

City Council Meeting

Date: Monday, January 31, 2022

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

Location: Council Chambers, 1st 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 Dilkins

Ward 1 – Councillor Fred Francis

Ward 2 – Councillor Fabio Costante

Ward 3 – Councillor Rino Bortolin

Ward 4 – Councillor Chris Holt

Ward 5 – Councillor Ed Sleiman

Ward 6 – Councillor Jo-Anne Gignac

Ward 7 – Councillor Jeewen Gill

Ward 8 – Councillor Gary Kaschak

Ward 9 – Councillor Kieran McKenzie

Ward 10 - Councillor Jim Morrison

ORDER OF BUSINESS

Item #	Item Description
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1.	ORDER OF BUSINESS
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| 1.1. | In the event of the absence of the Mayor, Councillor Costante has been Appointed Acting Mayor for the month of January, 2022 in accordance with By-law 176-2018, as amended. |
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2.	CALL TO ORDER
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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.	DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
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4.	ADOPTION OF THE MINUTES
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5.	NOTICE OF PROCLAMATIONS
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"International Day of Zero Tolerance for Female Genital Mutilation" – Sunday, February 6, 2022

Illumination

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

6.	COMMITTEE OF THE WHOLE
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7.	COMMUNICATIONS INFORMATION PACKAGE (This includes both Correspondence and Communication Reports)
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7.2.	2022 BIA Interim Levy Approval Process (C 2/2022)
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8. **CONSENT AGENDA**

8.1. Funding for Demolition of 6424 County Road 42 and 6450 County Road 42 - Ward 9
(**C 9/2022**)

8.2. Employee Family Assistance (EFAP) - City Wide (**C 8/2022**)

CONSENT COMMITTEE REPORTS

8.3. Minutes of the Committee of Management for Huron Lodge of its meeting held October 21, 2021 (**SCM 4/2022**) (**SCM 379/2021**)

8.4. Minutes of the Diversity Committee of its meeting held October 27, 2021 (**SCM 5/2022**) (**SCM 402/2021**)

8.5. Minutes of the Community Public Art Advisory Committee of its meeting held October 12, 2021 (**SCM 6/2022**) (**SCM 403/2021**)

8.6. Minutes of the Windsor Accessibility Advisory Committee of its meeting held November 18, 2021 (**SCM 7/2022**) (**SCM 405/2021**)

8.7. Increased Ministry of Long-Term Care Funding to support Resident Direct Care at Huron Lodge - City Wide (**SCM 8/2022**) (**S 172/2021**)

8.8. Rent Supplement Program Expiries and Mitigation Strategy - City Wide (**SCM 9/2022**) (**S 144/2021**)

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 (**SCM 20/2022**) (**S 39/2020**)

8.10. Rezoning - Chantelle Bayley - 2422 Rossini Blvd Z 035-21 [ZNG-6573] - Ward 5 (**SCM 21/2022**) (**S 166/2021**)

8.11. Rezoning - Brisson Property Management - 2920 Langlois - Z-033/21 ZNG/6544 - Ward 10 (**SCM 22/2022**) (**S 168/2021**)

8.12. Economic Revitalization Community Improvement Plan (CIP) application submitted by 2810859 Ontario Inc. for 10700 Tecumseh Road East (Ward 7) (**SCM 23/2022**) (**S 161/2021**)

8.13. Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by Amy-Lynn and Gabriel Valente for 10965 Riverside Drive East (Ward 7) (**SCM 26/2022**) (**S 162/2021**)

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) (**SCM 27/2022**) (**S 163/2021**)

- 8.15. Ford City/Building Facade Improvement CIP Application for 1093 Drouillard Road. Owner: Kyle McDonald – Ward 5 (**SCM 24/2022**) (**S 170/2021**)
- 8.16. Ford City/Building Facade Improvement CIP Application for 2778 Richmond Street. Owner: Kyle McDonald – Ward 5 (**SCM 25/2022**) (**S 169/2021**)
- 8.17. Minutes of the Property Standards Committee of its meeting held October 6, 2021 (**SCM 28/2022**) (**SCM 378/2021**)

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

10. **PRESENTATIONS AND DELEGATIONS**

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 **attached** additional information memo (**AI 3/2022**)
- 11.2. Streamlining Approvals to Enable Rapid Execution of Council's Vision and Direction (**C 169/2021**)
Clerk's Note: Administration providing **attached** additional information memo (**AI 2/2022**)
- 11.3. Declaration of Vacant Parcel Municipally Known as 1028-1030 Drouillard Road Surplus and Authority to Offer for Sale - Ward 5 (**C 201/2021**)
- 11.4. Declaration of a Vacant Parcel of Land Municipally Known as 0 Church Street Surplus and Authority to Offer for Sale - Ward 3 (**C 3/2022**)

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. Minutes of the Housing & Homelessness Advisory Committee of its meeting held November 23, 2021 (**SCM 1/2022**)
- 12.3. Minutes of the meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held November 10, 2021 (**SCM 13/2022**)

12.4. Report of the Striking Committee of its meeting held January 17, 2022 (**SCM 29/2022**)

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

14. **MOVE BACK INTO FORMAL SESSION**

15. **NOTICES OF MOTION**

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

17. **PETITIONS**

18. **QUESTION PERIOD**

19. **STATEMENTS BY MEMBERS**

20. **UPCOMING MEETINGS**

Housing & Homelessness Advisory Committee
Tuesday, January 25, 2022
10:00 a.m., Zoom Video Conference

Environment, Transportation & Public Safety Standing Committee
Wednesday, January 26, 2022
4:30 p.m., Zoom Video Conference

Community Services and Parks Standing Committee – **CANCELLED**
Wednesday, February 2, 2022
9:00 a.m.

International Relations Committee
Wednesday, February 2, 2022
3:30 p.m., Zoom video conference

Development and Heritage Standing Committee
Monday, February 7, 2022
4:30 p.m., Zoom video conference

Property Standards Committee
Thursday, February 10, 2022
4:00 p.m., Zoom video conference

21. **ADJOURNMENT**



Council Report: C 2/2022

Subject: 2022 BIA Interim Levy Approval Process

Reference:

Date to Council: January 31, 2022

Author: Cristina Stanis

Senior Tax Analyst

519 255-6100 Ext. 6929

cstanis@citywindsor.ca

Taxation & Financial Projects

Report Date: January 6, 2022

Clerk's File #: MI2022

To: Mayor and Members of City Council

Recommendation:

That Council **RECEIVE** this report of the 2022 BIA Interim Levy Approval Process for information; and;

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.

Executive Summary:

N/A

Background:

A Business Improvement Area (BIA) is a geographic area within a municipality governed by a Board of Management. A BIA allows local businesses and property owners to join together to provide for business promotion and local improvements. Sections 204 to 214 of the Ontario Municipal Act, 2001 S.O. 2001, c.25, as amended (the Act) provides guidance concerning BIA's. Annually, the Board of Management for each BIA is required to prepare a budget for Council to review and approve. Budgets are typically for expenses such as advertising and promotion, newsletters, beautification items, flower baskets, administrative costs, etc. which are used within the BIA boundaries to promote businesses and attract customers. Repayments for City capital projects (i.e. streetscaping) and/or other cash advances are also included in the BIA annual budget. BIA budgets also require approval by the BIA membership.

Discussion:

Each year Administration works with the BIA's to obtain and review their annual budget. The annual budget determines the separate charge/levy on properties of commercial and industrial classes within each BIA. This separate charge/levy is collected in the same manner as property taxes and is typically added to the final tax bill for each property within the BIA boundary. Payment of the separate charge/levy is made by property owners over the last three instalments of the year.

Administration has been working with each BIA in terms of budget development and annual reporting. Each of the nine BIA's are currently preparing their 2022 budget submissions and completion of the financial statements for 2021. Once complete a full report will be brought forward for Council's consideration prior to issuance of the 2022 final tax bills.

Until the 2022 budgets and levy are finalized, the BIA's require funds to proceed with planned expenditures. In keeping with prior years, Administration will be providing each BIA with no more than 50% of the 2021 approved budget. The 2022 balance will be provided once the final levies and notices have been issued to the members. BIA's are required to submit annual audited financial statements to the City before payment of final instalments are made.

Administration also recommends that Council approve this standard process going forward, which will allow finance to free up capacity for other Council's priorities.

Risk Analysis:

There is little risk to the municipality with regards to BIA levies. While funds are advanced to each BIA's, those funds are recovered through a separate charge/levy to the membership on the annual property tax bill. Property taxes are secured in that they are attached to the property and not the member. Therefore should a property owner fail to make a payment of the annual charge, it can be recovered through subsequent property owners or collection action.

As with municipal and education taxes, the BIA final levy is based on the BIA rate and the combined assessment values of member properties located in the BIA district (subject to some min/max values as chosen by the individual BIA's). There may be some risk to the BIA's should there be changes in assessed values, either positive or negative, which may affect the total amount to be recovered. To mitigate this risk and to avoid large fluctuations, which could result in a substantial repayment to the City, Administration withholds a 5% allowance from each year's levy, which is released at the end of each year.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Based upon the 2021 approved budgets an instalment of no more than 50% of the prior year approved levy will be provided to each BIA in the first half of 2022. This instalment will be subject to any adjustments as a result of the 2021 reconciliation with the BIA and further subject to compliance with the requirement to provide audited financial statements and satisfactory responses to other Administrative requests. In addition, for those BIA's subject to capital project repayments, the installment will be reduced by 50% of the repayment.

Business Improvement Area	2021 Approved Levy	2022 Interim Instalment (max)
Downtown Windsor	\$667,550	\$333,775
Erie Street (Via Italia)	\$125,000	\$62,500
Ford City	\$30,000	\$15,000
Olde Riverside Town Centre	\$65,000	\$32,500
Olde Sandwich Towne	\$67,100	\$33,550
Olde Walkerville	\$45,000	\$22,500
Ottawa Street	\$71,965	\$35,982
Pillette Village	\$40,000	\$20,000
Wyandotte Town Centre	\$94,000	\$47,000

Consultations:

N/A

Conclusion:

This report advises Council of the advance being made to each of the nine BIA's so as to provide adequate cash flow until such time as the 2022 budgets are approved. Once

the 2022 BIA budget submissions are received and Administration has completed all of its due diligence, a report will be brought forward to City Council to seek the necessary approvals. Administration also recommends that Council approve the CFO (or designate) proceeding with this same approach for future years to free up capacity for Council priorities.

Planning Act Matters:

N/A

Approvals:

Name	Title
Janice Guthrie	Deputy Treasurer, Taxation, Treasury and Financial Projects
Joseph Mancina	Commissioner Corporate Services, Chief Financial Officer and City Treasurer
Jason Reynar	CAO

Notifications:

Name	Address	Email
DWBIA	419 Pelissier St. Windsor, ON, N9A 4L2	debi@downtownwindsor.ca
Via Italia BIA – Erie St	836 Erie St. E. Windsor, ON, N9A 3Y4	dolcevita@cogeco.net filip@mezzo.ca info@viaitalia.com
Ford City BIA	1076 Drouillard Rd, Windsor, ON, N8Y 2P8	kaitlyn@fordcity.ca info@fordcity.ca
Olde Riverside Town Centre BIA	2334 Cypress Ave. Windsor, ON, N8P 0A7	bscheuerman38@gmail.com
Olde Sandwich Towne BIA	3118 Sandwich St. Windsor, ON, N9C 1A6	macuderman@hotmail.com tc_35@hotmail.com

Ottawa Street BIA	1346 Ottawa St. Windsor, ON, N8X 2E8	ettore@bellnet.ca ottawastreetwindsorbia@gmail.com
Pillette Village BIA	2334 Cypress Ave, Windsor, ON, N8P 0A7	bscheuerman38@gmail.com mid-way@live.ca
Walkerville District BIA	1936 Wyandotte St E, Windsor, ON, N8Y 1E4	emilyborland.digital@gmail.com chair.wbia@gmail.com info@visitwalkerville.com
Wyandotte Town Centre BIA	1380 Wyandotte St. E Windsor, ON, N9A 3K7	Horwitzwolf@aol.com monarchmattress@rogers.com

Appendices:



Council Report: C 9/2022

Subject: Funding for Demolition of 6424 County Road 42 and 6450 County Road 42 - Ward 9

Reference:

Date to Council: January 31, 2022
Author: Denise Wright
Lease Administrator
dwright@citywindsor.ca
519-255-6100 x6403
Legal Services, Real Estate & Risk Management
Report Date: January 14, 2022
Clerk's File #: APM2022

To: Mayor and Members of City Council

Recommendation:

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.

Executive Summary:

N/A

Background:

On February 22, 2016, by CR88/2016, Council approved, in part, the following:

"That the City Council of the City of Windsor acting as the approving authority pursuant to the *Expropriations Act* hereby resolves to **EXPROPRIATE** the lands described in Schedule "A" hereto and authorizes the CAO and City Clerk to **EXECUTE** the necessary Expropriation Plan and **REGISTER** the same on title, as well as the Certificate of Approval and all other necessary documents to put the expropriation into effect; and further,

That the reasons stated for the expropriation of the lands be the same as those stated by the Inquiry Officer, David Vine Q.C., that being for the purposes of consolidation into the Windsor Airport lands as part of the Economic Revitalization Community Improvement Plan and works ancillary thereto..."

Discussion:

A Plan of Expropriation was registered on March 31, 2016 as Instrument No. CE706334. 6424 County Road 42 is described as Parts 1 and 2 on CE706334 and 6450 County Road is described as Parts 3 and 4 on CE706334 (collectively the “Properties”). An aerial diagram showing the Properties is attached as Appendix A.

The Properties are currently vacant and in poor condition. 6450 Country Road 42 has been used for destructive training by Windsor Fire & Rescue Services. Real Estate Services has often had to attend at the Properties to have them secured after break-ins or cleaned up as a result of illegal dumping in the rear yards. Real Estate staff also regularly inspect the Properties. Additionally, Parks is responsible for landscaping at the Properties.

As the purpose of expropriating the Properties is for consolidation into the Airport lands as part of the Economic Revitalization Community Improvement Plan, Administration is requesting funding to have the buildings and infrastructure located at the Properties demolished.

The demolition of the buildings and infrastructure located at the Properties is estimated to cost up to \$250,000. This estimate includes, retaining a consultant (for completing a Designated Substance Survey, preparation of specs/tender package, contract administration services), a contractor (to demolish the buildings on the Properties and remove the septic tanks) and internal project management costs. It should be noted that abatement and inspection (if required) for designated substances removal costs are not known at this time however a contingency of 20% has been included in this cost as the type of abatement is unknown at this point. Based on the prior use of the Properties as residential, Phase I and II environmental assessments are not anticipated.

Risk Analysis:

Not approving the Recommendation carries a low level of financial risk in that future break-ins and illegal dumping at the Properties are likely to continue, as well as the continued requirement for maintenance at the Properties, all of which result in ongoing costs to the City including staff time.

Climate Change Risks

Climate Change Mitigation:

There are no climate change mitigation risks associated with the approval for funding for this project.

Climate Change Adaptation:

There are no climate change adaptation risks associated with the approval for funding for this project.

Financial Matters:

The Capital Expenditure Reserve Fund is being recommended as the funding source, given the proceeds from the sale of surplus properties are deposited in this reserve.

Asset Planning confirms no issue in using the Capital Expenditure Reserve to fund these demolitions as there is a balance of approximately \$3.7M in the Reserve, net of encumbrances, as of November 2021. These lands are for consolidation into the airport lands and will not be resold. Maintenance expenditures of the Properties have been charged to Transitional Properties every year and are also recovered from the Capital Expenditure Reserve.

Consultations:

Kate Tracey, Legal Counsel
France Isabelle Tunks, Senior Manager Engineering / Deputy City Engineer
Jennifer Nantais, Environment and Sustainability Coordinator
Mark DiPasquale, Financial Planning Administrator
Mike Dennis, Financial Manager, Asset Planning

Conclusion:

Approving the Recommendation will allow for the demolition of buildings and infrastructure located on the Properties, which will relieve the City of maintenance responsibilities as well as future potential liability relating to the Properties.

Planning Act Matters:

N/A

Approvals:

Name	Title
Denise Wright	Lease Administrator
Frank Scarfone	Manager of Real Estate Services
Shelby Askin Hager	Commissioner, Legal & Legislative Services
Chris Nepszy	Commissioner, Infrastructure Services
Joe Mancina	Commissioner, Corporate Services CFO / City Treasurer
Jason Reynar	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

A – Aerial diagram showing 6424 County Road 42 and 6450 County Road 42

Appendix A

Aerial Diagram of of 6424 County Road 42 and 6450 County Road 42





Council Report: C 8/2022

Subject: Employee Family Assistance (EFAP) - City Wide

Reference:

Date to Council: January 31, 2022

Author: Julie Ryckman, Manager of Occupational Health, Safety and Wellness
519-255-6515 ext. 6408; jryckman@citywindsor.ca

Vincenza Mihalo, Executive Director of Human Resources
519-255-6515, ext. 6259; vmihalo@citywindsor.ca

Human Resources

Report Date: January 14, 2022

Clerk's File #: AS/11980

To: Mayor and Members of City Council

Recommendation:

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,

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.

Executive Summary:

N/A

Background:

The Corporation of the City of Windsor's EFAP program is to employ a proactive and preventative approach to assist employees and their families to resolve personal, social and health-related problems on a voluntary and confidential basis. The program goals are:

- To foster a corporate culture that places a high value on its human resources
- To improve morale and job satisfaction
- To facilitate early detection of performance problems with employees
- To motivate employees to seek assistance for a variety of social, emotional, economic or job-related problems.
- To provide a resource tool for employees who are experiencing personal problems
- To provide a range of educational programming in various modalities
- To provide confidential and professional counselling services available to employees and their family members 24/7/365 in a range of formats including in-person, virtual, telephonic and through applications, with an emphasis on timely availability of in-person counselling.
- To make available trauma support services when a crisis occurs affecting our workforce.

Offering an effective EFAP demonstrates a commitment from the City of Windsor, Windsor Police Services and Transit Windsor, to their employees and retirees. When stress, family matters, substance abuse or other problems affect our employees, our workplaces are both directly and indirectly impacted. These impacts can take the form of presentism, reduced productivity, increased absenteeism and employee turnover.

In July of 2021 a Request for Proposal 116-21 was completed and advertised. This was the eighth time since 1991 that we have completed an RFP to obtain confidential counselling and training services for employees. The deadline for proponents to submit proposals for our RFP was August 31, 2021. We received four comprehensive and detailed proposals.

Discussion:

A committee of three individuals was formed to be part of the selection process in obtaining a new service provider that will meet the needs of the employees and retirees of the City of Windsor, Transit Windsor and Windsor Police Services. The following process was followed to ensure a fair selection process:

- An evaluation matrix for the prescribed services was developed
- A series of meetings occurred with the selection committee and a representative of our Purchasing Department to review and evaluate the four proposals
- References were reviewed

- A meeting occurred with each of the four proponents that included an interview and presentation
- A final meeting took place with the committee at which time all data collected to-date was reviewed and each of the proponents ranked resulting in Family Services Windsor Essex selected as the successful proponent.

The following is a sample listing of services provided by Family Services Windsor Essex:

- Confidential counselling services provided by a counsellor possessing Master of Social Work or above in 30 different languages through a range of counselling modalities including in-person/face to face, telephone, e-counselling, video, iCBT , with an emphasis on in-person counselling and crisis counselling
- Provide in-house training, workshops and promotion on a range of wellness topics including : mental health, physical fitness, communication strategies, financial coaching,, retirement planning, parenting, eldercare, nutrition, healthy lifestyles, nutritional, work-life balance
- Provide Critical Incident Debriefing sessions
- Able to provide services utilizing technological innovations including websites, apps and webinars
- Promotional/Educational materials such as posters, handouts, wallet cards, newsletters
- Referral services beyond EFAP such as substance abuse; conflict resolution
- Call Centre offering 24/7 telephone access, providing client confidentiality, quick appointment turn around time and immediate crisis counselling available at first contact
- Orientation session to familiarize employees with service availability

As a provider located in Windsor-Essex, Family Services Windsor Essex has a unique understanding of our culture and needs. At the same time, they are also part of the Family Services Employee Assistance programs, a national provider of employee assistance programs, employee and family assistance programs, wellness solutions and organizational consulting. As the only non-profit, community-based provider of EFAP services, they attest to a commitment to delivering services that meet the unique needs of the Corporation of the City of Windsor, Windsor Police Services and Transit Windsor employees and retirees.

Risk Analysis:

Provision of EFAP service and programming provides supports used by our employees and their family members when coping with the stressors of life. Throughout 2021, personal and emotional issues and couple and relationship issues have been the most frequent causes for our employees to utilize EFAP services. EFAP support services, and Lunch and Learns are tools to provide information to assist employees with the issues they struggle with and connect them directly with a representative of our EFAP provider for support for themselves. The lack of solid EFAP services limits the ability of management representatives, our Disability Management Specialists and our unions and associations in supporting our employees as they work to meet a range of challenges no more evident than through the ongoing pandemic.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Since the last time the Corporation of the City of Windsor initiated an RFP for EFAP services, the cost of these services has increased. At the outset of our RFP process, the existing budget for EFAP services was \$95,000. In the 2022 budget session, City Council approved two increases for EFAP, the first was an enhancement of \$41,038 to cover the increase in the cost of providing this service.

In addition, through our 2022 budget process, approval was received to begin offering EFAP services to an additional 866 employees who had not previously been eligible in our Recreation Department and those with a part time or temporary employment status. The cost of this expansion of our eligible employee group is \$27,289.

These changes result in an approved increase through the 2022 budget process to the Corporation EFAP budget of \$70,000, budget issue number 2022-0355. With approval of the RFP, the total budget for providing EFAP services in 2022 is \$165,000. Sufficient funding is available to fund the services proposed under this contract.

Consultations:

Jennifer Kehoe, Disability Management Specialist, Human Resources

Sarah Fox, Ergonomist and Wellness Specialist, Human Resources

Jackie Sisco, Buyer, Purchasing

Conclusion:

The Corporation of the City of Windsor, Windsor Police Services and Transit Windsor require an EFAP provider that can address the current and future needs of our workforce, their families and our retirees. Family Services Windsor Essex are a company dedicated to meet our service needs guided by the principles of fairness, inclusion, learning and collaboration. Their vision statement is to be an agency that supports to a healthy, vibrant and thriving community through a people-focused service delivery model. The presentation of their proposal, the services they offer and the feedback from their references all indicate they possess the range of requirements to meet the needs of our employee groups, their families and our retiree groups. Through a fair evaluation process, our selection committee feels that Family Service Windsor Essex offers the unique combination of services and support that will enable us to provide the most optimum services in a cost effective manner, and as such recommends that Council approve Family Services Windsor Essex as the City of Windsor's EFAP service provider effective March 1, 2022 for a period of five (5) years with applicable clauses in the agreement should it be warranted to terminate the agreement with Family Services Windsor Essex prior to the completion of the five year commitment.

Planning Act Matters:

N/A

Approvals:

Name	Title
Vincenza Mihalo	Executive Director, Human Resources
Alex Vucinic	Purchasing Manager
Shelby Askin Hager	Commissioner, Legal & Legislative Services
Rosa Scalia	Financial Planning Administrator
Joe Mancina	Commissioner, Corporate Services – Chief Financial Officer/City Treasurer
Jason Reynar	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:



Committee Matters: SCM 4/2022

Subject: Minutes of the Committee of Management for Huron Lodge of its meeting held October 21, 2021

Moved by: Councillor Bortolin

Seconded by: Councillor Gignac

Decision Number: **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 379/2021

Clerk's File: MB2021

Clerk's Note:

1. The recommendation of the Advisory Committee and Administration are the same.
2. Please refer to Item 7.1 from the Community Services and Parks Standing Committee Meeting held January 5, 2022.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20220110/-1/6296>



Committee Matters: SCM 379/2021

Subject: Minutes of the Committee of Management for Huron Lodge of its meeting held October 21, 2021

Committee of Management for Huron Lodge

Meeting held October 21, 2021

A meeting of the Committee of Management for Huron Lodge is held this day commencing at 10:00 o'clock a.m. via Zoom video conference, there being present the following members:

Councillor Ed Sleiman, Chair
Councillor Jeewen Gill
Councillor Gary Kaschak

Also present are the following resource personnel:

Jelena Payne, Community Development & Health Services Commissioner
Alina Sirbu, Executive Director of LTD Administration Huron Lodge
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 10:01 o'clock a.m. and the Committee of Management considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Disclosures of Interest

None disclosed.

3. Minutes

Moved by Councillor Kaschak, seconded by Councillor Gill,
That the minutes of the meeting of the Committee of Management for Huron Lodge held August 5, 2021 **BE ADOPTED** as presented.
Carried.

4. In Camera

No In Camera session is held.

5. Business Items

5.1 Administrator's Report

The Chair refers to the MLTC announcement of increased funding for an additional \$440,000. in annualized funding for the 2021/22 year.

A. Sirbu advises that an Infection Control Lead will be brought in to ensure safety and well-being for the staff and residents and notes that additional staff will be hired.

The Chair asks Administration to comment on wounds, restraints and pain management.

A. Sirbu states that many residents arrive with wounds and adds that at one time, Huron Lodge had access to a nurse specializing in wounds, however, this program no longer exists. In terms of restraints, i.e. bars on the beds that prevent the resident from rolling, they can become an obstacle to the well-being of residents. She adds that Huron Lodge is working towards a zero restraint environment. Pain management is a clear indication of how our medication and non-medication is working and it is a matter of finding the balance between pain medication that is scheduled versus pain medication that is used when the resident requests it. This is done through the physician, pharmacist and the nursing staff.

The Chair asks if there are any new directions from the Ministry regarding anti-psychotic use of medications.

A. Sirbu responds that the indicator and medication for anti-psychotic medications without psychosis can be used for extreme agitation and anxiety as needed. She adds that she is happy to report that medication is not the only avenue and are looking at complimentary therapies, some of which are non-pharmacological.

Moved by Councillor Kaschak, seconded by Councillor Gill,

That the report from the Administrator from Huron Lodge providing the Committee of Management with an update on issues related to resident care, the Ministry of Long-Term Care, the Local Health Integration Network and other initiatives that impact the Long Term Care sector **BE RECEIVED** for information and approved for the period of July to October 2021.

Carried.

Councillor Gill advises that he along with Mayor Dilkens participated in the CARP Advocacy Walk to raise awareness of issues in long-term care for seniors held on September 25, 2021. He adds that members of CARP would like to tour Huron Lodge.

J. Payne noted that municipal homes seem to be of interest and not privately owned homes.

A. Sirbu adds that organizing a tour at this time would not fall under the current mandate in regards to essential support workers and caregivers. The Committee of Management are classified as “essential support workers” because they provide a service and oversee Huron Lodge. Other members of the public are not care givers, general visitors associated with a resident or any type of a support worker and do not provide any type of service.

J. Payne indicates that this matter will be discussed with Mayor Dilkens. She notes that a meeting could be held with the three members of CARP to discuss this matter.

5.2 Per Diem Funding in Long Term Care Homes

J. Payne reports that Councillor Gignac and Councillor Francis (previous members of the Committee of Management) had inquired about the level of funding relating to per diems, particularly food costs for other institutional organizations that are funded by the Provincial Government as food costs were rising. Unfortunately, at that time the province did not disclose this information.

A. Sirbu states that funding for Huron Lodge is divided into four envelopes – nursing and personal care, program and support services, raw food and other accommodations. There are very strict guidelines on how the funding can be used, and what the percentages are. The raw food is clearly funded between the food that is served and the therapeutic supplements.

Moved by Councillor Kaschak, seconded by Councillor Gill,
That the update regarding the per diem funding in long term care homes **BE RECEIVED.**
Carried.

6. Date of Next Meeting

The next meeting will be held at the call of the Chair.

7. Adjournment

There being no further business, the meeting is adjourned at 10:48 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR



Committee Matters: SCM 5/2022

Subject: Minutes of the Diversity Committee of its meeting held October 27, 2021

Moved by: Councillor McKenzie
Seconded by: Councillor Morrison

Decision Number: **CSPS 171**

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

Carried.

Report Number: SCM 402/2021
Clerk's File: MB2021

Clerk's Note:

1. The recommendation of the Advisory Committee and Administration are the same.
2. Please refer to Item 7.2 from the Community Services and Parks Standing Committee Meeting held January 5, 2022.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20220110/-1/6296>



Committee Matters: SCM 402/2021

Subject: Minutes of the Diversity Committee of its meeting held October 27, 2021

Diversity Committee
Meeting held October 27, 2021

A meeting of the Diversity Committee is held this day commencing at 10:00 o'clock a.m. via Zoom video conference, there being present the following members:

Peter Ijeh, Chair
Councillor Ed Sleiman
Lacy Carty
Yo Son Dah Nost Huff
Sungee John

Guests in attendance:

Councillor Kieran McKenzie, Chair, Governance Committee Windsor Utilities Commission, regarding *Item 4.1*
Paul Gleason, VP Customer Care & Corporate Operations, ENWIN Utilities Ltd., regarding *Item 4.1*
Keven Li

Also present are the following resource personnel:

Steve Vlachodimos, City Clerk
Gayle Jones, Diversity/Accessibility Officer
Christopher Menard, Cultural Affairs
Michelle Staadegaard, Manager Culture & Events
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 10:01 o'clock a.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Minutes

Moved by Councillor Sleiman, seconded by S. John,

That the minutes of the Diversity Committee of its meeting held August 18, 2021
BE ADOPTED as presented.

Carried.

4. Business Items

4.1 ENWIN Utilities Ltd. – Diversity Goals within the Recruitment Process – Review by the Diversity Committee

Councillor Kieran McKenzie, Chair, Governance Committee Windsor Utilities Commission and Paul Gleason, VP Customer Care & Corporate Operations, ENWIN Utilities Ltd. appear before the Committee.

P. Gleason provides the following comments:

- In the first quarter of 2021, a report was brought forward to both of their governance committees to discuss the topic of Board of Director recruitment and how after the next municipal election, they would implement some of the diversity and inclusion initiatives to adopt for their own internal recruitment processes.
- It was requested that we bring back a recommended approach through the City's Diversity Committee for review and if ask there is any additional items for consideration.
- In terms of equity/diversity they have developed a tool that all postings would be put through the scrutiny, before they are communicated externally to ensure that they are not inadvertently communicating any biases in the postings.
- As far as the process for advertising opportunities, they are looking to community partners who represent a variety of cultural groups, races, genders and abilities.
- Will continue to publicly commit to promoting diversity initiatives with an actual diversity statement that is now included on all of their external postings.
- Continuing to look for software tools to assist them with ranking applications, i.e. redacting certain types of data to remove conscious and unconscious biases from the candidate evaluation process.
- Committing to ensure that they have diversity in the members of the application screening panels and for the board of directors they use competency matrices to rank the applications.
- Asks that the Diversity Committee provide feedback.

Councillor McKenzie advises that he Chairs the Governance Committee for the Windsor Utilities Commission and sits on the Board of Directors for Windsor Utilities Commission. He advises that specific direction was given to Administration at ENWIN and Windsor Utilities to take a hard look to do that analysis regarding whether or not they

are doing well enough with respect with equity, diversity and inclusion within the entire corporate framework.

S. John refers to the software and requests that the list of community organizations/partners be provided to the Diversity Committee to ensure that no organization is omitted.

P. Gleason responds that the list of community partners that they currently engage with will be provided. He advises that the software that is available does a much better job at matching applicant competencies to job competencies, however, does not do a good job in removing elements that may exist relating to bias, i.e. redacting names of applicants or names of previous employers.

G. Jones adds that this is a wonderful initiative to ensure that best practices are in place. She agrees that the software is somewhat lacking at this time. She notes some of the other best innovative practices, which are focused more on boards. Diversity is an asset when you are doing your ranking of competencies having actual diversity that brings expertise and innovations to the table and different thought processes, which should be an asset in the ranking. Another more innovative thing especially for boards is creating positive targets for gender parity and equity seeking groups on a board. The City of Vancouver has a policy that created targets regarding gender parity and equity seeking groups. There is also the 50/30 Challenge meaning fifty percent gender parity and significant representation thirty percent of equity seeking groups. Therefore, if you have a board of ten individuals with three individuals from equity seeking groups, talking about groups such as racialized populations, people with disabilities, 2SLGBTQ+, as well as First Nations, Inuit and Métis peoples, the targets should be reasonably achievable.

In response to a question asked by the Chair regarding if there is data on the current make-up of their staff, P. Gleason responds that they reviewed the City of Windsor's census data and in 2017, did their first employee equity and diversity anonymous survey with their employees. The survey was repeated in 2021 to determine if there was a change in the results from 2017. He adds they continue to struggle with gender diversity because as a utility company it has been relatively male dominated but are putting initiatives in place to address that, i.e. sponsoring scholarships for diverse candidates going into non-traditional fields of study at a post secondary level.

S. Vlachodimos indicates that this is a very timely discussion. The city is looking at creating descriptions that define the roles and duties for each of our entities; whether it is an advisory committee, board or agency appointment because in the past, the city has been generic in advertising these positions. There is a network of volunteers that want to serve on these committees but we have not provided the proper context of what is expected of them. We want to create a specific outline that explains what it is, what is required and what skill set and representation that we are looking for. There is a need to ensure proper representation on our committees as conveyed by Members of Council and to improve the way that we market these openings. Traditionally, these openings have been advertised in the Windsor Star but we want more engagement with

the public. Our Communications Department will work to create a comprehensive marketing plan in the New Year. He requests feedback from the Diversity Committee regarding what areas are not being reached and adds that he will request time on future agendas to discuss this issue. It is important to allow interested individuals from every corner to ask questions, receive clarification and to be able to provide their application to sit on a committee and if selected, will not be disappointed in being appointed to sit on a committee for a four year term.

The Chair asks if internship or mentoring programs have been considered.

P. Gleason responds that ENWIN has a partnership program with Women's Enterprise Skills Training of Windsor (WEST) to do mentorship and apprenticeship programs.

S. Vlachodimos advises that he came as an internship student from the University of Windsor and is very much a proponent of internships. He adds that internship students have served under him for the last twenty-eight years and notes that once a year, there is a paid internship for a Master's student in Council Services.

G. Jones remarks that she has also had student internships; recently two of which have been students with previous international degrees. She agrees that internships and mentorships are important.

S. Vlachodimos states that internships play an important role, because if we get them interested and exposed early enough, they will in turn be interested to apply for an agency, board, commission, or employment and will stay in our community.

The Chair notes that he is pleased with the direction that ENWIN is going and offers any assistance in the future.

Councillor McKenzie and P. Gleason leave the meeting.

4.2 City Council Decision 385/2021 – Hiring a Facilitator - Discussion

G. Jones provides information relating to hiring a facilitator to conduct a wider consultation to engage the community around the issue of inclusion and anti-racism:

Council Decision 385/2021 –

- *That the recommendation by the Diversity Committee to organize a wider consultation to engage the community around the issue of the city's inclusion and anti-racism policies and the impact on racialized communities within the city of Windsor be approved, and further, that a facilitator with expertise and lived experience be retained to undertake the community consultations be approved.*

- ***Aim and process:***

- To hire an expert Facilitator with lived experience to undertake the community consultations.
- A small team led by administration and including a representative of the Diversity Committee will make up the "Evaluation Team". This team will work together to both craft the requirements of the Request for Proposal (RFP), including the timeline.
- Funding for the purchase will come from the \$200,000 set aside for the Anti-Racism initiatives.
- Also included in the discussion is what the RFP will set out, drafting the RFP, RFP distribution, closure of the RFP, two envelope system and the evaluation of the RFP.

Moved by S. John, seconded by Y. Huff,

That an E-mail poll **BE CONDUCTED** to nominate one (1) member of the Diversity Committee to sit on the Evaluation Team for the Request for Proposal for a Facilitator to undertake the community consultations around the issue of the city's inclusion and anti-racism policies.

Carried.

4.3 City of Windsor Poet Laureate Program – Expansion & Branding

M.. Staadegaard alludes to Council Resolution CR331/2021 which referred the report from the Cultural Development Coordinator regarding the expansion of the City of Windsor's Poet Laureate program to the Diversity Committee for review and comment. She adds that the report includes two new positions – Indigenous Storyteller and Multicultural Community Storyteller.

C. Menard provides the following comments relating to the City of Windsor Poet Laureate Program:

- The Poet Laureate Program is at the ten year anniversary mark
- The report includes successes over the years and adds that the impact across the community has been huge and the feedback has been positive.
- There have been three poets in the role of Poet Laureate
- Marty Gervais was the inaugural Poet Laureate who is now the Poet Laureate Emeritus
- Currently on the second youth Poet Laureate
- The term of a poet laureate is two years.
- As they neared the ten-year mark, Council requested that they look at an opportunity to further develop the program.
- In the past when applications were received for poet laureate, they did not receive applications from Indigenous or multicultural or marginalized communities.
- Through their internal culture and events team as well as the staff at Museum Windsor, who have had tremendous consultation with the local Indigenous

communities, discussion with these groups indicated that the Indigenous or multicultural groups would not resonate with the title poet laureate.

- They spoke with the Asian community and asked them if they were asked to share something of their culture, how would they do it and they responded through dance, which is a valid form of storytelling.
- When Theresa Simms a respected elder of the Indigenous community was asked how they would engage with the community, she responded that she would play the drum; present the Eagle Song and the Song of Welcome and Unity and share their culture through traditions.
- It was then decided to bring in storytelling, and cultural traditions.

Y. Huff suggests that Can Am Indian Friendship Centre and the Southwest Ontario Aboriginal Health Access Centre (SOHAC) also be contacted.

The Chair advises that he is the President of the African Community Organization of Windsor and asks if the African Community has been contacted.

C. Menard responds that they have partnerships with many organizations through a contact network.

Moved by Councillor Sleiman, seconded by S. John,
That the rebranding and expanding of the City of Windsor's established Poet Laureate Program **BE ENDORSED**.
Carried.

4.4 Diversity Committee 2021 Operating Budget – Discussion

The current balance of the Diversity Committee 2021 operating fund is \$14,801.

The following initiatives for the 2021 Diversity Committee operating budget are proposed:

- Fund one or two short term internships
- Host a positive communication campaign
- Host a meet and greet event
- Bring in guest speakers
- Host living library events – storytelling, i.e. event to learn about Indigenous people

6. Date of Next Meeting

The next meeting will be held at the call of the Chair.

7. Adjournment

There being no further business, the meeting is adjourned at 11:51 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR



Committee Matters: SCM 6/2022

Subject: Minutes of the Community Public Art Advisory Committee of its meeting held October 12, 2021

Moved by: Councillor Gignac
Seconded by: Councillor Bortolin

Decision Number: **CSPS 172**

THAT the minutes of the Community Public Art Advisory Committee of its meeting held October 12, 2021 **BE RECEIVED**.

Carried.

Report Number: SCM 403/2021
Clerk's File: MB2021

Clerk's Note:

1. The recommendation of the Advisory Committee and Administration are the same.
2. Please refer to Item 7.3 from the Community Services and Parks Standing Committee Meeting held January 5, 2022.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20220110/-1/6296>



Committee Matters: SCM 403/2021

Subject: Minutes of the Community Public Art Advisory Committee of its meeting held October 12, 2021

Community Public Art Advisory Committee

Meeting held October 12, 2021

A meeting of the Community Public Art Advisory Committee is held this day commencing at 10:00 o'clock a.m. via Zoom video conference, there being present the following members:

Leisha Nazarewich, Chair
Councillor Jim Morrison
Megan Cornwall
Nadja Pelkey
Suzan Saeid

Regrets received from:

Spencer Montcalm

Guest in attendance:

Donna Mayne regarding ***Item 4.1***

Also present are the following resource personnel:

Michelle Staaedegaard, Manager Culture & Events
Jen Knights, Executive Director, Recreation & Culture
Wadah Al-Yassiri, Manager Parks Development
Madelyn Della Valle, Museum Curator

1. Call to Order

The Chair calls the meeting to order at 10:01 o'clock a.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Declarations of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by Councillor Morrison, seconded by L. Nazarewich,
That the minutes of the Community Public Art Advisory Committee of its meeting held January 16, 2020 **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1 Proposal for a Sculptural Tribute Honouring Music Industry Pioneer Rosalie Trombley

Donna Mayne, artist appears before the Committee and is available for questions.

The Chair remarks that there are artistic and financial components to the project.

Councillor Morrison applauds the project and states that Rosalie Trombley did tremendous work in the music industry and was a huge influence in North America. He adds that he is pleased that CKLW's "Big 8" is incorporated in the project. He asks D. Mayne what materials will be used.

D. Mayne advises that she visualized the sculpture in granite and when costed out, it is approximately half the cost of what it would have been in bronze. She adds that she can now fundraise for less money and has been exploring augmented reality with experts who are knowledgeable in interactive interpretive panels.

In response to a question asked by Councillor Morrison regarding who is responsible for the donations for the fundraising campaign, D. Mayne stated that she contacted the family of Rosalie Trombley and they assisted in providing information relating to some of the music artists and industry influencers. She also contacted Bell Media and CKLW however; no response has been received relating to financial backing. She hopes that the City will view this is a worthwhile project and will fund it like the Hiram Walker's sculpture.

The Chair refers to the "Estimated Costs and Timelines" document and states that financial contributions in the amount of \$55,760 from the city is noted. She asks Councillor Morrison if the city has a budget from which to draw that amount of money. She adds that no projects in the past have come forward to this Committee requesting funding from the city.

Councillor Morrison responds that he will look into the Hiram Walker sculpture and will report back. He refers to the statue on the roundabout on Sandwich Street and indicates that Ward funds from City Councillors contributed to that project. He notes that the Committee could ask Administration to provide a report on funding sources for this project.

W. Al-Yassiri asks if there is a preferred location for the sculpture, and if the cost of the foundation for the sculpture is included in the calculations. He notes that the foundation will cost from \$15,000 to \$20,000.

The Chair adds that the desired location noted in the artists submission is on the riverfront or at the Jackson Park band shell.

M. Staadegaard reports that there is a specific percentage in any new build that must go to public art and refers to the civic esplanade development and if this could be worked into this project.

W. Al-Yassiri suggests that this sculpture project be brought before the Executive Committee City Hall Square Plaza & Civic Esplanade for review.

S. Saeid asks if sketches of the sculpture will be provided.

The Chair indicates in the past, that several sketches of a sculpture were provided.

D. Mayne responds that a vetting process was done with Rosalie's family and the sketch before the Committee is the one they chose.

N. Pelkey asks Administration to report back confirming if the one percent for public art was ever approved. She adds that if there was a mechanism to find funds for a particular project, the Committee could potentially see a greater diversity in the art applications that are received from groups and for whom finances are a larger barrier.

Moved by Councillor Morrison, seconded by M. Cornwall,
That the proposal by Donna Jean Mayne, artist for a granite and bronze sculpture of Rosalie Trombley **BE APPROVED** subject to successful fundraising efforts.
Carried.

4.2 Minutes of the Museum Subcommittee of CPAAC and the Minutes of the Museum Capital Reserve Fund Committee

Moved by N. Pelkey, seconded by Councillor Morrison,
That the minutes of the Museum Subcommittee of CPAAC of its meetings held December 3, 2019, January 28, 2020, August 19, 2020, October 21, 2020 and July 30, 2021 and the minutes of the Museum Capital Reserve Fund of its meetings held May 1, 2019 and August 11, 2020 **BE APPROVED**.
Carried.

5. New Business

M. Staadegaard provides updates on various projects as follows:

- Identified cracking in the granite base of the Ukrainian Monument located in Jackson Park in 2018. A new granite stone has been received and the installation should be complete by the end of October 2021.
- In the spring of 2020, the Black Historical Murals located in Patterson Park were vandalized. The panel that was vandalized has received a full restoration along with the entire mural by the original artist Jermain Baylis
- The tail on the Man on the Horse sculpture on the riverfront has been restored and reinforced.
- Love for All Hatred for None sculpture rusting occurred in the base. The entire base is being recast in stainless steel.
- Mary and Henry Bibb plaque located next to Mackenzie Hall was stolen. It was determined that this is federally owned and under their administration. Parks Canada is currently looking at the text and hopefully will see the reinstallation by the end this year.
- The Tower of Freedom will be celebrating its 20th Anniversary this year so the Essex County Black Historical Research Society is currently working on virtual celebrations of that sculpture.
- The Art Gallery of Windsor in late 2020 brought forward to Council to install 9 reproductions downtown from their collection which was approved.

6. Adjournment

There being no further business, the meeting is adjourned at 11:01 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR



Committee Matters: SCM 7/2022

Subject: Minutes of the Windsor Accessibility Advisory Committee of its meeting held November 18, 2021

Moved by: Councillor Bortolin

Seconded by: Councillor McKenzie

Decision Number: **CSPS 173**

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

Carried.

Report Number: SCM 405/2021

Clerk's File: MB2021

Clerk's Note:

1. The recommendation of the Advisory Committee and Administration are the same.
2. Please refer to Item 7.4 from the Community Services and Parks Standing Committee Meeting held January 5, 2022.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20220110/-1/6296>



Committee Matters: SCM 405/2021

Subject: Minutes of the Windsor Accessibility Advisory Committee of its meeting held November 18, 2021

Windsor Accessibility Advisory Committee

Meeting held November 18, 2021

A meeting of the Windsor Accessibility Advisory Committee is held this day commencing at 10:00 o'clock a.m. via Zoom video conference, there being present the following members:

Sally Bennett Olczak, Co-Chair
Peter Best, Co-Chair
Councillor Ed Sleiman
Sheila McCabe
Ricardo Pappini
Nicholas Petro

Regrets received from:

Surendra Bagga

Guest in attendance:

Joy Mayerhofer

Also present are the following resource personnel:

Gayle Jones, Accessibility/Diversity Officer
Katie Pavlovski, Community Development Coordinator
James Scott, Manager Parks Operations
Lauren Robinet, Order of Business Coordinator
Karen Kadour, Committee Coordinator

1. Call to Order

S. Bennett Olczak, Co-Chair calls the meeting to order at 10:01 o'clock a.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

R. Pappini discloses an interest on Item 4.5 as a family member is employed at Huron Lodge.

3. Adoption of the Minutes

Moved by Councillor Sleiman, seconded by R. Pappini,
That the minutes of the minutes of the Windsor Accessibility Advisory Committee
of its meeting held September 14, 2021 **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1 Alexander Park

James Scott, Manager Parks Operations appears before the Committee and provides the following comments relating to Alexander Park:

- He refers to “Sandy’s Point” (Memorial for Sandra Friesen, former member of WAAC) and the initiative for a commemorative bench
- In terms of adding a bench at Alexander Park, there are two different styles – one is a wood/metal bench and the other is a pure metal bench.
- Three different styles of picnic tables are shown which are all made from recycled plastic material. One has an opening from an accessibility perspective; the second picnic table has side entry, which would be placed on a pad in the northwest corner of the park, and the last one is a metal network, which has an opening for accessibility.

R. Pappini advises that he prefers the circular options of picnic tables as it allows more points of access; is more inclusive and brings people in closer for a sense of community. He adds that there may be more options available to allow for more points of access.

Councillor Sleiman asks if the chosen location will be convenient for everyone.

J. Scott indicates that the sidewalk at that location dead-ends at that point.

P. Best, responds that the pathway at the far northwest corner is clean, open and quiet so consideration was given to this location for the commemorative bench.

The Chair adds that is a beautiful corner of the park with a quiet, peaceful view across the river to Detroit.

G. Jones asks Administration to provide the dollar points for the various options.

J. Scott responds that the cement pad is \$5,000 for 450 square feet of cement, the picnic table option is approximately \$3,500 and the wood/metal bench is \$650 and the pure metal bench is \$1,300.

P. Best refers to a shared agreement with the Parks Department and adds that WAAC would assume the cost of the accessible picnic table and a commemorative bench and would request that the Parks Department provide the installation of the cement pad.

Moved by P. Best, seconded by R. Pappini,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$5,000 from the 2021 WAAC Operating budget for the purchase and installation of a metal commemorative bench with a plaque and an accessible black circular picnic table with umbrella in Alexander Park; that the Parks Department install the bench dedicated to Sandra Friesen at the agreed upon location and further that the Parks Department cover the cost of installing the concrete slab.

Carried.

In response to a question asked by the Chair regarding if signage can be provided that identifies “Sandy’s Point”, J. Scott responds that there is a Council Policy on naming areas.

R. Pappini notes that the proposal for the location is quite a distance from the neighbours to the west, and asks if they need to be consulted as there may be an increase of pedestrians in that area.

J. Scott advises that as a courtesy they will mention this to the neighbours.

P. Best requests that the Parks Department apprise and consult with WAAC on any future developments at Alexander Park.

G. Jones states that at this time, the following accessibility enhancements have taken place at Alexander Park:

- A line has been painted along the sidewalk and signage erected along the rails at the river to remind folks, including individuals who are fishing, to allow space for blind persons walking
- Reflective stripes have been placed around the recycling and refuse containers
- The benches at the end of the pathway have been painted yellow to allow for more colour contrast
- In memory of Sandra Friesen, there will be a commemorative bench and an accessible picnic table and pad.

4.2 Black Oak Heritage Park Accessibility Update

In terms of a rest area at Black Oak Heritage Park, as requested by J. Mayerhofer, citizen, J. Scott refers to a large piece of boulder (the flat side would be the seat) that

would match the natural landscape and could be installed in the park when the ground firms up.

P. Best advises that this is a natural rock which will be located halfway along the trail.

G. Jones indicates that the rock or boulder is of the correct height from an accessibility standard and is a good option for this park given the nature of the trail. She adds that there is no cost to the Committee for the placement of this rock.

Moved by R. Pappini, seconded by S. McCabe,

That **APPROVAL BE GIVEN** to the placement of a stone bench in Black Oak Heritage Park, the cost of which to be borne by the Parks Department at a location agreeable to the Parks Department and a WAAC appointed representative.

Carried.

G. Jones thanks Joy Mayerhofer for bringing this accessibility issue to WAAC.

The Chair thanks the Parks Department for their assistance in this matter.

4.3 Audio Pedestrian Signals Update

Background information from Shawna Boakes, Acting Director of Operations is read aloud.

P. Best advises that he was hoping to have more confirmation on some projects. He states there is an example on Lauzon Road at Cedarview where there is a crosswalk where you can push the button and a yellow light for yield comes on indicating that traffic should be aware of a person crossing and that it would be safe to cross. It appears that this system could be viable but are in the process of tweaking it.

4.4 Farrow Riverside Miracle Park – Grand Opening May 14 or 15, 2022

P. Best reports that he has represented WAAC for the past four years on the development of the Farrow Riverside Miracle Park which is a baseball diamond for accessible play, has a track and an accessible playground. This group has had a number of challenges including not being able to open since 2020 due to COVID. He states that the Grand Opening is slated for May 14, 2022 or May 15, 2022 (rain date). The Farrow Riverside Miracle Park is requesting support to kick off this event.

Moved by P. Best, seconded by S. McCabe,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$3,000 from the WAAC 2021 Operating Budget for the sponsorship of the Farrow Riverside Miracle Park Grand Opening.

Carried.

N. Petro asks if a plan is in place for the \$3,000 expenditure should the event be delayed or cancelled.

P. Best responds that this funding will support the Grand Opening when it occurs.

4.5 WAAC 2021 Operating Budget

P. Best reports that the Windsor Public Library (WPL) wants to continue in their support of individuals to acquire accessible material for reading devices. The WPL is requesting financial assistance to acquire.

Moved by P. Best, S. McCabe,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$2,300 from the WAAC 2021 Operating Budget for the purchase of equipment and/or devices as determined by the Windsor Public Library to assist library users with disabilities and further, that a representative from the WPL **BE REQUESTED** to attend a future meeting of WAAC to present on the positive impacts of the donation enhancing accessibility items for users in their facilities.

Carried.

In response to a question asked by R. Pappini regarding if the library disclosed what the funds will be used for, P. Best responds that the funds will be utilized to support their accessibility program.

G. Jones remarks that the pandemic has been very difficult on our Huron Lodge residents, and they do not have extra funds to enhance accessibility in their facility. As one example, she refers to the Chrysalis project which is a person-centred program in order to create a supportive environment to support healthy aging. This project reduces isolation by encouraging social participation of the residents that have a mental health diagnosis or symptoms of dementia. Huron Lodge is looking to expand this project to the rest of the Home by adding door decals to their rooms.

Moved by S. McCabe, seconded by P. Best,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$2,000 from the WAAC 2021 Operating Budget for the purchase of equipment, programs or technology as determined by Huron Lodge to assist residents with disabilities, and further that a representative from Huron Lodge attend a future meeting to present on the positive impacts of the donation for enhancing accessibility for residents at their facility.

Carried.

R. Pappini discloses an interest and abstains from voting.

5. Other Business

In response to a question asked by P. Best regarding the status of the accessible playgrounds, it is suggested that a representative from Parks attend the next meeting.

6. Date of Next Meeting

The next meeting will be held at the call of the Chair.

7. Adjournment

There being no further business, the meeting is adjourned at 11:27 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR



Committee Matters: SCM 8/2022

Subject: Increased Ministry of Long-Term Care Funding to support Resident Direct Care at Huron Lodge - City Wide

Moved by: Councillor Gignac

Seconded by: Councillor Bortolin

Decision Number: **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 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: S 172/2021

Clerk's File: AH2022

Clerk's Note:

1. The recommendation of the Standing Committee and Administration are the same.

2. Please refer to Item 8.1 from the Community Services and Parks Standing Committee Meeting held January 5, 2022.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20220110/-1/6296>

Subject: Increased Ministry of Long-Term Care Funding to support Resident Direct Care at Huron Lodge - City Wide

Reference:

Date to Council: January 5, 2022
Author: Alina Sirbu
Executive Director, Huron Lodge
519-253-6060 ext. 8253
asirbu@citywindsor.ca
Huron Lodge
Report Date: 12/10/2021
Clerk's File #: AH2022

To: Mayor and Members of City Council

Recommendation:

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 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.

Executive Summary:

N/A

Background:

Huron Lodge is a municipally-owned long term care home, governed by the Ministry of Long-Term Care ("the Ministry") through the Long-Term Care Homes Act, 2007 and accompanying Regulations.

The fundamental principle of the Act is *"that a long-term care home is primarily the home of its residents and is to be operated so that it is a place where they may live with dignity and in security, safety and comfort, and have their physical, psychological, social, spiritual and cultural needs adequately met."* Further, the Act states that *"Every licensee of a long-term care home shall ensure that the home meets the staffing and care standards provided for in the regulations"*.

Regulation 79/10 specifies that Licensees are responsible to have a staffing plan in place and implemented for their organized program of nursing services and organized program of personal support services. Previous, the legislation and regulation did not contain requirements around the proportion of staff, or the number of hours of direct care provided to residents. This was determined by yearly staffing plans developed by the homes based on the residents' care needs.

Case Mix Measurement and methodologies are used to determine the level of resources required to care for a population. Case Mix Index (CMI) is a numeric value assigned to a home which is calculated by summing a variety of factors, including the severity of medical diagnoses, per resident, and dividing by the total number of residents. This is then weighted across the province. Each year, the Ministry of Long-Term Care calculates a home's CMI, which is used to calculate the Nursing and Personal Care per diem amount funded to homes. Homes clinically evaluate through the Resident Assessment Instrument (RAI MDS) and give a rating using guidelines as set by the Ministry. Residents who require more care and resources are categorized in a higher resource utilization group (RUG). The higher the level of care required for a resident, the higher the RUGs score, which translates into higher Case Mix Index ranking, potentially resulting in increased funding from the Ministry. Conversely, if the RUGs and correlating CMI decrease, the funding may also decrease.

The devastating impact of the COVID-19 pandemic on the long-term care sector further illustrated the complexity of the staffing challenges in the sector. Communication from the Minister in September 11, 2020 reminds homes that the provision of required staffing is ultimately the responsibility of the licensee and homes must continue to do what they can to address this most pressing need. The government has committed to providing additional funding to enable homes to increase the hours of direct care for residents over the next four years with new funding models and staffing targets to achieve. The new funding amounts are not subject to a CMI adjustment.

Huron Lodge has always provided the optimal level of care for the residents. As recognized by Administration and reinforced through continuous communication from the Minister indicating the importance of staffing levels, Huron Lodge requested council approval to add staff with the announced funding increases in 2020 and 2021 to address resident needs. This demonstrates Huron Lodge's commitment to delivering exemplary care and services to the residents.

Discussion:

On October 15, 2021 long-term care homes were informed that the Ministry will be providing new funding investments in the 2021-22 fiscal year as part of the government's priority to "fix" long-term care. The funding supports commitments outlined in "A better place to live, a better place to work: Ontario's long-term care staffing plan" (Staffing Plan), released in December 2020. The Staffing Plan is based on the guidance from multiple partners, organizations, associations, residents and families, the Staffing Study Advisory Group, and the interim recommendations from Ontario's COVID-19 Commission.

The new funding supports the increase to the provincial average amount of nursing direct hands-on care provided by registered nurses, registered practical nurses and personal support workers to four hours a day, per resident, by the 2024-25 funding year. "Direct care" is hands-on care that includes personal care, such as eating, bathing, and dressing, as well as other important tasks such as helping residents move, medical/therapeutic treatments and providing medication.

The government also plans to increase the direct hours of care provided by a broader range of staff referred to as allied health professionals who play a key role in supporting residents to achieve a higher quality of life and promoting good mental health. This includes supports provided by physiotherapists, occupational therapists, recreation therapists, social workers and others who can address physical, emotional, social and spiritual needs of residents. This funding will support an increase to the provincial average amount of allied health professional care to 36 minutes a day, per resident, by the 2022-23 funding year, which represents the new minimum level of care expected to be provided moving forward.

The goal of this funding is to support homes to increase and sustain the direct care hours provided to residents. The province has announced they will be providing \$227,187,500 to homes for increasing and sustaining nursing direct care hours, \$42,802,600 for increasing and sustaining allied health professional direct care hours, and \$10,000,000 in supporting professional growth for training and education in the 2021-22 fiscal year. The government has further committed to an investment of \$673 million, \$1.25 billion and \$1.82 billion for staffing increases in the 2022-23, 2023-24 and 2024-25 fiscal years, respectively.

Implementation targets are as follows:

**Public Targets committed to in the Staffing Plan for
increased staffing levels**

	Current Levels (2018 data)	2021-22 (to be achieved by Q4) Average	2022-23 (to be achieved by Q4) Average	2023-24 (to be achieved by Q4) Average	2024-25 (to be achieved by Q4) Average
RNs, RPNs, PSWs	2 hours and 45 minutes	3 hrs	3 hrs 15 min	3 hrs 42 min	4 hrs
Allied Health Professionals	30 minutes	33 min	36 min	36 min	36 min

Each year the Ministry collects staffing data, including the number of hours worked, from all homes across the province. From this data, the Ministry is able to develop a system-level daily average of direct care per resident per day. The Ministry is using 2018 staffing data as the baseline as this is the most up-to-date information that has been submitted by homes. Due to the COVID-19 pandemic, staffing data was not collected by the Ministry for 2019 or 2020.

Huron Lodge is embarking on a comprehensive staffing analysis to determine the home's direct care average per resident per day in comparison to the provincial system-level average. The Ministry expects homes to sustain and increase direct hours of care and optimize the funding in order to provide high quality care to meet the needs of residents. Huron Lodge is dedicated to providing a sustainable level of care to the residents of the home in conjunction with the targets set out by the Ministry. The additional funding will allow Huron Lodge to meet the direct hours of care targets and maximize the funding distributed to the home.

Risk Analysis:

Huron Lodge is obligated through the Long Term Care Homes Act and its Regulations to ensure that the home meets the staffing and care standards provided for in the regulations. As stated in the Long-Term Care Homes Act, 2007, *"Every licensee of a long-term care home shall protect residents from abuse by anyone and shall ensure that residents are not neglected by the licensee or staff."* Huron Lodge has mitigated this risk by reporting to Council resident needs and requesting additional staff in 2020 and 2021. The Ministry funding is reconciled against eligible expenditures annually through the Annual Reconciliation Report. There is a risk that, if Huron Lodge reports fewer eligible expenditures than the funding received, the Ministry will recover that funding

from the home. This risk is mitigated through careful monitoring and tracking of expenditures to ensure maximum uptake of the allocated funding. The Ministry is requesting homes to meet the implementation targets as defined above. Should Huron Lodge not meet those targets, the home may be subject to reduced funding, fines, or both.

The Ministry has noted that future year funding is subject to change based on many factors, including multi-year budgetary approvals, bed capacity and staffing, staffing data, and other unforeseen events.

As the Ministry evaluates the funding program, guidelines may change and funding allocations could change. The intent of these investments is to ensure that every resident experiences the best quality of life, supported by safe, high-quality care. If the Ministry's intent is to equalize homes, more funding may be provided to homes who require more direct care hours to meet the target, and less funding to homes who have already met the target.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Increasing Nursing Staffing Levels (RNs, RPNs, PSWs)

The Ministry has announced funding to increase the average hours of direct care provided by registered nurses (RNs), registered practical nurses (RPNs), and personal support workers (PSWs) from the system-level daily average of two hours and 45 minutes per resident, per day (based on 2018 data), to a system-level average of three hours per resident, per day for 2021-22. This investment is part of the commitment to increasing the average hours of daily direct care to four hours over four years.

The 2021-22 funding allocation for increasing and sustaining nursing care to 3 hours equates to \$671,430 for Huron Lodge. Huron Lodge's funding amount for future years is subject to change, but could amount to \$1,611,432 annually if the allocation remains constant.

Increasing Allied Health Professionals Staffing Levels

The Ministry has also announced funding to increase and sustain the hours of care provided by allied health professionals from the system-level daily average of 30 minutes (based on 2018 data), to an average of 33 minutes per resident, per day for 2021-2022. This investment is part of the commitment to increasing the system-level average worked hours to 36 minutes (by 20 percent) over the next two years.

The 2021-22 funding allocation for increasing allied health professional direct care at Huron Lodge amounts to \$126,495. Huron Lodge's funding amount for future years is subject to change but could amount to \$303,588 annually if the allocation remains constant.

Supporting Professional Growth Fund

This funding is intended to support homes with education and training. The 2021-22 funding allocation for supporting professional growth is \$30,040. Should this funding continue, Huron Lodge may receive an annualized amount of \$72,096 in additional funding for education costs.

During the 2023 budget development process, Huron Lodge will evaluate the funding budget and staffing resources and bring forward a budget issue to reflect the most recent information at that time. Through Huron Lodge's proactive approach to increasing staffing levels early, there may be an opportunity to offset a portion of the municipal contribution with the new announced funding. As further details on the Funding Policy are communicated by the Ministry, additional analysis and updates will be provided.

Consultations:

Andrea Sayers - Financial Planning Administrator

Natasha Gabbana – Manager, Performance Measurement and Business Case Development

Conclusion:

In order comply with legislation and directives, fully utilize allocated funding, and continue to prioritize resident needs, Huron Lodge is moving forward with the staffing analysis to determine the direct care hours as defined by the Ministry. Further analysis will indicate if any of this new funding can be used to sustain the Council approved staffing additions from 2020 and 2021.

Approvals:

Name	Title
Alina Sirbu	Executive Director/Administrator – Huron Lodge Long-term Care Home
Debbie Cercone for Jelena Payne	Commissioner, Human and Health Services
Vincenza Mihalo	Executive Director, Human Resources
Shelby Askin Hager	Commissioner, Legal and Legislative Services
Joe Mancina	Commissioner, Corporate Services – Chief Financial Officer/City Treasurer
Jason Reynar	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:



Committee Matters: SCM 9/2022

Subject: Rent Supplement Program Expiries and Mitigation Strategy - City Wide

Moved by: Councillor McKenzie
Seconded by: Councillor Bortolin

Decision Number: **CSPS 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 Minister of Municipal Affairs and Housing, and the Premier of Ontario; and further,

THAT, should the sunsetting of the 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: S 144/2021
Clerk's File: GH/14271

Clerk's Note:

1. The recommendation of the Standing Committee and Administration are **not** the same.
2. Please refer to Item 8.2 from the Community Services and Parks Standing Committee Meeting held January 5, 2022.

3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20220110/-1/6296>

Subject: Rent Supplement Program Expiries and Mitigation Strategy - City Wide

Reference:

Date to Council: January 5, 2022
Author: Jolayne Susko
Coordinator, Housing Administration & Policy
Housing Services
(519) 255-5200 ext. 6278
jsusko@citywindsor.ca
Housing and Children's Services
Report Date: 10/28/2021
Clerk's File #: GH/14271

To: Mayor and Members of City Council

Recommendation:

THAT the report of the Executive Director of Housing and Children's Services dated January 5, 2022, regarding the Rent Supplement Program Expiries and Mitigation Strategy, **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,

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) and the Ontario Municipal Social Services Association (OMSSA).

Executive Summary:

N/A

Background:

The City of Windsor is the Service Manager with respect to Social and Affordable Housing for the City of Windsor and the County of Essex. The City administers a number of affordable housing programs funded municipally, as well as provincially and federally, including Rent Supplement (RS) and Housing Allowance (HA) Programs.

These programs provide rental assistance to low-income households living in private rental accommodations, and in social and affordable housing units in Windsor and

Essex County. A portion of these programs are municipally funded through a shared contribution agreement between the City of Windsor (as Service Manager) and the County of Essex since the devolution of social housing in 2001. In addition, the federal and provincial governments have provided RS/HA funding under time-limited housing program funding envelopes such as, Investment in Affordable Housing (IAH and IAH-E), Social Infrastructure Fund (SIF) and Ontario Priorities Housing Initiative (OPHI).

Starting in 2007 with the announcement of the Canada-Ontario Affordable Housing Program (COAHP), senior levels of government provided funding for a number of affordable housing programs including RS/HA programs. The City of Windsor as Service Manager welcomed the funding and the opportunity to deliver an increased number of affordable housing options to households based on program funding guidelines and parameters. At the time of the launch of COAHP and subsequent programs, rental market vacancy rates in Windsor and Essex County were high and the rate of participation by landlords who were willing to participate in these programs was also high.

Since the original start of the COAHP program, the City has received funding extensions for RS/HA programs as well as the introduction of new affordable housing funding programs which have allowed the City as Service Manager to continue funding existing RS/HA households and add additional RS/HA households as additional time-limited funding envelopes were introduced.

