaign Financials: \$71,900	Approved March 30, 2021	Tourism Development Infrastructure and Program Reserve Fund
CAOP 33/2021	Agreement between City and GardaWorld Cash Services Canada Corporation to provide armoured car services (2 Year Extension) Type: RFP 152-18 - Extension Option Financials: \$42,186.69 excluding HST	Approved April 1, 2021	Purchasing By-Law
CAOP 36/2021	Agreement between City and Continuous Safety Services for purpose of carrying out proactive inspections of electrical work Type: Sole Source Financials: \$27,528 excluding HST	Approved April 1, 2021	Purchasing By-Law
CAOP 41/2021	Agreement between City and Gatesone & Co Inc. / General Credit Services / International Credit Services for the purpose of providing third party collection services for Windsor/Essex Provincial Offences Program Type: RFP 163-20 Financials: No cost to City	Approved April 7, 2021	Purchasing By-Law

CAOP 44/2021	Agreement between City and KONE Inc for maintenance service at the Windsor Public Library John Muir Branch, 363 Mill St Type: RFT 77-19 Financials:\$118,992 excluding HST	Approved April 7, 2021	Purchasing By-Law
CAO 80/2021	2021 Mackenzie Hall - Friends of Court - St. Clair College of Applied Arts & Technology – Student Employment - Scholarship Program Financials: No cost to City (in-kind contributions only)	Approved April 7, 2021	Student and Youth Employment Opportunities Programs
CAOP 37/2021	Agreement between City and Dillon Consulting Ltd for On-Demand Transit Strategic Assessment and Implementation Plan for Transit Windsor Type: Sole Source Financials: \$45,115 excluding HST	Approved April 14, 2021	Purchasing By-Law
CAO 98/2021	Agreement between City and individual City agencies, boards, and commissions and other public entities to provide fleet servicing on an as required and full cost recovery basis Financials: No cost to City (full cost recovery basis)	Approved April 14, 2021	Administrative Matters (delegated by CR232/2012)
CAOP 45/2021	Agreement between City and Onix Networking Canada Inc. to procure Equidox PDF remediation software and on demand remediation services Type: Sole Source Financials: \$29,250 excluding HST	Approved April 15, 2021	Purchasing By-Law
CAO 94/2021	Approval to Convert Parksperson/Service Attendant & Tractor/Loader Positions to newly created Parks Operator Positions Financials: Estimate maximum of \$83,491	Approved April 15, 2021	CAO By-law
CAOP 48/2021	Agreement between City and Cardinal Health Canada to extend an existing agreement to provide nursing supplies and incontinent products at Huron Lodge (S 9/2017) Type: Sole Source Financials: \$307,413 (annual budget)	Approved April 22, 2021	Purchasing By-Law

CAOP 51/2021	Agreement between City and Innovyze Inc for the purchase of the InfoWorks ICM, Floating-seat license software (B13/2021) Type: Sole Source Financials: \$207,020 USD excluding HST	Approved April 29, 2021	Purchasing By-Law
CAO 113/2021	Agreement between City and Ontario Motor Vehicle Industry Council (OMVIC) to complete the online renewals of the dealer and salesperson registrations Financials: \$250/year, per dealer registration	Approved April 29, 2021	Administrative Matters (delegated by CR232/2012)
CAOP 55/2021	Agreement between City and Levitt Safety Ltd for the purchase of Thermo First Defender Type: Sole Source Financials: Up to \$120,000 excluding HST	Approved April 30, 2021	Purchasing By-Law
CAO 115/2021	Agreement between City and Velocity EHS to procure for a safety data sheet online system Financials: Budget \$34,524	Approved April 30, 2021	Administrative Matters (delegated by CR232/2012)
CAOP 3/2021	Agreement between City and MC Business Solutions for service and maintenance of two high speed copiers Type: Sole Source Financials: \$43,761.60 over three years excluding HST	Approved May 6, 2021	Purchasing By-Law
CAO 107/2021	Authorization for City to coordinate participation in Government of Canada - Canadian Parks and Recreation Association – CPRA Youth Employment Experience Program until December 2023 Financials: \$20,000 in estimated potential wage subsidies	Approved May 6, 2021	Student and Youth Employment Opportunities Programs

CAO 118/2021	Approval of the recommended procedure for larviciding and mosquito monitoring program for 2021, as determined by the Medical Officer of Health and signing and approval of the letter of support for the larviciding program to the Ministry of Environment Financials: WECHU will submit an application to the Ministry of Health requesting that 70% of the total cost of the proposal for 2020 be covered by the Ministry of Health (\$49,000 allocated in Operations Department's 2021 Operating Budget; net cost to City in 2020 was \$24,420.27)	Approved May 6, 2021	West Nile Larviciding Requirements
CAOP 63/2021	Agreement between City and Quinlan Inc for the provision of seeding and sodding services Type: RFT 74-19 - Extension Option 1 Financials: \$120,000 excluding HST	Approved May 11, 2021	Purchasing By-Law
CAO 133/2021	Agreement between City and WFCU to continue as the official sponsor (for an additional 5 years) of the Civic Gateway Corridor Tree Program at the Howard Avenue and Dougall Avenue E.C. Row Expressway entrances Financials: \$21,000 annually (total sponsorship payment of \$105,000 over five year term)	Approved May 11, 2021	Administrative Matters (delegated by CR232/2012)
CAOP 61/2021	Agreement between City and Sewer Technologies / Hurricane SMS Inc / Wessuc Inc for the provision of quick access to various pieces of CCTV inspection and sewer cleaning equipment Type: RFT 33-21 Financials: maximum available annual sewer repair operating and capital budgets in Public Works as approved by Council excluding HST	Approved May 17, 2021	Purchasing By-Law
CAO 145/2021	Letter of Support - Detroit Windsor Regional Centre of Expertise for Sustainable Development Financials: N/A	Approved May 17, 2021	Letter of Support
CAO 146/2021	Authorization for City to submit to Canadian Pacific Rail for equipment associated with Level 3 Provincial CBRNE Hazmat Financial Revenue: up to \$25,000	Approved May 17, 2021	Grant Application

CAOP 59/2021	Agreement between City and KONE inc for the purpose of maintenance service at 500 Tuscarora St Type: RFT 77-19 Financials: \$1,968 per year	Approved May 20, 2021	Purchasing By-Law
CAOP 67/2021	Agreement between City and DeAngelo Brothers Corporation for the provision of powerwashing and graffiti removal services (B5/2021) Type: RFT 60-21 Financials: \$300,000 excluding HST	Approved May 21, 2021	Purchasing By-Law
CAOP 65/2021	Agreement between City and Krecklo & Associates Inc. for the purpose of development, tabulation and delivery of Salary Market Comparison Review Type: RFQ JK-022221 Financials: \$70,000 excluding HST	Approved May 26, 2021	Purchasing By-Law
CAO 157/2021	Vendor Discount: Enterprise Holdings - Auto and Light Duty Truck Rental to City Employees Financials: N/A	Approved June 3, 2021	Vendor Discount
CAO 161/2021	Authorization for City to submit to International Urban and Rural Cooperation (IURC) Program Grant Application for a city-to-city learning exchange opportunity Financials: N/A	Approved June 7, 2021	Grant Application
CAO 167/2021	Authorization for City to submit to Advancing Adaptation – Climate Change Resilience Training for Ontario Municipalities to implement Climate Change Adaptation Plan Financials: Eligible to receive a financial contribution of \$15,000 and secure a minimum of \$15,000 in matching funds.	Approved June 11, 2021	Grant Application
CAOP 77/2021	Agreement between City and Jack Smith Fuels Ltd for the provision of “Bulk Oil and Lubricants” (B5/2021) Type: RFT 63-21 Financials: 234,625.07 excluding HST	Approved June 17, 2021	Purchasing By-Law



CAO 169/2021	Authorization for City to execute agreements, declarations or approvals as a result of receiving the Federation of Canadian Municipalities (FCM) Municipal Asset Management Program (MAMP) grant Financials: N/A	Approved June 17, 2021	Administrative Matters (delegated by CR232/2012)
CAO 172/2021	Letter of Support - Children First to the Entry to School Program - Ontario Autism Program Financials: N/A	Approved June 17, 2021	Letter of Support
CAOP 74/2021	Amendment to Agreement between City and Workforce Software Inc for the purpose of allowing WFS to update the "Preapproved Affiliates and Subcontractors" list Type: RFP 69-14 Financials: N/A	Approved June 25, 2021	Purchasing By-Law
CAO 154/2021	Amendment to Alley Closing By-Law 180-1999 Financials: N/A	Approved June 25, 2021	By-Law Amendments
CAO 144/2021	Authorization for City to submit to Ministry of Heritage, Sport, Tourism and Culture Industries for Community Museum Operating Grant Financial Revenue: Eligible to receive up to \$25,000	Approved June 29, 2021	Grant Application
CAO 175/2021	Authorization for City to submit to the Seniors Community Grant Program to enable municipalities and local organizations to deliver programs for older adults to stay active in their communities. Financials: maximum eligible allocation of \$25,000	Approved June 29, 2021	Grant Application
CAO 171/2021	Authorization for City to submit to the Sustainable Neighbourhood Action Plan grant application Financials: N/A	Approved June 30, 2021	Grant Application
CAO 162/2021	Agreement between City and Enbridge for the purpose of data usage Financials: No cost to City	Approved July 1, 2021	Energy Initiative Projects

CAOP 78/2021	Agreement between City and Kelcom Document Division for the purchase of one (1) MBM 580A Automatic Programmable Tabletop Folder Type: Sole Source Financials: \$5,919 excluding HST	Approved July 8, 2021	Purchasing By-Law
CAOP 82/2021	Agreement between City and Piera Con Enterprises for the purpose of the 2021 construction of sidewalks, curb and gutter (CR248/2019) Type: RFT 89-21 Financials: \$1,678,606.73 excluding HST	Approved July 8, 2021	Purchasing By-Law
CAO 180/2021	Letter of Support - Windsor Essex County Health Unit to apply to Intersectoral Action Fund through Public Health Agency of Canada Financials: N/A	Approved July 9, 2021	Letter of Support
CAOP 76/2021	Agreement between City and StreetLight Data for the purpose of purchasing a 12 month subscription for traffic access data Type: Sole Source Financials: \$65,170 excluding HST	Approved July 14, 2021	Purchasing By-Law
CAO 116/2021	Agreement between City and Ministry of Natural Resources and Forestry to allow access to locational data on species at risk within the City of Windsor Financials: N/A	Approved July 14, 2021	Administrative Matters (delegated by CR232/2012)
CAO 173/2021	Agreement between City and EnWave Energy Corporation for the purpose of municipal access to construct, install, maintain and operate its plant in the public rights-of-way Financials: N/A	Approved July 14, 2021	Administrative Matters (delegated by CR232/2012)
CAOP 86/2021	Agreement between City and Crestview Strategy for the development of a Communications Plan and Investor Attraction Materials for Windsor Works Economic Development Strategy Type: Sole Source Financials: \$121,000 excluding HST	Approved July 16, 2021	Purchasing By-Law

CAOP 88/2021	Agreement between City and Finch Chevrolet Cadillac for the purchase of three (3) unused 2022 Chevrolet Express 2500 Cargo Vans Type: RFT 106-21 Financials: \$103,791 excluding HST	Approved July 20, 2021	Purchasing By-Law
CAO 181/2021	Authorization for City to submit to the Canada Community Revitalization Fund for the expansion of off-road cycling trails at Malden Park and basket ball courts at Mic Mac Park Financials: \$294,130 requested grant funding	Approved July 20, 2021	Grant Application
CAOP 87/2021	Agreement between City and Diponti Paving Inc and Nasci Construction for provision of quick access to various pieces of small area grading and object removal from right of way Type: RFT 91-21 Financials: Any department hiring equipment under this tender would be responsible to ensure there are sufficient uncommitted funds in their relevant operating and/or capital budgets to fund expenditures required for the work completed.	Approved July 21, 2021	Purchasing By-Law
CAO 188/2021	Authorization for City to submit to the Canada Revitalization Fund for the purpose of landlord authorization as part of the Peche Island Erosion Protection project Financials: N/A	Approved July 22, 2021	Grant Application
CAO 189/2021	Status Report on Compliance Deadlines with Applicable Laws and Regulations, 2021 Q2 Financials: N/A	Approved July 22, 2021	Administrative Matters (delegated by CR232/2012)
CAOP 89/2021	Agreement between City and Rimini Street Inc for the purpose of extending the PeopleSoft Support Services (CR237/2013) Type: Sole Source - 5 year extension Financials: \$1,161,805 excluding HST	Approved July 26, 2021	Purchasing By-Law
CAO 183/2021	Authorization for City to submit a pre-application to the FCM Community Building Retrofit GHG Reduction Pathway Feasibility Study Stream to identify GHG emissions reduction opportunities Financials: N/A	Approved August 5, 2021	Grant Application

CAO 190/2021	Amendment to Agreement between City and Handi Transit Windsor for specialized transit service on behalf of the City of Windsor Financials: N/A	Approved August 5, 2021	Administrative Matters (delegated by CR232/2012)
CAOP 95/2021	Agreement between City and Flow-Kleen Technology Ltd for the provision of Catchbasin Cleaning (B5/2021) Type: RFT 48-21 Financials: \$211,039.95 excluding HST	Approved August 11, 2021	Purchasing By-Law
CAOP 99/2021	Agreement between City and Findhelp Information Services to maintenance and provision of 553 database records Type: Renewal Agreement Financials: \$2,479.02 excluding HST	Approved August 11, 2021	Purchasing By-Law
CAOP 85/2021	Agreement between City and Corporate Express Canada Inc O/A Staples Business Advantage due to paper price increase (CR595/2017) Type: RFP 86-17 - Extension Option Financials: \$1,500,000 excluding HST	Approved August 18, 2021	Purchasing By-Law
CAOP 106/2021	Agreement between City and BXF Infrastructures Inc for leveling of municipal manhole castings within the road Type: RFT 49-21 Financials: \$129,082.60 excluding HST	Approved August 31, 2021	Purchasing By-Law
CAO 210/2021	Agreement between City and Ministry of Long-Term Care for submission of the Medication Safety Technology Supplementary Reports Financial Revenue: MLTC funding of \$219,117 over 3 years	Approved August 31, 2021	Administrative Matters (delegated by CR232/2012)
CAO 207/2021	Authorization for the City to participate in the iZEV Program and for the Manager of Fleet to be able to authorize the Consumer Consent and Incentive Received forms for each of the six (6) hybrid minivans as required by the dealer Financials: N/A	Approved September 1, 2021	Administrative Matters (delegated by CR232/2012)
CAO 211/2021	Agreement between City and Employment and Social Development Canada (ESDC) for the administration of provincial social assistance and the federal Employment Insurance (EI) program Financials: N/A	Approved September 3, 2021	Administrative Matters (delegated by CR232/2012)

CAO 220/2021	Authorization for City to sign grant application for the Firehouse Subs Public Safety Foundation of Canada for the purpose of securing grant funding allocated to the City for the purchase of safety equipment Financials/A	Approved September 15, 2021	Grant Application
CAOP 108/2021	Agreement between City and Valente Contracting Inc for the purpose of washroom and entrance door retrofits at WFCU and between City and RC White Ltd for the purpose of washroom and entrance door retrofits at various locations (Investing in Canada Infrastructure Program COVID-19 Resilience Infrastructure Stem) Type: RFT 130-21 Financials: \$236,200 (excluding HST) (Valente Contracting Inc) / \$714,317.84 (excluding HST) (RC White Ltd)	Approved September 16, 2021	Purchasing By-Law
CAOP 114/2021	Agreement between City and Lucier Glove & Safety Products Inc for uniform clothing and related services Type: RFP 100-21 Financials: Up to \$120,000 excluding HST	Approved September 29, 2021	Purchasing By-Law
CAO 230/2021	Agreement between City and Tree Canada for the purpose of the 2021 CN EcoConnexions' From the Ground Up Program to increase number of trees planted in fall 2021 Financial Revenue: \$25,000 (grant funding)	Approved September 29, 2021	Grant Application
CAO 231/2021	Authorization for the Manager of Aquatics to electronically confirm the grant application content as required for the Lifesaving Society Swim to Survive (Grade 3 students) and Swim to Survive Plus (Grade 7 students) Program Grant for 2020 - 2021 for the purpose of applying for funding for the costs to provide instructors for the program and the transportation costs to get students to the site Financials: No cost to the City. The grant covers the costs to provide instructors for the program and the transportation costs to get students to the site.	Approved September 29, 2021	Grant Application

CAOP 110/2021	Agreement between City and Finch Chevrolet Cadillac Buick GMC Ltd for the purchase of four (4) new unused 2022 Chevrolet Silverado Extended Cab Pick-ups Type: RFT 144-21 Financials: \$103,791 excluding HST	Approved October 4, 2021	Purchasing By-Law
CAOP 115/2021	Agreement between City and Davey Tree Expert Co of Canada Ltd for tree trimming services - backlog EAST Type: RFT 138-21 Financials: Up to \$129,307.50 excluding HST	Approved October 4, 2021	Purchasing By-Law
CAOP 116/2021	Agreement between City and Davey Tree Expert Co of Canada Ltd for tree trimming services - backlog WEST (B6-2021) Type: RFT 139-21 Financials: Up to \$212,115 excluding HST	Approved October 4, 2021	Purchasing By-Law
CAO 238/2021	Authorization to consent to sub-license the License Agreement between City and Greyhound Canada Transportation Corp in favour of Badder Bus Operations Limited Financials: N/A	Approved October 15, 2021	City as Lessor; Grantor; Grantee
CAO 253/2021	Registration of City in The Learning Partnership "Take Our Kids to Virtual Work Day" Financials: N/A	Approved October 15, 2021	Student and Youth Employment Opportunities Programs
CAOP 109/2021	Agreement between City and Workforce Software Inc for an additional 840 hours of managed services under the WorkForce Management Project Type: Sole Source Financials: \$142,800 excluding HST	Approved October 21, 2021	Purchasing By-Law
CAOP 121/2021	Agreement between City and E.R Vollans LTD for the purchase of three (3) 2021 Kiota DK6010SE HST Cab Tractors & Attachments Type: RFT 149-21 Financials: \$134,293.68 excluding HST	Approved October 21, 2021	Purchasing By-Law
CAO 251/2021	Authorization for City to submit Grant Application to the Infrastructure Canada's Research and Knowledge Initiative Financials: N/A	Approved October 21, 2021	Grant Application

CAOP 122/2021	Agreement between City and Ebert Tree Farm Ltd for extending existing agreement for tree planting services of 1,000 trees Type: RFT 37-20 - Extension Option Financials: \$147,500 excluding HST	Approved October 25, 2021	Purchasing By-Law
CAO 258/2021	Authorization of Expression of Interest for Province of Ontario's Audit and Accountability Fund Financials: N/A	Approved October 27, 2021	Grant Application
CAOP 126/2021	Agreement between City and Cintas Canada Limited for Transit Windsor employee uniforms Type: RFP 136-21 Financials: Up to \$139,306 excluding HST	Approved November 3, 2021	Purchasing By-Law
CAO 259/2021	Authorization of City staff to sign for corporate mail addressed to 33 Princess St, Leamington Financials: N/A	Approved November 3, 2021	Administrative Matters (delegated by CR232/2012)
CAOP 131/2021	Agreement between City and U.V. Doctor Lamps, LLC for supply and delivery of ultra-violet disinfection lamps Type: RFT 170-21 Financials: \$134,330 excluding HST	Approved November 17, 2021	Purchasing By-Law
CAO 278/2021	Vendor Discount: Edison Financial for Chiropractic and Mortgage Rates to City Employees Financials: N/A	Approved November 22, 2021	Vendor Discount
CAOP 134/2021	Agreement between City and Zencity Technologies US, Inc for a one year pilot project as it relates to the Windsor Works Recommendations Type: Sole Source Financials: Up to \$109,200 US or \$140,023.24 CDN excluding HST	Approved December 1, 2021	Purchasing By-Law
CAOP 137/2021	Agreement between City and Toromont CAT for one new, unused 2022 Caterpillar 926M Four Wheel Loader (B57/2020) Type: Sole Source Financials: \$209,190 excluding HST	Approved December 1, 2021	Purchasing By-Law



CAO 262/2021	Authorization of participation in research from McGill University on "Opportunities and Challenges of AI Adoption in Municipal Governments" Financials: N/A	Approved December 1, 2021	Administrative Matters (delegated by CR232/2012)
CAOP 136/2021	Agreement between City and Finch Chevrolet Cadillac Buick GMC Ltd for purchase of two new unused 2022 Chevrolet Silverado 3500 Crew Cab Chassis with Aluminum Dump Bodies and Accessories (B57/2020) Type: RFT 172-21 Financials: \$154,954 excluding HST	Approved December 9, 2021	Purchasing By-Law
CAOP 138/2021	Agreement between City and Downtown Ford/Downtown Lincoln for one (1) new, unused 2023 Ford F-550 Standard Cab Chassis with Aluminum Dump Body and Accessories Type: RFT 156-21 Financials: \$108,866 excluding HST	Approved December 9, 2021	Purchasing By-Law
CAOP 140/2021	Agreement between City and Finch Chevrolet Cadillac Buick GMC Ltd for purchase of three (3) new, unused 2022 Chevrolet Silverado 3500 Crew Cab Chassis with Aluminum Platform Bodies and Accessories (B57/2020; B6/2021) Type: RFT 171-21 Financials: \$237,318 excluding HST	Approved December 9, 2021	Purchasing By-Law
CAO 282/2021	Letter of Support - Windsor Residence for Young Men for application to the Ontario Trillium Foundation's Resilient Communities Fund Financials: N/A	Approved December 9, 2021	Letter of Support
CAO 290/2021	Agreement between City and Cushman & Wakefield Asset Services Inc. (Devonshire Mall) for the purpose of recruiting volunteers for the 2021-2024 Snow Angels Program by Human Resources Financials: N/A	Approved December 9, 2021	Short Term Use of Facilities

CAOP 142/2021	Agreement between City and Essex Region Conservation Authority (ERCA) for the 2022 Risk Management Services Proposal for Renewal of Part IV Transfer Agreement of the Source Water Protection Risk Management Official Services Type: Exemption from the Purchasing By-law as per Schedule A to By-Law 93-2012 – Cooperative Purchasing Item #118 Governmental Charges to and from other governmental bodies including Federal, Provincial and Municipal. Financials: Up to \$7,200 excluding HST	Approved December 10, 2021	Purchasing By-Law
CAO 292/2021	Request 2021-2 and 2021-3 from TWEPI to use Tourism Development Infrastructure & Program Reserve Fund for 2022 FCM Board Meeting Hosting Event and Destination Ontario USA Pilot Campaign Financials: \$32,750 and \$75,000	Approved December 10, 2021	Tourism Development Infrastructure and Program Reserve Fund
CAOP 145/2021	Agreement between City and Mill-Am Corporation for milling and paving various locations (CR453/2021) Type: RFT 155-21 Financials: Up to \$791,830 excluding HST	Approved December 13, 2021	Purchasing By-Law
CAOP 129/2021	Agreement between City and RWDI Air Inc for completion of designated substance surveys for 8 city-owned properties Type: Sole Source Financials: Up to \$10,000 excluding HST	Approved December 15, 2021	Purchasing By-Law
CAO 296/2021	Coordination of Service Canada's - 2022 Canada Summer Jobs (CSJ) Program Financials: \$4,699 Net Cost to Corporation for one (1) student (no maximum number of participants)	Approved December 15, 2021	Student and Youth Employment Opportunities Programs
CAO 291/2021	Authorization for City to submit to grant application to New Horizons for Seniors Program Financials: N/A	Approved December 17, 2021	Grant Application
CAOP 153/2021	Agreement between City and Canada's Big Truck Rental for short term rental (up to 3 months) of a Split Stream Side Loading Collection Truck Type: Sole Source Financials: \$9,300/month excluding HST	Approved December 23, 2021	Purchasing By-Law

CAO 297/2021	Authorization to Coordinate the City of Windsor - Award of Academic Excellence - St. Clair College of Applied Arts & Technology - Student Employment - Scholarship Program Financials: the estimated total cost for each student is \$12,450.05 (up to five (5) students)	Approved December 23, 2021	Student and Youth Employment Opportunities Programs
CAO 302/2021	Letter of Support - Alternative Funding Program submission to the Ministry of Health Financials: N/A	Approved December 23, 2021	Letter of Support
CAOP 151/2021	Agreement between City and Rose City Ford Sales Limited for purchase of one (1) new, unused 2022 Ford F350 Single Rear Wheel Regular Cab Chassis with Aluminum Service Body and Accessories Type: RFT 175-21 Financials: \$132,670 excluding HST	Approved December 31, 2021	Purchasing By-Law
CAOP 152/2021	Agreement between City and Strategic Mapping Inc for sixteen (16) Automated Passenger Counters and City and Sky Mobile Corporation for installation of nineteen (19) Automated Passenger Counters (CR248/2019) Type: Sole Source Financials: \$154,080 (Strategic Mapping Inc.) and \$16,150 (Sky Mobile Corporation), both excluding HST	Approved December 31, 2021	Purchasing By-Law
CAO 301/2021	Authorization for the Executive Director of Human Resources to have the ability to promote "A Wellness Day-Off" in 2022 as a reward of an initiative in the Workplace Wellness Program Financials: The affected department will absorb the cost	Approved December 31, 2021	CAO By-law

## Combined

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
CAO 279/2020	Amendment to Parking By-law 9023 - Parking Modifications - No Parking Empress St, Personal Accessible Parking, Limited Parking Financials: N/A Wards: 1, 2, 3, 4, 5, 8, 9, 10	Approved January 7, 2021	By-Law Amendments
CAO 8/2021	Amendment to Parking By-law 9023 - Parking Modifications - No Parking Albert Rd, Personal Accessible Parking Financials: N/A Wards: 5, 6, 9	Approved January 21, 2021	By-Law Amendments
CAOP 17/2021	Agreement between City and Dillon Consulting Ltd for engineering services for Structure 148 – Central Ave at EC Row Expressway Type: RFT 24-21 Financials: \$45,800 excluding HST Wards: 5, 9	Approved February 25, 2021	Purchasing By-Law
CAO 56/2021	Agreement between City and Borden Yewchyn and Zofia Cichosz-Grzyb for 2021 Mobile Vendor of Food Zone Agreements Term: Jan 1, 2021 to Dec 31, 2021 Financial Revenue: \$3,350 Wards: 3,4,7	Approved March 4, 2021	Renewal of Existing Vending Zone Agreements
CAO 74/2021	Amendment to Parking By-law 9023 - Parking Modifications - Limited Alternate Side Parking - Chilver Rd Financials: N/A Wards: 2, 3, 4, 5, 10	Approved March 18, 2021	By-Law Amendments
CAO 84/2021	Amendment to Parking By-law 9023 - Parking Modifications - Financials: N/A Wards: 2, 3, 4, 10	Approved March 18, 2021	By-Law Amendments

CAOP 34/2021	Agreement between City and Dirt by Design for provision of inspecting and maintaining off-road bike trails at Malden Park and Little River Corridor Type: RFP 167-20 Financials: \$103,000 excluding HST Wards: 2, 7	Approved March 30, 2021	Purchasing By-Law
CAO 103/2021	Amendment to Traffic By-law 9148 – Traffic Modifications - One Way Streets - Longfellow Ave and Roxborough Ave- Through Highways- Tranby Ave Financials: N/A Wards: 1, 6, 10	Approved April 14, 2021	By-Law Amendments
CAO 114/2021	Amendment to Parking By-law 9023 - Parking Modifications - Limited Parking, Personal Accessible Parking, No Parking - West Side of Lena Ave from College Ave to Millen St Financials: N/A Wards: 2, 3, 5, 6	Approved May 6, 2021	By-Law Amendments
CAO 125/2021	Amendment to Agreement between City and the Windsor Detroit Bridge Authority (WDBA) for Public Works technical services to be provided by Public Works Administration during the construction of the Gordie Howe International Bridge Financial Revenue: \$900,000 anticipated in revenue/staff recoveries to the end of December 2024 Wards: 1, 2	Approved May 6, 2021	Administrative Matters (delegated by CR232/2012)
CAOP 62/2021	Agreement between City and Landmark Engineers Ltd. for the completion of engineering services relevant to the application of cathodic structural protection to the steel walls installed along the shores of the Little River Type: Sole Source Financials: \$115,000 excluding HST Wards: 6, 7	Approved June 9, 2021	Purchasing By-Law

CAO 163/2021	License Renewal Agreement and Amendment between City of Windsor and the Greater Essex County District School Board for the purpose of Overflow Parking in the Parking Lots adjacent to Talbot Trail Public School and Bellewood Public School Term: September 1, 2021 - June 30, 2022 Financials: N/A	Approved June 9, 2021	City as Lessor; Grantor; Grantee
CAOP 73/2021	Agreement between City and Dillon Consulting Ltd for the purpose of engineering services for Structure 131-Ouellette Ave at CPR/ETR Type: RFT 90-21 Financials:\$77,600 excluding HST Wards: 3, 10	Approved June 10, 2021	Purchasing By-Law
CAO 185/2021	Amendment to Parking By-Law 9023 - Parking Modifications - Personal Accessible Parking, No Parking - Meadowbrook Lane, Labelle St Financials: N/A Wards: 2, 3, 5, 8, 10	Approved July 20, 2021	By-Law Amendments
CAOP 69/2021	Agreement between City and Convergent Technologies Inc and Rorison Electric Ltd for the purpose of security gate upgrades at Lou Romano Reclamation Plant and Little River Pollution Control Plant (CR52/2020) Type: Sole Source Financials: 1,856,312 excluding HST Wards: 2,7	Approved August 5, 2021	Purchasing By-Law
CAO 195/2021	Authorization for vendors on Olde Riverside and Pillette Village Business Associations to occupy a portion of the public right-of-way for the purpose of conducting a sidewalk sale Term: September 4, 2021 Financial Revenue: \$424 excluding HST Wards: 5, 6	Approved August 6, 2021	Administrative Matters (formerly CR1413/87)
CAOP 103/2021	Agreement between City and Quilan Inc for the EC Row and Walker Rd Multi Use Trail Connections (CR622/2020) Type: RFT 75-21 Financials: \$274,545 excluding HST Wards: 9, 10	Approved August 24, 2021	Purchasing By-Law

CAOP 104/2021	Agreement between City and Front Construction Industries Inc for rehabilitation of structure #148- Central Ave at EC Row Expressway (B6/2021) Type: RFT 117-21 Financials: \$378,700 excluding HST Wards: 5, 9	Approved August 31, 2021	Purchasing By-Law
CAO 239/2021	Amendment to Parking By-Law 9023 - Parking Modifications - Personal Accessible Parking, No Parking - Elsmere Ave, Dougall Ave, Jos Janisse Ave, Mercer St, Pine St, Windermere Rd, Poplar Ave, California Ave, Strathmore St, Oakridge Ave, Farrow Ave, Sutton Ave, Orchards, Cr, Holburn St Financials: N/A Wards: 2, 3, 4, 5, 9	Approved October 21, 2021	By-Law Amendments
CAOP 124/2021	Agreement between City and GP Holdings of Windsor Inc o/a Roland's Sign & Lighting for the supply and delivery of all labour, materials, equipment, and services, as required for the removal and proper disposal of ground sign at Forest Glade Library and Community Centre, and the installation of digital ground signs at Forest Glade Library and Community Centre and Budimir Library Type: RFT 142-21 Financials: \$109,050 excluding HST Wards 7, 10	Approved November 3, 2021	Purchasing By-Law
CAO 286/2021	Contribution Agreement between City and Parks Canada Agency to receive funding for work to explore a National Urban Park designation of the Ojibway Prairie Complex and surrounding parklands Financial Revenue: Up to \$584,760 Wards: 1, 2	Approved December 15, 2021	Administrative Matters (delegated by CR232/2012)



CAOP 146/2021	Agreements between City and Chemtrade Chemicals Canada Ltd, SNF Canada Ltd, Silchem Inc, FloChem Ltd, Kemira Water Solutions Canada Inc, and UBA Inc for supplying chemicals for the LRWRP and LRPCP (B27/2021) Type: RFTs 157-21, 158-21, 159-21, 160-21, 161-21, 162-21, 163-21, 164-21 Financials: Combined estimated expenditure of \$3,529,680 excluding HST Wards: 2, 7	Approved December 30, 2021	Purchasing By-Law
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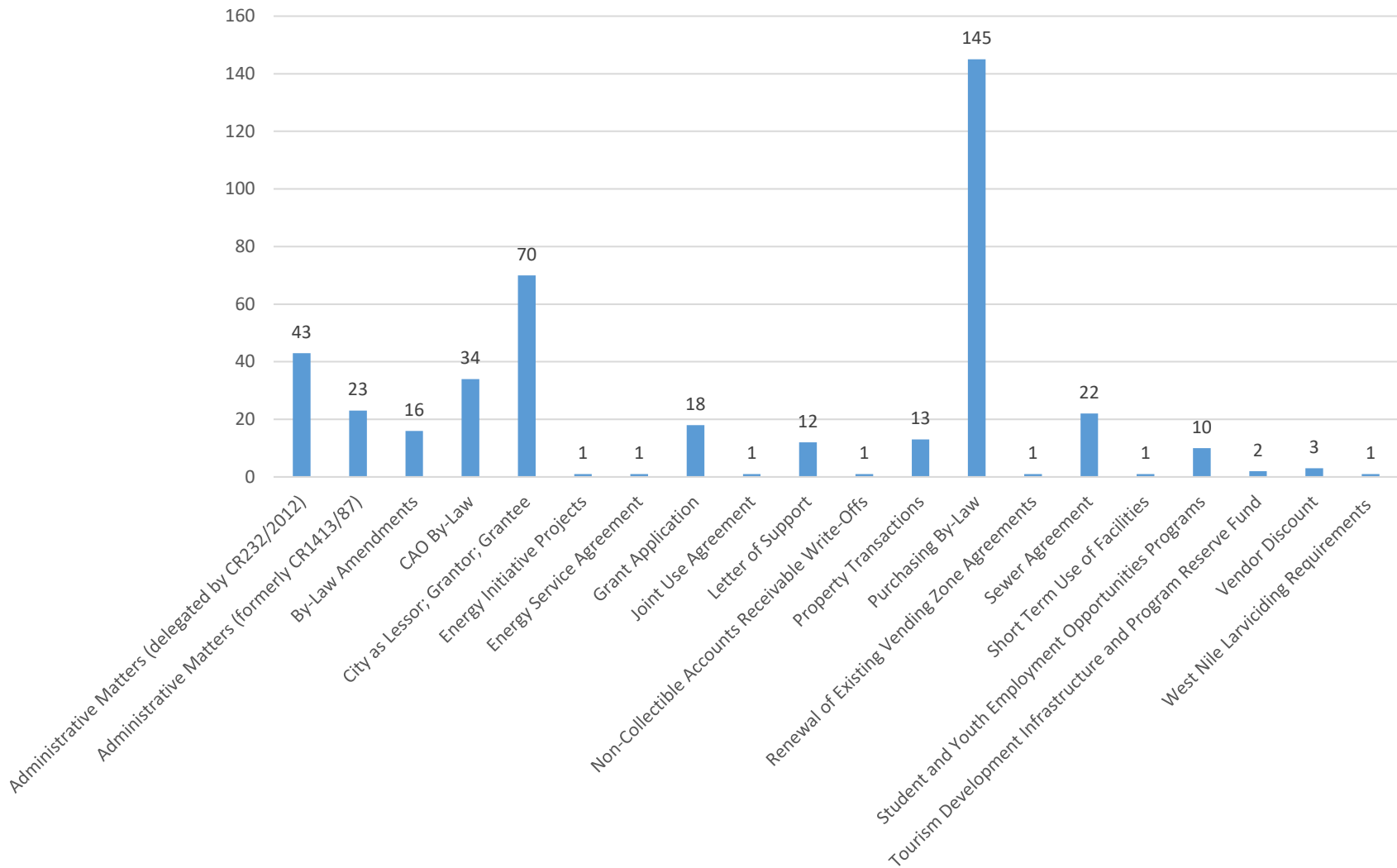
\*The following reports are P&C and not detailed in the list above, but are included in the totals in Appendices E & F:

- Most of the reports categorized as “CAO By-Law” relate to personnel matters approved under By-law 218-2002:  
CAO 1/2021; CAO 5/2021; CAO 6/2021; CAO 11/2021; CAO 12/2021; CAO 15/2021;  
CAO 16/2021; CAO 17/2021; CAO 20/2021; CAO 24/2021; CAO 33/2021; CAO 35/2021;  
CAO 38/2021; CAO 43/2021; CAO 54/2021; CAO 55/2021; CAO 61/2021; CAO 78/2021;  
CAO 83/2021; CAO 92/2021; CAO 100/2021; CAO 104/2021; CAO 105/2021; CAO 152/2021;  
CAO 155/2021; CAO 165/2021; CAO 170/2021; CAO 182/2021; CAO 256/2021; CAO 289/2021;  
CAO 295/2021
- Other reports fall under the categories of Administrative Matters (delegated by CR232/2012), City as Lessor/Grantor/Grantee, Energy Service Agreement, Property Transaction or Purchasing By-Law:  
CAOP 4/2021; CAO 41/2021; CAOP 52/2021; CAO 53/2021; CAO 57/2021; CAO 58/2021;  
CAO 62/2021; CAO 67/2021; CAO 68/2021; CAO 71/2021; CAO 72/2021; CAO 82/2021;  
CAO 90/2021; CAO 99/2021; CAO 102/2021; CAO 106/2021; CAO 111/2021; CAO 120/2021;  
CAO 121/2021; CAO 122/2021; CAO 129/2021; CAO 134/2021; CAO 138/2021; CAO 141/2021;  
CAO 142/2021; CAO 147/2021; CAO 151/2021; CAO 166/2021; CAO 168/2021; CAO 178/2021;  
CAO 205/2021; CAO 206/2021; CAO 214/2021; CAO 224/2021; CAO 237/2021; CAO 242/2021;  
CAO 243/2021; CAO 244/2021; CAO 248/2021; CAO 250/2021; CAO 255/2021; CAO 257/2021;  
CAO 263/2021; CAO 266/2021; CAO 273/2021; CAO 277/2021; CAO 280/2021; CAO 281/2021;  
CAO 283/2021; CAO 287/2021; CAO 288/2021; CAO 300/2021; CAO 304/2021;

**DOA Report Type by Ward**  
**For Period January 1, 2021 to December 31, 2021**

<b>DELEGATION OF AUTHORITY ITEM</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>City Wide</b>	<b>Combined</b>	<b>Grand Total</b>
Administrative Matters (delegated by CR232/2012)		2	2	2				1		1	33	2	43
Administrative Matters (formerly CR1413/87)			5	10	1	2		1		3		1	23
By-Law Amendments		2	2			1			1	1	1	8	16
CAO By-Law											34		34
City as Lessor; Grantor; Grantee	6	16	12	4	24	2	1	1	1	1	1	1	70
Energy Initiative Projects											1		1
Energy Service Agreement			1										1
Grant Application			3								15		18
Joint Use Agreement				1									1
Letter of Support	1	1									10		12
Non-Collectible Accounts Receivable Write-Offs											1		1
Property Transactions	9								1	1	2		13
Purchasing By-Law	11	18	7	1	3	2	9	2	3	5	75	9	145
Renewal of Existing Vending Zone Agreements												1	1
Sewer Agreement		4	5	4	4	2		1		2			22
Short Term Use of Facilities											1		1
Student and Youth Employment Opportunities Programs											10		10
Tourism Development Infrastructure and Program Reserve Fund											2		2
Vendor Discount											3		3
West Nile Larviciding Requirements											1		1
<b>Grand Total</b>	<b>27</b>	<b>43</b>	<b>37</b>	<b>22</b>	<b>32</b>	<b>9</b>	<b>10</b>	<b>6</b>	<b>6</b>	<b>14</b>	<b>190</b>	<b>22</b>	<b>418</b>

DOA Report Type Breakdown Chart  
(January 1, 2021 to December 31, 2021)





**Subject: Streamline Development Approval Fund Acknowledgement - City Wide**

**Reference:**

Date to Council: February 14, 2022

Author: Luigi Congi

Asset Coordinator

519-255-6100 x6136

lcongj@citywindsor.ca

Asset Planning

Report Date: 1/30/2022

Clerk's File #: SS/14302

To: Mayor and Members of City Council

**Recommendation:**

- I) THAT City Council **APPROVE** the following recommendations for the Streamline Development Approval Fund Transfer Payment Agreement (TPA):
  - a. THAT the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to take any such action and sign any such documentation as may be required to effect the recommendations and funding for the projects, subject to all documentation being satisfactory in legal form to the Commissioner of Legal & Legislative Services, in financial content to the Commissioner of Corporate Services, Chief Financial Officer/City Treasurer; and in technical content to the Chief Administrative Officer, or designates; and,
  - b. THAT the Chief Administrative Officer **BE AUTHORIZED** to delegate signing of all claims and applicable schedules and other such documents required as part of the request for payment to the City Planner/ Executive Director Planning and Development Services or designate, subject to financial content approval from the area's Financial Planning Administrator or their manager; and,
  - c. THAT City Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary that are related to the grant awarded projects, provided that the procurement(s) are within approved budget amounts, pursuant to the Purchasing By-Law 93-2012 and amendments thereto; satisfactory in financial content to the Commissioner of Corporate Services, Chief

Financial Officer/City Treasurer; and in technical content to the Chief Administrative Officer, or designates; and,

- d. THAT the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to take any such action required to effect the recommendation noted above and sign any required documentation/agreement(s) for the fund awarded projects, satisfactory in legal form to the Commissioner of Legal & Legislative Services, in technical content to the Chief Administrative Officer and financial content to the Commissioner of Corporate Services, Chief Financial Officer/City Treasurer, or designates; and,
  - e. THAT the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to sign agreements with other third-party stakeholders for sharing and exchanging information, data, costs and services related to the development and maintenance of a digitized building permit system; and,
  - f. That the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders as may be required to effect the recommendation noted above, subject to all specification being satisfactory in technical content to the Chief Administrative Officer and financial content to the Commissioner of Corporate Services, Chief Financial Officer/City Treasurer, or designates.
- II) THAT City Council **DELEGATE** authority to the Chief Administrative Officer to approve the final list of projects selected for funding from this grant, subject to all submissions being satisfactory in financial content to the Commissioner of Corporate Services, Chief Financial Officer/City Treasurer, or designate; and,
  - III) THAT City Council **APPROVE** total City funding in the amount of \$140,000 to cover ineligible costs as well as providing for a contingency for any project costs which may come in over anticipated budgets to be funded from the Grant Matching Funding Project ID#7191009 for \$50,000 and the Cloud Permitting project ID #7171028 for \$90,000; and,
  - IV) THAT Council **APPROVE** the creation of a new reserve fund for monitoring financial activity and support any audit requirements as described in the Streamline Development Approval Fund Transfer Payment Agreement; and,
  - V) THAT City Council **CONSIDER** and **PASS** the corresponding by-law, being a by-law authorizing the execution of the Streamline Development Approval Fund agreement; and,
  - VI) THAT **THREE READINGS** of the corresponding by-law be held at the Feb 14, 2022 meeting of Council; and,

## **Executive Summary:**

N/A

## **Background:**

On January 19, 2022, the City of Windsor received a communication letter from the office of the Minister of Municipal Affairs and Housing (MMAH), describing financial support to the City of Windsor through the Streamline Development Approval Fund. Through this fund, the City is eligible to receive up to \$1,750,000 to implement streamlining development approval initiatives. The initial letter indicated that the allocation of funds was subject to the municipality returning a copy of the letter signed by the Mayor by January 31, 2022, followed by the execution of a transfer payment agreement (TPA) which is due by **March 1, 2022**.

## **Discussion:**

The MMAH letter received on January 19, 2022 indicated that during that Ontario Housing Affordability Summit, Premier Doug Ford announced that the province would be investing over \$45,000,000 in a new Streamline Development Approval Fund to assist municipalities as they implement actions to improve and accelerate the approval of housing development.

The City is eligible to receive up to \$1,750,000 to support implementation of streaming developmental approval initiatives, such as review of business processes; e-permitting systems, temporary staff to address backlogs, online application portals, and other projects aimed at unlocking housing supply. Administration followed up with the grant provider to obtain additional clarity on the fund's requirements and guidelines in advance of receiving the TPA.

MMAH provided the following clarity on the program:

- The TPA must be signed and returned by March 1, 2022;
- While there is no formal application process to follow, the required April 22, 2022 progress report on the projects will be reviewed to ensure projects and costs meet eligibility requirements;
- Funding can be applied to multiple projects within the “up to” amount of funding indicated in the TPA, which for the City is \$1,750,000;
- Existing eligible projects are applicable but eligible expenses must be incurred from the date of the announcement, January 19, 2022;
- The allocated funding covers 100% of eligible expenses that are incurred between January 19, 2022 and February 28, 2023. These expenses can include independent third-party reviews, temporary staff to address backlogs, software licenses, systems development and training;

- Ineligible projects include projects where the expected outcome is a reduction in front line services or the municipality would not be prepared to support any ongoing maintenance costs resulting from the project;
- Regular municipal staff costs that are part of the municipality's annual budget and major capital expenditures are not eligible costs;
- Projects which involve collaboration with regional partners to improve the development process are eligible.

Given the information gathered above, and the short timelines to complete the projects (i.e., February 28, 2023), Administration has identified three initial potential projects, discussed further below; however, Administration intends to seek input, suggestions, and opportunities to collaborate and partner with key stakeholders including developers, builders, experts (e.g. consulting professionals and academics), community groups, and commenting agencies. Those engagements may result in new projects or initiatives being identified that can accelerate the development approval process.

### **Business Process Improvement (Lean Six Sigma)**

Administration began a review of the processes, communication practices, and other key service elements in the development applications section of the Planning Department in the Fall of 2021 as part of the foundational work for the Land Development Team pursuant to the Windsor Works Implementation Plan. A project manager was internally assigned and her initial report (expected in a few weeks) will be a key input and starting point for a more robust business process improvement project.

The intended responsibilities of the future Enterprise Project Management team will include projects such as these. This team will focus on value engineering of business processes for efficiencies, cost savings and improve customer service.

That project consists of a review of existing business processes to identify and evaluate inefficiencies and redundancies with the goal of reducing the probability of error and non-value activities, as well as reducing the eight forms of waste identified through Lean Six Sigma process improvement. Existing Cloudpermit data will be analyzed to measure accuracy and build key performance indicators. Process improvements will be implemented and monitored on a periodic basis to foster continuous improvement.

### **Cloud Permitting for third parties**

This project capitalizes on the success of the end-to-end digitized process in managing building permits that increased efficiency, streamlines approvals and captures new assessments by collaborating with third parties. This can include organizations such as the Essex Region Conservation Authority (ERCA) and the Municipal Property Assessment Corporation (MPAC) as an example. The project would involve the electronic exchange of information between the City, and these third parties, as well as other stakeholders in the development process of defining business requirements. To be successful, the project will involve usage and service agreements between all parties involved. This will also ensure compliance with the SDAF agreement and ongoing maintenance.



## **Development of Online Tools**

The project will consist of developing online guides and learning material such as tutorials, how-to guides, pre-approved templates, best practices and avoidance of common errors to enhance the user experience and permit process. Particular emphasis would be placed on assisting those individual and smaller scale builders/developers. Possible synergy with the Windsor Works micro site will be evaluated to determine possible cohesive integration while allowing for building and development content management.

## **Additional Project Opportunities**

Administration is also looking at current eligible projects . By example, a final payment of \$90,000 for Cloud Permitting is due prior to February 28, 2023. Should there be sufficient funding in the grant to cover this cost, it is recommended the \$90,000 be redirected to offset any ineligible cost, which may occur to complete the projects put forward for this this grant funding.

Final determination if all or some of these projects will proceed, or if additional options need to be considered, will be based on several factors including, but not limited to:

- confirmation of scope of projects;
- project costs and timelines for completion;
- alignment with TPA details;
- agreement with any regional parties, as required.

Administration is also reviewing how the use of temporary resources may assist to resolve current backlogs, which is understood to be an eligible cost under this funding program. It should be noted that with such limited information and aggressive timelines, the breadth of all possible process improvements cannot be quantified. As further enhancements are uncovered, Administration will determine their funding eligibility and approach the grant provider for further guidance.

Given the remaining factors to be assessed for the projects noted above as well as the April 22, 2022 progress report, it is recommended that City Council delegate authority to the CAO to approve the final list of projects, which will proceed under this funding.