RS/HA(s) have not only benefited low-income households but have also assisted social and/or affordable housing landlords with their housing project's financial viability by providing RS/HA(s) to a specific number of qualifying tenants.

The following describe the two RS/HA program delivery models offered:

- **Entitlement-based programs** offer rent supplement to any individual or household who meets the eligibility criteria. The following are examples of entitlement rent supplement programs offered in Windsor-Essex County: Commercial rent supplements, Strong Community Rent Supplement Program (SCRSP), and the Windsor Essex Housing Benefit (WEHB) whereby the participants are offered a benefit based on their household's priority ranking on the Central Housing Registry Windsor Essex (CHR-WEC) coordinated access wait list. Entitlement-based rent supplements count towards our legislated Rent-Geared-to-Income (RGI) service levels.
- **Rationed-based programs** are programs where the rent supplement administrator is authorized through a service agreement to offer a set number of rent supplements to distribute based on a fixed funding allocation. The following are examples of rationed-based rent supplement programs offered in Windsor-Essex County: Investment in Affordable Housing (IAH), Investment in Affordable Housing Program Extension (IAH-E), Social Infrastructure Fund (SIF-IAHE) and Ontario Priorities Housing Initiative (OPHI). Unlike the entitlement-based programs, rationed-based RS/HA programs do not count towards Windsor Essex's legislated service levels.

Discussion:

Windsor Essex has offered RS/HA programs in the community as a means of expanding affordable housing options in our community for years. As of November 2021, approximately \$3.29 million has been allocated to RS/HA assisting on a monthly basis approximately 500-549 households throughout Windsor and Essex County.

The funding programs for RS/HA(s) have been long standing and considered quasi-permanent funding by recipients, their Program Administrators and the community support agency, ALSO, Windsor Community Living, Essex Community Living, Windsor Essex Brokerage for Personal Supports, as examples. The City's Housing Services department does not have the financial means to fund these losses through its existing social housing budget without replacement funding from upper levels of government and/or budget adjustments from the City of Windsor and/or the County of Essex.

Housing Services is currently working with RS/HA Program Administrators on a rent supplement expiry mitigation strategy. RS/HA Administrators are currently working with their RS/HA households with a March 31, 2022 expiry to assist them in securing an alternate housing benefit, such as the Canadian Ontario Housing Benefit (COHB), the Windsor Essex Housing Benefit (WEHB), or Rent-Geared-to-Income (RGI) housing units understanding each program has their own unique eligibility requirements, subsidy calculations and application process.

In Windsor and Essex County many residents are able to live independently but struggle to access appropriate and affordable housing. As with many other Ontario communities, Windsor-Essex is experiencing increasing rents and decreasing supply of affordable housing options. With a waiting list of over 5,000 households for social and affordable housing, the demand for affordable rental housing exceeds the supply for all municipalities in the Windsor Essex service area. As indicated in the Council approved Home Together: Windsor Essex Housing and Homelessness Master Plan, there is a sizable gap between the need for affordable housing and the supply of affordable housing. Additionally, as of November 2021, there were 463 known households experiencing some form of homelessness in Windsor Essex, of which 338 have experienced chronic or long-term homelessness. Any programs that expand affordable housing options are needed to increase the supply of affordable rental housing in the region. Many households seeking affordable housing are paying well over 50% of their household income on their housing, which over the long-term is not sustainable, placing households at risk for homelessness. Current program guidelines and legislative regulations identify that housing costs should be in the range of 30% of a households' average monthly income.

As noted within our Council approved Home Together: Windsor Essex Housing and Homelessness Master Plan 2019-2028, the affordable housing gap for Windsor-Essex County was estimated to be 10,000 units in 2019, and by 2028 was projected to increase to 12,900 units. It is expected that the loss of expiring RS/HA(s) as well as the changes in the housing market since the completion of the 2019-28 Housing and Homelessness Master Plan will further impact the need for affordable housing in Windsor-Essex County into the future.

The following is a summary of the RS/HA Programs the City is currently delivering, the number of units, funding, populations served and their program expiry date:

Program Name	Populations Served	Expiry Date	No. of Households (at September 2021)	Approx. Annual Subsidy
Investment in Affordable Housing (IAH)	In crisis, homeless, persons with disabilities, seniors, survivors of domestic violence, working poor	Mar-31-2022	82	\$ 460, 000
Strong Communities Rent Supplement (SCRSP)	persons with disabilities, seniors, working poor	Mar-31-2023	195	\$ 1,164,000
Investment in Affordable Housing (Ext) (IAHE)	In crisis, homeless, seniors, survivors of domestic violence, working poor	Mar-31-2024	203	\$ 1,400,000
IAHE – Social Infrastructure Funding (SIF)	seniors, youth	Mar-31-2024	48	\$ 190,000
SIF – Anti-Human Trafficking (SIF-AHT)	Survivors of human trafficking	Mar-31-2024	17	\$ 111,000
Ontario Priorities Housing Initiative (OPHI – HA) (yearly allocation)	Homeless and/or at-risk-of-homelessness	Mar-31-2022	6	\$ 30,000
TOTAL			551	\$ 3,355,000

In 2019, the Canada-Ontario Housing Renewal Program (COHRP) was introduced and significantly changed the way funding allocations were delivered by upper levels of government, moving from a multi-year funding approach to a year-by-year funding approach. The year-by-year funding approach makes offering long-term RS/HA(s) challenging. There is no guarantee the funding allocation in subsequent years will be sufficient to cover the subsidy/allowances and if offered, recipients would have an expiry date of the following year. The inability to carry funding over in the following year makes the introduction of a RS/HA program extremely challenging as it does not provide households affordable housing security as there is no guarantee there will be enough funds to support a RS/HA beyond the year they are allocated in.

This revised funding model makes a RS/HA program difficult to administer and is a disincentive for implementing a RS/HA program as it is likely RS/HA administrators

would be in a perpetual state of mitigating the damages associated with RS/HA households losing their RS/HA due to funding shortfalls. There are other municipalities in Ontario that do not offer rent supplements through the COHRP due to these program constraints. Furthermore, other social and affordable housing priorities such as capital building projects and repairs (urgent, health and safety and other repairs), are competing for dollars from the same annual funding allocation (Canada-Ontario Community Housing Initiative/Ontario Priorities Housing Initiative; COCHI/OPHI).

The City of Windsor as the Service Manager for Windsor and Essex County has advocated for funding extensions or long-term sustainable replacement RS/HA funding at the 2021 Association of Municipalities of Ontario (AMO) Forum and through participation on the Ministry of Municipal Affairs and Housing (MMAH) Strong Communities Rent Supplement Technical Table. An extension of these rent supplements or a permanent replacement funding stream would allow us to continue to assist households in Windsor and Essex County with their housing affordability and extend the continuum of affordable housing supply options available. No announcements for funding extensions or replacements have been made at this time.

The changes in the housing market are also having an impact on our RS/HA households, especially for new tenancy households added in 2021. As noted in the data presented to the Housing and Homelessness Advisory Committee over the last couple years, Windsor Essex is seeing significant increases in residential market rents when assisting new households with their housing affordability and therefore, the funding allocations are absorbed more quickly with less households assisted. The following table shows the differences in the average monthly RS/HA per unit in September 2019, in July 2021 and the monthly average per unit cost to add a new RS/HA tenancy in 2021:

Program Name	Current Average Monthly RS/HA per unit		
	Program avg. monthly RS/HA per unit Sept 2019	Program avg. monthly RS/HA per unit July 2021	Avg. monthly cost per unit to add RS/HA 2021
Investment in Affordable Housing (IAH)	\$400	\$445	\$550
Strong Communities Rent Supplement (SCRSP)	\$439	\$498	\$900
Investment in Affordable Housing (Ext) (IAHE)	\$475	\$568	\$800-900
IAHE – Social Infrastructure Funding (SIF)	\$265	\$357	\$785
SIF – Anti-Human Trafficking (SIF-AHT)	\$531	\$542	\$700
Ontario Priorities Housing Initiative (OPHI – HA) (yearly)	N/A	\$435	N/A

allocation)			
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In a letter to Mayor Dilkens dated August 23, 2021, MMAH communicated 2022-23 planned funding allocations for Windsor-Essex County, noting all funding amounts are for planning purposes only and are subject to confirmation through the province's annual budget planning process. Allocations for the National Housing Strategy (NHS) programs – COCHI; OPHI; COHB – are subject to agreement with the Canada Mortgage and Housing Corporation on NHS Bilateral Agreement amendments. The following table highlights our planned funding allocations for 2022-23:

2022-23 Fiscal Year Planned Funding Allocations – City of Windsor Program	Allocation Amount
Canada-Ontario Community Housing Initiative (COCHI)	\$2,426,040
Ontario Priorities Housing Initiative (OPHI)	\$2,225,200
Canada-Ontario Housing Benefit (COHB)	\$1,228,600
Strong Communities Rent Supplement Program (SCRSP)**	\$1,118,391

Notes: ** Please note that the Ministry continues to evaluate SCRSP. The City has been informed that Ministry staff will communicate updates to Service Managers regarding a potential extension of this program as they become available.

The COCHI and OPHI planned funding allocations above represent Windsor Essex's total funding for all available social and affordable housing projects, which include Capital supply and unit repairs, Housing Support Services, Homeownership Assistance, as well as Rent Supplement and Housing Allowance programs.

The above funding announcement differs from our first National Housing Strategy funding allocation notification which presented a three year funding allocation of COCHI and OPHI funding (April 2019-March 2022), providing more of an opportunity to plan forward and address social and affordable housing priorities. Although administration was expecting a 2nd – 3 year COCHI OPHI funding allocation, the above noted planning allocation is for a single year. Housing Services' funding allocation for 2022-23 and future rounds of COCHI OPHI funding are not expected to have the ability to offset the effects of the expiring funding envelopes (IAHE/SIF/AHT). It must also be noted that a portion of the this new COCHI and OPHI funding allocation has been pre-committed to fund 40 RS units for the Meadowbrook Development (CHC) at an estimated cost of \$240,000 per year.

Further to the above and in an effort to address a Ministry social housing service level standard issue, the City of Windsor committed \$250,000 per year in 2020 (B# 2020-0230), 2021 (B# 2021-0107) and 2022 (B# 2022-0035) to deliver a made in Windsor - Windsor Essex Housing Benefit (WEHB) program. The WEHB is expected to offer a

mitigation option to offset the 2022 RS/HA losses but will not have the funding capacity to offset the 2023 and 2024 scheduled RS/HA funding losses.

In an effort to maximize MMAH RS/HA funding expiring March 31, 2022 (approx. 82 households/annual subsidy \$460,000), the delivery of Housing Services 2021 WEHB allocation has been paused. The unused 2021 funding will be applied to transition eligible households with 2022 expiring RS/HA(s) into an alternate housing benefit program.

Mitigation Strategy

The City of Windsor as Service Manager is actively working with our rent supplement administrators with a March 31, 2022 program expiry. All participants have been notified in writing and advised on required action(s) in order to be considered for an alternate benefit such as a Canada Ontario Housing Benefit (COHB), Windsor Essex Housing Benefit (WEHB) or Rent-Geared-to-Income (RGI) unit. Each participant must be on, and/or eligible to be on, the CHR-WEC's centralized waitlist to be considered eligible for these three alternate housing subsidy options. All expiring rent supplement participants have been offered Priority II status on the CHR-WEC's centralized waitlist and the participant's date of application will go back to their original application date; understanding RGI units and the WEHB must be offered from the centralized waitlist in order of priority. Rent supplement administrators are actively working with each household to assess the value of each alternate housing option so households are able to make an informed choice with the goal of transitioning them to an alternate housing benefit on or before April 1, 2022.

Active mitigation efforts as noted above will begin in January 2022 for RS/HA(s) slated to expire in March of 2023, and in January 2023 for RS/HA(s) slated to expire in March of 2024.

Housing Services will continue to advocate for replacement and additional funding from senior levels of government to replace these expiring programs. Further updates will be provided to the Housing and Homelessness Advisory Committee, the Community Advisory Board and to Council as Housing Services continues to work through our mitigation efforts.

Risk Analysis:

There is a critical risk to RS/HA households linked to an expiring RS/HA funding agreement requiring immediate, significant, and ongoing action to mitigate the negative effect the loss of these subsidies will have on housing affordability for these households, which may result in evictions and ultimately homelessness for some of these households. Ongoing efforts with RS/HA households with an expiring RS/HA will need to be made to assist them in navigating and applying for a replacement housing benefit, understanding a replacement benefit may not provide the same level of subsidy as their expiring housing subsidy/allowance. There is also significant risk there may not be a replacement subsidy available for all households experiencing this loss as future funding allocations are unknown and/or may not meet the demand. Furthermore, the

loss of RS/HA funding will have an impact on our ability to assist new households in Windsor-Essex seeking assistance with their affordable housing need.

The Executive Director of Housing and Children's Services will continue to advocate for replacement funding at Ministry forums and tables and continue to support expiring RS/HA mitigation efforts.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The City of Windsor, as Service Manager for Windsor-Essex, is responsible for delivering a number of Rent Supplement/Housing Allowance programs in the service area. As noted above, certain Entitlement-based programs are funded by the service manager and cost-shared through arbitrated agreement with the County of Essex. Funding allocations to operate and administer these programs form part of the Housing Services ongoing yearly operating budgets. These entitlement based RS/HA units form part of the legislated service level requirements under the Housing Services Act (HSA).

This report pertains to ration-based RS/HA units administered by the City under additional RS/HA programs funded by senior levels of government with defined terms and expiry dates. These programs, by expiry date and the potential budget effect, are as follows:

Expiry - March 31, 2022

Program: Investment in Affordable Housing (IAH)

Funding Allocation: \$ 6.45 million; Period: 2011 – 2022

Current Take-up: 82 units; Yearly Subsidy: \$ 460,000/year

As noted earlier in this report, Program Administrators are actively working with all affected tenancies to find an alternate housing subsidy program to assist in mitigating March 31, 2022 expiring agreements. Housing Services and RS/HA Administrators are doing their best to move these RS/HA tenancies to another rent assistance program effective April 1, 2022 under the COHB, WEHB and or RGI units in social housing properties.

It is anticipated that a large number of the 2022 expiries will choose to transition to WEHB. As a mitigation effort, Housing Services paused the allocation of the WEHB program in 2021, and will be requesting a 2021 budget carry-over to 2022 for any unspent 2021 budget funding to offset the expected cost to mitigate RS/HA agreements expiring March 31, 2022. Housing Services was approved an additional base budget

increase in WEHB funding (B# 2022-0035) in the approved 2022 City Operating budget. With the approval of this budget issue, it is not anticipated that there will be any additional 2022 cost to the City/County as a result of the IAH program expiry at March 31, 2022.

Expiry - March 31, 2023

Program: Strong Communities Rent Supplement Program (SCRSP)

Funding Allocation: \$ 1.118 million / year

Current Take-up: 195 units; Yearly Subsidy: \$ 1.164 million/year

This Provincial program has operated under various names since social housing's devolution in 2001. As such, it has been a quasi-permanent funding program for households receiving housing support. Funding of \$ 1.118 million per year has been consistent for last number of years, and this program funds close to 200 households on a monthly basis. This funding has been dedicated, in part, to fund supportive housing units/tenancies supported by local community agencies and will be difficult to replace. At this time, despite lobbying to the Province, MMAH has not made any announcements to extend this program. Should the City/County choose to consider funding this program loss, based on current costs an estimated additional \$1.164 million per year (\$753,000 City) in municipal funding would be needed.

Expiry – March 31, 2024

Program: Investment in Affordable Housing Extension (IAHE)

Funding Allocation: \$ 8.02 million; Period: 2015 – 2024

Current Take-up: 203 units; Yearly Subsidy: \$ 1.4 million/year

Program: Social Infrastructure Fund (SIF-IAHE)

Funding Allocation: \$ 1.0 million; Period: 2016 – 2024

Current Take-up: 48 units; Yearly Subsidy: \$ 190,000/year

Program: Social Infrastructure Fund – Anti Human Trafficking (SIF/IAHE/AHT)

Funding Allocation: \$ 568,000; Period: 2018 – 2024

Current Take-up: 17 units; Yearly Subsidy: \$ 111,000/year

The programs expiring March 31, 2024 are being delivered as extension/companion programs to the Provincial funded IAH program and assist specific populations with their affordable housing needs. Should the Service Manager choose to consider funding programs expiring March 31, 2024, the municipal cost is estimated to be \$1.7 million yearly (\$1.1 million City).

Consultations:

Mike Deimling, Social Housing Analyst

Nancy Jaekel, Financial Planning Administrator

Conclusion:

The current demand for affordable rental housing exceeds the supply for all municipalities in the Windsor Essex service area. The expiry of RS/HA funding envelopes over the course of the next three years has the potential to increase affordable housing demand, evictions, and homelessness by approximately 500 RS/HA households which are currently in receipt of an expiring rent supplement. Every effort must be made to advocate for appropriate long-term replacement funding from upper levels of government. Housing Services and program administrators will continue the mitigating strategy efforts to find these households a replacement affordable housing benefit but at this time, the demand exceeds the available funding.

Planning Act Matters:

N/A

Approvals:

Name	Title
Jolayne Susko	Coordinator, Housing Admin & Policy
Debbie Cercone	Executive Director of Housing and Children's Services
Debbie Cercone for Jelena Payne	Commissioner Human and Health Services
Joe Mancina	Commissioner, Corporate Services CFO/City Treasurer
Steve Vlachodimos	City Clerk
Jason Reynar	Chief Administrative Officer

Notifications:

Name	Address	Email
Housing and Homelessness Advisory Committee (HHAC; Clerks to send)		
Windsor Essex Community Housing Corporation		jsteele@wechc.com
Housing Information Systems		angelidis@lscdg.com
Assisted Living Southwestern Ontario		RalphGanter@alsogroup.org
Windsor Homes Coalition		angela@wfhcp.com

Name	Address	Email
Mariner's Co-operative Housing Development		marinerscoop@outlook.com
Frank Long Co-op		FrankLong@cogeco.net
Ryegate Co-op Homes		ryegate@bellnet.ca
T.W. Development Corporation		mderikx@sympatico.ca
WeFIGHT		gilberts@lao.on.ca
PCCWA		margaret.pccaow@cogeco.net
Family Services Windsor Essex		izuk@fswe.ca
Community Living Windsor		melodie@clwindsor.org
Community Living Essex		karen@communitylivingessex.org
Windsor Essex Brokerage for Personal Supports		colleen@webps.ca
House of Sophrosyne		karen.waddell@sophrosyne.ca
County of Essex; CAO County of Essex		mgalloway@countyofessex.ca

Appendices:



Windsor City Council:

I am writing to express concern on behalf of the staff and consumers of Assisted Living Southwestern Ontario (ALSO) over agenda item 8.2 – Rent Supplement Program Expiries and Mitigation Strategy.

ALSO administers subsidies to approximately 80 households under the expiring Strong Communities Rent Supplement Programs 1&2. Recipients of these subsidies are people with Disabilities in receipt of Ministry of Health funded supports. Of these 80 households, 24 live in ALSO Supportive Housing units where they receive daily, specialized support. For many of these individuals the loss of these subsidies means relocation to Long Term Care, or hospital services.

Further, with loss of this funding, ALSO will lose a subsidy resource for our entire consumer base at a group home for men with acquired brain injuries, a group home for women with complex Disabilities, and a Supportive Housing site in Amherstburg for all genders with complex Disabilities. Such a significant loss holds the potential not only to impact our consumers, but our staff who rely on Disabled people living outside of institutions in order to maintain their employment.

As an organization, we are considering mitigation strategies pre-emptively (including the possibility of the provision of comparable subsidies should they be available), however, such subsidies are currently unavailable and/or were insufficient for community demand (even before the loss of the rent supplement subsidy programs). Hence, we cannot place our confidence in their availability at this time.

Further, Assisted Living Southwestern Ontario is a very unique organization; there is no comparable level of specialized support available in Windsor-Essex. If our Supportive Housing consumers are forced to relocate to mitigate the impacts of this loss, they will lose out on the specialized support that they require to remain living independently and will almost certainly require institutionalization. The effectiveness and flexibility of our program depends on consumer proximity to Supportive Housing sites, and if consumers cannot afford to live at the Supportive Housing site, they will fail to receive the effective, flexible care that they require.

For the remaining people on the program who are not living in Supportive Housing sites but still require support for daily living, they will be at significantly increased risk of homelessness and/or institutionalization as the shelter system in Windsor Essex is not equipped for people with Disabilities, and many personal support providers will not provide care within our shelter system.

Finally, an internal analysis of rental units available in Windsor-Essex was undertaken in 2020, with results showing that throughout September-April 2020, there were zero fully accessible units

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available on the private market, and only 45% of available units had a barrier free entrance. Of those 45% of units, under 20% met the affordability criteria for our subsidy programs, meaning they will most certainly be out of reach for those without subsidy assistance. The only affordable relocation options for our clients will be RGI housing, or rooms for rent which are typically very inaccessible.

In conclusion, the loss of these subsidies would create a true crisis for the Disabled community of Windsor-Essex and the staff who work tirelessly to support them. This, when our community is already struggling to adapt and thrive through the current COVID-19 Pandemic. Thank you for your consideration of our position and we would be happy to provide any information that you require in order help provide greater detail of our organization's experiences as well as to better quantify the impact.

We look forward to your response on this matter and, as always, we offer to work together with you to create an equitable solution in advance of March 31, 2023.

Sincerely,

Ralph Ganter, Executive Director
Assisted Living Southwestern Ontario



Committee Matters: SCM 20/2022

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

Moved by: Councillor Sleiman

Seconded by: Councillor Holt

Decision Number: **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.

Member Gyemi voting nay.

Report Number: S 39/2020

Clerk's File: ZB/13592

Clerk's Note:

1. The recommendation of the Standing Committee and Administration are the same.
2. Please refer to Item 7.1 from the Development & Heritage Standing Committee Meeting held January 10, 2022.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20220117/-1/6298>

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

Reference:

Date to Council: January 10, 2022
Author: Justina Nwaesei, MCIP, RPP
Senior Planner - Subdivisions
519-255-6543, ext. 6165
jnwaesei@citywindsor.ca

Planning & Building Services
Report Date: September 5, 2020
Clerk's File #: ZB/13592

To: Mayor and Members of City Council

Recommendation:

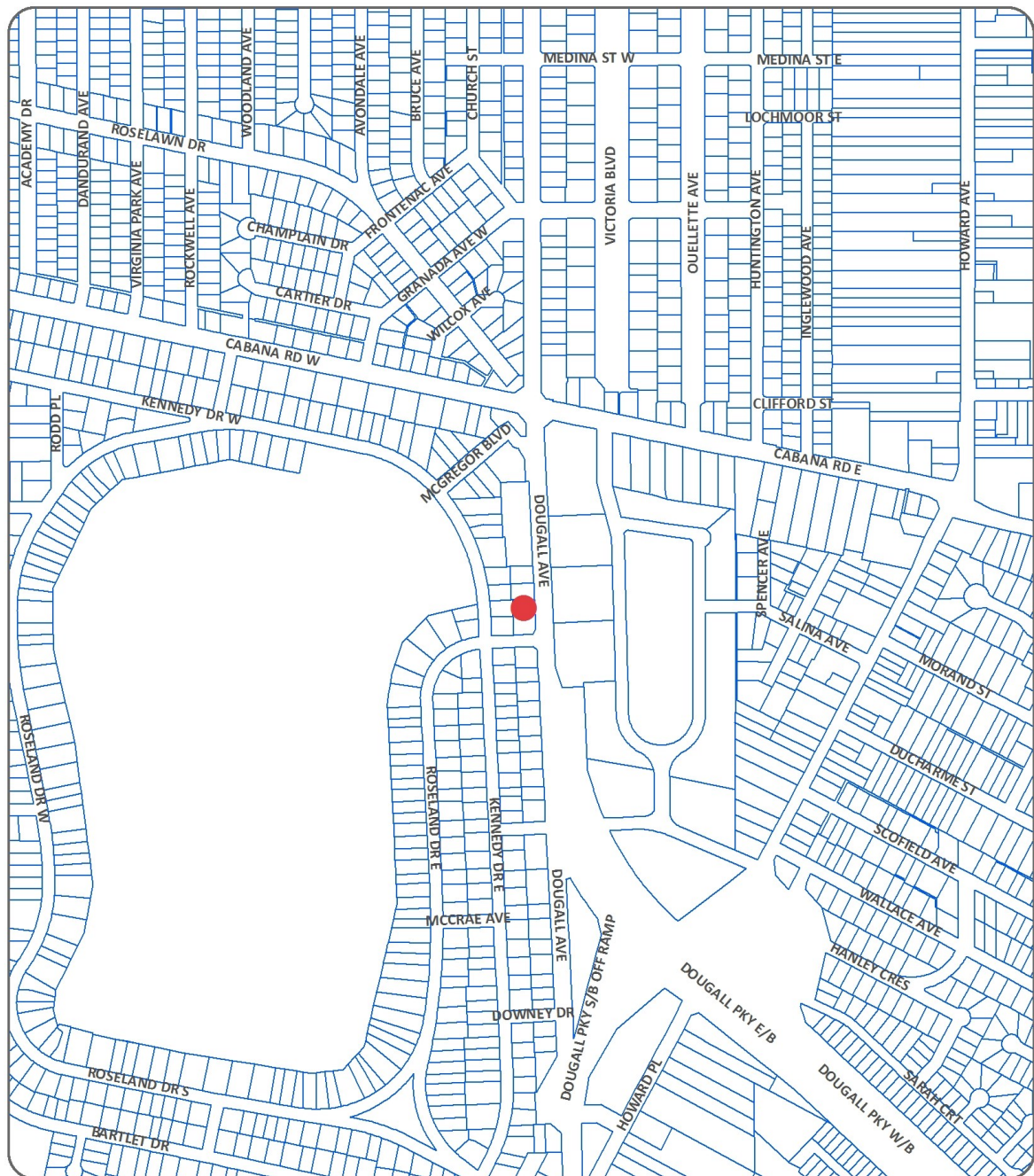
- I. That an amendment to the Zoning By-law 8600 to change the zoning of Part of lots 133 and 134, RP 1478, located on the northwest corner of the intersection of Dougall Avenue and Roseland Drive East, and municipally known as 3945 and 3985 Dougall Avenue, from RD1.4 to CD1.3 **BE DENIED** for reasons 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

Executive Summary:

N/A

Background:

1. KEY MAP



KEY MAP - Z-014/19, ZNG-5898



● SUBJECT LANDS

2. APPLICATION INFORMATION

LOCATION: Located on the northwest corner of the intersection of Dougall Avenue and Roseland Drive E., and municipally known as 3945 and 3985 Dougall Avenue.

APPLICANT: 2319576 Ontario Ltd. [c/o Dan & Linda Jahn]

AGENT: Dillon Consulting Limited [c/o Melanie Muir]

PROPOSAL: The applicant is requesting an amendment to Zoning By-law 8600 for the lands located on the northwest corner of the intersection of Roseland Drive East and Dougall Avenue, to allow the redevelopment of the existing residential lands municipally known as 3985 and 3945 Dougall Avenue. The applicant requests to change the zoning of the subject lands from RD1.4 to a site-specific Commercial Zone similar to CD1.3 (Commercial District 1.3) to permit a range of neighbourhood commercial uses with on-site parking.

The requested amendment will facilitate the demolition of the existing single unit dwellings and accessory structures on the subject lands to accommodate the proposed commercial development. The applicant's conceptual site plan (Appendix E, attached) shows forty-three (43) motor vehicle parking spaces are proposed. The conceptual site plan also shows proposed driveway access on Dougall Avenue and another driveway access on Roseland Drive East.

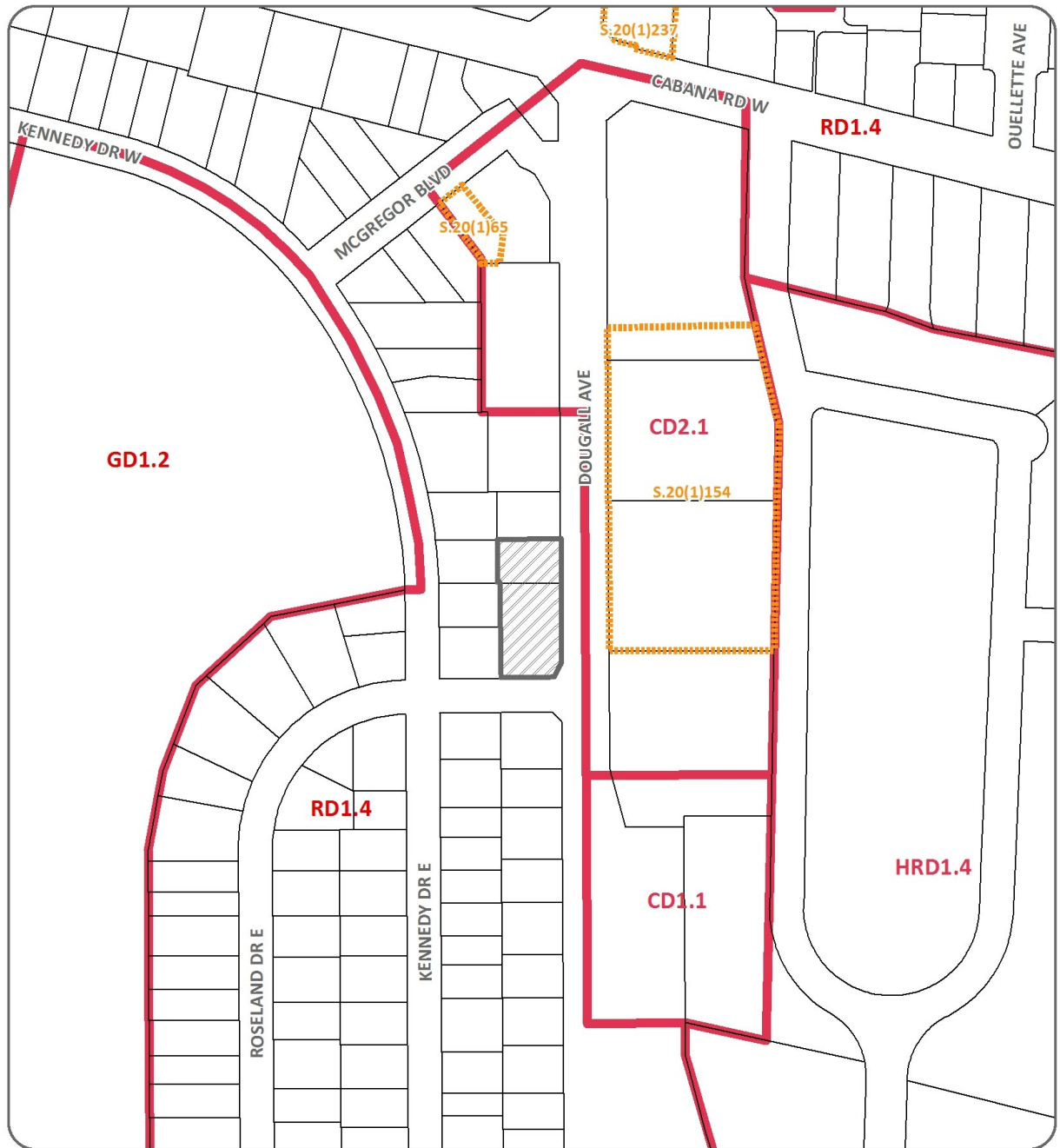
SUBMISSIONS BY APPLICANT:

- Planning Justification Report (PJR), prepared by Dillon Consulting
- Conceptual Development Site Plan
- Property deed
- Stormwater Management Memo/Full Report
- Transportation Impact Study
- Meeting Summary Report (June 11, 2019 Open House – meeting with residents)
- Zoning Amendment Application Form and Fees
- PJR Supplementary Memo dated July 3, 2020, prepared by Dillon Consulting

3. SITE INFORMATION

OFFICIAL PLAN	ZONING & ZDM	CURRENT USE(S)	PREVIOUS USE(S)
<ul style="list-style-type: none">• Roseland Planning District• Residential Land Use	Residential District 1.4 (RD1.4); ZDM9	Single Unit Dwellings (SUDs)	Residential
FRONTAGE	DEPTH	AREA	SHAPE
74.3m on Dougall Avenue	Irregular	3000sq.m	Rectangular
Note: All measurements are approximate			

4. REZONING MAP



PART OF ZONING DISTRICT MAP 9

N.T.S.

REQUESTED ZONING AMENDMENT

2319576 Ontario Ltd.



SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT



DATE : JANUARY, 2020
FILE NO. : Z-014/19, ZNG/5898

5. NEIGHBOURHOOD CHARACTERISTICS

NEIGHBOURHOOD MAP



NEIGHBOURHOOD MAP - Z-014/19, ZNG/5898



SUBJECT LANDS

SURROUNDING LAND USE

The subject lands are within an established residential neighbourhood in the South Windsor Area. The surrounding developments in the area are commercial uses along some sections of Dougall Avenue frontage, and low density residential uses in the rest of the subject neighbourhood.

North of the subject lands, there is an existing single unit dwelling (at 3935 Dougall Avenue) abutting the subject lands. Next north, there is a commercial parking lot on Residential lands. The parking lot serves the commercial plaza at 3865 – 3893 Dougall Avenue, owned by Countryside Plaza Inc. Immediate north of 3865 – 3893 Dougall Avenue, there is another commercial plaza at the southwest corner of Dougall and Cabana, municipally known as 3833-3855 Dougall Avenue, and owned by Dougall Square Plaza Limited.

South and southwest of the subject lands, there are low density residential uses, mostly ranch-style single unit dwellings.

East of the subject lands, on the east side of Dougall Avenue R.O.W., there are commercial uses in an established commercial corridor stretching from Cabana Road E. southerly, beyond the easterly extension of Roseland Drive East R.O.W.

West of the subject lands, there are low density residential uses, mostly ranch-style single unit dwellings. Further west, there is Roseland Golf and Curling Club on Open Space lands owned by the municipality.

A list of existing commercial uses in the subject area are documented on pages 3 and 4 of the Planning Justification Report submitted by the applicant and are inserted in this report as TABLE 1; see page 7 below. Site Photos attached to this report as Appendix A, show surrounding land uses in the subject area.

MUNICIPAL INFRASTRUCTURE

- The City's records show that there is a 525mm diameter reinforced concrete pipe storm sewer and a 200mm diameter polyvinylchloride pipe sanitary sewer available along the west side of Dougall Avenue R.O.W., abutting the subject lands. In addition, there is a 1500mm diameter reinforced concrete pipe storm sewer and a 1050mm diameter reinforced concrete pipe sanitary sewer available along the Roseland Dr. E. frontage of the subject lands. The sewers are available to service the subject lands; the municipal records show existing sanitary sewer private drain connections for the subject lands along Dougall Avenue frontage.
- Dougall Avenue is classified Class II Arterial Rd in the Official Plan.
- Cabana Road W. is classified Class II Arterial Road in the Official Plan.
- Roseland Drive East is a Local Road.
- The Dougall Avenue & Roseland Drive East intersection and Dougall Avenue & Cabana Road East intersection are both signalized.
- There are water mains, curb & gutter, concrete sidewalks, street lights, and hydro poles with overhead wires in the subject area.

- Public Transit via Dougall 6 (north and south bound) and South Windsor 7 (east and west bound) is available on Dougall and Cabana, approximately 300m from the subject land. Bus stops are an average of 400m away from the subject lands.

TABLE 1 - Excerpt from the applicant's Planning Justification Report

<p>North (West side of Dougall Avenue, Roseland Drive East to Cabana Road West):</p> <ul style="list-style-type: none"> • Existing single detached residential uses - 3935 Dougall Avenue (RD1.4); • Existing commercial uses (CD2.1) including but not limited to: <ul style="list-style-type: none"> ○ Eyewares of Windsor ○ Toscana Restaurant ○ Scotiabank ○ Dressed by an Olive ○ The Delicate Touch Lingerie & Sleepwear ○ Carswell Chiropractic and Massage ○ Cameo Hair Salon ○ Dental Office ○ Unique Convenience ○ Johnny Piez Gourmet Pizza ○ State Farm Insurance ○ Rosedale Animal Hospital ○ Gluten Free Bakery ○ Ted Farron Gourmet Butcher <p>East (East side of Dougall Avenue, Roseland Drive East to Cabana Road West):</p> <ul style="list-style-type: none"> • Existing commercial uses (CD2.1) including but not limited to; <ul style="list-style-type: none"> ○ Shoppers Drug Mart ○ Canadian Tire Gas Bar ○ Starbucks ○ Simoniz Touchless Car Wash ○ Little Caesars Pizza ○ Goodlife Fitness (24 Hour) ○ Padrone Men's Barbershop and Hair Salon ○ Dr. Dan Foresto, Dentist ○ Cabana Court Chiropractic ○ Massage Addict ○ Linda's Magic Nails ○ Iguana Sushi bar ○ IDA Lifestyle Pharmacy ○ RBC Royal Bank ○ Tim Hortons ○ Bahama Mamma Tanning Salon ○ Mann's Convenience
--

Table 1 above confirms that there are a variety of commercial uses already available in the surrounding area.

Discussion:

In early 2019, 2319576 Ontario Ltd. submitted applications for an Official Plan Amendment (OPA) and a Zoning By-law Amendment (ZBA) to permit commercial uses at 3945 and 3985 Dougall Avenue. The OPA and ZBA applications were later withdrawn at the preliminary review stage. Following the withdrawal of the OPA and ZBA applications, 2319576 Ontario Ltd. then submitted this rezoning application on July 17, 2019, requesting for a zoning change to permit neighbourhood commercial use(s) on the properties known as 3945 and 3985 Dougall Avenue.

1. PROVINCIAL POLICY STATEMENT (PPS) 2020

Provincial Policy Statement 2020 was issued under section 3 of the Planning Act and came into effect May 1, 2020. It replaces the Provincial Policy Statement issued April 30, 2014.

The Provincial Policy Statement provides policy direction on matters of provincial interest related to land use planning and development and sets the policy foundation for regulating the development and use of land in Ontario.

This amendment is about a proposed neighbourhood commercial development (retail use) replacing existing residential developments (single detached dwellings) on residential lands. The applicant's planning consultant provided a Planning Justification Report and Supplementary Memo in support of the proposed amendment. I have reviewed their submission and I disagree with their opinion.

Under "Managing and Directing Land use..." the PPS mentions residential uses (a range of housing types such as single detached dwellings, etc.) and housing options. In addition, the Provincial Policy Statement 2020 devotes a full sub-section (1.4) specifically to Housing, in which residential intensification is specifically mentioned. To the contrary, there is no specific mention of a "neighbourhood commercial use". Other PPS policies such as 1.1.1, 1.1.2, 1.1.3 address the need for a mix of land uses (residential, commercial, industrial, institutional, etc. Policy 1.1.1 (b) mentions commercial uses, but there is no specific mention of "*Neighbourhood Commercial Use(s)*" in the PPS. It is a category of commercial use found in the City's Official Plan.

To analyse the PPS policies pertaining to the requested amendment, one would need to consider the current use being replaced (the existing residential use), because housing is of high interest to the Province. The following policies of the PPS 2020 are deemed relevant for this analysis, and have been considered:

1.1.1 Healthy, liveable and safe communities are sustained by:

- a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;*
- b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;*

Regarding 1.1.1 (a), the subject area of the City is already planned and contains existing developments and land use pattern(s). The proposed amendment undermines the existing established residential neighbourhood. This neighbourhood, like many others in the City, has potential for residential intensification and infill, which would make it more efficient.

The proposed amendment is an intrusion on the existing planned land use pattern in the subject area. There is an existing commercial corridor with a host of commercial uses in

very close proximity to the subject lands; see TABLE 1 on page 7 above. Therefore, in order to keep the nearby existing commercial uses vibrant and sustainable, it would be more appropriate to explore opportunities for residential intensification on the subject land, rather than the proposed commercial development.

Regarding 1.1.1(b), the subject lands are within an established residential neighbourhood in *South Windsor* area of the City. The subject neighbourhood accommodates existing low density residential developments (mostly single unit dwellings), existing commercial uses concentrated along portions of an arterial roadway (Dougall Avenue), plus an open space use (Golf Course) in a suitable manner, which is consistent with policy 1.1.1 (b).

Based on the above, one can conclude that this amendment is not required to sustain a healthy, liveable and safe community for the residents in the subject neighbourhood.

The following relevant statements have also been examined with respect to this zoning by-law amendment:

1.1.3.2 – Land use patterns within settlement areas shall also be based on a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.

1.1.3.3 states that “Planning authorities shall identify appropriate locations and promote opportunities for transit-supportive development, accommodating a significant supply and range of housing options through intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.”

With respect to statements 1.1.3.2 and 1.1.3.3 above, it is important to note that they include these phrases: *“shall identify” “appropriate locations”, “accommodating a significant supply and range of housing options”, “intensification and redevelopment”, “where this can be accommodated” and “taking into account existing building stock or areas”.*

The proposed amendment to allow commercial development (neighbourhood commercial) on the subject lands does not take into account existing building stock or area. This amendment ignores the fact that the subject area has existing functional commercial corridor serving the needs of a broad spectrum of customers, including the day-to-day needs of the residents in the subject neighbourhood. The subject amendment is not consistent with policies 1.1.3.2 and 1.1.3.3 of PPS 2020.

As mentioned already in this report, sub-section 1.4 of the PPS pertains to *Housing*. Specifically, policy 1.4.1 states *“to provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area...”* and policy 1.4.3 states *“planning authorities to provide for an appropriate range and mix of housing types and densities...”*

It is important to note that the PPS promotes an increase in housing supply as evidenced in policies such as 1.1.1 (b) where additional residential units and multi-unit housing are encouraged; 1.1.3.3 *...accommodating a significant supply and range of housing options through intensification and redevelopment ...*; and 1.4 which focuses on *Housing - residential intensification and redevelopment, appropriate range and mix of housing options and densities...*

Windsor has experienced historically low residential vacancy rate, according to CMHC data. During the past year, the Planning Department saw a significant increase in the number of applications to meet the rising demand in housing. That trend has continued this year. This

amendment is proposing to decrease housing supply so as to increase commercial use in the neighbourhood. Consequently, the proposed amendment is not consistent with the Provincial Policy Statements regarding “*increase in housing supply and densities*”.

Based on the above analysis, the proposed neighbourhood commercial use at the subject location is not consistent with the PPS 2020.

2. OFFICIAL PLAN (OP)

As noted in the City of Windsor Official Plan, Volume 1, “*the Land Use chapter of this Plan promotes a compact urban form and directs compatible development to appropriate locations within existing and future neighbourhoods.*” Refer to attached Appendix B – Excerpts from Official Plan Vol. 1.

The key phrase is “*appropriate locations*”. The question is whether the subject lands are appropriate locations for the proposed neighbourhood commercial development. This planning analysis suggests that the nearby existing commercial corridor uses make the subject lands not appropriate locations for the proposed neighbourhood commercial development.

The subject lands are within an area designated “Residential” in Schedule D: Land Use, Official Plan (OP) Volume 1. Relevant OP Residential Land Use Objectives and Policies are discussed below.

Relevant Residential Land Use Objectives:

To promote compact neighbourhoods (6.3.1.2), selective residential redevelopment, infill and intensification initiatives (6.3.1.3) and provide for complimentary services and amenities which enhance the quality of residential areas (6.3.1.5).

The subject neighbourhood is built-up and is reasonably a compact neighbourhood. The subject lands are presently occupied by low-density residential dwellings which could benefit from City Council’s recent approval of *Additional Dwelling Units* (ADUs). The ADU provision, in this instance, provides the opportunity to increase the number of dwelling units from 2 units to 6 units on the subject lands (meaning 3 units per property) without needing to submit a rezoning application or site plan approval.

The subject neighbourhood already has complementary services and amenities as evidenced in the Surrounding Uses section of this report. There are a variety of commercial uses already available in the surrounding area (examples include retail, restaurant, personal service shops and office uses), which provide the day-to-day needs of area residents and beyond. Table 1 on page 7 of this report provides a comprehensive list of the existing variety of commercial uses in close proximity to the subject lands. These existing commercial uses also enhance the quality of life within the subject residential area.

Relevant Residential Land Use Policies:

Permitted Uses within the Residential Land Use designation include Low, Medium and High Profile dwelling units. The Official Plan classifies the Low Profile Housing developments into two types:

- Small scale forms [single detached, semi-detached, duplex and row and multiplexes with up to 8 units]; and
- Large scale forms [buildings with more than 8 units]

In addition to the above permitted uses, ancillary uses are permitted in the Residential Land Use designation. **Neighbourhood Commercial uses** (subject to the provisions of section 6.3.2.9) are listed among the permitted ancillary uses in the Residential Land Use designation.

Section 6.3.2.8 of the OP Vol. 1 provides the following as a definition for Neighbourhood Commercial: *“Neighbourhood Commercial uses include commercial uses which are intended to primarily serve the day to day needs of residents within the immediate neighbourhood or neighbourhoods”.*

There are no specific locational criteria in the OP for neighbourhood commercial uses, which means Council has the ability to identify and determine location(s) deemed appropriate for such uses, based on Administrative input and neighbourhood response to such proposals.

Section 6.3.2.9 of the OP Vol. 1 provides the Neighbourhood Commercial Evaluation Criteria shown below:

- “At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed Neighbourhood Commercial development within a designated Residential area is:*
- (a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:*
 - (i) within or adjacent to any area identified on Schedule C: Development Constraint Areas and described in the Environment chapter of this Plan;*
 - (ii) adjacent to sources of nuisance, such as noise, odour, vibration and dust;*
 - (iii) within a site of potential or known contamination;*
 - (iv) where traffic generation and distribution is a provincial or municipal concern;*
 - (v) adjacent to heritage resources; and*
 - (vi) where market impact is identified as a municipal concern;*
 - (b) in keeping with the goals, objectives and policies of any secondary plan or guideline plan affecting the surrounding area;*
 - (c) compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and landscaped areas;*
 - (d) capable of being provided with full municipal physical services and emergency services; and*
 - (e) provided with adequate off-street parking.”*

The applicant's concept plan shows 43 motor vehicle parking spaces are proposed for the proposed commercial development (retail building) on the subject site. As stated under the ZONING section of this report, only 21 parking spaces would be required for the retail development. It would appear the proposed development does not take into account the residential nature of the surrounding area, north, south and west of the subject lands.

There are significant landscaped open spaces on the residential lands in the subject area, which adds to the quality of life of the residents. The concept plan shows that the proposed development will not have landscaped open space reflective of the residential neighbourhood it is intended to serve.

In my opinion, this amendment does not meet the evaluation criteria set out under 6.3.2.9(c) of the OP with respect to compatibility with the surrounding residential area in terms of parking and landscaped open space.

According to the applicant's Supplementary Memo of July 3, 2020, the reason for the proposed Zoning By-law Amendment at this time is that *“the applicant has had expressed interest from small scale commercial tenants interested in moving into the neighbourhood but into smaller units and sites than the existing plazas in the area.”*

The Supplementary Memo further states that *“there is a high demand for the proposed neighbourhood commercial uses....”* That *“there are currently no commercial vacancies in the surrounding area, and as such the applicant wishes to provide the additional neighbourhood commercial units needed to the supply area”*.

The applicant submitted no evidence of the high demand for neighbourhood commercial uses in the subject area. Further to that, the absence of commercial vacancies is not an acceptable justification for neighbourhood commercial use in the area. The above extracts from the applicant's Supplementary Memo do not address the evaluation criteria in 6.3.2.9, Neighbourhood Commercial Evaluation, of the OP.

The applicant's Supplementary Memo of July 3, 2020 further states that *“adding commercial space will help ensure that sufficient land supply for commercial purposes is provided while meeting the evaluation criteria for neighbourhood commercial uses.”* This rationale is not supported by any policies in the PPS or OP.

The requested amendment has the effect of creating an extension to the existing Commercial Corridor in the immediate area. The applicant's Consultant states, in their Supplementary Memo dated July 3, 2020, that *“the proposed neighbourhood commercial development is a natural extension of the existing commercial uses to the north of the subject site.”* *“The proposed development will extend the commercial presence on the west side, south to Roseland Drive East by introducing additional needed neighbourhood commercial uses at the corner.”*

This rationale for the proposed amendment is in direct contradiction to the OP policies regarding the creation of a new commercial corridor or the extension of an existing commercial corridor. Section 6.5.3.5 of the OP indicates that *“Council shall discourage the development of new Commercial Corridors or the extension of existing Commercial Corridors...”* Therefore, the requested amendment is contrary to the explicit provisions of the OP and in my opinion does not conform to the OP.

It is my further opinion that it is not good planning to use the neighbourhood commercial provision of the OP as a means to achieve the end result of extending an existing commercial corridor or creation of a new commercial corridor.

In addition to the above, the following should also be considered with respect to the requested amendment:

- At the June 11, 2019 Open House Session (Public Information Centre) residents in the neighbourhood expressed concerns about the creation of additional commercial lands in their neighbourhood. They were concerned that the proposed commercial development could change their neighbourhood character (an established residential neighbourhood).

3. ZONING

The subject land is zoned Residential District 1.4 (RD1.4) by Zoning By-law 8600. This report contains Appendix C - Excerpts from the Zoning By-law 8600.

The RD1.4 zoning category permits a single unit dwelling, an existing duplex dwelling or existing semi-detached dwelling, and any use accessory to the foregoing uses. The applicant is requesting a change from RD1.4 to CD1.3 (Commercial District 1.3). The CD1.3 zoning category permits the following uses:

Business Office,
Child Care Centre
Commercial School

Dwelling Units in a Combined Use Building with any
one or more of the above uses
Double Duplex Dwelling

Food Outlet - Take-out
Medical Office
Personal Service Shop
Professional Studio
Repair Shop - Light
Restaurant
Retail Store

Duplex Dwelling
Semi-Detached Dwelling
Single Unit Dwelling
Tourist Home
Any use accessory to the preceding uses.

There are existing commercial uses in the subject area of the City, as noted already in this report and shown in Table 1 (page 7) of this report. The existing RD1.4 already permits low profile residential developments of the single unit dwelling type. Though the applicant's development proposal is for a neighbourhood commercial use (retail building) on the subject land, the requested zoning (CD1.3) would permit commercial uses and low to medium density residential uses as noted above.

The applicant's concept plan shows a proposed retail building (483 sq.m.) with 43 proposed motor vehicle parking spaces on the subject lands. The zoning by-law requires only 21 parking spaces for the proposed retail development. The proposed extra paved surface is not desirable.

The proposed CD1.3 zoning requires 15% landscaped open space for the commercial development. The 15% landscaped open space would not complement the surrounding established residential lands that have generally been developed with significant landscaped open space areas.

The impact of the requested neighbourhood commercial development, extension of an existing commercial corridor or the creation of a new commercial corridor on the immediate residential neighbourhood is typically defined as "Commercial Creep".

For all the reasons noted already in this report it is difficult for administration to support this amendment that would permit the proposed neighbourhood commercial uses on the subject land.

4. SITE PLAN.

The proposed redevelopment meets the definition of a "development" per the Planning Act and per the City of Windsor Site Plan Control By-law 1-2004. Should Council decide to approve the proposed rezoning, the applicant would be required to submit an application for Site Plan Approval.

Please note that Site Plan Control is the more appropriate planning tool for addressing most of the requirements of municipal departments and external agencies contained in the attached Appendix D to this report.

5. ISSUES TO BE RESOLVED: None

6. ALTERNATIVES FOR CONSIDERATION: None

Risk Analysis:

N/A

Financial Matters:

N/A

Consultations:

1. OPEN HOUSE SESSION – Public Information Centre (PIC)

At the request of the Planning Department, the applicant organized an Open House Session to introduce the subject amendment to facilitate the proposed redevelopment of the subject site. The Open House Session occurred from 5pm to 7pm on June 11, 2019 at the Roseland Golf and Curling Club, located at 455 Kennedy Drive West.

Summary of the meeting is available in a report provided by the applicant's planning consultant. The Meeting Summary report shows that 15 submissions were received from residents, some in support of the proposed redevelopment and others in objection to the proposed redevelopment. The summary of Public Comments Received because of the Open House meeting can be found in Appendix D-1, Excerpts from *Meeting Summary Report*, attached to this planning report.

2. DEPARTMENT AND AGENCIES

Comments from municipal departments and external agencies are attached as Appendix D to this report. There are no objections to the subject amendment; however, Essex Region Conservation Authority (ERCA) is concerned with the potential impact of the quality and quantity of runoff in the downstream watercourse due to future development on the subject site. (See Appendix D for the full comment.)

As noted already in this report, Site Plan Control is the more appropriate tool for addressing the requirements of municipal departments and external agencies contained in Appendix D, attached.

3. PUBLIC NOTICE

The official notice will be advertised in the Windsor Star Newspaper as mandated by the Planning Act.

Courtesy notice will be mailed to all properties within 120m (400 feet) of the subject parcel prior to the Development & Heritage Standing Committee (DHSC) meeting.

Conclusion:

It is my opinion that the requested amendment to the zoning by-law to accommodate the proposed neighbourhood commercial development on the subject lands is not consistent with the PPS 2020 and does not maintain conformity with the Official Plan.

In my opinion, this amendment does not constitute good planning. It is recommended that the applicant's request be denied.

Planning Act Matters:

I concur with the above comments and opinion of the Registered Professional Planner.

Michael Cooke, MCIP, RPP

Manager Planning Policy / Deputy City Planner

Thom Hunt, MCIP, RPP

City Planner

I am not a registered Planner and have reviewed as a Corporate Team Leader

SAH, City Solicitor

OC, Chief Administrative Officer

Approvals:

Name	Title
Michael Cooke, MCIP, RPP	Manager Planning Policy / Deputy City Planner
Thom Hunt, MCIP, RPP	City Planner
Wira Vendrasco	Deputy City Solicitor
Shelby Askin Hager	City Solicitor
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email
Abutting property owners and tenants within 120 meter (400 feet)		
Applicant: 2319576 Ontario Ltd. (c/o Dan and Linda Jahn)	P.O. Box 24054, Windsor ON N8Y 4Y9	djahn@primus.ca
Agent: Dillon Consulting Limited (c/o Melanie Muir)	3200 Deziel Dr., Suite 608, Windsor ON N8W 5K8	mmuir@dillon.ca
Councillor Fred Francis	350 City Hall Square West - Suite 220, Windsor, ON, N9A 6S1	ffrancis@citywindsor.ca

Appendices:

- 1 Appendix A-Site Photos
- 2 Appendix B- Excerpts from OP
- 3 Appendix C- Excerpts from Zoning By-law 8600
- 4 Appendix D - CONSULTATIONS
- 5 Appendix D -1 Excerpts from Meeting Summary Report
- 6 Appendix E - Conceptual Site Plan



**View of 3985
Dougall from
Roseland Dr. E.**



**View of 3985
Dougall from the
east side of Dougall
Avenue**



View of Subject properties (3985 & 3945 Dougal Ave.) from east side of Dougal Ave.



View of existing residential uses at the intersection of Roseland Dr. E. and Kennedy Drive E.



**View of existing residential uses west side of
Dougall Avenue, south of the subject lands**

APPENDIX A – SITE PHOTOS taken on Feb 19, 2020

Files Z-014/19

View of abutting properties next north of the subject lands, on the west side of Dougall Ave.



APPENDIX A – SITE PHOTOS taken on Feb 19, 2020

Files Z-014/19



View of west side of Dougall Ave. showing the subject lands and the abutting residential property next north



View of 3985 Dougall Avenue and nearby commercial uses east side of Dougall Avenue, from Roseland Drive East

APPENDIX A – SITE PHOTOS taken on Feb 19, 2020

Files Z-014/19



**View of east side of
Dougall Ave. showing
the existing
commercial uses in
the commercial
corridor**



View of east side of Dougall Ave. showing the existing commercial uses in the commercial corridor



APPENDIX A – SITE PHOTOS taken on Feb 19, 2020

Files Z-014/19

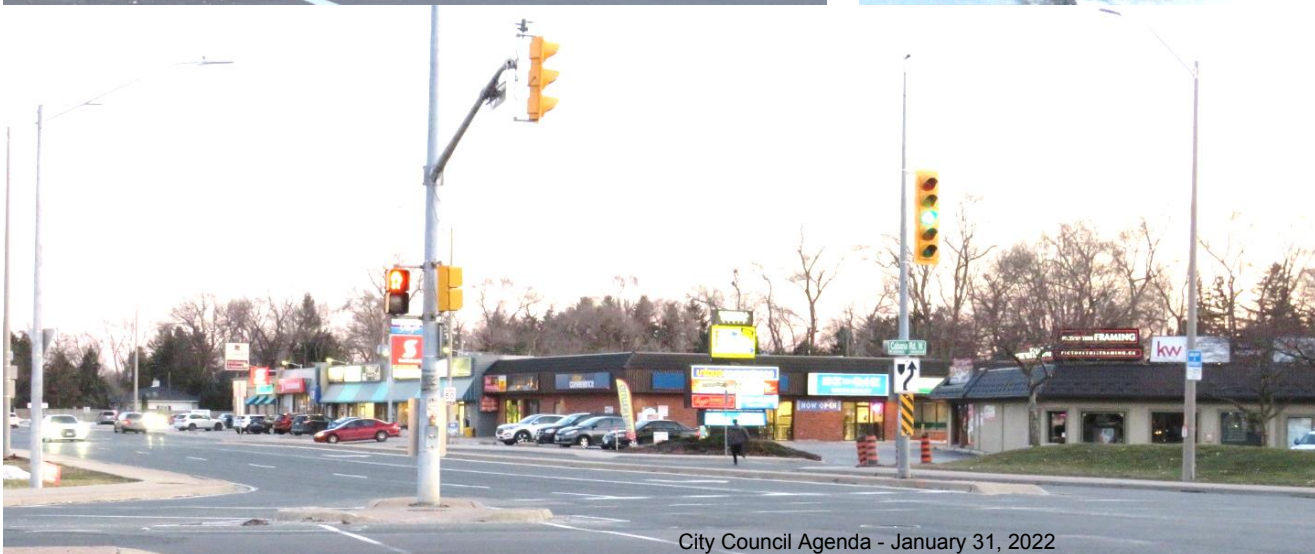


View of existing commercial uses in the commercial corridor located on the southwest corner of Dougall Avenue and partially extending along the west side of Dougall Avenue, north of the subject lands.



APPENDIX A – SITE PHOTOS taken on Feb 19, 2020

Files Z-014/19



View of existing commercial uses in the commercial corridor located on the southwest corner of Dougall Avenue and partially extending along the west side of Dougall Avenue, north of the subject lands



**View of northeast corner of Dougall Ave. and Cabana intersection
showing the existing commercial uses**

APPENDIX B – EXCERPTS FROM THE OFFICIAL PLAN

OP Volume 1 – Primary Plan

6. Land Use

6.0 Preamble

A healthy and livable city is one in which people can enjoy a vibrant economy and a sustainable healthy environment in safe, caring and diverse neighbourhoods. In order to ensure that Windsor is such a city, Council will manage development through an approach which balances environmental, social and economic considerations. As such, the Land Use chapter of this Plan promotes a compact urban form and directs compatible development to appropriate locations within existing and future neighbourhoods.

This chapter of the Official Plan provides goals, objectives and policies for the land use designations identified on Schedule D: Land Use and Schedule E: City Centre Planning District and should be read in conjunction with the other parts of the Plan.

6.1 Goals

In keeping with the Strategic Directions, Council's land use goals are to achieve:

<i>NEIGHBOURHOODS</i>	6.1.1	Safe, caring and diverse neighbourhoods.
<i>ENVIRONMENTALLY SUSTAINABLE</i>	6.1.2	Environmentally sustainable urban development.
<i>RESIDENTIAL</i>	6.1.3	Housing suited to the needs of Windsor's residents.
<i>EMPLOYMENT</i>	6.1.4	The retention and expansion of Windsor's employment base.
<i>COMMERCIAL</i>	6.1.5	Convenient and viable areas for the purchase and sale of goods and services.
<i>INSTITUTIONAL</i>	6.1.6	An integration of institutions within Windsor's neighbourhoods.
<i>OPEN SPACE</i>	6.1.7	A variety of open space areas.
<i>WATERFRONT</i>	6.1.8	An accessible Detroit River, Lake St. Clair and a healthy waterfront.

<i>NATURAL HERITAGE</i>	6.1.9	The protection and conservation of environmentally significant and sensitive natural heritage features and functions.
<i>MIXED USE</i>	6.1.10	Pedestrian oriented clusters of residential, commercial, employment and institutional uses.
<i>CITY CENTRE PLANNING DISTRICT AIRPORT</i>	6.1.11	The City Centre as the vibrant focal point and symbol of Windsor.
	6.1.12	Protection and enhancement of Windsor Airport's role in serving passenger and cargo needs. (added by OPA #60-05/07/07-B/L85-2007-OMB Decision/Order No.2667, 10/05/2007)
<i>FUTURE GROWTH AREAS</i>	6.1.13	The provision of sufficient land in appropriate locations to accommodate future population and employment growth in Windsor. (added by OPA #60-05/07/07-B/L85-2007-OMB Decision/Order No.2667, 10/05/2007)

6.2 General Policies

<i>SCHEDULE D: LAND USE</i>	6.2.1.1	<p>The following land use designations shall be identified on Schedule D: Land Use:</p> <ul style="list-style-type: none"> (a) Residential; (b) Industrial; (c) Business Park; (d) Commercial Centre; (e) Commercial Corridor; (f) Major Institutional; (g) Open Space; (h) Natural Heritage; (i) Mixed Use; (j) Waterfront Residential; (k) Waterfront Recreation; and (l) Waterfront Port.
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- (m) Windsor Airport (added by OPA #60-05/07/07-B/L85-2007-OMB Decision/Order No.2667, 10/05/2007)
- (n) Future Urban Area (added by OPA #60-05/07/07-B/L85-2007-OMB Decision/Order No.2667, 10/05/2007)
- (o) Future Employment Area (added by OPA #60-05/07/07-B/L85-2007-OMB Decision/Order No.2667, 10/05/2007)

*TYPES OF
DEVELOPMENT
PROFILE*

6.2.1.2

For the purpose of this Plan, Development Profile refers to the height of a building or structure. Accordingly, the following Development Profiles apply to all land use designations on Schedule D: Land Use unless specifically provided elsewhere in this Plan:

- (a) Low Profile developments are buildings or structures generally no greater than three (3) storeys in height;
- (b) Medium Profile developments are buildings or structures generally no greater than six (6) storeys in height; and
- (c) High Profile developments are buildings or structures generally no greater than fourteen (14) storeys in height.

*TYPES OF
DEVELOPMENT
PATTERN*

6.2.1.3

For the purpose of this Plan, Development Pattern refers to an area bounded by the nearest Collector and/or Arterial roads and/or other major linear physical features. Accordingly, two categories of Development Pattern are provided for:

- (a) a Neighbourhood which exhibits a characteristic lotting and/or development profile; and
- (b) an Undeveloped Area which does not have characteristic lotting or development profile.

6.3 Residential

The lands designated as “Residential” on Schedule D: Land Use provide the main locations for housing in Windsor outside of the City Centre Planning District. In order to develop safe, caring and diverse neighbourhoods, opportunities for a broad range of housing types and complementary services and amenities are provided.

The following objectives and policies establish the framework for development decisions in Residential areas.

6.3.1 Objectives

<i>RANGE OF FORMS & TENURES</i>	6.3.1.1	To support a complementary range of housing forms and tenures in all neighbourhoods.
<i>NEIGHBOURHOODS</i>	6.3.1.2	To promote compact neighbourhoods which encourage a balanced transportation system.
<i>INTENSIFICATION, INFILL & REDEVELOPMENT</i>	6.3.1.3	To promote selective residential redevelopment, infill and intensification initiatives.
<i>MAINTENANCE & REHABILITATION</i>	6.3.1.4	To ensure that the existing housing stock is maintained and rehabilitated.
<i>SERVICE & AMENITIES</i>	6.3.1.5	To provide for complementary services and amenities which enhance the quality of residential areas.
<i>HOME BASED OCCUPATIONS</i>	6.3.1.6	To accommodate home based occupations.
<i>SUFFICIENT LAND SUPPLY</i>	6.3.1.7	To ensure that a sufficient land supply for residential and ancillary land uses is available to accommodate market demands over the 20 year period of this Plan.

6.3.2 Policies

In order to facilitate the orderly development and integration of housing in Windsor, the following policies shall apply.

<i>PERMITTED USES</i>	6.3.2.1	Uses permitted in the Residential land use designation identified on Schedule D: Land Use include Low, Medium and High Profile dwelling units.
<i>ANCILLARY USES</i>	6.3.2.2	<p>In addition to the uses permitted above, Council will encourage the achievement of diverse and self-sufficient neighbourhoods by permitting the following ancillary uses in areas designated Residential on Schedule D: Land Use without requiring an amendment to this Plan:</p> <p>(a) community services including libraries, emergency services, community centres and similar public agency uses; (Deleted by OPA #82 – June 20, 2011, B/L 117-2011)</p>

- ~~(a) community services including libraries, emergency services, community centres and similar public agency uses, but does not include a Methadone Clinic;
(Deleted by OPA #106 – November 6, 2015, B/L 143-2015)~~
- (a) community services including libraries, emergency services, community centres and similar public agency uses;
(Amended by OPA #106 – November 6, 2015, B/L 143-2015)
- (b) home based occupations subject to the provisions of policy 6.3.2.7;
- (c) Neighbourhood Commercial uses subject to the provisions of policy 6.3.2.9;
- (d) Open Space uses subject to the provisions of section 6.7; and
- (e) Minor Institutional uses subject to the provisions of section 6.6.

*TYPES OF
LOW PROFILE
HOUSING*

6.3.2.3

For the purposes of this Plan, Low Profile housing development is further classified as follows:

- (a) small scale forms: single detached, semi-detached, duplex and row and multiplexes with up to 8 units; and
- (b) large scale forms: buildings with more than 8 units.

*LOCATIONAL
CRITERIA*

6.3.2.4

Residential development shall be located where:

- (a) there is access to a collector or arterial road;
- (b) full municipal physical services can be provided;
- (c) adequate community services and open spaces are available or are planned; and
- (d) public transportation service can be provided.

*EVALUATION
CRITERIA FOR A
NEIGHBOURHOOD
DEVELOPMENT
PATTERN*

6.3.2.5

At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed residential development within an area having a Neighbourhood development pattern is:

- (a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:
 - (i) within or adjacent to any area identified on Schedule C: Development Constraint Areas and described in the Environment chapter of this Plan;
 - (ii) adjacent to sources of nuisance, such as noise, odour, vibration and dust;
 - (iii) within a site of potential or known contamination;
 - (iv) where traffic generation and distribution is a provincial or municipal concern; and
 - (v) adjacent to heritage resources.
- (b) in keeping with the goals, objectives and policies of any secondary plan or guideline plan affecting the surrounding area;
- (c) compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas;
- (d) provided with adequate off street parking;
- (e) capable of being provided with full municipal physical services and emergency services; and
- (f) facilitating a gradual transition from Low Profile residential development to Medium and/or High profile development and vice versa, where appropriate.

*EVALUATION
CRITERIA FOR AN
UNDEVELOPED
AREA
DEVELOPMENT
PATTERN*

6.3.2.6

At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed residential development within an area having a Undeveloped Area development pattern is:

- (a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:
 - (i) within or adjacent to any area identified on Schedule C: Development Constraint Areas and described in the Environment chapter of this Plan;

- (ii) adjacent to sources of nuisance, such as noise, odour, vibration and dust;
 - (iii) within a site of potential or known contamination;
 - (iv) where traffic generation and distribution is a provincial or municipal concern; and
 - (v) adjacent to heritage resources.
- (b) in keeping with the goals, objectives and policies of any secondary plan or guideline plan affecting the surrounding area;
 - (c) capable of being provided with full municipal services and emergency services; and
 - (d) in keeping with the subdivision, consent and/or condominium policies of this Plan (see Tools chapter).

*HOME BASED
OCCUPATIONS*

6.3.2.7

Council shall permit home based occupations in any dwelling unit provided:

- (a) persons employed in the home based occupation are limited to residents of the dwelling unit from which the home based occupation is conducted;
- (b) there are no visible changes to the residential character of the building;
- (c) the home based occupation is incidental and secondary to the residential use;
- (d) outside storage and display is prohibited, and exterior signage is restricted;
- (e) the home based occupation is compatible with abutting and/or adjacent dwelling units with respect to traffic generation and parking and potential nuisances such as noise and odour; and
- (f) the home based occupation is contained within the dwelling unit.

NEIGHBOURHOOD COMMERCIAL DEFINITION	6.3.2.8	For the purposes of this Plan, Neighbourhood Commercial uses include commercial uses which are intended to primarily serve the day to day needs of residents within the immediate neighbourhood or neighbourhoods; (Added by OPA #106 – November 6, 2015, B/L 143-2015)
NEIGHBOURHOOD COMMERCIAL EVALUATION CRITERIA	6.3.2.9	<p>At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed Neighbourhood Commercial development within a designated Residential area is:</p> <ul style="list-style-type: none"> (a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses: <ul style="list-style-type: none"> (i) within or adjacent to any area identified on Schedule C: Development Constraint Areas and described in the Environment chapter of this Plan; (ii) adjacent to sources of nuisance, such as noise, odour, vibration and dust; (iii) within a site of potential or known contamination; (iv) where traffic generation and distribution is a provincial or municipal concern; (v) adjacent to heritage resources; and (vi) where market impact is identified as a municipal concern; (b) in keeping with the goals, objectives and policies of any secondary plan or guideline plan affecting the surrounding area; (c) compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and landscaped areas; (d) capable of being provided with full municipal physical services and emergency services; and (e) provided with adequate off-street parking.
ANCILLARY USE DESIGN GUIDELINES	6.3.2.10	The following guidelines shall be considered when evaluating the proposed design of an ancillary use:

- (a) the ability to achieve the associated policies as outlined in the Urban Design chapter of this Plan;
- (b) the provision of appropriate landscaping or other buffers to enhance:
 - (i) all parking lots, and outdoor loading, storage and service areas; and
 - (ii) the separation between the use and adjacent uses, where appropriate;
- (c) motorized vehicle access is oriented in such a manner that traffic will be discouraged from using Local Roads where other options are available; and
- (d) pedestrian and cycling access is accommodated in a manner that is distinguishable from the access provided to motorized vehicles and is safe and convenient.

MUNICIPAL ASSISTANCE

6.3.2.11

Council may direct the allocation of municipal resources for the development and rehabilitation of housing through:

- (a) the leasing of land;
- (b) the oversizing of infrastructure to provide for future residential development;
- (c) the provision of community services and open space;
- (d) technical support and planning studies;
- (e) development incentives;
- (f) partnership arrangements; and
- (g) other actions as may be appropriate.

HOUSING PROGRAMS

6.3.2.12

Council may assist the federal and provincial governments in the administration of housing programs and initiatives.

AFFORDABLE HOUSING

6.3.2.13

Council shall encourage the provision of affordable and social assisted housing.

SPECIAL NEEDS

6.3.2.14

Council shall encourage the provision of housing to meet the needs of special segments of Windsor's population such as the physically challenged.

<i>TENURE VARIETY</i>	6.3.2.15	Council shall encourage the provision of a variety of housing tenures which recognize the diverse needs of Windsor's residents.
<i>PROTECT RENTAL HOUSING</i>	6.3.2.16	Council shall protect the existing stock of rental housing from conversion to freehold ownership when rental vacancy rates are below 3% across Windsor as identified by a public agency, subject to the provisions of the Tools chapter of this Plan. (deleted by OPA#63, June 21, 2007, B/L 100/2007)
<i>PROTECT RENTAL HOUSING</i>	6.3.2.16	Council shall protect the existing supply of rental housing from conversion in keeping with the Rental Housing Conversion to Condominium policies detailed in Section 11.5.4 of this Plan. (added by OPA#63, June 21, 2007, B/L 100/2007)
<i>HERITAGE CONSERVATION</i>	6.3.2.17	Council shall encourage the retention, restoration and sensitive renovation of historic and/or architecturally significant residential buildings in accordance with the Heritage Conservation chapter of this Plan.
<i>MAINTENANCE & REHABILITATION STANDARDS</i>	6.3.2.18	Council shall promote the maintenance of Windsor's housing stock at a standard sufficient to provide acceptable conditions of health, safety and appearance in accordance with the Community Improvement section of this Plan.
<i>MONITOR HOUSING</i>	6.3.2.19	The Municipality will continue to monitor residential development activity and the supply and affordability of existing housing.
<i>SHORT TERM LAND SUPPLY</i>	6.3.2.20	Council shall endeavor to maintain at least a three year supply of draft approved and registered residential lots and blocks in order to meet anticipated short term housing demands.
<i>LONG TERM LAND SUPPLY</i>	6.3.2.21	Council shall maintain at least a ten year supply of land designated for residential development to meet anticipated long term housing demands.
<i>SECOND UNIT DEFINITION</i>	6.3.2.22	A second residential unit (second unit) is a separate residential dwelling unit consisting of a separate access, kitchen, washroom, and living space that is within a single detached, semi-detached, or rowhouse dwelling (i.e. the primary dwelling unit) or a building accessory to the primary dwelling unit located on the same lot.

LOCATION OF
SECOND UNITS

6.3.2.23

A second unit:

- a) must be located on lands designated for residential use on Schedules D and E;
- b) shall not be located within any part of a basement or cellar (i.e. part of a building below grade) within the floodplain areas shown on Schedule C; and
- c) outside of the floodplain areas shown on Schedule C, shall not be located within any part of a basement or cellar (i.e. part of a building below grade) unless the following criteria have been met to the satisfaction of the Chief Building Official or City Engineer:
 - i. Eavestrough downspouts are disconnected from the City of Windsor's sewer system;
 - ii. A sump pump has been installed; and
 - iii. Where possible a backflow sanitary valve has been installed in the second unit.

(Amended by OPA122 - APPROVED November 21, 2018, B/L#148-2018)

SECOND UNIT
REQUIREMENTS

6.3.2.24

A second unit shall be permitted within the primary dwelling unit or building accessory to the primary dwelling unit subject to the following criteria:

- a) The second unit conforms with the definition and location requirements set out in 6.3.2.22 and 6.3.2.23;
- b) No additional dwelling units are present in the primary dwelling unit or buildings accessory to primary dwelling unit;
- c) The second unit must be subordinate in scale and function to the primary dwelling unit and the Zoning By-law may regulate the gross floor area of the second unit;
- d) Parking can be accommodated where required by the Zoning By-law;
- e) Where located on a property identified on the Municipal Heritage Register or within a Heritage Area identified on Schedule G the second unit must not alter the exterior of an existing primary or accessory building visible from the street or other public space unless it is demonstrated, to the satisfaction of the City Planner, that the proposed alteration would not detract from the cultural heritage value and attributes of the property or Heritage Area; and
- f) The second unit complies with health and safety standards and the second unit has been constructed in accordance with a building permit.

(Amended by OPA122 - APPROVED November 21, 2018, B/L#148-2018)

<i>REQUIREMENTS SPECIFIC TO A SECOND UNIT IN AN ACCESSORY BUILDING</i>	6.3.2.25	<p>A second unit within a building that is accessory to a single-detached, semi-detached, or a rowhouse dwelling is permitted subject to the following criteria:</p> <ul style="list-style-type: none"> a) The proposed second unit conforms with the definition, location, and general requirements set out in 6.3.2.22 - 6.3.2.24; b) The second unit shall have direct pedestrian access from a paved public street or alley; c) The second unit shall have municipal sanitary sewer, municipal storm water outlet, electrical, and water services; and d) A municipal address for the second unit shall be clearly visible from the public street.
<i>SEVERANCE OF SECOND UNIT PROHIBITED</i>	6.3.2.26	<p>(Amended by OPA122 - APPROVED November 21, 2018, B/L#148-2018)</p> <p>The severance of a second unit located within the primary dwelling unit or within a building accessory to the primary dwelling unit is prohibited.</p> <p>(Amended by OPA122 - APPROVED November 21, 2018, B/L#148-2018)</p>
<i>HEIGHT OF ACCESSORY BUILDING CONTAINING A SECOND UNIT ABOVE A GARAGE</i>	6.3.2.27	<p>An application to allow a maximum height of up to 8m through a minor variance may be considered where the external second unit is proposed to contain all of its habitable space above a garage subject to the following criteria:</p> <ul style="list-style-type: none"> (a) The height of the second unit does not exceed the height of the primary dwelling; (b) Significant trees and plantings are preserved on the subject property; and (c) Any adverse impacts to the streetscape or abutting properties are addressed through the second unit design and siting. <p>(Amended by OPA122 - APPROVED November 21, 2018, B/L#148-2018)</p>
<i>CREATION OF LODGING HOUSE</i>	6.3.2.28	<p>The combination of lodgers (i.e. persons provided with lodging for hire) within the primary and second dwelling units must not constitute a lodging house as defined within any City of Windsor by-law.</p> <p>(Amended by OPA122 - APPROVED November 21, 2018, B/L#148-2018)</p>

6.5.3 Commercial Corridor Policies

The Commercial Corridor land use designation is intended for areas which are designed for vehicle oriented commercial uses. Commercial Corridors take the form of commercial strips along Arterial and Collector roads within Windsor. The intent of the following policies is to strengthen identified Commercial Corridors for retail and service uses.

<i>PERMITTED USES</i>	6.5.3.1	Uses permitted in the Commercial Corridor land use designation are primarily retail, wholesale store (added by OPA 58, 24 07 2006) and service oriented uses and, to a lesser extent, office uses.
<i>ANCILLARY USES</i>	6.5.3.2	<p>In addition to the uses permitted above, Council may permit the following ancillary uses in areas designated as Commercial Corridor on Schedule D: Land Use without requiring an amendment to this Plan:</p> <ul style="list-style-type: none"> (a) adult entertainment parlours provided that: <ul style="list-style-type: none"> (i) such uses are a minimum of 150 metres from lands used or zoned for residential, institutional or open space purposes; and (ii) policy 6.5.3.7 is satisfied, with the exception that the proponent demonstrate that the proposal's market impact is acceptable; and (b) Open Space uses subject to the policies of section 6.7.
<i>STREET PRESENCE</i>	6.5.3.3	<p>Council will encourage Commercial Corridor development to provide a continuous street frontage and presence. Accordingly, development along a Commercial Corridor shall be:</p> <ul style="list-style-type: none"> (a) no more than two storeys in height, except on lands immediately adjacent to an intersection with a Class I or Class II Arterial Road or Class I or Class II Collector Road where the height of the building(s) may be no more than six storeys in height; and (b) encouraged to locate the buildings at the street frontage lot line with parking accommodated at the rear of the site.
<i>INFILL & CONSOLIDATION</i>	6.5.3.4	Council shall promote the infilling and consolidation of existing Commercial Corridors.

<i>NEW OR EXTENDED CORRIDORS</i>	6.5.3.5	Council shall discourage the development of new Commercial Corridors or the extension of existing Commercial Corridors and may only designate or extend a Commercial Corridor when the Municipality is satisfied that the market impact of the proposal on other commercial areas is acceptable (see Procedures chapter).
<i>LOCATIONAL CRITERIA</i>	6.5.3.6	<p>Commercial Corridor development shall be located where:</p> <ul style="list-style-type: none"> (a) there is access to Class I or Class II Arterial Roads or Class I Collector Roads; (b) full municipal physical services can be provided; and (c) commercial related traffic can be directed away from residential areas.
<i>EVALUATION CRITERIA</i>	6.5.3.7	<p>At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed commercial development is:</p> <ul style="list-style-type: none"> (a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses: <ul style="list-style-type: none"> (i) within or adjacent to any area identified on Schedule C: Development Constraint Areas and described in the Environment chapter of this Plan; (ii) within a site of potential or known contamination; (iii) where traffic generation and distribution is a provincial or municipal concern; and (iv) adjacent to sensitive land uses and/or heritage resources. (b) in keeping with the goals, objectives and policies of any secondary plan or guideline plan affecting the surrounding area; (c) capable of being provided with full municipal physical services and emergency services; (d) provided with adequate off-street parking;

- (e) compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and landscaped areas; and
- (f) acceptable in terms of the proposal's market impacts on other commercial areas (see Procedures chapter).

*DESIGN
GUIDELINES*

6.5.3.8

The following guidelines shall be considered when evaluating the proposed design of a Commercial Corridor development:

- (a) the ability to achieve the associated policies as outlined in the Urban Design chapter of this Plan;
- (b) the provision of appropriate landscaping or other buffers to enhance:
 - (i) all parking lots, and outdoor loading and service areas; and
 - (ii) the separation between the use and adjacent sensitive uses, where appropriate;
- (c) as a general rule, the height of buildings are consistent with the height of buildings which characterize the Commercial Corridor. Where Council deems it desirable that higher profile development be permitted in an existing Commercial Corridor, the development should be built at a human scale by utilizing one or both of the following measures:
 - (i) treatment of the lower floors of building(s) to provide continuity; and/or
 - (ii) setting back the upper floors of building(s) from the street to avoid overpowering effects at-grade;
- (d) where possible, parking is located in the rear of the property to encourage continuous building facades adjacent to the street; and
- (e) measures are taken in site design which provide for ease of access for pedestrians between the public sidewalk and building main entrances in a manner which is distinguishable from access provided for vehicles.

<i>SITE PLAN CONTROL</i>	6.5.3.9	Council shall require all development within areas designated as Commercial Corridor to be subject to site plan control, with the exception of Public Open Space uses.
<i>CORRIDOR IMPROVEMENT</i>	6.5.3.10	Council will encourage and facilitate the creation and efforts of business improvement associations within Commercial Corridor in accordance with the provisions of the Municipal Act.
<i>NEIGHBOURHOOD INVOLVEMENT</i>	6.5.3.11	Council will encourage the improvement of areas designated as Commercial Corridor to be undertaken in consultation with the surrounding neighbourhood.

11.6.3 Zoning By-law Amendment Policies

<i>AMENDMENTS MUST CONFORM</i>	11.6.3.1	All amendments to the Zoning By-law(s) shall conform with this Plan. The Municipality will, on each occasion of approval of a change to the zoning by-law(s), specify that conformity with the Official Plan is maintained or that the change will be in conformity upon the coming into effect of an amendment to the Official Plan.
<i>REVIEW PROCEDURE</i>	11.6.3.2	<p>All applications for Zoning By-law amendments shall be processed in accordance with the provisions of the <i>Planning Act</i>, and regulations pursuant thereto, and the procedural requirements of this Plan. In general, after an applicant's pre-application consultation meeting with municipal staff and submission of an application that is determined to be complete, all applications shall: Added by OPA 65 – 10/22/2007– By-law 192-2007</p> <ul style="list-style-type: none"> (a) Be circulated to appropriate agencies and those agencies be provided with sufficient time to respond; Added by OPA 65 – 10/22/2007– By-law 192-2007 (b) Be advertised and be presented to the public and the views of the public ascertained at a public meeting to be held in accordance with the Planning Act; and Added by OPA 65 – 10/22/2007– By-law 192-2007 (c) Be given due and thorough consideration by Council. Added by OPA 65 – 10/22/2007– By-law 192-2007
<i>EVALUATION CRITERIA</i>	11.6.3.3	<p>When considering applications for Zoning By-law amendments, Council shall consider the policies of this Plan and will, without limiting the generality of the foregoing, consider such matters as the following:</p> <ul style="list-style-type: none"> (a) The relevant evaluation criteria contained in the Land Use Chapter of this Plan, Volume II: Secondary Plans & Special Policy Areas and other relevant standards and guidelines;

- (b) Relevant support studies;
- (c) The comments and recommendations from municipal staff and circularized agencies;
- (d) Relevant provincial legislation, policies and appropriate guidelines; and
- (e) The ramifications of the decision on the use of adjacent or similar lands.

APPENDIX C – EXCERPTS FROM ZONING BY-LAW 8600

SECTION 10 - RESIDENTIAL DISTRICTS 1. (RD1.)

10.4 RESIDENTIAL DISTRICT 1.4 (RD1.4)

10.4.1 PERMITTED USES

Existing *Duplex Dwelling*

Existing *Semi-Detached Dwelling*

One *Single Unit Dwelling*

Any use accessory to the preceding uses

10.4.5 PROVISIONS

	Duplex Dwelling	Semi-Detached Dwelling	Single Unit Dwelling
.1 Lot Width – minimum	9.0 m	15.0 m	18.0 m
.2 Lot Area – minimum	360.0 m ²	450.0 m ²	540.0 m ²
.3 Lot Coverage – maximum	45.0%	45.0%	45.0%
.4 Main Building Height – maximum	10.0 m	10.0 m	10.0 m
.5 Front Yard Depth – minimum	6.0 m	6.0 m	6.0 m
.6 Rear Yard Depth – minimum	7.50 m	7.50 m	7.50 m
.7 Side Yard Width – minimum	1.20 m	1.20 m	1.80 m

SECTION 14 - COMMERCIAL DISTRICTS 1. (CD1.)

14.3 COMMERCIAL DISTRICT 1.3 (CD1.3)

14.3.1 PERMITTED USES

Business Office

Child Care Centre

Commercial School

Food Outlet - Take-out

Medical Office

Personal Service Shop

Professional Studio

Repair Shop - Light

Restaurant

Retail Store

Dwelling Units in a Combined Use Building with any one or more of the above uses

Double Duplex Dwelling

Duplex Dwelling

Semi-Detached Dwelling

Single Unit Dwelling

Tourist Home

Any use accessory to the preceding uses. An *Outdoor Storage Yard* is prohibited.

14.3.5 PROVISIONS

- | | | |
|-----|--------------------------------------|--------------------------|
| .4 | Building Height – maximum | 7.50 m |
| .8 | Landscaped Open Space Yard – minimum | 15.0% of <i>lot area</i> |
| .10 | Gross Floor Area – maximum | |

For each *Business Office, Food Outlet - Take-out, Medical Office, Personal Service Shop, Professional Studio, Repair Shop - Light, Restaurant or Retail Store*:

250.0 m²

- | | |
|-----|---|
| .50 | For a <i>Combined Use Building</i> or a <i>Tourist Home</i> and any use accessory thereto, the following additional provisions shall apply: |
|-----|---|

- | | | |
|----|--------------------------------|--------|
| a) | Lot Coverage – maximum | 45.0 % |
| b) | Main Building Height – maximum | 10.0 m |
| c) | Front Yard Depth – minimum | 6.0 m |
| d) | Rear Yard Depth – minimum | 7.50 m |
| e) | Side Yard Width – minimum | 1.20 m |

- .55 For a *Combined Use Building*, a *parking space* in a *rear yard* shall be located a minimum of 4.50 m from the rear wall of the *Combined Use Building*, save and except for a *parking space* situated entirely within a *main building* or an *accessory building*.
- .60 A *Double Duplex Dwelling*, *Duplex Dwelling*, *Semi-Detached Dwelling*, or *Single Unit Dwelling*, and any use accessory to the preceding uses, shall comply with the appropriate provisions of Section 11.2.5.
- .90 A parking space in a front yard is prohibited.

SECTION 3 – DEFINITIONS

3.10 DEFINITIONS [Applicable Definitions are shown below]

BUSINESS OFFICE means an *office* of any one or more of the following: commercial business; financial services including a bank, credit union, payday lender, savings and loan office and trust company; government; industrial business; non-profit or charitable organization; professional person. A financial office is a *business office*. A *medical office* or *veterinary office* is not a *business office*.

CHILD CARE CENTRE means a child care centre as defined in the Child Care and Early Years Act, 2014, S.O. 2014, c.11 Sched.1. A day nursery or day care is a *child care centre*.

COMMERCIAL SCHOOL means a *building* where instruction is given for hire and includes a private career college as defined by the Private Careers Colleges Act, S.O. 2005, Ch. 28.

DENSITY means a ratio expressed as the number of *dwelling units* per hectare and indicates the number of *dwelling units* that may be erected or maintained per hectare on a *lot*.

DWELLING means a *building* or *structure* that is occupied for the purpose of human habitation. A *correctional institution*, *hotel*, *motor home*, *recreational vehicle*, *tent*, *tent trailer*, or *travel trailer* is not a *dwelling*.

DOUBLE DUPLEX DWELLING means one *dwelling* divided into four *dwelling units* by vertically attaching two *duplex dwellings* with no direct internal connection between the *dwelling units*. A *multiple dwelling*, *semi-detached dwelling*, *stacked dwelling*, or *townhome dwelling* is not a *double duplex dwelling*.

DUPLEX DWELLING means one *dwelling* divided horizontally into two *dwelling units* with no direct internal connection between the *dwelling units*. A *single unit dwelling* with *two dwelling units* is not a *duplex dwelling*.

SEMI-DETACHED DWELLING means one *dwelling* divided vertically into two *dwelling units* by a common interior wall having a *minimum* area above *grade* of 10.0 sq. m., and may include, where permitted by Section 5.99.80, up to two additional *dwelling units*.

SINGLE UNIT DWELLING means one *dwelling* having one *dwelling unit* or, where permitted by Section 5.99.80, one *dwelling* having two *dwelling units*. A single family dwelling is a *single unit dwelling*. A *duplex dwelling*, *mobile home dwelling*, *semi-detached dwelling unit*, or *townhome dwelling unit*, is not a *single unit dwelling*.

DWELLING UNIT means a unit that consists of a self-contained set of rooms located in a *building* or *structure*, that is used or intended for use as residential premises, and that contains kitchen and bathroom facilities that are intended for the use of the unit only.

SEMI-DETACHED DWELLING UNIT means one *dwelling unit* in a *semi-detached dwelling*, and may include, if permitted by Section 5.99.80, one additional *dwelling unit*.

FOOD OUTLET - TAKE-OUT means a *building* used for the sale of prepared food for consumption off the premises exclusively to walk-in customers and may also include the preparation of food sold at retail. A take-out food outlet or a take-out restaurant is a *food outlet – take-out*. A *food catering service* or *micro-brewery* is not a *food outlet – take-out*.

MEDICAL OFFICE means a *building* used by a physical health or mental health professional and their staff for the purpose of consultation, counselling, diagnosis and treatment of a patient and may also include as an *accessory use* a *pharmacy*. An *ambulance service*, *medical appliance facility*, *personal service shop* or *veterinary office* is not a *medical office*.

OFFICE means a *building* where any one or more of the following services are provided: business is transacted; administrative, clerical or professional services are performed.

PERSONAL SERVICE SHOP means a *building* used for the personal care treatment or grooming, including body modification, of person or a pet, the maintenance or repair of a wardrobe item, including a dry cleaning operation having a maximum GFA of 275.0 m² and a dry cleaning depot, and the following services: duplication, film processing, optician, and picture framing. A *medical office* is not a *personal service shop*.

PROFESSIONAL STUDIO means a *building* used for any one or more of the following: instruction in dance, film, movie, music, or video production, fine arts, photography, or other artistic endeavour; design studio; interior decorator's studio; film, movie, or video studio; photography studio; portrait studio; recording studio. It may include a *business office* in combination with any of the preceding uses. A *cultural facility*, *health studio*, *personal service shop*, or *retail store* is not a *professional studio*.

REPAIR SHOP - LIGHT means a *building* used for the maintaining or repairing of a good for household and personal use such as an appliance, assistive device, bicycle including power-assisted bicycle, clock, furniture, jewellery, lawn and garden equipment, luggage, musical instrument, sporting good, or watch. It does not include the maintaining or repairing of a *motor vehicle*. A light repair shop is a *repair shop - light*. An *automobile collision shop*, *automobile detailing service*, *automobile repair garage*, *contractor's office*, *personal service shop* or *service station* is not a *repair shop - light*.

RESTAURANT means a *building* used for the preparing and serving of food and/or beverage to customers for immediate consumption within the *building* or within a physically defined open air sit down eating area located on the same *lot*. It may include as an *accessory use*, the preparing and selling of food or beverage for consumption off the premises, and entertainment exclusive of a dance floor. It does not include a *food outlet – drive-through*

RETAIL STORE means premises used for the lease, rental or retail sale of goods and may also include a *bake shop, convenience store, food convenience store, grocery store, pawnshop, pet shop, or pharmacy*. It does not include the processing, manufacture or assembly of a good or the sale of a bus, construction equipment, farm tractor, equipment or implement, motor vehicle, truck or vehicle of the tractor trailer or semi-trailer type, or other heavy equipment. An *automobile sales lot* or *motor vehicle dealership* is not a *retail store*.

TOURIST HOME means an *ancillary use* that:

1. is located in a *single unit dwelling* that is the principal residence of the tourist home operator;
2. provides sleeping accommodation to the travelling public; and
3. may include the provision of meals.

A bed and breakfast or a guest house is a *tourist home*. A *correctional institution, group home, hotel, private home day care, residential care facility* or a *lodging house* is not a *tourist home*.

USE

1. when used as a noun means the purpose for which a *building, lot, premises* or *structure* is designed, maintained or occupied.
2. when used as a verb means anything done by any person or permitted, either directly or indirectly by any person, for the purpose of making use of a *building, lot, premises* or *structure*.

ACCESSORY USE means a *use* which is customarily incidental, subordinate and exclusively devoted to the *main use* and is carried on with such *main use* on the same *lot*.

ANCILLARY USE means a *use*, other than an *accessory use*, which complements or otherwise provides a service to the *main use* of the *zoning district* in which it is located.

APPENDIX D: CONSULTATIONS TABLE

Comments from Municipal Departments & External Agencies

CANADA POST - Bruno DeSando, Oct. 8, 2019

Attached are Canada Post comments for application Z-014/19; ZNG/5898. [See attachment on **pages 6, 7 & 8** of this document.]

COGECO CONNEXION - Daniel Haggins, Oct. 7, 2019

Cogeco has no issues.

ENGINEERING - DEVELOPMENT, PROJECTS & ROW –Sandy Mio & Pat Winters, Sep 25, 2019

REVISED COMMENT - JANUARY 7, 2020:

The subject lands are located at 3985 & 3945 Dougall Avenue, designated residential by the City of Windsor Official Plan and zoned Residential District 1.4 (RD1.4) by Zoning By-Law 8600. . The applicant requests to change the zoning of the subject land from RD1.4 to a site-specific Commercial Zone similar to CD1.3 (Commercial District 1.3) to permit neighbourhood commercial uses and the associated parking area on the subject land.

The site may be serviced by the 525mmRCP storm sewer, a 675mm RCP storm sewer, and a 200mmPVC sanitary sewer along Dougall Avenue. There is also a 1500mm RCP storm sewer and 1050mm RCP sanitary sewer along Roseland Drive. If possible existing connections should be utilized. Any redundant connections are to be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3. Storm water management completed in accordance with the Windsor/Essex Region Stormwater Standards Manual and a site grading plan will be required. This development must also be approved by ERCA as this property is within the Conservation Authority's regulated area. A sanitary sampling manhole will be required to the satisfaction of the City Engineer.

Schedule X of the Official Plan classifies Dougall Avenue as a Class 2 Arterial Road with a required right-of-way width of 38m; however, under the approved Dougall Avenue Environmental Assessment, a land conveyance is not required. The Official Plan classifies Roseland Drive East as a Local Road with a required right-of-way width of 20 metres. The current right-of-way width is sufficient and therefore, a land conveyance is not required.

A Right-of-Way permit is required for any new driveways and shall be constructed in accordance with AS-204 and AS-547 for the channelized traffic island. The applicant will be required to remove any redundant curb cuts and restore the area to City of Windsor Standards. There are existing sidewalks fronting the subject property, the owner will be responsible for replacing/reconstructing any sections of sidewalk which are in conflict and/or damaged as the result of the proposed servicing.

In summary we have no objection to the proposed redevelopment, subject to the following requirements (Requirements can be enforced during site plan control):

Site Plan Control Agreement – The applicant enters into an agreement with the City of Windsor for all requirements under the General Provisions of the Site Plan Control Agreement for the Engineering Department.

Redundant Curb Cuts – The owner agrees to remove and replace the redundant curb cut on Howard Avenue with full height curb to the satisfaction of the City Engineer.

ERCA Requirements – The owner(s) further agrees to follow all drainage and flood proofing recommendations that the Essex Region Conservation Authority (ERCA) may have with respect to the subject land, based on final approval by the City Engineer. If applicable, the Owner will obtain all necessary permits from ERCA with respect to the drainage works on the subject lands.

If you have any further questions or concerns, please contact Sandy Mio, of this department at 519-255-6100, ext. 6216.

ENBRIDGE GAS (Operating as UNION GAS) – Mary Jane Patrick, Oct. 8, 2019
In our Lands department, it's not normally our practice to comment on rezoning applications.

ENVIRONMENTAL SERVICES – Anne Marie Albidone, Aug. 30, 2019
No concerns from Environmental Services.

ENVIRONMENTAL & SUSTAINABILITY COORDINATOR - Averil Parent, Sep. 3, 2019
No comment.

ENWIN UTILITIES (Hydro Engineering) – Jodi Reaume, Sep. 6, 2019
Hydro Engineering has no objection to re-zoning.

ENWIN UTILITIES (Water Engineering) – Jodi Reaume, Sep. 6, 2019
Water Engineering has no objections to the rezoning.

ESSEX REGION CONSERVATION AUTHORITY (ERCA) – Corinne Chiasson, Sep. 17, 2019:
See comment on **pages 9, 10 & 11** of this Appendix D.

HERITAGE PLANNER– Kristina Tang, Sep. 10, 2019
There is no apparent built heritage concern with this property and it is located on an area of low archaeological potential. Nevertheless, the Applicant should be notified of the following archaeological precaution.

1. Should archaeological resources be found during grading, construction or soil removal activities, all work in the area must stop immediately and the City's Planning & Building Department, the City's Manager of Cultural Affairs, and the Ontario Ministry of Tourism, Culture and Sport must be notified and confirm satisfaction of any archaeological requirements before work can recommence.
2. In the event that human remains are encountered during grading, construction or soil removal activities, all work in that area must be stopped immediately and the site secured. The local police or coroner must be contacted to determine whether or not the skeletal remains are

human, and whether the remains constitute a part of a crime scene. The Local police or coroner will then notify the Ontario Ministry of Tourism, Culture and Sport and the Registrar at the Ministry of Consumer Services if needed, and notification and satisfactory confirmation be given by the Ministry of Tourism, Culture and Sport.

Contacts:

Windsor Planning & Building Department:

519-255-6543 x6179, planningdept@citywindsor.ca

Windsor Manager of Cultural Affairs:

Cathy Masterson, 519-253-2300x2724, cmasterson@citywindsor.ca

Ontario Ministry of Tourism, Culture and Sport

Archaeology Programs Unit, 1-416-212-8886, Archaeology@ontario.ca

Windsor Police: 911

Ontario Ministry of Government & Consumer Services

HYDRO ONE– Dennis De Rango, Sep. 9, 2019

We are in receipt of your Site Plan Application, Z-014/19; ZNG/5898 dated August 30, 2019. We have reviewed the documents concerning the noted Plan and have no comments or concerns at this time. Our preliminary review considers issues affecting Hydro One's 'High Voltage Facilities and Corridor Lands' only.

For proposals affecting 'Low Voltage Distribution Facilities' please consult your local area Distribution Supplier.

To confirm if Hydro One is your local distributor please follow the following link:

<http://www.hydroone.com/StormCenter3/>

Please select " Service Territory Overlay" and locate address in question by entering the address or by zooming in and out of the map.

If Hydro One is your local area Distribution Supplier, please contact Customer Service at 1-888-664-9376 or e-mail CustomerCommunications@HydroOne.com to be connected to your Local Operations Centre.

LANDSCAPE ARCHITECT – Stefan Fediuk, Sep. 20, 2019

Pursuant to the application for a zoning amendment (Z-014/19, ZNG/5898; 2319576 Ontario Ltd., 3985 & 3945 Dougall Avenue) to permit change of zoning from RD1.4 to CD1.3 on the subject, please note no objections. Please also note the following comments:

Zoning Provisions for Parking Setback:

A landscape buffer would be required as part of a future site plan, between the development and the existing residential property to the north (3935 Dougall Avenue). Similarly, a buffer would be required along the residential properties along Kennedy Drive East. In order to accommodate the above referenced landscape setback, it is recommended that the sidewalk abutting the northern face of the building, and the separation between the loading space and parking space 43, be eliminated.

More detailed landscape requirements will be provided at the time of site plan review.

Tree Preservation:

Require a tree survey identifying species, size, location, and condition of all trees on the subject lands as well as those located on the municipal rights-of-way of Roseland Drive East and Dougall Avenue. A significant municipal boulevard tree is proposed to be removed on Roseland Drive East. Relocation of the access drive from Roseland to be considered to preserve this tree.

Require a tree protection plan to the satisfaction of the Chief Building Official and the City Forester, identifying which trees are to be retained and proposed preservation techniques to be implemented.

Parkland Dedication:

There are no parkland implications beyond the usual requirement for cash-in-lieu of 2% parkland dedication.

PROPERTY ASSESSMENT – Jose Mejalli, August 30, 2019

We have no objection to the site specific zoning amendment to permit commercial use and the associated development.

TRANSIT WINDSOR – Jason Scott, Sep. 4, 2019

Transit Windsor has no objections to this development. We would prefer if the building was located along the road instead of the parking as that would help for walking distances to get to transit. Buildings that are located along the road with parking lots behind help to encourage active modes of transportation, such as transit. The closest transit service is located along Cabana at Dougall with the existing service offering 2 transit routes (Dougall 6 & South Windsor 7). The bus stops are an average of 400 metres away from this property so it just falls within the industry average walking distance to a transit stop of 400 metres.

TRANSPORTATION PLANNER – Juan Paramo, Oct. 3, 2019

Overall, Transportation Planning supports the subject Zoning By-law amendment. The following requirements are expected to be satisfied through Site Plan Control.

- The Official Plan classifies Dougall Avenue as a Class 2 Arterial Road with a required right-of-way width of 42 metres; however, under the approved Dougall Avenue Environmental Assessment, a land conveyance is not required.
- The Official Plan classifies Roseland Drive East as a Local Road with a required right-of-way width of 20 metres. The current right-of-way width is sufficient and therefore, a land conveyance is not required.
- All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings
- A Signage Plan is required.
- All exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

- The minimum required bicycle parking spaces should be provided on the subject property.

TRANSPORTATION PLANNING ENGINEER – Jeff Hagan, Oct. 21, 2019

I have reviewed the transportation impact study for the above-noted application (“Proposed Commercial Development, 3945 and 3985 Dougall Avenue, Windsor, ON, Transportation Impact Study” by Mike Walters of Dillon Consulting Ltd., dated March 8, 2019) and have the following comments:

1. No issues were noted with the report. The report is satisfactory as submitted.
2. The report notes that no off-site improvements are required as a result of the development.

WINDSOR POLICE SERVICE - Barry Horrobin, Oct. 3, 2019

My comments for this application are as follows:

The Windsor Police Service has some concerns with this application. The proposed use of the property is not dissimilar to what has previously transpired and now exists in other sections of Dougall Avenue, whereby lands previously occupied and used for residential purposes have now been gradually transformed into commercial properties. Such development evolution has generally occurred in a well planned manner to allow for a smooth transition, including no problematic impacts on public safety or police incident response capability. While similar in some aspects, a key difference with the subject application is that its placement will result in a physically isolating outcome for a low density residential property situated immediately to the north, which already has an existing commercial development on its other boundary.

The public safety impact of this could very well mean more noise and vehicular traffic surrounding the home that causes a loss in quality of life for its residents, plus more difficulty accessing their property on an ongoing basis. Such access difficulties could presumably make it less safe to come and go. From our records, the 3800 and 3900 blocks of Dougall Avenue generate a tangible quantity of incidents requiring police response and intervention. During the past two full years (2017 and 2018) plus the first nine months of the current year (2019), Windsor Police responded to 458 incidents of a wide variety, representing an average of 167 incidents annually. This is not a big surprise given the buildup of commercial properties in the immediate area but reflects a trend that is less desirable for a low density residential environment.

A reasonable solution here would seem to be for either acquisition of the residence as part of the proposed commercial development or having more pronounced buffering between the proposed new commercial plaza and the existing residence next door. If approved we will provide more specific details and requirements during the site plan review stage of the application to ensure safe functioning of the land use is an outcome.



October 8, 2019

JUSTINA NWAESEI
PLANNING & BUILDING SERVICES DEPARTMENT
SUITE 210, 350 CITY HALL SQUARE EAST
WINDSOR ON N9A 6S1

Reference: **Z-014/19; ZNG/5898 (3985 & 3945 Dougall Avenue)**

Dear Justina,

Thank you for contacting Canada Post regarding plans for a new development in the City of Windsor. Please see Canada Post's feedback regarding the proposal, below.

Service type and location

1. Canada Post will provide mail delivery service through centralized Community Mail Boxes (CMBs).
2. If the development includes plans for (a) multi-unit building(s) with a common indoor entrance, the developer must supply, install and maintain the mail delivery equipment within these buildings to Canada Post's specifications.

Municipal requirements

1. Please update our office if the project description changes so that we may determine the impact (if any).
2. Should this application be approved, please provide notification of the new civic addresses as soon as possible.

Developer timeline and installation

1. Please provide Canada Post with the date development work is scheduled to begin. Finally, please provide the expected installation date(s) for the CMB(s).

Please see Appendix A for any additional requirements for this developer.

Regards,

Bruno DeSando
CANADA POST CORPORATION
Delivery Planning
955 Highbury Avenue
LONDON ON N5Y 1A3
tel: 519-494-1596
fax: 519-457-5412
e-mail: bruno.desando@canadapost.ca

Appendix A

Additional Developer Requirements:

- The developer will consult with Canada Post to determine suitable permanent locations for the Community Mail Boxes. The developer will then indicate these locations on the appropriate servicing plans.
- The developer agrees, prior to offering any units for sale, to display a map on the wall of the sales office in a place readily accessible to potential homeowners that indicates the location of all Community Mail Boxes within the development, as approved by Canada Post.
- The developer agrees to include in all offers of purchase and sale a statement which advises the purchaser that mail will be delivered via Community Mail Box. The developer also agrees to note the locations of all Community Mail Boxes within the development, and to notify affected homeowners of any established easements granted to Canada Post to permit access to the Community Mail Box.
- The developer will provide a suitable and safe temporary site for a Community Mail Box until curbs, sidewalks and final grading are completed at the permanent Community Mail Box locations. Canada Post will provide mail delivery to new residents as soon as the homes are occupied.
- The developer agrees to provide the following for each Community Mail Box site and to include these requirements on the appropriate servicing plans:
 - Any required walkway across the boulevard, per municipal standards
 - Any required curb depressions for wheelchair access, with an opening of at least two metres (consult Canada Post for detailed specifications)
 - A Community Mailbox concrete base pad per Canada Post specifications.

Essex Region Conservation

the place for life



September 06, 2019

Ms. Justina Nwaesei, Planner II – Development Review
City of Windsor, Development Services
350 City Hall Square West
Windsor, Ontario, N9A 6S1

planning@erca.org
P.519.776.5209
F.519.776.8688
360 Fairview Avenue West
Suite 311, Essex, ON N8M 1Y6

Dear Ms. Nwaesei:

RE: Zoning By-Law Amendment Z-014-19 [ZNG-5898]
3945 DOUGALL AVE. & 3985 DOUGALL AVE
ARN 373908009011300, 373908009011200; PIN: 012891686, 012891809

The following is provided as a result of our review of Zoning By-Law Amendment Z-014-19 [ZNG-5898]. We understand that the applicant is requesting a zoning amendment to change the subject properties from a Residential District 1.4 (RD 1.4 to a site specific Commercial Zone similar to Commercial District 1.3 (CD 1.3) in order to permit neighbourhood commercial uses and the associated parking areas.

DELEGATED RESPONSIBILITY TO REPRESENT PROVINCIAL INTEREST IN NATURAL HAZARDS (PPS, 2014) AND REGULATORY RESPONSIBILITIES OF THE CONSERVATION AUTHORITIES ACT

The following comments reflect our role as representing the provincial interest in natural hazards encompassed by Section 3.1 of the Provincial Policy Statement of the Planning Act as well as our regulatory role as defined by Section 28 of the Conservation Authorities Act.

The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the *Conservation Authorities Act* (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the Lennon Drain. The property owner will be required to obtain a Permit from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by the regulations.

WATERSHED BASED RESOURCE MANAGEMENT AGENCY

The following comments are provided in an advisory capacity as a public commenting body on matters related to watershed management.

Page 1 of 3

Amherstburg / Essex / Kingsville / Lakeshore / LaSalle / Leamington / Pelee Island / Tecumseh / Windsor



Ms. Nwaesei
September 06, 2019

SECTION 1.6.6.7 Stormwater Management (PPS, 2014)

We are concerned with the potential impact of the quality and quantity of runoff in the downstream watercourse due to future development on this site. In addition, that stormwater quality and stormwater quantity are addressed up to and including the 1:100 year storm event and be in accordance with the guidance provided by the Stormwater Management Planning and Guidance Manual, prepared by the Ministry of the Environment (MOE, March 2003) and any other Municipal requirements (e.g., Windsor-Essex Region Stormwater Management Standards Manual).

We therefore request inclusion of the following conditions in the Development Agreement:

1. That the developer undertakes an engineering analysis to identify stormwater quality and quantity measures as necessary to control any increases in flows in downstream watercourses, up to and including the 1:100 year design storm, to the satisfaction of the Municipality and the Essex Region Conservation Authority.
2. That the developer installs stormwater management measures identified above, as part of the development of the site, to the satisfaction of the Municipality and the Essex Region Conservation Authority.
3. That the developer obtains the necessary permit or clearance from the Essex Region Conservation Authority prior to undertaking site alterations and/or construction activities.

PLANNING ADVISORY SERVICE TO MUNICIPALITIES - NATURAL HERITAGE POLICIES OF THE PPS, 2014

The following comments are provided from our perspective as a service provider to the Municipality on matters related to natural heritage and natural heritage systems. The comments in this section do not necessarily represent the provincial position and are advisory in nature for the consideration of the Municipality as the planning authority.

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance under the Provincial Policy Statement (PPS 2014). Based on our review, we have no objection to the application with respect to natural heritage policies.

FINAL RECOMMENDATION

We have no objections to this Zoning By-law Amendment.



Page 2 of 3

Amherstburg / Essex / Kingsville / Lakeshore / LaSalle / Leamington / Pelee Island / Tecumseh / Windsor

Ms. Nwaesei
September 06, 2019

If you have any questions or require any additional information, please contact the undersigned.

Sincerely,



Corinne Chiasson
Resource Planner
/cor



Page 3 of 3

Amherstburg / Essex / Kingsville / Lakeshore / LaSalle / Leamington / Pelee Island / Tecumseh / Windsor

No Comment was received from the following:

- BELL CANADA (WSP)
- CANADA MORTGAGE & HOUSING CORPORATION (CMHC)
- GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD (GECDSB)
- SITE PLAN APPROVAL OFFICER
- MINISTRY OF MUNICIPAL AFFAIRS & HOUSING (MMAH)
- MINISTRY OF ENVIRONMENT CONSERVATION & PARKS (MECP)
- MINISTRY OF NATURAL RESOURCES AND FORESTRY (MNRF)
- MINISTRY OF TRANSPORTATION
- WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD (WECDSB)
- WALPOLE ISLAND FIRST NATIONS
- WINDSOR ESSEX COUNTY HEALTH UNIT
- WINDSOR FIRE & RESCUE SERVICES

1.0

Introduction

2319576 Ontario Ltd. has purchased the lands comprised of 3945 and 3985 Dougall Avenue, located at on the northwest corner of Dougall Avenue and Roseland Drive East, and wishes to redevelop the land for a Neighbourhood Commercial use, including general commercial and office uses. The Applicant has submitted a corresponding application for a Zoning By-law Amendment (ZBA) to facilitate the proposed land use. A subsequent application for Site Plan Control Approval to develop the subject lands for the planned commercial building and off street parking will be applied for upon the approval of the zoning by-law amendment.

The subject lands currently contain two single detached dwelling units, which are rented out, with full access driveways along Dougall Avenue and Roseland Drive East. Existing fencing and trees are along the rear property line of the subject lands. During the proposed redevelopment, the existing fencing will be preserved where desired by neighbours and compatible new privacy fencing will be provided where necessary. Existing trees will be retained, where feasible, and appropriate landscaping will be added to the site to further buffer the development from the existing residences to the west.

A Zoning By-Law Amendment application is required to permit the proposed neighbourhood commercial uses. The applicant is applying for a Zoning By-law Amendment from Residential District 1.4 (RD1.4) to a site specific zoning district, similar to Commercial District 1.3 (CD1.3) to permit a small-scale commercial plaza with associated parking. Additionally, Site Plan Control Approval will be required for the site at the time of development.

The present conceptual Site Plan shows that the proposed development is intended to have:

- A new +/- 483 sq.m. (5,200sq.ft.) commercial building;
- Associated parking and a loading area; and
- A right-in-right-out (RIRO) access along Dougall Avenue and a single full turn access on Roseland Drive East.

The City of Windsor requested that the proponent hold a Public Information Centre (PIC) to introduce their plans for the development to the public and provide an opportunity to review conceptual plans, provide initial comment, and obtain stakeholder input on the planning and design process.

This report summarizes information related to the Public Information Centre held on Tuesday November 11, 2018 from 5pm to 7pm at the Roseland Golf and Curling Club, located at 455 Kennedy Drive West in Windsor, Ontario for residents within 120m of the property limits.

A copy of the notice can be found in **Appendix A**.

2.0 Distribution of the Notice of Public Information Centre

Since the City of Windsor asked the applicant to host a PIC, Dillon Consulting on behalf of 2319576 Ontario Ltd. notified members of the public and nearby landowners within 120m of the property limits of the public meeting. A copy of the notice was hand delivered to 35 property owners abutting the subject lands on Tuesday June 4, 2019. In addition, the notice was emailed to the Planning Department of the City of Windsor and mailed to the local Councillors.

A copy of the Notice of PIC is provided in **Appendix A**.

3.0 The Public Information Centre

3.1 Format

The PIC was hosted as an informal walk-through session with display boards of the conceptual development plan. Although not posted on display boards, reference documents containing pertinent excerpts from the Official Plan and Zoning By-law were also shared with members of the public who wished to review respective planning policies and zoning provisions.

Two (2) Dillon Consulting staff members as well as the applicants were in attendance to explain the project, record comments and answer questions. Justine Nwaesei, a City of Windsor planner, also attended the Public Information Centre.

3.2 Display Panels

As mentioned above, the display panels that were used illustrated the conceptual site plan for the proposed development. The panels and site plan provided information regarding:

- the location of the subject lands;
- the type of development;
- the parking layout;
- ingress and egress access points for the development;
- the scale of the proposed building; and
- the nature of the surrounding neighbourhood and commercial area;

In addition, the following documents were provided to the public on tables throughout the venues:

- Public Information Centre notices;
- Sign-in sheets; and,
- Comments sheets.

3.3 Attendance

All attendees were asked to add their name to the sign-in sheet when they entered the venues and they were encouraged to complete comment sheets. Twenty (20) people attended the meeting with the majority being neighbours of the site.

4.0

Comments Received

Attendees of the meetings provided valuable feedback to project staff. All attendees were encouraged to provide their comments to project staff in-person at the event or in writing on the comment sheets that were made available throughout the room. Comments were received at the PIC, as well as via email and additional comments were received by telephone prior to the end of the comment period on June 18, 2018. In total, 15 submissions were received.

There was both support and opposition regarding this proposal received from the residents. Many people were in support of the redevelopment but had site specific concerns about the configuration and the functionality of the site. Those in favour also were happy to see that neighbourhood commercial uses were being proposed and that no drive-thru restaurants would fit on the site. Many of the neighbours were glad to hear that the current tenants of the two residences on the site would be vacating the site and upgrades to the site would be happening.

The table below captures the concerns raised by the public (verbally at the meeting, telephone calls and in writing) and provides responses to the planning and design related issues that were raised.

Planning/Design Considerations	Summary of Public Comments	Response
Property Value	Fear of property values loss/decline	We are unable to speak to land values and this should be discussed directly with and Ontario Land Appraiser. However, the proposed development would be designed to be in keeping with the scale of surrounding residential development. It is anticipated that the development will support uses such as offices, and personal service uses.
Noise Pollution	Concern over impact of noise from site	The proposed development will not generate any undue noise pollution. The development will be primarily office and personal service uses that will operate within normal business hours, thus not causing any additional noise after hours. In addition, landscaping and fencing will be provided as a buffer between the rear of the property and the existing residential dwellings to the west to mitigate any issues that may arise. These issues will be further reviewed during the Site Plan Control Approval phase of the development.

Planning/Design Considerations	Summary of Public Comments	Response
	Concern of noise from Dougall if trees are removed	Noise generated from traffic along Dougall represents an existing condition that is independent of the proposed development. However, existing trees will be retained where possible, additional screening and fencing can be added to alleviate any concerns. Building structure to add significant noise attenuation from Dougall Traffic.
Traffic/Vehicle Movement	Worsening of traffic at Kennedy and Roseland	A Traffic Impact Study (TIS) has been completed which confirms that there will be no significant impacts from the proposed development on the neighbourhood. Traffic at Kennedy Drive and Roseland Drive East is not expected to worsen as a result of the proposed development. The proposed commercial uses are considered low trip generators. The proposed location and design of the access points has accounted for local traffic conditions and will help to minimize any impacts on the surrounding road network.
	Short signal time at Roseland and Dougall	Traffic signal times are controlled by the City, and any requests related to signal timing should be directed towards the City's Traffic Department.
	Location of the proposed Roseland Drive East access and concerns regarding the safety of pedestrians and cyclists, particularly children	The proposed Roseland Drive access is not expected to create congestion or traffic impacts with pedestrian/cyclist. This has been verified through the completed TIS. Appropriate traffic calming measures and signage can be implemented to ensure drivers are cognizant of children in the neighbourhood and cautious while entering and exiting the site.
	Delivery trucks- location of loading area and the times of deliveries	Given the scale and nature of the proposed development, the largest vehicles entering the site for delivery purposes are expected to be cube vans. It is expected that delivery times will be during off-peak traffic hours to

Planning/Design Considerations	Summary of Public Comments	Response
	Loading zone location	<p>limit any concerns with the potential blocking of traffic , but during regular business hours so that noise and headlight issues are not a factor.</p> <p>Given the relatively nominal frequency of deliveries expected for the proposed commercial use, the location of the loading zone is not considered to be a significant issue. However, the site plan is not set yet and the applicant will review this during the Site Plan Control Process which may present an opportunity to relocate the loading zone so that any potential slowdown in traffic flow coinciding with deliveries is minimized.</p>
Light Pollution	<p>Light pollution from proposed development</p> <p>Light from Dougall Ave</p>	<p>Full cut-off lighting will be required on the site which will direct the light away from the existing residences. Lighting will have to conform to City Standards and will be approved during the Site Plan Control Process.</p> <p>Existing lighting from sources along Dougall Ave outside the subject site represent an existing condition outside the control of the proponent. However, where possible, intrusive lighting from outside sources may be minimized, potentially through coordinated with City staff.</p>
Poor Lighting at Night	Fear of increased traffic risk to pedestrians due to poor lighting	The proposed neighbourhood commercial use is expected to operate during conventional business hours. Appropriate lighting will be provided within the site, however, existing lighting conditions/street lighting are generally regulated and controlled by the City.
Sidewalk Connections	Fear of increased traffic risk to pedestrians due to inadequate pedestrian walkways	Internal walkways and connections to existing public sidewalks will be provided for in the development. Additionally, appropriate street signage can be implemented to caution drivers of children in the neighbourhood. These concerns will be addressed during the Site Plan Control

Planning/Design Considerations	Summary of Public Comments	Response
		Approval phase of the development.
Bar/Restaurant Use	Concerns stemming from specific use such as noise, garbage and vermin	At this time, the applicant is currently not proposing a bar/restaurant use on the site. Through the Site Plan Control Process, details such as garbage enclosures, fencing and site safety will be reviewed.
Trees	Removal of existing trees	Existing trees will be retained where possible. New landscaping will be provided in accordance with City Site Plan Guidelines. Landscaping will be reviewed and finalized during the Site Plan Control Approval stage of the development.
Fencing	Protection of existing fencing and adequacy of new fencing	New privacy fencing may be provided along the perimeter of the property by the proponent. Existing fencing that neighbours wish to retain will not be disturbed. Details regarding the fencing will be reviewed during the Site Plan Control phase of the development.
Garbage	Concerns regarding storage, odour and potential to attract pests/vermin	As the proposed commercial enterprise is expected to be office and personal service uses, there are no significant issues expected in this regard. Should an external area be required, appropriate garbage enclosures will be provided to protect the neighbours and site from any potential issues.
Building Location	Wish to have the building relocated against the street	Building size and location will be reviewed during the Site Plan Control review process.
Building Height	Concerns regarding building height/scale	Building height will be in keeping with surrounding properties. The maximum permitted building height in this area is 2 storeys, which is the same as the proposed neighbourhood commercial development.
Creation of Additional Commercial Lands	Fear that the neighbourhood character will change as a result of the proposed commercial development	The proponent is not looking to acquire or change the use of any other properties in the area at this time. The requested Neighbourhood Commercial zoning only permits uses that are complementary in nature to surrounding residential properties. The Residential land use designation in the Official Plan is being retained.

Planning/Design Considerations	Summary of Public Comments	Response
Stormwater Management	Concerns regarding stormwater impact or flooding risk on neighbouring properties	A review of the existing conditions and proposed impact the development may have on the area has been completed as part of the Stormwater Management Report, submitted as part of the application. As a result, no stormwater or flooding impacts on adjacent properties resulting from the proposed development is anticipated. A further review of the proposed site grading, servicing and stormwater issues will be reviewed during the Site Plan Control Approval process.
Notification	Concern regarding appropriateness of notification process and ensuring neighbours are made aware of opportunities for public input in the future	Planning Act requirements for neighbourhood notification have been followed. In addition to the Residents Meeting, neighbours will be able to speak to the proposed rezoning at the scheduled Planning Committee meeting. Notice of the Committee meeting will be issued a minimum of two (2) weeks prior to the date of the meeting. Additionally, residents who have requested further information via email will be kept up to date on the process status.

More detailed questions relating to the intricate details of site configuration, landscaping and access can be addressed during the Site Plan Control process, intended to follow the successful amendment to the City of Windsor Zoning By-law 8600.

5.0 Next Steps

Residents will be notified when the Zoning By-law Amendment is scheduled to be heard before the City of Windsor Planning, Heritage & Economic Development Committee Agenda. In turn, residents who wish to speak further to the application, will be given an opportunity to do so in front of the Committee. It is expected that detailed design matters will be addressed during the Site Plan Control Approval process, should the City of Windsor Zoning By-law 8600 be successfully amended.

Appendix A

Notice of Resident's Meeting

Our File No.: 19-9318

June 3, 2019

**Proposed Redevelopment of
3945 and 3985 Dougall Ave
Windsor, Ontario**

Dear Occupant:

On behalf of our client, 2319576 Ontario Ltd., we invite you to attend an informal pre-consultation meeting at the Roseland Golf and Curling Club banquet centre on Tuesday, June 11, 2019 from 5:00pm to 7:00pm.

You have been invited because of your proximity to the development site and any concerns you may have brought forward. We offer you an opportunity to review the proposal and discuss any of your concerns. The redevelopment is proposing an amendment to Zoning By-Law 8600 to rezone the lands to a site specific commercial zone similar to the Commercial District CD1.3.

The purpose of this meeting is to review the draft site plans as well as appropriate information from the City of Windsor Zoning By-law 8600. We value your input to assist our client in developing a quality project, providing value to the local community and minimizing its impact on the surrounding neighbours.

For your review, we enclose a copy of the draft Conceptual Plan.

We look forward to meeting with you; however, if you are unable to attend, please contact the undersigned at (519) 948-5000 or mmuir@dillon.ca at your convenience.

Sincerely,

DILLON CONSULTING LIMITED



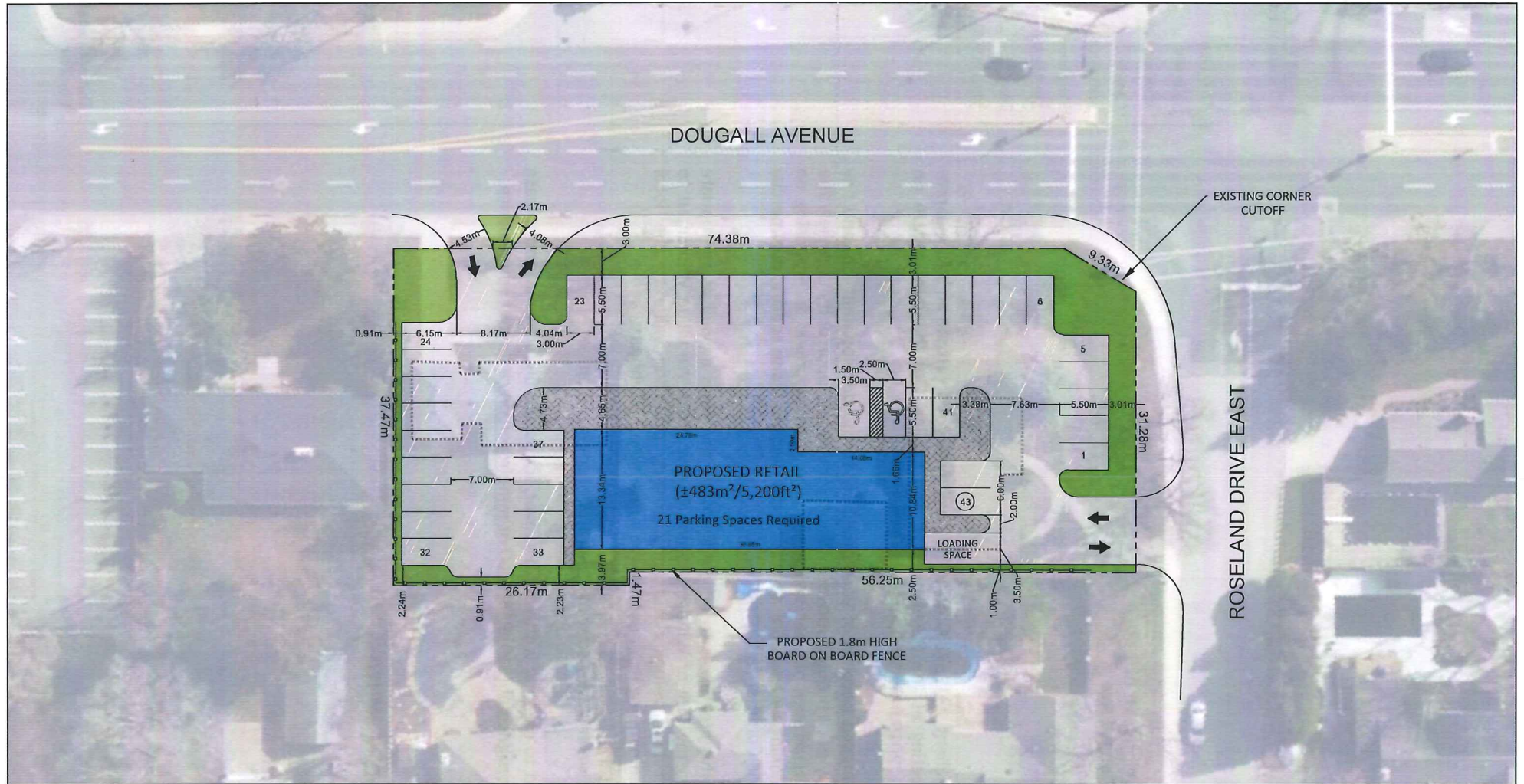
Melanie Muir, MCIP RPP
Planner

MAM:dt
Encl.



3200 Deziel Drive
Suite 608
Windsor, Ontario
Canada
N8W 5K8
Telephone
519.948.5000
Fax
519.948.5054

**Dillon Consulting
Limited**



2319576 ONTARIO LTD.
3945 AND 3985 DOUGALL AVENUE

CONCEPTUAL DEVELOPMENT PLAN
FIGURE 4.0



SUBJECT SITE
(±0.30ha/±0.74ac)



PROPOSED
BUILDING



EXISTING BUILDING
TO BE DEMOLISHED



PROPOSED SIDEWALK



**PROPOSED
LANDSCAPING**

SOURCE: COUNTY OF ESSEX AERIAL PHOTOGRAPHY (2017)

File Location:
c:\projectwise\working directory\projects 2019\32wsp\dms07284\19-0318 - conceptual site plan.dwg
March, 12, 2019 11:04 AM

MAP/DRAWING INFORMATION
THIS DRAWING IS FOR INFORMATION PURPOSES ONLY. ALL
DIMENSIONS AND BOUNDARY INFORMATION SHOULD BE
VERIFIED BY AN O.L.S. PRIOR TO CONSTRUCTION.