## **Risk Analysis:**

There is the risk that any delay in obtaining approval for the proposed projects will negatively affect the ability to adhere to the strict implementation timelines, reporting, and project requirements set out by the grant provider. To mitigate this risk, Administration is asking for the final project list to be approved by the Chief Administrative Officer with report outs to Council at regular intervals.

There is a risk that not all of the project expenditures will be classified as eligible costs under the SDAF program when Administration submits future required reporting. To mitigate this risk, Administration has put forward a request for use of up to \$140,000 in City funding to manage all ineligible costs and address any project deficits should they occur. In addition, this approach reduces the potential need to request additional funding on a project from City Council, which would result in delays on the project putting timelines at risk for completion.

There is the potential risk that the accommodation of resource allocation in supporting the projects contained in this report become challenging, therefore hindering project completion. To mitigate this risk, Administration will consult Human Resources for assistance in recruitment, on-boarding and training support.

There is the risk that the grant provider deems one or all of the proposed projects ineligible at the time of providing the interim report in April 2022. To mitigate this risk, Administration has been in constant communication with MMAH in collecting relevant information in the absence of any program guidelines, requirements and documentation to review.

The City will be responsible to the Ministry for all projects under this TPA, including those involving third parties. To mitigate the City's risk agreements between the City and third parties on projects funded by this grant is recommended.

## **Climate Change Risks**

### **Climate Change Mitigation:**

N/A

### **Climate Change Adaptation:**

N/A

## **Financial Matters:**

The funding program allows for use of up to \$1.75m towards eligible costs and projects as defined in the TPA. There is no City matching funding requirements on eligible costs. There is however a risk that there are ineligible costs which may be required to complete the projects. As such, a recommendation to allocate up to \$140,000 to cover these costs is included in this report. The funding is recommended to be from the Grant Matching Funding Project ID#7191009 for \$50,000 and \$90,000 from the Cloud Permitting project ID#7171028. As the final payment for the Cloud Permitting project should be able to be included for funding from this grant, it will free up City funding to cover any potential ineligible costs. Ineligible costs include things such as non-recoverable HST, internal labour and or higher than anticipated eligible projects costs that may arise. Any funding not required would be returned to the original project funding sources. Should City funding above \$140,000 be required, a separate report would be brought to City Council for their consideration and approval.

The TPA also states that the City will receive 50% of the funds post execution of the TPA. Further, grant funds are to be held in an interest bearing account. In order to properly track the funding received, interest earned and funds used Administration is recommending a reserve fund be set up to manage this. It should also be noted that the TPA does not provide for the City to use any interest earned on these funds, rather that MMAH may reduce the final payment and or request funding equivalent to the interest earned be returned.

**Consultations:**

Trevor Bennet, Business Process Modernization Manger

John Revell, Chief Building Official

Natasha Gabbana, Acting Senior Manager Asset Planning

**Conclusion:**

It is recommended that Council approve the recommendations contain in this report to ensure the City leverages the \$1.75m in funding provided by the Ministry of Municipal Affairs and Housing for the Streamline Development Approval Fund.

**Approvals:**

Name	Title
Melissa Osborne	Senior Manager Asset Planning
Norm Synnott	Chief Information Officer/Executive Director of Information Technology
Thom Hunt	City Planner/ Executive Director Planning and Development Services
Shelby Askin Hager	Commissioner, Legal & Legislative Services
Joe Mancina	Commissioner of Corporate Services, Chief Financial Officer/City Treasurer
Jason Reynar	Chief Administrative Officer

**Notifications:**

Name	Address	Email

**Appendices:**



**Council Report: C 27/2022**

**Subject: Updates regarding the Operation of the Isolation and Recovery Centre serving Temporary Foreign Workers – City Wide.**

**Reference:**

Date to Council: February 14, 2022  
Author: Sandra Bradt  
Executive Initiatives Coordinator  
519-255-5200 ext. 5354  
sbradt@citywindsor.ca  
Administration  
Report Date: 2/10/2022  
Clerk's File #: MH/14295

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

**Recommendation:**

**THAT** the report from the Commissioner, Human and Health Services and Fire Chief/CEMC regarding the operation of the Isolation and Recovery Centre serving Temporary Foreign Workers **BE RECEIVED FOR INFORMATION**; and further,

**THAT** City Council **APPROVE** the Commissioner of Human and Health Services and Fire Chief/CEMC to withdraw from the operation of the Isolation and Recovery Centre serving Temporary Foreign Workers, effective June 30, 2022 or sooner; and further, should City Council approve this Recommendation,

**THAT** City Council **DIRECT** the Commissioner of Human and Health Services to advise the Windsor Essex County Health Unit and encourage the Health Unit to advocate and champion an alternative entity to operate the Isolation and Recovery Centre serving Temporary Foreign Workers if required; and further,

**THAT** City Council **DIRECT** the Chief Administrative Officer to make a formal written request to the County of Essex and/or Town of Kingsville, and/or Municipality of Leamington and/or key stakeholders (for example: Ontario Greenhouse Vegetable Growers) to operate the Isolation and Recovery Centre serving Temporary Foreign Workers, effective July 1, 2022 or sooner; and further,

**THAT** the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign, amend, and execute any agreements/documents/attestations/memoranda, and take any such further actions as required to bring effect to these resolutions, subject to approval in form by the City Solicitor, technical content by the Commissioner of Human and Health Services, and financial content by the City Treasurer; and further,

**THAT** City Council **AUTHORIZE** the Commissioner of Human and Health Services, or her designate, to sign all related financial and/or operational submissions/documents/attestations/memoranda and reports, subject to approval of financial content by the City Treasurer as applicable.

**Executive Summary:**

N/A

**Background:**

In the summer of 2020, rising case counts of COVID-19 challenged the capacity of farms to adhere to public health guidelines and safely isolate guest workers. City Council will recall that, after being approached by the agricultural sector, the Commissioner of Human and Health Services brought a verbal report to City Council in camera seeking authority to expand the Isolation and Recovery Centre (IRC) serving persons experiencing homelessness to accept temporary foreign workers. The matter was deferred by CR321/2020 on June 15, 2020, and later adopted by Council at its meeting on July 13, 2020 (CR361/2020):

*That the recommendation contained in the in-camera report from the City Clerk/Licence Commissioner and Corporate Leader Public Engagement and Human Resources respecting a property/personal matter – confirm and ratify e-mail poll **BE CONFIRMED AND RATIFIED.***

Although authorized to accept guest workers into the City's IRC, at that time farms chose to manage the situation within their existing arrangements and no further action by Administration was required. However, a few weeks later exponential growth in the number of positive cases created a crisis. The Medical Officer of Health issued an order under Section 22 of the Health Protection and Promotion Act (HPPA) requiring the owner/operator of the farm to ensure the isolation of workers and prohibited them from working until further direction.

As the situation escalated, the Provincial Emergency Operations Centre (PEOC) became involved, as did the provincial Emergency Medical Assistance Team (EMAT) and the Canadian Red Cross, to assist local agencies.

On September 14, 2020 City Council considered Report C180/2020 and authorized the Commissioner of Human and Health Services and Fire Chief/CEMC to operate the IRC. (CR474/2020)

*That the report from the Commissioner of Community Development and Health Services regarding the COVID-19 isolation and recovery centre **BE RECEIVED**, and that City Council **APPROVE** the report as presented, and that the Commissioner and Fire Chief/CEMC proceed with operating the centre for agricultural sector workers and/or vulnerable population groups, subject to the following conditions:*

- a) that the City of Windsor **RECEIVE CONFIRMATION** in writing from the Province of Ontario or Government of Canada that the isolation and recovery centre will be fully funded supplementary to the Social Services Relief Fund and Reaching Home funding as previously communicated, in addition to the current Provincial transfer payment agreements for delivering mandated services, and any other existing operating agreements and funding streams;
- b) that the City of Windsor **SUCCESSFULLY NEGOTIATE** an agreement with the Canadian Red Cross (CRC) on terms satisfactory to the Commissioner of Community Development and Health Services;
- c) that confirmation of continuing medical supports for the isolation and recovery centre **BE RECEIVED** in writing; and further, subject to satisfaction of the above conditions,

That City Council **AUTHORIZE** the Commissioner of Community Development and Health Services to secure the human resources (direct and supporting) required to support the operations of the isolation and recovery centre; and further,

That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign, amend, and execute any agreements/documents/attestations/memoranda, and take any such actions as required to bring effect to these resolutions, subject to approval as to form by the City Solicitor, technical content by the Commissioner of Community Development and Health Services, and approval to financial content by the City Treasurer; and further,

That City Council **AUTHORIZE** the Commissioner of Community Development and Health Services, or the Executive Director of Housing and Children's Services, or the Fire Chief/CEMC or designates, to sign all related financial and/or operational submissions and reports, subject to approval of financial content by the City Treasurer as applicable; and further,

That City Council **AUTHORIZE** the Commissioner of Community Development and Health Services to cease operations and withdraw from the isolation and recovery centre model at such time which, in her discretion after consultation with the Fire Chief/CEMC, and/or Medical Officer of Health and/or governing tables, it is appropriate to do so.

The operation of the Isolation and Recovery Centre has continued for 19 months, experiencing fluctuating numbers of guests through each wave of the pandemic, and providing services to over 1100 temporary foreign workers.

On December 20, 2021 City Council received communication from Essex Windsor EMS, Erie Shores Healthcare and Dave Epp, Member of Parliament (MP) – Chatham-Kent – Leamington.

Through CR533/2021, Council approved:

*That Administration **BE DIRECTED** to send a letter to the Federal Government regarding the Temporary Foreign Agricultural Workers requesting that changes be made as soon as possible related to mandatory immunization immediately upon entry into Canada, as well as extending funding for the Isolation and Recovery Centre (IRC) for migrant workers beyond March 31, 2022.*

Further, through CR534/2021:

*That Administration **BE DIRECTED** to send a letter to the Town of Leamington and the Town of Kingsville requesting additional assistance and support related to the Isolation and Recovery Centre (IRC) for migrant workers in Windsor Essex County, beyond March 31, 2022.*

Subsequent to this direction, and with expiry of the existing one year Safe Voluntary Isolation Sites Program funding agreement between the City of Windsor and the Public Health Agency of Canada (PHAC) on March 31, 2022, there have been many calls and meetings between Administration, partner agencies, elected officials and representatives at both the provincial and federal levels regarding the availability of a facility for guest workers requiring isolation. This report is presented to City Council as a status update and to seek approval from City Council to withdraw from operations.

### **Discussion:**

The operation of the Isolation and Recovery Centre for temporary foreign workers (Agri-IRC) has been quite a journey over nearly two years. Representatives of the Provincial Emergency Operations Centre (PEOC) and Ministry of Health's Emergency Medical Assistance Team (EMAT) responded to the initial crisis in 2020 and established a support model to preserve life and mitigate risk. When the situation stabilized, EMAT concluded their involvement and departed Windsor. While not healthcare experts, City Administration was called upon for their emergency management expertise to help the community mitigate the continuing public health risk. With Council approval, City administration assumed operational oversight of the Agri IRC. At that time no one expected that the response would still be required in 2022 and beyond. The Windsor Essex County Health Unit has expressed concern should an isolation centre not be available for temporary foreign workers beyond March 2022, as they believe such a facility may be required for another one to two years.

When the City began operating the Isolation and Recovery Centre, COVID-19 was relatively new. Access to PPE and testing was a challenge, knowledge and guidelines were evolving, and there were no vaccines. Since 2020 additional supports have been provided by upper levels of government to the agri-food sector to respond to COVID-19 and protect the health and safety of workers, such as distributing PPE, access to vaccines, providing rapid antigen tests (RATs) and, just recently announced, the opportunity to secure HEPA filters for worker congregate living settings. The Province has provided \$36 million to the sector through the Enhanced Agri-Food Workplace Protection Program. New guidelines from Ontario Health more clearly delineate the responsibility for farms to support their guest workers.



As several tools are now available to help manage the impact of COVID-19, it is time for the City to remove itself from helping to manage a public health emergency and for public health officials to determine future requirements to manage an ongoing public health issue. Healthcare professionals across the province have called on the public to utilize the tools available to protect against the virus to allow a return to regular business. Should the Windsor Essex County Health Unit determine that an Isolation and Recovery Centre remains essential, it should champion and advocate for another entity to maintain operations.

Administration recommends that the City continue to operate the Agri IRC until June 30, 2022 to allow sufficient time to successfully transition operations to an alternative entity (such as a lower-tier municipality, the County of Essex, or another entity like OGVG). Over the course of 19 months, City staff have worked very closely with the healthcare sector (including Windsor-Essex EMS, CRST, WRH and WECHU, as well as the Canadian Red Cross (CRC), to develop a model that runs efficiently and smoothly, and protects the lives of guest workers and staff. Guidelines, policies, procedures and processes have been established, well-documented and accepted by all parties involved. The model is no longer a crisis response, but a stable and sustainable administrative response. The expertise of the Human and Health Services division at the City of Windsor and the Windsor Fire and Rescue Services/CEMC has been fully implemented and this level of expertise is no longer required. City administration is in a position to transition operations to a more appropriate entity/municipality and return to regular business. It is anticipated that this transition could be complete by July 1, 2022.

The majority of the farm operations employing temporary foreign workers are in Essex County. These businesses are assisted by their industry associations, the Ontario Greenhouse Vegetable Growers (OGVG) and Ontario Federation of Agriculture (OFA), and provincial ministries, primarily the Ministry of Agriculture, Food and Rural Affairs.

The County of Essex, Leamington and Kingsville are closer to these operations and more appropriately suited to support their businesses, residents, industry organizations and work with upper levels of government and the Windsor Essex County Health Unit to operate the Agri IRC, and/or develop longer term isolation plans to address the ongoing impact of COVID or any future health threat.

The transition to another operator will require a new Safe Voluntary Isolation Sites Program application to PHAC. Municipalities are eligible for this funding. The application must be submitted, reviewed and approved, and this process may take upwards of 4-6 weeks. As this report was being written, Honourable Jean-Yves Duclos, Minister of Health, announced that funding for the Safe Voluntary Isolation Sites Program (SVISP) will be extended until March 2023. An extension to the current funding agreement allows City staff to continue status quo until July 1, 2022 to complete the transition. Administration commits to providing support to any new operator with documentation, guidance and expertise.

## **Risk Analysis:**

When the City of Windsor assumed operational responsibility for the Isolation and Recovery Centre for temporary foreign workers (Agri-IRC), it was to mitigate the substantial risk that significant COVID outbreaks within the agricultural sector posed to the health and well-being of workers, and the physical and economic health of Windsor and Essex County. This risk has been largely mitigated with the arrival of vaccines, improved access to testing and PPE, and additional government funding to farm operators to adhere to public health guidelines, purchase supplies and alter congregate living infrastructure.

As the Consolidated Municipal Service Manager (CMSM) and largest municipality in the region, the City of Windsor was well positioned to assume oversight of the Agri IRC after EMAT's initial expertise was exhausted. It should be noted that in consultation with other provincial CMSM's in similar jurisdictions, no other Service Manager has provided isolation space for temporary foreign workers nor been involved in managing any outbreaks in the agricultural sector from a social services perspective.

Over the course of the past 19 months, City staff have been redeployed to the IRC and senior positions such as Commissioner and Fire Chief have led and supported the IRC. Significant resources from Legal, Finance and Human Resources have been allocated to ensure successful operations, and compliance with legislation, directives, and funding criteria for the program. However, this response has impacted the ability of staff to address regular city and regional business.

Anticipating the eventual return to regular business, the City has expressed its interest in transferring the operations to another entity on several occasions. The IRC operations are stable, and processes are well documented and administrative in nature. Despite the attempts to facilitate a transition, to date no other entity or jurisdiction has indicated interest in operating the facility.

Funding through the Safe Voluntary Isolation Sites Program is only open to municipalities. Any new funding requests require an application process which may take 4-6 weeks to review and approve. While a low risk, there is a possibility that any submission to PHAC for SVISP funding from the County or individual municipalities will not be approved, or may not be approved in time to transition operations effective July 1, 2022.

Although funding flows from PHAC to the City, the City contracts with the CRC to provide further administrative oversight and CRC holds contracts with other service providers, such as the hotel properties, cleaning services, food services, etc. All of these agreements require advance notice to terminate or amend.

It has proved very challenging to find a hotel willing to serve as an isolation centre, and those that agree require a minimum guarantee of rooms to ensure financial viability. There is a risk that the properties that are currently contracted to provide rooms for the IRC may decline to continue post March 31, 2022. As public health restrictions ease, these properties may be eager to return to regular operations.

The ongoing pandemic has created additional financial pressures throughout the Corporation of the City of Windsor. At this time, the City faces a \$25M municipal deficit as detailed in the table below. While requests for relief have and will continue to be made to both the federal and provincial levels of government, there is no confirmation that any funding to address this deficit is forthcoming.

## City of Windsor

### Summary of 2022 COVID Projected Variance (Millions)

Recreation Programs Revenue Loss	\$6.9M
Transit Windsor Revenue Loss <sup>1</sup>	\$5.1M
PPE and Enhanced Cleaning	\$4.1M
OLGC Casino Revenue	\$3.5M
Other Corporate Losses	\$3.3M
Parking Revenue Losses	\$1.0M
Homelessness & Housing Costs <sup>2</sup>	<u>\$1.0M</u>
<b>Total Projected City Financial Impact</b>	<b>\$24.9M</b>
Windsor-Detroit Tunnel	\$6.6M
Windsor Airport (YQG)	<u>\$3.5M</u>
<b>Total Airport &amp; Tunnel</b>	<b>\$10.1M</b>

**Notes:**

1. Transit projection of \$5.1M has been reduced by the SRF – Phase 3 funding carry forward to 2022.
2. Previously announced funding for Homelessness & Housing up to March 31, 2022 has been excluded from the projections in the chart above.

**Climate Change Risks**

**Climate Change Mitigation:**

N/A

**Climate Change Adaptation:**

N/A

**Financial Matters:**

In April 2021, PHAC approved a budget of \$17.9 million to operate the Agri IRC over the period April 1, 2021 to March 31, 2022. In December 2021, the budget was amended downward to \$11.1 million as actual monthly expenses were trending lower than budgeted.

With the Section 22 Order issued by the acting Medical Officer of Health on January 11, 2022 and the subsequent direction from the Health Unit to secure additional rooms, the City of Windsor requested an extension to the SVISP agreement and additional funding to support the expansion of the Agri IRC. With the Minister announcing SVISP funding through to March 2023, we expect this request will be approved by PHAC. The additional funding requested by the City would provide a total budget allocation of \$16 million.

Based on a \$16 million budget allocation and various assumptions about utilization rates, it is estimated the \$16 million budget allocation could last until mid summer of 2022, allowing for operations to be transitioned to another entity.

**Consultations:**

Linda Higgins, Manager, Intergovernmental Funding – Human Services Integration

Mary Ellen Bernard, Manager, Social Policy and Planning/Project Manager, Windsor Essex Local Immigration Partnership/Emergency Preparedness Coordinator (A)

**Conclusion:**

An Isolation and Recovery Centre serving temporary foreign workers was established to protect Windsor and Essex County, and mitigate the health and economic risks COVID posed to the community as a whole. As has been observed throughout the pandemic, priorities change, pivots are required and transition is inevitable. Through the City's expertise as CMSM and its IMS structure, we have assisted to manage a health emergency but that level of expertise is no longer critical. As investments are made in all sectors to mitigate the risk of COVID, the requirement for a crisis response diminishes. Administration recommends that the City of Windsor facilitate a transition to another more appropriate organization.

**Planning Act Matters:**

I concur with the above comments and opinion of the Registered Professional Planner.

*Insert Name, Title*

I am not a registered Planner and have reviewed as a Corporate Team Leader

JP

**Approvals:**

Name	Title
Stephen Laforet	Chief, Windsor Fire and Rescue Services/CEMC
Jelena Payne	Commissioner, Human and Health Services
Shelby Askin Hager	Commissioner, Legal and Legislative Services
Joe Mancina	Commissioner, Corporate Services and Chief Financial Officer
Jason Reynar	Chief Administrative Officer

**Notifications:**

Name	Address	Email
Mike Galloway, CAO – County of Essex		<a href="mailto:MGalloway@countyofessex.ca">MGalloway@countyofessex.ca</a>
Peter Neufeld, CAO – Municipality of Leamington		<a href="mailto:pneufeld@leamington.ca">pneufeld@leamington.ca</a>
John Norton, CAO – Town of Kingsville		<a href="mailto:jnorton@kingsville.ca">jnorton@kingsville.ca</a>
Nicole Dupuis, CEO – Windsor Essex County Health Unit		<a href="mailto:ndupuis@wechu.org">ndupuis@wechu.org</a>

**Appendices:**

**Item No. 12.2.**



**Committee Matters: SCM 51/2022**

**Subject: Special Meeting of Council - In Camera February 10, 2022**

**SPECIAL MEETING OF COUNCIL – IN CAMERA  
February 10, 2022**

**Members participating via electronic participation in accordance with Procedure By-law #98-2011 as amended, which allows for electronic participation during a declared emergency.**

**Meeting called to order at: 11:32 a.m.**

**Members in Attendance:**

Mayor D. Dilkens  
Councillor F. Francis  
Councillor F. Costante  
Councillor R. Bortolin  
Councillor G. Kaschak  
Councillor J. Gignac  
Councillor K. McKenzie  
Councillor J. Morrison  
Councillor E. Sleiman  
Councillor J. Gill  
Councillor C. Holt (arrives at 11:54 a.m.)

**Also in attendance:**

J. Reynar, Chief Administrative Officer  
J. Payne, Commissioner, Human and Health Services  
C. Nepsy, Commissioner, Infrastructure Services  
J. Mancina, Commissioner, Corporate Services CFO/City Treasurer  
S. Askin-Hager, Commissioner, Legal and Legislative Services  
S. Vlachodimos, City Clerk  
A. Teliszewsky, Mayor's Chief of Staff  
S. Laforet, Fire Chief (arrives at 12:02 p.m.)

**Verbal Motion is presented by Councillor Sleiman, seconded by Councillor Costante,  
That Rule 3.3(c) of the *Procedure By-law, 98-2011*, BE WAIVED to allow for the Mayor to call a special meeting without 24 hours notice.**

**Motion Carried.**



Verbal Motion is presented by Councillor Morrison, 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.	Security of the property of the municipality/solicitor-client privilege/plan	239(2)(a)(f)(k)

Motion Carried.

**Declarations of Pecuniary Interest:**

None disclosed.

**Discussion on the items of business. (Item 1)**

Verbal Motion is presented by Councillor Francis, seconded by Councillor Gill, to move back into public session. Motion Carried.

Moved by Councillor Sleiman, seconded by Councillor Gill,

**THAT the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In-Camera Council Meeting held February 10, 2022, directly to Council for consideration at the next Regular Meeting.**

1. That the confidential verbal update from the Mayor respecting a matter regarding the security of the property of the municipality/solicitor-client privilege/plan **BE RECEIVED** and further that the Mayor and Administration **BE AUTHORIZED TO PROCEED** on the verbal direction of Council.

Motion Carried.

**Moved by Councillor Costante, seconded by Councillor Gignac,  
That the special meeting of council held February 10, 2022 BE ADJOURNED.  
(Time: 12:31 p.m.)  
Motion Carried.**

BY-LAW NUMBER 34-2022

A BY-LAW TO AUTHORIZE THE EXECUTION OF AGREEMENTS RELATED TO THE AUDIT & ACCOUNTABILITY FUND PROGRAM - BETWEEN THE CORPORATION OF THE CITY OF WINDSOR AND HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO, REPRESENTED BY THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING

Passed the 14<sup>th</sup> day of February, 2022.

**WHEREAS** the Province of Ontario has agreed to identify projects, municipal and provincial, and be responsible for the transfer of funds to eligible municipalities pursuant to transfer payment agreements.

**AND WHEREAS** The Corporation of the City of Windsor is eligible for such Audit and Accountability funds;

**AND WHEREAS** it is a requirement of the Province of Ontario that an Agreement be entered into between The Corporation of the City of Windsor and the Province of Ontario for such Audit and Accountability funds;

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

1. That the Mayor, the Chief Administrative Officer and City Clerk of The Corporation of the City of Windsor be and they are hereby authorized to execute any agreements, including Transfer Payment Agreements, and any amendments thereto, required by Her Majesty the Queen in right of Ontario, represented by the Minister of Municipal Affairs and Housing related to funding to be provided by the Province of Ontario in connection with the Audit & Accountability Fund program.
2. This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - February 14, 2022  
Second Reading - February 14, 2022  
Third Reading - February 14, 2022

BY-LAW NUMBER 35-2022

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

Passed the 14<sup>th</sup> day of February, 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:

1. By-law Number 8600 is further amended by changing the Zoning District Maps or parts thereof referred to in Section 1, of the by-law and made part thereof, so that the zoning district symbol of the lands described in Column 3 shall be changed from that shown in Column 5 to that shown in Column 6:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendment Number	5. Zoning Symbol	6. New Zoning Symbol
1	3	Plan 369, Lots 234 & 235 (PIN 01224-0375), situated on the west side of Bridge Avenue, south of Wyandotte Street West.	N/A	RD1.3	RD2.1

DREW DILKENS, MAYOR

CITY CLERK

First Reading - February 14, 2022  
 Second Reading - February 14, 2022  
 Third Reading - February 14, 2022

BY-LAW NUMBER 36-2022

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

Passed the 14<sup>th</sup> day of February, 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:

1. By-law Number 8600 is further amended by changing the Zoning District Maps or parts thereof referred to in Section 1, of the by-law and made part thereof, so that the zoning district symbol of the lands described in Column 3 shall be changed from that shown in Column 5 to that shown in Column 6:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendment Number	5. Zoning Symbol	6. New Zoning Symbol
1	4	Lots 36 to 37, Registered Plan 1168  (known municipally as 1174 Curry Avenue; Roll No. 040- 430-12400; PIN 01217- 0209; east side of Curry Avenue between Grove Avenue & Pelletier Street)	--	RD1.3	RD2.2

DREW DILKENS, MAYOR

CITY CLERK

First Reading - February 14, 2022  
 Second Reading - February 14, 2022  
 Third Reading - February 14, 2022

BY-LAW NUMBER 37-2022

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

Passed the 14<sup>th</sup> day of February, 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:

1. That subsection 1 of Section 20 is amended by adding the following paragraph:

431. EAST SIDE OF ROSSINI BOULEVARD, SOUTH OF YPRES STREET

For the lands comprising Lot 81 and Pt Block I, Plan 1102, one Multiple Dwelling with a maximum of three dwelling units shall be an additional permitted main use and shall be subject to the following additional provisions:

- a) Lot Width – minimum 15.0 m
- b) Lot Area – minimum 450.0 m<sup>2</sup>
- c) Lot Coverage – maximum 45.0%
- d) Main Building Height – maximum 10.0 m
- e) Front Yard Depth – minimum 6.0 m
- f) Side Yard Width – minimum 1.20 m

[ZDM11; ZNG/6573]

2. The said by-law is further amended by amending the Zoning District Map identified in Column 2 so that the lands affected described in Column 3 are delineated by a broken line and further identified by the specific zoning exception symbol shown in Column 5:

1. Item Number	2. Zoning District Map	3. Lands Affected	4. Official Plan Amendment Number	5. Zoning Symbol
1	11	Lot 81 and Pt Blk I Plan 1102  (2422 Rossini Blvd; Roll No. 070 390 07900 0000; PIN 0136-20188;  East Side of Rossini Blvd,  South of Ypres St)	- -	S.20(1) 431

DREW DILKENS, MAYOR

CITY CLERK

First Reading - February 14, 2022  
 Second Reading - February 14, 2022  
 Third Reading - February 14, 2022



BY-LAW NUMBER 38-2022

A BY-LAW TO ADOPT AMENDMENT NO. 151  
TO THE OFFICIAL PLAN OF THE CITY OF  
WINDSOR

Passed the 14<sup>th</sup> day of February, 2022.

**WHEREAS** pursuant to the provisions of Section 17(1) of the *Planning Act*, R.S.O. 1990, c. P.13 as amended, the Minister of Municipal Affairs and Housing (Minister) is the approval authority in respect of the approval of a plan as an official plan.

**AND WHEREAS** Section 17(9) of the said *Planning Act* provides that the Minister may by order exempt a proposed official plan amendment from his approval under Section 17(1) of the said Act.

**AND WHEREAS** pursuant to the provisions of Ontario Regulation 525/97 all amendments to the official plan of the City of Windsor commenced after January 19, 1998 are exempt from the approval of the said Minister.

**THEREFORE** the Council of the Corporation of the City of Windsor in accordance with the provisions of the said *Planning Act* hereby enacts as follows:

1. That Amendment No. **151** to the Official Plan of the City of Windsor, attached hereto, is hereby adopted.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - February 14, 2022  
Second Reading - February 14, 2022  
Third Reading - February 14, 2022

**DRAFT**  
**AMENDMENT NO. 151**  
**TO THE**  
**OFFICIAL PLAN**  
**CITY OF WINDSOR**

Part D (Details of the Amendment) of the following text, and attached map of the City of Windsor Official Plan constitute Amendment No. 151.

Also included, but not constituting part of the Amendment, are explanations of Purpose, Location, Background and Implementation of the Amendment, Appendix I (Results of Public Involvement)

**A. PURPOSE:**

The purpose of this amendment is to allow residential use on the subject land by providing a site specific policy direction which permits “residential use in a combined use building” as additional permitted use on the subject land designated Commercial Corridor in the land use Schedule of OP Vol. I. The amendment intends to maintain commercial activities at street level, while accommodating residential units above commercial uses.

**B. LOCATION:**

The amendment applies to the land generally described as Lots 810 to 814, Pt Lot 809 and Pt Closed Alley, Registered Plan 1126, designated as Part 2 on Plan 12R-13004 and Parts 5 to 10 on Plan 12R-18422, (PIN 01345-0220 LT and PIN 01345-0470 LT), located on the west side of Walker Road, between the E.C.ROW and Sydney Avenue; municipally known as 3165 Walker Road.

**Ward: 9      Planning District: Devonshire**

**ZDM: 12**

**C. BACKGROUND:**

The subject land is designated Commercial Corridor in the land use schedule of the Official Plan Vol. 1. *Residential use* is not listed as a permitted use or permitted ancillary use in the subject land use designation.

The applicant proposes to maintain the existing land use designation of the subject land and add a site specific policy to allow “residential units above commercial use(s)” as an additional permitted use. The existing one-storey commercial building on the subject land will be demolished to accommodate the proposed construction of a 2-storey combined use building on the subject land.

**D. DETAILS OF THE AMENDMENT:**

THAT the City of Windsor Official Plan, Volume II, Part 1 – Special Policy Areas, **BE AMENDED** by adding a site specific policy as follows:

1.( ) **WEST SIDE OF WALKER ROAD, BETWEEN E.C. ROW EXPRESSWAY AND SYDNEY AVENUE**

1.( ).1 The property described as Lots 810 to 814, Pt Lot 809 and Pt Closed Alley, Registered Plan 1126, designated as Part 2 on Plan 12R-13004 and Parts 5 to 10 on Plan 12R-18422, (PIN 01345-0220 LT and PIN 01345-0470 LT), located on the west side of Walker Road, between the E.C. ROW Expressway and Sydney Avenue, municipally known as 3165 Walker Road, is designated on Schedule A: Planning Districts and Policy Areas in Volume I – The Primary Plan.

- 1.(\_)2 Notwithstanding the policy in section 6.5.3.1 of the Official Plan, Volume I, *residential use in a combined use building* shall be an additional permitted use on the subject land and all residential units shall be located on the second floor above the non-residential uses on the main floor of a 2-storey building.

**E. IMPLEMENTATION:**

- i. Amend Schedule A: Planning Districts and Policy Areas in Volume 1: The Primary Plan to add the following Special Policy Area

**1.(\_) WEST SIDE OF WALKER ROAD, BETWEEN E.C. ROW EXPRESSWAY AND SYDNEY AVENUE**

- ii. This amendment shall be implemented through amendment to the Zoning By-law 8600 as recommended in Report Number S 158/2021 (Z-027/21; ZNG-6501).

**APPENDIX I**

The following are the results of public notification of the amendments and the outcome of public meetings. Comments relate to the Official Plan amendment and the associated rezoning.

A public meeting of the Development & Heritage Standing Committee (DHSC), the statutory meeting, was held on Monday, December 6, 2021. Below is an extract from the minutes of the meeting.

Following the December 6<sup>th</sup> DHSC meeting, another public meeting (Council meeting) was held on January 17, 2022, as noted below.

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EXTRACT FROM THE MINUTES OF THE DECEMBER 6, 2021, DEVELOPMENT, HERITAGE & STANDING COMMITTEE MEETING:

**7.2 Z-027/21 [ZNG/6501] & OPA 151 [OPA/6502] – 2800573 Ontario Ltd**

**3165 Walker Rd – Rezoning & Official Plan Amendment**

**Ward 9**

Justina Nwaesei (author), Planner III – Subdivisions

Ms Nwaesei provides a brief presentation of the report.

Tracey Pillon-Abbs – Pillon Abbs Inc (agent) requests an amendment to the wording of the recommendation such that there are no windows on the north and south sides and the required minimum building setback to be 0 metres. The applicant is willing to work with Site Plan and can easily move the

balcony to the opposite side. Most concerns can and will be addressed during Site Plan Control. Ms. Pillon-Abbs is available for questions.

Lenn Curtis & Christine Foster (residents) – notes concern over the parking situation. They get many people parking on their property who are not visiting their establishments. Also concern over crime (drugs & break-ins/theft) in the area.

Moved by: Councillor Sleiman

Seconded by: Councillor Morrison

Decision Number: **DHSC 350**

#### RECOMMENDATIONS

I. THAT the City of Windsor Official Plan, Volume II, Part 1 – Special Policy Areas, **BE AMENDED** by adding a site specific policy as follows:

#### 1. X **WEST SIDE OF WALKER ROAD, BETWEEN E.C. ROW EXPRESSWAY AND SYDNEY AVENUE**

1.X.1 The property described as Lots 810 to 814, Pt Lot 809 and Pt Closed Alley, Registered Plan 1126, designated as Part 2 on Plan 12R-13004 and Parts 5 to 10 on Plan 12R-18422, (PIN 01345-0220 LT and PIN 01345-0470 LT), located on the west side of Walker Road, between the E.C. ROW Expressway and Sydney Avenue, municipally known as 3165 Walker Road, is designated on Schedule A: Planning Districts and Policy Areas in Volume I – The Primary Plan.

1.X.2 Notwithstanding the policy in section 6.5.3.1 of the Official Plan, Volume I, *residential use in a combined use building* shall be an additional permitted use on the subject land and all residential units shall be located on the second floor above the non-residential uses on the main floor of a 2-storey building.

II. THAT an amendment to the Zoning By-law 8600 **BE APPROVED** to change the zoning for the property described as Lots 810 to 814, Pt Lot 809 and Pt Closed Alley, Registered Plan 1126, designated as Part 2 on Plan 12R-13004 and Parts 5 to 10 on Plan 12R-18422, (PIN 01345-0220 LT and PIN 01345-0470 LT), located on the west side of Walker Road, between the E.C. ROW Expressway and Sydney Avenue, by adding the following site-specific zoning provisions to permit *dwelling units in a combined use building* as additional permitted use on the subject land:

#### **“437. WEST SIDE OF WALKER ROAD, BETWEEN E.C. ROW EXPRESSWAY AND SYDNEY AVENUE**

For the land comprising Lots 810 to 814, Pt Lot 809 and Pt Closed Alley, Registered Plan 1126, designated as Part 2 on Plan 12R-13004 and Parts 5 to 10 on Plan 12R-18422, (PIN 01345-0220 LT and PIN 01345-0470 LT) *Dwelling Units in a Combined Use Building* with any one or more of the commercial uses permitted in Section 16.2.1 except an existing *funeral establishment, existing gas bar, or existing service station*, shall be an additional permitted use and shall be subject to the following additional provisions:

- a) All *dwelling units*, not including entrances thereto, shall be located above the non-residential uses;
- b) Section 16.3.5 shall not apply to a *combined use building*;
- c) Building Height – Maximum – 10 m
- d) Building Setback from an Interior Lot Line – Minimum
  1. Where a *habitable room window* faces the *interior lot line* 6.0 m
  2. Where a *habitable room window* does not face the *interior lot line* 3.0 m from the west lot line; and 0 m from the north and south lot lines.
- e) Landscape Open Space Yard – Minimum – 30% of Lot Area
- f) Exposed flat concrete block walls or exposed flat concrete walls, whether painted or unpainted, are prohibited; and

- g) *Parking spaces* for the *dwelling units* shall be clearly marked, assigned and set apart from other *parking spaces*.  
[ZDM12; ZNG-6502]"

- III. THAT the parcel described as Lots 810 to 814, Pt Lot 809 and Pt Closed Alley, Registered Plan 1126, designated as Part 2 on Plan 12R-13004 and Parts 5 to 10 on Plan 12R-18422, located on the west side of Walker Road, between the E.C. ROW Expressway and Sydney Avenue, **BE EXEMPT** from the provisions of section 45(1.3) of the *Planning Act*; and
- IV. THAT the Site Plan Approval Officer **BE DIRECTED** to incorporate the following requirements and other requirements found in Appendix D of this Report, in the Site Plan Approval process and the Site Plan Agreement for the proposed development on the subject land:
- 1) Noise mitigation measures recommended by JJ Acoustic Engineering Ltd.
  - 2) Sanitary Sampling Manhole;
  - 3) Record of Site Condition;
  - 4) Parkland dedication;
  - 5) Stormwater management – underground storage required (stormwater chambers);
  - 6) Enbridge Gas minimum separation requirements;
  - 7) Adequate clearance from existing ENWIN's pole lines and power lines; and
  - 8) Canada Post requirements and guidelines for the proposed multi-unit.

Motion CARRIED UNANIMOUSLY.

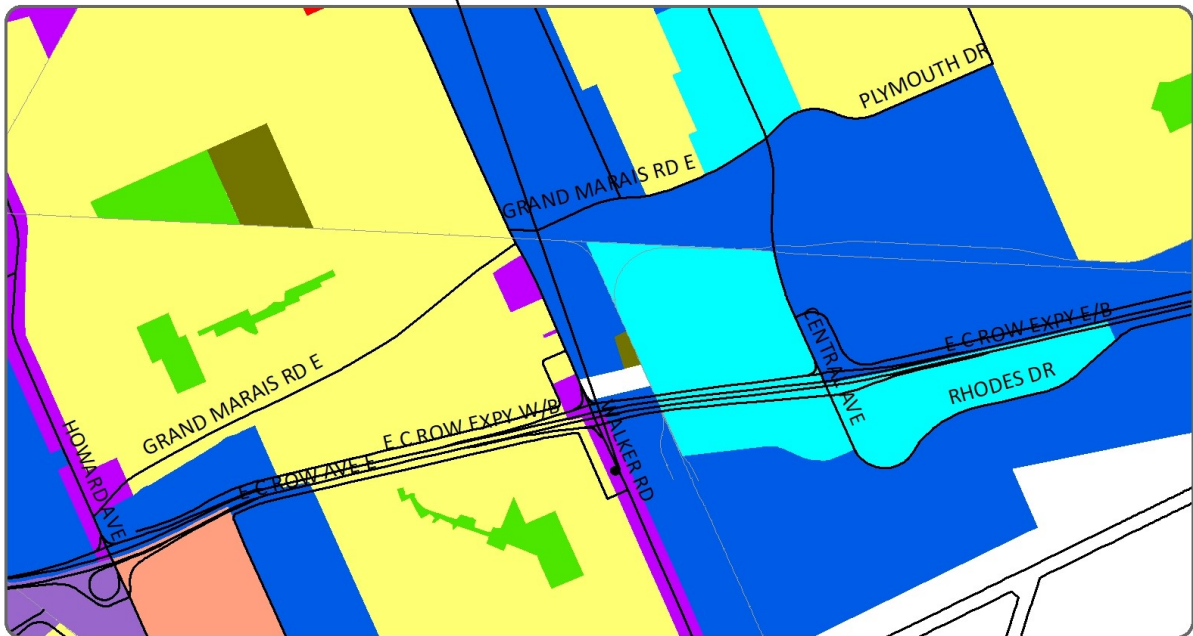
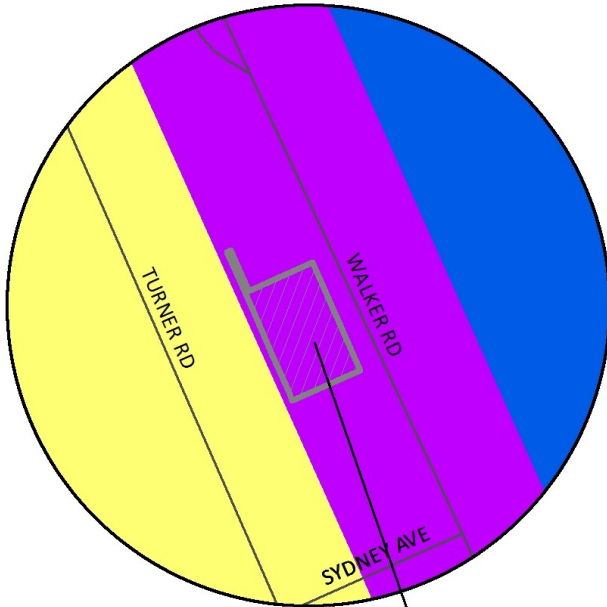
Report Number: S 158/2021  
Clerk's File: ZO/14209 & ZB/14208

### **COUNCIL MEETING: Monday, February 1, 2021**













A meeting of City Council was held on January 17, 2022, at which time the Official Plan Amendment application was considered along with the accompanying Zoning By-law Amendment application (File No. Z-027/21; ZNG/6501). The recommended OPA #151 was approved by CR9/2022 DHSC 350, and the recommended amendment to the zoning by-law was approved by the same CR9/2022 DHSC 350.

# SCHEDULE D

LANDS AFFECTED BY  
OFFICIAL PLAN AMENDMENT NO.151  
(3165 WALKER ROAD)



## OFFICIAL PLAN AMENDMENT NO. 151

	AREA SUBJECT TO OFFICIAL PLAN AMENDMENT NO.151		MIXED USE		INDUSTRIAL		NATURAL HERITAGE
	RESIDENTIAL		COMMERCIAL CORRIDOR		WATERFRONT PORT		OPEN SPACE
	WATERFRONT RESIDENTIAL		BUSINESS PARK		MAJOR INSTITUTIONAL		WATERFRONT RECREATION



## BY-LAW NUMBER 39-2022

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

Passed the 14<sup>th</sup> day of February, 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:

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

"437. WEST SIDE OF WALKER ROAD, BETWEEN E.C. ROW EXPRESSWAY AND SYDNEY AVENUE

For the land comprising Lots 810 to 814, Pt Lot 809 and Pt Closed Alley, Registered Plan 1126, designated as Part 2 on Plan 12R-13004 and Parts 5 to 10 on Plan 12R-18422, (PIN 01345-0220 LT and PIN 01345-0470 LT) Dwelling Units in a Combined Use Building with any one or more of the commercial uses permitted in Section 16.2.1 except an existing funeral establishment, existing gas bar, or existing service station, shall be an additional permitted use and shall be subject to the following additional provisions:

- a) All dwelling units, not including entrances thereto, shall be located above the non-residential uses;
- b) Section 16.3.5 shall not apply to a combined use building;
- c) Building Height – Maximum – 10 m
- d) Building Setback from an Interior Lot Line – Minimum
  1. Where a habitable room window faces the interior lot line 6.0 m
  2. Where a habitable room window does not face the interior lot line 3.0 m from the west lot line; and 0 m from the north and south lot lines.
- e) Landscape Open Space Yard – Minimum – 30% of Lot Area
- f) Exposed flat concrete block walls or exposed flat concrete walls, whether painted or unpainted, are prohibited; and
- g) Parking spaces for the dwelling units shall be clearly marked, assigned and set apart from other parking spaces.  
[ZDM12; ZNG-6501]"

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

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendment Number	5. Zoning Symbol
1	12	Lots 810 to 814, Pt Lot 809 and Pt Closed Alley, Registered Plan 1126, designated as Part 2 on Plan 12R-13004 and Parts 5 to 10 on Plan 12R-18422, (PIN 01345-0220 LT and PIN 01345-0470 LT) [west side of Walker Road, between the E.C.ROW and Sydney Avenue]	151	S.20(1)437

DREW DILKENS, MAYOR

CITY CLERK

First Reading - February 14, 2022  
 Second Reading - February 14, 2022  
 Third Reading - February 14, 2022

BY-LAW NUMBER 40-2022

A BY-LAW TO ASSUME CYPRESS AVENUE FROM PEPPERVINE STREET TO MCHUGH STREET BEING STREETS SHOWN ON PLAN OF SUBDIVISION 12M-622 KNOWN AS CYPRESS AVENUE FROM PEPPERVINE STREET TO MCHUGH STREET AND THE MUNICIPAL SERVICES LOCATED THEREIN, IN THE CITY OF WINDSOR

Passed the 14<sup>th</sup> day of February, 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 **882885 ONTARIO LIMITED** to provide for the public highways and municipal services on *Plan of Subdivision 12M-622* 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 and municipal services located in and on the streets on **Plan of Subdivision 12M-622** 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 - February 14, 2022  
Second Reading - February 14, 2022  
Third Reading - February 14, 2022

SCHEDULE "A"

CYPRESS AVENUE, PLAN 12M622; WINDSOR  
**PIN 01596 - 1464 (LT)**  
**Cypress Avenue, Windsor**

CYPRESS AVENUE, PLAN 12M622; WINDSOR  
**PIN 01596 - 1463 (LT)**  
**Cypress Avenue, Windsor**

BY-LAW NUMBER 41-2022

A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS  
CYPRESS AVENUE, IN THE CITY OF WINDSOR

Passed the 14<sup>th</sup> day of February, 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** it is deemed expedient to establish the said lands hereinafter described as a public highway.

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

1. That the lands described in said Schedule "A" annexed hereto are established as a public highway known as **CYPRESS AVENUE**.
2. That this by-law shall come into force and take effect after the final passing thereof on the day on which it is electronically registered in the Land Registry Office of Essex (12).

DREW DILKENS, MAYOR

CITY CLERK

First Reading - February 14, 2022  
Second Reading - February 14, 2022  
Third Reading - February 14, 2022

SCHEDULE "A"

BLOCK 17, 12M521; WINDSOR  
**PIN 01596-0726 (LT)**

**Cypress Avenue, Windsor**

BLOCK 28, 12M521; WINDSOR  
**PIN 01596-0735 (LT)**

**Cypress Avenue, Windsor**

BLOCK 39, 12M521; WINDSOR  
**PIN 01596-0745 (LT)**

**Cypress Avenue, Windsor**

BY-LAW NUMBER 42-2022

A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS GUY STREET, IN THE CITY OF WINDSOR

Passed the 14<sup>th</sup> day of February, 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** it is deemed expedient to establish the said lands hereinafter described as a public highway.

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

1. That the lands described in said Schedule "A" annexed hereto are established as a public highway known as **GUY STREET**.
2. That this by-law shall come into force and take effect after the final passing thereof on the day on which it is electronically registered in the Land Registry Office of Essex (12).