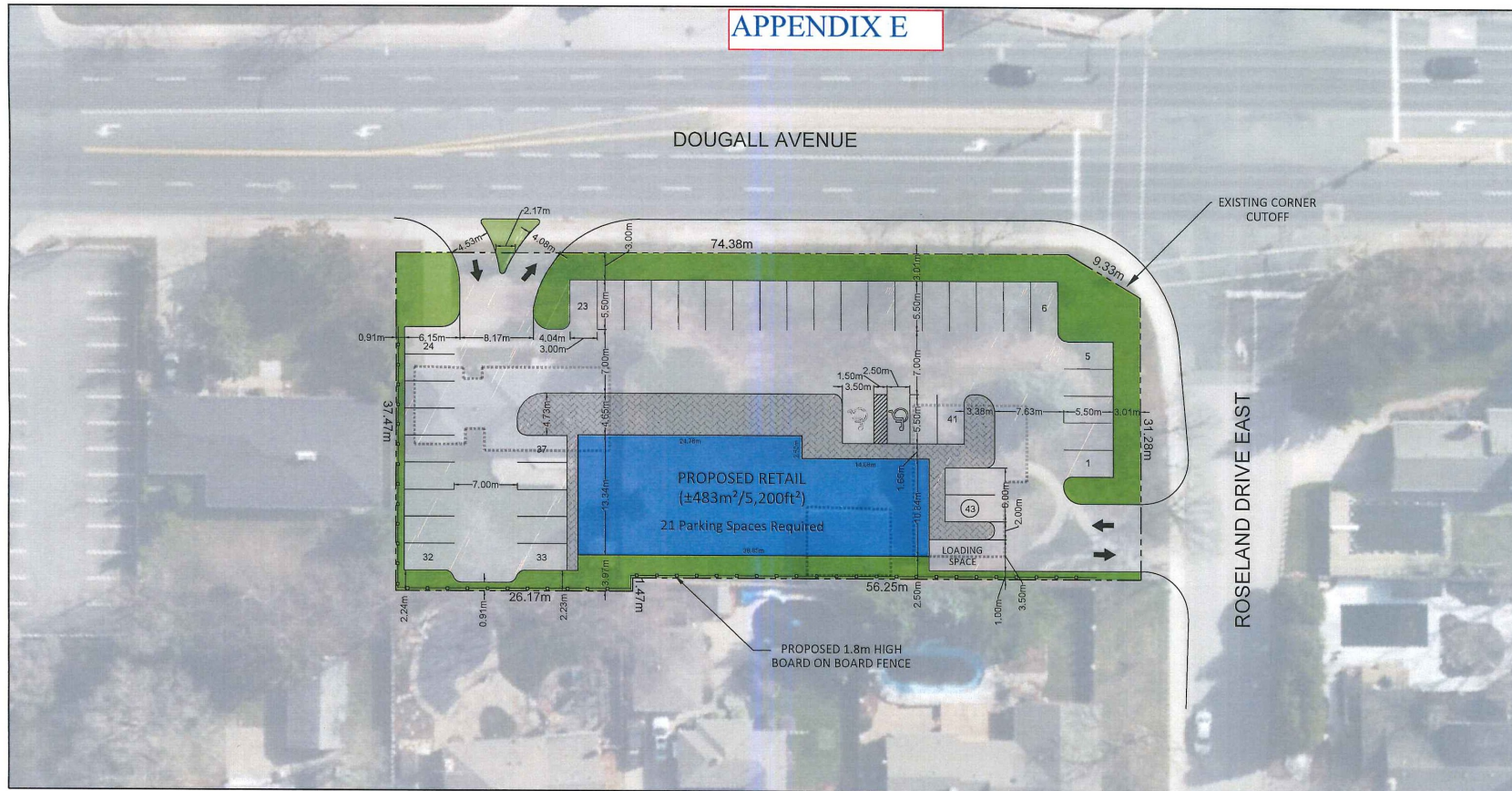
CREATED BMAM
CHECKED BY: MAM
DESIGNED BY: KDT

SCALE: 1:400



PROJECT: 19-931B
STATUS: FINAL
DATE: 03/12/2019

APPENDIX E



2319576 ONTARIO LTD.
3945 AND 3985 DOUGALL AVENUE

CONCEPTUAL DEVELOPMENT PLAN
FIGURE 4.0

SUBJECT SITE
(±0.30ha/±0.74ac)

PROPOSED BUILDING

EXISTING BUILDING TO BE DEMOLISHED

PROPOSED SIDEWALK

PROPOSED LANDSCAPING

SOURCE: COUNTY OF ESSEX AERIAL PHOTOGRAPHY (2017)

File Location:
c:\projects\working directory\projects\2019\32\wpdms\07284\19-0318 - conceptual site plan.dwg
March, 12, 2019 11:04 AM

MAP/DRAWING INFORMATION
THIS DRAWING IS FOR INFORMATION PURPOSES ONLY. ALL
DIMENSIONS AND BOUNDARY INFORMATION SHOULD BE
VERIFIED BY AN O.L.S. PRIOR TO CONSTRUCTION.
CREATED: BMAM
CHECKED BY: MAM
DESIGNED BY: HDT

SCALE: 1:400



PROJECT: 19-0318
STATUS: FINAL
DATE: 03/12/2019



3945 Dougall Avenue Redevelopment

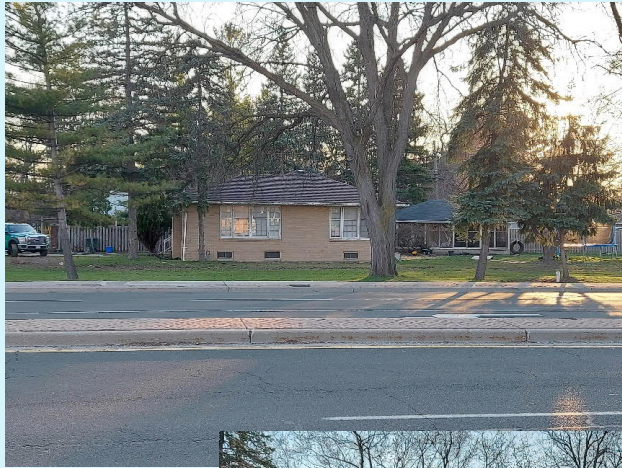
Information Package

April 2021

DILLON
CONSULTING



Project Overview

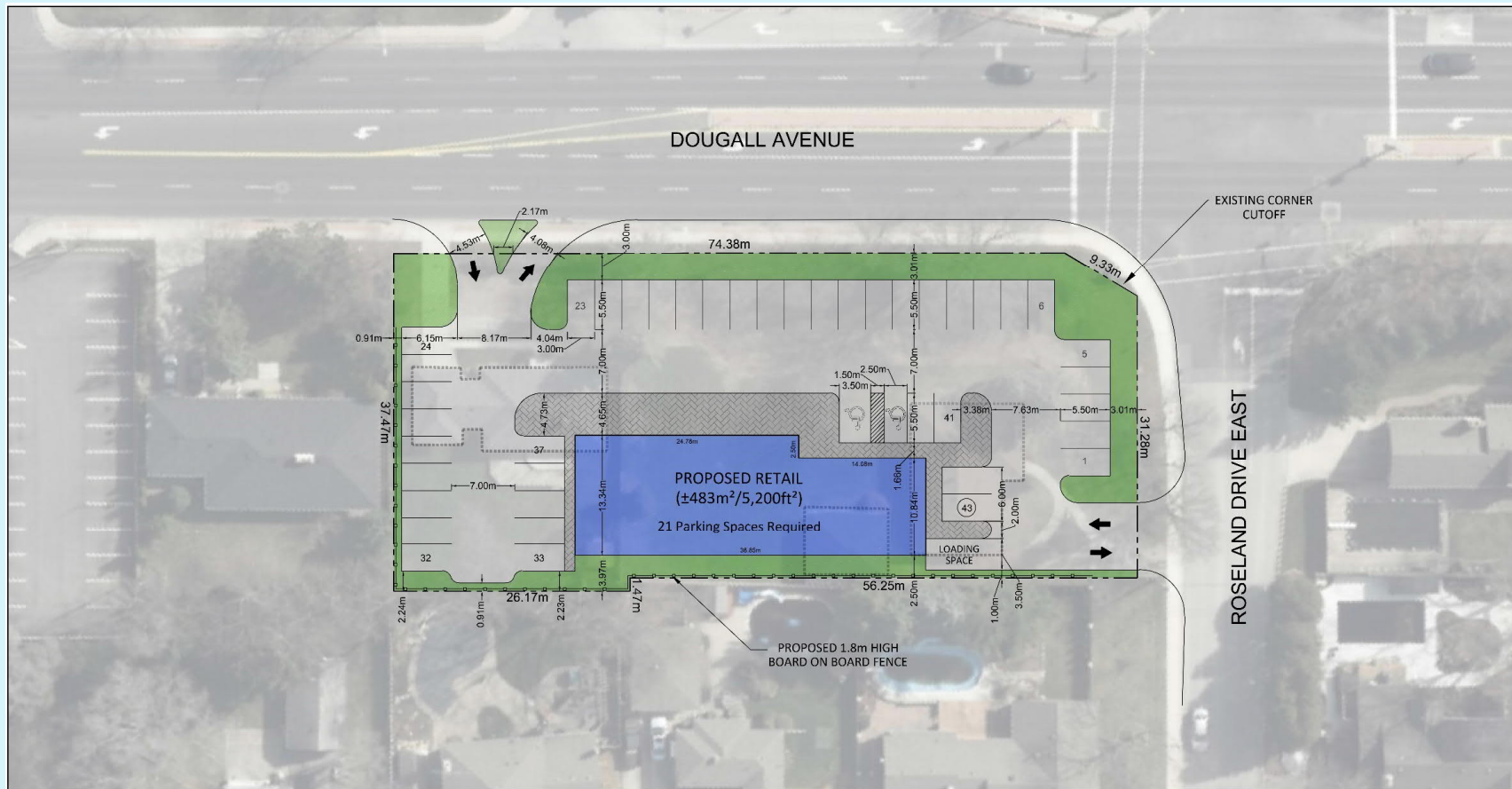


2319576 Ontario Ltd. has submitted a Zoning By-Law application to rezone their property located at 3945 and 3985 Dougall Avenue from Residential District 1.4 (RD1.4) to a Commercial District 1.3 (CD1.3) zone. The applicant is looking to redevelop the site for a neighbourhood commercial building with an associated parking lot.

The Proposed Development consists of the following:

- One (1) 483m² (5200 ft²) commercial building for neighbourhood commercial uses;
- Associated parking area with forty-three (43) parking spaces, which meet the parking requirements as per the City's Zoning By-Law;
- Two (2) driveways, one full access located along Roseland Drive East and one (1) right in/right out access located along Dougall Avenue;
- The subject site is fully serviced;
- The two (2) existing aged single detached homes on the property will be demolished;
- Appropriate fencing, lighting, landscaping and refuse care will be provided and finalized during the Site Plan Control Approval upon the completion of the Zoning By-Law Amendment;
- As part of the submission package a Traffic Impact Statement, Stormwater Management Report and Planning Justification reports were also submitted in support of the rezoning.

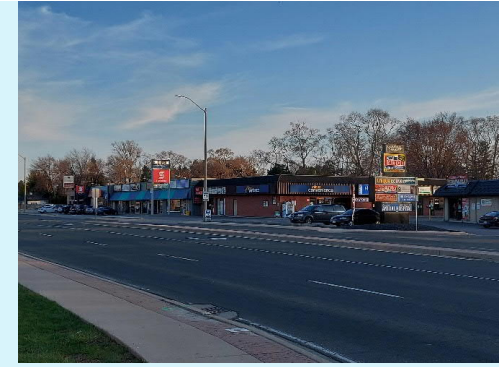
Conceptual Development Plan



3945 Dougall Avenue – Information Package
April 1, 2021

Surrounding Land Use

- The proposed neighbourhood commercial development is a natural extension of the existing commercial uses to the north of the subject site, and will be complimentary to the surrounding residential uses.
- The proposed development will extend the commercial presence on the west side, south to Roseland Drive East by introducing additional needed neighbourhood commercial uses at the corner.
- The intended development is for small scale, neighbourhood commercial uses which are intended to serve the day to day needs of residents within the immediate neighbourhood which are permitted under the Residential Official Plan Designation (OP,6.3.2.8).

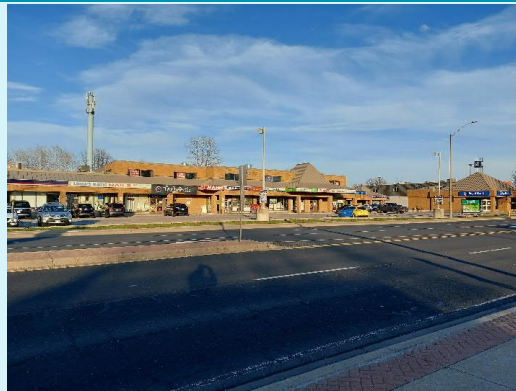


COMMERCIAL PLAZA TO THE NORTH OF THE SUBJECT SITE

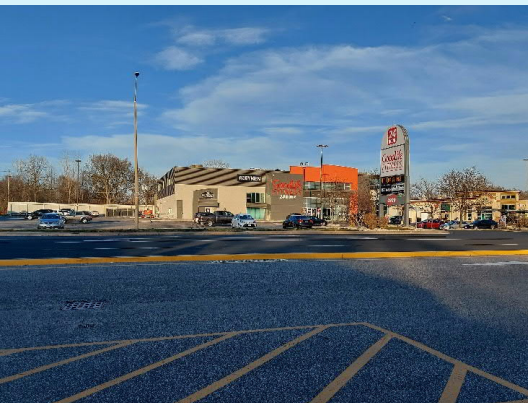


ONLY REMAINING RESIDENTIAL DWELLING IN THE BLOCK

Surrounding Land Use



COMMERCIAL PLAZAS ON EAST SIDE OF DOUGALL AVENUE

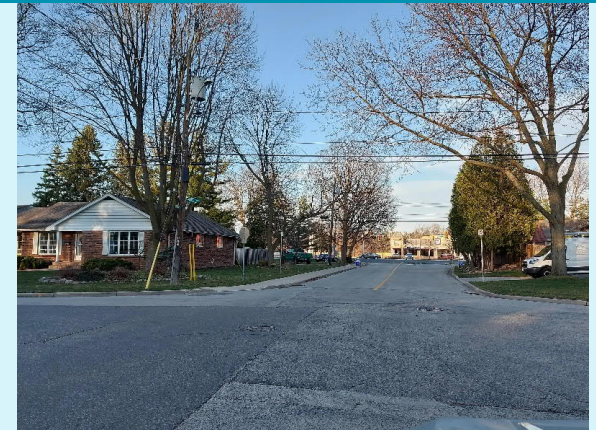


- Dougall Avenue, south of Cabana Road West, and north of Roseland Drive East, is primarily a commercial corridor that serves the surrounding South Windsor residents.
- A March 2020 survey of the corridor identified only one (1) street level commercial unit vacancy between Cabana Road and Roseland Drive East.
- Developments such as this have been approved in recent years in areas similar to the Dougall Avenue corridor.

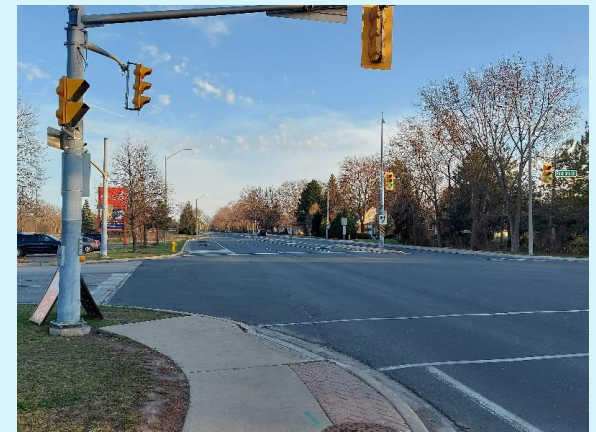
Planning Policies

PPS

- The proposed redevelopment promotes efficient development (PPS 1.1.1(a)) while potentially accommodating a mix of residential and commercial units (PPS 1.1.1(b)).
- It presents an acceptable transition from the commercial corridor type plaza to the north to the single detached dwellings to the south and west.
- It is an infill development which is encouraged in the PPS and will help to promote transit-supportive development (PPS 1.1.1(e)).
- The proposed development meets the intent of Section 1.3.1 by providing a mix and range of uses on the site to provide for a diversified economic base, including and takes into account the needs of existing and future businesses as well as the needs of the surrounding neighbourhoods.
- The proposal incorporates compatible employment uses within a well-serviced, transit-supportive area, and further supports and promotes a walkable community.
- The proposed rezoning will also allow for the site to accommodate residential units in the future, either above the commercial uses or through conversion should the market dictate it.



EXISTING RESIDENTIAL TO THE SOUTH



Planning Policies

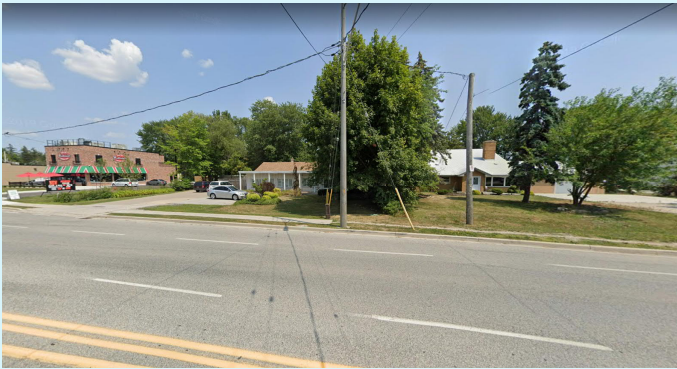
Official Plan

- Under the City of Windsor Official Plan, ancillary uses such as Neighbourhood Commercial uses are permitted in the Residential Land Use designation (OP 6.3.2.9). The definition for Neighbourhood Commercial in the OP states: “Neighbourhood Commercial uses include commercial uses which are intended to primarily serve the day to day needs of residents within the immediate neighbourhood or neighbourhoods” (Section 6.3.2.8).
- The intent of the development is to provide such uses within walking distance to the residential uses in the neighbourhood.
- The other commercial uses in the area are commercial corridor type uses and typically serve a larger area while any potential tenants of the subject site will be smaller scale, neighbourhood serving uses. on.
- There has been interest from smaller scale commercial tenants in moving into the neighbourhood but into smaller units and sites then the existing plazas in the area, thus the reason for the proposed zoning by-law amendment at this time.



View of Dougall Avenue Corridor
Looking Northeast

Similar Development Approval in the Area



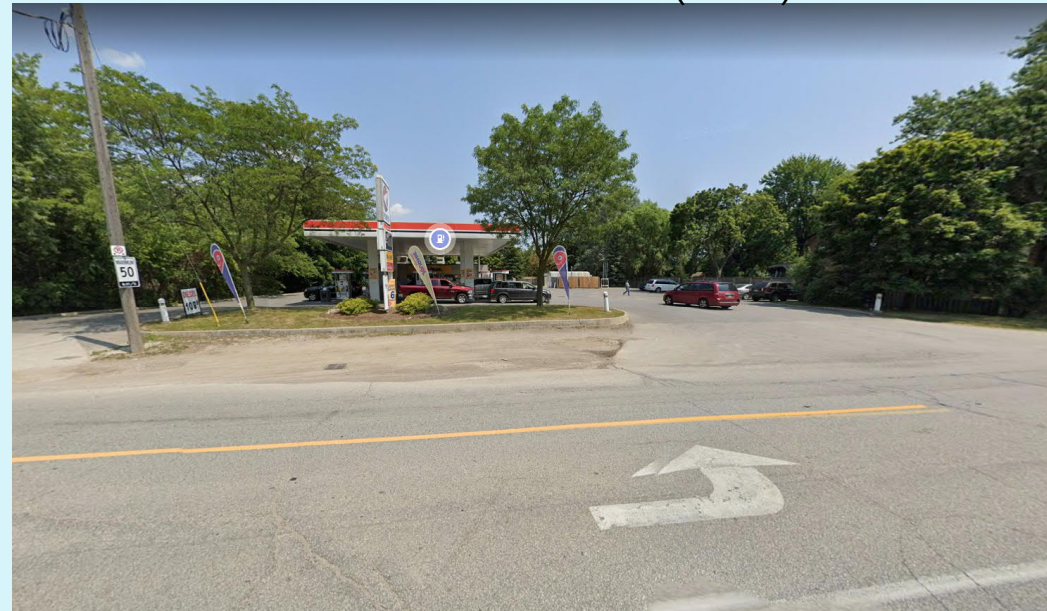
- A recent example of this type of rezoning in the area is the new Antonino's Original Pizza located at 4350 Howard Avenue.
- In February 2017, council approved the Zoning By-Law Amendment to the site to permit a two storey mixed use building on the site on a residentially designated property. The amendment was from a R1.4 zone to a CD1.2 zone with several site specific modifications.
- The development at 4350 Howard Avenue typically would be found in mixed use areas, however the Residential Land Use policies contain very permissive Neighbourhood Commercial policies.
- There are currently no specific policy guidelines with respect development concepts for neighbourhood commercial uses in areas designated Residential in the OP.

Similar Neighbourhood Commercial Developments in Residential Designations



525-535 Cabana Road East (RD 1.4, S.20(1)223)

4560 Howard Avenue (CD2.3)

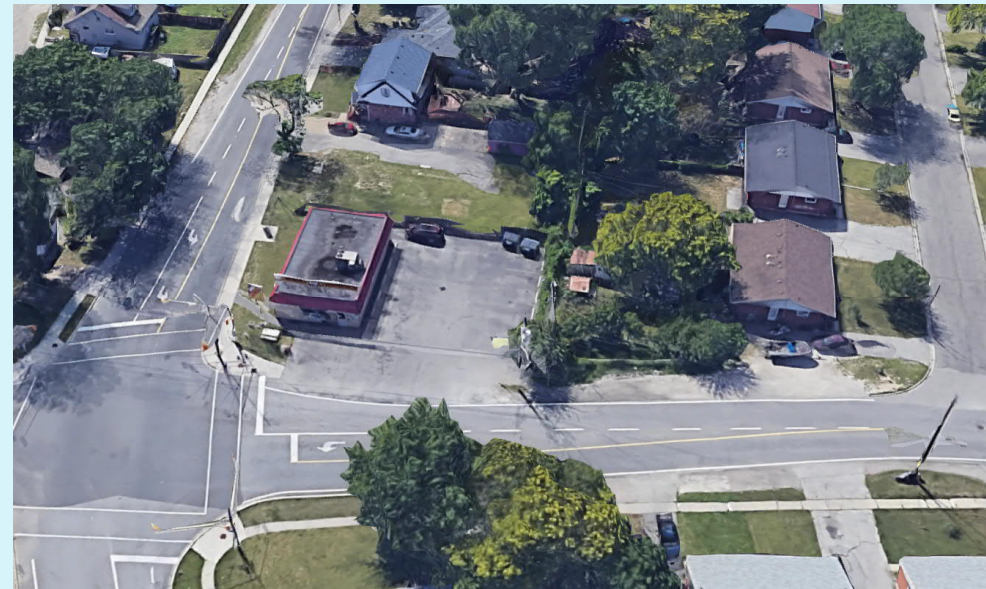


Similar Neighbourhood Commercial Developments in Residential Designations



3395 Howard Avenue (CD 1.1)

1205 Totten Street (CD 1.1)



Justification of Amendment

- Similar to the above examples, the subject site is located within a neighbourhood, which is a category of Development Patterns which exhibits a characteristic lotting and/or development patterns. A Development Pattern refers to an area bounded by the nearest Collector and/or Arterial roads and/or other major linear physical features (OP 6.2.1.3). The subject site is adjacent to Dougall Avenue, an arterial road, which is also the boundary of the Roseland area, the neighbourhood to the west.
- The proposed CD1.3 zoning provides flexibility for a uniquely situated property and permits both residential and neighbourhood commercial uses. This flexibility allows the applicant to react to the market demand, and provide the appropriate land uses as needed. At this time there is a high demand for the proposed neighbourhood commercial uses, as shown by the need for a zoning amendment. It is important to note that there are currently no commercial vacancies in the surrounding area, and as such the applicant wishes to provide the additional neighbourhood commercial units needed to the supply area. Adding needed commercial space will help ensure that a sufficient land supply for commercial purposes is provided while meeting the evaluation criteria for neighbourhood commercial uses (OP, 6.3.2.9).
- Should market demand shift and the commercial uses are no longer required, the proposed zoning will still permit a variety of residential dwelling types, which allows the applicant to redevelop the site for residential uses. The proposed zoning would also permit a mixed use building, which incorporates both residential and commercial uses and would allow for a unique blend of the compatible uses should the need be present.

Originally submitted at January 10, 2022
Development & Heritage Standing Committee
Written Submission

From: Sarah Meneses
Sent: Thursday, January 06, 2022 10:15 AM
To: clerks <clerks@citywindsor.ca>
Cc: Mitch Hodgson; Nwaesei, Justina <jnwaesei@citywindsor.ca>
Subject: Amendment to Zoning By-Law 8600 (Dougall Ave)

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

To whom it may concern,

This is in response to the letter received from the Planning Department (File Number ZNG/5896 Z-014/19) regarding a proposed zoning change to properties 3945 and 3985 Dougall Avenue from residential to commercial.

I am a homeowner within the lands affected by the zoning change and I oppose the zoning change for the following reasons:

1. Increased traffic to a residential area as the proposed site plan has a driveway approach on Roseland Dr E. There should be no reason to add a commercial driveway approach to a local street when there is access to an arterial road from this property. Additionally, this application has requested double the number of parking spaces required. Does the applicant have further plans that would require all these additional parking spaces?
2. Increased light and noise pollution from Dougall Ave. Recently, the home across the street from us (on Kennedy Dr E) removed almost all of the trees surrounding their property. These trees provided protection from the noise and light coming from Dougall Ave, plus added curb appeal to this neighborhood. I would hate to see further destruction to the mature trees and quietness of this area considering both these properties are lined with mature trees.
3. Encroachment of commercial properties on residential areas causes a decrease in property value.
4. As stated in the recommendations section of the council report, this amendment is not consistent with the Provincial Policy Statement (PPS 2020), does not conform with the City of Windsor Official Plan, and approval of the requested amendment is not good planning.

Based on the above information, all steps should be taken to eliminate traffic to the residential area (i.e., no driveway approach on Roseland Dr E) and continue to provide protection of the mature trees and quietness of our neighborhood.

Feel free to contact me if you have any further questions. I would appreciate continued communications regarding this matter.

Kind regards,
Sarah

**Originally submitted at January 10, 2022
Development & Heritage Standing Committee
Written Submission**

RE: Amendment to Zoning By-Law 8600 for 3945 & 3985 Dougall Ave.
File Number ZNG/5896 Z-014/19

Dear Members of the Development and Heritage Committee,

I write to express my opposition to the rezoning of 3945 and 3985 Dougall Avenue from residential to commercial use.

I am the owner of 3990 Kennedy Dr E. and back on to the property at 3985 Dougall Ave. I purchased this property to raise my family in a residential neighborhood. A large aspect of my enjoyment of my property is my family's use of our backyard. I fear this enjoyment will be greatly diminished by the noises and smells associated with a commercial property in such close proximity.

I'm sure it comes as no surprise to committee members that the price of residential real estate in Windsor increased over 25% this past year, with similar increases in prior years. There is a great need and demand for residential real estate. In contrast, there are at least 5 vacant retail/office spaces across the street in the Dougall and Cabana plaza. In fact, a significant portion of the Dougall through to Ouellette corridor is riddled with vacant commercial properties. Much of Ouellette is vacant. A vast commercial desert exists at Dougall and Eugenie.

Currently, two families live at the property at 3985 Dougall. In approving a rezoning from residential to commercial, two families will be displaced. Furthermore, once approved, the site plan would encase the residential property 3935 Dougall in commercial parking lots. You can bet that by approving this application it won't be long before you receive a similar one from the owners of 3935 Dougall.

Two years ago, when I received the first application for rezoning notification, I contacted the developer's consultant to inquire about the intended use of the property. At that time, they did not have a prospective tenant and I doubt they do now. This application and its possible approval are all being done as speculation as to the demand for commercial property.

City council intended this property to be used for residential purposes. It is currently being used for such purposes.

In summary, there has never been a greater need for residential properties and Windsor is awash in underutilized commercial properties. Rezoning is a necessary task of council, but the change of residential property to commercial property in the current economic climate must be a decision taken with great care. The properties are currently fulfilling a residential demand. There must be an exceptionally high bar to clear to remove residential capacity, particularly

capacity that is currently in use and to replace it with a vague and speculative commercial endeavor.

Thank you for your consideration,

Owen McDermott-Berryman & Angie Qiu

Atten: Standing Committee

My Name is Brandon Orlando and I'm writing this letter in response to the proposed amendment to zoning by-law 8600 for the following addresses 3945, 3985 Dougall Ave. Windsor Ontario. I would like to start off by saying our home which is located at 4014 Kennedy dr. East has been in my family for 40 years now, I purchased it 4 years ago from my mother to establish my family and build a new generation here consisting of my wife and two young children so I could give them a start in a great location with mature trees and lots of safe room to play and grow. That being said I am strongly against the rezoning of these two properties to any type of commercial or retail application which will negatively affect the natural beauty and community feel of our neighbourhood. It is very hard for me to communicate my many reasons to why these properties should not be rezoned in writing so I will do my best to do so in point form. Please see the following points.

- More noise pollution due to more traffic and the removal of many mature maple and pine trees that buffer the noise and light from Dougall ave.
- Increased traffic on Roseland dr. East and Dougall Ave which is already busy do to the fact that it is the only entrance to our area and the city owned Roseland Golf course off Dougall ave.
- There are over 25 mature trees a shrubs on these two properties that will most likely need to be cut down for development many are on City of Windsor Property which with the new city by-law of not wanting to cut down mature trees should not be allowed.
- Reduced sale price and property value of the surrounding homes which will most likely not be factored into City property tax evaluation.
- Possible overflow parking from shoppers or employees on Roseland Ave and Kennedy dr.
- Side entrance and exit on Roseland dr. to close to the corner I believe this will cause accidents and other safety issues. Many people and their children use this sidewalk to go to the Q store Canadian tire gas bar, Little Caesars, Subway, Starbucks Etc. (High pedestrian traffic on Roseland Dr. crossing the proposed exit and entrance of this plaza)
- Light Pollution from the parking lot lights which we already have a substantial amount from the Canadian Tire gas bar.
- Noise late a night from garbage truck pickup and back up beeper.
- Diesel delivery trucks idling in proposed loading bay area off of Roseland dr, also blocking traffic while backing in to loading bay causing more congestion very close to intersection.
- If a restaurant goes in, we could have issues with rodents like our neighbours down the street who back onto the Cotta restaurant located in the Scotia Bank Plaza.

-Reduction of trees and grass land which will be replaced with concrete and asphalt adding to more water run off causing houses close to the property to flood or retain more water in their yards.

-People will use the entrance on Roseland dr. to cut the light and enter onto Dougall Ave through the entrance lane on Dougall Ave, which would be illegal. If you guys decide to change the timing of the light to discourage this from happening, then there will be more cars idling on Dougall Ave going to and entering from the 410-corridor causing more noise and pollution from the accelerating vehicles. This is why the lights are timed the way they are now due to traffic studies done by the City of Windsor.

-More after hours parking for the young kids who race up and down the Dougall Ave. 401 Corridor which we already have many issues with kids hanging out all night and fighting in the parking lots.

-There are already 5 vacant retail and office spaces available in the Dougall and Cabana Plaza and another 2500sf of commercial space at the Countryside Plaza located at 3869 Dougall Rd. Why is there a need to build more commercial and retail building when there are other spaces already available and not being used.

In Conclusion I have many more issues that I would like to explain but it would be very hard to express in written form as I had mentioned earlier in my letter. Also, I would like to mention that 2 of my neighbours had not received the rezoning letter and a few others who are elderly and either do not have access or know how to use Zoom to be part of this online meeting which is unfair, and this would exclude their input and not allow your committee to be fully informed of their concerns on this matter.

Thank for your time and consideration

Brandon Orlando

From: Nathania Liem
Sent: Thursday, January 06, 2022 8:09 PM
To: clerks <clerks@citywindsor.ca>
Cc: mom
Subject: file number ZNG/5896 Z-014/19

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.

Hello -- this email is to serve as an objection to the proposed amendment to zoning bylaw 8600 for lands at 3945 & 3985 Dougall Ave.

I am representing the two households at 3970 Roseland Dr. E and 4021 Kennedy Dr. E.

We are concerned about entry and exit of traffic onto Roseland Dr. E. The proposal to rezone to commercial use would increase overall traffic volumes.

Note that in the past, the city has responded to concerns about traffic using the Roseland area as a thoroughfare (eg. from the Windsor Crossings area to Dougall).

The Roseland area is residential. There are no sidewalks. There is minimal streetlighting. As a result, the neighbourhood has a character to be maintained. There are a large number of pedestrians who use the area for recreation to walk a variety of circuits around the golf course or loops of several blocks. There are youth often crossing Dougall at Roseland to go to Starbucks or Tim Hortons, especially in the summer. There are children walking or riding bicycles in the area and many school bus stops along Roseland especially at the intersection of Roseland E and Kennedy E.

The proposed zoning change will increase traffic flow along Roseland with associated risk to pedestrians and children. We understand that there is a proposal to have the Roseland Dr. driveway/entry serve only for delivery trucks -- this would be an even greater hazard to pedestrians. There is mention of a second story to accommodate residential tenants. This would only increase potential traffic volumes in and out of that corner, with increased risks as outlined above.

In addition, during certain hours of the morning, there is already increased traffic lining up at the Roseland E/Dougall stop light. to make the left hand turn north on Dougall. The proposed commercial use of the subject lands will only clog the Dougall/Roseland intersection even further -- backing up onto Roseland Dr.. It can almost be anticipated that a vehicle wanting to exit the subject property onto Dougall Ave will use the Roseland E corner for their own purposes, and not proceed directly onto Dougall. This would also clog the intersection.

In summary, the amendment has the potential to increase hazard associated with increased traffic through a well used area that should be maintained as a safe, peaceful environment for multiple recreational uses by the public.

Thank you for your attention. I can be reached at 519-819-9555 if further input required.

Thank you,
Stephen Swancott and Nathania Liem
TH Liem, Rebecca Liem

**Originally submitted at January 10, 2022
Development & Heritage Standing Committee
Written Submission**

From: Kevin Belvett
Sent: Friday, January 07, 2022 11:04 AM
To: clerks <clerks@citywindsor.ca>
Subject: Development & Heritage Committee File Number ZNG/5898 Z-014/19

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Mr. Rino Bortolin,
Chair
Standing Committee on Development & Heritage
File Number ZNG/5898 Z-014/19
Windsor, ON, N9A 6S1

Dear Mr. Bortolin,

I am writing to you today in the context of the Committee's consideration to consider an amendment to Zoning By-Law 8600. The properties are located at 3949 & 3985 Dougall Ave.; N/W corner of Dougall Ave & Roseland Dr. E. Intersection.

My name is Kevin Belvett and I currently reside with my wife and our 4 1/2-year-old son, at 4020 Kennedy Dr. E., Windsor ON, which is located one house down from the corner of Roseland Dr. & Kennedy Dr. on the south side. Being relatively new to the area, we have lived at this location for approximately 17 months and chose this area because of the family-friendly neighborhood, great schools, and also the location which we feel will provide our family with a safe place to play and grow.

We believe in growth and development but in this case of the potential re-zone, we are strongly opposed. The potential addition of any new commercial or retail space would take away from the beautiful neighborhood and community in which we have chosen to live. On our walks, we have noted that there are over 25 mature trees and shrubs on the properties in question which would almost assuredly have to be removed and are located on City property. With the potential rezoning, comes years of construction with heavy equipment driving up and down the streets for access. Our son takes the bus and gets dropped off at the corner of Roseland and Kennedy, along with other kids in the neighborhood. It would be extremely alarming to have to worry about more traffic. Any completed new building would need access which would come from Roseland and add much more traffic to this already busy street. The mall across the street shares the light at the intersection of Dougall so this will just add to the congestion.

There are currently at least 5 different commercial properties in the near vicinity with vacancies for retail and commercial endeavors. These locations already provide services that include, but are not limited to the following;

Financial Services, groceries, dine-in and take-out, personal care, health & wellness, pharmacy, convenience, gym, medical, gas station, post office, coffee shops, and even vet services.

The addition of another non-residential building, in this area, creates additional noise and light pollution issues. It creates additional safety issues as well with delivery trucks and construction equipment. It reduces the greenspace by converting the grass and tree land to concrete and pavement. It just brings another commercial environment into a beautiful residential setting when one more is simply not required.

I could go on and list many more reasons but I believe the Committee understands where we are coming from.

I would like to thank the Committee for the opportunity to have my comments heard and hope you will take them into consideration in your decision-making process.

Best,

Kevin Belvett

**Originally submitted at January 10, 2022
Development & Heritage Standing Committee
Written Submission**

From: NEIL BRIDGEN
Sent: Friday, January 07, 2022 11:50 AM
To: clerks <clerks@citywindsor.ca>
Subject: Zoning amendment file number ZNG/5896 Z-014/19

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Opposed to zoning change from residential to commercial. Commercial development will only increase traffic at an already busy intersection. It will also increase noise and light pollution in a well established, quiet, peaceful neighborhood. Residents are concerned about drop in market values of property as a result of commercial development.



Committee Matters: SCM 21/2022

Subject: Rezoning - Chantelle Bayley - 2422 Rossini Blvd Z 035-21 [ZNG-6573] - Ward 5

Moved by: Councillor Sleiman

Seconded by: Member Gyemi

Decision Number: **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 m²
- c) Lot Coverage – maximum 45.0%
- d) Main Building Height – maximum 10.0 m
- e) Front Yard Depth – minimum 6.0 m
- g) Side Yard Width – minimum 1.20 m

Carried.

Report Number: S 166/2021

Clerk's File: ZB/14252

Clerk's Note:

1. The recommendation of the Standing Committee and Administration are the same.
2. Please refer to Item 7.2 from the Development & Heritage Standing Committee Meeting held January 10, 2022.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20220117/-1/6298>

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

Reference:

Date to Council: January 10, 2022
Author: Simona Simion
ssimion@citywindsor.ca
519-255-6543 x-6397
Planning & Building Services

Steven Payne
spayne@citywindsor.ca
519-255-6543 x-6396
Planning & Building Services

Report Date: December 2, 2022
Clerk's File #: ZB/14252

To: Mayor and Members of City Council

Recommendation:

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:

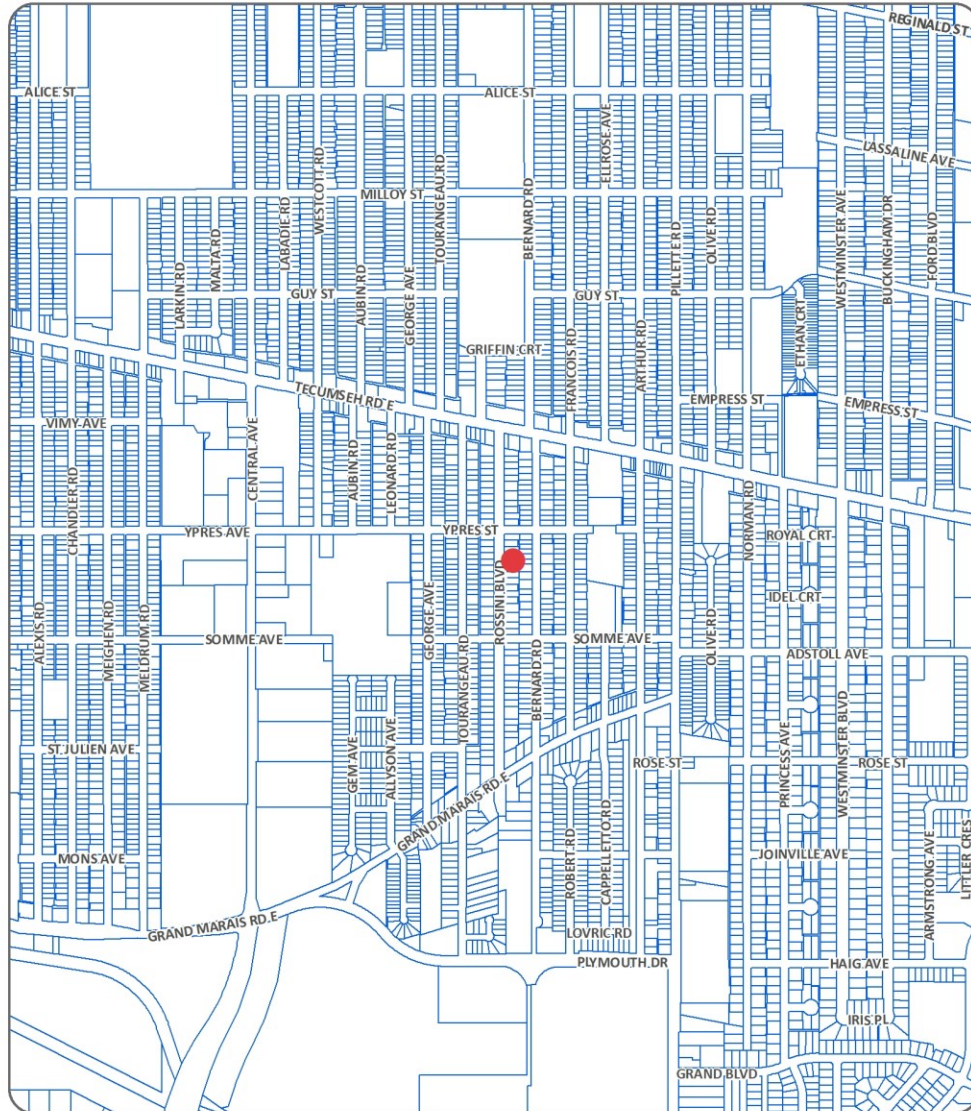
- | | | |
|----|--------------------------------|----------------------|
| a) | Lot Width – minimum | 15.0 m |
| b) | Lot Area – minimum | 450.0 m ² |
| c) | Lot Coverage – maximum | 45.0% |
| d) | Main Building Height – maximum | 10.0 m |
| e) | Front Yard Depth – minimum | 6.0 m |
| g) | Side Yard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

Executive Summary:

N/A

Background:

1. KEY MAP



KEY MAP - Z-035/21, ZNG-6573



● SUBJECT LANDS

2. APPLICATION INFORMATION

Location: East side of Rossini Blvd, between Ypres St and Somme Ave, municipally known as 2422 Rossini Blvd and described as Lot 81 and Pt Block I, Plan 1102.

Applicant: Chantelle Bayley

Proposal: The subject lands are situated East side of Rossini Blvd, between Ypres St. and Somme Ave. As per applicant, the subject site is occupied by a duplex dwelling. The applicant is proposing to convert the existing two (2) storey duplex into a *Multiple Dwelling* containing a maximum of three (3) dwelling units by adding a unit within the basement area. The required parking will be provided on site as follows: one (1) car garage and two (2) parking spaces on the existing driveway. To be noted that the property owner stated that the subject building is a duplex. Our records indicate a duplex and a single unit dwelling at this location as previous uses.

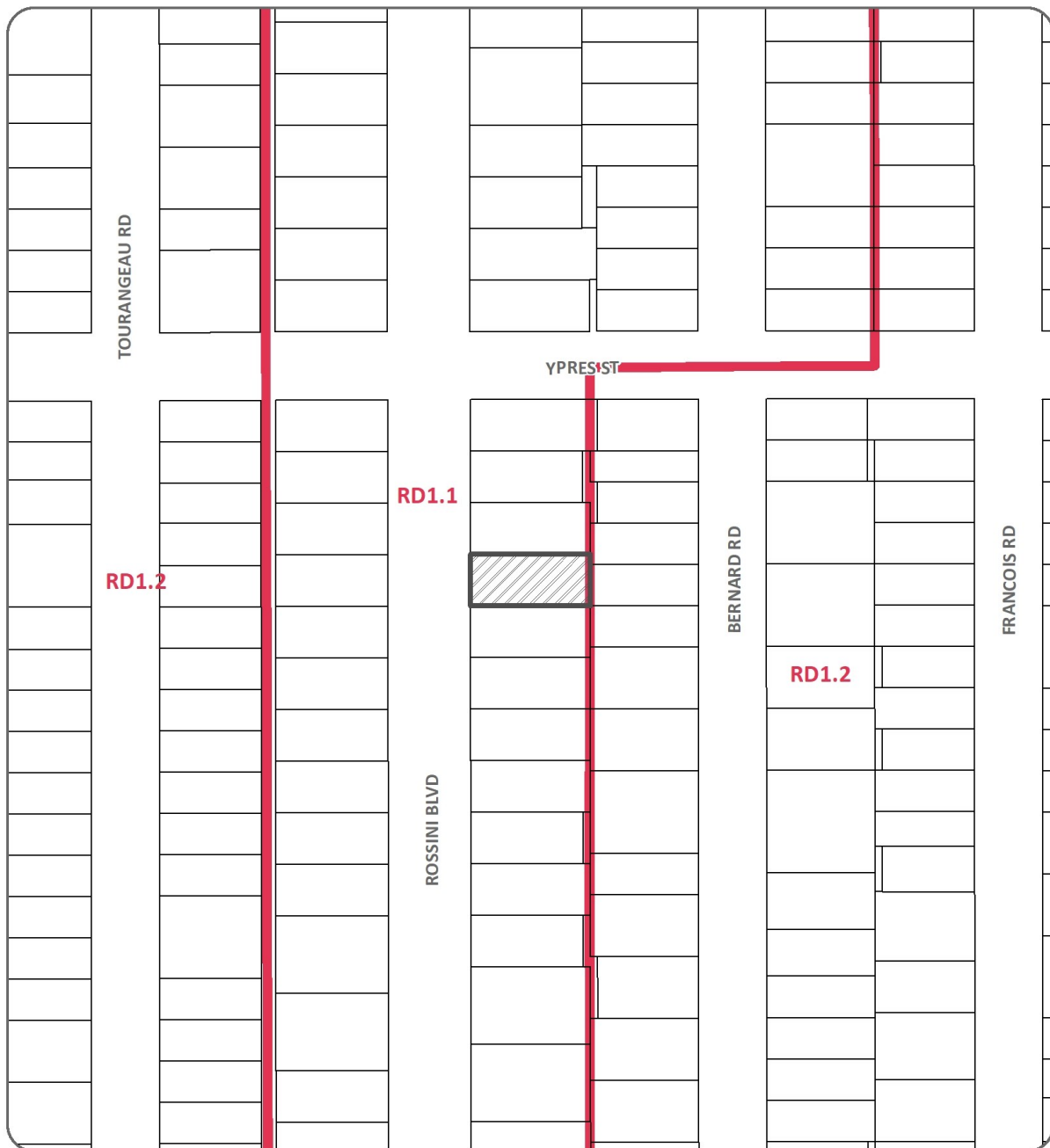
The subject amendment to Zoning By-Law 8600 will maintain the current 'Residential District 1.1' (RD1.1) and add site specific provisions to allow a multiple dwelling with a maximum of three (3) units, and that for the additional permitted use site specific conditions apply.

Submissions By Applicant: Pre-submission Application, Site Plan, Proposed Floor Plans

3. SITE INFORMATION

OFFICIAL PLAN	ZONING	CURRENT USE	PREVIOUS USE
Residential	RD1.1	Duplex	Single Dwelling Unit
FRONTAGE	DEPTH	AREA	SHAPE
15.24 M	35.36 M	538.84 SQ M	Rectangle
Note: All measurements are approximate.			

4. REZONING MAP

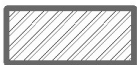


PART OF ZONING DISTRICT MAP 11

N.T.S.

REZONING

Applicant: Chantelle Bayley



SUBJECT LANDS

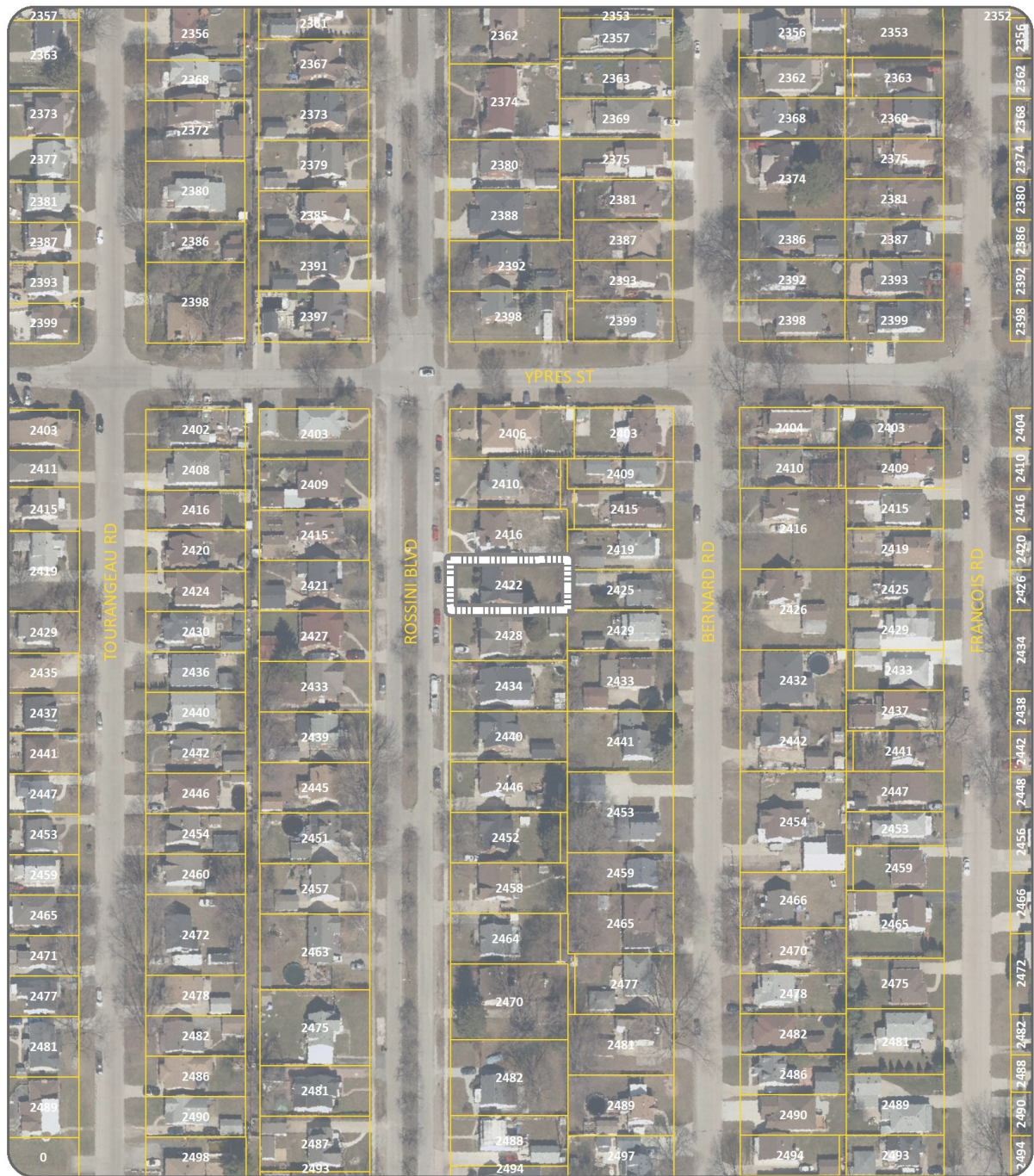
PLANNING & BUILDING DEPARTMENT



DATE : OCTOBER, 2021
FILE NO. : Z-035/21, ZNG/6573

5. NEIGHBOURHOOD CHARACTERISTICS

NEIGHBOURHOOD MAP



NEIGHBOURHOOD MAP - Z-035/21, ZNG/6573



SUBJECT LANDS

SURROUNDING LAND USES – refer to Appendix A: Site Photos

North side of subject lands contains: Residential Area

East side of the subject lands contains: Residential Area, green open space

West side of the subject lands contains: Residential Area, green open space

South side of the subject lands consists of: Residential Area

Side photos (Google Street View, September 2017) were attached to this report as Appendix A: Site Photos to identify the surrounding land uses and the character of the subject neighbourhood.

MUNICIPAL INFRASTRUCTURE

Sanitary sewer/Storm sewer: Storm sewer is made of reinforced concrete pipe located south of this property along Rossini Blvd. Sanitary sewer is made of PVC and located south of this property along Rossini Blvd.

Water Fire Hydrants: Fire hydrant approximately 180m to the South of the property

Transit Windsor Bus: The closest existing transit route is with the Transway 1C. The closest existing bus stop is located on Tecumseh at Rossini SE Corner. This bus stop is approximately 310 metres from this property falling within our 400 metre walking distance guideline to a bus stop. This will be further enhanced with our Council approved Transit Master Plan as a new express style lite route will be introduced along Tecumseh Road in this area.

Discussion:

1. PLANNING ACT

The comments, submissions or advice affecting planning matter provided by the council of a municipality, as well as the decision of the council of a municipality shall be consistent with the Provincial Policy Statement 2020 (PPS) and shall conform to the Official Plan (OP).

2. PROVINCIAL POLICY STATEMENT, 2020 (PPS)

The recommended amendment to Zoning By-law 8600 is consistent with the PPS. The recommended amendment to allow the conversion of the existing single dwelling unit/duplex to a multiple dwelling unit with a maximum of three units is consistent with PPS policies described in this section.

Applicable PPS Sections can be found in detail in the Appendix B: Excerpts from PPS 2020

PPS provides policy direction for appropriate development. This policy direction takes into consideration efficient use of land and resources, accommodating an appropriate mix of residential uses, supporting active transportation/transit while

preparing for the impacts of climate change. The PPS recognizes that land use is to be managed to meet the full range of current and future needs, while protecting public safety and natural environment.

The proposed multiple dwelling use contributes to building of a strong healthy community as per policy 1.1.1. (a, b, c, d, e, f, and g) of PPS. The proposed amendment is consistent with the PPS as follows:

- The subject building is connected to municipal services.
- The proposed multiple dwelling represents an effective and appropriate re-use of the existing building.
- The subject site complements the surrounding neighbourhood of a mix of residential and nearby commercial uses (approximately one block from Tecumseh Rd E).
- The proposed multiple dwelling's accessibility will be established in compliance with Ontario Building Code (OBC).
- There are no impacts on the natural environment, public health and safety.

The subject lands are within the urban area of the settlement for the City of Windsor. The proposed amendment would permit a higher density of residential units, making a more efficient use of land within the existing built up area.

PPS defines Intensification as development of a property, site or area at a higher density than currently exists by converting the existing buildings. The proposed dwelling unit within basement area is contained within an existing building minimizing land consumption.

The PPS recommends accommodating affordable, market-based range, and a mix of residential types including multiple-unit housing, affordable housing such as the proposed multiple dwelling unit. The subject site is located near a transit route, which provides an opportunity to promote transit ridership.

The applicable PPS sections promote the vitality of the existing settlements recognizing the importance of long-term prosperity of the community while making use of existing infrastructure.

PLANNER'S OPINION

In my opinion, the proposed development is an efficient use of an existing building and promotes a healthy, liveable and safe community. The recommended amendment to Zoning By-Law 8600 represents a sound planning decision that is consistent with the above sections of the PPS.

3. OFFICIAL PLAN (OP)

Applicable Official Plan Sections:

Applicable OP Sections can be found in detail in the Appendix C: Excerpts from the Official Plan.

The Official Plan, Schedule D: Land Use designates the subject land as “Residential”. Available municipal records indicate that the subject building has been used as a single unit dwelling since 1954 according to municipal records and later as a duplex at an unknown date.

The permitted uses in the Residential land use include low, medium and high profile dwelling units. The proposed development is a low profile, small scale form (multiplexes up to 8 units) complying with the Official Plan policies. The majority of houses fronting Rossini near the subject property contains dwellings with 1 to 2 units. The proposed use integrates well with the surrounding residential area. The height of the existing structure will be maintained. The proposed change, an additional third unit within the basement, will be within the existing footprint.

Section 6.3.1.3 Intensification Infill & Redevelopment promote selective residential redevelopment, infill and intensification initiatives similar to the subject proposal.

Section 6.3.1.4 Maintenance and Rehabilitation recommends that the existing housing stock is maintained and rehabilitated.

Section 3.3.3 Neighbourhood policies (policy 3.3.3) denotes that the residential areas are the most basic component on Windsor’s urban structure, facilitating a range of “low-to-medium density residential” built forms.

The Residential policies (Sections 6.3.2.4 and 6.3.2.5) stipulate location and evaluation criteria for Residential development. The proposed development meets the locational criteria that includes access to a collector road, full services, adequate open spaces and community services, and public transportation service.

The land use policies associated with the Residential Land Use designation support a complementary range of housing forms and tenures in all neighbourhoods, promote compact neighbourhoods that encourage a balanced transportation system, promote selective residential redevelopment, infill and intensification initiatives. The proposed development is a compatible residential housing type that will contribute to the diversity of housing forms in the neighbourhood. The built form in terms of mass and height will not change.

PLANNER’S OPINION

The recommended Zoning By-law Amendment maintains conformity with the Official Plan.

4. ZONING

The Zoning Bylaw 8600 designates the zoning for the subject property as ‘Residential District 1.1’ (RD 1.1).

Applicable Zoning By-law Sections can be found in detail in the Appendix D: Excerpts from the Zoning Bylaw 8600.

As per Section 10.1.1, Permitted Uses include existing duplex dwelling, existing semi-detached, and single dwelling unit. The subject amendment to Zoning By-Law 8600 will maintain the current 'Residential District 1.1' (RD1.1) zone and add site specific provisions to address the addition of one (1) dwelling unit within the basement area of an existing duplex. For the additional permitted use as a multiple dwelling with up to three (3) units, the site characteristics shall remain consistent with RD1.1 zoning provisions for a single unit dwelling and recognize the existing reduced side yard width.

As per Section 24.20.5.1 Parking Requirements, the added dwelling unit requires one (1) parking space and this requirement is satisfied. Three (3) parking spaces are provided on the property, one (1) car garage and two (2) parking spaces on the driveway as shown in Appendix F: Site Layout.

A draft bylaw amendment to implement the zoning changes is attached to the report. Please refer to Appendix G: Draft By-Law Amendment.

The recommended Zoning By-law amendment provides for an appropriate more intense use of an existing building.

5. SITE PLAN

N/A

6. ISSUES TO BE RESOLVED

N/A

7. ALTERNATIVES FOR CONSIDERATION

N/A

Risk Analysis:

There are no known risks to the Corporation of the City of Windsor.

Climate Change Risks

There are no climate change risks.

Climate Change Mitigation:

Proposed development is within walking distance to transit bus stops promoting active transportation.

Climate Change Adaptation:

Risk may be minimal and no further action is required.

Financial Matters:

N/A

Consultations:

1. City's Departments and Agencies

Consultations and comments from the municipal departments and external agencies are attached. There are no objections to the proposed amendment.

Please refer to Appendix E: Consultations and Comments

2. Public Notice

The official notice will be advertised in the Windsor Star newspaper as mandated by the Planning Act.

A courtesy notice will be mailed to all properties within 120 m (400 feet) of the subject site, prior to the Development Heritage & Economic Standing Committee (DHESC) meeting.

Conclusion:

The recommended site-specific policy amendment to Zoning By-law promotes an efficient use of existing building, services and infrastructure. The recommended amendment is consistent with the Provincial Policy Statement 2020. The recommended Zoning By-law Amendment maintains conformity with the Official Plan. The subject Zoning By-law Amendment constitutes good planning.

Planning Act Matters:

I concur with the above comments and opinion of the Registered Professional Planner.

Michael Cooke, MCIP RPP

Manager, Planning Policy

Thom Hunt, MCIP RPP

City Planner

I am not a registered Planner and have reviewed as a Corporate Team Leader

Shelby Askin Hager, City Solicitor

Jason Reynar, Chief Administrative Officer

Approvals:

Name	Title
Michael Cooke, MCIP RPP	Manager of Planning Policy / Deputy City Planner
Thom Hunt, MCIP RPP	City Planner / Executive Director, Planning & Development Services
Wira Vendrasco	Deputy City Solicitor, Legal Services & Real Estate
Shelby Askin Hager	Commissioner, Legal & Legislative Services
Jason Reynar	Chief Administrative Officer

Notifications:

Name	Address	Email
Abutting property owners, tenants/occupants within 120m (400ft) radius of the subject land		
Registered Owner/Applicant: Chantelle Bayley	2422 Rossini Blvd Windsor ON	zhasa@hotmail.com

Appendices:

- 1 APPENDIX A - SITE PHOTOS
- 2 APPENDIX B - EXCERPTS FROM THE PPS 2020
- 3 APPENDIX C - EXCERPTS FROM THE OP 2012
- 4 APPENDIX D - EXCERPTS FROM ZONING BY-LAW 8600
- 5 APPENDIX E - CONSULTATIONS AND COMMENTS
- 6 APPENDIX F - SITE LAYOUT
- 7 APPENDIX G - DRAFT BY-LAW AMENDMENT

APPENDIX B - SITE IMAGES

IMAGE 1



**Subject Parcel – 2422 Rossini Boulevard - Looking east
Subject Property is directly in front**

IMAGE 2



**Looking south on 2422 Rossini Boulevard
Subject property is left of the image**

IMAGE 3



Looking west from subject parcel

IMAGE 4



Looking north on Rossini Boulevard
Subject parcel is on the right side of the image

Appendix B

Excerpts from the Provincial Policy Statement (PPS) 2020

Settlement areas are urban areas and rural settlement areas, and include cities, towns, villages and hamlets. Ontario's settlement areas vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels, and types of infrastructure available.

The vitality and regeneration of settlement areas is critical to the long-term economic prosperity of our communities. Development pressures and land use change will vary across Ontario. It is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure effective use of infrastructure and public service facilities and minimize unnecessary public expenditures.

1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns

1.1.1 Healthy, liveable and safe communities are sustained by:

- a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
- b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;
- c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;
- d) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;
- e) promoting the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs;
- f) improving accessibility for persons with disabilities and older persons by addressing land use barriers which restrict their full participation in society;
- g) ensuring that necessary infrastructure and public service facilities are or will be available to meet current and projected needs;
- h) promoting development and land use patterns that conserve biodiversity; and
- i) preparing for the regional and local impacts of a changing climate.

Appendix B

Excerpts from the Provincial Policy Statement (PPS) 2020

1.1.3.1 Settlement areas shall be the focus of growth and development.

1.1.3.2 Land use patterns within settlement areas shall be based on densities and a mix of land uses which:

- a) efficiently use land and resources;
- b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;
- c) minimize negative impacts to air quality and climate change, and promote energy efficiency;
- d) prepare for the impacts of a changing climate;
- e) support active transportation;
- f) are transit-supportive, where transit is planned, exists or may be developed; and
- g) are freight-supportive.

Land use patterns within settlement areas shall also be based on a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.

1.1.3.3 Planning authorities shall identify appropriate locations and promote opportunities for transit-supportive development, accommodating a significant supply and range of housing options through intensification and redevelopment where this can be accommodated taking into account **existing building stock** or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

Appendix C

Excerpts from the

City of Windsor Official Plan (OP) 2012

Applicable Official Plan Sections:

2. Glossary

Development Profile refers to the height of a building or structure.

Low Profile development is a building or structure generally no greater than fourteen (14) metres in height. Low Profile Housing development is further classified as follows;

- (i) small scale forms: single detached, semi-detached, duplex, and row and multiplexes with up to 8 units; and

3 Development Strategy

3.2.1.2 Permitted Uses

Encouraging a range of housing types will ensure that people have an opportunity to live in their neighbourhoods as they pass through the various stages of their lives. Residents will have a voice in how this new housing fits within their neighbourhood. As the city grows, more housing opportunities will mean less sprawl onto agricultural and natural lands.

RESIDENTIAL 6.1.3 Housing suited to the needs of Windsor's residents.

6.3 Residential

The lands designated as "Residential" on Schedule D: Land Use provide the main locations for housing in Windsor outside of the City Centre Planning District. In order to develop safe, caring and diverse neighbourhoods, opportunities for a broad range of housing types and complementary services and amenities are provided.

PERMITTED USES

6.3.2.1 Uses permitted in the Residential land use designation identified on Schedule D: Land Use include Low, Medium and High Profile dwelling units.

NEIGHBOURHOODS

6.3.1.2 To promote compact neighbourhoods which encourage a balanced transportation system.

Appendix C
Excerpts from the
City of Windsor Official Plan (OP) 2012

INTENSIFICATION, INFILL & REDEVELOPMENT

6.3.1.3 To promote selective residential redevelopment, infill and intensification initiatives.

MAINTENANCE & REHABILITATION

6.3.1.4 To ensure that the existing housing stock is maintained and rehabilitated.

6.3.2.4 Locational Criteria Residential development shall be located where:

- a) there is access to a collector or arterial road;
- b) full municipal physical services can be provided;
- c) adequate community services and open spaces are available or are planned; and
- d) public transportation service can be provided.

REDEVELOPMENT AREAS

8.7.2.2 Council will ensure that the design of extensive areas of redevelopment achieves the following:

- e) is complementary to adjacent development in terms of overall massing, orientation, setback and exterior design, particularly character, scale and appearance.

Appendix D Excerpts from the Zoning By-Law 8600

The City of Windsor Zoning Bylaw 8600 designates the zoning for the subject property as ‘Residential District 1.1’ (RD 1.1).

Zoning By-law 8600

Section 3 – Definitions

Page 3.15

MULTIPLE DWELLING means one *dwelling* containing a *minimum* of three *dwelling units*. A *double duplex dwelling*, *semi-detached dwelling*, *stacked dwelling*, or *townhome dwelling* is not a *multiple dwelling*.

CURRENT USE: EXISTING DUPLEX

10.1 RESIDENTIAL DISTRICT 1.1 (RD1.1)

10.1.1 PERMITTED USES

Existing Duplex Dwelling
Existing Semi-Detached Dwelling
One Single Unit Dwelling
Any use accessory to the preceding uses

10.1.5 PROVISIONS

	Duplex Dwelling	Semi-Detached Dwelling	Single Unit Dwelling
.1 Lot Width – minimum	9.0 m	15.0 m	15.0 m
.2 Lot Area – minimum	360.0 m ²	450.0 m ²	450.0 m ²
.3 Lot Coverage – maximum	45.0%	45.0%	45.0%
.4 Main Building Height – maximum	10.0 m	10.0 m	10.0 m
.5 Front Yard Depth – minimum	6.0 m	6.0 m	6.0 m
.6 Rear Yard Depth – minimum	7.50 m	7.50 m	7.50 m
.7 Side Yard Width – minimum	1.20 m	1.20 m	1.50 m

PROPOSED USE: MULTIPLE DWELLING WITH A MAXIMUM OF THREE UNITS WITH SITE SPECIFIC PROVISIONS

THAT Zoning By-law 8600 BE AMENDED for Plan 1102 Lot 81 and Pt Blk I 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

A *multiple dwelling* with a maximum of three *dwelling units* shall be an additional permitted use and shall be subject to the following additional provisions.

- a) Lot Width – minimum 15.0 m
- b) Lot Area – minimum 450.0 m²
- c) Lot Coverage – maximum 45.0%
- d) Main Building Height – maximum 10.0 m
- e) Front Yard Depth – minimum 6.0 m
- f) Rear Yard Depth – minimum 7.50 m
- g) Side Yard Width – minimum 1.20 m

OTHER ZONING CONSIDERATIONS

TABLE 24.20.5.1 - REQUIRED PARKING SPACES	
USE	PARKING RATE - MINIMUM
Multiple Dwelling containing a maximum of 4 Dwelling units	1 for each dwelling unit

Three parking spaces (one car garage, 2 paved parking spaces on the driveway on the subject property) are existing complying with the Zoning By law requirements.

LIAISON COMMENTS

Jose Mejalli – Assessment Management Officer

No objection to the zoning amendment to legalize the basement unit.

Jason Scott – Transit Windsor

Transit Windsor has no objections to this development. The closest existing transit route is with the Transway 1C. The closest existing bus stop is located on Tecumseh at Rossini SE Corner. This bus stop is approximately 310 metres from this property falling within our 400 metre walking distance guideline to a bus stop. This will be further enhanced with our Council approved Transit Master Plan as a new express style lite route will be introduced along Tecumseh Road in this area.

Hydro One

Hydro Engineering: No objection to Re-zoning with no building additions or changes.

Water Engineering: Water Engineering has no objections to the rezoning.

The existing water service may not be large enough for this conversion. We have no record of the size of the service so it is either 19mm or smaller.

Rania Toufeili – Transportation Planning

- The Official Plan classifies Rossini Blvd as a Local Road with a required right-of-way width of 20 metres. The existing right-of-way width is sufficient and therefore no conveyance is required.
- Parking must comply with zoning by-law 8600. Appropriate parking supply must be provided per the designation requirement of this property.
- All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings
- All exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

Barb Rusan – Building Division

Comments from the City of Windsor, Building Division relating to the subject line matter are as follows:

The Building Code Act, Section 8.1) requires that a building permit be issued by the Chief Building Official for any construction or demolition of a building. It is strongly recommended that the owner and/or applicant contact the Building Division to determine building permit needs for the proposed project. The City of Windsor Building Division can be reached by phone at 519-255-6267 or through email at buildingdept@citywindsor.ca

In addition to the above, a Record of Site Condition registered on file with the Ministry (MECP) will be required for redevelopment of this property.