DREW DILKENS, MAYOR

CITY CLERK

First Reading - February 14, 2022

Second Reading - February 14, 2022

Third Reading - February 14, 2022

SCHEDULE "A"

PART FARM LOT 111 CONCESSION 1, PART 7, PLAN 12R2700;  
WINSOR

**Part of PIN 011113-0493 (LT)**

**Guy Street, Windsor**



BY-LAW NUMBER 43-2022

A BY-LAW TO ASSUME GUY STREET BEING STREETS SHOWN ON PART 7, PLAN 12R-2700 KNOWN AS GUY STREET AND THE MUNICIPAL SERVICES LOCATED THEREIN, IN THE CITY OF WINDSOR

Passed the 14<sup>th</sup> day of February, 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 **CIERRA MEADOWS DEVELOPMENT CORP.** to provide for the public highways and municipal services on **Part 7, Plan 12R-2700** 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 and municipal services located in and on the streets on **Part 7, Plan 12R-2700** 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 - February 14, 2022  
Second Reading - February 14, 2022  
Third Reading - February 14, 2022

SCHEDULE "A"

PART FARM LOT 111 CONCESSION 1, PART 7, PLAN 12R2700;  
WINSOR

**Part of PIN 011113-0493 (LT)**

**Guy Street, Windsor**

BY-LAW NUMBER 44-2022

A BY-LAW TO ASSUME ETHAN COURT WEST OF WESTMINSTER AVENUE AND EAST OF PRINCESS AVENUE BEING STREETS SHOWN ON PLAN OF SUBDIVISION 12M-652 KNOWN AS ETHAN COURT WEST OF WESTMINSTER AVENUE AND EAST OF PRINCESS AND THE MUNICIPAL SERVICES LOCATED THEREIN, IN THE CITY OF WINDSOR

Passed the 14<sup>th</sup> day of February, 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 **CIERRA MEADOWS DEVELOPMENT CORP.** to provide for the public highways and municipal services on **Plan of Subdivision 12M-652** 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 and municipal services located in and on the streets on **Plan of Subdivision 12M-652** 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 - February 14, 2022  
Second Reading - February 14, 2022  
Third Reading - February 14, 2022

SCHEDULE "A"

ETHAN COURT, PLAN 12M652; WINDSOR  
**PIN 01113-0761(LT)**  
**Ethan Court, Windsor**

BY-LAW NUMBER 45-2022

A BY-LAW TO AUTHORIZE THE EXECUTION OF AGREEMENTS RELATED TO THE STREAMLINE DEVELOPMENT APPROVAL FUND PROGRAM - BETWEEN THE CORPORATION OF THE CITY OF WINDSOR AND HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO, REPRESENTED BY THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING

Passed the 14<sup>th</sup> day of February, 2022.

**WHEREAS** the Province of Ontario has agreed to identify projects, municipal and provincial, and be responsible for the transfer of funds to eligible municipalities pursuant to transfer payment agreements.

**AND WHEREAS** The Corporation of the City of Windsor is eligible for such Streamline Development Approval funds;

**AND WHEREAS** it is a requirement of the Province of Ontario that an Agreement be entered into between The Corporation of the City of Windsor and the Province of Ontario for such Streamline Development Approval funds

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

1. That the Mayor, the Chief Administrative Officer and City Clerk of The Corporation of the City of Windsor be and they are hereby authorized to execute any agreements, including Transfer Payment Agreements, and any amendments thereto, required by Her Majesty the Queen in right of Ontario, represented by the Minister of Municipal Affairs and Housing related to funding to be provided by the Province of Ontario in connection with the Streamline Development Approval Fund program.
2. This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - February 14, 2022  
Second Reading - February 14, 2022  
Third Reading - February 14, 2022

**BY-LAW NUMBER 46-2022**

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 14<sup>th</sup> DAY OF February, 2022

Passed the 14<sup>th</sup> day of February, 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.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - February 14, 2022  
Second Reading - February 14, 2022  
Third Reading - February 14, 2022



**Committee Matters: SCM 49/2022**

**Subject: Summary of Outstanding Council Questions as of February 10, 2022**

**OUTSTANDING COUNCIL QUESTIONS**

Just a reminder that this is quoted from the 2004 Council report:

**“overdue Council Questions (i.e., outstanding for 30 days or more) be responded to immediately.”**

**Outstanding:**

- 2016 – 1
- 2017 – 1
- 2019 – 5
- 2020 – 8
- 2021 – 17
- 2022 – 2

**2016**

**Total Outstanding: 1**

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Kusmierczyk	Comm. Legal & Legislative Services	<p><b>CQ10-2016</b></p> <p>Asks that administration report back on best practices from other cities regarding metered on-street accessible parking AND to provide feasibility and cost of implementing free metered parking for residents with Accessible Parking Permits.</p> <p>ST2016 (February 22, 2016)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p> <p><b>CR414/2019</b> <b>ETPS691</b></p> <p>Referred back to Accessibility Committee and New City Hall Project Steering Committee for consideration. (Aug 26, 2019)</p>



Total Outstanding: 1

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Kusmierczyk	Chief Administrative Officer	<p><b>CQ36-2017</b>                      Asks that Administration report back on the 100 resilient cities program which is funding the position of a Chief Resiliency Officer in 4 Canadian cities – and report back on cost and benefits of establishing the position of a Chief Resiliency Officer both in Windsor and regionally.</p> <p>AS/8286 (September 5, 2017)</p>	<p><b>Type of Response Required</b>                      -Written Report</p>

**Total Outstanding: 5**

<b>COUNCIL MEMBER</b>		<b>QUESTION – ISSUES RAISED</b>	
McKenzie	Chief Administrative Officer	<p><b>CQ 7-2019</b>                      Asks that in light of the recent announcement from FCA to eliminate the third shift at the Windsor Assembly Plant and understanding the gravity of the economic impact to our community where as many as 10,000 jobs may be lost or affected, that Administration develop a proposal for Council’s review that could incent FCA to consider the possibility of introducing a new product into the Windsor Assembly Plant Facility. In doing so Administration should consider how existing City of Windsor economic development programs could be applied or amended to create a proposal that can help to protect the jobs now at risk both at the Windsor Assembly Plant and across the community generally.</p> <p>SPL/10759 (April 15, 2019)</p>	<p><b>Type of Response Required</b>                      -Written Report</p>
Holt	Comm. Infrastructure Services	<p><b>CQ 12-2019</b>                      Asks that Administration update Council on the Residential Parking Permit Policy, outlining how it can be improved, whether it is accomplishing its stated goals, and recommending changes in the policy to better serve residents in areas with high demand for on-street parking.</p> <p>ST2019 (May 6, 2019)</p>	<p><b>Type of Response Required</b>                      -Written Report</p> <p>Referred back to Admin                      CR445/2021</p>
Gignac	Comm. Community Services	<p><b>CQ 16-2019</b>                      Asks that Administration prepare a maintenance plan for East Bank of Little River where resident delegations identified a noxious, invasive plant (weed) issue.</p> <p>SR2019 (July 8, 2019)</p>	<p><b>Type of Response Required</b>                      -Written Report</p> <p>CR655/2020                      Additional info requested.</p>
Bortolin	Comm. Legal & Legislative Services	<p><b>CQ 23-2019</b>                      Asks that Administration report back on the potential options around licensing and zoning payday loan establishments with input from legal, licensing, zoning and social services. As well as how other jurisdictions have proceeded on this issue.</p> <p>SW2019 (September 9, 2019)</p>	<p><b>Type of Response Required</b>                      -Written Report</p>

Holt	Comm. Infrastructure Services	<p><b>CQ 24-2019</b></p> <p>Asks that Administration report back to council at the September 23, 2019 meeting with addendums to the By-law that identifies 2 of the 9 BIA's as "Tourist Destinations" that extend this benefit to all BIA's and take advantage of the pending wayfinding signage program equally.</p> <p>SW2019 (September 9, 2019)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p> <p>CR565/2019 Referred to WIBIAC for comment</p>
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**Total Outstanding: 8**

<b>COUNCIL MEMBER</b>		<b>QUESTION – ISSUES RAISED</b>	
McKenzie	Community Development & Health Commissioner and to City Planner/Executive Director of Planning & Building	<p><b>CQ 4-2020</b>            That Administration prepare a comparative analysis of the Affordable Housing frameworks and incentives that are in place in comparable municipalities. To the extent that the data is available the analysis should consider all forms of affordable housing and the composition of the affordable housing marketplace in the communities analyzed.</p> <p>SS2020 (February 3, 2020)</p>	<p><b>Type of Response Required</b>            -Written Report</p>
Kaschak	Comm. Legal & Legislative Services	<p><b>CQ 7-2020</b>            Asks that if Council decides to move forward with reducing the speed limit to 40 km/h on all city residential streets, that administration advise of the timelines and cost to implement this across the city.</p> <p>ST2020 (March 2, 2020)</p>	<p><b>Type of Response Required</b>            -Written Report</p> <p>CR169/2021            Referred to Admin.</p>
Francis	Chief Administrative Officer	<p><b>CQ8-2020</b>            Asks Administration to prepare a report for Council's consideration regarding new initiatives, put in place to battle Covid19, that can remain in place to increase safety measures, efficiencies, environmental measures and cost savings moving forward. These measures might include paperless agendas and digital participation in meetings of council, among others.</p> <p>MH/13786 (April 27, 2020)</p>	<p><b>Type of Response Required</b>            -Written Report</p>
Bortolin	Executive Director Human Resources	<p><b>CQ15-2020</b>            Ask that administration prepare a report outlining costs and procedures to begin collecting and reporting on data across the corporation tied to visible minority population. This data will be used to help guide future policy decisions and be shared for public consumption. Using other municipalities as comparators and also include any agencies in which the data is tied to. Also, look to connect with the Community Safety &amp; Wellbeing initiative to see where overlapping efforts can be made to share data across the corporation.</p> <p>GM2020 (July 13, 2020)</p>	<p><b>Type of Response Required</b>            -Written Report</p>

Costante	Executive Director Human Resources	<p><b>CQ17-2020</b></p> <p>It is important that we recognize and acknowledge the historic and systemic nature of racism and discrimination in our country and our City. We understand that to move forward and promote equity and eliminate anti-racism requires reaching out to and hearing from the voices of those in our community and Corporation most impacted by discrimination and racism.</p> <p>In this pursuit, it is also essential that we work towards having a Corporation that is representative of the people it serves and that everyone is treated with respect. As such, I am seeking the input and recommendations of Administration and our Diversity Advisory Committee on the viability of:</p> <ol style="list-style-type: none"> <li>1. Including community-led consultations on systemic racism, under Phase 2 of the City of Windsor Diversity and Inclusion Initiative.</li> <li>2. Seeking the input of those in our Corporation and related entities and our community most affected by racism and discrimination, regarding barriers to hiring and advancement in our Corporation and related entities as part of the Diversity and Inclusion Initiative.</li> <li>3. Including recommendations and input regarding providing historical information and educational materials for City owned statues, buildings and streets named with racist histories as part of the Diversity and Inclusion Initiative, and further developing a plan for inclusive street and property naming practices in the future.</li> </ol> <p>APM2020 (July 13, 2020)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>
McKenzie	Comm. Legal & Legislative Services	<p><b>CQ21-2020</b></p> <p>That given the significant cluster of developments through the Howard Avenue corridor between Cabana and South Cameron and increasing concerns among current residents around the capability of the municipal infrastructure directly impacted to support these developments, that Administration prepare a report evaluating those capacities and what if any appropriate investments should proceed in order to accommodate the new developments. The analysis should include a consolidated traffic impact study, an analysis of the condition of the roadway, the need for traffic management infrastructure and/or traffic calming as well as</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>

		active transportation capacities or deficiencies.  ST2020 (July 27, 2020)	
McKenzie	City Planner	<b>CQ32-2020</b> That Administration review and report back to Council on tree protection and replacement policies as it relates to the City of Windsor's land development bylaws. The review should include information pertaining to replacement ratios and the mechanisms by which trees are protected and required to be protected through the development process as well as the extent to which development is impacting the total tree count under our current framework along with options for Council to consider in terms of protecting trees and increasing tree cover through land development policy.  SRT2020 (December 7, 2020)	<b>Type of Response Required</b> -Written Report
Sleiman	Chief Building Official	<b>CQ33-2020</b> I ask the City Administration to report back with a written report outlining the number of days it takes to get a building permit and compare it to other municipalities of similar size. I also ask Administration to devise methods of improving the speed of the permitting process.  SB2020 (December 7, 2020)	<b>Type of Response Required</b> -Written Report

**Total Outstanding: 18**

<b>COUNCIL MEMBER</b>		<b>QUESTION – ISSUES RAISED</b>	
Holt	Comm. Infrastructure Services	<p><b>CQ 2-2021</b> Asks that Administration report back to council on the options before us to restructure our residential parking permit system following the Mississauga model illustrated in the 2021 budget report. The goal of following this structure would be to increase the fees for each subsequent permit applied for while accomplishing the financial goals laid out in the budget document.</p> <p>ST2021 18.3 (March 8, 2021)</p>	<p><b>Type of Response Required</b> -Written Report</p>
Holt	Comm. Infrastructure Services	<p><b>CQ 3-2021</b> Ask that Administration conduct a parking assessment of the 9 BIAs with the goals of providing enough on/off-street parking to satisfy the business needs without patrons spilling into abutting residential neighbourhoods. If land acquisitions are deemed necessary to fulfil these needs with the construction of additional off-street municipal lots, plan and prioritise individual needs.</p> <p>ST2021 18.4 (March 8, 2021)</p>	<p><b>Type of Response Required</b> -Written Report</p> <p>Referred to 2023 Budget Deliberations</p>
Bortolin	Comm. Community Services	<p><b>CQ 6-2021</b> Ask Administration to report back with a recommended catalogue of street closures for events in the City. The catalogue should include consultation with the Special Events Resource Team (SERT) as well as the total costs associated with each street closure. Furthermore, Administration should breakdown all fees associated with each street closure and identify potential savings for event organizers.</p> <p>SR2021 &amp; SAS/2021 18.1 (March 29, 2021)</p>	<p><b>Type of Response Required</b> -Written Report</p>
Gignac	Executive Director of Human Resources	<p><b>CQ 7-2021</b> Asking Administration to provide a report to Council outlining the policy that regulates procedures after an accident involving City vehicles and any amendments they might propose to update it.</p> <p>ACD2021 &amp; AL2021 18.2 (March 29, 2021)</p>	<p><b>Type of Response Required</b> -Written Report</p>

Costante	Comm. Infrastructure Services/ Executive Director of Operations	<p><b>CQ 9-2021</b></p> <p>That Administration report to council on the current street sweeping level of service, as well as historical levels achieved over the last 3 years, and that the report include ways to enhance sweeping services in the spring and in the fall, after the leaves have fallen, as well as a summary of how these services are provided in other comparable municipalities.</p> <p>SW2021 (June 7, 2021)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>
Gill	Comm. Infrastructure Services/City Planner	<p><b>CQ 13-2021</b></p> <p>Whereas in Ward 7 this is the third time that the same basements have been flooded spanning from 2008, 2016, 2017 and even last week in June 2021 from the inadequate storm water management. This is unacceptable for residents of this area as many of the damages are not covered by insurance and residents are left to pay out of pocket on many separate occasions; and whereas,</p> <p>In 2017, there was a resident meeting with administration to discuss the flooding issues. I would like to ask administration what the findings were from the 2018 meeting and what measures were put in place to resolve this issue; and,</p> <p>I would like to ask administration what the findings from their studies on the recent flooding issues in June 2021 were and what measures they will now be taking to rectify this problem. I request that administration report back to council in detail with viable action solutions, as soon as possible to mitigate the situation that is getting worse for many residents in Ward 7.</p> <p>I urge that we put a pause on other developments until we have remedied these urgent problems and set up a system to prevent future flooding.</p> <p>SW2021 (July 5, 2021)</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>
Holt	Chief Building Official	<p><b>CQ 14-2021</b></p> <p>Asks that our Active Transportation Coordinator REPORT BACK to the Environment Transportation and Public Safety standing committee on the opportunities to convert strategic remaining alleys in Windsor to active transportation routes and linear parks connecting neighbourhoods before they are sold to abutting land owners. These should augment our current</p>	<p><b>Type of Response Required</b></p> <p>-Written Report</p>



		Active Transportation Plan as well as connecting key pedestrian generating land uses which may not be identified and accommodated in that master plan.  SAA2021 ST2021 (July 19, 2021)	
Costante	Commissioner, Infrastructure Services	<b>CQ 15-2021</b> Asks that Administration report back on the possible causes of flooding on July 16th based on data collected, and that administration further provide any potential solutions moving forward.  SW2021 (July 19, 2021)	<b>Type of Response Required</b> -Written Report
McKenzie	Comm. Legal & Legislative Services	<b>CQ 17-2021</b> Asks that, to promote greater public safety for all people, that Administration work to develop a by-law for Council consideration to provide the City of Windsor with additional tools within the licensing framework for enforcement agencies to address unsafe and illicit activity in hotels and motels across the community that create dangerous and undesirable situations for motel guests, neighbours, and community members alike. The bylaw development process should include consultation process with industry stakeholders and social service providers, social agencies and health providers from both within and external to the City of Windsor as well as any other stakeholder group deemed appropriate by Administration.  AB2021 & MH2021 18.1 (July 26, 2021)	<b>Type of Response Required</b> -Written Report
Gignac	Comm. Infrastructure Services	<b>CQ 18-2021</b> Asks that Administration review the current truck routes in Windsor and bring a report with recommendations to Council on updating it as soon as possible.  ST2021 18.2 (July 26, 2021)	<b>Type of Response Required</b> -Written Report
Gill	Windsor Police Services	<b>CQ 21-2021</b> Asks that Administration and Windsor Police bring a citywide report back to council, there has been an increase in crime in Windsor and especially at the Forest Glade Park. I would like to ask what measures are in place to help combat these issues and what steps will be taken going forward to prevent these problems from reoccurring. Residents are concerned for their safety and I would like to ask what actions can be taken in the future to help protect the community from such crime and violence. SP2021 18.3 (September 27, 2021)	<b>Type of Response Required</b> -Written Report

Gignac	Licence Commissioner	<b>CQ 22-2021</b> Asks what vehicles fall under the new city Noisy Vehicle bylaw and how By-Law enforcement and Police are co-ordinating to ensure compliance  AB2021 18.4 (September 27, 2021)	<b>Type of Response Required</b> -Written Report
Kaschak	Licence Commissioner	<b>CQ 23-2021</b> Asks that Administration provide an update for the October 18 <sup>th</sup> meeting of Council regarding the Council approved 2 year pilot project to increase our Bylaw Enforcement Officers hours of work to 37.50 and the preliminary results achieved to date.  AS2021 18.5 (September 27, 2021)	<b>Type of Response Required</b> -Written Report
Costante	Licence Commissioner	<b>CQ 24-2021</b> Asks Administration to report back on the possibility of having a city-wide bylaw to require all property owners to maintain their properties free from rodents and further researching best practices from other municipalities.  AB2021 18.1 (October 4, 2021)	<b>Type of Response Required</b> -Written Report
Gill	Commissioner, Community Services	<b>CQ 25-2021</b> Asks that Administration report back to the council with an estimated cost from enacting The Windsor Police Service's recommendations on the short term solutions to improve the skate parks in Windsor, in terms of lighting and installation of cameras, specifically for the Forest Glade Park  SP2021 (October 25, 2021)	<b>Type of Response Required</b> -Written Report
Gignac	City Planner	<b>CQ 26-2021</b> Asks that Administration research what municipal zoning bylaws may be in place in other municipalities in Ontario or across Canada that regulate Cannabis retail outlets/consumption areas.  GP/13047 18.3 (November 1, 2021)	<b>Type of Response Required</b> -Written Report
Costante	Commissioner, Infrastructure Services	<b>CQ 27-2021</b> Asks that Administration report back on opportunities to amend the warrant matrix and incorporate additional factors when determining the installation of 4-way stops in our residential neighbourhoods. This may include certain factors in the warrant threshold be lowered or amended, and may also include other factors such as petitions and school zones to be incorporated in the overall matrix. ST2021 (November 15, 2021)	<b>Type of Response Required</b> -Written Report

**Total Outstanding: 2**

<b>COUNCIL MEMBER</b>		<b>QUESTION – ISSUES RAISED</b>	
Gignac	Comm. Infrastructure Services	<p><b>CQ 1-2022</b>                      Asks Public Works if adjustment to snow incident response would be more effective if salting of residential streets at least once to prevent ice forming. Intention is not to increase budget to include additional salting but perhaps redirecting multiple salting of arterials to direct 1 to residential streets.</p> <p>SW2022 18.3 (January 17, 2022)</p>	<p><b>Type of Response Required</b>                      -Written Report</p>
Gignac	Comm. Legal & Legislative Services	<p><b>CQ 2-2022</b>                      Asks Administration to clarify, as soon as possible, the use of the Public Right of Way for distributing advertising bundles. If allowed what are the guidelines/requirements governing the use and if not allowed the penalties and enforcement procedures used. Residents feel if these are not delivered to their mailbox they should be prohibited and considered littering.</p> <p>ACOQ2022 18.1 (January 31, 2022)</p>	<p><b>Type of Response Required</b>                      -Written Report</p>

/sg  
 as of February 10, 2022, 2022



**Council Directives: SCM 48/2022**

**Subject: Outstanding Council Directives as of February 14, 2022**

## Outstanding Council Directives Tracking Log

Updated:2/10/2022

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
December 17, 2012	CR293/2012	16287	City Planner	That the report of the City Planner dated November 21, 2012 entitled "Exemption from Sandwich Demolition Control By-law 20-2007 — 508, 520, 540, 556, 570, 590, 604, 612, 615, 622, 623, 631, 639, 646, 663, 670, 673, 686, 704, 710, 718, 724, 730, 738, 744, 750, 753, 758-760, 759, 765, 764, 769, 772, 777, 778, 781, 784, and 790 Indian Road, 812 and 862 Mill Street, and 764, 770, 780 and 788 Rosedale Avenue" <b>BE DEFERRED</b> as requested by the Canadian Transit Company, to allow for further discussions with administration on this matter.	Report remains deferred by Council, as per the Commissioner, Legal & Legislative Services.
August 24, 2015	CR159/2015 Clause XI	17893		<b>"Corporate Payroll Business Process Review UPDATE":</b> That the final FTE staffing changes reductions and resultant project savings and completions, <b>BE REPORTED</b> to City Council as part of or prior to the 2018 budget process	Q1 2021
May 16, 2016	CR334/2016	S 76/2016	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	THAT City Council AUTHORIZE the CFO/Commissioner, Corporate Services Chief Financial Officer & City Treasurer(or delegate) to sign Minutes of Settlement as it relates to the Centralized Property Appeals. THAT the CFO/Commissioner, Corporate Services Chief Financial Officer & City Treasurer(or delegate) <b>BE REQUIRED</b> to report the results of the Minutes of Settlement to City Council once all appeals have been finalized.	Ongoing as required

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
September 19, 2016	CR594/2016	C 176/2016	Chief Administrative Officer	<p>THAT City Council APPROVE the allocation of \$400,000 for the design, creation, installation and unveiling of a commemorative statue to honour the life and work of Hiram Walker; and,</p> <p>THAT City Council APPROVE that \$390,000 BE FUNDED from the 2014 Enhanced Capital Budget Contingency Placeholder for this project with the remaining \$10,000 to BE FUNDED from Councillor Holt's 2016 ward funds; and,</p> <p>THAT City Council APPROVE the sole source retention of artist Mark Williams for the creation, fabrication and installation of a statue/sculpture depicting Hiram Walker and DIRECT administration to prepare an agreement to retain the services of Mr. Williams accordingly; and,</p> <p>THAT the CAO and Commissioner, Legal &amp; Legislative Services BE AUTHORIZED to take any other steps as may be required to bring effect to these resolutions, satisfactory in form to the Commissioner, Legal &amp; Legislative Services, in financial content to the Commissioner, Corporate Services Chief Financial Officer &amp; City Treasurer, and in technical content to the Commissioner, Infrastructure Services; and,</p> <p>THAT the CAO and Commissioner, Legal &amp; Legislative Services BE AUTHORIZED to sign any required documentation as it relates to this project, satisfactory in legal form to the Commissioner, Legal &amp; Legislative Services, in technical content to the Commissioner, Infrastructure Services, and in financial content to the Commissioner, Corporate Services Chief Financial Officer &amp; City Treasurer; and further,</p> <p>THAT administration REPORT BACK on fundraising efforts towards this project within six months.</p>	CAO 4032 - To be completed 2020

## Outstanding Council Directives Tracking Log

Updated:2/10/2022

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
February 6, 2017	CR59/2017	CM 59/2016	City Planner	<p>THAT the report of the City Planner dated October 26, 2016 entitled "Response to CQ34-2016: Design Guidelines for fencing along Riverside Drive" <b>BE RECEIVED</b> for information; and further,</p> <p>THAT Administration <b>BE DIRECTED</b> to prepare a report for Council's consideration that would:</p> <ul style="list-style-type: none"> <li>- Institute a by-law standard for decorative fencing and parking areas along Riverside Drive (both the north and south sides of Riverside Drive); and</li> <li>- Include options for incentivizing existing commercial and industrial property owners to be able to upgrade their existing fencing along the waterfront side of Riverside Drive; and</li> </ul> <p>Include costing for decorative fencing from just east of Hiram Walker's all the way to Strabane.</p>	
August 8, 2017	CR472/2017	C 123/2017	Manager Real Estate Services	That Administration <b>REPORT BACK</b> with respect to conducting an EOI for the rental of the commercial space in the Goyeau Street Parking garage.	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
October 16, 2017	CR648/2017	C 180/2017	Chief Administrative Officer	<p>... That pending the restoration of the Street Car #351, City Council APPROVE IN PRINCIPLE the installation of Street Car #351 into a Riverfront Park location with a future report to City Council for site location approval and funding request to install at said location and to develop a maintenance fund for future requirements; and further,</p> <p>That administration BE DIRECTED to undertake a public consultation process on this project, and that following this process, that an administrative report BE PREPARED for Council's consideration no later than 6 months after the Trolley is accepted from the current owner, to provide options as to usage if it is for some kind of vending (e.g., food and/or drink) or anything of that nature, including costs for transportation, placement, and potential sites; and further,</p> <p>That the CAO and Commissioner, Legal &amp; Legislative Services BE AUTHORIZED to sign any other documents required to bring effect to these resolutions, in form satisfactory to the Commissioner, Legal &amp; Legislative Services, in financial content satisfactory to the Commissioner, Corporate Services Chief Financial Officer &amp; City Treasurer/Commissioner, Corporate Services Chief Financial Officer &amp; City Treasurer, and in technical content to the Corporate Leader of Parks, Recreation, Culture and Facilities and Executive Director of Recreation and Culture; and further,</p>	CR297/2018 Fundraising Ongoing
January 15, 2018	B32/2018	S 184/2017	City Forester	<p>THAT the report from the City Forester regarding an update on the progress of a City-wide Tree Inventory Project, a Preventative Tree Maintenance Program and a Urban Forest Management Plan <b>BE RECEIVED</b>; and further,</p> <p>THAT funding for the Preventative Tree Maintenance Program in the estimated annual amount of \$2,080,000 beginning in 2019 <b>BE REFERRED</b> to future Capital budget deliberations; and,</p> <p>That Administration <b>PROVIDE</b> information on any available subsidized programs which may exist by investigating best practices used in other municipalities; and that this information <b>BE PROVIDED</b> during the 2019 Budget deliberation process.</p>	Will be included in Capital Variance Report 2021



## Outstanding Council Directives Tracking Log

Updated:2/10/2022

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
March 26, 2018	CR155/2018	C 52/2018	Commissioner, Infrastructure Services	<p>...That the Purchasing Department BE AUTHORIZED to issue a Purchase Order to Haddad, Morgan and Associates Ltd. to provide engineering services related to the redevelopment of 6700 Raymond Ave (former Concord School site) for an upset limit of \$75,500 plus taxes; and further,</p> <p>That the Commissioner, Infrastructure Services or designate BE AUTHORIZED to issue the requisite tender for the construction works required for the redevelopment and FURTHER that once the tender results are known that a report be submitted to City Council relative to the award of the contract and identifying a funding source for any projected funding shortfalls that may arise.</p>	<p>On hold pending Planning's review of tiny houses as asked by Councillor Gignac Now that the SMP is complete we need to review the impact of this development however the concepts are still being developed by Planning - update towards end of Dec. 2020</p>
May 7, 2018	CR245/2018	CMC 9/2018	Chief Administrative Officer	<p>That the correspondence from the Ministry of Education dated April 27, 2018 regarding an update to Ontario's commitment to revise the Pupil Accommodation Review Guideline (PARG) <b>BE RECEIVED</b>, and further, that Administration <b>BE DIRECTED</b> to prepare a report for Council's consideration in terms of the possibility for applying on the City of Windsor's behalf for the Call of Proposals being issued this summer to participate in the Voluntary Integrated Planning and Partnerships Initiative (VIPPi), to provide flexible support to local partners that wish to enhance their collective capacity for integrated capital and community planning.</p>	
May 7, 2018	CR253/2018	C 76/2018	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	<p>...That all expenditures made under the exemption <b>BE REPORTED</b> to Council by the 2022 CAN-AM Police-Fire Games General Manager within a reasonable time following the conclusion of the Project.</p>	
May 7, 2018	CR265/2018 ETPS 597	SCM 178/2018 & S 59/2018	Commissioner, Community Services	<p>That the report of the Manager of Parks Development dated March 28, 2018 entitled "Response to CQ4-2016 Lighting at Riverfront Walkway Near Askin Boulevard" <b>BE RECEIVED</b> for information; and,</p> <p>That a report be <b>BROUGHT BACK</b> as part of the 2021 budget deliberations relative to the matter so that council can debate the allocation of the Central Riverfront Park Improvement placeholder funds, including consideration of lighting the riverfront walkway.</p>	<p>Stand alone report or as part of Capital Budget submissions under CRIP or lighting projects for 2021</p>

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
May 7, 2018	CR275/2018	C 77/2018	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	That Council <b>PROVIDE</b> Riverwest with the City's copyright permission to use banners with the likeness of public artwork owned by the City on condition that Riverwest agrees that the banners contain an acknowledgement of the artists who produced the original artwork; and further,  That Council <b>APPROVE</b> the requested \$5000 indemnity and that this <b>BE CHARGED</b> to the Budget Stabilization Reserve Fund (BSR) and that Administration <b>BE DIRECTED</b> to prepare a draft policy for Council's consideration regarding banners (how they can be requested, all costs associated, etc.) outlining what would be expected.	
June 4, 2018	CR333/2018 Clause VII	S 235/2017 & SCM 75/2018	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	VII. That Administration <b>REPORT BACK</b> to City Council regarding the catalyst project designation under the Building/Property Tax Increment Grant Program.	
August 27, 2018	CR472/2018	C 148/2018	City Planner	That the Walkerville area <b>BE SELECTED</b> as a pilot project area for the Districting Initiative and generally bounded on the north by the Detroit River, on the south by Niagara Street, on the east by Walker Road, and to the west by Gladstone Avenue.  That a design and costing consultant at a cost not to exceed \$100,000.00 (plus HST) <b>BE RETAINED</b> for purposes of performing a higher level design analysis/value engineering and market costing so that the most accurate budget estimates can be obtained and further approved by Council prior to project selection/execution; and further,  That the cost of the design and costing consultant <b>BE FUNDED</b> from the 2018 Enhanced Budget for District Theming previously approved for spending by Council via CR123/2018; and,  That a future Council Report <b>BE PREPARED</b> by the City Planner recommending and describing the specific Walkerville Districting projects to be completed with estimated budgets and timelines for completion.	

### Outstanding Council Directives Tracking Log

Updated:2/10/2022

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
September 17, 2018	CR503/2018 ETPS 630	SCM 332/2018 & C 122/2018	Commissioner, Community Services	<p>That the report of the Manager Parks Development, dated July 20, 2018, responding to CQ27-2017 regarding first responders signage for parks, <b>BE RECEIVED</b> for information; and,</p> <p>That City Council <b>BE ADVISED</b> that Administration will return to Council in January 2019 to request the approval to proceed with this project and release the 2023 funding allocated as part of the 2018 Enhanced Budget, and further,</p> <p>That Administration <b>BE DIRECTED</b> to develop a wayfinding standards policy based on the results of the Little River Corridor wayfinding signage and markers, as a pilot project, to be brought to City Council for approval.</p>	Wayfinding signage at Little River Corridor install Spring 2020 as Pilot. Report to follow on year after review of pilot (summer/fall 2021)
September 17, 2018	CR512/2018 PHED 589	SCM 257/2018 & SCM 207/2018	City Planner	<p>That Report No. 7 of the Windsor Housing Advisory Committee indicating: That the "Draft" Official Plan policies relating to second unit policies BE ACCEPTED and further, that the recommendation of the Housing Advisory Committee proceed to the Planning, Heritage and Economic Standing Committee and to City Council as expeditiously as possible, <b>BE APPROVED</b>; and,</p> <p>That Administration <b>REPORT BACK</b> to Council on best practices from surrounding Municipalities regarding heights and set back requirements for ancillary structures.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
October 1, 2018	CR550/2018	S 165/2018	Commissioner, Community Services	<p>That the report from Glos Associates Inc. titled "Proposed Relocation/Construction of Lanspeary Park Greenhouse Feasibility Study" and dated September 10, 2018 <b>BE RECEIVED</b>; and further,</p> <p>That Council <b>APPROVE</b> OPTION #2 – Construct a new greenhouse complex at Jackson Park- as the preferred solution; and further,</p> <p>That Council <b>REFER</b> consideration of the associated funding for the chosen option to the 2019 budget deliberations; and further,</p> <p>That subject to funding being approved in the Capital Budget, Administration <b>BE DIRECTED</b> to construct a new greenhouse complex at Jackson Park inclusive of the expansion space for in-house plant production and thereafter proceed to demolish the existing Lanspeary Park Greenhouse Complex, taking into consideration any heritage features or buildings contained thereon, and restore the subject area to parkland; and further,</p> <p>That Administration <b>BE DIRECTED</b> to offer options for the expansion of the demonstration house on the site within the re-development plans for Lanspeary Park (options showcasing the low impact re-development); and further,</p> <p>That Administration <b>BE DIRECTED</b> to provide information on production numbers for having this in-house versus externally for this service (how much does the taxpayer benefit from having this in-house).</p>	<p>Info on production numbers will be included in the report for approving the precommitment of remaining funds required anticipated in early January 2021. Lanspeary redevelopment plans/report will follow public open house, late 2021 early 2022.</p>

Outstanding Council Directives Tracking Log

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
January 7, 2019	CR4/2019	C 217/2018	Chief Administrative Officer	<p>1. That City Council AUTHORIZE Administration to proceed with, and PRE-COMMIT funding for, the additional 2018 Enhanced Capital Projects identified in Appendix A for the 2019 calendar year; and,</p> <p>2. That the award of tenders or RFP's for the identified works BE PRE-APPROVED, subject to being within the allocated budget and in accordance with Purchasing by-law 93-2012, and that the Chief Administrative Officer and Commissioner, Legal &amp; Legislative Services BE AUTHORIZED to sign all relevant agreements, in form satisfactory to the Commissioner, Legal &amp; Legislative Services, in financial content satisfactory to the Commissioner, Corporate Services Chief Financial Officer &amp; City Treasurer and in technical content satisfactory to the Commissioner, Infrastructure Services, City Planner or Corporate Leader of Parks, Recreation, Culture and Facilities; and,</p> <p>3. That Administration REPORT BACK to City Council through a Communication Report(s) the results of all tenders that were awarded and approved, with any that require additional funding to be reported to Council separately.</p>	
February 4, 2019	CR35/2019	C 11/2019	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	<p>That City Council <b>APPROVE</b>, as per the requirements of the Leadership Asset Management Program (LAMP), the use of the tools and guidelines for Triple bottom line plus (TBL+), Whole life-cycle (WLC) and Business Case Evaluation (BCE) as developed through the LAMP grant and approved by the Asset Planning Steering Committee; and,</p> <p>That City Council <b>DELEGATE</b> authority to the Asset Planning Steering Committee to provide oversight to the implementation of this framework and to amend the guidelines and tools as may be deemed necessary as such guidelines and tools are integrated within the Corporation; and further,</p> <p>That Administration <b>BE DIRECTED</b> to prepare a report for Council's consideration on methods that could be used to accelerate the process for implementation</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
March 25, 2019	CR120/2019	C 43/2019	Commissioner, Legal & Legislative Services	That the report of the Commissioner, Corporate Services Chief Financial Officer & City Treasurer regarding the Mayor, Councillors and Appointees 2018 Statement of Remuneration and Expenses BE RECEIVED for information; and further, That in a municipal election year, NO COUNCILLOR SHALL BE PERMITTED to commit to any conferences after the date of an election in a municipal election year; and further, That Administration BE DIRECTED to prepare a report for Council's consideration on a process that would allow all members of Council to access conference materials and summary notes for information purposes, from those Councillors that attend conferences.	
April 1, 2019	B8/2019	C 226/2018	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	That City Council <b>RECEIVE</b> the 2019 Capital Budget 7-Year Plan documents reflective of approx. \$845.104 M in total funding; and...  That Administration <b>BE DIRECTED to REPORT BACK</b> to Council regarding the infrastructure deficit and a high-level plan to address it; and,  As amended a total of \$240,000 from the 2019 Grant Matching and Inflationary Pressures project (FIN-001-19) be reallocated to: Capitol Theatre Capital Improvements (ENG-010-17) in the amount of \$40,000 for the new Marquee sign and Pedestrian Crossing (OPS-001-19) in the amount of \$200,000 for priority pedestrian crossings as identified in agenda Item 11.14.	
April 1, 2019	B14/2019	C 188/2018	Commissioner, Infrastructure Services	That Council <b>FORMALLY REQUEST</b> the Lieutenant Governor of Ontario for permission to divest of the City-owned shore wall along Lake St. Clair; and,  That Administration <b>FURTHER REPORT BACK</b> with respect to the question regarding possible transfer ownership of shore walls and associated land; and...	Letter sent to ERCA Richard Wyma on November 2019. Letter sent by CAO to MNR January 16, 2020 c/o Mitch Wilson. Cannot be responded to until a response is received. It will likely be a year or more. September 9, 2020 - Lt Gov. has not yet responded

### Outstanding Council Directives Tracking Log

Updated:2/10/2022

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
April 1, 2019	B61/2019	Reference #C118	Chief Executive Officer Windsor Library	That the recommended "Addition of Friday Branch Hours" (Budget Issue #2019-0358) in the amount of \$98,412 <b>BE NOT APPROVED</b> , and that it <b>BE FUNDED</b> through one-time dollars and that Administration <b>REPORT BACK</b> in 2020.	
May 6, 2019	CR204/2019	C 66/2019	Commissioner, Legal & Legislative Services and Licence Commissioner	That the report of the Manager of By-law Enforcement dated April 3, 2019 entitled "CQ19-2018 – Blitz By-Law Enforcement" <b>BE RECEIVED</b> ; and further,  That administration <b>BE DIRECTED</b> to prepare a report analyzing whether or not proactive by-law blitz would over time decrease the amount of complaints received, perhaps by engaging a part-time officer one day a month dedicated to such a blitz.	
May 6, 2019	CR210/2019	C 78/2019	Community Development and Health Services Commissioner – Corporate Leader Social Development and Health	That the report from the Commissioner of Community Development and Health Services and the Administrator/Executive Director of Huron Lodge Long-Term Care Home <b>BE RECEIVED</b> for information; and further...  That the Chief Administrative Officer and Commissioner, Legal & Legislative Services <b>BE AUTHORIZED</b> to execute any documents required to establish and participate in the Ontario Health Team, such that any funding does not create an additional annualized cost without the prior approval of City Council, and subject to legal approval by the Commissioner, Legal & Legislative Services, financial approval by the Commissioner, Corporate Services Chief Financial Officer & City Treasurer, and technical approval by the Community Development and Health Commissioner and Executive Director of Huron Lodge; and further,  That Administration <b>BE DIRECTED</b> to provide appropriate reports to City Council as the Ontario Health Team is established in Windsor and Essex County.	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
July 8, 2019	CR322/2019	C 68/2019	Chief Building Official	<p>That a vacant building registry <b>NOT BE IMPLEMENTED</b> at this time and the vacant building initiative (VBD) <b>BE EXTENDED</b> to July 2020; and,</p> <p>That Building Administration <b>CONTINUE TO REVIEW</b> the effectiveness of the VBI program and <b>PROVIDE</b> City Council costing options to maintain permanent pro-active vacant building enforcement as part of the 2020 Building Inspections budget submission; and,</p> <p>That a sixth goal <b>BE ADDED</b> to the 5 program goals listed in the report, specifically “To mitigate visible blight for the affected neighbourhood”; and,</p> <p>That administration <b>BE DIRECTED</b> to report back in 2020 for a more fulsome breakdown of statistics including types of orders issued, which were successful, which were complied with, and that the report <b>ALSO INCLUDE</b> options for a vacant building registry that expressly includes the topic of access, cost recovery, identification, highest fees possible under the law and the shortest timelines.</p>	
July 8, 2019	CR334/2019	SCM 205/2019 & S 102/2019	City Planner	<p>That this Council Report responding to CQ 1-2019 on the benefits and process to designating Walkerville a Heritage Conservation District under the Ontario Heritage Act <b>BE RECEIVED FOR INFORMATION</b>; and,</p> <p>That Administration <b>BE DIRECTED</b> to proceed with the implementation of the Walkerville Heritage Conservation District Study; and,</p> <p>That administration <b>PROVIDE</b> a fulsome report to the Development and Heritage Standing Committee outlining the process, timelines and next steps.</p>	



### Outstanding Council Directives Tracking Log

Updated:2/10/2022

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
July 8, 2019	CR340/2019	SCM 183/2019 & S 97/2019	Commissioner, Human & Health Services	<p>...That Administration <b>BE DIRECTED</b> to bring the Community Safety and Well-being Plan to City Council and the Windsor Police Services Board in sufficient time to be adopted prior to the Provincial government's deadline of January 1, 2021; and further,</p> <p>That the Commissioner of Community Development and Health Services or her designate <b>BE REQUESTED</b> to provide regular updates to the Community Services and Parks Standing Committee over the process of development and implementation of the Community Safety and Well-being Plan.</p>	CR337/2020 Extended deadline
July 8, 2019	CR347/2019	SCM 190/2019 & S 79/2019	Commissioner, Human & Health Services	<p>...That the Chief Administrative Officer and Commissioner, Legal &amp; Legislative Services <b>BE AUTHORIZED</b> to execute any agreements, documents and forms required to establish and participate as a Prototype, Service System Manager and/or Direct Delivery Agent, such that any funding does not create an additional annualized City cost without the prior approval of City Council. Authorization would be subject to approval as to legal content by the Commissioner, Legal &amp; Legislative Services, as to financial content by the Commissioner, Corporate Services Chief Financial Officer &amp; Commissioner, Corporate Services Chief Financial Officer &amp; City Treasurer and Commissioner, Corporate Services Chief Financial Officer &amp; City Treasurer designate, and as to technical content by the Community Development and Health Services Commissioner and the Commissioner, Human &amp; Health Services; and further,</p> <p>That Administration <b>BE DIRECTED</b> to provide appropriate reports and updates to City Council regarding the Ontario Works – Employment Ontario Transformation as information becomes available.</p>	
August 26, 2019	CR424/2019	S 129/2019	Senior Manager Asset Planning	<p>That City Council <b>RECEIVE</b> and <b>APPROVE</b> the attached Asset Management Plan for the City of Windsor in compliance with Ontario Regulation 588/17 – Asset Management Planning for Municipal ; and further,</p> <p>That the report of the Manager of Asset Planning dated July 8, 2019 entitled “Corporate Asset Management Plan” <b>BE DEFERRED</b> to the 2020 Budget Deliberations to allow Council to consider the additional recommendations in the report.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
October 7, 2019	CR495/2019 Clause 6	C 162/2019	Sokol- Asset Planning	1 – That Council AUTHORIZE administration to negotiate a Municipal Sewer Access Agreement between the City of Windsor and Noventa Energy Partners Ltd. for the purpose of connecting to the City’s sanitary sewer trunk line at a designated location along Riverside Drive, satisfactory in form to the Commissioner, Legal & Legislative Services, in technical content to the Commissioner, Infrastructure Services, and in financial content to the Commissioner, Corporate Services Chief Financial Officer & Commissioner, Corporate Services Chief Financial Officer & City Treasurer and Commissioner, Corporate Services Chief Financial Officer & City Treasurer; and... 6 – That Council DIRECT administration to report back detailing the outcome of the negotiated agreements and other related matters contained in this report.	
October 7, 2019	CR518/2019	SCM 358/2019 & S 146/2019	Executive Director of Operations	That this report in response to CQ 12-2019 – Residential Parking Permit Policy <b>BE RECIEVED</b> by Council for information; and,  That Council <b>RESCIND</b> the Onstreet Parking Permits for Agencies Policy as adopted in CR418/2004; and,  That Council <b>APPROVE</b> the Agency Parking Permit Policy as proposed in Appendix “A”; and,  That Administration <b>BE REQUESTED</b> to report back on options to curb the issues with permit parking including but not limited to no parking zones/limited parking/commuter lots and other solutions that administration deems may be good solutions; and,  That this information <b>BE FORWARDED</b> to a future meeting of the Environment, transportation and Public Safety Standing Committee.	Waiting for information related to the lot near Brock Street which we are trying to make arrangements for some alternative parking
November 18, 2019	CR543/2019	S 198/2019	Commissioner, Human & Health Services	...That Administration <b>BE DIRECTED</b> to bring the regional Community Safety and Well-Being Plan to City Council and Essex County Council in sufficient time to be considered prior to the Provincial government’s deadline of January 1, 2021.	CR337/2020 Extended deadline

## Outstanding Council Directives Tracking Log

Updated:2/10/2022

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
November 18, 2019	CR564/2019	SCM 388/2019 & SCM 329/2019	Windsor Police Services	That Report No. 21 of the Windsor BIA Advisory Committee – Increasing enforcement on Wyandotte St. East from Devonshire to Lauzon indicating: That Administration from Windsor Police Services <b>BE REQUESTED</b> to report back on the feasibility of increasing enforcement on Wyandotte Street East from Devonshire to Lauzon Road due to excessive speeding along this corridor.	
December 2, 2019	CR601/2019	SCM 417/2019 & SCM 365/2019		That Report No. 2 of the Committee of Management for Huron Lodge indicating: That Administration <b>BE REQUESTED</b> to report back on the history of per diem funding in long term care homes and the comparators relating to the allocation of food per diems in other institutions	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
December 2, 2019	CR608/2019	SCM 412/2019 & S 200/2019	Commissioner, Human & Health Services	<p>That this report from the Executive Director of Housing and Children's Services regarding the Windsor Essex Child Care and Early Years Service System Plan 2020-2025 <b>BE ACCEPTED</b>; and,</p> <p>That the Executive Director of Housing and Children's Services <b>BE AUTHORIZED</b> to submit The Windsor Essex Child Care and Early Years Service System Plan 2020-2025 to the Province of Ontario's Ministry of Education on or before December 31, 2019 as required under the Child Care and Early Years Act; 2014 (CCEYA); and,</p> <p>That the Executive Director of Housing and Children's Services <b>REPORT BACK</b> to Council should the Ministry of Education have substantial changes and/or recommendations that are directed by the Minister to be incorporated into The Windsor Essex Child Care and Early Years Service System Plan 2020-2025; and,</p> <p>That the Executive Director of Housing and Children's Services <b>BE AUTHORIZED</b> to submit subsequent reports/updates on The Windsor Essex Child Care and Early Years Service System Plan 2020-2025 to the Ministry of Education if required; and further,</p> <p>That Administration <b>REPORT BACK</b> to the Community Services and Parks Standing Committee once further analysis is completed regarding the causal data related increase in vulnerability as reported in the Early Development Instrument (EDI) and further analysis in terms of breakdowns of EarlyON programs and usage.</p>	
December 16, 2019	CR621/2019	C 203/2019	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	<p>That City Council <b>APPROVE</b> the issuing of a Request for Proposal (RFP), in accordance with Purchasing Bylaw 93-2012 and amendments hereto, for the potential development of a photovoltaic generation Net Metering project on suitable City of Windsor properties; and,</p> <p>That the Council <b>DIRECT</b> Administration to report back on the outcome of the RFP identifying the successful proponent along with a detailed business case analysis.</p>	