Engineering – ROW

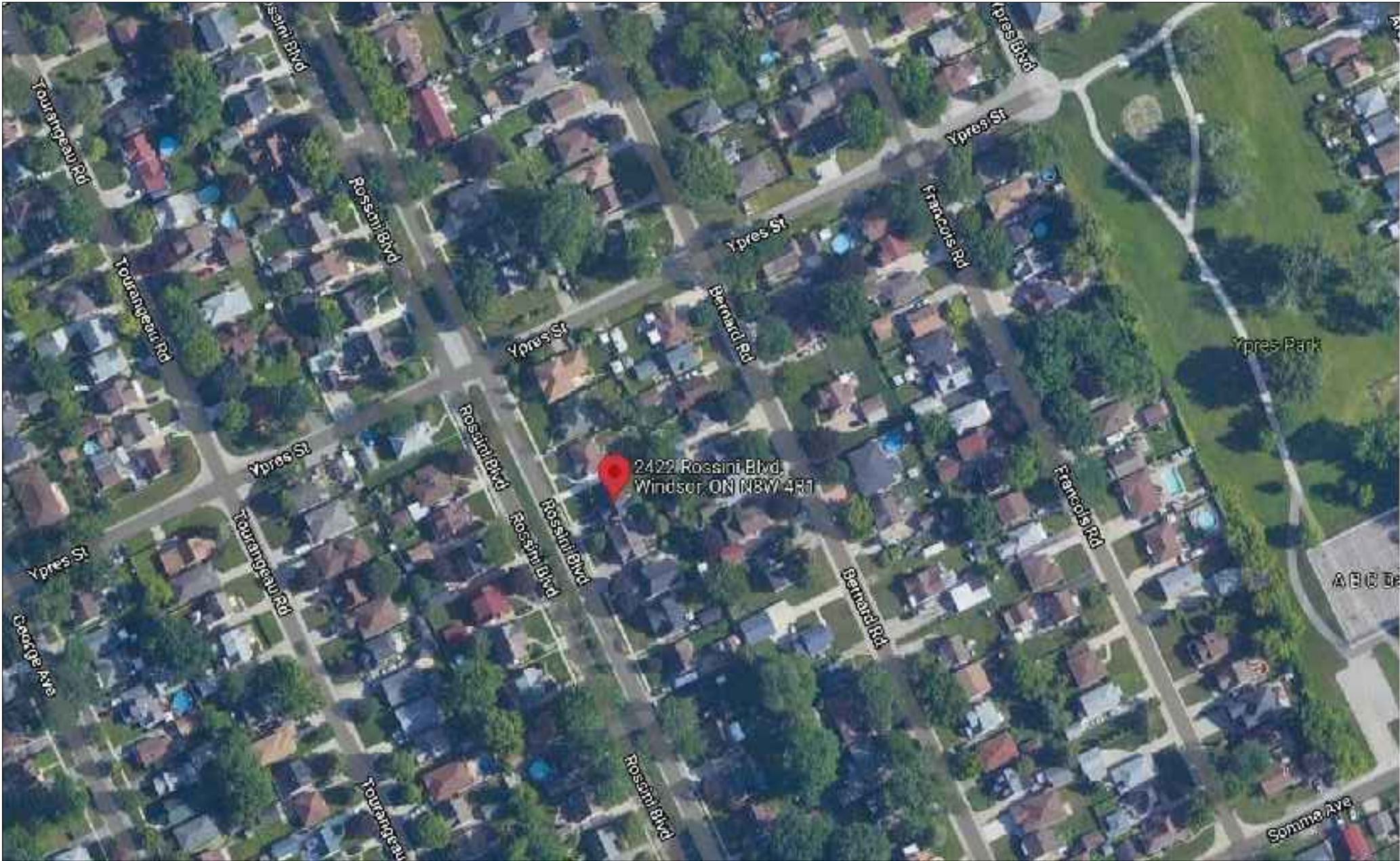
The subject lands are located at 2422 Rossini Boulevard, designated Residential on Schedule D by the City of Windsor Official Plan and zoned Residential District 1.1 (RD1.1) by Zoning By-law 8600. The applicant is requesting an amendment to Zoning By-law 8600 and will maintain the zoning from Residential District 1.1 (RD1.1) with site-specific exceptions to Section 20(1) for a Triplex Dwelling on the subject parcel.

A permit will be required for the driveway. The existing driveway approach must be a hard surface to comply with By-law 25-2010 and it must extend to the road. The additional gravel in the Right-of-Way must be restored to grass as per B.P.3.2.2. and cannot be used for parking.

In summary, we have no objection to the proposed rezoning. If you have any further questions or concerns, please contact Shannon Deehan, at sdeehan@citywindsor.ca.

Basement Alteration & Legalize an apartment to convert a duplex to a triplex

2422 ROSSINI BOULEVARD
WINDSOR, ON N1R 5S3



SCOPE OF WORK

- 1- Interior alterations for basement
- 2- Legalize the basement as an accessory apartment
- 3- Convert a two units building to a three units building

KEY PLAN

General Notes
1-Contractor to inspect site prior to the commencement of construction and report immediately to the Designer any unacceptable conditions or discrepancies from the contract documents.
2-Contractors and Sub-trades to place material orders in a timely fashion.
3-Failure to do so will be at Contractor's expense. drawings are not to be scaled, work to dimensions only.
4-The design is the property of: ARCHICREATION DESIGN STUDIO Inc. and cannot be used without written approval from the Designer.

Designer	North Arrow
Amr Serrag Eldin T: (647)924-7611 E-mail : amr@archicreation.ca	

Legends

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.		
QUALIFICATION INFORMATION		
Required unless design is exempt under 3.2.5.1 of Division "C" of the Ontario Building Code		
Amr Serrag Eldin		45460
NAME	SIGNATURE	BCIN #
REGISTRATION INFORMATION		
Required unless design is exempt under 3.2.4.1 of Division "C" of the Ontario Building Code		
ARCHICREATION DESIGN STUDIO Inc.		101566
FIRM NAME		BCIN #

No.	Description	Date
03	Issued for Permit	15-11-21
02	Revision	09-11-21
01	Issued For COA	02-09-21



Project:
TRIPLEX HOUSE
2422 ROSSINI BLVD
WINDSOR ON N8W 4R1

Sheet Name
COVER SHEET

Project #	Prepared by
Date JULY, 2021	Sherif Saker
Scale NTS	Sheet
	AR-00

ALL NEW CONSTRUCTION TO COMPLY WITH MUNICIPAL BY-LAW AND ONTARIO BUILDING CODE (LATEST EDITION) , AS REVISED.
THE FOLLOWING STANDARDS REFERENCED IN SECTION 2.6OF THE OBC. SHALL BE COMPLIED WITH:
A) WOOD-CAN/CSA-086.1-M
B) PLAIN AND REINFORCED MASONRY - CAN-3S-304M OR CSA-S304.1
C) PLAIN, REINFORCED AND PRE-STRESSED CONCRETE - CAN/CSA-23.3-M
D) STRUCTURAL STEEL - CAN/CSA-S-16.1M
E) PARKING STRUCTURES-CSA-S413
F) WELDING-CSA W 47.1OR W55.3

OWNER OR HIS GENERAL CONTRACTOR:
PLUMBING AND ELECTRICAL IN PROCEEDING WITH WORK SHOWN ON PLANS, PLUMBING , MECHANICAL AND ELECTRICAL SUBCONTRACTORS TO OBTAIN ALL REQUIRED PERMITS AND APPROVALS FROM APPROPRIATE AUTHORITIES BEFORE PROCEEDING WITH WORK. CONTRACTOR SHALL VERIFY ALL JOB DIMENSIONS, DRAWINGS , DETAILS AND SPECIFICATONS, AND REPORT ANY DISCREPANCIES TO THE DESIGNER BEFORE PROCEEDING WITH THE WORK.DO NOT SCALE DRAWINGS.
ALL NEW ELECTRICAL SHALL BE INSTALLED AS PER ONTARIO ELECTRICAL CODE
ALL NEW PLUMBING SHALL BE INSTALLED AS PER ONTARIO PLUMBING CODE
FLAME-SPREAD RATING AND SMOKE- DEVELOPED CLASSIFICATION OF WALLS, CEILNGS & FLOORS SHALL CONFORM TO ONTARIO BUILDING CODE SECTION .3.1.12

ALL WORKS SHALL BE CARRIED OUT IN ACCORDANCE WITH ALL BY - LAWS AND CODES HAVING JURISDICTION OVER THIS PROJECT.

ALL DIMENSIONS AND INFORMATION ON THIS DRAWINGS TO BE VERIFIED BY THE CONTRACTOR PRIOR TO START ANY WORK.

IT IS THE RESPONSIBILITY OF THE OWNER/G.C. TO ENSURE THAT THE ELEVATIONS OF PROPOSED DWELLING ARE COMPATIBLE WITH THE ELEVATION OF MUNICIPAL SERVICES.

GENERAL CONTRACTOR TO CONFIRM AND VERIFY THE SPECIFICATIONS OF FREE PROTECTION BARRIER BY LOCAL AUTHORITIES.

BATHROOM /WASHROOM MECHANICAL VENTILATION TO EXTERIOR AIR AS PER OBC .9.32.2
SHOWER / LAUNDRY MACHINE FLOOR PAN SHOWER LINER RETURN UP PAN CURB AND ALL SURROUNDING WALLS . ADHERE LINER TO DRAIN. SLOPE CEMENT BASE TO DRAIN.
SHOWER DOOR:
" 0'-2X " 0'-6OR AS PLAND , TEMPERED GLASS DOOR FRAMELESS STYLE.
PROVIDE MIN" 6. CLEAR ABOVE DOOR HARDWARE FINISH TO BE POLISHED CHROME
UNLESS NOTED OTHERWISE INSTALL STONE SURROUND AROUND SHOWER OPENING TO MATCH VANITY TOP).

STOVE EXHAUST FAN/HOOD TO EXTERIOR, AS PER OBC9.32.3.

DRYER VENT TO EXTERIOR , AS PER OBC9.32.3.

DRYER VENT TO EXHAUST DIRECTLY TO EXTERIOR AND TO BE CAPPED.

FURNACE , HOT WATER HEATER , FIREPLACE INTAKE DUCT FOR COMBUSTION
AIR AS PER OBC.9.32.

U.L.C. APPROVED SMOKE ALARM AS PER OBC . 9.10.18AND 9.10.19
INSTALLED
AS PER MANUFACTURER'S INSTRUCTIONS.

CARBON MONOXIDE DETECTOR W/ AN ALARM AUDIBLTHROUGHOUT THE HOUSE OR INTERCONNECTED W/ THE SMOKE ALARMS SO THAT WHEN THE CARBON MONOXIDE DETECTOR IS ACTIVATED , IT WILL ACTIVATE THE SMOKE ALARMS, AS PER OBC9.33.4.

EXISTING FURNACE MAY SERVE TWO DEWELLING UNITS PROVIDED A SMOKE DETECTOR IS INSTALLED IN THE SUPPLY OR RETURN AIR DUCT SYSTEM WHICH WOULD TURN OFF THE FUEL SUPPLY AND ELECTRICAL POWER TO THE HEATING SYSTEM UPON ACTIVATION OF SUCH DETECTOR.

MECHANICAL - GENERAL NOTES

1-MECHANICAL CONTR. TO BE RESPONSIBLE FOR ENSURING ALL ENCLOSED ROOMS & BACK AREAS HAVE ADEQUATE AIR SUPPLY & RETURN VENTILATION.
2-SPRINKLER CONTR. TO BE RESPONSIBLE FOR RELOCATING ALL EXISTING SPRINKLER HEADS INTERFERING W/ NEW LIGHT, MECHANICAL DUCT & DRYWALL BULKHEAD LOCATIONS.
3-SPRINKLER CONTR. TO PROVIDE SPRINKLERS IN NEW T-BAR (DROPPED CEILING CONDITION) OR GWB AS REQUIRED TO MEET ALL CODE REQUIREMENTS.
4-ALL WORK SHALL CONFIRM TO C.S.A., NATIONAL BUILDING CODE AND LOCAL MUNICIPAL AND PROVINCIAL LAWS AND REGULATIONS.

ELECTRICAL - GENERAL NOTES

1-ALL ELECTRICAL MATERIAL AND HARDWARE AS SPECIFIED ON DRAWINGS ARE TO BE SUPPLIED AND INSTALLED BY QUALIFIED ELECTRICAL CONTRACTOR.
2-REMOVE ALL REDUNDANT EXISTING WIRING, DISCONNECT AT SOURCE-(i.e.ELECTRICAL PANEL OR JUNCTION BOX, IF NECESSARY).
3-ALL WORK SHALL CONFORM TO APPLICABLE CODES IN THE JURISDICTION WHERE THE WORK IS LOCATED.
4-ELECTRICAL CONTR. TO BE RESPONSIBLE FOR CHANNELING, CORING & PATCHING EXISTING FLOOR FOR ALL FLOOR OUTLETS AS INDICATED ON PLAN.
5-CONTRACTOR TO REUSE EXISTING FLOOR OUTLETS IF THEY FALL ADJACENT TO NEW OUTLETS SHOWN ON PLAN. (REWIRE TO NEW POWER REQUIREMENTS).
6-OUTLETS NOT BEING USED TO BE DISCONNECTED AND CAPPED OFF.

STRUCTURAL NOTES:

STEEL OBC.9.3.3.

ALL STRUCTURAL STEEL SHALL CONFORM WITH OBC.9.3.3. &9.17.3.
STRUCTURAL STEEL SHALL CONFORM TO CAN/CSA-G50-21 GRADE 300W.
HOLLOW STRUCTURAL SECTIONS SHALL CONFORM TO CAN/CSA-G40-21GRADE 350 CLASS "H"

WOOD FRAMING OBC.9.23.

WORK TO CONFORM WITH CAN3-086-M84 & OBC.9.23
ALL LUMBER SHALL COMPLY WITH OBC.9.3.2. & TO BE GRADE MARKED TO CONFORM TO CSA STANDARD 0141-1970.
PROVIDE 1- 2X6 KING POSTS AND 1-2X6 JACK POST FOR LINTELS SPAN LESS THAN 5 FEET.
PROVIDE 2- 2X6 KING POSTS AND 2-2X6 JACK POST FOR LINTELS LONGER THAN 5 FEET.
PROVIDE 1"X3" CROSS BRIDGING ON 6'-11" O.C. FASTEN AT EACH END TO SILL OR HEADER.

HOLES DRILLED IN FRAMING MEMBERS:
TO BE MAX. 1/4 THE DEPTH OF THE MEMBER SIZE & NOT LESS THAN 50mm FROM THE EDGES. ALLOWABLE REDUCTION OF WOOD MEMBERS NET DIMENSION BY NOTCHING OR DRILLING TO BE: LOAD BEARING WALL TO 1/3 DEPTHOF STUD, NON-LOAD BEARING WALL MIN. 38mm OF STUD TO REMAIN, UNLESS PROPERLY REINFORCED.

TOP PLATE MIN. 38mmTO REMAIN. REUSED MEMBERS NOT ALLOWED, UNLESS PART OF TRUSS DESIGN.

OTHER NOTES:

GYPSUM BOARD
WORK TO CONFORM TO CAN/CSA A-82.31M 91EXCEPT WHERE SPECIFIED OTHERWISE.

THERMAL INSULATION
ALL THERMAL INSULATION MATERIALS TO CONFORM TO OBC. 9.25.2.2.ALL WORK TO CONFORM TO OBC.9.25.2.

ROOFING
ALL ROOFING WORK & MATERIALS TO CONFORM TO OBC.9.26.

MILLWORK
CONFORM TO MILLWORK STANDARDS OF THE ARCHITECTURAL WOODWORK MANUFACTURERS ASSOCIATION OF CANADA (AWMAC.1991)

NATURAL VENTILATION

EVERY ROOF SPACE ABOVE AN INSULATED CEILING SHALL BE VENTILATED WITH UNOBSTRUCTED OPENINGS EQUAL TO NOT LESS THAN L/300 OF THE INSULATED CEILING AREA

INSULATED ROOF SPACES NOT INCORPORATING AN ATTIC SHALL BE VENTILATED WITH UNOBSTRUCTED OPENINGS EQUAL TO NOT LESS THAN 1/150 OF THE INSULATED CEILING AREA.

ROOF VENTS SHALL BE UNIFORMLY DISTRIBUTED WITH MIN. 25% AT TOP OF THE SPACE AND 25% AT BOTTOM OF THE SPACE DESIGNED TO PREVENT THE ENTRY OF RAIN, SNOW OR INSECTS

UNHEATED CRAWL SPACES SHALL BE PROVIDED WITH 0.1M2 OF VENTILATION FOR EACH 50M2

MINIMUM NATURAL VENTILATION AREAS, WHERE MECHANICAL VENTILATION IS NOT PROVIDED, ARE.
BATHROOMS 0.09 M2
OTHER ROOMS 0.28 M2
UNFINISHED BASEMENT 0.2% OF FLOOR AREA

INSULATION & WEATHERPROOFING

CEILING WITH ATTIC R60
CEILING WITHOUT ATTIC R31
WALLS ABOVE GRADE R19+5
FOUNDATION WALL R20Ci
EXPOSED FLOOR R31
SLABS ALL R10
(BELOW GRADE Or HEATED)

INSULATION SHALL BE PROTECTED WITH GYPSUM BOARD OR AN EQUIVALENT INTERIOR FINISH, EXCEPT FOR UNFINISHED BASEMENTS WHERE 0.15MM POLY IS SUFFICIENT FOR FIBREGLOSS TYPE INSULATIONS

DUCTS PASSING THROUGH UNHEATED SPACE SHALL BE MADE AIRTIGHT WITH TAPE OR SEALANT
CAULKING SHALL BE PROVIDED FOR ALL EXTERIOR DOORS AND WINDOWS BETWEEN THE FRAME AND THE EXTERIOR CLADDING

WEATHER STRIPPING SHALL BE PROVIDED ON ALL DOORS AND ACCESS HATCHES TO THE EXTERIOR, EXCEPT DOORS FROM A GARAGE TO THE EXTERIOR

EXTERIOR WALLS, CEILINGS AND FLOORS SHALL BE CONSTRUCTED SO AS TO PROVIDE A CONTINUOUS BARRIER TO THE PASSAGE OF WATER VAPOUR FROM THE INTERIOR AND TO THE LEAKAGE OF AIR FROM THE EXTERIOR

HEIGHT OVER STAIRS OBC.9.8.2.2.

- (1)

THE CLEAR HEIGHT OVER STAIRS SHALL BE,
- (A)

MEASURED VERTICALLY, OVER THE CLEAR WIDTH OF THE STAIR, FROM A STRAIGHT-LINE TANGENT TO THE TREAD AND LANDING NOSINGS TO THE LOWEST POINT ABOVE, AND
- (B)

NOT LESS THAN,
- (I)

1 950 MM FOR STAIRS SERVING A HOUSE OR AN INDIVIDUAL DWELLING UNIT, AND
- (II)

2 050 MM FOR STAIRS NOT SERVING A HOUSE OR AN INDIVIDUAL DWELLING UNIT.

CEILING HEIGHTS OF ROOMS OR SPACES OBC.9.5.3.1

- (1)

THE CEILING HEIGHTS OF ROOMS OR SPACES IN RESIDENTIAL OCCUPANCIES AND LIVE/WORK UNITS SHALL CONFORM TO TABLE 9.5.3.1.
- (2)

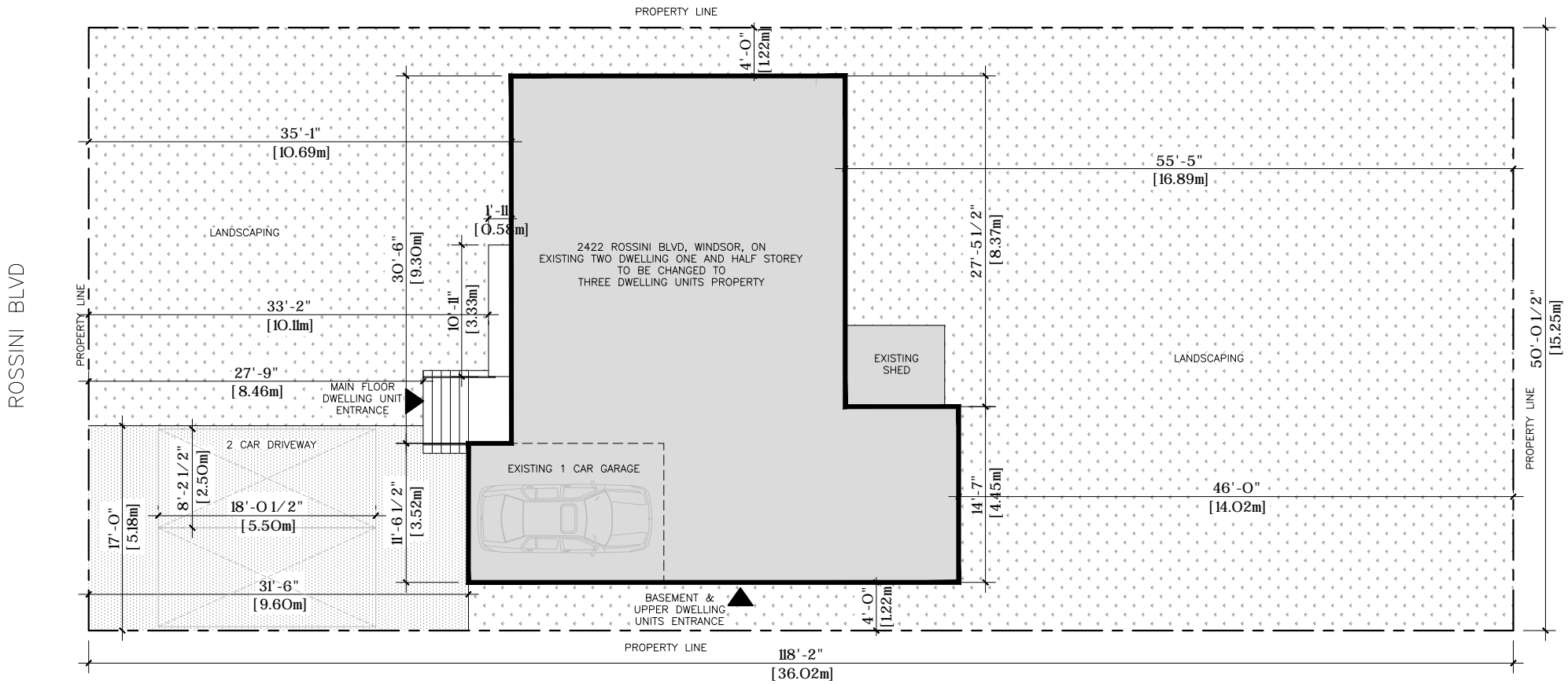
FOR BASEMENT SPACES UNDER BEAMS AND DUCTS THE CLEARANCE IS PERMITTED TO BE REDUCED TO 1 950 MM

General Notes	
1-Contractor to inspect site prior to the commencement of construction and report immediately to the Designer any unacceptable conditions or discrepancies from the contract documents. 2-Contractors and Sub-trades to place material orders in a timely fashion. 3-Failure to do so will be at Contractor's expense. drawings are not to be scaled, work to dimensions only. 4-The design is the property of: ARCHICREATION DESIGN STUDIO Inc. and cannot be used without written approval from the Designer.	
Designer Amr Serrag Eldin T: (647)924-7611 E-mail : amr@archicreation.ca	North Arrow
Legends	

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.		
QUALIFICATION INFORMATION Required unless design is exempt under 3.2.5.1 of Division "C" of the Ontario Building Code		
Amr Serrag Eldin NAME	 SIGNATURE	45460 BCIN #
REGISTRATION INFORMATION Required unless design is exempt under 3.2.4.1 of Division "C" of the Ontario Building Code		
ARCHICREATION DESIGN STUDIO Inc. FIRM NAME		101566 BCIN #

03	Issued for Permit	15-11-21
02	Revision	09-11-21
01	Issued For COA	02-09-21
No.	Description	Date
ARCHICREATION		
Project: TRIPLEX HOUSE 2422 ROSSINI BLVD WINDSOR ON N8W 4R1		
Sheet Name General Notes		
Project #	Prepared by Sherif Saker	
Date JULY, 2021	Sheet	
Scale NTS	AR-01	

1 SITE LAYOUT



NOTE: NO CHANGE WILL HAPPEN FOR THE EXISTING HOUSE FOOT PRINT OR HEIGHT

General Notes

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- 4-The design is the property of: ARCHICREATION DESIGN STUDIO Inc. and cannot be used without written approval from the Designer.

Designer
Amr Serrag Eldin
T: (647)924-7611
E-mail : amr@archicreation.ca

North Arrow

Legends

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

QUALIFICATION INFORMATION
Required unless design is exempt under 3.2.5.1 of Division "C" of the Ontario Building Code

Amr Serrag Eldin
NAME
SIGNATURE
45460
BCIN #

REGISTRATION INFORMATION
Required unless design is exempt under 3.2.4.1 of Division "C" of the Ontario Building Code

ARCHICREATION DESIGN STUDIO Inc.
FIRM NAME
101566
BCIN #

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ARCHICREATION

Project:
TRIPLEX HOUSE
2422 ROSSINI BLVD
WINDSOR ON N8W 4R1

Sheet Name
SITE PLAN

Project #	Prepared by Sherif Saker
Date JULY, 2021	Sheet
Scale 1 : 150	AR-02

CONSTRUCTION SPECS:

- 5CONSTRUCTION NOTES (Unless otherwise noted)
ALL CONSTRUCTION TO ADHERE TO PLANS & SPECS AND CONFORM TO THE ONTARIO BUILDING CODE AS WELL AS ALL OTHER APPLICABLE CODES AND AUTHORITIES HAVING JURISDICTION.
- 1ROOF CONSTRUCTION
NO.210 (10.25kg/m2) ASPHALT SHINGLES, 10mm (3/8") PLYWOOD SHEATHING WITH "H" CLIPS. APPROVED WOOD TRUSSES @ 600mm (24") O.C. MAX. APPROVED EAVES PROTECTION TO EXTEND 900mm (3'-0") FROM EDGE OF ROOF AND MIN. 300mm (12") BEYOND INNER FACE OF EXTERIOR WALL, 38x89 (2"x4") TRUSS BRACING @ 1830mm (6'-0") O.C. AT BOTTOM CHORD. PREFIN. ALUM. EAVESTROUGH, FASCIA, RWL & VENTED SOFFIT. ATTIC VENTILATION 1:300 OF INSULATED CEILING AREA WITH 50% AT EAVES. ALL ROOFING WORK TO CONFORM TO OBC.9.26.
- 2RSI 8.81 (R50) ROOF INSULATION AND APPROVED VAPOUR BARRIER, 16mm (5/8") INT. DRYWALL FINISH OR APPROVED EQUAL.
- 3VINYL SIDING OR SIMILAR INSTALLED AS PER MANUFACTURER'S SPECS.
(PROVIDE SAMPLES OF FINISH AND COLOR TO OWNER FOR FINAL APPROVAL)
- 4INTERIOR STUD PARTITIONS
FOR BEARING PARTITIONS 38x89 (2"x4") @ 400mm (16") O.C. FOR 2 STOREYS AND 300mm (12") O.C. FOR 3 STOREYS, NON-BEARING PARTITIONS 38x89 (2"x4") @ 600mm (24") O.C. PROVIDE 38x89 (2"x4") BOTTOM PLATE AND 2/38x89 (2/2"x4") TOP PLATE. 13mm (1/2") INT. DRYWALL BOTH SIDES OF STUDS, PROVIDE 38x140 (2"x6") STUDS/PLATES WHERE NOTED.
- 5INTERIOR BEARING WALLS & SUPPORTS
1/2" THICK G.W.B. EACH SIDE OF 2"x6" WOOD STUDS @ 16" O.C. FIN. W/ PAINT. ALL WALLS (LOAD BEARING & NON-LOAD BEARING) SUPPORTS TO CONFORM WITH OBC SECTION 9.23.9.8
- 6DRYWALL INSTALLATION
ALL DRYWALL TO BE INSTALLED WITH BEVELED EDGE JOINTS FACING EACH OTHER ONLY ONE HORIZONTAL JOINT WILL BE ALLOWED. IF AN ADDITIONAL HORIZONTAL JOINT IS REQUIRED DUE TO WALL HEIGHTS , THE JOINTS MUST BE PLACED AT THE BOTTOM OF THE WALL IN THE BASEBOARD AREA. USE 4'-6" WIDE BOARDS FOR 9'-0" HIGH CEILINGS
- 7SUBFLOOR, JOIST STRAPPING AND BRIDGING
-16mm (5/8") T & G SUBFLOOR ON WOOD FLOOR JOISTS. FOR CERAMIC TILE APPLICATION (* SEE OBC 9.30.6. *)
6mm (1/4") PANEL TYPE UNDERLAY UNDER RESILIENT & PARQUET FLOORING.
(-* SEE OBC 9.23.9.4 *)
ALL JOISTS TO BE BRIDGED WITH 38x38 (2"x2") CROSS BRACING OR SOLID BLOCKING @ 2100mm (6'-11") O.C. MAX. ALL JOISTS TO BE STRAPPED WITH 19x64 (1"x3") @ 2100mm (6'-11") O.C. UNLESS A PANEL TYPE CEILING FINISH IS APPLIED.
- 8BUILT UP COLUMNS:
BUILT-UP WOOD COLUMN SHOULD BE BOLTED TOGETHER W/ NOT LESS THAN 9.52mm DIA. BOLTS, MAX. 450mm O.C. OR NAILED TOGETHER (BOTH SIDES) WITH NOT LESS THAN 76 mm NAILS,MAX.300mm O.C. ALL TO CONFORM WITH OBC.9.17.4.2.

- 9FLASHING:
A-CONCEALED 0.36mm COPPER OR ALUMINUM OR APPROVED AS PER OBC.9.20.13. FASTENED W/ NON-CORROSIVE DEVICES AND TO EXTEND FROM FRONT EDGE OF BRICK, BACK TO AND UP THE FACE OF THE SHEATHING 150mm MIN. FLASHING JOINTS TO BE WATER TIGHT.

B-PROVIDE COPPER OR APPROVED FLASHING IN ALL THE FOLLOWING LOCATIONS (SUCH AS BUT NOT LIMITED) TO :
BENEAT JOINTED MASONRY SILLS, OVER HEADS OF WINDOWS AND DOORS , SET FURTHER THAN 1/4 THE EAVES OVERHANG BELOW THE SOFFIT AROUND CHIMNEYS, OR ANY ELEMENTS CROSSING ROOF SURFACES THAT ARE NOT SUPPLIED WITH MANUFACTURERS FLASHING , AT INTERSECTIONS OF ROOF SURFACES WITH EXTERIOR WALLS AT ALL ROOF VALLEYS AS PER O.B.C. 9.26.4. & 9.28.4

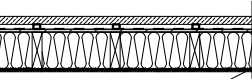
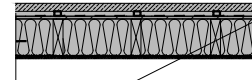
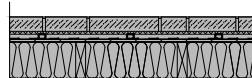
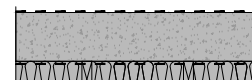


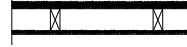

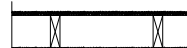
C-METAL FLASHING
PROVIDE STEP PREFINISHED METAL THRUWALL FLASHING @ROOF INTERSECTIONS AS REQUIRED PER O.B.C. 9.28.4
- 10SOFFIT
PRE-FINISHES VENTED ALUMINUM SOFFIT
- 11LINTELS
FOR NEW LINTELS, ADD VERTICAL STUDS ON THE EDGES OF THE OPENING.
STEEL LINTELS SUPPORTING BRICK VENEER OR STONE TO CONFORM TO OBC.9.20.5.
WOOD LINTELS TO CONFORM TO OBC.9.23.12.3
- 12AIR AND VAPOR BARRIER:
THERMALLY INSULATED WALL, CEILING AND FLOOR ASSEMBLIES SHALL BE CONSTRUCTED SO AS TO PROVIDE A CONTINUOUS BARRIER TO LEAKAGE OF AIR FROM THE INTERIOR OF THE BUILDING INTO WALL .

FLOOR OR ROOF SPACES. AIR BARRIER MATERIALS BARRIER MATERIALS SHALL CONFORM TO OBC. 9.25.3.4. & INSULATED AS PER OBC.9.25.5.
PROVIDE A CONTINUOUS 6 MIL. POLY. AIR/VAPOR BARRIER ON THE WARM SIDE OF THE INSULATION. ALL JOINTS & & INTERSECTION SEALED WITH ACOUSTIC TYPE SEALANT.

TYVEK "AIR BARRIER":
TYVEK AIR BARRIER LAPPED AND SEALED (CAULKED), IMPERMEABLE TO AIR FLOW & CONTINUOUS OVER ENTIRE BUILDING ENVELOPE (CONTINUOUS AT ALL CORNERS, PARTITION WALLS,FLOORS, CEILING/WALL JUNCTIONS). ALL AS PER OBC.9.23.3.4. & OBC.9.25.4. & 9.25.5. SLOPE GRADE AWAY FROM BUILDING FACE & PROVIDE SEMI-SOLID BLOCK COURSE AT OR BELOW GRADE LEVEL
- 13COLLAR TIES
NEW COLLAR TIES TO CONFORM TO OBC.9.23.13.7.& 9.23.13.8.
- 14GUARDS (OBC.9.8.8.)

RAIL AT EXT. LANDING 6' ABOVE GRADE =3-'6"
RAIL AT EXT. LANDING =2'-11"
WOOD PICKETS MAX 4" BETWEEN GUARD RAIL TO BE NON-CLIMBABLE,CONSTRUCTED TO SB-7 OF SUPPLEMENTARY GUIDELINES OF O.B.C.
MAX. BETWEEN PICKETS =0'-4"
NO MEMBER OR ATTACHMENT BETWEEN 4" & 2'-11" HIGH SHALL FACILITATE CLIMBING FINISHED RAILING ON PICKETS SPACED.
ALL WORK TO CONFORM TO OBC.9.8.8.

WALL TYPES:

- W1 VINYL SIDING OR STUCCO

 - 1 1/2" THICK VINYL SIDING ON OR STUCCO
 - 1 1/2" THICK PURLINS @ 12" O.C.
 - COMPLETE WITH 1/2" CODE APPROVED RAIN SCREEN
 - WEATHER RESISTANT BARRIER (BUILDING PAPER)
 - 1/2" EXTERIOR SHEATHING,
 - 2X6 WOOD STUDS FRAMING AT 16" O.C.
 - R20 BATT INSULATION
 - ½" EXISTING DRYWALL ON 6 MIL POLY VAPOUR BARRIER
- W2 EXISTING WALLS (SIDING OR STUCCO)

 - EX. VINYL SIDING ON OR STUCCO
 - EX. BUILDING PAPER
 - EX. 3/8" EXTERIOR SHEATHING,
 - EX.2X6 WOOD STUDS FRAMING AT 16" O.C.
 - EX.R20 BATT INSULATION
 - EXISTING 1/2" DRYWALL ON 6 MIL POLY VAPOUR BARRIER
- W3 EXISTING WALLS (BRICK VENEER)

 - EX. BRICK VENEER/STONE ON
 - EX. 3/8" EXTERIOR SHEATHING,
 - EX. 2x6" WOOD STUDS FRAMING C/W
 - EX.R20 BATT INSULATION
 - EX. 6 MIL POLY VAPOR BARRIER
 - EX. 1/2" DRYWALL
- W4 EXISTING FOUNDATION WALLS

 - EX. DAMPPROOFING
 - EX. FND WALL
 - EX. BATT INSULATION MIN 24" BELOW FINISH GRADE
 - EX. 6 MIL POLY VAPOR BARRIER
 - EX. 1/2" DRYWALL
- P1 EXISTING & NEW INTERIOR WALL

 - 1/2" (13mm) GYPSUM WALL BOARD ON BOTH SIDES OF
 - 2X4 or 2x6 WOOD STUD FRAMING @ 16 O.C
 - PARTITION FROM FIN. FLOOR TO U/S OF CEILING
 - NOTE : USE ATTENUATION BATT FOR WASHROOMS
- P2 EXISTING & NEW INTERIOR WALL (FIRE RATED 45 MIN - W1b OR ANY ALTERNATIVE)

 - 1/2" (13mm) GYPSUM WALL BOARD ON BOTH SIDES OF
 - 2X4 WOOD STUD FRAMING @ 16 O.C
 - 89 MM ABSORPTIVE MATERIAL
 - 1/2" (13mm) TYPE X GYPSUM WALL BOARD
 - PARTITION FROM FIN. FLOOR TO U/S OF DECK
- P3 EXISTING & NEW INTERIOR WALL (FIRE RATED 30 MIN - W1c OR ANY ALTERNATIVE)

 - 1/2" (13mm) GYPSUM WALL BOARD ON BOTH SIDES OF
 - 2X4 WOOD STUD FRAMING @ 16 O.C
 - 89 MM ABSORPTIVE MATERIAL
 - PARTITION FROM FIN. FLOOR TO U/S OF DECK
- C1 FLOORS & CEILINGS (FIRE RATED 45 MIN - F4c / F4d OR ANY ALTERNATIVE)

 - SUBFLOOR OF 15.5 MM PLYWOOD, OSB OR WAFERBOARD OR 17 MM TONGUE AND GROOVE LUMBER
 - ON WOOD JOIST SPACED NOT MORE THAN 610 MM OC
 - ABSORPTIVE MATERIAL IN CAVITY
 - 1 LAYER 15.9 MM TYPE X GYPSUM BOARD ON CEILING SIDE
- C2 FLOORS & CEILINGS (FIRE RATED 30 MIN - F5a OR F5b OR ANY ALTERNATIVE)

 - SUBFLOOR OF 15.5 MM PLYWOOD, OSB OR WAFERBOARD OR 17 MM TONGUE AND GROOVE LUMBER
 - ON WOOD JOIST SPACED NOT MORE THAN 610 MM OC
 - NO ABSORPTIVE MATERIAL IN CAVITY
 - STEEL FURRING CHANNELS SPACED 406 MM OR 610 MM
 - 1 LAYER 15.9 MM TYPE X GYPSUM BOARD ON CEILING SIDE

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Designer

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North Arrow

Legends

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QUALIFICATION INFORMATION

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Amr Serrag Eldin

NAME

SIGNATURE

45460

BCIN #

REGISTRATION INFORMATION

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ARCHICREATION DESIGN STUDIO Inc.

FIRM NAME

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BCIN #

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No.	Description	Date

ARCHICREATION

Project:

TRIPLEX HOUSE
2422 ROSSINI BLVD
WINDSOR ON N8W 4R1

Sheet Name

Construction Specifications

Project #

Prepared by
Sherif Saker

Date

JULY, 2021

Sheet

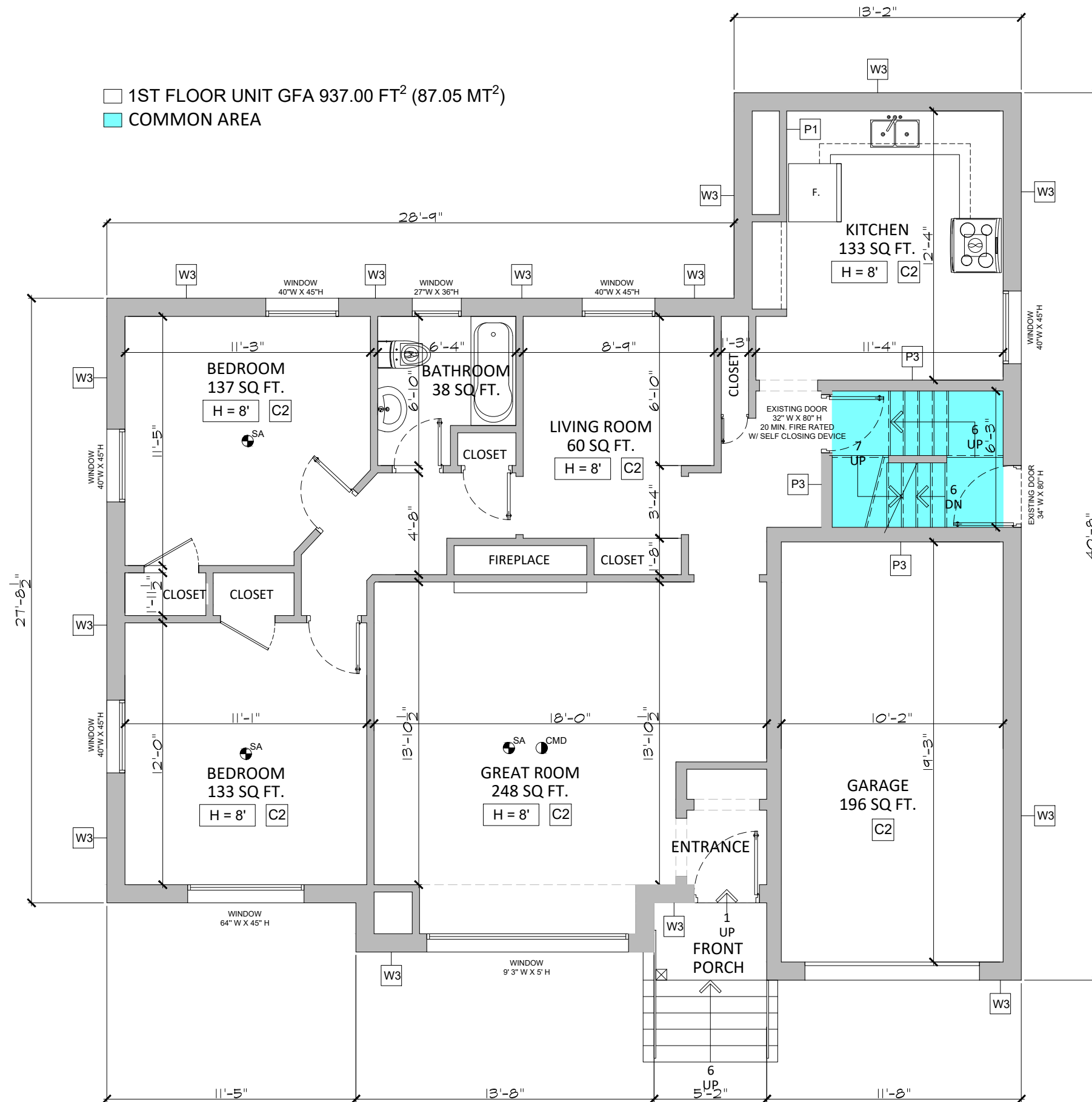
Scale

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AR-03



1ST FLOOR UNIT GFA 937.00 FT² (87.05 MT²)
 COMMON AREA

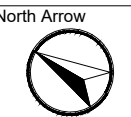


1 EXISTING FIRST FLOOR PLAN

General Notes

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Legends

EXISTING WALLS TO REMAIN

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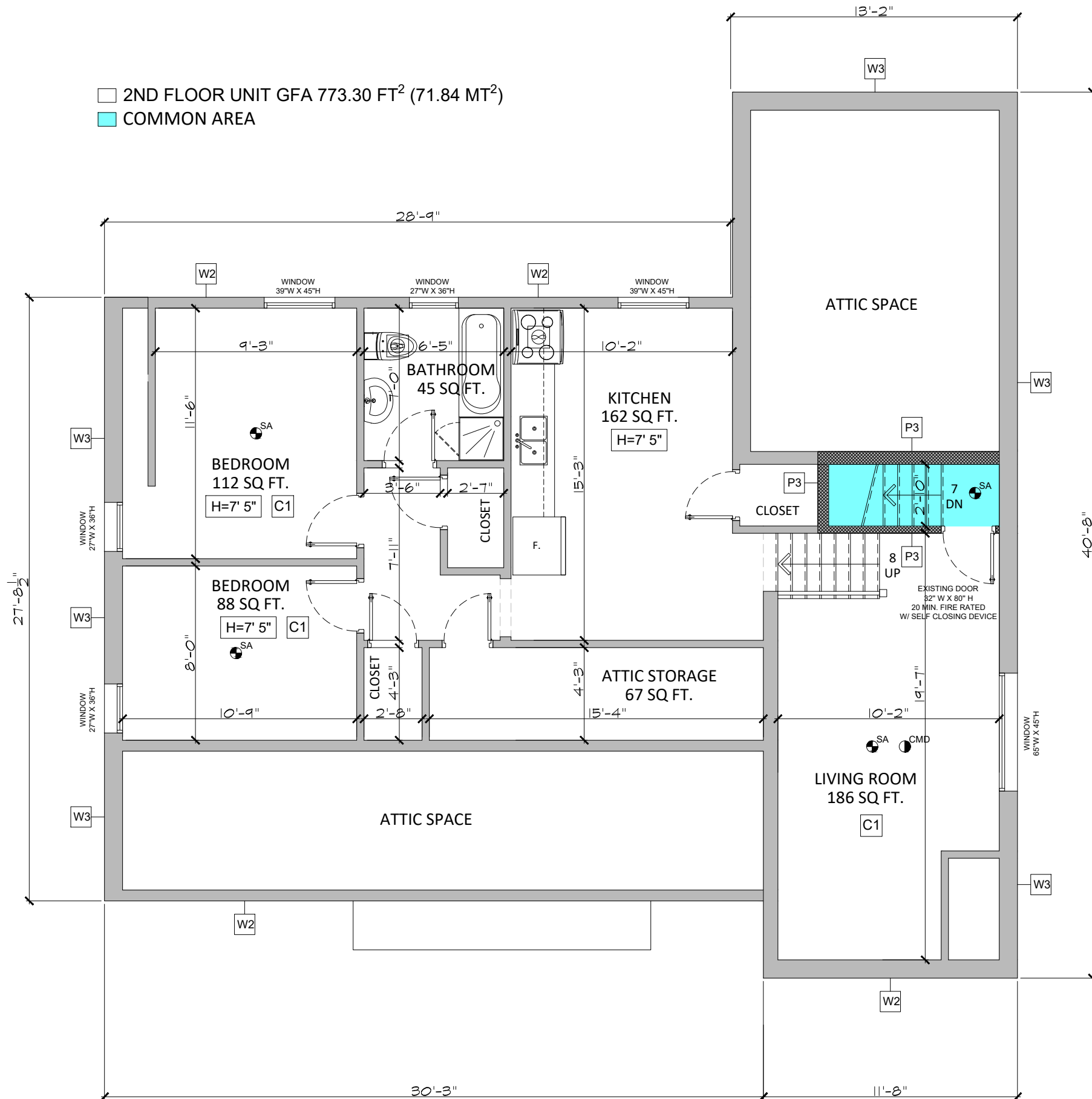


Project:
TRIPLEX HOUSE
 2422 ROSSINI BLVD
 WINDSOR ON N8W 4R1

Sheet Name
 EXISTING FIRST FLOOR PLAN

Project #	Prepared by Sherif Saker
Date JULY, 2021	Sheet
Scale 3/16"=1'0"	AR-05

2ND FLOOR UNIT GFA 773.30 FT² (71.84 MT²)
COMMON AREA

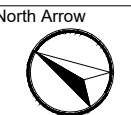


1 EXISTING SECOND FLOOR PLAN

General Notes

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Legends

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ARCHICREATION

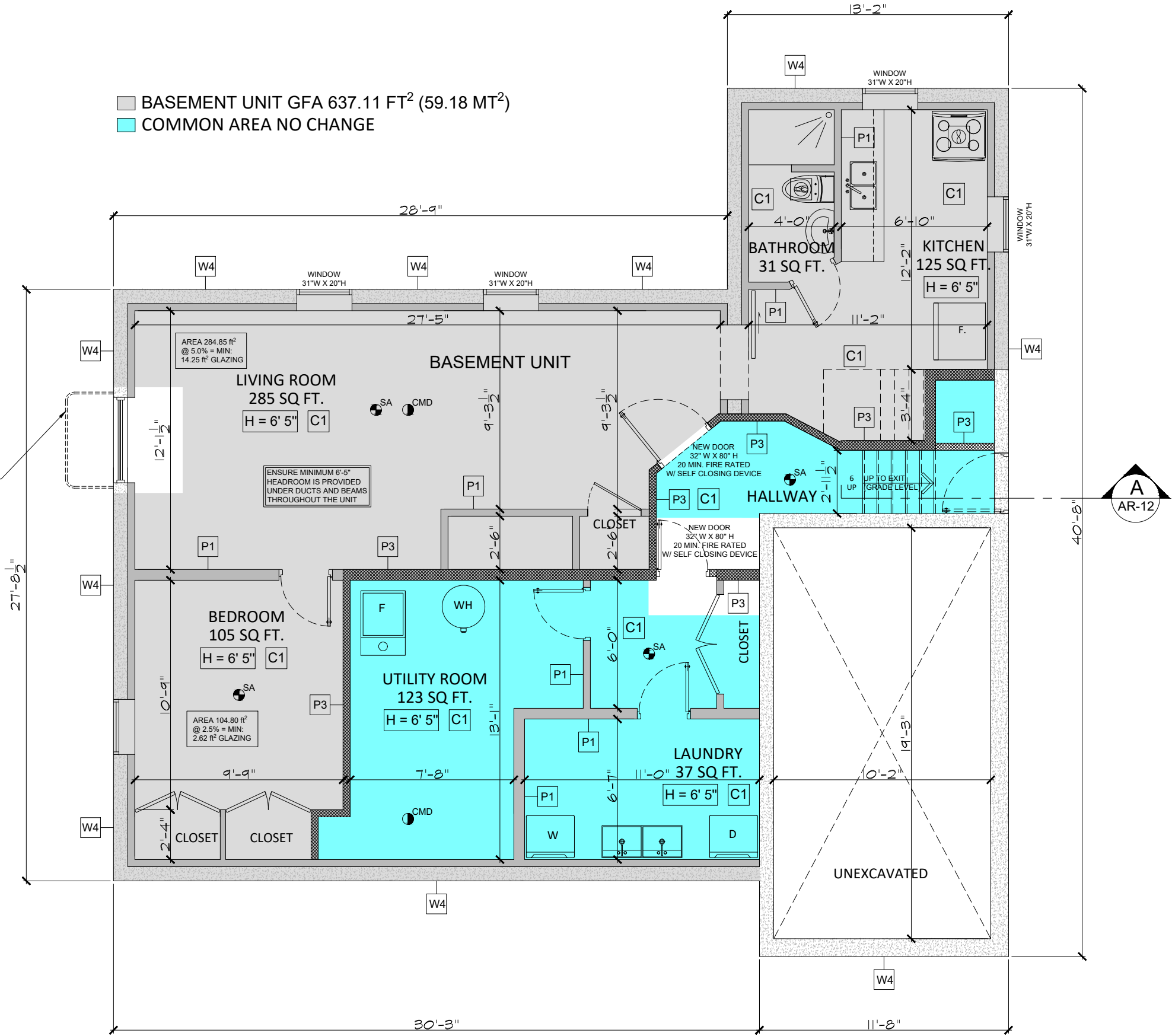
Project:
TRIPLEX HOUSE
2422 ROSSINI BLVD
WINDSOR ON N8W 4R1

Sheet Name
EXISTING SECOND FLOOR PLAN

Project #	Prepared by Sherif Saker
Date JULY, 2021	Sheet
Scale 3/16"=1'0"	AR-06

BASEMENT UNIT GFA 637.11 FT² (59.18 MT²)
COMMON AREA NO CHANGE

SAW CUT OPENING FOR
NEW SLIDING EGRESS WINDOW 42"W x 32"H
REPLACING EXISTING WINDOW 31"W x 20"H
CONFORMING TO OBC 9.9.9
L-100 x 100 x 6 mm
NEW WINDOW WELL ONLY IF REQUIRED
INSIDE SILL HEIGHT NOT MORE THAN 36"



1 PROPOSED BASEMENT FLOOR PLAN

- General Notes**
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North Arrow

Legends	
	EXISTING WALLS TO REMAIN
	EX. AREA WITHOUT CHANGES
	SHARED AREAS
	NEW WALLS
	FIRE SEPARATION WALLS
	SMOKE ALARM
	CO DETECTOR
	VENTILATION

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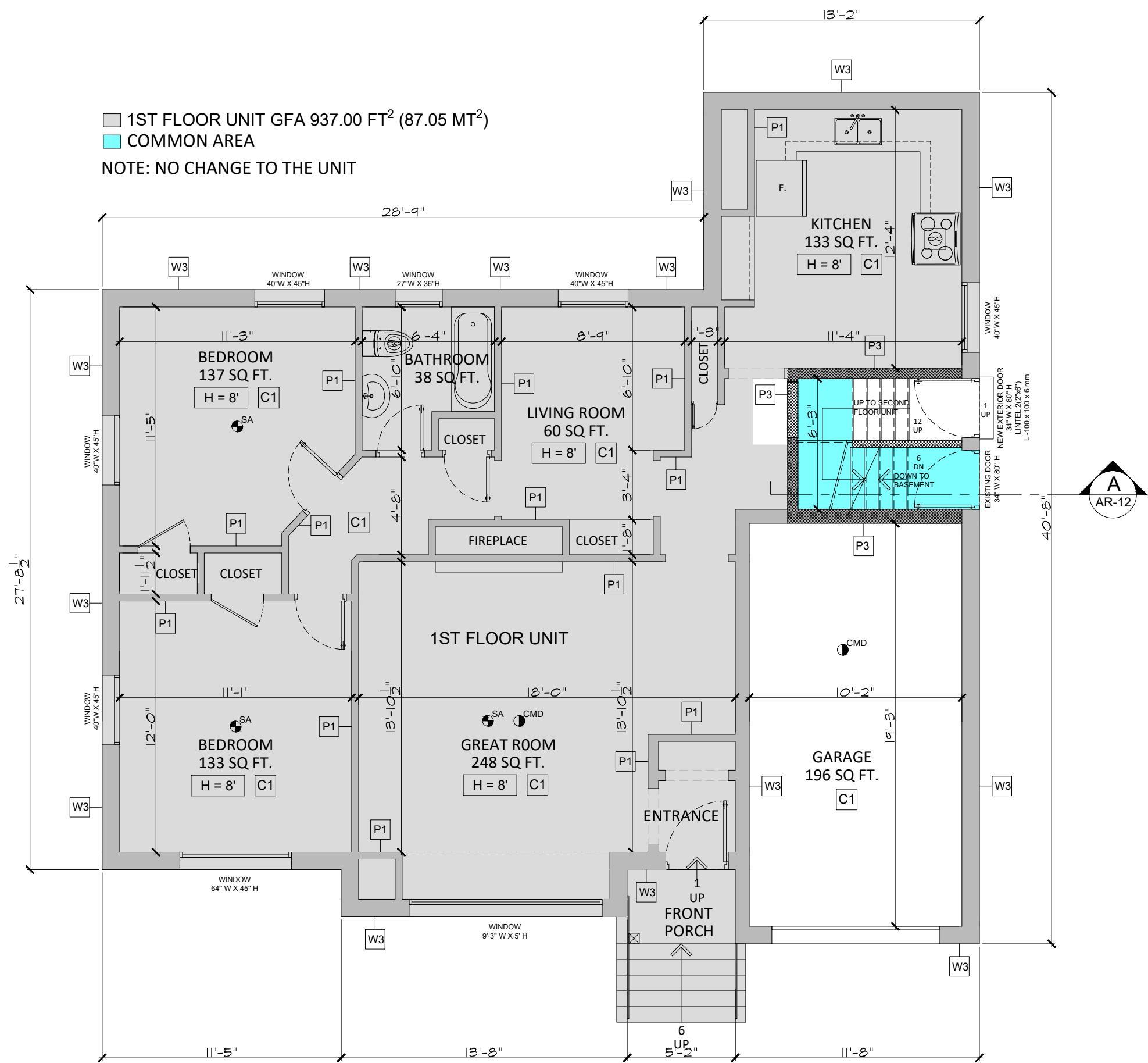
ARCHICREATION

Project:
TRIPLEX HOUSE
2422 ROSSINI BLVD
WINDSOR ON N8W 4R1

Sheet Name
PROPOSED BASEMENT FLOOR PLAN

Project #	Prepared by Sherif Saker
Date JULY, 2021	Sheet
Scale 3/16"=1'0"	AR-07

1ST FLOOR UNIT GFA 937.00 FT² (87.05 MT²)
COMMON AREA
NOTE: NO CHANGE TO THE UNIT



1 PROPOSED FIRST FLOOR PLAN

General Notes

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Legends

	EXISTING WALLS TO REMAIN
	EX. AREA WITHOUT CHANGES
	SHARED AREAS
	NEW WALLS
	FIRE SEPARATION WALLS
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Project:

TRIPLEX HOUSE

2422 ROSSINI BLVD

WINDSOR ON N8W 4R1

Sheet Name

PROPOSED FIRST FLOOR PLAN

Project #

Date

Scale

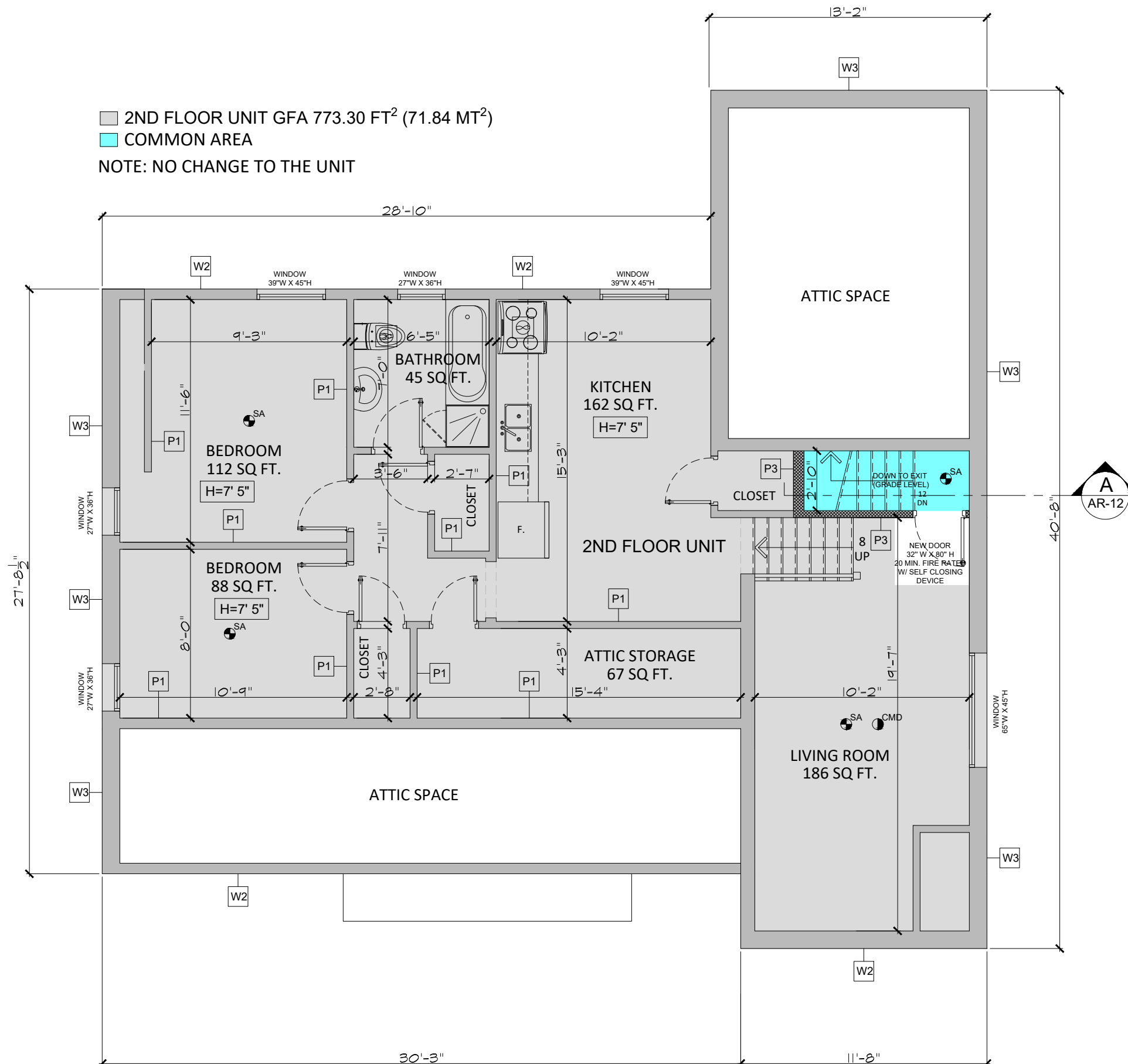
Prepared by

Sheet

AR-08

2ND FLOOR UNIT GFA 773.30 FT² (71.84 MT²)
COMMON AREA

NOTE: NO CHANGE TO THE UNIT



General Notes

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Legends	
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BCIN #

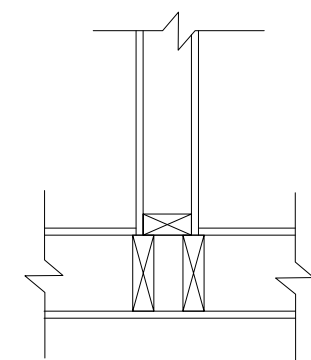
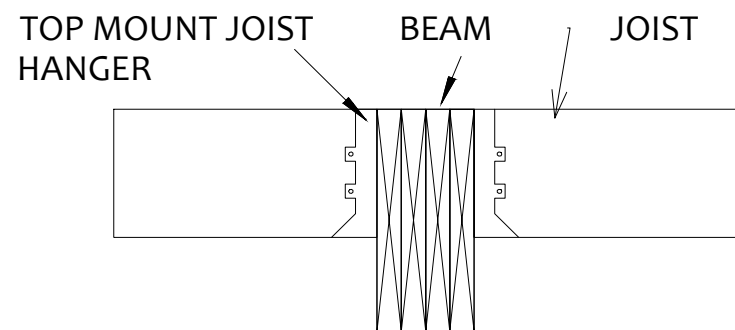
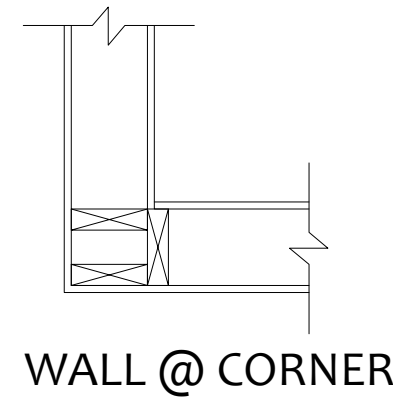
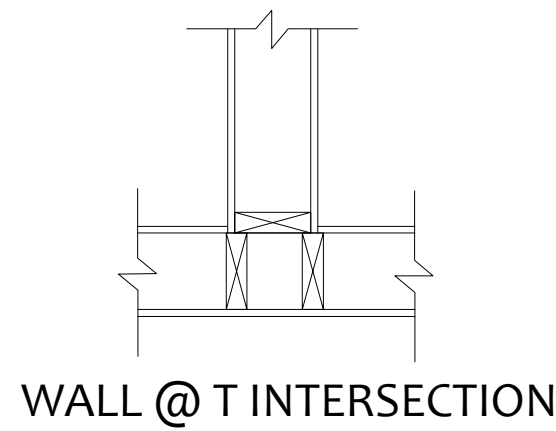
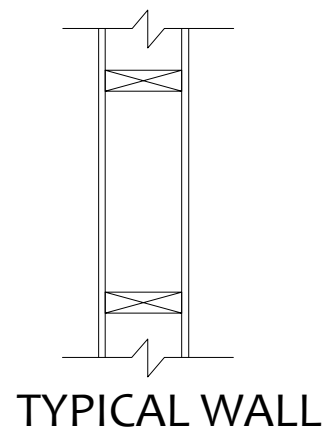
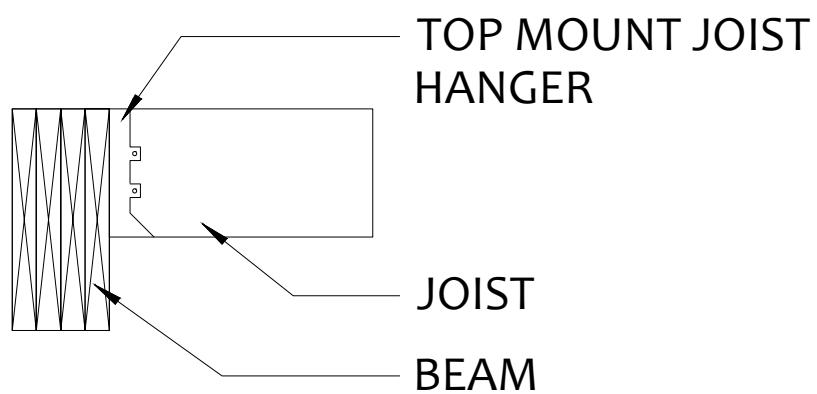
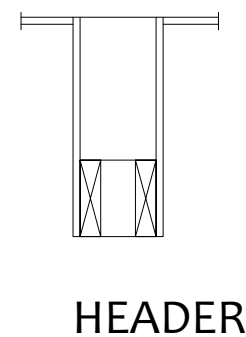
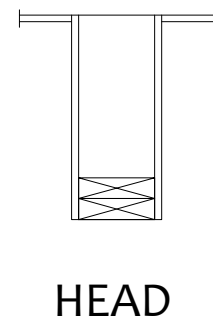
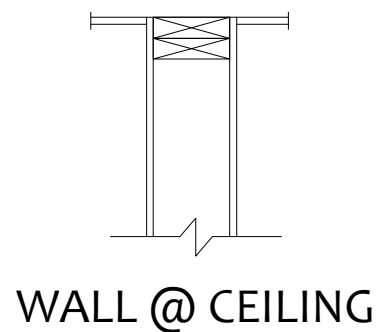
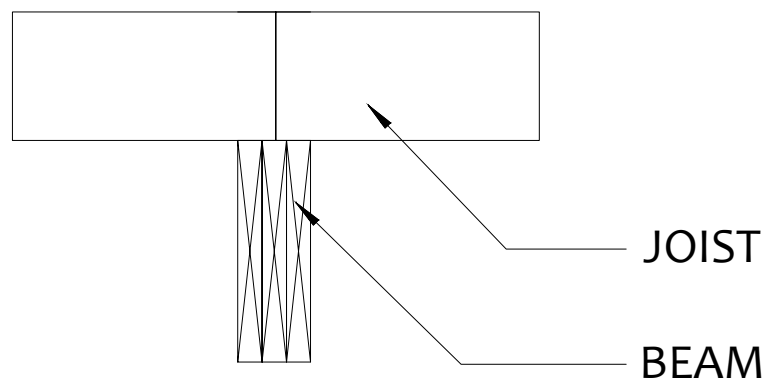
No.	Description	Date
03	Issued for Permit	15-11-21
02	Revision	09-11-21
01	Issued For COA	02-09-21

ARCHICREATION

Project:
TRIPLEX HOUSE
2422 ROSSINI BLVD
WINDSOR ON N8W 4R1

Sheet Name	
PROPOSED SECOND FLOOR PLAN	
Project #	Prepared by Sherif Saker
Date JULY, 2021	Sheet
Scale 3/16"=1'0"	AR-09

1 PROPOSED SECOND FLOOR PLAN



WALL @ T INTERSECTION
(2X4 & 2X6)

General Notes

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- 3-Failure to do so will be at Contractor's expense. drawings are not to be scaled, work to dimensions only.
- 4-The design is the property of:
ARCHICREATION DESIGN STUDIO Inc.
and cannot be used without written approval from the Designer.