## Outstanding Council Directives Tracking Log

Updated:2/10/2022

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
January 20, 2020	CR40/2020	SCM 485/2019 & S 230/2019	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	That the Environment, Transportation & Public Safety Standing Committee sitting as the Transit Windsor Board of Directors <b>APPROVE</b> the Transit Master Plan – More Than Transit (the Plan) as follows: 1. That the Plan <b>BE</b> the roadmap for Transit Windsor from the years 2020 to 2028 to follow with annual reviews and updates; and, 2. That any 2019 operating revenue surplus to a maximum of \$250,000 <b>BE TRANSFERRED</b> to Capital to fund a Garage Feasibility Study in order to implement the plan; and, 3. That the recommendations as set out by Administration for capital and operating needs for 2020 through to 2028 <b>BE DEFERRED</b> to the City of Windsor Annual Operating and Capital Budget with regards to implementation of the plan.	
January 27, 2020	B9/2020	SCM 299/2019 & S 167/2019	Commissioner, Infrastructure Services	That Administration <b>BE DIRECTED</b> to prepare a report for Council's consideration related to options for curbside garbage collection instead of alley collection citywide wherever possible.	Report written as C 151/2020. Will be updated with new financial information and is expected to go to December 16 ETPS
January 27, 2020	B10/2020	SCM 483/2019 & S 213/2019	Commissioner, Infrastructure Services	That the attached Alley Lighting Policy <b>BE ADOPTED</b> by City Council; and, That the 2020 annual operating and maintenance fee of \$150 per light fixture that will be divided amongst all the properties serviced by the light fixture <b>BE ADDED</b> to the 2020 User Fee Schedule; and, That administration <b>BE REQUESTED</b> to provide a report to a future meeting of the Environment, Transportation & Public Safety Standing Committee regarding a fee structure framework for maintenance standards for alleys in the City.	
January 27, 2020	B58/2020	AFB/13467	Chief Administrative Officer	That Administration <b>BE DIRECTED</b> to implement a Zero Based Participatory Full Council Budget model for the 2021 Budget deliberations and further that a report <b>BE PROVIDED</b> in the Spring of 2020 outlining the parameters and options for a Zero Based Budget model for Council's consideration and decision.	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
February 24, 2020	CR99/2020 CR605/2019 CSPS79	SCM 58/2020 & C 160/2019	Commissioner, Community Services	<p>...That the International Relations Committee <b>BE REQUESTED</b> to review the \$25,000 commitment for the You + Me sculpture project due to the updated information regarding the \$50,000 financial commitment to this project by the Rotary Club of Windsor-Roseland;</p> <p>That the International Relations Committee <b>RECONSIDER</b> committing \$25,000 in the You + Me sculpture project; and further,</p> <p>That, in the absence of the International Relations Committee reconsidering a \$25,000 financial commitment, the International Relations Committee <b>REPORT BACK</b> to Council with their plan for the \$25,000 that was previously committed to the You + Me sculpture project.</p>	Completed - a small portion (\$5,000) was allocated to the You +Me sculpture project and of the remaining \$20,000 the IRC has approved \$14,000 for the Sister Cities Pole
April 27, 2020	CR149/2020	C 76/2020	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	<p>That the results of the email poll conducted by the Deputy Commissioner, Legal &amp; Legislative Services on April 8, 2020 approving the following recommendation BE CONFIRMED AND RATIFIED:</p> <p>That, consistent with CR 127/2020 which provided all taxpayers property tax relief in the form of an extension for payment of the third interim tax instalment, City Council EXTEND the due date for the 2020 1st quarter remittance of the Municipal Accommodation Tax (MAT) from April 30, 2020 to June 30, 2020; and further,</p> <p>That there WILL BE NO late payment charges in either form, penalty and/or interest through the period June 30, 2020; and further,</p> <p>That the Commissioner, Legal &amp; Legislative Services AMEND By-law 133-2018;</p> <p>and further,</p> <p>That administration BE DIRECTED to prepare a report for Council's consideration, as soon as possible, on options available for the City of Windsor to use the Municipal Accommodation Tax (MAT) to help the local hospitality industry as a result of the ongoing COVID-19 pandemic.</p>	

### Outstanding Council Directives Tracking Log

Updated:2/10/2022

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
May 4, 2020	CR215/2020	SCM 117/2020 & S 187/2019	City Planner	<p>I. That the report of the Planner II – Revitalization &amp; Policy Initiatives dated February 12, 2020 entitled “Administration Response to CQ 17-2019 Regarding 2650 Metcalfe Street” <b>BE RECEIVED</b> for information; and further,</p> <p>II. That the City Planner <b>INFORM</b> the ward councillor of any new development activity or land use applications being proposed on the subject property and <b>REPORT</b> on the same to Council.</p>	
June 15, 2020	CR315/2020	C 68/2020	Commissioner, Community Services	That the report of the Manager – Parks Development, dated April 1, 2020 entitled “E-Scooters in Parks” <b>BE DEFERRED</b> until the spring of 2021 as a pilot project for 2020 would be limited due to the Covid-19 pandemic.	Report will be updated and brought forward to Council in Spring 2021.
June 25, 2020	CR330/2020	C 130/2020	Commissioner, Infrastructure Services	<p>1. That the response to CR323-2020 <b>BE RECEIVED</b> for information, AND</p> <p>2. That Council <b>APPROVES</b> the Walkerville BIA Parklet and Curbside Cafe Pilot Project for the 2020 cafe season, as outlined in this report, AND</p> <p>3. That Administration <b>BE DIRECTED</b> to prepare a report outlining the results of this project, to be included in the 2021 Budget documents for possible continuation and expansion of the program, AND</p> <p>4. That Council <b>APPROVES</b> the waiving of Meter Bag fees for the 2020 cafe season, as outlined within the Financial Matters section of this report.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
July 27, 2020	CR380/2020	C 145/2020	Community Development and Health Commissioner & Corporate Leader – Social Development and Health	<p>That the Review of Emergency Shelter Services in Windsor Essex Report by Vink Consulting Inc. BE RECEIVED for information; and,</p> <p>That the Executive Director of Housing and Children’s Services BE DIRECTED to bring forward reports to City Council addressing the recommendations for the future state of the emergency shelter system, including implementation plans with associated costs; and,</p> <p>That the Executive Director of Housing and Children’s Services BE AUTHORIZED to pursue funding options to support any required operational and capital investments and further, should such funding options be in the forms of grants and/or loans; and,</p> <p>That the Chief Administrative Officer and Commissioner, Legal &amp; Legislative Services, or their designates, BE AUTHORIZED to sign any applications and take any such actions as required to secure funding provided such documents are in a form satisfactory to the Commissioner, Legal &amp; Legislative Services, satisfactory in financial content to the Commissioner, Corporate Services Chief Financial Officer &amp; City Treasurer, and technical content to the Executive Director of Housing and Children’s Services; and further,</p> <p>That Administration BE DIRECTED to report back to the Community Services and Parks Standing Committee on a quarterly basis on timelines and progress of the report.</p>	
October 19, 2020	CR519/2020	C 182/2020	Commissioner, Legal & Legislative Services	That administration <b>BE DIRECTED</b> to bring back for Council’s consideration a draft by-law for short-term rentals that would mirror for the most part the municipality of Vaughan’s regulations	



## Outstanding Council Directives Tracking Log

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
November 7, 2020	CR553/2020 DHSC 207	SCM 311/2020 & S 53/2020	City Planner	<p>I. That Administration <b>BE REQUESTED</b> to give notice of intention to designate the property located at 436 Askin Ave in accordance with Part IV of the Ontario Heritage Act; within 60 days from September 25, 2020; and,</p> <p>II. That the request to demolish the enclosed porch and balcony at the rear of 436 Askin Ave to facilitate a rear addition and conversion to a semi-detached dwelling as currently proposed, <b>BE REFUSED</b>, in accordance with the Ontario Heritage Act, Section 30 Effect of the Notice of Designation; and,</p> <p>III. That Administration <b>REPORT BACK</b> to Council regarding initiation of a Heritage Conservation District Area Study for this area; and, that the report include suggestions related to potential boundaries, optional designation of a Heritage Conservation District Study Area Bylaw, timing of the study and funding considerations.</p>	
November 7, 2020	CR564/2020	C 211/2020	Commissioner, Infrastructure Services	<p>That the report of Public Works – Operations, dated October 23, 2020 entitled “Purchase of Six, 2021 Chevrolet Bolt, Fully Electric Vehicles for Building Department” <b>BE RECEIVED</b>; and further,</p> <p>That the existing RFP <b>BE RESCINDED</b> and that a new RFP <b>BE ISSUED</b> for hybrid mini-vans that would replace these vehicles and that Administration <b>BE DIRECTED</b> to come back with a draft policy for Council’s consideration on how to replace vehicles while at the same time supporting the Climate Change Plan.</p>	
November 23, 2020	CR585/2020	C 220/2020	Commissioner, Community Services	That the report of the Senior Manager – Facilities dated November 6, 2020 entitled “Corporate Security Plan and Risk Assessment” <b>BE DEFERRED</b> to allow for additional information from administration.	
December 7, 2020	CR616/2020 Clause 6	C 54/2020	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	6. That administration <b>BE DIRECTED</b> to report back at a high level on the economic impact and any perceived impacts on development if Council were to revisit eliminating the industrial exemption.	
December 7, 2020	CR625/2020		Commissioner, Corporate Services Chief Financial Officer & City Treasurer	That administration <b>BE DIRECTED</b> to prepare a summary report for Council’s consideration at the January 18, 2021 meeting of Council on the possibility of allowing advisory committees, in light of the ongoing Covid19 pandemic, to carry forward any remaining funds to 2021.	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
December 21, 2020	CR655/2020	SCM 374/2020 & S 164/2020	Commissioner of Parks, Recreation, Culture and Corporate Facilities	That Administration <b>BE REQUESTED</b> to report back to Council outlining the costs associated with undertaking an invasive species management strategy citywide.	
January 18, 2021	CR40/2021 ETPS 802	SCM 16/2021 & S 155/2020	Commissioner, Legal & Legislative Services	That the report of the Environment, Transportation and Public Safety Standing Committee of its meeting held December 16, 2020 regarding "Wyandotte Street East Corridor Review" <b>BE REFERRED</b> back to Administration to narrow the focus as soon as possible, and to satisfy the Active Transportation Master Plan by providing cycling infrastructure along Wyandotte Street East and further, that in-person public meetings <b>BE HELD</b> once permitted, as part of a consultation process that would include residents and businesses in the subject area.	
February 1, 2021	CR64/2021 CR26/2021 DHSC 226 DHSC 227 DHSC 228 Clause 6	SCM 2/2021 & S 170/2020	City Planner	...6. That the City Planner <b>BE DIRECTED</b> to report back to Council on a range of options available to address the concerns arising from the 2650 Metcalf property operating as a Transport Terminal.	
February 8, 2021	CR69/2021	SCM 44/2021	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	That Council <b>RECEIVE</b> the external advisory report and <b>ENDORSE IN PRINCIPLE</b> the recommendations enclosed in Windsor Works: An Economic Development Strategy for the City's Future Growth; and further,  That Council <b>DIRECT</b> Administration to undertake the work required in order to prepare a detailed implementation plan as soon as practical and provide quarterly updates to Council on progress.	

## Outstanding Council Directives Tracking Log

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
February 22, 2021	B10/2021 ETPS 808	SCM 41/2021 & S 190/2020	Commissioner, Infrastructure Services	<p>That a pilot project for 2021 <b>BE ESTABLISHED</b> from September to December of 2021 related to Route 18 that provides service from the East End, from Tecumseh Mall to St. Clair College, to <b>BE COST-SHARED</b> between the City of Windsor and St. Clair College at a cost of \$90,000 each; and,</p> <p>That the amount of \$90,000 for the City of Windsor's portion <b>BE FUNDED</b> from the Budget Stabilization Reserve (BSR) Fund for 2021; and,</p> <p>That administration <b>BE DIRECTED</b> to enter into discussions with St. Clair College and the Student Council for the potential of a "St. Clair College Pass Program"; and further,</p> <p>That the pilot project <b>BE RE-VISITED</b> by Council in early December, 2021.</p>	
February 22, 2021	B26/2021		Commissioner, Infrastructure Services	<p>That the Street Extension and Trunk Sewer Project on Jarvis (ECP-010-07) <b>BE DEFERRED</b> for a period of 1 year to allow for the completion of the Environmental Assessment and public consultation to be conducted.</p>	
March 29, 2021	CR110/2021	Clerk's File: SP2021		<p>That the report of the Windsor Police Service entitled "Strategic Plan: 2020-2022" <b>BE REFERRED</b> to a future meeting of Council to allow for representatives from the Windsor Police Service to be in attendance and available for questions</p>	
March 29, 2021	CR111/2021	Clerk's File: MU2021		<p>That the "Windsor Utilities Commission 2020 Summary Report: Water + Imagination = Quality of Life" <b>BE REFERRED</b> to a future meeting of Council to allow for representatives from Windsor Utilities Commission to be in attendance and available for questions</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
April 19, 2021	CR161/2021	SCM 108/2021 & S 9/2021	Commissioner, Legal & Legislative Services	<p>1. That the Community Safety Zone Policy, attached as Appendix 1 of this report, <b>BE ADOPTED</b>.</p> <p>2. That Traffic By-law 9148 <b>BE AMENDED</b> as listed and attached in Appendix 2 of this report.</p> <p>3. That the Commissioner, Legal &amp; Legislative Services <b>BE DIRECTED</b> to prepare the necessary documents to amend the by-law.</p> <p>4. That Administration <b>BE REQUESTED</b> to provide a report back on the cost of adding the nine Business Improvement Areas as Community Safety Zones.</p>	
April 19, 2021	CR165/2021	C 41/2021	Commissioner of Parks, Recreation, Culture and Corporate Facilities	<p>...That Council <b>APPROVE</b> the ongoing operational costs, including an increased Windsor Auxiliary Police presence within the Riverfront Trail with all associated costs related to the pilot project of e-scooters in Parks to be charged to the Parks Operations operating budget in 2021 and funded by the Budget Stabilization Reserve (BSR) during the pilot project period in 2021 as outlined in the financial matters section of this report, and that Administration include a submission on the funds required in the following year as part of the 2022 Operating Budget deliberations and further, That Administration <b>REPORT BACK</b> to Council on the results of the pilot project including ongoing costs after its completion.</p>	

## Outstanding Council Directives Tracking Log

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
April 19, 2021	CR166/2021	C 42/2021	Commissioner, Infrastructure Services	<p>That the Street Lighting Policy, attached as Appendix 1 of this report <b>BE ADOPTED</b>, removing the provision for decorative lighting in new developments going forward; and,</p> <p>That administration <b>BE DIRECTED</b> to add wording in the policy to reflect that any new development applications which include enhanced street lighting will not be replaced on a like to like basis unless the developer agrees to pay and maintain these lights; and,</p> <p>That administration <b>BE DIRECTED</b> to report back to Council on establishing a standard for replacement of certain assets such as alley lights; and further,</p> <p>That the following recommendations as deferred by Council on March 8th, 2021 in Council Decision CR 90/2021 related to report S 136/2020 <b>BE APPROVED:...</b></p>	
April 19, 2021	CR168/2021	SCM 110/2021 & S 24/2021	Commissioner, Legal & Legislative Services	<p>That \$1,000,000 <b>BE TAKEN</b> from the 2020 yearend operating budget surplus and <b>APPLY THIS AMOUNT</b> to establish a traffic calming capital project budget for traffic calming initiatives; and further,</p> <p>That administration <b>BE DIRECTED</b> to report back to Council with a policy, including a rollout plan, that would allow residents to request speed bumps if the majority in the subject block wish to see that happen.</p>	
May 3, 2021	CR179/2021	C 51/2021	Commissioner, Legal & Legislative Services	<p>That the report of the Senior Legal Counsel and Student-at-Law dated April 9, 2021 entitled "Response to CR591/2020 – Cannabis Odour" <b>BE DEFERRED</b> to allow for a further report once the enforceability of the Town of Leamington's Cannabis Regulation By-law is considered by the Superior Court of Justice and the Normal Farm Practices Protection Board, and that the report also include possible enforcement options that would be available for Council's consideration.</p>	
May 3, 2021	CR182/2021 Clause 4	C 53/2021	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	<p>4. That Administration <b>BE DIRECTED</b> to review the application of discounts applied to the first and second sub-classes of farmland awaiting development and provide recommendations to City Council with regards to the elimination of the tax rate discounts as part of the 2022 Tax Policy report.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
May 17, 2021	CR213/2021	MBA/3183 MBA/2988	& City Planner	That the correspondence from Paul Mullins on behalf of Assumption Parish dated April 23, 2021 requesting support from the City of Windsor to be recognized by Parks Canada as a Nationally Significant Historic Site, <b>BE REFERRED</b> to administration for review and a report back to Council for consideration, specifically as it would pertain to the ramifications designation would have on city property.	
June 21, 2021	CR285/2021	C 87/2021	Chief Administrative Officer	That Council <b>RECEIVES</b> the report from the Chief Administrative Officer on June 7, 2021, which provides a preliminary organizational review of The Corporation of the City of Windsor; and, That Council <b>DIRECTS</b> Administration to report back to Council with a Corporate Strategic Plan that will provide strategic and tactical objectives that will continue to create an organization that is innovative, agile, collaborative, solution-oriented, efficient, and effective; and, That Council <b>DIRECTS</b> Administration to create an Implementation Playbook for the 20-Year Strategic Vision to ensure the continued rapid realization of its goals; and, That Council <b>DIRECTS</b> Administration to report back to Council with amendments to the Delegated Authority By-law No. 208-2008 to remove “red tape” and enable rapid execution of Council’s vision and direction; and, That Council <b>AMENDS</b> CAO By-law No. 218-2002 to reflect the current organizational structure, i.e. clarifying that the CAO shall recommend to Council the appointment and dismissal of Corporate Leadership Team members and statutory officers but not Department Heads; and, That Council <b>DIRECTS</b> Administration to retain an expert in effective board governance and facilitation, and schedule a closed Council Workshop for education purposes.	

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
July 19, 2021	CR321/2021	GCE2021 & ACOQ2021	Commissioner, Legal & Legislative Services	<p>That the correspondence from the Commissioner, Legal &amp; Legislative Services dated July 13, 2021 regarding "Response to CQ11-2021: Ontario Conservation Authority Working Group consultations" <b>BE RECEIVED</b>; and further,</p> <p>That administration <b>BE DIRECTED</b> to schedule an education/information session for Council and administration regarding core services and optional services, in order to allow Council to then issue a submission to the Ontario Conservation Authority Working Group as part of their consultations that are currently underway for both Phase 1 and 2.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
July 19, 2021	CR331/2021 CSPS 155	SCM 223/2021 & S 80/2021	Commissioner, Community Services	<p>That the report from the Cultural Development Coordinator regarding the expansion of the City of Windsor’s Poet Laureate program <b>BE RECEIVED</b>; and further,</p> <p>That the Poet Laureate program, established as an ongoing program, <b>BE REBRANDED</b> as the ‘Poet Laureate and Storytellers’ program; and further,</p> <p>That the program <b>BE UPDATED</b> to include two new positions – Indigenous Storyteller and Multicultural Community Storyteller; and further,</p> <p>That the additional funding required for the expanded program honorariums and programming initiatives in 2021 in the amount of \$9,500 <b>BE CHARGED</b> to the Culture and Events operating budget; and further,</p> <p>That Council <b>PRE-COMMIT</b> a \$9,500 increase to the Culture and Events 2022 operating budget; and further,</p> <p>That Administration <b>BE DIRECTED</b> to seek nominations for recognized Windsor literary and spoken word artists for the position of Indigenous Storyteller and Multicultural Community Storyteller, to be appointed for two-year terms; and further,</p> <p>That the administrative report <b>BE REFERRED</b> to the Diversity Committee for review and comment; and,</p> <p>That additional consultations <b>BE CONDUCTED</b> as appropriate.</p>	
July 26, 2021	CR360/2021 DHSC 310	SCM 243/2021 & S 87/2021	Commissioner, Legal & Legislative Services	<p>1. That Report No. S 87/2021 entitled “Updates to the 2021 Ontario Heritage Act Amendments” <b>BE RECEIVED</b> for information; and,</p> <p>2. That the City Planner <b>BE DIRECTED</b> to prepare amendments to City of Windsor Official Plan, Delegation By-law, and create new Heritage Procedures/By-law, or utilize other policies or tools as required, to address the legislative changes and for Council’s consideration.</p>	



### Outstanding Council Directives Tracking Log

Updated:2/10/2022

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
July 26, 2021	CR363/2021 DHSC 313	SCM 246/2021 & S 71/2021	Commissioner, Legal & Legislative Services	<p>1. That Report No. S 71/2021 updating City Council on the use and implementation of the Brownfield Redevelopment Community Improvement Plan (CIP) and tabling issues to be addressed as part of the CIP update <b>BE RECEIVED</b> for information; and,</p> <p>2. That the City Planner <b>BE DIRECTED</b> to consult with stakeholders regarding potential changes to the Brownfield Redevelopment CIP outlined in Report No. S 71/2021 and prepare any necessary CIP amendments for Council's consideration.</p>	
July 26, 2021	CR365/2021 CR333/2021	C 98/2021	Commissioner, Human & Health Services	<p>...That the Executive Director of Housing and Children's Services <b>BE DIRECTED</b> to develop a proposed model for the Housing Hub project and bring back recommendations to City Council for consideration; and further,</p> <p>That Administration <b>PREPARE</b> an official letter on behalf of City Council to help advocate other levels of government to address funding gaps with respect to mental health and addictions to ensure the new housing hub is a success.</p>	
September 27, 2021	CR387/2021	C 116/2021	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	<p>That the 2020 Annual Investment Compliance Report for the year ending December 31, 2020 <b>BE RECEIVED</b> for information; and further,</p> <p>That City Council <b>SUPPORT</b> the following actions with regards to the development and implementation of an enhanced investment strategy:</p> <p>That Administration <b>BE AUTHORIZED</b> to prepare a Request for Proposal (RFP) for Investment Advisory services; and further,</p> <p>That Administration <b>BE DIRECTED</b> to explore alternative options to traditional financial instruments to maximize overall investment returns for the City; and further,</p> <p>That Administration <b>BE AUTHORIZED</b> to prepare an Expression of Interest (EOI) to seek interest in the development of an in-house solution for managing current and projected cash flows more efficiently through the use of technology; and further,</p> <p>That Administration <b>BE DIRECTED</b> to report back to City Council the results of the above noted actions.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
September 27, 2021	CR402/2021 ETPS 841	SCM 263/2021 & S 69/2021	Commissioner, Infrastructure Services	<p>That the report of the Engineer I dated June 4, 2021 entitled "Alley Standards Development – City Wide" BE RECEIVED for information; and,</p> <p>That Administration BE DIRECTED to develop an Alley Standards Development Committee as outlined in the report; and,</p> <p>That the Alley Standards Development Committee <b>REPORT BACK</b> to Council with a fulsome report regarding alleys across the City, including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Capital and Annual Costs associated with developing, maintaining and enforcing a set of standards for all of the City's alleys</li> <li>• Clear Alley Standards</li> <li>• Different Kinds of Alleys</li> <li>• Alley Closure Process</li> <li>• Additional Dwelling Units accessing alleys and required maintenance</li> <li>• Collection of Garbage and Refuse at Curbside in a consistent manner</li> <li>• Data and Statistics related to resources spent on 311 calls in alleyways regarding clean up/rodent or other issues</li> </ul>	
October 4, 2021	CR429/2021 DHSC 326	SCM 296/2021, S 41/2020, AI 7/2021, & AI 10/2021	Commissioner, Legal & Legislative Services	<p>That the report of the Senior Planner – Policy and Special Studies dated February 27, 2021 entitled "Closure of Part of Dodsworth Street, Between Kay Street and Malden Road, Between 5168 and 5180 Malden Road - Applicant: T. Fasan - SAS/5917 - Ward 1" <b>BE REFERRED</b> back to administration to allow administration the opportunity to work with the Applicant to come to an amenable resolution for everyone involved</p>	

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
October 4, 2021	CR432/2021 DHSC 321	SCM 289/2021 & S 75/2021	Commissioner, Legal & Legislative Services	<p>That the City Planner <b>BE DIRECTED</b> to report back to the Development &amp; Heritage Standing Committee before the end of 2021 with the following:</p> <p>a. Official Plan policy options to further enhance and strengthen densification and intensification as part of the City’s overarching growth strategy, including timelines, funding and resource options to prepare that background work for an OPA or OP update; and,</p> <p>b. In order to better inform that policy work around, the Chief Planner is requested to report back with options to host one (or more) design charette workshops to co-create with community leaders a vision for a complete community city block that would capture the very best of global placemaking practices when certain density thresholds are achieved.</p>	
October 4, 2021	CR448/2021 ETPS 858	SCM 313/2021 & S 110/2021	Commissioner, Infrastructure Services	<p>That the report of the Manager of Contracts, Maintenance &amp; Field Services dated August 19, 2021 entitled “Response to CQ 5-2021 Pedestrian Walkways – City Wide” <b>BE RECEIVED</b> for information; and,</p> <p>That the addition of signage at pedestrian inter-block walkways in the wintertime <b>BE APPROVED</b>; and,</p> <p>That administration <b>BE DIRECTED</b> to monitor the effectiveness for a period of 2 years; and,</p> <p>That funding in the amount of \$18,600 <b>BE APPROVED</b>; and,</p> <p>That the amount <b>BE FUNDED</b> from the Budget Stabilization Reserve Fund (BSR)</p>	
October 4, 2021	CR452/2021	C 123/2021 & C 129/2021	Commissioner, Infrastructure Services	<p>That the report of the Senior Manager of Engineering dated September 17, 2021 entitled “Festival Plaza Improvement – Final Design – Ward 3” and the report of the Manager of Parks Development dated August 23, 2021 entitled “Waterfront Beacon – Street Car # 351” <b>BE REFERRED</b> back to Administration to allow for a comprehensive report related to how the Festival Plaza and Waterfront Beacon can be linked to the new City Hall Esplanade moving forward; including but not limited to information related to bathroom facilities, food services, and other options, for Council’s consideration.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
October 25, 2021	CR461/2021	C 124/2021	Commissioner, Corporate Services / Chief Financial Officer / City Treasurer	<p>That City Council <b>APPROVE</b> the development of a pilot Hybrid Work Program as proposed in Appendix A (attached) for a period of one year starting in October 2021; and,</p> <p>That Administration <b>PROVIDE</b> City Council with a progress report after one year for further recommendations; and,</p> <p>That the draft of the new Hybrid Work Procedure (Appendix B) <b>BE RECEIVED FOR INFORMATION;</b> and,</p> <p>That the White Paper on Future of Working Remotely in Ontario's Single Tier Municipalities dated June 2021 (Appendix C) prepared on behalf of the Regional Single Tier Human Resources Group <b>BE RECEIVED FOR INFORMATION.</b></p>	