Designer
Amr Serrag Eldin
T: (647)924-7611
E-mail : amr@archicreation.ca

North Arrow

Legends

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

QUALIFICATION INFORMATION
Required unless design is exempt under 3.2.5.1 of Division "C" of the Ontario Building Code

Amr Serrag Eldin
NAME SIGNATURE 45460
BCIN #

REGISTRATION INFORMATION
Required unless design is exempt under 3.2.4.1 of Division "C" of the Ontario Building Code

ARCHICREATION DESIGN STUDIO Inc.
FIRM NAME 101566
BCIN #

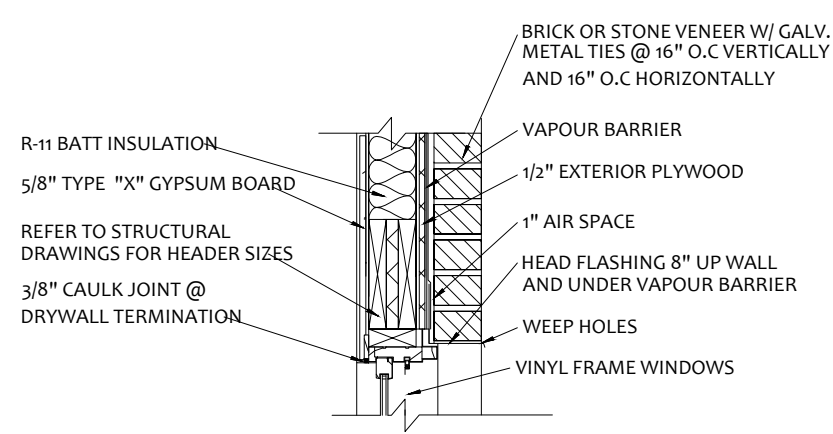
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02	Revision	09-11-21
01	Issued For COA	02-09-21

ARCHICREATION

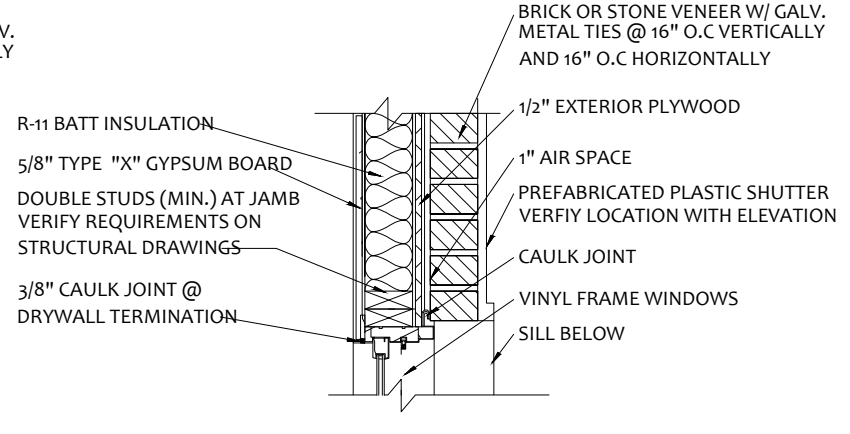
Project:
TRIPLEX HOUSE
2422 ROSSINI BLVD
WINDSOR ON N8W 4R1

Sheet Name
DETAILS

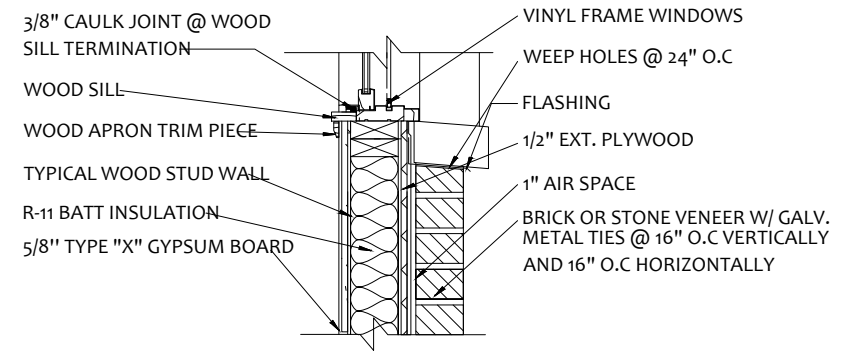
Project #	Prepared by Sherif Saker
Date JULY, 2021	Sheet
Scale 1"=1'0"	AR- 10



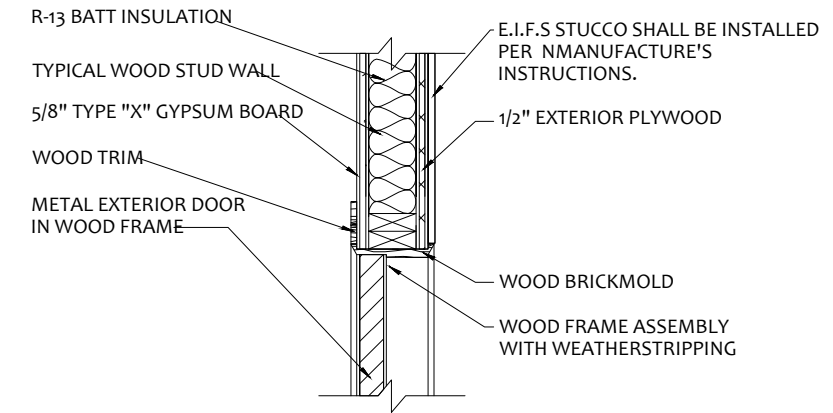
WINDOW DETAIL HEAD



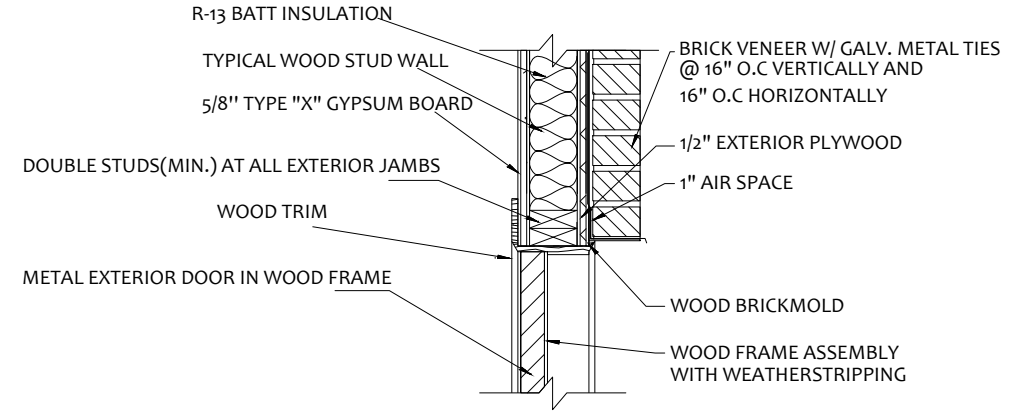
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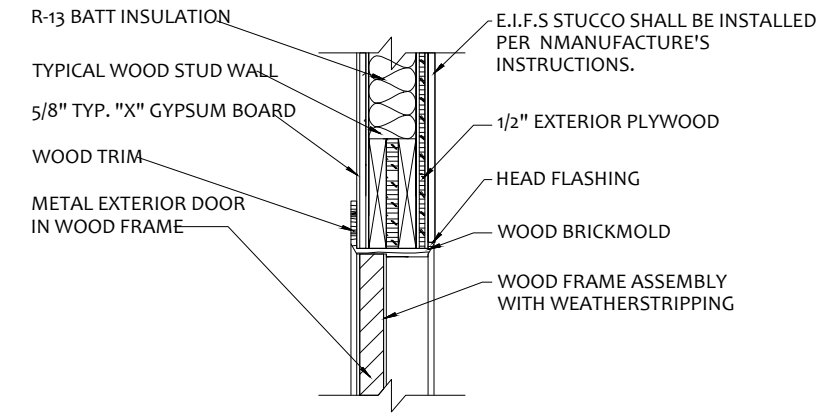
WINDOW DETAIL SILL



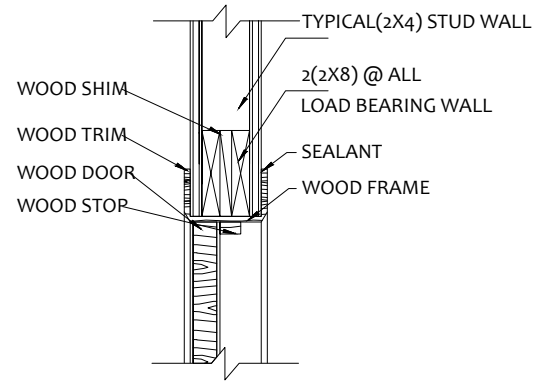
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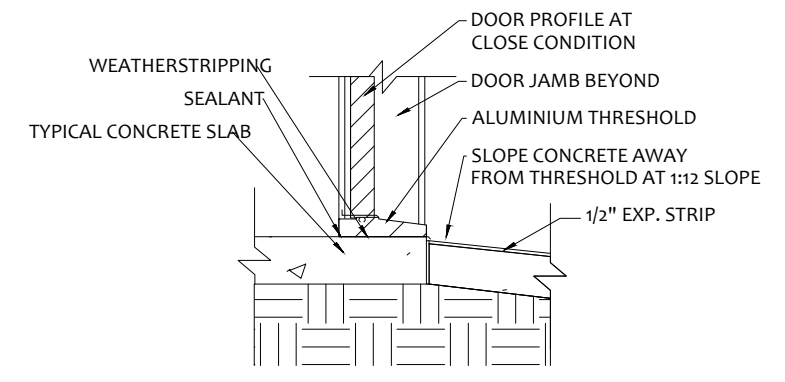
DOOR DETAIL JAMB



DOOR DETAIL HEAD



INTERIOR DOOR HEAD



THRESHOLD @ ENTRY

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Designer	North Arrow
Amr Serrag Eldin T: (647)924-7611 E-mail : amr@archicreation.ca	

Legends

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Amr Serrag Eldin
 NAME SIGNATURE 45460 BCIN #

REGISTRATION INFORMATION
 Required unless design is exempt under 3.2.4.1 of Division "C" of the Ontario Building Code

ARCHICREATION DESIGN STUDIO Inc. 101566
 FIRM NAME BCIN #

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No.	Description	Date

ARCHICREATION

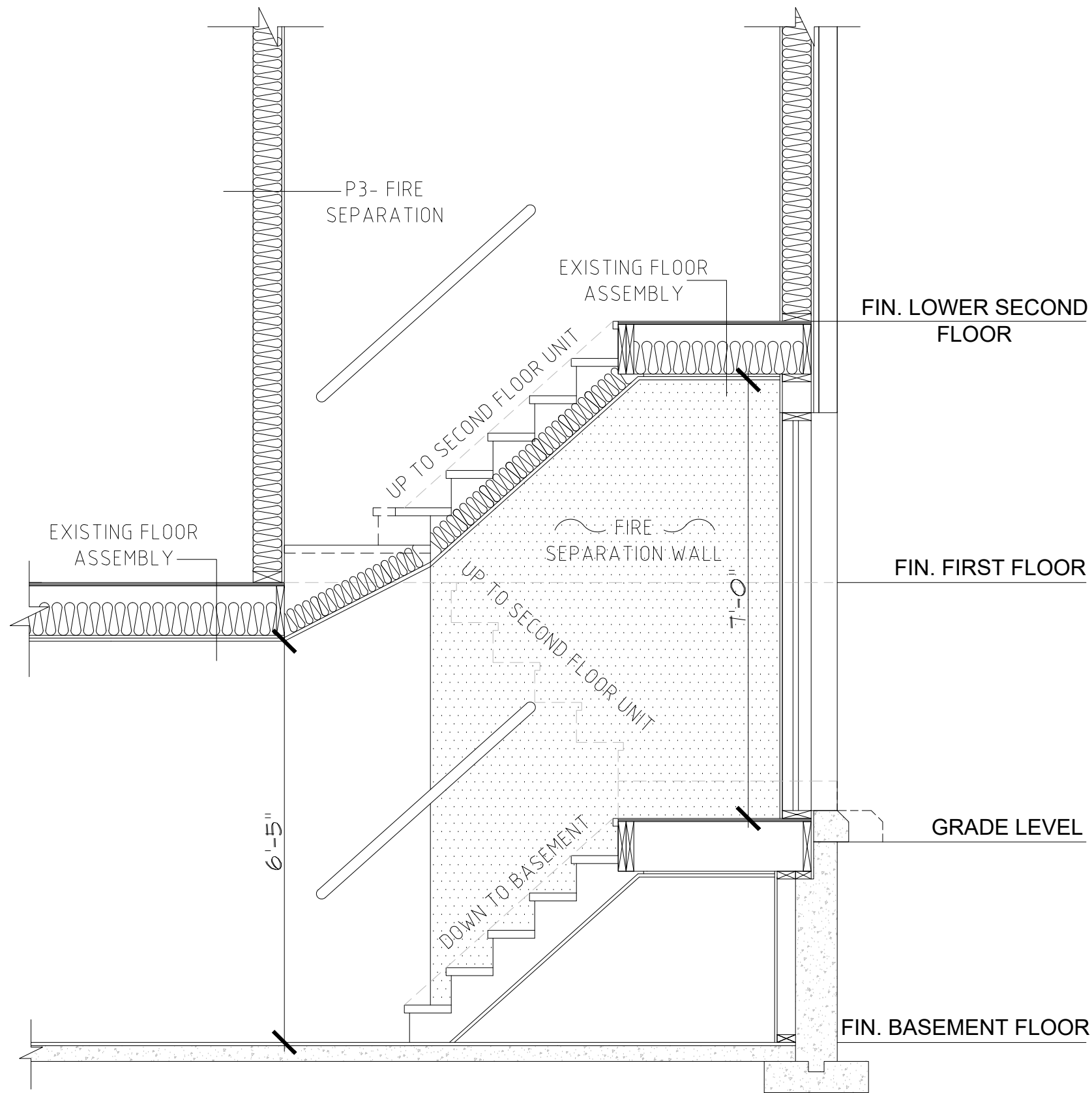
Project:

TRIPLEX HOUSE
 2422 ROSSINI BLVD
 WINDSOR ON N8W 4R1

Sheet Name

DETAILS

Project #	Prepared by
Date JULY, 2021	Sherif Saker
Scale 3/4"=1'0"	Sheet
	AR-11



General Notes

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Amr Serrag Eldin
NAME
SIGNATURE
45460
BCIN #

REGISTRATION INFORMATION
Required unless design is exempt under 3.2.4.1 of Division "C" of the Ontario Building Code

ARCHICREATION DESIGN STUDIO Inc.
FIRM NAME
101566
BCIN #

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03	Issued for Permit	15-11-21
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ARCHICREATION

Project:
TRIPLEX HOUSE
2422 ROSSINI BLVD
WINDSOR ON N8W 4R1

Sheet Name
DETAIL / SECTION

Project #	Prepared by Sherif Saker
Date JULY, 2021	Sheet
Scale 3/4"=1'0"	AR-12

DATE: DEC 6 2021

TO: City Solicitor

FROM: City Planner / Executive Director

RE: ZONING AMENDMENT BY-LAW FOR COUNCIL CONSIDERATION
Planning File Number: Z-035/21 ZNG/6573
Agenda.Net: S 166/2021
Clerks File: **ZB/**

APPLICANT: Chantelle Bayley

Address: 2422 Rossini Blvd, Windsor, ON N8W 4R1

Phone: 519-564-0104

Email: zhasa@hotmail.com

OWNER: Same as Applicant

Address:

Phone:

Email:

ROLL NO: 070 390 07900 0000

LOCATION: 2422 Rossini Blvd

COUNCIL APPROVAL DATE: **TBD** **CR/2022 DHSC**

ENCLOSURES:

☒ Schedule 1 - Draft Zoning Amendment

☒ Schedule 2 - Purpose and effect of the By-law and, if applicable, a Key Map

After approval, forward all schedules to City Clerk for submission to Council and public notification.

REQUIREMENTS PRIOR TO BY-LAW ENACTMENT AND NOTIFICATION:

1. Official Plan Amendment By-law Enactment: ☒ NO ☐ YES

2. Executed Servicing Agreement: ☒ NO ☐ YES

3. Other:

SIGNED _____

TH: ss

BY - LAW NUMBER -2022

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

Passed the day of , 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, BETWEEN YPRES STREET AND
SOMME AVE**

For the lands comprising Lot 81 and Pt Blk 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 provisions:

- a) Lot Width – minimum 15.0 m
- b) Lot Area – minimum 450.0 m²
- c) Lot Coverage – maximum 45.0%
- d) Main Building Height – maximum 10.0 m
- e) Front Yard Depth – minimum 6.0 m
- f) Rear Yard Depth – minimum 7.50 m
- g) 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, Between Ypres St and Somme Ave)	- -	S.20(1) 431

DREW DILKENS, MAYOR

CLERK

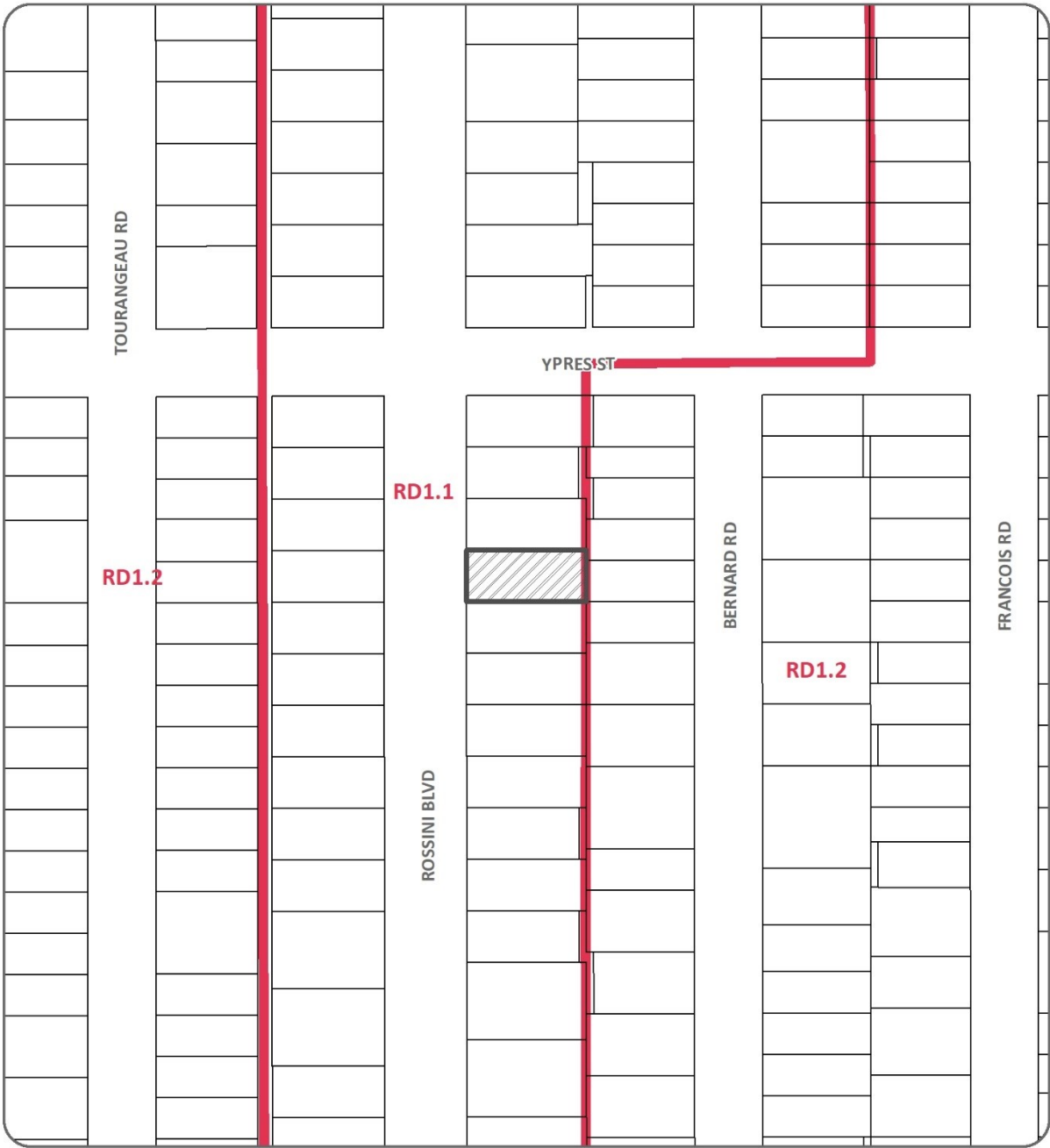
First Reading - , 2022
Second Reading - , 2022
Third Reading - , 2022

SCHEDULE 2

1. By-law _____ has the following purpose and effect

To amend the zoning of Plan 1102 Lot 81 and Pt Blk I, municipally known as 2422 Rossini Blvd; Roll No Roll No. 070 390 07900 0000; 0136-20188), situated East Side of Rossini Blvd, between Ypres St and Somme Ave), by adding a site specific exception to Section 20(1) to allow one *multiple dwelling* with a maximum of three *dwelling units* as an additional permitted main use on the subject property and subject to site specific provisions.

2. Key map showing the location of the lands to which By-law _____ applies.



PART OF ZONING DISTRICT MAP 11

N.T.S.

SCHEDULE 2

Applicant: Chantelle Bayley



SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT



DATE : OCTOBER, 2021
FILE NO. : Z-035/21, ZNG/6573

29 Dec 2021

Originally submitted at January 10, 2022
DHSC Meeting
Written Submission

File Number ZNG/6573 Z-035/21

Re Location : 2422 Rossini Blvd Applicant : Chantelle Bayley

Attention City Clerk:

Please accept this letter in opposition to the aforementioned applicant's request to amend the Zoning By-law to add "Multiple Dwelling with maximum of three (3) units for the property located at 2422 Rossini Blvd.

Our family has resided at our 2428 Rossini Blvd home, which is located directly next door to the applicant's property, for more than 56 years and have always enjoyed the quiet character and integrity of the neighbourhood. However in the past several years Ms Bayley has been using the dwelling as a 3 unit rental contrary to proper zoning. During this time we have experienced additional pressure on limited parking resources; disruptive and undesirable tenants; and insufficient property upkeep. Further Ms. Bayley is an absentee landlord making it difficult to direct concerns efficiently.

For the aforementioned reasons we strongly oppose the request to grant the amendment of zoning for 2422 Rossini Blvd.

If you have any further questions or concerns please feel free to contact us.

Yours truly,

Bob and Evelyn Morin



Committee Matters: SCM 22/2022

Subject: Rezoning - Brisson Property Management - 2920 Langlois - Z-033/21 ZNG/6544 - Ward 10

Moved by: Councillor Morrison

Seconded by: Member Moore

Decision Number: **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: S 168/2021

Clerk's File: ZB/14230

Clerk's Note:

1. The recommendation of the Standing Committee and Administration are the same.
2. Please refer to Item 7.3 from the Development & Heritage Standing Committee Meeting held January 10, 2022.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20220117/-1/6298>

Subject: Rezoning - Brisson Property Management - 2920 Langlois - Z-033/21 ZNG/6544 - Ward 10

Reference:

Date to Council: January 10, 2022
Author: Adam Szymczak, MCIP, RPP
Senior Planner
519-255-6543 x 6250
aszymczak@citywindsor.ca

Planning & Building Services
Report Date: December 2, 2021
Clerk's File #: ZB/14230

To: Mayor and Members of City Council

Recommendation:

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).

Executive Summary:

N/A

Background:**Application Information:**

Location: 2920 Langlois Avenue
(Lot 5 & Part Lot 6, Registered Plan 1246; Roll No 070-070-02200; East side of Langlois, south of Grand Marais Road East)

Ward: 10

Planning District: Remington Park

Zoning District Map: 8

Applicant/Owner: Brisson Property Management Inc (Michael Brisson)

Agent: Michael Stamp

Proposal:

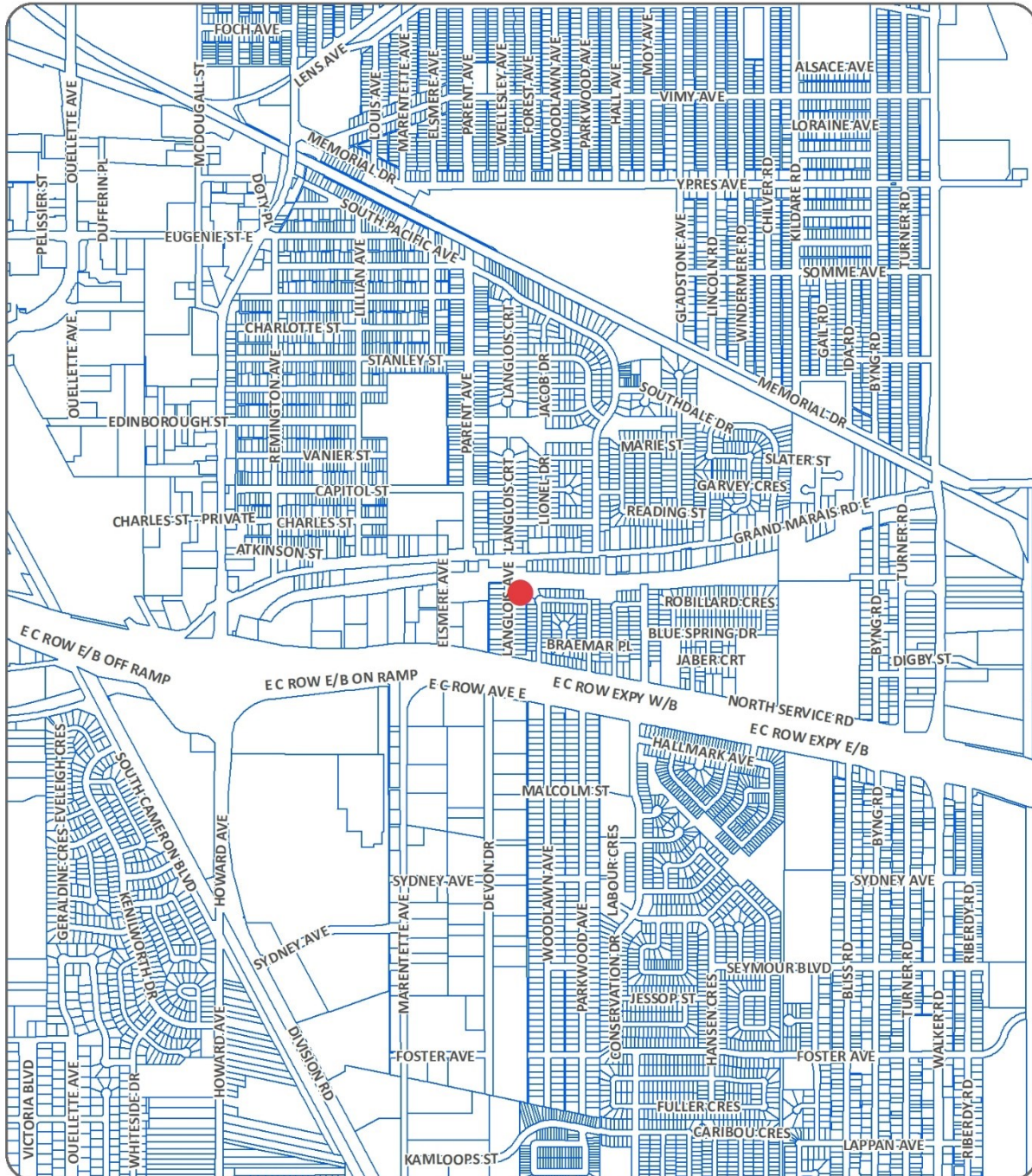
The applicant is proposing to demolish the existing single unit dwelling with an accessory building and construct one semi-detached dwelling. The applicant is requesting an amendment to Zoning By-law 8600 to change the zoning of the subject parcel from Residential District 1.1 (RD1.1) to Residential District 2.1 (RD2.1).

Submitted Information: Application Form; Conceptual Site Plan (See Appendix A)

Site Information:

OFFICIAL PLAN	ZONING	CURRENT USE	PREVIOUS USE
Residential	Residential District 1.1 (RD1.1)	Single Unit Dwelling	N/A
LOT WIDTH	LOT DEPTH	LOT AREA	LOT SHAPE
19.2 m	45.1 m	866.1 sq. m	Rectangular
62.9 ft	148 ft	9,322.6 sq. ft.	
All measurements are provided by applicant and are approximate.			

Figure 1: Key Map

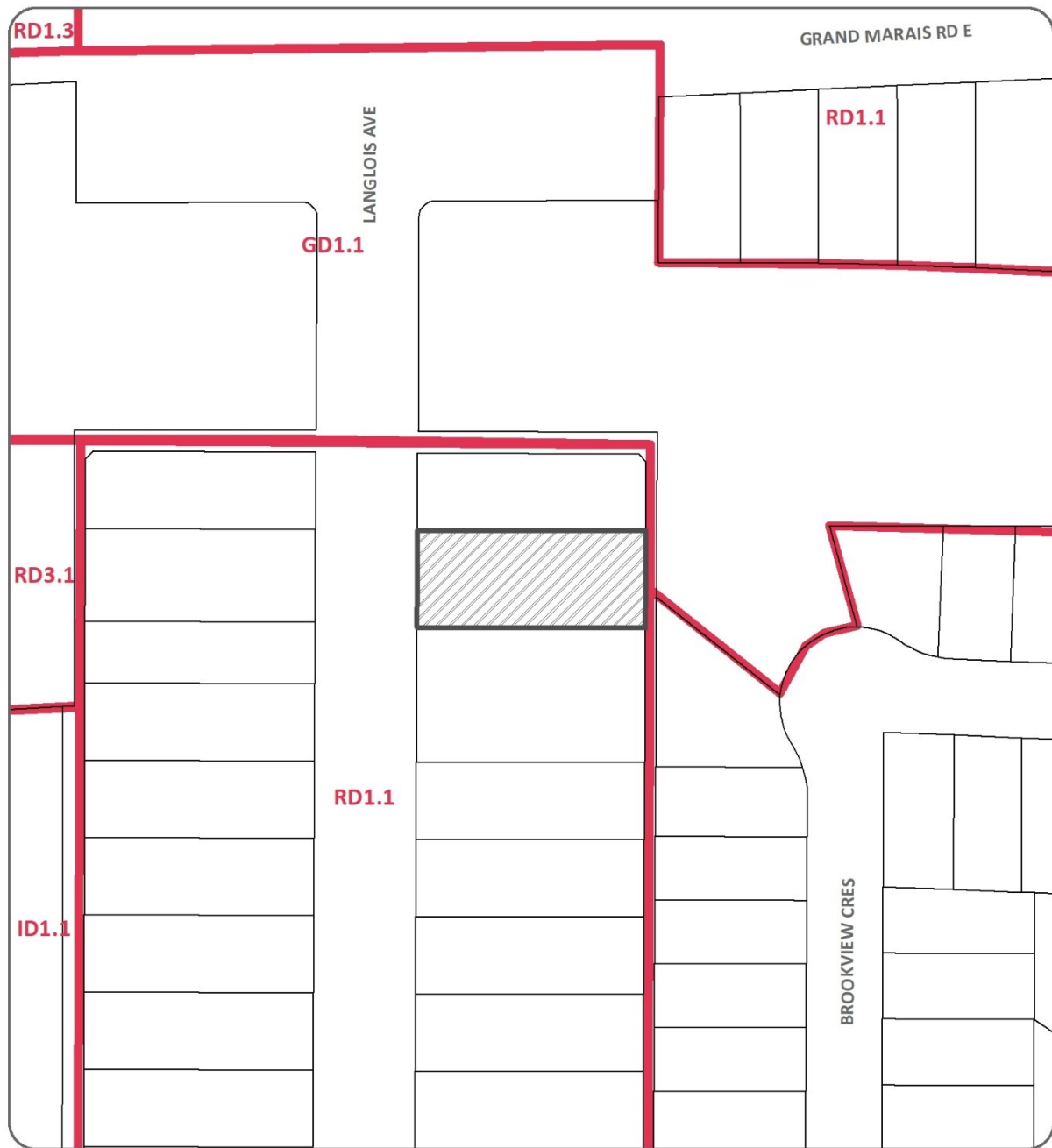


KEY MAP - Z-033/21, ZNG-6544



● SUBJECT LANDS

Figure 2: Subject Parcel - Rezoning



PART OF ZONING DISTRICT MAP 8

N.T.S.

REZONING

Applicant: Brisson Property Management



SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : OCTOBER, 2021
FILE NO. : Z-033/21, ZNG/6544

Figure 3: Neighborhood Map



NEIGHBOURHOOD MAP - Z-033/21, ZNG/6544



SUBJECT LANDS

Neighbourhood Characteristics:

The subject parcel is located in an established residential neighbourhood occupied by low density residential development. The predominant dwelling type is a single unit dwelling.

To the north is the Grand Marais Drain, a municipal drain, Grand Marais Road East, and more low-density dwellings. To the east are low density dwellings. To the south, are low density dwellings, North Service Road, EC Row Expressway, a major east-west highway, EC Row Avenue East, and the Devon industrial area. Devonshire Mall, a large regional shopping centre, is to the southwest. To the west is low density dwellings, a place of worship, and multiple dwellings and east of Elsmere Avenue towards Howard Avenue is a mix of industrial and office uses. To the northwest is the Grand Marais Drain, a small plaza with a convenience store, laundromat, food outlet and restaurant and a place of worship.

The nearest school, Our Lady of Perpetual Help (Separate Elementary), is approximately 500 m walking distance to the northwest. There are numerous parks in the surrounding area including a tot lot to the east of the subject parcel, Remington Park to the northwest which also includes a public library, playing fields, swimming pool, tennis and basketball courts, dog park, and a large modern playground.

Langlois Avenue is classified as a Local Road, has a two-lane rural cross section with no curbs or sidewalks and ditches/swales adjacent to the road. Grand Marais Road East is a Class I Collector Road. North Service Road is a Local Road.

A multi-use trail is located on the south side of Grand Marais Drain which provides access to Howard Avenue to the west and Walker Road to the east. Parent Avenue is designated as a Bike Route north of Grand Marais Road. North Service Road has marked bike lanes on both sides.

Transit Windsor operates the Parent 14 bus route which travels along this portion of Langlois Avenue with bus stops at the intersection of Langlois and Grand Marais and Langlois and North Service Road. The Transit Master Plan recommends a Local Route along this portion of Langlois between Grand Marais Road and North Service Road.

No municipal infrastructure or service deficiencies have been identified.

Discussion:

Provincial Policy Statement, 2020

The Provincial Policy Statement (PPS) provides direction on matters of provincial interest related to land use planning and development and sets the policy foundation for regulating the development and use of land in Ontario.

Policy 1.1.1 of the PPS states:

“Healthy, liveable and safe communities are sustained by:

a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;

- b) *accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;*
- e) *promoting the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs;*

The proposed semi-detached dwelling development represents an efficient development and land use pattern that will have no adverse impact on the financial well-being of the City of Windsor, land consumption, and servicing costs, accommodates an appropriate range of residential uses, and optimizes investments in transit. The requested zoning amendment is consistent with Policy 1.1.1 of the PPS.

Policy 1.1.3.1 of the PPS states:

“Settlement areas shall be the focus of growth and development.”

Policy 1.1.3.2 of the PPS states:

“Land use patterns within settlement areas shall be based on densities and a mix of land uses which:

- a) efficiently use land and resources;*
- b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;*
- e) support active transportation;*
- f) are transit-supportive, where transit is planned, exists or may be developed;”*

The subject parcel is located within the settlement area. The proposed zoning amendment promotes land uses that make efficient use of land and existing infrastructure. Active transportation options and transit services are located near the parcel. The zoning amendment is consistent with PPS Policies 1.1.3.1 and 1.1.3.2.

The proposed amendment to Zoning By-law 8600 is consistent with the PPS.

Official Plan

Relevant excerpts from the Official Plan are attached as Appendix C. The subject property is designated Residential on Schedule D: Land Use of the City of Windsor Official Plan.

Objective 6.3.1.1 supports a complementary range of housing forms and tenures in all neighbourhoods. Objective 6.3.1.2 seeks to promote compact neighbourhoods and balanced transportation systems. Objective 6.3.1.3 seeks to promote selective residential redevelopment, infill and intensification initiatives. The proposed semi-detached dwelling represents a complementary and compact form of housing, redevelopment, and intensification that is near sources of transportation. The zoning amendment satisfies the objectives set out in Section 6.3.1 of the Official Plan.

The proposed semi-detached dwelling is classified as a small-scale Low Profile housing development under Section 6.3.2.3 (a), a permitted use in the Residential land use designation (Section 6.3.2.1). The proposed development is compatible with the surrounding land uses (Section 6.3.2.5 (c)) and no deficiencies in municipal physical services and emergency services have been identified (Section 6.3.2.5 (e)). The zoning amendment conforms to the policies in Sections 6.3.2.1 and 6.3.2.5 of the Official Plan.

The zoning amendment conforms to the Zoning Amendment Policies, Section 11.6.3.1 and 11.6.3.3, of the Official Plan.

The proposed change to Zoning By-law 8600 conforms to the general policy direction of the Official Plan.

Zoning By-Law

Relevant excerpts from Zoning By-law 8600 are attached as Appendix D.

The applicant is requesting a change from Residential District 1.1 (RD1.1) to a Residential District 2.1 (RD2.1), a zoning district that permits one single unit dwelling, one semi-detached dwelling, or one duplex dwelling subject to specific lot and building provisions for each permitted dwelling type.

The RD2.1 zoning district is an appropriate zoning category and is compatible with the existing uses in the neighbourhood. RD2.1 permits one semi-detached dwelling on a lot with a minimum width of 15.0 m and a minimum area of 450.0 m², with a minimum front yard depth of 6.0, a minimum rear yard depth of 7.50 m and a minimum side yard width of 1.20 m. The minimum building height is 10.0 m with a maximum lot coverage of 45%.

The lot has a width of 19.2 metres and an area of 866 m². These exceed the requirements in RD2.1. The proposed semi-detached dwelling complies with all zoning requirements. No zoning deficiencies have been identified or requested.

Site Plan Control

The development is not subject to site plan control.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

In general, residential intensification minimizes the impact on the Community greenhouse gas emissions as these developments create complete communities and neighbourhoods while using currently available infrastructure such as sewers, sidewalks, and public transit.

Climate Change Adaptation:

The proposed construction of a new dwelling provides an opportunity to increase resiliency for the development and surrounding area.

Financial Matters:

N/A

Consultations:

Comments received from municipal departments and external agencies are attached as Appendix E. There are no objections to the proposed amendment. Any specific requirements will be handled during the building permit process.

Public Notice: Statutory notice was advertised in the Windsor Star, a local daily newspaper. A courtesy notice was mailed to property owners and residents within 120m of the subject parcel.

Planner's Opinion:

The *Planning Act* requires that a decision of Council in respect of the exercise of any authority that affects a planning matter, “*shall be consistent with*” Provincial Policy Statement 2020. The requested zoning amendment has been evaluated for consistency with the Provincial Policy Statement 2020 and conformity with the policies of the City of Windsor Official Plan.

Based on the information presented in this report, it is my opinion that an amendment to Zoning By-law 8600 to rezone the subject parcel from Residential District 1.1 (RD1.1) to Residential District 2.1 (RD2.1) is consistent with the PPS 2020, is in conformity with the City of Windsor Official Plan, and constitutes good planning.

Conclusion:

Staff recommend that Zoning By-law 8600 be amended to permit a rezoning of the subject parcel from Residential District 1.1 (RD1.1) to Residential District 2.1 (RD2.1) to allow the construction of one semi-detached dwelling.

Planning Act Matters:

I concur with the above comments and opinion of the Registered Professional Planner.

Neil Robertson, MCIP, RPP
Manager of Urban Design

Thom Hunt, MCIP, RPP
City Planner

I am not a Registered Professional Planner and have reviewed as a Corporate Team Leader

SAH JR

Approvals:

Name	Title
Neil Robertson	Manager of Urban Design / Deputy City Planner
Thom Hunt	City Planner / Executive Director, Planning & Development Services
Wira Vendrasco	Deputy City Solicitor, Legal Services & Real Estate
Shelby Askin Hager	Commissioner, Legal & Legislative Services
Jason Reynar	Chief Administrative Officer

Notifications:

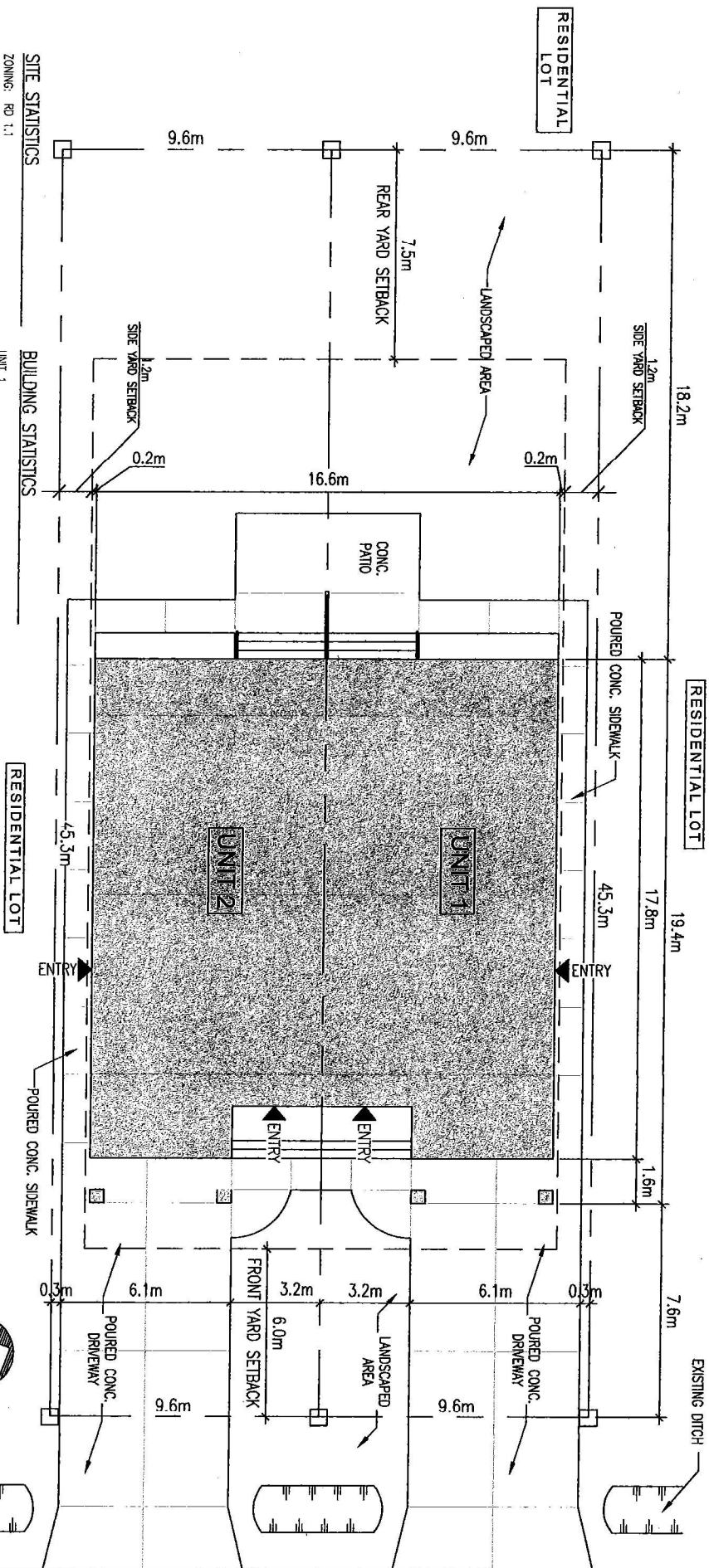
Name	Address	Email
Brisson Property Management Inc. (Michael Brisson)	2953 Langlois Ave Windsor ON N8X 4M6	mike@brissonsales.com
Michael Stamp	1029 Hacienda Way Windsor ON N9G 2T7	mgstamp65@gmail.com
Councillor Morrison		
Property owners and tenants within 120 m of the subject parcel		

Appendices:

- 1 Appendix A - Conceptual Site Plan
- 2 Appendix B - Site Images
- 3 Appendix C - Extracts from Official Plan
- 4 Appendix D - Extracts from Zoning By-law 8600
- 5 Appendix E - Consultation
- 6 Draft Amending By-law

SITE PLAN

SITE STATISTICS	
ZONING: RD 1:1	
SITE AREA	
TOTAL SITE AREA:	= 872.80 m ²
BUILDING FOOTPRINT	
TOTAL BUILDING AREA:	= 283.35 m ²
LOT COVERAGE:	= 32.47%
MAX LOT COVERAGE:	= 45%
BUILDING STATISTICS	
UNIT 1	
FIRST FLOOR	= 110.13 m ²
SECOND FLOOR	= 141.67 m ²
GARAGE	= 31.54 m ²
BASEMENT	= 101.53 m ²
TOTAL UNIT AREA:	= 384.87 m ²
UNIT 2	
FIRST FLOOR	= 110.13 m ²
SECOND FLOOR	= 141.67 m ²
GARAGE	= 31.54 m ²
BASEMENT	= 101.53 m ²
TOTAL UNIT AREA:	= 384.87 m ²
TOTAL BUILDING AREA:	= 769.74 m ²



4/13/21

APPENDIX B - SITE IMAGES (Google Street View)

IMAGE 1



**Subject Parcel – 2920 Langlois Avenue - Looking east
(L to R: 2916, 2920, 2928 Langlois)**

IMAGE 2



**Looking south on Langlois Avenue towards North Service Road
Subject parcel is on the left side of the image**

IMAGE 3



**Looking west from subject parcel
(L to R: 2929, 2925, 2921, 2917 Langlois)**

IMAGE 4



**Looking north on Langlois Avenue towards Grand Marais Drain and
Grand Marais Road East**

Subject parcel is on the right side of the image

APPENDIX C - Extracts from City of Windsor Official Plan

VOLUME I – LAND USE

6.3 Residential

The lands designated as “Residential” on Schedule D: Land Use provide the main locations for housing in Windsor outside of the City Centre Planning District. In order to develop safe, caring and diverse neighbourhoods, opportunities for a broad range of housing types and complementary services and amenities are provided.

The following objectives and policies establish the framework for development decisions in Residential areas.

6.3.1 Objectives

<i>RANGE OF FORMS & TENURES</i>	6.3.1.1	To support a complementary range of housing forms and tenures in all neighbourhoods.
<i>NEIGHBOURHOODS</i>	6.3.1.2	To promote compact neighbourhoods which encourage a balanced transportation system.
<i>INTENSIFICATION, INFILL & REDEVELOPMENT</i>	6.3.1.3	To promote selective residential redevelopment, infill and intensification initiatives.

6.3.2 Policies

In order to facilitate the orderly development and integration of housing in Windsor, the following policies shall apply.

<i>PERMITTED USES</i>	6.3.2.1	Uses permitted in the Residential land use designation identified on Schedule D: Land Use include Low, Medium and High Profile dwelling units.
<i>TYPES OF LOW PROFILE HOUSING</i>	6.3.2.3	For the purposes of this Plan, Low Profile housing development is further classified as follows: <ul style="list-style-type: none"> (a) small scale forms: single detached, semi-detached, duplex and row and multiplexes with up to 8 units; and (b) large scale forms: buildings with more than 8 units.

EVALUATION 6.3.2.5
CRITERIA FOR A
NEIGHBOURHOOD
DEVELOPMENT
PATTERN

At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed residential development within an area having a Neighbourhood development pattern is:

- (a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:
 - (i) within or adjacent to any area identified on Schedule C: Development Constraint Areas and described in the Environment chapter of this Plan;
 - (ii) adjacent to sources of nuisance, such as noise, odour, vibration and dust;
 - (iii) within a site of potential or known contamination;
 - (iv) where traffic generation and distribution is a provincial or municipal concern; and
 - (v) adjacent to heritage resources.
- (b) in keeping with the goals, objectives and policies of any secondary plan or guideline plan affecting the surrounding area;
- (c) compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas;
- (d) provided with adequate off street parking;
- (e) capable of being provided with full municipal physical services and emergency services; and
- (f) facilitating a gradual transition from Low Profile residential development to Medium and/or High profile development and vice versa, where appropriate.

VOLUME I – TOOLS**11.6.3 Zoning By-law Amendment Policies*****AMENDMENTS
MUST CONFORM***

11.6.3.1 All amendments to the Zoning By-law(s) shall conform with this Plan. The Municipality will, on each occasion of approval of a change to the zoning by-law(s), specify that conformity with the Official Plan is maintained or that the change will be in conformity upon the coming into effect of an amendment to the Official Plan.

***EVALUATION
CRITERIA***

- 11.6.3.3 When considering applications for Zoning By-law amendments, Council shall consider the policies of this Plan and will, without limiting the generality of the foregoing, consider such matters as the following:
- (a) The relevant evaluation criteria contained in the Land Use Chapter of this Plan, Volume II: Secondary Plans & Special Policy Areas and other relevant standards and guidelines;
 - (b) Relevant support studies;
 - (c) The comments and recommendations from municipal staff and circularized agencies;
 - (d) Relevant provincial legislation, policies and appropriate guidelines; and
 - (e) The ramifications of the decision on the use of adjacent or similar lands.

APPENDIX D - Extracts from Zoning By-law 8600

SECTION 3 – DEFINITIONS

3.10 DEFINITIONS

DWELLING means a *building* or *structure* that is occupied for the purpose of human habitation. A *correctional institution*, *hotel*, *motor home*, *recreational vehicle*, *tent*, *tent trailer*, or *travel trailer* is not a *dwelling*.

SEMI-DETACHED DWELLING means one *dwelling* divided vertically into two *dwelling units* by a common interior wall having a *minimum* area above *grade* of 10.0 sq. m., and may include, where permitted by Section 5.99.80, up to two additional *dwelling units*.

SINGLE UNIT DWELLING means one *dwelling* having one *dwelling unit* or, where permitted by Section 5.99.80, one *dwelling* having two *dwelling units*. A single family dwelling is a *single unit dwelling*. A *duplex dwelling*, *mobile home dwelling*, *semi-detached dwelling unit*, or *townhome dwelling unit*, is not a *single unit dwelling*.

DWELLING UNIT means a unit that consists of a self-contained set of rooms located in a *building* or *structure*, that is used or intended for use as residential premises, and that contains kitchen and bathroom facilities that are intended for the use of the unit only.

SECTION 10 - RESIDENTIAL DISTRICTS 1. (RD1.)

10.1 RESIDENTIAL DISTRICT 1.1 (RD1.1)

10.1.1 PERMITTED USES

Existing Duplex Dwelling

Existing Semi-Detached Dwelling

One Single Unit Dwelling

Any use accessory to the preceding uses

10.1.5 PROVISIONS

	Duplex Dwelling	Semi-Detached Dwelling	Single Unit Dwelling
.1 Lot Width – minimum	9.0 m	15.0 m	15.0 m
.2 Lot Area – minimum	360.0 m ²	450.0 m ²	450.0 m ²
.3 Lot Coverage – maximum	45.0%	45.0%	45.0%
.4 Main Building Height – maximum	10.0 m	10.0 m	10.0 m
.5 Front Yard Depth – minimum	6.0 m	6.0 m	6.0 m
.6 Rear Yard Depth – minimum	7.50 m	7.50 m	7.50 m
.7 Side Yard Width – minimum	1.20 m	1.20 m	1.50 m

SECTION 11 - RESIDENTIAL DISTRICTS 2. (RD2.)

11.1 RESIDENTIAL DISTRICT 2.1 (RD2.1)

11.1.1 PERMITTED USES

One Duplex Dwelling

One Semi-Detached Dwelling

One Single Unit Dwelling

Any use accessory to the preceding uses

11.1.5 PROVISIONS

	Duplex Dwelling	Semi-Detached Dwelling	Single Unit Dwelling
.1 Lot Width – minimum	12.0 m	15.0 m	9.0 m
.2 Lot Area – minimum	360.0 m ²	450.0 m ²	270.0 m ²
.3 Lot Coverage – maximum	45.0%	45.0%	45.0%
.4 Main Building Height – maximum	10.0 m	10.0 m	10.0 m
.5 Front Yard Depth – minimum	6.0 m	6.0 m	6.0 m
.6 Rear Yard Depth – minimum	7.50 m	7.50 m	7.50 m
.7 Side Yard Width – minimum	1.20 m	1.20 m	1.20 m

APPENDIX E - CONSULTATIONS

ENBRIDGE - WINDSOR MAPPING

After reviewing the provided drawing at 2920 Langlois Ave. and consulting our mapping system, please note that Enbridge Gas has active infrastructure in the proposed area. A PDF drawing has been attached for reference.

Please Note:

1. The shown piping locations are approximate and for information purposes only
2. The drawings are not to scale
3. This drawing does not replace field locates. Please contact Ontario One Call for onsite locates prior to excavating, digging, etc

Enbridge Gas requires a minimum separation of 0.6m horizontal and 0.3m vertical from all of our plant less than NPS 16 and a minimum separation 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines. For all pipelines (including vital pipelines), when drilling parallel to the pipeline, a minimum horizontal clearance measured from the edge of the pipeline to the edge of the final bore hole of 1 m (3.3 ft) is required. Please ensure that this minimum separation requirement is maintained, and that the contractor obtains locates prior to performing any work and utilizes safe excavation practices while performing any work in the vicinity.

Also, please note the following should you find any abandoned infrastructure in the area:

- Any pipe that is excavated, please assume that it is live
- If during the course of any job, any pipe is found that is not on the locate sheet and is in conflict with your work, please call our emergency number (1-877-969-0999), and one of our Union Gas representatives will respond to determine if that plant is in fact live or dead
- Please note that our Enbridge Gas representative will respond to the live or dead call within 1-4 hours, so please plan your work accordingly

Please contact me if you have any further questions or concerns.

TRANSIT WINDSOR - Jason Scott

Transit Windsor has no objections to this development. The closest existing transit route to this property is with the Parent 14. The closest existing bus stop to this property is located on Langlois at Grand Marais SE Corner. This bus stop is approximately 90 metres from this property falling well within our 400 metre walking distance guideline to a bus stop. This will be maintained with our Council approved Transit Master Plan.

ENVIRONMENT & SUSTAINABILITY COORDINATOR - Averil Parent

No comments

ESSEX REGION CONSERVATION AUTHORITY

The following is provided as a result of our review of Zoning By-law Amendment Z-033/21 [ZNG/6544]. The applicant is proposing to rezone from RD1.1 (single family residential) to RD2.1 (multifamily residential consisting of duplex or semi-detached).

Delegated Responsibility To Represent The Provincial Interest In Natural Hazards (PPS) And Regulatory Responsibilities of The Conservation Authorities Act.

The following comments reflect our role as representing the provincial interest in natural hazards as outline by Section 3.1 of the Provincial Policy statement of the *Planning Act* as well as our regulatory role as defined by Section 28 of the *Conservation Authorities Act*.

The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the *Conservation Authorities Act* (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the Grand Marais Drain. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the *Conservation Authorities Act*.

It is not the intent of the Provincial Policy Statement, Policy 3.1, Natural Hazards, that the presence of existing development be used as a justification for increasing or intensifying the development. The main purpose of Policy 3.1 is to direct development and site alteration to locations outside of the hazardous lands. Where redevelopment, or alterations to existing development, are being considered within the hazardous lands, the development and site alteration, must adhere to Policy 3.1.2(c) and fulfill all of the requirements outline in Policy 3.1.7.

3.1.2. Development and site alteration shall not be permitted within:

- a) The dynamic beach hazard;
- b) Defined portions of the flooding hazard along connecting channels (the St. Marys, St. Clair, Detroit, Niagara and St. Lawrence Rivers);
- c) Areas that would be rendered inaccessible to people and vehicles during times of flooding hazards, erosion hazards and/or dynamic beach hazards, unless it has been demonstrated that the site has safe access appropriate for the nature of the development and the natural hazard; and
- d) A floodway regardless of whether the area of inundation contains high points of land not subject to flooding.

3.1.7 Further to policy 3.1.6, and except as prohibited in policies 3.1.2 and 3.1.5, development and site alteration may be permitted in those portions of hazardous lands and hazardous sites where the effects and risk to public safety are minor, could be mitigated in accordance with provincial standards, and where all of the following are demonstrated and achieved:

- a) Development and site alteration is carried out in accordance with floodproofing standards, protection works standards, and access standards;
- b) Vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies;
- c) new hazards are not created and existing hazards are not aggravated; and
- d) no adverse environmental impacts will result.

It appears that there will be water ponding, in excess of 0.6 meters during a storm event on the road. Therefore, the City of Windsor must confirm that safe access is appropriate for the nature of

the proposed development. The main principle of Policy 3.1 is to direct development and site alteration to locations outside of the hazardous lands. Therefore, it is the responsibility of Municipal Emergency Services (police, firefighters, ambulance, etc) to confirm that they have the ability to effect an access to these areas, in order to fulfill the roles and responsibility of first responders during times of flooding. Proposals must be reviewed to ensure access to the proposed development is safe and appropriate for the proposed use or re-development of the site.

Watershed Based Resource Management Agency

The following comments are provided in an advisory capacity as a public commenting body on matters related to watershed management.

Section 1.6.6.7 Stormwater Management (Pps, 2020)

Our office has reviewed the proposal and has no concerns relating to stormwater management.

Planning Advisory Service To Planning Authorities – Natural Heritage Policies Of The PPS, 2020

The following comments are provided from our perspective as an advisory service provider to the Planning Authority on matters related to natural heritage and natural heritage systems as outlined in Section 2.1 of the Provincial Policy Statement of the Planning Act. The comments in this section do not necessarily represent the provincial position and are advisory in nature for the consideration of the Planning Authority.

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance as defined by the PPS. Based on our review, we have no objection to the application with respect to the natural heritage policies of the PPS.

Final Recommendation

Upon review of the application and available background information, we note that the low lying nature of the roadway may result in excess water over the road during a 1:100 year flood event. The Municipality must confirm, through applicable emergency services (i.e. fire, police, etc.), that they have the ability to safely access this area during a 1:100 year flood event, in order to fulfill the municipality's responsibilities under Section 3.1.7 of the Provincial Policy Statement (2020). Additionally, the applicant must obtain a Section 28 Permit from ERCA prior to undertaking any development on the site.

ENWIN

HYDRO ENGINEERING - No Objection, provided adequate clearances are achieved and maintained.

ENWIN has existing overhead pole lines along the west limits with 16,000 volt primary and 120/240 volt secondary hydro distribution. ENWIN has existing overhead 120/240 volt secondary service to 2928 Langlois along the south west limits.

Prior to working in these areas, we would suggest notifying your contractor and referring to the Occupational Health and Safety Act and Regulations for Construction Projects to confirm clearance requirements during construction. We suggest referring to the Ontario Building Code for permanent required clearances for New Building Construction.

WATER ENGINEERING: Water Engineering has No Objections to the Rezoning

BUILDING DIVISION - Barb Rusan

The Building Code Act, Section 8.(1) requires that a building permit be issued by the Chief Building Official for any construction or demolition of a building. It is strongly recommended that the owner and/or applicant contact the Building Division to determine building permit needs for the proposed project. The City of Windsor Building Division can be reached by phone at 519-255-6267 or through email at buildingdept@citywindsor.ca

TRANSPORTATION PLANNING SERVICES - Rania Toufeili, Policy Analyst

Langlois Avenue is classified as a local road with a required right-of-way width of 20 meters according to the Official Plan. The existing right-of-way width is sufficient and therefore no conveyance is required.

All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings. Driveways must be provided per engineering right-of-way requirements.

All exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

ENGINEERING DEPARTMENT – RIGHT-OF-WAY DIVISION - Amy Olsen, Technologist III

The subject lands are located at 2920 Langlois Avenue, designated Residential by the City of Windsor Official Plan and zoned Residential District 1.1 (RD1.1) by Zoning By-Law 8600. The applicant is requesting an amendment to Zoning By-law 8600 to Residential District 2.1 (RD2.1) in order to allow for a duplex dwelling or semi-detached dwelling on the subject parcel. This Department has reviewed the servicing requirements relative to a Rezoning Application and offer the following comments:

SEWERS - The site may be serviced by a 250mm asbestos cement sanitary sewer and a roadside ditch, located within the Langlois Avenue right-of-way. If possible, existing connections should be utilized. Any redundant connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P1.3.3. The applicant will be required to submit lot grading and site servicing drawings to the satisfaction of the City Engineer. This development must also be approved by ERCA, as the property is within a hazard area regulated by the Conservation Authority.

RIGHT-OF-WAY - Schedule X of the Official Plan classifies Langlois Avenue as a local road, requiring a right-of-way width of 20.m. The current right-of-way is sufficient at 20m; therefore, land conveyance is not required. Driveways shall be constructed as per AS-221 or AS-222, complete with straight flares, no raised curbs within the right-of-way and maintain 1m clearance from any vertical object. Ditch enclosures to be completed in accordance with Best Practice BP3.3.3 and AS-209A. Any redundant culverts or driveway approaches shall be removed and restored to City of Windsor Standards. The Owner shall apply to purchase their share of the closed alley, located at the rear of the subject property.

Sewer and Driveway Permits will be issued based on the type of structure to be built. If the applicant proceeds with a duplex, one (1) driveway and one (1) connection to the storm and sanitary sewers will be permitted and if a semi-detached is proposed, two (2) driveways and two (2) storm and sanitary connections will be permitted.

In summary we have no objection to the proposed redevelopment, subject to the following requirements (Requirements can be enforced prior to issuance of Building and Right-of-Way Permits):

Alley Acquisition – The owner shall agree prior to issuance of a Building Permit, to acquire any portion of the closed alley abutting the property that is not currently owned by the applicant.

ERCA Requirements – The owner(s) further agrees to follow all drainage and flood proofing recommendations of the Essex Region Conservation Authority (ERCA) may have with respect to the subject land, based on final approval by the City Engineer. If applicable, the Owner will obtain all necessary permits from ERCA with respect to the drainage works on the subject lands.

Right-of-Way Permits – The owner agrees to obtain right-of-way permits for sewer taps, drain taps, flatworks, landscaping, curb cuts, and driveway approaches from the City Engineer, prior to commencement of any construction on the public highway.

Video Inspection (connection) - The owner further agrees, at its entire expense and to the satisfaction of the City Engineer:

1. To undertake a video inspection, of any existing connections proposed for reuse to ensure the suitability of the connection for use in accordance with City of Windsor Standard Specifications S-32 CCTV Sewer Inspection.
2. Any redundant connections will be abandoned according to the City of Windsor Engineering Best Practice B.P.1.3.3.
3. Any new Connections to combined sewers will follow City of Windsor Engineering Best Practice B.P.1.1.1.

If you have any further questions or concerns, please contact Amy Olsen, of this department at aolsen@citywindsor.ca

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

Passed the day of , 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	8	Lot 5 & Part Lot 6, Registered Plan 1246 (known municipally as 2920 Langlois Avenue; Roll No 070-070- 02200; east side of Langlois, south of Grand Marais Road East)	--	RD1.1	RD2.1

DREW DILKENS, MAYOR

CLERK

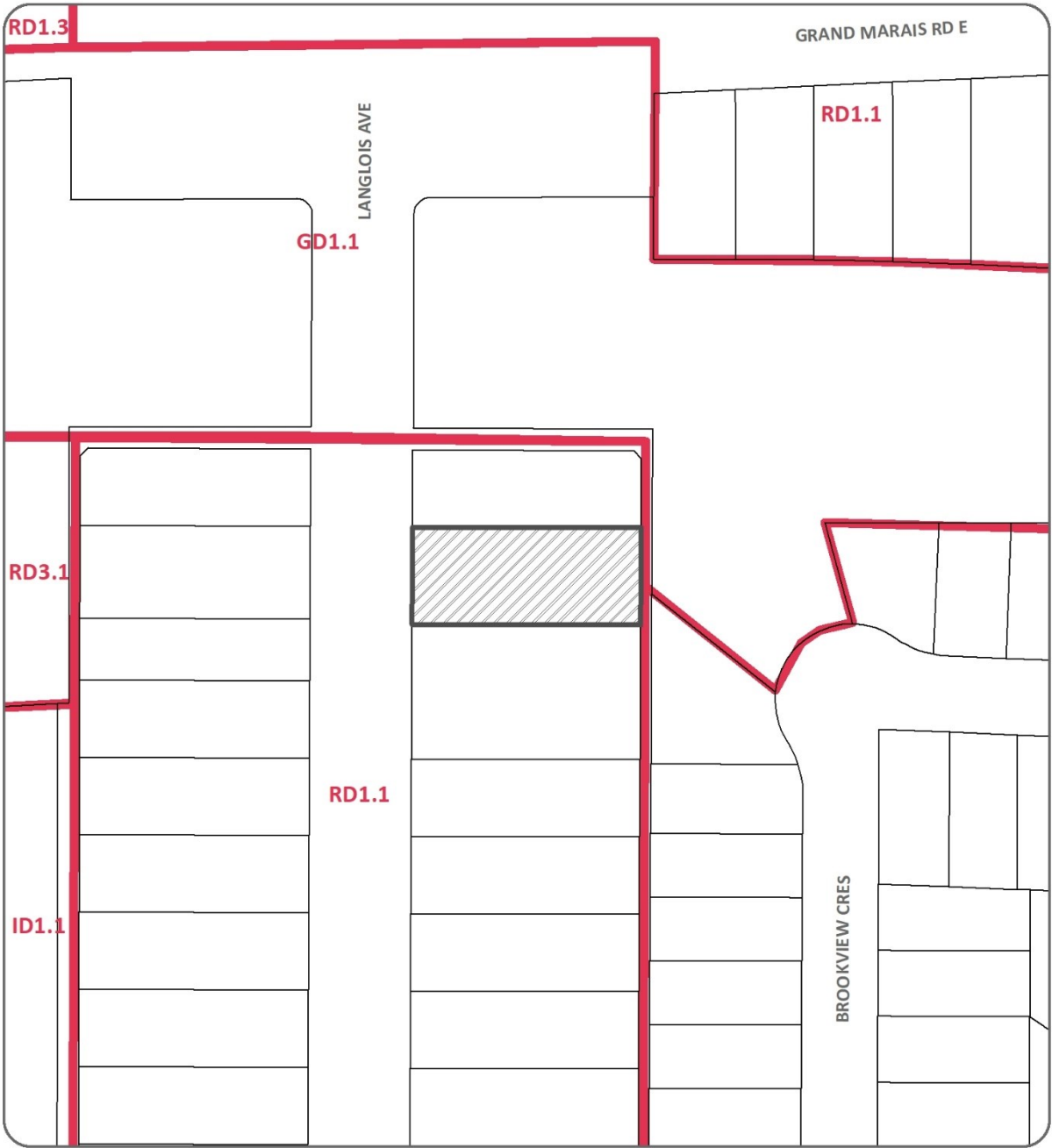
First Reading - , 2022
Second Reading - , 2022
Third Reading - , 2022

SCHEDULE 2

1. By-law _____ has the following purpose and effect:

To amend 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) to allow the construction of a semi-detached dwelling.

2. Key map showing the location of the lands to which By-law _____ applies.



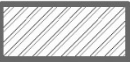
PART OF ZONING DISTRICT MAP 8

N.T.S.



SCHEDULE 2

Applicant: Brisson Property Management



SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : OCTOBER, 2021
FILE NO. : Z-033/21, ZNG/6544



Committee Matters: SCM 23/2022

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

Moved by: Councillor Gill

Seconded by: Councillor Holt

Decision Number: **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: S 161/2021

Clerk's File: SPL/10759

Clerk's Note:

1. The recommendation of the Standing Committee and Administration are the same.
2. Please refer to Item 11.1 from the Development & Heritage Standing Committee Meeting held January 10, 2022.

3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20220117/-1/6298>

**Subject: Economic Revitalization Community Improvement Plan (CIP)
application submitted by 2810859 Ontario Inc for 10700 Tecumseh Road
East (Ward 7)**

Reference:

Date to Council: January 10, 2022
Author: Greg Atkinson, Senior Planner
519-255-6543 ext. 6582
Planning & Building Services
Report Date: November 30, 2021
Clerk's File #: SPL/10759

To: Mayor and Members of City Council

Recommendation:

- 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;
- 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;
- III. THAT, the CAO and City Clerk **BE AUTHORIZED** to sign the Small Business Investment Grant Program Agreement; and,
- 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.

Executive Summary:

N/A

Background:

City Council approved the Economic Revitalization Community Improvement Plan (CIP) at its January 31, 2011 meeting via CR 50/2011. The adopting By-law 30-2011 was passed by Council at its February 14, 2011 meeting.

The Economic Revitalization CIP provides financial incentives to encourage new investment in targeted economic sectors for the purposes of diversifying the local economy and creating/retaining jobs. The CIP allows the City to take a variety of measures to further the objectives of the Economic Revitalization CIP that would otherwise be prohibited by Ontario's Municipal Act. This includes the acquisition and preparation of land; construction, repair, rehabilitation or improvement of buildings; the sale, lease or disposal of land and buildings; and the provision of grants to owners or tenants of land—all of which must conform with the objectives and policies contained within the CIP.

To date, City Council has approved a number of applications made under the CIP representing a range of targeted economic sectors including manufacturing, research and development, creative industries, logistics, health & life sciences, and tourism.

2810859 Ontario Inc (Windsor Surgical Centre) has applied for financial incentives under the Small Business Investment Grant Program for property located at 10700 Tecumseh Road East (see Appendix 1: Location Map). Windsor Surgical Centre is an ambulatory facility that provides outpatient services in partnership with the Windsor Regional Hospital to complete all of their ophthalmology services (i.e. treatment for eye disorders). Additional details explaining the proposed facility are contained within Appendix 2.

The subject property is 0.53 hectares (1.3 acres) in size, designated 'Industrial' in the City's Official Plan and zoned Manufacturing District 1.2 (MD 1.2) with site specific provision permitting a Medical Office. The subject property is currently occupied by a 1,087m² (11,700 ft²) commercial building. The building is currently vacant and previously housed a motor vehicle dealership and fitness facility.

The principal owners of the Windsor Surgical Centre are Dr. Barry Emara and Dr. Fouad Tayfour.

Discussion:

Small Business Investment Grant Program

The Small Business Investment Grant Program is intended to stimulate investment in targeted economic sectors by small businesses that create or retain jobs in Windsor. Small businesses with less than 20 employees are eligible to apply—provided an investment results in an increase of at least \$25,000 to the assessed value of a property.

Successful applicants may receive an annual grant for up to 100% of the municipal property tax increase created by an investment in development or redevelopment of a building or property—provided it conforms with the Economic Revitalization CIP. The annual grants may continue, at Council's discretion for up to 10 years or until up to 100% of the eligible investment costs are repaid.

Proposed Construction

Windsor Surgical Centre proposes to renovate the entire building to create a state of the art outpatient surgical centre with four operating rooms equipped to complete procedures such as cataracts, vitreoretinal, minor procedures, and minimally invasive joint procedures. The estimated cost of the renovations is \$2,700,000. Site and parking area improvements are also planned.

Eligible Sector

Windsor Surgical Centre falls under the eligible Physician Recruitment use within the Health and Life Sciences sector which is defined in the CIP as:

Physician Recruitment

Companies which demonstrate active physician recruitment within the City of Windsor and have a relationship (or relationships) with a post-graduate medical school.

Dr. Barry Emara is currently an adjunct professor within the Department of Ophthalmology at the Schulich School of Medicine & Dentistry.

Employment

According to the CIP application Windsor Surgical Centre will retain 9 current employees and add 26 new jobs over the course of the grant program.

CIP Objectives

The proposed investment at 10700 Tecumseh Road East and recommended Small Business Investment Grant supports the following CIP objectives:

- Encourage investment that results in the productive use of lands and/or buildings for the purposes of establishing or maintaining a business enterprise, or the expansion of existing businesses to realize more effective use of the land's potential;
- Encourage capital investments that create new and/or maintain existing permanent jobs, as well as short-term construction jobs that contribute to the reduction of the unemployment rate;
- Support investments in specified high potential economic sectors that contribute to the diversification of the local economy;
- Provide financial incentive programs that are attractive to potential investors and corporate decision-makers, but are balanced with expectations of City taxpayers and the City's ability to fund the financial incentive programs; and
- Support investment and development that results in an increase in property assessment and grows the non-residential municipal tax base over the long-term.

Risk Analysis:

There is little risk associated with the approval of the CIP application. Staff resources are required for the upfront administration of the grant program and finalization of the legal agreement. Limited staff resources related to on-going monitoring of the eligible employment uses and issuance of annual grants will also be required over the next ten years.

Climate Change Risks

Climate Change Mitigation:

Climate Change Mitigation

The proposed renovation and reuse of the existing commercial building implements Environmental Master Plan Objective C1: Encourage in-fill and higher density in existing built areas.

Climate Change Adaptation:

The proposed reuse of the existing commercial building may be affected by climate change, in particular with respect to extreme precipitation and an increase in days above 30 degrees. While not the subject of this report, any new construction would be required to meet the current provisions of the Building Code, which would be implemented through the building permit process.

Financial Matters:

Small Business Investment Grant Program

The tax increment portion of the Small Business Investment Grant is not calculated or paid out until all eligible work is completed and the property is reassessed by MPAC. Reassessment of the property must result in a minimum increase in assessment value of \$25,000. The grant amount is recalculated annually based on the actual assessed property value, tax class, and municipal tax rate.

Summary of Potential Financial Incentives

The applicant proposes to spend a total of \$2,700,000 on the project. The current assessment value for the property is \$1,320,000 and the annual property taxes are \$55,897.31 with the municipal share being \$44,281.31.

City staff anticipate the post-development assessment value to be \$1,500,000—an increase of \$180,000. Total annual property taxes on the increased assessment value would be \$63,520—an increase of \$7,622.69. The post-development annual municipal tax levy would be \$50,319.58—an increase of \$6,038.27. This would result in a total grant value of \$60,382.70 over the lifespan of the 10-year grant program and would offset approximately 2.2% of the eligible investment proposed by the Windsor Surgical Centre.

Estimate Small Business Investment Grant Calculation 10700 Tecumseh Road East		
Annual Pre Development Municipal Taxes	Annual Estimate Post Development Municipal Taxes	Annual Estimate Value of Grant
\$44,281.31	\$50,319.58	\$6,038.27

Assumptions

Current Property Value Assessment (2021 - Commercial)	\$1,320,000
Current Municipal Tax Levy (2021)	\$44,281.31
Estimate Post Development Property Assessment (Commercial)	\$1,500,000
Estimate Post Development Municipal Taxes	\$50,319.58

Because the Small Business Investment Grant Program does not cancel taxes, the applicant must pay the full amount of property taxes annually and will subsequently receive a grant for the difference between the pre and post-development municipal taxes. The City will retain the amount of pre-development (base) municipal taxes throughout the lifespan of the grant program, however will be foregoing any incremental

property taxes which could otherwise be used to offset future budget pressures.

Consultations:

The Economic Revitalization CIP was subject to extensive stakeholder and public consultation as part of the approval process, including two public open houses, a statutory public meeting of Council and circulation among internal City staff and the Province.

Planning staff have consulted with the applicant prior to accepting the application for the Small Business Investment Grant Program. Staff from the Planning, Finance, and Legal departments were consulted in the preparation of this report.

Conclusion:

Administration recommends that Council approve the request made by Windsor Surgical Centre to participate in the Small Business Investment Grant Program. Specifically, that the municipal portion of the tax increment resulting from the proposed development located at 10700 Tecumseh Road East be provided as an annual grant for up to 10 years or until 100% of the eligible costs are repaid pursuant to the City of Windsor Economic Revitalization CIP.

It is also recommended that approval to participate in the CIP expire if the grant agreement is not signed within one year following Council approval. The planned development conforms with the Economic Revitalization CIP and assists the City in the achievement of a number of the CIP objectives.

Planning Act Matters:

N/A

Approvals:

Name	Title
Josie Gualtieri	Financial Planning Administrator
Michael Cooke	Manager of Planning Policy/Deputy City Planner
Thom Hunt	City Planner / Executive Director, Planning & Development Services
Wira Vendrasco	Deputy City Solicitor, Legal Services & Real Estate
Shelby Askin Hager	Commissioner, Legal & Legislative Services
Janice Guthrie	Deputy Treasurer, Taxation & Financial Projects
Joe Mancina	Commissioner, Corporate Services Chief Financial Officer / City Treasurer
Jason Reynar	Chief Administrative Officer

Notifications:

Name	Address	Email
		mark@surgicaleyecentres.com
		Office@dremara.com

Appendices:

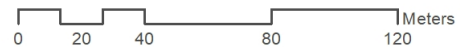
1. Location Map
2. CIP Application Summary



LOCATION MAP : 10700 TECUMSEH ROAD EAST



SUBJECT PROPERTY





WINDSOR SURGICAL CENTRE

New Ambulatory Buildout Project

Abstract

State of the Art Outpatient Ambulatory Surgical Centre with Four Operating Suites

Dr. Barry Emara

Windsor Surgical Centre Overview

BUSINESS HISTORY & OVERVIEW

Windsor Surgical Centre (WSC) was established in July 2005 with the simple mission of helping patients see better to live better. Founded by Dr. Fouad Tayfour and Dr. Barry Emara, two local Ophthalmologists in Windsor, the centre serves patients in the Erie St. Clair Local Health Integrated Network (LHIN) for those suffering from cataracts. WSC believes in delivering the safest care when it comes to cataract procedures and that is why it successfully passed the College of Physicians and Surgeons (CPSO) Out of Hospital Procedures process and is currently a certified Centre with the program. This allows WSC to complete Level 2 cataract surgical procedures comparable to those in a hospital setting. In a recent report (December 2021) the Office of the Auditor General of Ontario stated that there are clear benefits to outpatient surgery for patients wishing to seek care outside the hospital setting. Both Dr. Tayfour and Dr. Emara saw these benefits earlier in their careers based on the many successful cataract procedures they have performed at WSC and the positive patient feedback that had been received. Outpatient surgery, sometimes referred to as “day surgery” or “ambulatory surgery,” is typically a surgery in which a patient spends less than 24 hours in hospital before going home. There are various benefits associated with providing surgeries on an outpatient basis in an ambulatory care setting, when it is safe to do so. For example:

- The hospital bed that I freed up can be used for other patients with urgent and emergent health needs.
- Since fewer hospital resources are required, ambulatory care outpatient surgeries are more cost effective compared to hospital outpatient surgeries.
- The risk of patients contracting viruses and infections associated with the hospital setting is reduced.
- Since ambulatory care outpatient surgery, when conducted safely and appropriately, can be less stressful than hospital outpatient surgery and allows patients to get back to their normal routine sooner.

WSC has successfully proven that their model for ambulatory care outpatient procedures are a benefit for cataract surgery patients in the Windsor and surrounding area. WSC is expanding this model in collaboration with Windsor Regional Hospital to build a larger Out Patient Ambulatory Care Centre to accommodate this need.

PROJECT: NEW OUTPATIENT AMBULATORY CARE CENTRE

Over the years WSC has worked closely with the Windsor Regional Hospital (WRH) Ophthalmology department to always find ways of meeting the cataract surgery wait time demand. As a result of this successful partnership, in 2021 the Windsor Regional Hospital’s Executive Team partnered with WSC to transfer all 5,500 cataract procedures and 550 Vitreoretinal procedures from the hospital to WSC. Due to the recent COVID pandemic elective procedures were being cancelled at WRH, specifically Ophthalmology procedures, leading to longer wait times for patients within the Erie St. Clair LHIN. Currently WSC is managing the hospital caseloads but requires more surgical Operating Rooms to be able to maintain this high-volume level of procedures. Currently WSC has 1 Surgical operating Room with a total footprint of over 2,000 square ft. The new Outpatient Ambulatory Care Centre located at 10700 Tecumseh will be over 10,000 sq ft and have 4 fully equipped CPSO approved operating rooms. This will ensure that the

current case volumes can be successfully completed below Health Canada's wait time strategy target allowing Erie St. Clair to be one of the few LHIN's achieving this wait time target. Moreover, this new Centre will allow for the continuation of elective Ophthalmology procedures during the pandemic, and ultimately the long-term solution of providing outpatient Ophthalmology care- a first of its kind in Ontario.

EMPLOYMENT & GROWTH

With the buildout of this new state of the art facility there will be employment opportunities for professionals in Healthcare, Human resources and People Managers. The table below illustrates the staff that WSC currently employs as well as the needs with this new buildout in order to successfully ramp up procedures from 1 operating room to 4 operating rooms and the supporting resources required. These resources would include:

Resource/ Role	Current Resource Head Count at WSC	Resource Required at New Facility
Medical Reprocessing Technician	1 Full Time	4 Full Time
Operating Room Assistant	1 Full Time	4 Full Time
Reception/Check In Staff	1 Full Time	3 Full Time
Pre/Post Operative Nursing Staff	2 Full Time	8 Full Time
Operating Room Nursing Staff	2 Full Time	8 Full Time
Operating Room Charge Nurse	1 Full Time	4 Full Time
Director	N/A	1 Full Time
Finance	1 Half Time	2 Full Time
Human Resource	1 Half Time	1 Full Time
Total	9 Full Time Employees	35 Full-Time Employees

Creation of 26 New full time professional jobs

CONCLUSION

Although Windsor Regional Hospital continues to partner with WSC in the transfer of Ophthalmology cases, there is no reimbursement for capital costs or equipment costs. This is an out-of-pocket cost to WSC. To successfully build and equip the Ambulatory Care Centre there are large capital costs required for the proper CPSO approved medical grade buildout/equipment. This however will positively impact cataract surgery wait times within the Erie St. Clair LHIN for patients providing them with quicker access to care. This would be the first of its kind partnership within Ophthalmology and could serve as a best in class model for other LHIN's.



Committee Matters: SCM 26/2022

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

Moved by: Councillor Gill
Seconded by: Councillor Holt

Decision Number: **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,
- 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: S 162/2021
Clerk's File: Z/8955

Clerk's Note:

1. The recommendation of the Standing Committee and Administration are the same.
2. Please refer to Item 11.2 from the Development & Heritage Standing Committee Meeting held January 10, 2022.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20220117/-1/6298>

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

Reference:

Date to Council: January 10, 2022
Author: Greg Atkinson, Senior Planner
519-255-6543 ext. 6582
gatkenson@citywindsor.ca
Planning & Building Services
Report Date: December 1, 2021
Clerk's File #: Z/8955

To: Mayor and Members of City Council

Recommendation:

- 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;
- 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;
- 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;
- IV. THAT should the proposed Phase II Environmental Site Assessment Study and Remedial Work Plan not be completed within two (2) years of Council approval, the approval **BE RESCINDED** and the funds be uncommitted and made available for other applications.

Executive Summary:

N/A

Background:

Brownfield Redevelopment Community Improvement Plan (CIP)

Brownfield sites are properties that may be contaminated due to previous industrial or commercial uses such as a manufacturing facility or gas station. City Council approved a Brownfield Redevelopment CIP at its April 19, 2010 meeting for the purpose of encouraging the study, clean-up, and redevelopment of contaminated properties. The approval of the CIP was the result of nearly five years of study and consultation, which began in October 2005.

Importance of Brownfield Redevelopment

In 2009 the City's Planning Department identified 137 brownfield properties (i.e. 226 hectares or 559 acres) that are candidates for redevelopment. While the inventory is not exhaustive, it illustrates the significance of Windsor's brownfield stock and the need to work with land owners to put these properties back into productive use. Based on approvals to date under the Brownfield CIP a total of 30.4 hectares (75.1 acres) or 13.5% of the inventory has been or is planned to be redeveloped.

Historically, there has been little interest in redeveloping brownfield sites due to the uncertainty surrounding the extent of contamination and the potential cost of clean-up. The Brownfield Redevelopment CIP provides financial incentives to undertake the necessary studies and remedial work necessary to redevelop brownfield sites and reduce the potential negative impacts to the City's environment and neighbourhoods.

The benefits associated with brownfield redevelopment go far beyond the boundaries of the property. For example, they are often strategically located within existing built up areas of the City where services and other infrastructure, such as roads, schools, community facilities and public transit are already available, therefore additional infrastructure costs are not incurred to service these areas. The redevelopment of these sites also remove the negative stigma often associated with brownfield properties, which increases the value of the subject property and adjacent properties.

Brownfield sites also represent a significant underutilization of the land base. According to the National Round Table on the Environment and the Economy (2003), every hectare redeveloped through a brownfield project saves up to an estimated 4.5 hectares of greenfield land from being developed (i.e. agricultural land on the edge of the City); and for every dollar invested in a brownfield redevelopment, it is estimated that \$3.80 is invested in the economy.

Site Background

The subject site is located on the south side of Riverside Drive East and extends south to Wyandotte Street between Clover Street and Chateau Avenue in the East Riverside neighbourhood (see location map). The property is 1.28 hectares (or 3.16 acres) in size and it currently vacant. It was previously occupied by Endurance Materials Limited, a concrete block manufacturing operation, from at least the early 1950s until approximately 1992 when the on-site building was demolished.

The subject property is designated 'Residential' on Official Plan Schedule D: Land Use and is zoned RD1.1 (low-density residential district).

Discussion:

Environmental Site Assessment Grant Program

The Environmental Site Assessment (ESA) Grant Program offers a matching grant to property owners of brownfield sites to conduct environmental studies that provide information on the type and extent of contamination and potential remediation costs. The program offers 50% of the cost of an eligible study up to a maximum of \$15,000. If two studies are required, an additional \$10,000 is available for a maximum total grant value of \$25,000.

The owner proposes to redevelop the property for residential land uses, which requires the filing of a Record of Site Condition (RSC) with the Ministry of the Environment, Conservation and Parks. The owner has completed a Phase I Environmental Site Assessment (ESA) study to support the redevelopment of the property. The Phase I ESA study identified areas of potential environmental concern, and recommends that a Phase II ESA study be completed to assess the existing soil and groundwater conditions at the site and delineate the extent of any contamination. The Phase II ESA study is necessary to support the filing of a RSC.

Clearly identifying the type and delineating the extent of any contamination is an essential step in moving forward with redevelopment plans. Upon completion, the City would retain a copy of the final study report.

CIP Goals

City staff is supportive of the application as it meets all of the eligibility requirements specified within the Brownfield Redevelopment CIP. The proposed study of the subject site also supports the following CIP goals:

- To promote the remediation, rehabilitation, adaptive re-use and redevelopment of brownfield sites throughout the City of Windsor in a fiscally responsible and sustainable manner over the long term;
- Improve the physical and visual quality of brownfield sites;
- Improve environmental health and public safety;
- Provide opportunities for new housing, employment uses, and commercial uses;
- Increase tax assessment and property tax revenues;
- Promote Smart Growth, including the reduction of urban sprawl and its related costs;
- Increase community awareness of the economic, environmental and social benefits of brownfield redevelopment; and
- Utilize public sector investment to leverage significant private sector investment in brownfield remediation, rehabilitation, adaptive re-use, and redevelopment.

Policy Support

The study of brownfield sites to support clean up and redevelopment is supported by policies within the 2020 Provincial Policy Statement, the City's Official Plan and the City's Environmental Master Plan.

Risk Analysis:

As with all brownfield sites, there is a high degree of risk associated with the property remaining contaminated and vacant. Uncertainty related to the extent of contamination will continue to act as a barrier to redevelopment if not addressed. If the site remains vacant it will continue to have a negative effect on the surrounding area.

The proposed Phase II ESA study and remedial work plan will assist in mitigating the above noted risks by providing an estimated cost to remediation and establishing next steps in the remediation process. As already indicated, should remediation and redevelopment not be pursued, the City would retain copies of the studies for future reference.

Climate Change Risks

Climate Change Mitigation:

The proposal of a residential redevelopment implements Environmental Master Plan Objective C1: Encourage in-fill and higher density in existing built areas. In particular, the redevelopment would implement the action that supports the existing Brownfields Redevelopment Strategy and achieve its work plan.

Climate Change Adaptation:

The proposed residential redevelopment may be affected by climate change, in particular with respect to extreme precipitation and an increase in days above 30 degrees. While not the subject of this report, any new construction would be required to meet the current provisions of the Building Code, which would be implemented through the building permit process. The site would also be required to incorporate storm water management best practices. Any site plan control application will be reviewed for opportunities to enhance resiliency.

Financial Matters:

The cost estimate (excluding HST) for completing the proposed initial Phase II ESA study is \$34,600 - \$39,600 and the proposed Remedial Work Plan (if required) is \$25,000 - \$75,000). If approved, the maximum grant would total \$25,000. Should the actual costs of the study be less than what has been estimated, the grant payments would be based on the lower amount.

The grant would be paid from the Brownfield Strategy Remediation Fund (Project #7069003). On February 22, 2021 Council approved the 2021 budget, which included a new reserve fund 226 for all active CIPs in the City. As CIP grant applications are approved and eligible work is completed, the approved grant amount will be transferred to the applicable capital project account to be held as committed funds, until the grant is ready to be paid out. Transferring the funds to the project when the grant is ready to be paid out allows for the reserve fund to continue to earn interest while waiting payment.

The current uncommitted balance of the CIP reserve fund is \$682,341.62 however this balance does not account for other CIP grant requests that are currently being considered by the standing committee or have been endorsed by the standing committee and are not yet approved by City Council.

Consultations:

The development and approval of the Brownfield Redevelopment CIP was subject to extensive stakeholder and public consultation, which sought input from a wide range of stakeholders and internal City departments.

Planning staff have consulted with the applicant prior to accepting the application for the Environmental Study Grant program. Staff from the Planning, Finance, and Legal Departments were consulted in the preparation of this report.

Conclusion:

City Staff recommend Council approve the request from Amy-Lynn and Gabriel Valente to participate in the Environmental Site Assessment Grant Program. In the opinion of planning staff, the proposed study conforms to the Brownfield Redevelopment CIP and assists the City in the achievement of a number of the CIP goals.

Planning Act Matters:

N/A

Approvals:

Name	Title
Josie Gualtieri	Financial Planning Administrator
Michael Cooke	Manager of Planning Policy / Deputy City Planner
Thom Hunt	City Planner / Executive Director, Planning & Development Services
Wira Vendrasco	Deputy City Solicitor, Legal Services & Real Estate
Shelby Askin Hager	Commissioner, Legal & Legislative Services
Janice Guthrie	Deputy Treasurer – Taxation, Treasury & Financial Projects
Dan Seguin	On behalf of Commissioner, Corporate Services Chief Financial Officer / City Treasurer
Jason Reynar	Chief Administration Officer

Notifications:

Name	Address	Email
		cindy.mckee@woodplc.com
		amyvalente1@gmail.com

Appendices:

1. Location Map



Committee Matters: SCM 27/2022

Subject: 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 Holt
Seconded by: Councillor Gill

Decision Number: **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;
 - 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 2 (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,
- 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.

Clerk's Note:

1. The recommendation of the Standing Committee and Administration are the same.
2. Please refer to Item 11.3 from the Development & Heritage Standing Committee Meeting held January 10, 2022.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20220117/-1/6298>

Subject: 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)

Reference:

Date to Council: January 10, 2022
Author: Greg Atkinson, Senior Planner
519-255-6543 ext. 6582
gatkenson@citywindsor.ca

Tracy Tang, Planner II – Revitalization & Policy Initiatives
519-255-6543 ext. 6449
ttang@citywindsor.ca
Planning & Building Services
Report Date: December 1, 2021
Clerk's File #: Z/14007

To: Mayor and Members of City Council

Recommendation:

- 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;

- 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;
- 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;
- IV. THAT the reconstruction of the east wall and a sample of the work be reviewed and approved by the City to the satisfaction of the City Planner prior to the reconstitution of the entire wall face;
- V. THAT any further building and property signage designs not shown in Appendix 2 (Proposed Facade Improvements) be reviewed and approved to the satisfaction of the City Planner;
- 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 S163/2021 to the satisfaction of the City Planner and Chief Building Official;
- 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;

- 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;
- X. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Building/Property Improvement Tax Increment Grant Agreement; and
- 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.

Executive Summary: N/A

Background:

The University Avenue and Wyandotte Street Community Improvement Plan (CIP) was approved by City Council on June 7, 2021 and an adopting by-law was passed by City Council on July 13, 2021.

The purpose of the CIP is to build a vision for the corridors connecting the downtown to the University of Windsor that inform a land use concept, transportation concept and enhance the surrounding communities. The CIP also contains a suite of financial incentives to encourage private sector investment and the desired redevelopment along the corridors.

2605385 Ontario Inc. (Applicant) has applied for financial incentives on behalf of the property owner (AIPL Holdings Inc.) under the Commercial/Mixed Use Building Facade Improvement Program, Building/Property Improvement Tax Increment Grant Program, and Municipal Development Fees Grant Program.

The subject property is located on the north side of University Avenue West, between Elm Avenue and Cameron Avenue (Refer to Appendix A – Location Map). The property is 0.94 hectares (2.33 acres) in size, designated 'Mixed Use' in the City's Official Plan and zoned Commercial District (CD 2.2), which permits a range of commercial, office, and entertainment uses as well as dwelling units within a combined use building. This CIP grant application only concerns one of the two properties on the site: 1200 University Avenue West, the 'east barn building' commonly known as the 'Junction building'. It is a 855 m² (9,200 ft²) former street car storage and inspection barn

constructed c.1896. Since the 1950s, the building has been used as a roller skating rink, a toy and/or radio equipment distributor, Kerns (contractor), and more recently the Junction restaurant and entertainment area. The property is currently recognized on the Municipal Heritage Register as 'listed'. However, it is undergoing finalization of heritage designation pending various moving pieces in the larger redevelopment plan for the entire property.

The Applicant is currently redeveloping 1200 University Ave West for medical office and retail use (i.e. pharmacy), which includes extensive exterior and interior work. The proposed facade improvements are shown in Appendix B and the existing building condition is shown in Appendix C.

Site Plan Approval was issued in Spring 2020 with an amendment to the approved site plan on April 21, 2021. Some building permits for the work were issued prior to November 4, 2021, and according to the CIP application, the work is scheduled to be complete by January 2022.

The corporate directors for 2605385 Ontario Inc. (CIP applicant) are: Shabeg Singh, Dev Singh, and Sartaj S. Dhillon. The corporate directors for AIPL Canada Holdings Inc. (property owner) are: Shabeg Singh and Dev Singh.

Discussion:

Commercial/Mixed Use Facade Improvement Grant Program

The Commercial/Mixed Use Facade Improvement Grant Program is intended to encourage the redesign, renovation or restoration of commercial and mixed-use building facades within the CIP project area. The program encourages the restoration of facades to their original state using authentic or original materials. Products used in the restoration of a facade should contain materials that match the texture, colour, size, shape and detail of the original material where possible.

The grant program offers a grant for 50% of the eligible costs of the facade improvements, up to \$20,000 per property. At the discretion of Council, the grant can be increased by up to \$10,000 per property/project for properties/projects:

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

The Applicant is proposing the following exterior work to the building facades, including the east facade fronting the alley:

- Removal of EIFS from clay brick masonry heritage walls;
- Brick cleaning, repairing & restoration; and
- Partial demolition and reconstruction of south addition.

The proposed cost of the exterior facade work is \$1,355,000. The subject property is eligible for a maximum grant of \$30,000 under the Commercial/Mixed Use Facade Improvement Grant Program.

The facade work has been approved under the Site Plan Control and elevation drawings are attached as Appendix B. Prior to undertaking the eligible facade work, the Applicant shall:

- Submit replacement masonry unit samples to the City's Heritage Planner for review and approval to the satisfaction of the City Planner;
- Communicate the means, methods, and materials for cleaning of the brick and any historic masonry restoration/repair to the City's Heritage Planner for approval to the satisfaction of the City Planner;
- Reconstruct the east wall and provide a sample of the work for review and approval by the City to the satisfaction of the City Planner prior to the reconstitution of the entire wall face; and
- Provide any further building and property signage designs not shown in Appendix 2 (Proposed Facade Improvements) for review and approval to the satisfaction of the City Planner.

Building/Property Improvement Tax Increment Grant Program

This program is intended to provide economic incentive for the development, rehabilitation and redevelopment of properties within the catalyst project areas of the CIP. The program provides an annual grant equal to 100% of the increase in municipal property taxes for five years, after the project is completed and reassessed to help offset the costs of rehabilitating and redeveloping properties, as long as such development results in an increase in assessment and therefore an increase in property taxes. City Council, at its sole discretion, may approve an additional five year extension for a catalyst project, a designated heritage building, projects where at least 20% of the units are affordable housing units, and/or projects that achieve a LEED Bronze or higher certification.

The proposed improvements to the building are anticipated to increase the assessed value and therefore increase municipal taxes. This project qualifies for the

Building/Property Improvement Tax Increment Grant and the Financial Matters section of this report discusses the estimated grant amount.

Municipal Development Fees Grant Program

The Municipal Development Fees Grant Program is intended to encourage development along the University Ave West and Wyandotte Street West corridors by providing a financial incentive to offset the costs associated with seeking the appropriate planning approvals and building permits for a project. The Municipal Development Fees will be refunded at 100% of the fees owing to the City of Windsor, up to a maximum amount of \$50,000 per project.

Site Plan Approval was issued in Spring 2020 with an amendment to the approved site plan on April 21, 2021. Four building permits for the work were issued prior to November 4, 2021, while three building permits are yet to be issued. According to the CIP application, the work is expected to be complete by January 2022.

The CIP states that: *“The financial incentive programs approved by City Council will take effect as of the date of City Council adoption and will not be applied retroactively to any work that has taken place prior to the adoption of the CIP.”*

Because the majority of municipal fees were paid prior to approval of the CIP and the submission of the grant application, they are ineligible for inclusion in this program. Any municipal fees paid after the grant application was submitted/received on November 4, 2021 (e.g. remaining building permits) are eligible under the Municipal Development Fees Grant Program.

Risk Analysis:

There is low risk associated with the approval of the subject University Avenue and Wyandotte Street CIP grant applications. The Commercial/Mixed Use Building Facade Grant is payable after the facade improvements are complete to the satisfaction of the City Planner and Chief Building Official. The Building/Property Improvement Tax Increment Grant is paid following the completion of eligible work, reassessment by The Municipal Property Assessment Corporation, and the owner's full payment of increased taxes annually. Should Committee and Council refuse the application to participate in the grant programs, there is a moderate risk as the building is in need of structural repairs and that may not be addressed if the grant application is not approved.

Climate Change Risks

Climate Change Mitigation:

The proposed redevelopment and reuse of the existing building implements Environmental Master Plan Objective C1: Encourage in-fill and higher density in existing built areas.

Climate Change Adaptation:

The proposed redevelopment and reuse of the existing building may be affected by climate change, in particular with respect to extreme precipitation and an increase in days above 30 degrees. While not the subject of this report, any new construction would be required to meet the current provisions of the Building Code, which would be implemented through the building permit process. The site would also be required to incorporate storm water management best practices.

Financial Matters:

Commercial/Mixed Use Facade Improvement Grant Program and Municipal Development Fees Grant Program

The applicant estimates \$1,355,000 in eligible costs to improve the facade of the existing building. The applicant would be eligible to receive the maximum grant of \$30,000 under the Commercial/Mixed Use Facade Improvement Grant Program and grants under the Municipal Development Fees Grant Program for eligible costs incurred after November 4, 2021 (i.e. date application was submitted).

On February 22, 2021 Council approved the 2021 budget, which included a new reserve fund for all active CIPs in the City. As CIP grant applications are approved by Council, the approved grant amount will be transferred to the capital project account to be kept as committed funds, until the grant is ready to be paid out. The uncommitted balance of the CIP reserve fund is \$682,341.62. However, this balance does not account for other CIP grant requests that are currently being considered by the Development & Heritage Standing Committee/City Council or have been endorsed by the standing committee and are not yet approved by City Council.

Building/Property Improvement Tax Increment Grant Program

The program provides an annual grant equal to 100% of the increase in municipal property taxes for five (5) years, with the possibility of a five (5) year extension, up to a total of ten (10) years if the project is considered a Catalyst Project, is designated under the Ontario Heritage Act, incorporates at least 20% of the units as affordable housing units, and/or achieves a LEED bronze or higher certification. Based on the application information provided, the project qualifies for a five year grant period. Should the subject property be designated under Part IV of the *Ontario Heritage Act*, the project would qualify for a ten year grant period.

As shown in the table below, the estimated annual value of the grant is \$24,422. Over 5 years, this grant amounts to a total of \$122,109. Should the project qualify for a 10 year grant period, the grant amounts would total at \$244,218. The applicant estimates the eligible costs for the project to be \$4,400,000. The *Planning Act* stipulates that the grants under a CIP cannot be more than the eligible costs. The total grant value of \$152,109 (including the \$30,000 under the Commercial/Mixed Use Building Facade Program) would offset 2.64% of the estimated eligible costs, for the 5 year grant period. Should the grant period extend another 5 years, the total grant value of \$274,218 (including the \$30,000 under the Commercial/Mixed Use Building Facade Program) would offset 4.76% of the estimated eligible costs.

1200 University Avenue West

Estimate Property/Building Improvement Tax Increment Grant Calculation 1200 University Ave W		
Annual Pre Development Municipal Taxes	Annual Estimate Post Development Municipal Taxes	Annual Estimate Value of Grant
\$32,607	\$57,029	\$24,422

Assumptions

Current Property Value Assessment (2021 - Commercial)	\$972,000
Current Municipal Tax Levy (2021)	\$32,607
Estimate Post Development Property Assessment (Commercial)	\$1,700,000
Estimate Post Development Municipal Taxes	\$57,029

The Grant Program does not cancel taxes, so the owner must pay the full amount of property taxes annually and will subsequently receive a grant for the difference between the pre and post-development municipal taxes. The City will retain the amount of pre-development (base) municipal taxes throughout the lifespan of the grant program; however will be foregoing any incremental property taxes which could otherwise be used to offset future budget pressures.

Consultations:

The University Avenue and Wyandotte Street West CIP was subject to stakeholder and public consultation as part of the approval process, including public meetings, a statutory public meeting and circulation among internal City staff and the Province.

Planning staff have consulted with the owner prior to accepting the application. Staff from the Planning and Building Division were consulted in the preparation of this report. Additionally, the following staff were consulted in the preparation of this report:

Kristina Tang, Planner III – Heritage Planner

Pablo Golob, Planner III – Site Plan Approval Officer

Brian Nagata – Customer Service Representative, Building Division

Conclusion:

It is recommended that the applications for the Commercial/Mixed Use Building Facade Improvement Grant, Building Property Improvement Tax Increment Grant, and Municipal Development Fees Grant Program be approved for eligible costs incurred after November 4, 2021. It is also recommended that approval to participate in the programs expire if the eligible facade improvement work is not completed within two years or the tax increment agreement is not signed within one year following Council approval. For the Municipal Development Fees Grant Program, it is recommended that only municipal fees incurred after submission of the application on November 4, 2021 be eligible. Any municipal fees paid prior to approval of the CIP and the submission of the grant application do not qualify.

The planned redevelopment of the building and property conforms with the University Avenue and Wyandotte Street CIP and assists the City in the achievement of a number of the CIP objectives.

Planning Act Matters: N/A

Approvals:

Name	Title
Josie Gualtieri	Financial Planning Administrator
Michael Cooke	Manager of Planning Policy / Deputy City Planner
Thom Hunt	City Planner / Executive Director, Planning & Development Services
Wira Vendrasco	Deputy City Solicitor, Legal Services & Real Estate
Shelby Askin Hager	Commissioner of Legal and Legislative Services
Janice Guthrie	Deputy Treasurer, Taxation and Financial

Name	Title
	Planning
Joe Mancina	Commissioner, Corporate Services Chief Financial Officer / City Treasurer
Jason Reynar	Chief Administrative Officer

Notifications:

Name	Address	Email
Dev Singh		dev@aipl.com
Shabeg Singh		shabeg@aipl.com

Appendices:

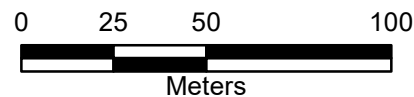
- 1 Appendix A - Location Map
- 2 Appendix B - Proposed Facade Improvements
- 3 Appendix C - Existing Building Condition (June 2 and November 4, 2021)

LOCATION MAP - 1200-20 UNIVERSITY AVENUE WEST



SUBJECT AREA

City Council Agenda - January 31, 2022
Page 269 of 584



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AIPL CANADA
Mixed-Use Development: BLD B

1100 & 1200-1220 University Ave. W, Windsor, ON

Project No. 1835

ARCHITECTURAL SHEETS

A000	COVER SHEET
A002	GENERAL INFORMATION & CODE COMPLIANCE
A102	EXISTING & NEW FLOOR PLANS
A103	ENLARGED PLANS AND SECTIONS - ADDITION
A104	ROOF PLAN & DETAILS
A105	PLAN DETAILS
A401	EXISTING EXTERIOR ELEVATIONS
A402	EXISTING BRICK ELEVATIONS - IMAGES
A403	NEW EXTERIOR ELEVATIONS
A404	WINDOW / CURTAIN WALL ELEVATIONS
A501	BUILDING SECTIONS
A601	WALL SECTIONS & DETAILS



180 Eugene Street West
Windsor, ON N6K 2N6
519.258.1300



This drawing is not to be used for construction unless it is countersigned by the Project Architect

Issued For	(YYYY-MM-DD)
SITE PLAN CONTROL	2020.03.16
SITE PLAN CONTROL	2020.08.31
PERMIT-SHELL	2021.01.05
PERMIT UPDATE & CONSTRUCTION	2021.09.23

Date

Revision Schedule
Description

No.

Sheet Name
COVER SHEET

AIPL CANADA
Mixed-Use Development: BLD B
1100 & 1200-1220 University Ave. W, Windsor,
ON

Drawn By
AI
Checked By
AI
Project No
1835
Sheet No

A000

BUILDING CODE MATRIX

CODE COMPLIANCE LEGEND

ARCHITECTURAL LEGEND

WALL TYPE LEGEND

TYPE	SECTION	DESCRIPTION
W1		-50.8 mm ALUMINUM COMPOSITE PANEL -116 mm GALVANIZED STEEL Z-GIRTS -76 mm CLOSED CELL SPRAY FOAM INSULATION -19.1 mm EXTERIOR GRADE PLYWOOD SHEATHING -152 mm METAL STUD FRAMING SPACED AT 400mm O.C. w/ R-20 BATT INSULATION -12.7 mm GYPSUM BOARD
W2		-50.8 mm ALUMINUM COMPOSITE PANEL CLIPPED TO EXISTING CONCRETE -92.1 mm METAL STUD FRAMING SPACED AT 400mm O.C. w/ R-20 BATT INSULATION -12.7 mm GYPSUM BOARD
W3		- 92.1 mm BRICK - 25.4 mm AIR SPACE - AIR BARRIER - 19.1 mm EXTERIOR GRADE PLYWOOD SHEATHING - 152.4 mm (2' x 6'') WOOD STUD FRAMING
W4		- 63.5 mm MET SIDING SYSTEM - AIR BARRIER - 19.1 mm EXTERIOR GRADE PLYWOOD SHEATHING - 92.1 mm METAL STUD FRAMING
W5		- 101mm BRICK VENEER - AIR SPACE - AIR BARRIER - 12mm DENSGLASS SHEATHING - 150mm METAL STUD FRAMING SPACED AT 400mm O.C. w/ R-20 BATT INSULATION - 16mm TYPE 'X' GYPSUM BOARD

ROOF TYPE LEGEND

TYPE	SECTION	DESCRIPTION
R1		-60 MIL PVC ROOF MEMBRANE -152 mm R-35 POLYISOCYANURATE INSULATION -19.1 mm EXTERIOR GRADE PLYWOOD SHEATHING
R2		-60 MIL PVC ROOF MEMBRANE -19.1 mm EXTERIOR GRADE PLYWOOD SHEATHING -314.9 mm (2x6'') WOOD FRAMING

CEILING, SOFFIT & BULKHEAD LEGEND

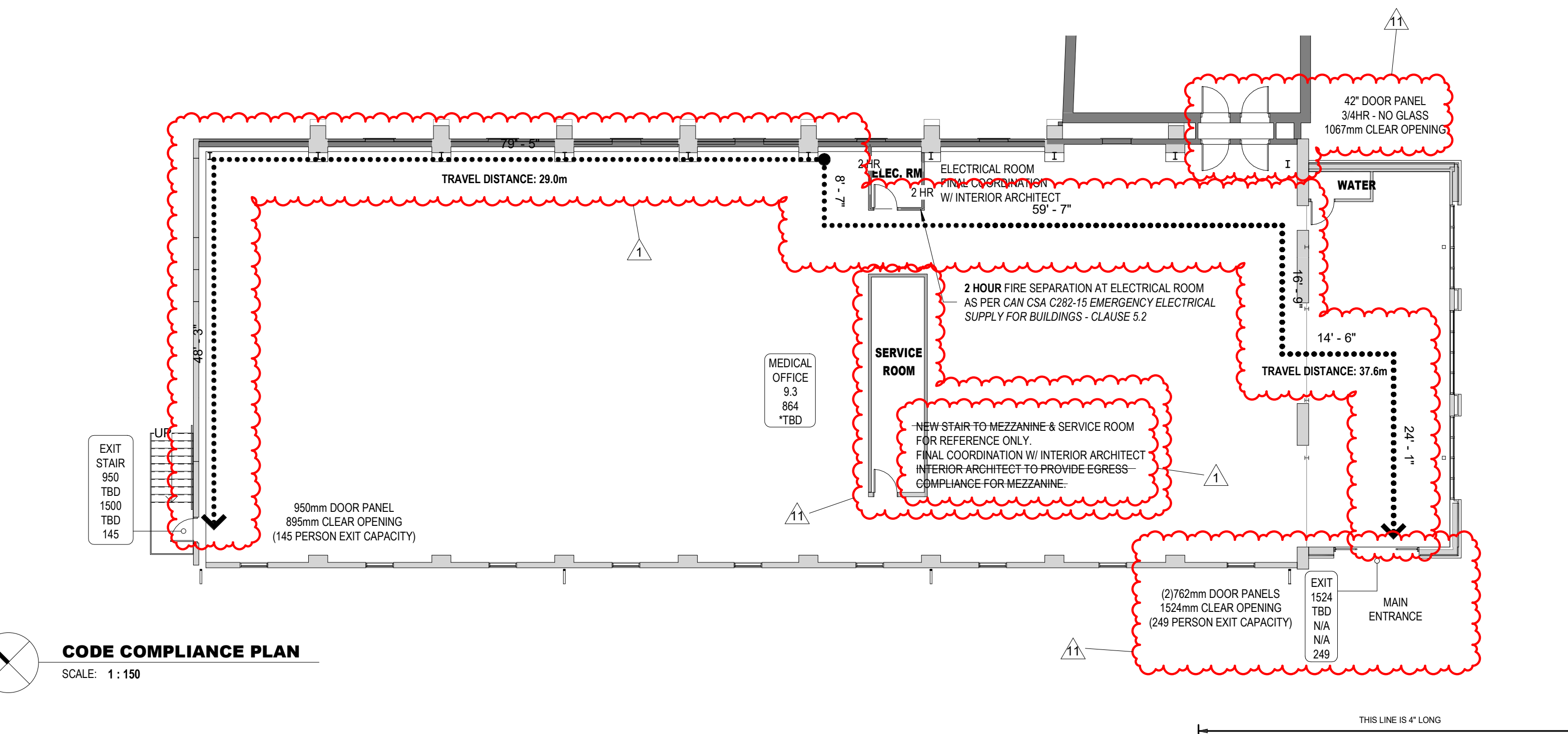
TYPE	DISPLAY/ GRAPHIC	DESCRIPTION
C-1		GYPSUM BOARD CEILING (C-1) 1/2" Gypsum board w/ suspension system

ABBREVIATIONS	SYMBOLS
ACC AIR CONDITIONING CONDENSING UNIT ACP ALUMINUM COMPOSITE PANELS ACT ACUSTIC CEILING TILE ADO AUTOMATIC DOOR OPERATOR AL ALUMINUM AN ANODIZED AFF ABOVE FINISH FLOOR ARS ASSISTANCE REQUIRED SIGNAL AVS AUDIBLE VISUAL SIGNAL AWP ACOUSTIC WALL PANEL BL BREAK LINE CBLK CONCRETE BLOCK CG CORNER GUARD CH COAT HOOK CJ CONTROL JOINT CL CLEAR GLASS CONC CONCRETE CPT CARPET TILE DS DOWNSPOUT CR CARD READER CT PORCELAIN TILE CUH CABINET UNIT HEATER CV CONVECTOR CW CURTAIN WALL DS DOWNSPOUT EBP EMERGENCY PUSH BUTTON EP ELECTRICAL PANEL ES EMERGENCY SIGN FB FLOOR BOX - ELECTRICAL FD FLOOR DRAIN FE FIRE EXTINGUISHER FHC FIRE HOSE CABINET FM FLAT MIRROR GB GRAB BAR GL GLASS GYP BD GYPSUM BOARD HM HOLLOW METAL IG INSULATED GLASS IM INSULATED METAL INS INSULATION	N.I.C. NOT IN CONTRACT ND SANITARY NAPKIN DISPOSAL NV SANITARY NAPKIN VENDOR OH OVERHEAD OPP OPPOSITE PLAM PLASTIC LAMINATE PT PAINT PTD PAPER TOWEL DISPENSER/DISPOSAL PTL PUSH TO LOCK RA ROOF ANCHOR RB RESILIENT BASE RD ROOF DRAIN RFID RADIO FREQUENCY IDENTIFICATION RWL RAIN WATER LEADER SCW SOLID CORE WOOD SD SOAP DISPENSER SHWR SHOWER SIM SIMILAR SLR CONCRETE SEALER SR SERVER RACK SS STAINLESS STEEL SSS STAINLESS STEEL SHELF SVT SOLID VINYL TILE TB TACK BOARD TG TINTED GLASS TM TILTED MIRROR T.O. TOP OF TP TOILET PAPER HOLDER TPG TEMPERED GLASS TWI TACTILE WALKING SURFACE INDICATOR U.N.O. UNLESS NOTED OTHERWISE U/S UNDERSIDE V.I.F. VERIFY IN FIELD VFL VINYL FLOOR VCT VINYL COMPOSITE TILE WB WHITE BOARD WD WOOD WI WIRED GLASS WP WATERPROOFING
ROOM NAME	ROOM NUMBER
101a	DOOR NUMBER
G1	WINDOW TYPE
W1a	WALL TYPE/ CEILING TYPE
F-1	FLOOR TYPE
R-1	ROOF TYPE
?	MATERIAL TYPE
1	REVISION NUMBER
No SHEET No	EXTERIOR BUILDING ELEVATION INDICATOR
No SHEET No	MILLWORK ELEVATION INDICATOR
No SHEET No	SECTION INDICATOR

SHOP DRAWINGS AND SUBMITTALS:

- a) SUBMIT 5 (FIVE) COPIES OF ALL SHOP DRAWINGS AND SUBMITTALS.
b) SHOP DRAWINGS AND/OR SUBMITTALS THAT REQUIRE CERTIFICATION BY QUALIFIED PROFESSIONAL ENGINEER SHALL HAVE ORIGINAL SIGNATURE OF AN ENGINEER LICENSED IN THE PROVINCE OF ONTARIO.
c) SHOP DRAWINGS THAT REQUIRE CERTIFICATION BY A PROFESSIONAL ENGINEER MUST BE STAMPED AT THE TIME REQUIRING ENGINEERS CERTIFICATION ARE NOT STAMPED AS REQUIRED, THEY WILL BE REJECTED WITHOUT REVIEW.
d) THE CONTRACTOR SHALL ALLOW THE CONSULTANT AN MINIMUM OF 10 WORKING DAYS TO REVIEW SHOP DRAWINGS IS REQUIRED, ANOTHER 10 WORKING DAYS SHALL BE ALLOWED.
e) NO WORK SHALL BE COMMENCED OR MATERIAL ORDERED FOR WORK REQUIRING SHOP DRAWING SUBMISSION UNTIL THE SUBMISSION HAS BEEN RETURNED TO THE CONTRACTOR BEARING THE STAMP OF THE CONSULTANT.
f) THE FOLLOWING ITEMS REQUIRE SHOP DRAWING AND/OR SUBMISSION.

ITEM	ENGINEERS STAMP REQ'D	COMMENTS
REINFORCING STEEL	NO	SUBMIT ERECTION PLANS AND MATERIAL LISTS FOR ALL REBAR SPECIFIED IN CONSTRUCTION DRAWINGS
CONCRETE MIX DRAWINGS	NO	SUBMIT ALL CONCRETE MIX DESIGNS TO BE USED
CONCRETE BLOCK MILL REPORT INCL COMPRESSIVE STRENGTH TEST RESULTS	NO	
MASONRY TIES, ANCHORS AND HORIZONTAL JOINT REIN. SPECS	NO	
MORTAR AND GROUT MIX DESIGNS AND SPECIFICATIONS	NO	
STRUCTURAL STEEL SHOP DRAWINGS	YES	SUBMIT ERECTION PLANS AND PIECE DETAIL DWGS. FOR STRUCTURAL STEEL SPECIFIED IN CONSTRUCTION DRAWINGS
COLD FORMED STEEL (CFS) FRAMING	YES	SUBMIT FULL SHOP DWGS. & CALCULATIONS FOR ALL STUD FRAMING SHOWING LAYOUT & CONNECTIONS, BOTH CERTIFIED
STUD SHOP DRAWINGS	YES	SHOP DRAWINGS SHALL SHOW ELEVATIONS, SECTIONS, MULLION SECTION PROPERTIES AND ALL CONNECTIONS.
WINDOW & CURTAIN WALL SHOP DRAWINGS	YES	



CODE COMPLIANCE PLAN
SCALE: 1 : 150

Issued For (YYMMDD)
PERMIT-SHELL 21.01.05
R1 21.01.13
PERMIT UPDATE & CONSTRUCTION 21.09.23

Date
2021.01.13
2021.09.23
2021.10.26

Revision Schedule
Description
No. 1 Rev 1
11 Rev 11 - Coordination
12 Rev 12 - East Walls Structural Repair

GENERAL INFORMATION & CODE COMPLIANCE

AIPL CANADA
Mixed-Use Development: BLD B

1100 & 1200-1220 University Ave. W. Windsor, ON

Drawn By
Ai

Checked By
Ai

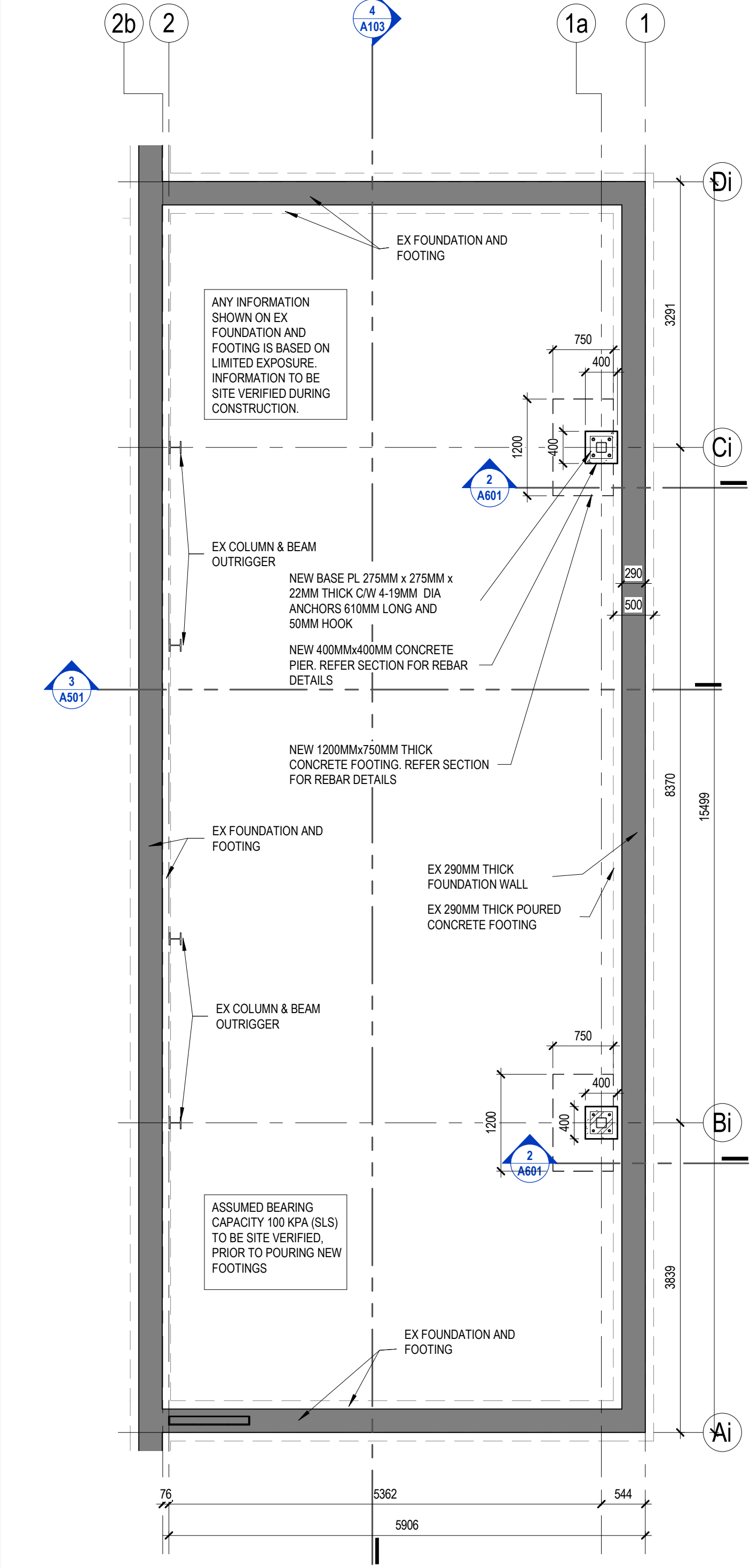
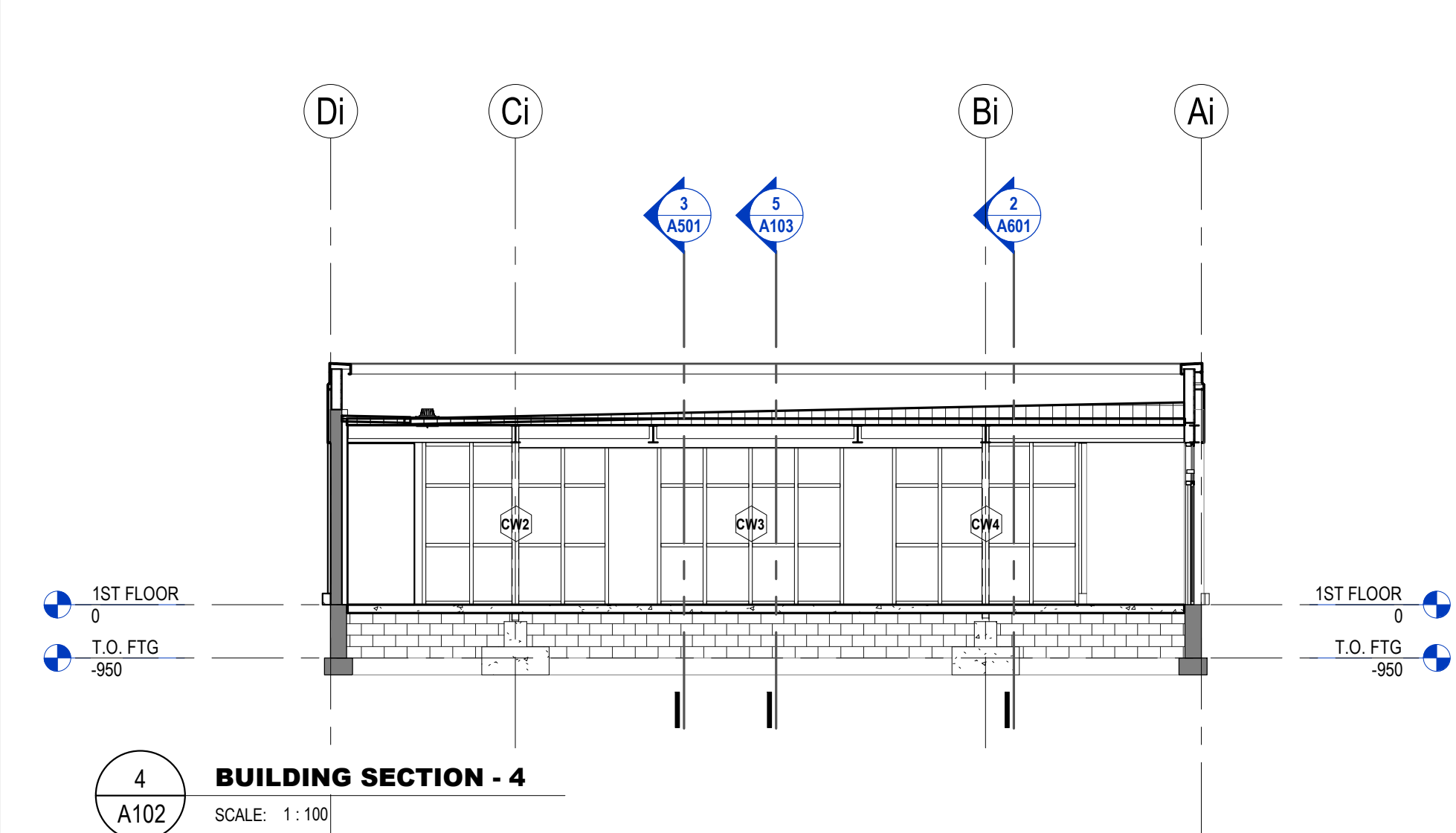
Project No
1835