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
October 25, 2021	CR466/2021 ETPS 845	SCM 300/2021, SCM 224/2021, C 152/2021 & SCM 350/2021	Commissioner, Legal & Legislative Services	<p>That Report No. 110 of the Windsor Essex County Environment Committee (WECEC) of its meeting held June 24, 2021 indicating: That the proposal from the Windsor-Essex Youth Climate Council for a pop-up temporary separated bike lane on University Avenue BE ENDORSED. <b>BE APPROVED</b>; and,</p> <p>That City Council <b>ENDORSE</b> the creation of a pilot project for temporary separated bike lanes along University Ave. in 2022; and,</p> <p>That Administration <b>CONSULT</b> with external stakeholders including the University of Windsor, the DWBIA, Bike Windsor-Essex and other organizations or groups as appropriate to develop a pilot project for separated bike lanes along University Ave.; and,</p> <p>That Administration <b>BE REQUESTED</b> to report back to Council with a more detailed outline of the pilot project related to consistency including but not limited to financial implications and the following:</p> <ul style="list-style-type: none"> <li>• Administration would engage with the University of Windsor to identify any potential funding or cost-sharing;</li> <li>• Administration, working collaboratively across departments, would develop design alternatives for the University Avenue corridor;</li> <li>• These alternatives would be presented to stakeholders in a public consultation program; and,</li> <li>• Administration would report back to Council with a recommended alternative, results of public consultation, and cost estimates to seek Council's approval for construction as well as for funding approval of associated capital and operating costs.</li> </ul>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
October 25, 2021	CR475/2021 CR452/2021	C 123/2021	Commissioner, Community Services	<p>I. That City Council <b>DIRECT</b> Administration to work with the consultant to develop different costing options for the final detailed design of the Festival Plaza that vary in price, and once completed, undertake public and stakeholder consultations on those designs. This will give Council the opportunity to determine the level of investment that should be made at Festival Plaza; and,</p> <p>II. That City Council <b>DIRECT</b> the Manager of Parks Development to apply for a site-specific amendment to the Official Plan and Zoning By-law 8600 to allow the necessary buildings and structures within Festival Plaza to extend above the crown of the pavement of Riverside Drive as all potential options will require an amendment; and,</p> <p>III. That City Council <b>DIRECT</b> Administration to create a detailed connectivity plan, including public consultation, between the riverfront and the adjacent areas along the CRIP footprint with special consideration for downtown areas. The plan should not include tunnels underneath Riverside Drive but rather should have multiple access points to link the northside of Riverside Drive to the southside of Riverside Drive focusing on pedestrian safety and include options for physical design changes to Riverside Drive; and further,</p> <p>IV. That City Council <b>DIRECT</b> Administration to prepare a comprehensive Council report that incorporates all of the above recommendations.</p>	

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Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
October 25, 2021	CR476/2021 CR452/2021	C 129/2021	Commissioner, Community Services	<p>That City Council <b>APPROVE</b> the design of the building and the terraces for the Legacy Beacon as the new home for Streetcar No. 351, located on the waterfront North of Riverside Drive at the foot of Caron Avenue in Legacy Park (Appendix A); and,</p> <p>That the City Planner <b>BE DELEGATED</b> the authority to approve the Site Plan Control Application and <b>BE AUTHORIZED</b> to approve minor changes to the design to allow for the construction for a permanent building (Legacy Beacon) to house Streetcar No. 351; and,</p> <p>That City Council <b>APPROVE</b> and pre-commit \$1,000,000 in 2023 from the Central Riverfront Festival Plaza (PFO-003-15) for the incremental construction costs needed at the Legacy Beacon; and further,</p> <p>That Administration <b>REPORT BACK</b> to Council with a business case for the concession/terrace area prior to the 2022 budget deliberation meetings or as soon as possible thereafter.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
November 1, 2021	CR496/2021 CSPS 163	SCM 329/2021 & S 51/2021	Commissioner, Community Services	<p>That the report of the Senior Manager of Facilities dated May 13, 2021 entitled "CQ 4-2021 - Proposal for Council consideration to provide menstrual hygiene products in select municipal buildings free of charge" <b>BE RECEIVED</b> for information; and,</p> <p>That Council <b>APPROVE</b> a 1-year pilot program-Option C as outlined in the administrative report, to provide free menstrual products in public women's, men's, universal and family washrooms at the locations listed below:</p> <ul style="list-style-type: none"> <li>• WFCU Centre</li> <li>• Windsor Water World</li> <li>• Windsor International Aquatic and Training Centre</li> <li>• Capri Pizzeria Recreation Complex</li> <li>• 350 City Hall Square W.</li> <li>• 400 City Hall Square E; and,</li> </ul> <p>That the estimated cost of \$19,000 plus HST <b>BE FUNDED</b> from the City's Budget Stabilization Reserve (BSR) Fund; and further,</p> <p>That the City's Advisory Committees, Boards and Commissions (ABC's) <b>BE MADE AWARE</b> of the pilot program and <b>BE REQUESTED</b> to adopt a similar program at their facilities where applicable; and,</p> <p>That Administration <b>REPORT BACK</b> to Council with a six month interim report to provide a status update, and after one year with the results of the pilot program to request annual operating funds through the 2023 budget process.</p>	



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Updated:2/10/2022

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
November 1, 2021	CR497/2021 CSPS 164	SCM 333/2021 & S 132/2021	Commissioner, Community Services	<p>That the report of the Cultural Development Coordinator and Manager of Culture &amp; Events dated September 16, 2021 entitled "Update of Round 2 of the Arts, Culture and Heritage Fund 2021 – City Wide" <b>BE RECEIVED</b> for information; and,</p> <p>That Administration <b>REPORT BACK</b> during the 2022 budget deliberations with potential increases to the Arts, Culture and Heritage Fund Grant Program funding envelope that matches and keeps pace with growth in the community; and,</p> <p>That Administration <b>BE DIRECTED</b> to investigate the possibility of private sector partnerships to augment the funding envelope that this program delivers to the community.</p>	
November 15, 2021	CR520/2021 ETPS 867	SCM 363/2021 & S 136/2021	Commissioner, Legal & Legislative Services	<p>That the report of Transportation Planning Senior Engineer dated September 27, 2021 entitled "2019 Road Safety Report – City-Wide" <b>BE RECEIVED</b> for information; and further,</p> <p>That the data in this report <b>BE REVIEWED</b> and <b>BROUGHT FORWARD</b> when decisions related to development patterns and other investment in infrastructure are being considered including but not limited to opportunities for development or planning.</p>	
November 15, 2021	CR526/2021	C 132/2021	Commissioner, Corporate Services	<p>That Council <b>APPROVE</b> the award of RFP 41-21, Municipal Property Tax Software Solution, to CentralSquare Canada Software Inc. as the successful and sole proponent, for an initial period of three (3) years, with potential renewals for successive one (1) year periods, provided all terms and conditions remain the same; and...</p> <p>That a funding plan to address annual operating budget impacts of the new tax software <b>BE REFERRED</b> to the 2023 Operating Budget deliberation process if the Pay-As-You-Go funding plan is not approved as part of the 2022 operating budget deliberation process.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
December 13, 2021	B28/2021	C 176/2021	Commissioner, Corporate Services / Chief Financial Officer / City Treasurer	That City Council <b>APPROVE</b> the following recommendations upon the City receiving written confirmation from the Green and Inclusive Community Building grant provider that the City's grant application for the Re-imagined Adie Knox Herman project has been awarded the requested funding:...  That City Council <b>DIRECT</b> Administration to report to City Council on options for Adie Knox Herman project funding, should the grant not be awarded in whole or in part.	
December 13, 2021	B34/2021 CR419/2021	C 113/2021	Commissioner, Community Services	That the report of the Project Administrator dated August 27, 2021 entitled "Proposed Artificial Turf Sports Field - Ward 6 & 7" <b>BE REFERRED</b> back to Administration to continue to explore artificial turf options with stakeholders for Council's consideration.	
December 13, 2021	B38/2021	C 171/2021	Commissioner, Corporate Services / Chief Financial Officer / City Treasurer	That this report with regards to the Power to Impose a Tax on Vacant Residential Units <b>BE RECEIVED</b> for information; and further,  That City Council <b>APPROVE</b> the development of a Vacant Residential Unit Tax program for the City of Windsor; and further,  That Administration <b>BE DIRECTED</b> to conduct further research in terms of designing and implementing a Vacant Residential Unit Tax program inclusive of community consultation and that a fully developed program be brought back to City Council for approval prior to implementation; and further,  That City Council <b>APPROVE</b> the use of funding from the Budget Stabilization Reserve to offset any shortfall in the projected revenue up to the \$100,000 that has been included in the 2022 Operating Budget in the event that the implementation of a Vacant Residential Unit Tax program be delayed.	
December 13, 2021	B47/2021	Clerk's File: GH/14271	Commissioner, Human & Health Services	That the Executive Director Housing and Children's Services <b>BE REQUESTED</b> to report back to the Community Services and Parks Standing Committee related to pressures specific to the Rent Assistance Program in 2022	

## Outstanding Council Directives Tracking Log

Updated:2/10/2022

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
December 20, 2021	CR553/2021	C 190/2021	Commissioner, Corporate Services / Chief Financial Officer / City Treasurer	<p>That the December 7, 2021 report from PSD Citywide Inc. entitled "Improving the Identification, Monitoring, and Tracking of Development Charges Related Projects at the City of Windsor", which is financed by the Province of Ontario's Audit and Accountability Fund, <b>BE RECEIVED</b> for information; and,</p> <p>That the City Treasurer <b>BE AUTHORIZED</b> to post the PSD Citywide Inc. reports to the corporate website by no later than January 31, 2022 in accordance with the grant's requirements; and,</p> <p>That Administration <b>BE DIRECTED</b> to further assess the reports developed by PSD Citywide Inc. AND the recommendations presented in the report to better understand their value and any cost implications, AND where deemed appropriate bring those items forward for consideration in future budgets.</p>	
December 20, 2021	CR555/2021 ETPS 864	SCM 361/2021, C 154/2021 & AI 19/2021	Commissioner, Corporate Services Chief Financial Officer & City Treasurer	<p>1) That City Council <b>RECEIVE</b> the report of the Supervisor of Environmental Sustainability &amp; Climate Change dated October 7, 2021, entitled "Response to Council directive regarding applying a climate lens to the City's purchasing practices – City Wide"; and,</p> <p>2) That City Council <b>APPROVE</b> Administration proceeding with identified strategies for 2021/2022 including:</p> <ul style="list-style-type: none"> <li>• Form an internal Sustainable Purchasing Team;</li> <li>• Update current purchasing procedures/documents to ensure environmental sustainability and climate change is being considered;</li> <li>• Update the City's Sustainable Purchasing Guide (2015) to reflect updates for climate change considerations; and</li> <li>• Join the Canadian Collaboration for Sustainable Procurement for 2021/2022; and,</li> </ul> <p>3) That Administration <b>REPORT BACK</b> to City Council by the third quarter (Q3) 2022 with a report on achievements and possible next steps.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
December 20, 2021	CR565/2021 ETPS 872	SCM 384/2021 & S 118/2021	Commissioner, Infrastructure Services	<p>That the Street Lighting Policy based on Option 4 (a) of the report, attached as Appendix 1 of this report <b>BE ADOPTED</b>; and,</p> <p>That Council <b>APPROVE</b> the establishment of a new reserve fund for enhanced street lighting; and,</p> <p>That Administration <b>BE DIRECTED</b> to report back related to cost implications and differences including Local Improvement Policy implications and effects of the Alley Lighting Policy on the general Street Lighting Policy; and further,</p> <p>That the report <b>BE PROVIDED</b> as soon as possible or at a February 2022 meeting of Council.</p>	
January 17, 2022	CR19/2022 CR543/2021 Clause 7, 8 & 9	C 141/2021 & AI 1/2022	Commissioner, Legal & Legislative Services	<p>...7. That the annual operating cost requirements <b>BE REFERRED</b> to the 2023 budget.</p> <p>8. That Administration <b>BE DIRECTED</b> to report back to Council with a by-law and policy amendment for Council consideration that provides for options to add signalized traffic management tools at school crossing checkpoints on arterial roadways where they do not currently exist and are not likely to meet the full scope of warrant criterion as is currently applied and that this information <b>BE BROUGHT FORWARD</b> to Council by the 2nd quarter of 2022.</p> <p>9. That Administration <b>BE DIRECTED</b> to report back specifically related to the school crossing at the Cabana and Caron/Clara intersection with potential funding options to install a pedestrian activated traffic light at that location.</p>	

### Outstanding Council Directives Tracking Log

Updated:2/10/2022

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
January 17, 2022	CR20/2022	C 6/2022	Chief Administrative Officer	<p>That City Council <b>APPROVE</b> waiving the fees associated with the BIA Parklet, Curbside and Sidewalk Cafes for 2022; and,</p> <p>That City Council <b>APPROVE</b> increasing the current 15 minutes free parking via the City of Windsor Parking App to 60 minutes, and also include surface parking lots; and...</p> <p>That the financial impacts from these recommendations <b>BE REPORTED</b> to City Council as part of the 2022 Quarterly Variance reports as COVID 19 pandemic costs; and,</p> <p>That the following recommendation <b>BE DEFERRED</b> to the January 31, 2022 Council Meeting to allow for administration to provide additional information related to the financial impacts of waiving licence fees, and deferring the business licence deadline beyond June 30, 2022, to the next calendar year, including waiving penalties/interest charges:</p>	
January 31, 2022	CR33/2022 CSPS 172	SCM 6/2022 & SCM 403/2021	Commissioner, Community Services	<p>That the minutes of the Community Public Art Advisory Committee of its meeting held October 12, 2021 <b>BE RECEIVED</b> for information; and further,</p> <p>That the portion in the subject minutes pertaining to the sculptural tribute honouring music industry pioneer Rosalie Trombley <b>BE REFERRED</b> back to Administration to determine whether a public display can be considered, either at the Chimczuk Museum or the Art Gallery of Windsor, and that this <b>BE REPORTED BACK</b> to Council.</p>	

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
January 31, 2022	CR36/2022 CSPS 175	SCM 9/2022 & S 144/2021	Commissioner, Human & Health Services	<p>That the report of the Coordinator of Housing Administration &amp; Policy dated October 28, 2021 entitled "Rent Supplement Program Expiries and Mitigation Strategy – City Wide" <b>BE RECEIVED</b> for information; and,</p> <p>That the Corporation of the City of Windsor <b>REQUEST</b> the Province of Ontario and Government of Canada to provide further financial support to extend funding for rent supplement/housing allowance programs and include reference to impacts of the sunsetting of rent supplement and housing allowance programs including specific data points; and,</p> <p>That the Association of Municipalities of Ontario (AMO) <b>BE REQUESTED</b> to quantify these impacts province-wide; and,</p> <p>That the resolution <b>BE FORWARDED</b> to Windsor and Essex County Members of Parliament (MPs), Windsor and Essex County Members of Provincial Parliament (MPPs), the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO), the Ontario Municipal Social Services Association (OMSSA), the Ministry of Municipal Affairs and Housing, and the Premier of Ontario; and further,</p> <p>That, should the sunsetting of rent supplement and housing allowance programs proceed, the impacts <b>BE REPORTED</b> to Council prior to the March 31, 2022 deadline along with options to mitigate those impacts.</p>	
January 31, 2022	CR46/2022 B33/2021	C 104/2021 & AI 3/2022	Commissioner, Infrastructure Services	<p>That the report of the Senior Manager of Engineering / Deputy City Engineer dated July 19, 2021 entitled "Windsor Public Library - Facility Plan Implementation and Temporary Relocation of Main Branch - Project Completion Report - City Wide" <b>BE DEFERRED</b> to the February 14, 2022 City Council meeting to allow for all Council members to be in attendance.</p>	

## Outstanding Council Directives Tracking Log

Updated:2/10/2022

Meeting Date	Motion/ Resolution	Report Number	CLT Member/ Executive Director	Action	Status
January 31, 2022	CR47/2022 CR542/2021	C 169/2021 & AI 2/2022	Chief Administrative Officer	<p>That the report of the (Acting) Executive Initiatives Coordinator dated October 29, 2021 entitled "Streamlining Approvals to Enable Rapid Execution of Council's Vision and Direction" <b>BE REFERRED</b> back to Administration to provide more details related to certain sections outlined in the report specifically regarding financial matters and public engagement, to develop a common framework moving forward, after consultation with Council; and further,</p> <p>That Administration <b>BE DIRECTED</b> to provide this information at a future meeting of Council for consideration.</p>	

**Clerk's Note:** The listing of items prior to January 1, 2011 should not be considered complete at this point in time.

**Clerk's Note:** This summary chart is not intended to replace the actual minutes of all proceedings.

February 9, 2022

**Mayor Drew Dilkens and Council**  
City of Windsor  
350 City Hall Square West, Room 530  
Windsor, ON N9A 6S1  
Email: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)

**February 14, 2022**  
**Council Meeting**  
**Item 11.2 Written Submission**

**Re: City of Windsor Short Term Rentals (STR) Consultations**

Dear Mayor Dilkens and City Council Members,

On behalf of the Ontario Restaurant Hotel and Motel Association (ORHMA), I am writing to you in regards to the City of Windsor short term rentals (STR) consultation. ORHMA has been instrumental in shaping STR policies across Ontario. I encourage you to read our letter as you create such policies.

Short-term accommodations, also referred to as illegal hotel rooms are an ongoing concern for the hotel community in the City of Windsor. Municipalities across North America experience problems stemming from sharing unit rentals affecting housing availability, housing pricing and neighbourhood issues such as noise, parking and safety. Independent studies in the USA and most recently in Canada are showing that short term rentals are affecting hotel brand investment decisions while negatively influencing hotel demand.

The City of Windsor must level the playing field for hotels with the short-term rental accommodations. These rentals are currently not paying commercial property taxes to your town and meeting other rules and regulations that hotels are required to meet. These illegal rooms are also not paying HST which contributes to funding health care, education, transit and infrastructure and other benefits that Windsor and Ontario residences expect.

Part of your consultation process is finding out what problems local hotels and motels are experiencing in regards to COVID-19 related occupancy. The Windsor hotel industry along with other Ontario regions has been devastated by COVID 19. Liquidity is the primary issue in keeping the door open and paying fixed expenses such as property tax and utilities. Oxford Research and CBRE are forecasting a painfully slow recovery of the hotel industry. Their research indicates that the industry will not experience demand recovery for 24 to 30 months or until the end of 2023. Economic recovery will not be experienced until 2025 or later.

In these tough times the City needs to take immediate action in regulating short term rentals. It is not fair to have them operate without rules when hotels play by the rules and contribute to taxes.

**ORHMA strongly supports a regulatory framework which includes zoning by-laws which meet the same standards of developing a hotel that levels the playing field with the hotel industry.**

Competition should be encouraged. We welcome it. This is how growth occurs in every aspect of the business and how we find new opportunities. Among each other the hotel industry is highly competitive business nonetheless respects government rules. We expect all those competing to play by these rules.

The STR sector is no longer an emerging concept as governments around the world have been implementing rules and regulations. Without rules short term rentals belong to the professional underground economy.

The key concern with the short-term accommodations is that they are being commercialized with hosts operating multiple properties as a business. Even Airbnb reports support this theory by continually boosting that *"The vast majority of Airbnb's Ontario hosts share their primary residences."* Regretfully this theory is not the practice.



In 2017 the Hotel Association of Canada released a study in partnership with the Ontario Restaurant Hotel and Motel Association (ORHMA) which spotlighted 11 key markets across Canada and examined the short-term rental market in comparison to Canada's hotel sector. Specifically, the study had a key focus on Airbnb as the most widely used digital home-sharing platform in Canada. Results demonstrated that commercial operators are growing exponentially, far outpacing actual home sharing activity. Approximately 7-in-every-10 units on the Airbnb distribution platform are entire-home rentals, with guests having complete and sole access of the entire unit during their stay. Over the last two years, the commercial side of Airbnb's business, those renting multi-unit entire homes, grew by 108%. Entire home rentals as a whole, including multi-listing hosts, generated 83% of Airbnb's revenues. Multi-unit hosts account for over 30% of all revenue generated on Airbnb in Canada.

Further, a 2017 study conducted by McGill University entitled *Short-term cities: Airbnb's Impact on Canadian Housing Markets* found that Airbnb alone has removed as many as 13,700 units of housing from rental markets in Montreal, Toronto and Vancouver. In 2019, Airbnb reported that in Toronto alone, Airbnb has taken 6,500 long-term rentals off the market. According to the Ontario Mars report *"Fundamentally, home sharing is about sharing your own home, your primary residence. If it is a secondary residence or a commercial property being rented, it is no longer considered home sharing. Related to this is the maximum number of nights per year that a space is rented out"*

#### **ORHMA OWNERSHIP RECOMMENDATIONS:**

- The rental unit must be the principal residence.
- The owners must reside in the unit.
- There must be only one listing per household.
- No host should be allowed to list multiple units.
- Define the cap on maximum number of rooms sold annually.
- Hosts cannot rent out their property for stays of less than 30 days unless they are registered as a hotel or a B&B as it is the case of a B&B where a resident must be present.

As well in order to address short-term rentals there is a need for enforcement to work effectively and easier. In order for your city to enforce such by-laws their needs to be accountability. We recommend a license registration process to be included with penalty fees and holding the platform accountable.

#### **ORHMA ENFORCEMENT RECOMMENDATIONS:**

- Require registration for rental platform such as Airbnb at a set fee and the platform to include the rental unit's registration number on its listings.
- Hold rental platform such as Airbnb responsible for compliance of set rules and policies designed by the City of Windsor
- Require registration of rental unit operations at a set fee with the City of Windsor and the registration number is to be posted on all advertisements including on line listing platforms.
- Develop penalty fees within the city's enforcement policies for not meeting your rules to both the rental units and the rental platform.
- Rental units to contribute to any tourism tax imposed on hotels.

ORHMA strongly supports a regulatory framework for illegal hotel rooms which includes zoning by-laws that meet the same standards of developing a hotel, and proper taxation that levels the playing field with the hotel industry. We appreciate the importance of short-term rental bylaws and recommend a municipal accommodation tax structure to follow.



**TAXATION RECOMMENDATIONS:**

- Municipal Accommodation Tax to be collected and paid.
- The city should review the opportunity to apply commercial property assessment.

Anyone operating in the commercial accommodations space should be subject to the same rules and regulations as other businesses doing exactly the same kind of work. The traditional lodging industry welcomes competition and is prepared to compete on quality, experience and price; but the rules of the game have to be applied evenly to all players. To be clear, we are not opposed to an individual using a home-sharing platform to rent out a room in his or her home to help make ends meet. This is about fairness. These laws and regulations should be upheld by anyone running a commercial operation.

Thank you for your time and consideration of our recommendations. It is important we work together to protect and regulate all short-term rental and commercial accommodations in the City of Windsor. Please do not hesitate to contact me to discuss further.

Yours truly,

A handwritten signature in black ink, appearing to read "Elenis", is positioned below the text "Yours truly,".

Tony Elenis  
President & CEO  
Ontario Restaurant Hotel & Motel Association (ORHMA)