Sheet No

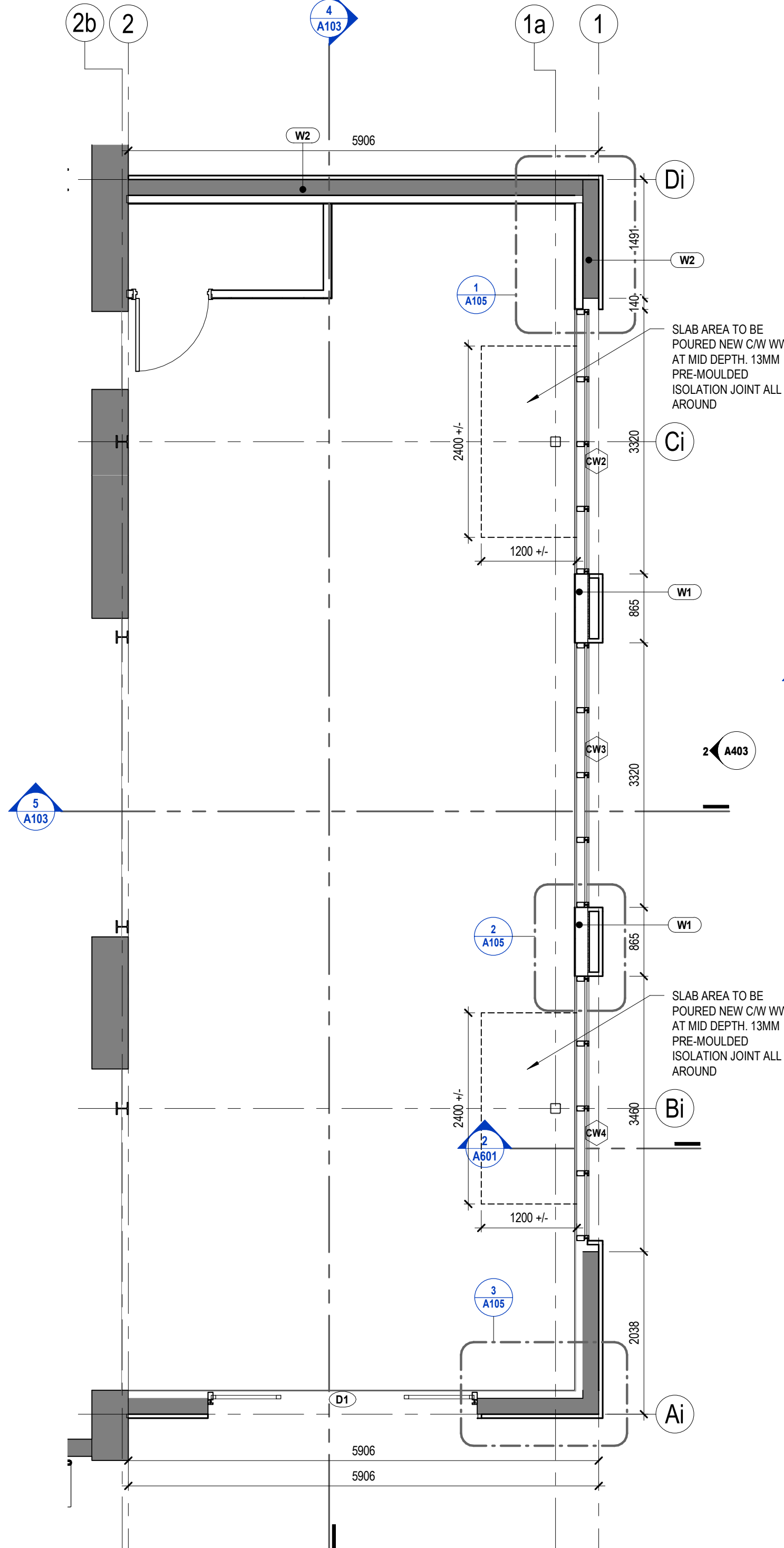
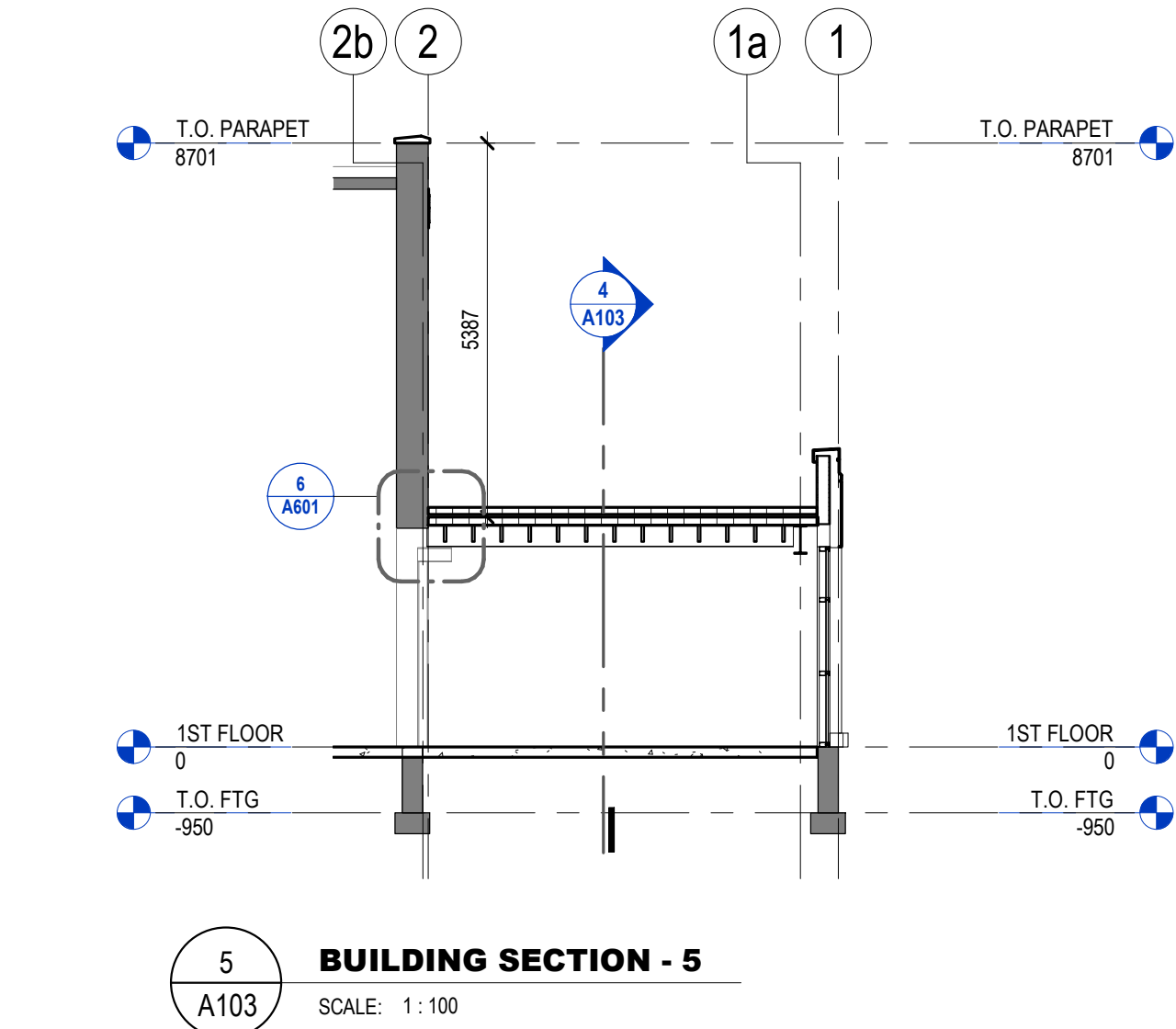
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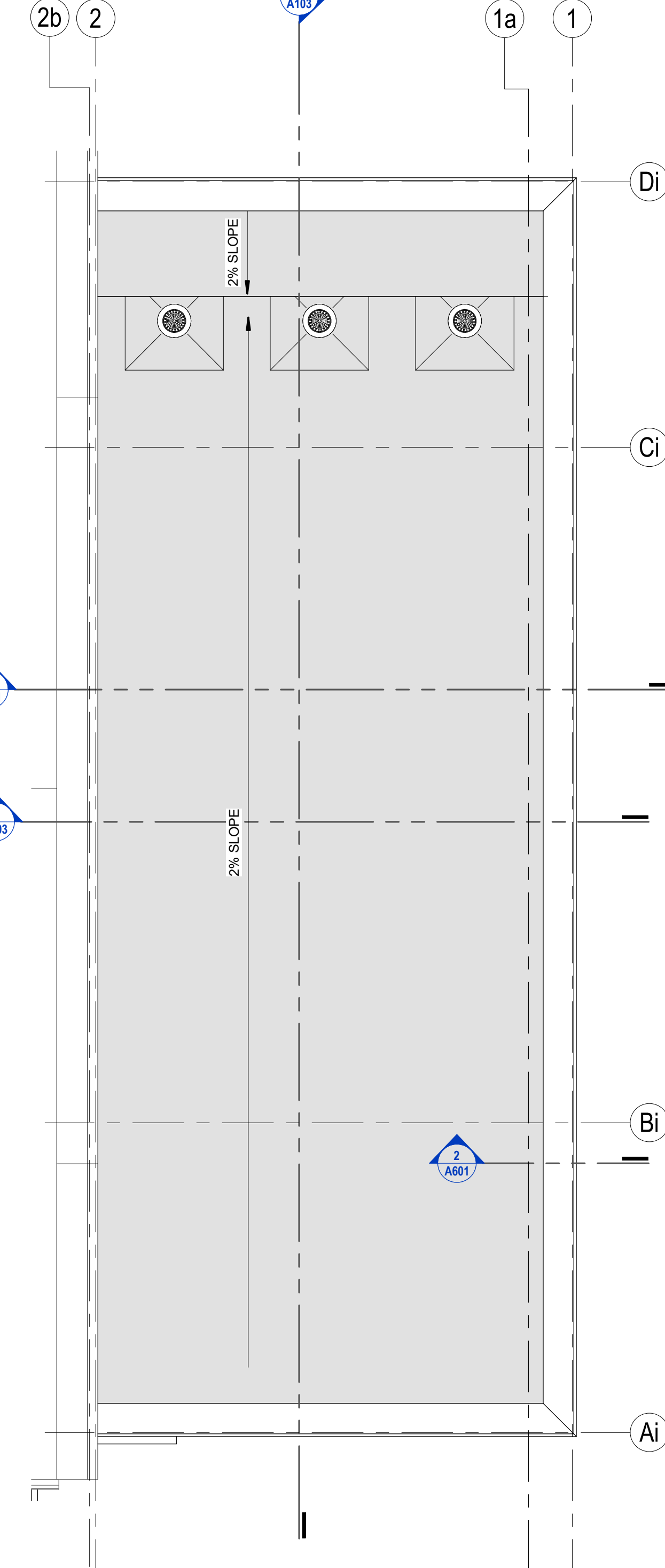
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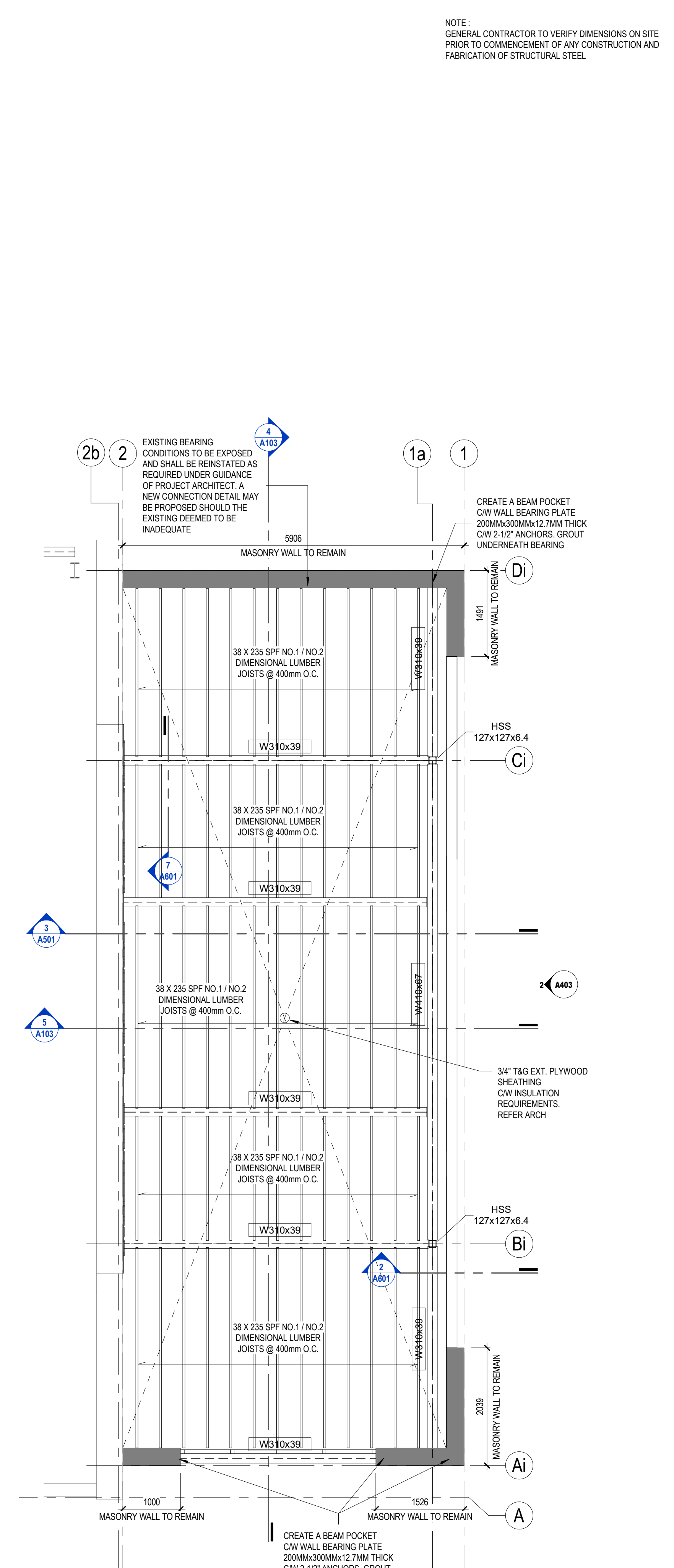
1 ENLARGED FOUNDATION PLAN - NEW
A103 SCALE: 1:50



2 ENLARGED 1ST FLOOR PLAN - NEW
A102 SCALE: 1:50



3 ENLARGED ROOF PLAN - NEW
A104 SCALE: 1:50

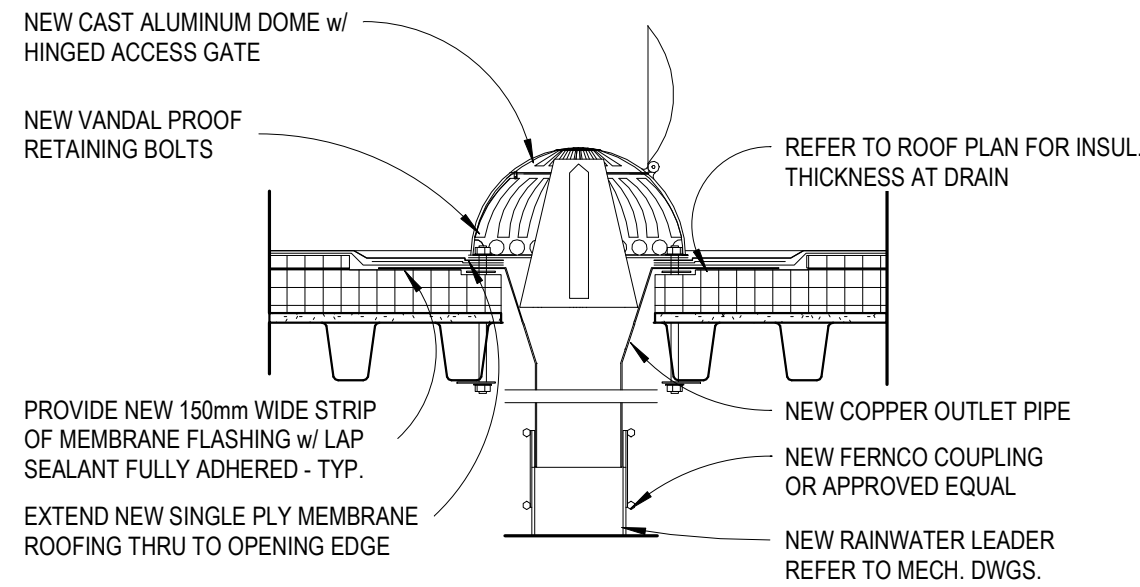


6 ENLARGED FRAMING PLAN - NEW
A403 SCALE: 1:50

NOTE:
GENERAL CONTRACTOR TO VERIFY DIMENSIONS ON SITE
PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION AND
FABRICATION OF STRUCTURAL STEEL

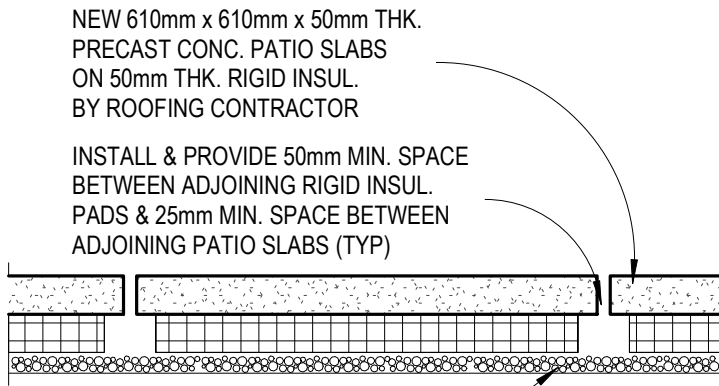
Date
Revision Schedule
Description
No.

ENLARGED PLANS AND
SECTIONS - ADDITION



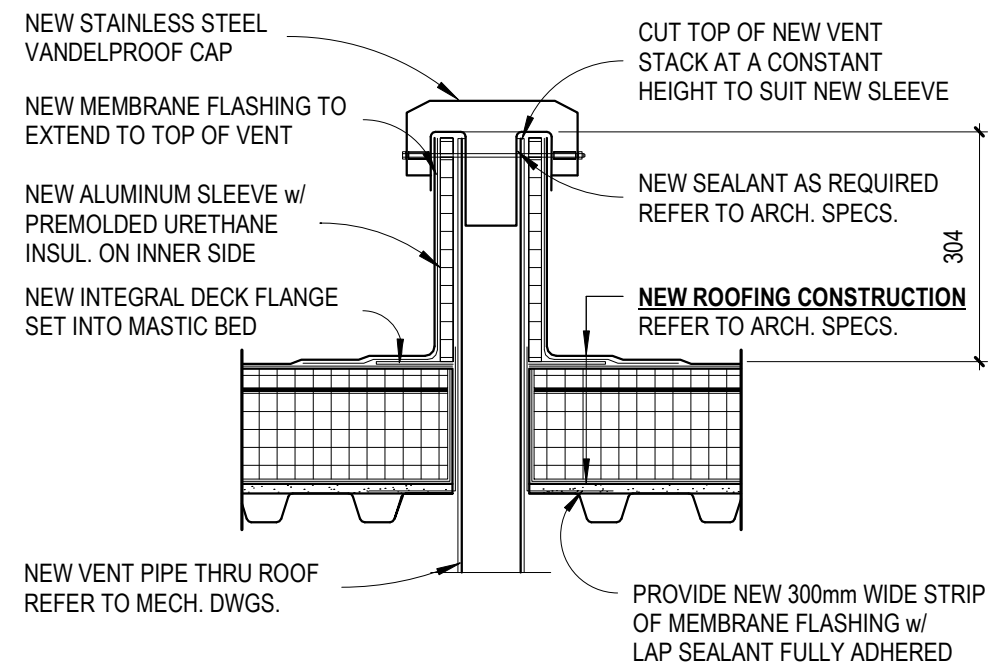
TYP. ROOF DRAIN DETAIL

SCALE: 1:10



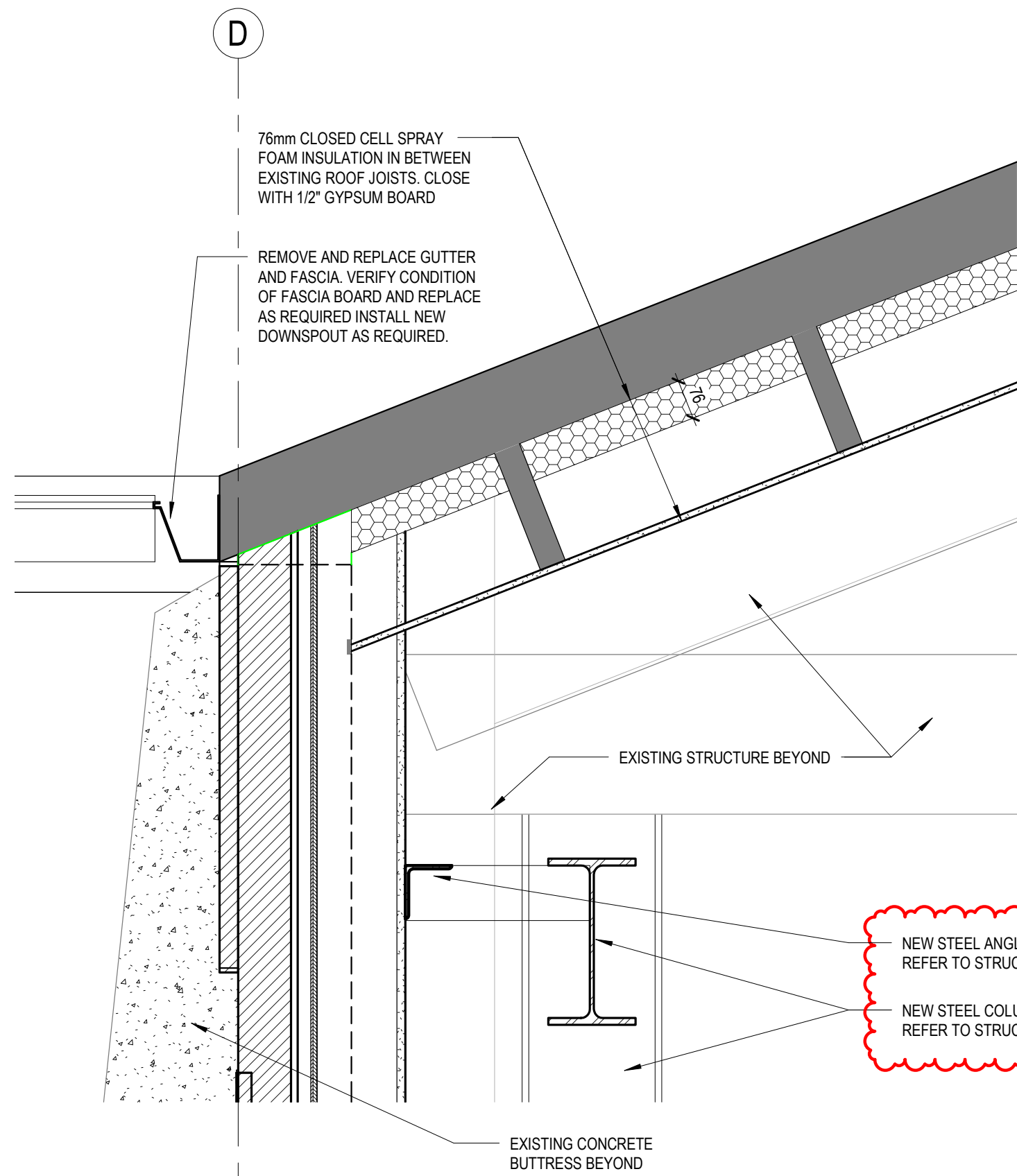
TYP. ROOF PAVER DETAIL

SCALE: 1:10



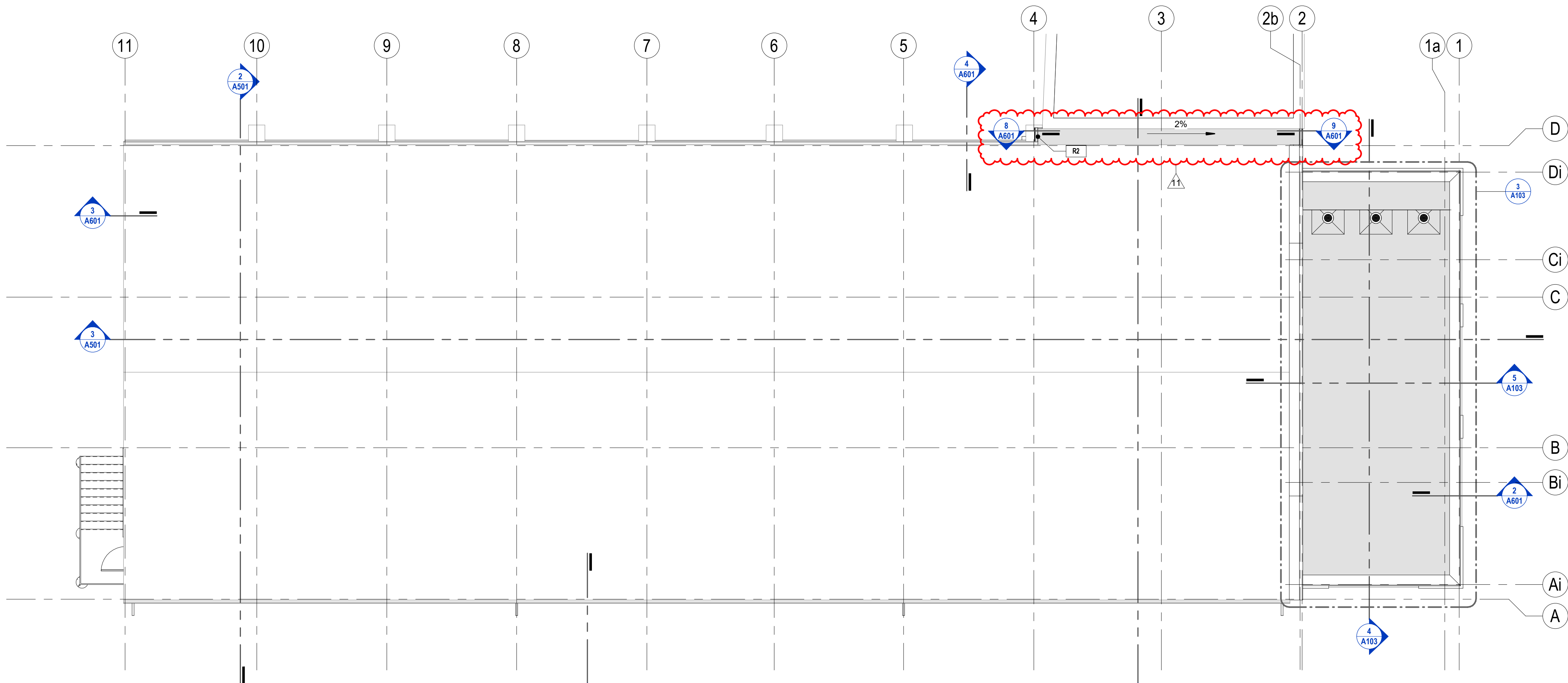
TYP. ROOF PENETRATION DETAIL

SCALE: 1:10



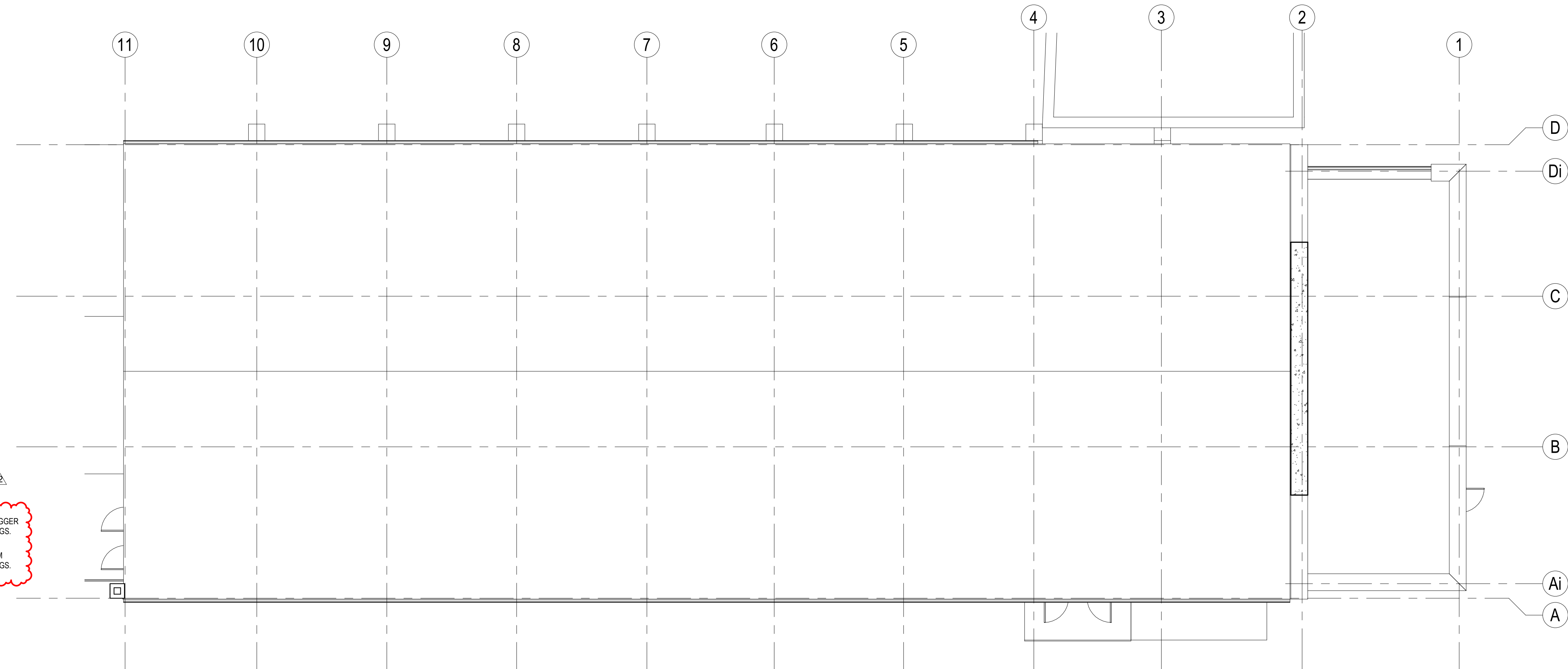
3 TYPICAL ROOF DETAIL

A601 SCALE: 1:10



1 ROOF PLAN - NEW

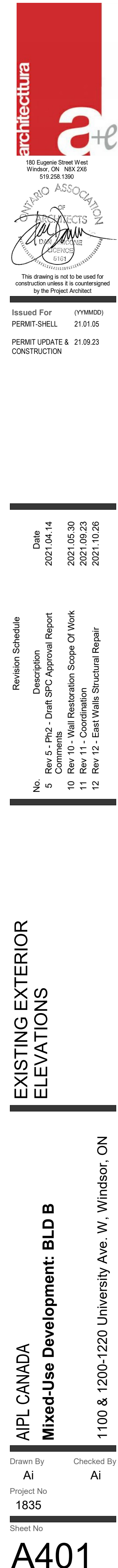
A103 SCALE: 1:100

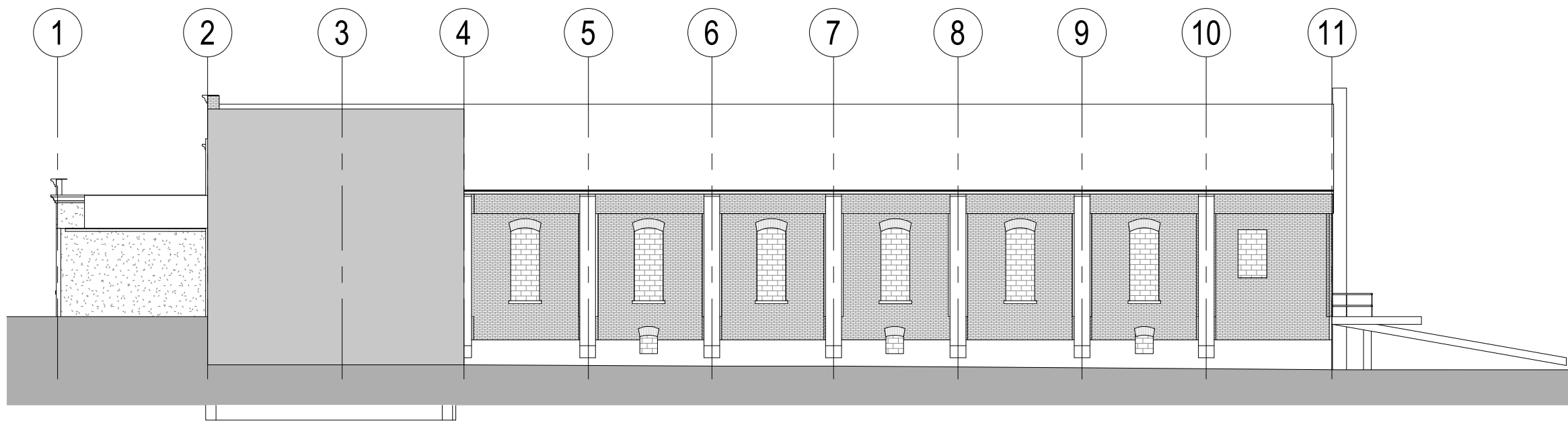


2 ROOF PLAN - EXISTING

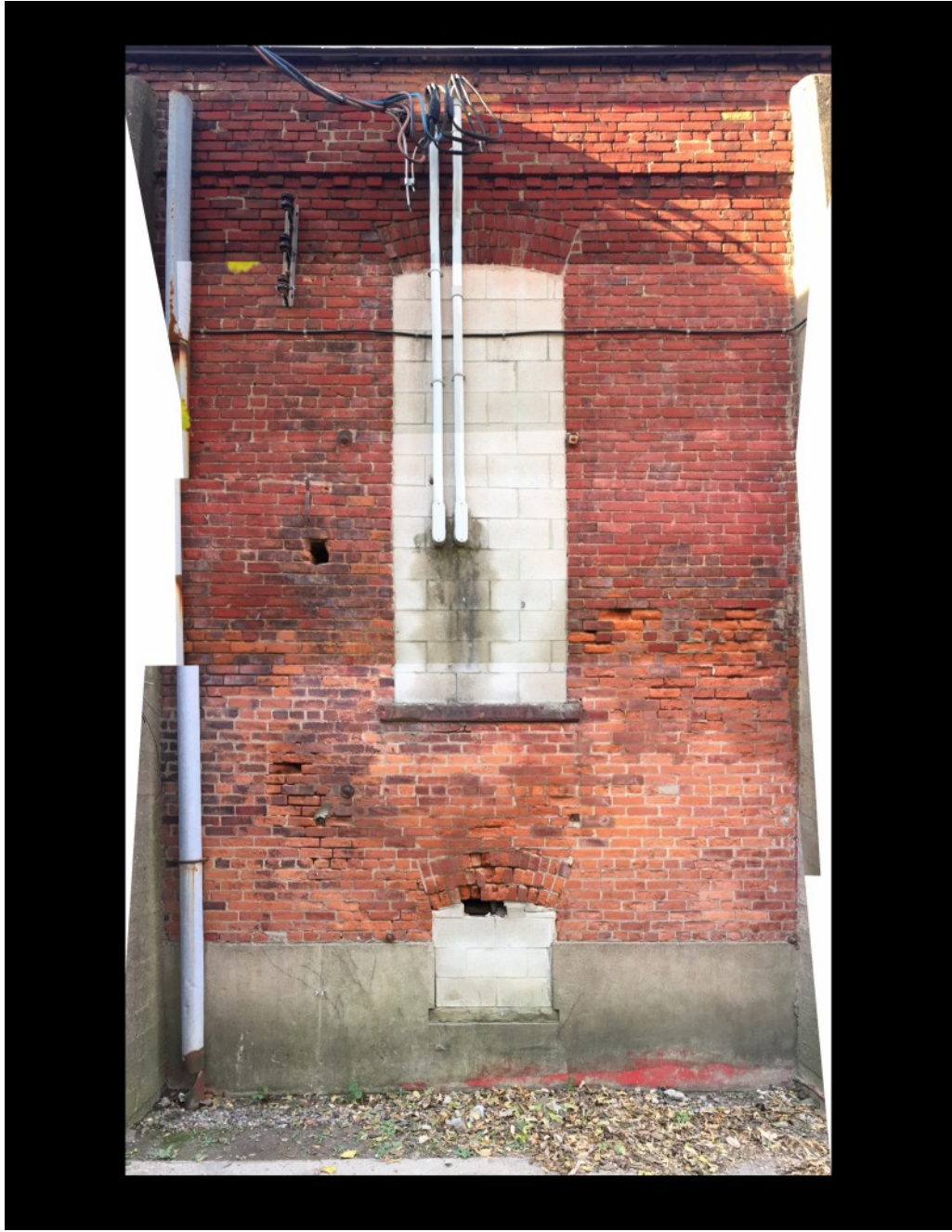
A103 SCALE: 1:100

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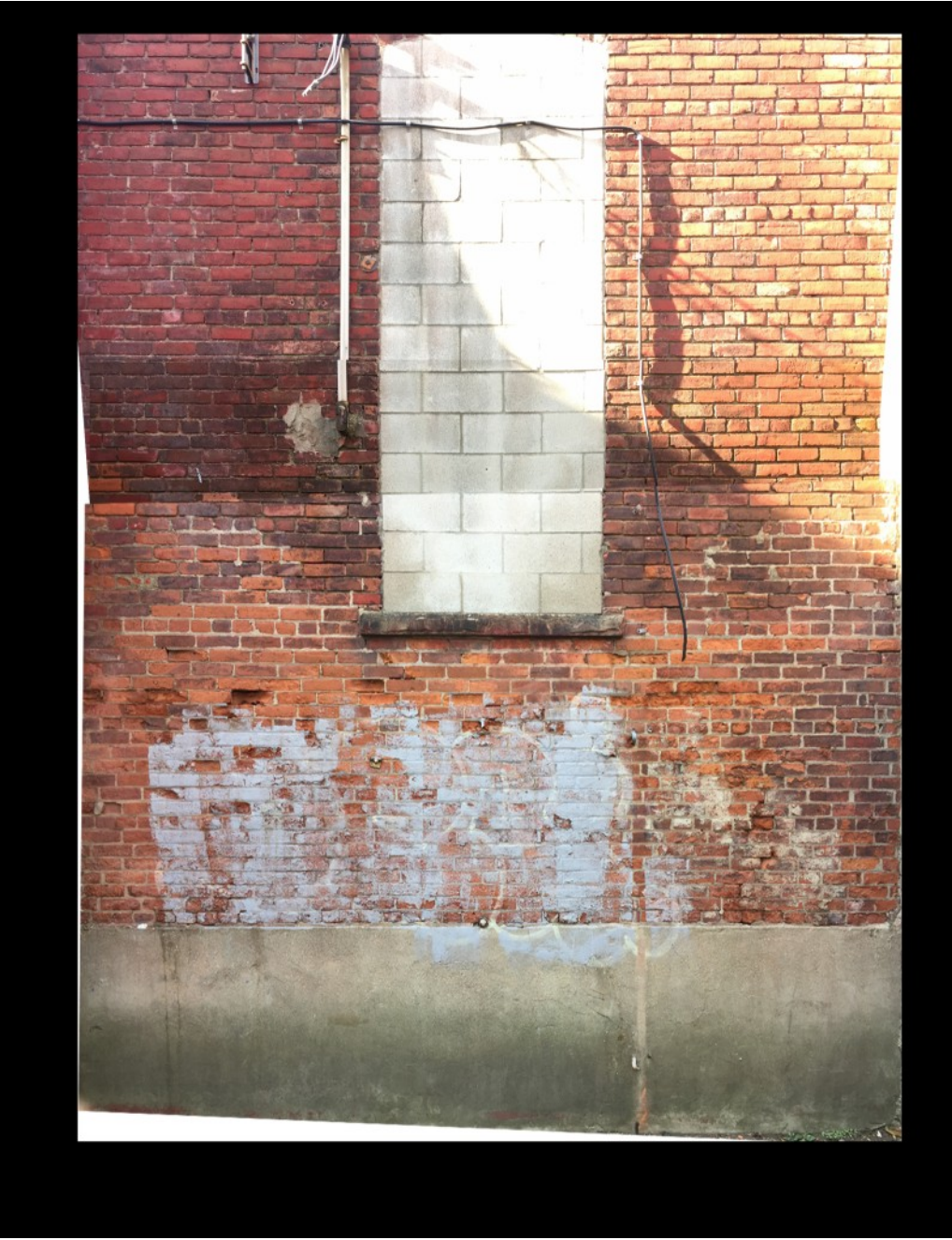




4-5



5-6



6-7



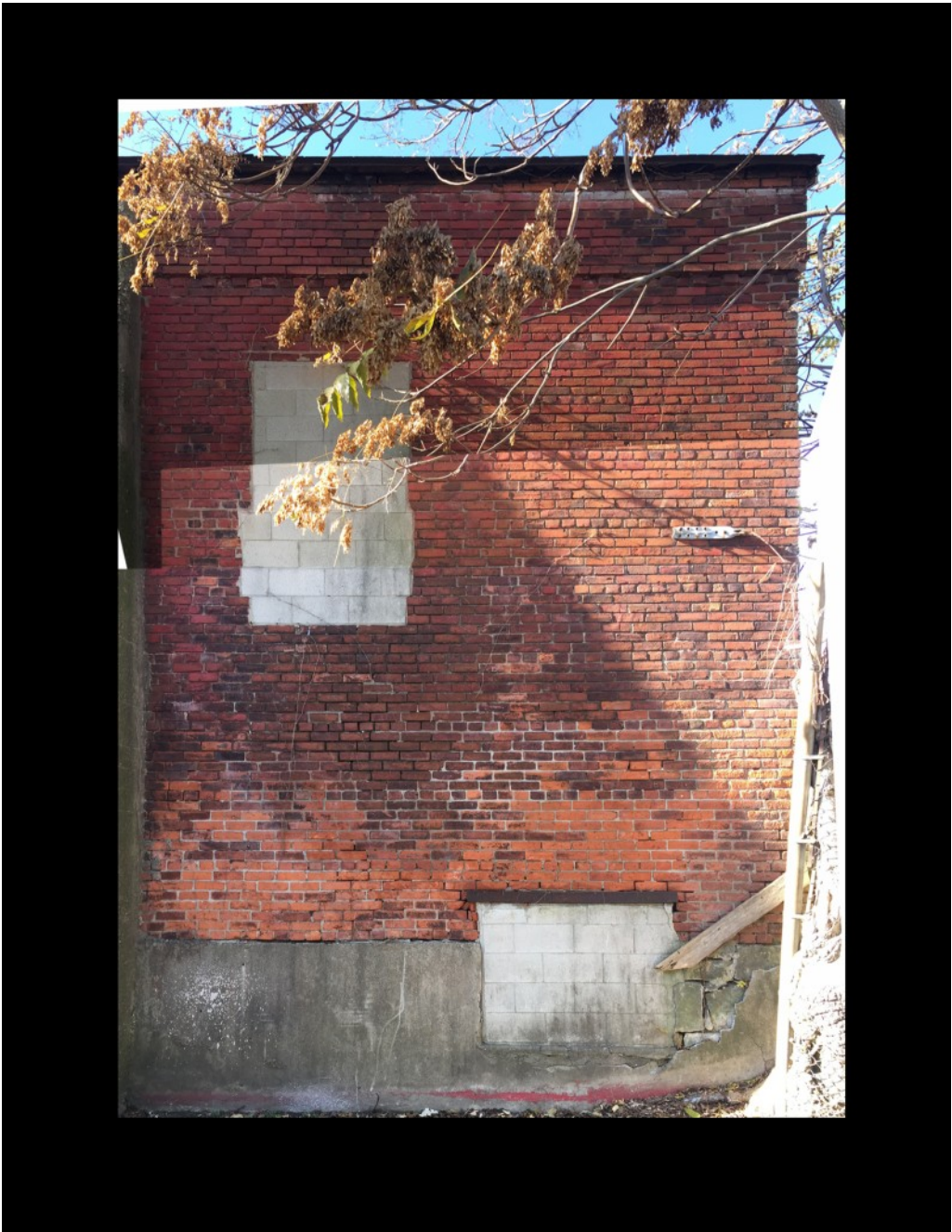
7-8



8-9



9-10



10-11

THIS LINE IS 4" LONG

Date

Revision Schedule
Description

No.

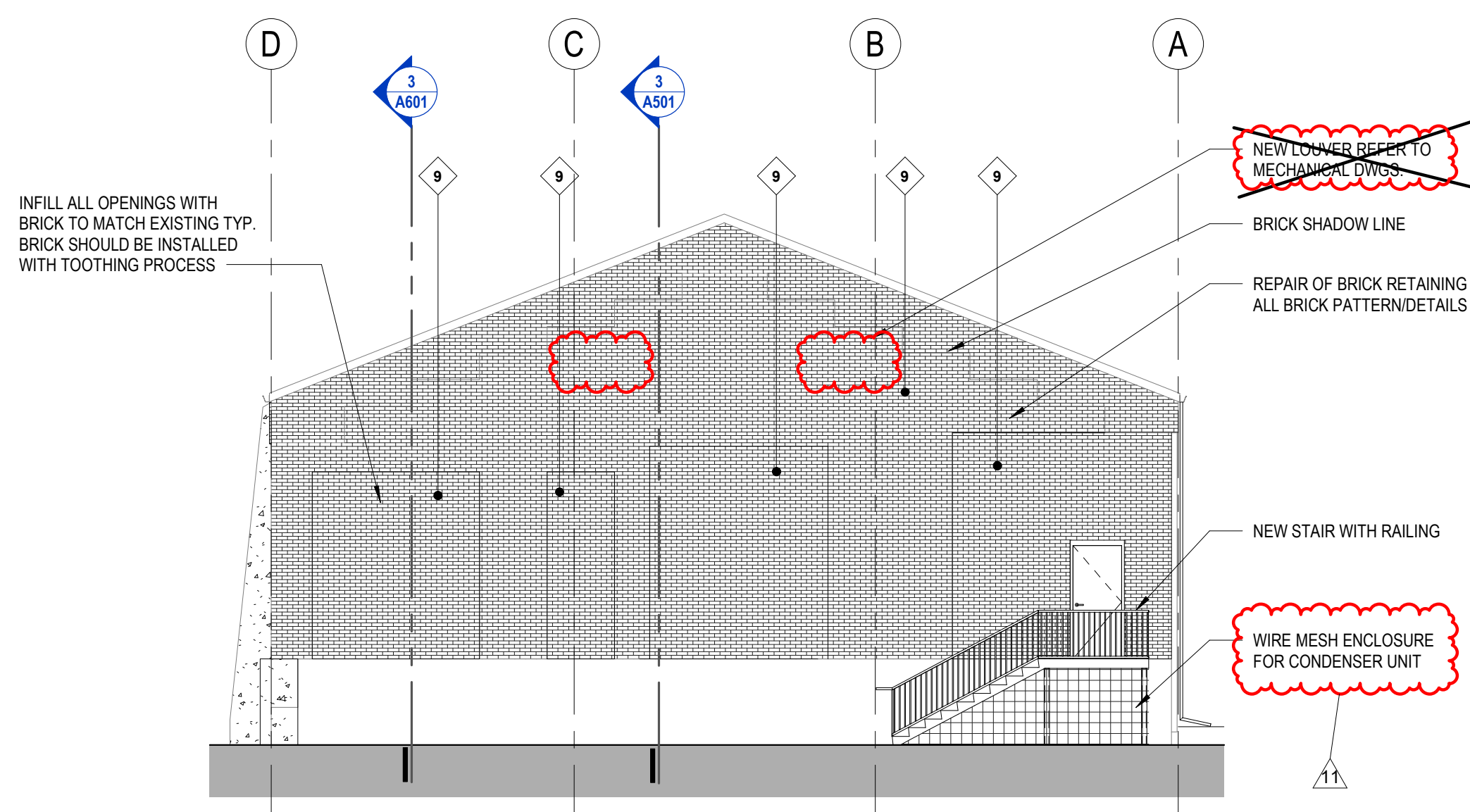
EXISTING BRICK ELEVATIONS -
IMAGES

AIPL CANADA
Mixed-Use Development: BLD B
1100 & 1200-1220 University Ave. W. Windsor, ON

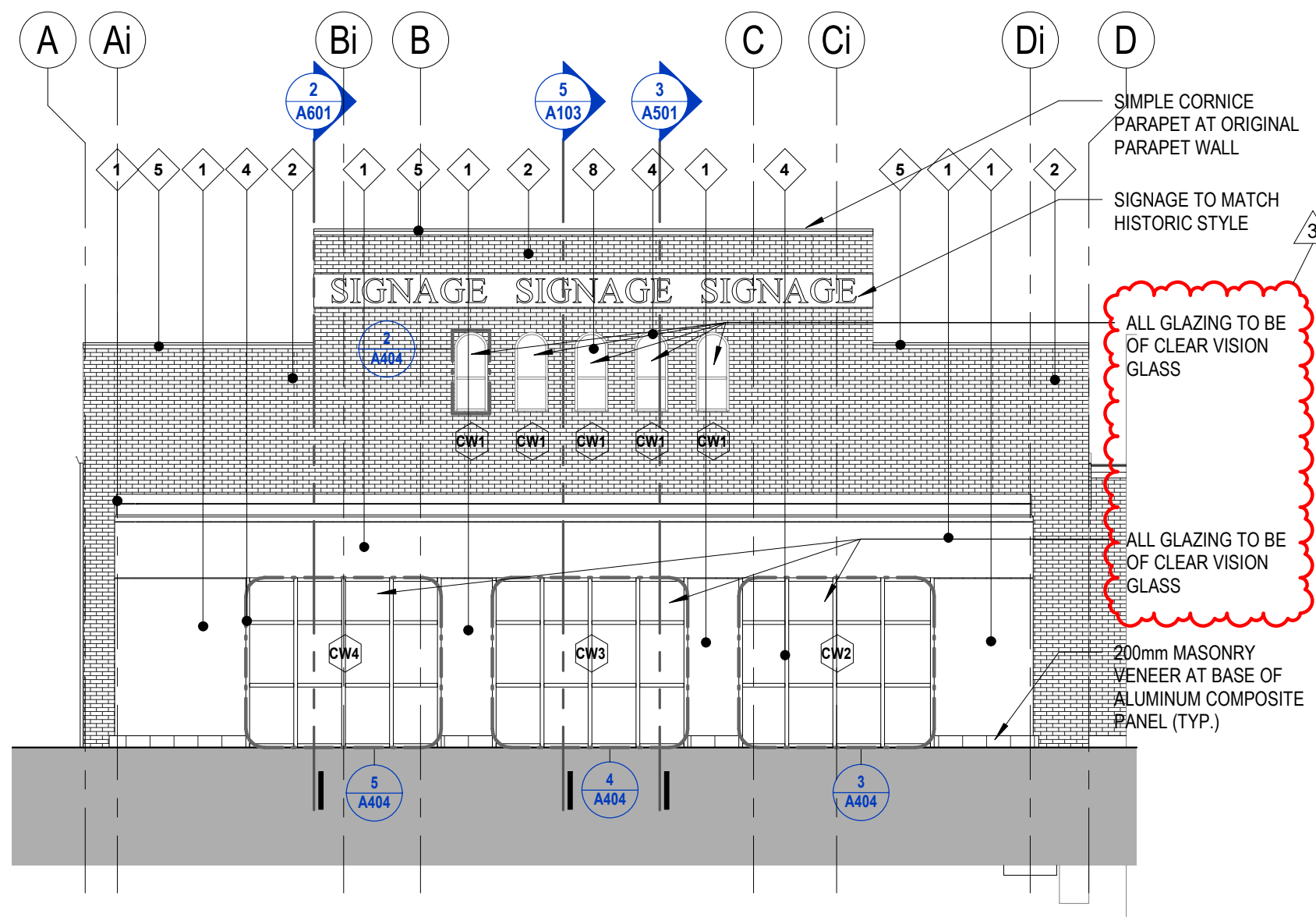
Drawn By Author
Checked By Checker
Project No 1835
Sheet No

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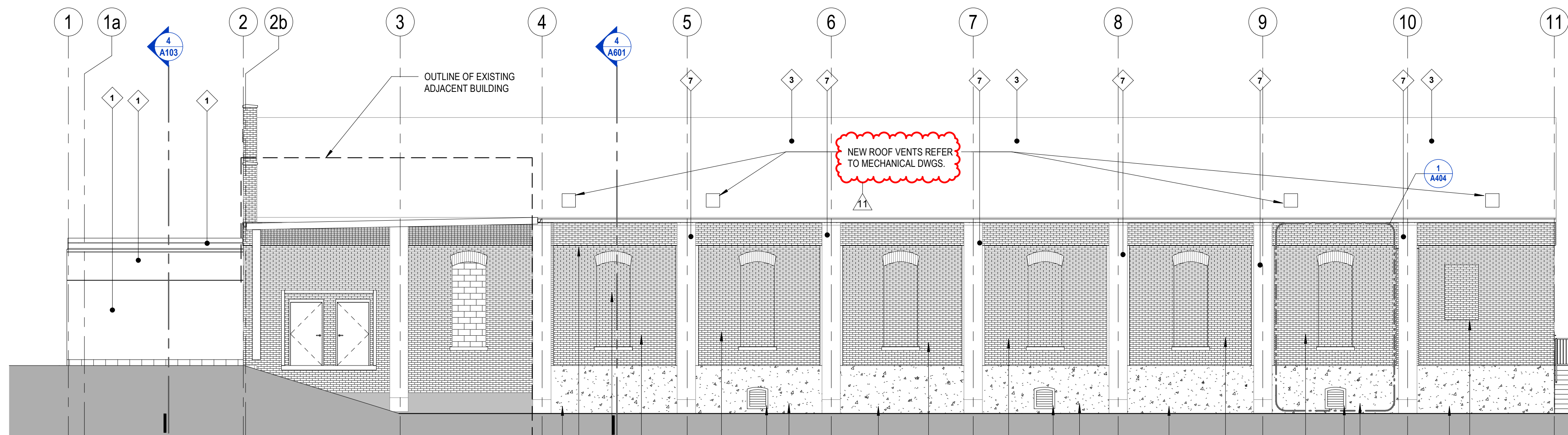
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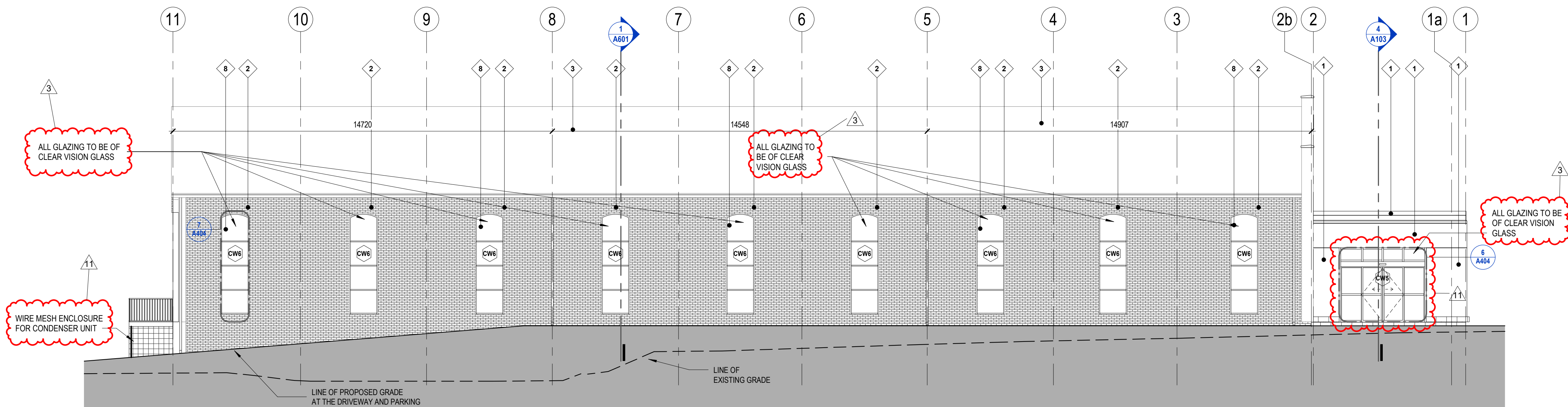
1 NORTH ELEVATION - NEW
A102 SCALE: 1:100



2 SOUTH ELEVATION - NEW
A102 SCALE: 1:100



3 EAST ELEVATION - NEW
A102 SCALE: 1:100



4 WEST ELEVATION - NEW
A102 SCALE: 1:100

MATERIAL LEGEND

- 1 AL. COMP. PANELS
 - 2 REMOVE STUCCO AND REPAIR BRICK BEHIND
 - 3 ROOF
 - 4 ALUMINUM STORE FRONT
 - 5 COPING
 - 6 STAIR
 - 7 BUTTRESS TO BE PRESERVED
 - 8 CLEAR VISION GLAZING
 - 9 BRICK - SEE RESTORATION NOTES
 - 10 CONCRETE BLOCK
- * ALL GLAZING TO BE OF CLEAR VISION GLASS

NOTE:
SECTIONS AND COLOUR SAMPLES OF ALUMINUM COMPOSITE PANELS, WINDOWS AND STOREFRONT FRAMES MUST BE REVIEWED, APPROVED AND VERIFIED BY THE ARCHITECT PRIOR TO INSTALLATION.

BRICK RESTORATION NOTES

- REMOVE EPS SYSTEM FROM THE EXISTING BRICK WALLS.
- REPLACE ALL MODERN MASONRY UNITS. INSPECT EACH EXISTING CLAY BRICK ON THE HERITAGE WALLS. ON WALL AREAS WITH SPALLING OR FAILED BRICKS DISMANTLE AND REBUILD EXTERIOR WYTHE. WORKING SECTIONS SIZES TO BE DETERMINED ENSURING THE STRUCTURAL INTEGRITY OF THE WALLS (UP TO 15' X 15'). REPLACE ALL CRITICALLY DETERIORATED MASONRY UNITS. REPLACEMENT MASONRY UNITS TO MATCH IN SIZE, COLOUR AND TEXTURE THE EXISTING HERITAGE BRICK (I.E. CLAY BRICK). REUSE ANY BRICK SPALLING AT ITS EXTERIOR FACE, AFTER MAKING SURE THAT MATERIAL INTEGRITY IS NOT COMPROMISED. CLEAN THEM AND TURN/INVERT DURING REBUILDING. DAMPEN UNITS AND CAVITIES IMMEDIATELY PRIOR TO INSTALLATION MATCHING THE EXISTING BOND PATTERN AND COURSEING. REBUILDING TO FOLLOW THE EXISTING COMMON BOND PATTERN. ENSURE THAT REMAINING ORIGINAL BRICK, INVERTED ORIGINAL BRICK AND NEW REPLACEMENT BRICK UNITS ARE REBUILT IN A WAY THAT IS EVENLY BLENDED AND WOULD RESULT IN COHESIVE AND BALANCED END APPEARANCE. SAMPLES MUST BE PRESENTED APPROVED AND VERIFIED BY THE HERITAGE PLANNER AND SENIOR URBAN DESIGNER PRIOR TO INSTALLATION.
- REMOVE ANY MODERN CEMENTITIOUS MORTARS.
- PREPARE JOINT BY REMOVING DETERIORATED MORTAR. RAKING OUT PROCEDURE:
 - SAWCUT ALONG CENTER OF JOINT, TO A DEPTH OF MAX 20MM.
 - RAKE OUT EXISTING MORTAR SQUARE TO BRICK.
 - REMOVE ALL RESIDUE FROM STONE FACE TO ALLOW NEW MORTAR TO BOND TO BRICK.
 - DO NOT CHIP OR OTHERWISE DAMAGE EDGE OF MASONRY UNITS DURING REMOVALS.
 - GRINDERS OR SAW BLADES MUST NOT TOUCH MASONRY UNITS FACE. CUT CENTRE OF JOINT CAREFULLY, WITHOUT MARKING BRICK. REMOVE REMAINDER OF MORTAR USING HAND TOOLS.
 - ALL CRACKED MORTAR, MORTAR DEBONDED FROM BRICK, OR DETERIORATED MORTAR OR PORTLAND MORTAR MUST BE REMOVED FROM JOINT PRIOR TO REPOINTING, FOR FULL DEPTH OF BRICK IF NECESSARY.
 - REMOVE ALL PORTLAND CEMENT BASED MORTARS FROM JOINTS.
 - REMOVE ALL CAULKING, WHERE PRESENT IN JOINTS.
 - CLEAN OUT JOINT USING COMPRESSED AIR, OR WASH OUT JOINTS USING PRESSURIZED WATER, PRIOR TO REPOINTING.
 - WHERE BRICK BECOMES LOOSE, REMOVE AND RESET BRICK.
- REPOINT ONLY WHEN THE WALL TEMPERATURE IS BETWEEN 5°C (40°F) - 25°C (77°F) TO AVOID EXCESSIVE EVAPORATION OF WATER FROM THE MORTAR OR FREEZING.
- PREPARE MORTAR PROPORTION BY MEASURING DRY INGREDIENTS BY VOLUME AND MIXING THOROUGHLY BEFORE ADDING WATER. USE WITHIN 30 MINUTES. PROPORTIONS TO BE TRADITIONAL TYPE O MEANING PROPORTION OF MORTAR VOLUMES OF CEMENT: HYDRATED LIME OR LIME PUTTY: SAND IS TO BE 1:2:8-9. PRE-MIXED TYPE O MORTAR MAY ALSO BE PERMITTED WITH MATCHING COLOUR, FOLLOWING MANUFACTURER'S SPECIFICATIONS.
- CONDUCT TEST PANEL AT AN INCONSPICUOUS SPOT (3' BY 3') TO BE APPROVED BY ARCHITECT.
- FILL JOINT WITH COMPACTED SUCCESSIVE LAYERS (1/4" OR 1CM) TO CONTROL RATE OF DRYING AND STRENGTHEN BOND. FINISH WITH A CONCAVE JOINT STYLE, OR AN ALTERNATE IF IT CAN BE DEMONSTRATED TO BE THE ORIGINAL POINTING STYLE.
- NEWLY REPOINTED JOINTS SHOULD BE KEPT IN A DAMP ENVIRONMENT TO PROMOTE CURING. THEY SHOULD BE MISTED AND COVERED WITH DAMP BURLAP AND POLYTHENE SHEETS FOR A PERIOD OF NO LESS THAN 3 DAYS AND AS LONG AS POSSIBLE.
- CLEAN EXCESS MORTAR WITH NATURAL BRISTLE/ NYLON BRUSH. NEVER USE METAL BRISTLE BRUSHES ON HISTORIC MASONRY. THE MORTAR ON FRESHLY REPOINTED WALL SHOULD BE FULLY HARDENED BEFORE CLEANING. EFFLORESCENCE MAY BE REMOVED BY BRUSHING WITH STIFF-BRISTLE BRUSH (NOT METAL).
- ABOVE-ROOF (IE. CHIMNEY AND PARAPET) REPAIRS SHOULD BE DONE BEFORE ROOF REPAIRS ARE UNDERTAKEN.
- PROTECT WORK FROM RAIN AND FREEZING FOR THE FIRST 72 HOURS OR IN HOT WEATHER, PROTECT FROM SUN AND WIND TO AVOID RAPID WATER EVAPORATION FROM MORTAR.
- APPLICATION OF SEALANTS ARE NOT PERMITTED.
- WHERE NEEDED, APPLY LOCALLY "KING BIOLOGICAL SOLUTION" FOR HERITAGE SENSITIVE CLEANING. FOLLOW MANUFACTURER'S SPECIFICATIONS.
- CLEANING IS TO BE CONDUCTED IN THE GENTLEST MEANS POSSIBLE. START WITH LOW PRESSURE, PROGRESSING AS NEEDED TO SLIGHTLY HIGHER PRESSURE NO HIGHER THAN 200 PSI.

NEW WALL SECTIONS NOTES:
- REUSE EXISTING BRICK AND STONE SILLS FOR EXTERIOR LAYER OF VENEER MASONRY WALL.
- USE BRICKS FROM THE EXTERIOR WYTHE OF THE ORIGINAL WALL ONLY.
- FOLLOW BRICK RESTORATION NOTES FOR MORTAR AND JOINT STYLE.
- REPLICATE ALL BRICK FEATURES SUCH AS COMMON BOND, TRIPLE ROW ROWLOCK BRICK LINTELS, SHADOWLINE, STONE SILLS, AS PER EXISTING PHOTO DOCUMENTATION A402 AND ENLARGED EASE ELEVATION BRICK PATTERN FROM A404.
- AT EXISTING WINDOWS REPLACE CONCRETE BLOCK WITH BRICK (NOT TOOTHED-IN), RECESSED BY 13mm TO SHOW THE TRACES OF ORIGINAL WINDOWS.

REPAIR BRICK RETAINING ALL BRICK PATTERN/DETAILS. REPLACE SPALLED AND MISSING BRICK. REPOINT AS NECESSARY.

FORMER WINDOW OPENINGS: CONCRETE BLOCK INFILL TO BE CLEANED AND STAINED TO MATCH EXISTING RED BRICK.

RESTORE TRIPLE ROW ROWLOCK BRICK LINTELS. FOLLOW BRICK RESTORATION NOTES.
CLEAN AND PRESERVE STONE.

NEW EXTERIOR ELEVATIONS

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A403

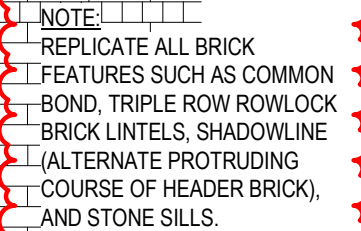


SCALE: 1 : 25



CW6 - HERITAGE WINDOW

SCALE: 1 : 25

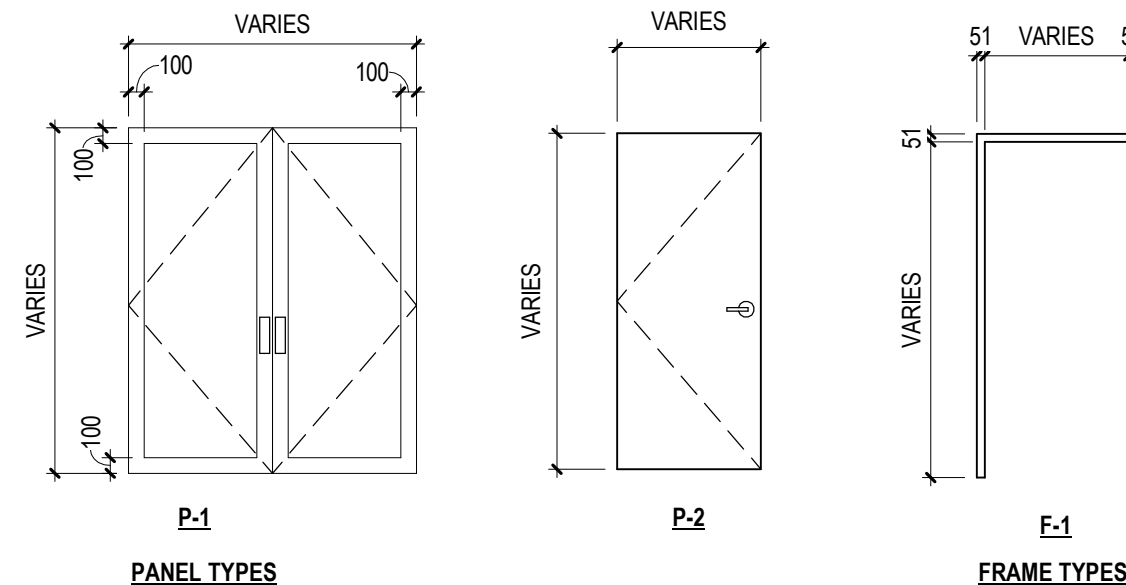


ENLARGED EAST ELEVATION - BRICK PATTERN

SCALE: 1 : 25

DOOR SCHEDULE															
NO.	TYPE	QTY.	PANEL				FRAME			GLAZING	CLOSER	EXIT DEVICE	F.R.R.	HARDWARE	REMARKS
			WIDTH	HEIGHT	MAT.	FINISH	TYPE	MAT.	FINISH						
D1	P1	1	1524	2111	CL TP, IN	CL		AL	AN	CL TP, IN	1				
D2	P2	1	914	2134	HM	PAINT		HM	PAINT		1				
D4	P2	2	1067	2134	HM	PAINT		F1	HM	PAINT	1		3/4 HR		ELECTRIFIED DOOR CLOSER/HOLDER TO AUTOMATICALLY CLOSE THE DOOR IN CASE OF SMOKE OR FIRE
D5	P2	2	1067	2134	HM	PAINT		F1	HM	PAINT	1		3/4 HR		ELECTRIFIED DOOR CLOSER/HOLDER TO AUTOMATICALLY CLOSE THE DOOR IN CASE OF SMOKE OR FIRE
DOOR & FRAME TYPES															

DOOR & FRAME TYPES



MATERIAL LEGEND:

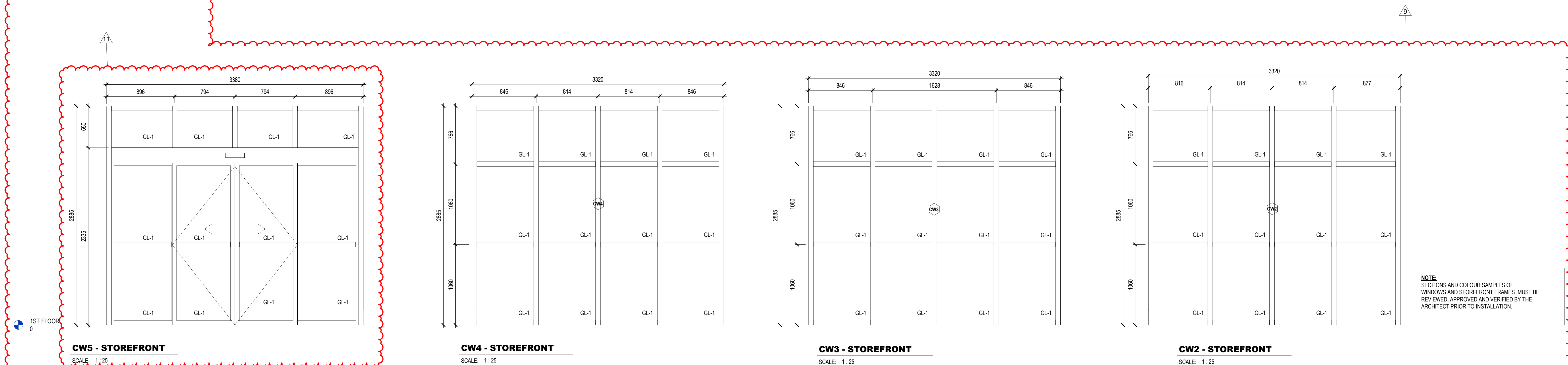
ADO	AUTOMATIC DOOR OPERATOR
AL	ALUMINUM
AN	ANODIZED
CL	CLEAR GLASS
CR	CARD READER
EX	EXISTING
HM	HOLLOW METAL
IM	INSULATED METAL
IG	INSULATED GLASS
OH	OVERHEAD
PT	PAINT
SCW	SOLID CORE WOOD
ST	STAIN
TP	TEMPERED GLASS
TG	TINTED GLASS
WI	WIRED GLASS
WD	WOOD

DOOR NOTES:

1. ALL GLAZING IN DOORS & SIGHTLITS SHALL BE TEMPERED.
2. PROVIDE WEATHERSTRIPPING FOR ALL EXTERIOR DOORS.
3. REFER TO MECHANICAL DRAWINGS FOR ALL DOOR LOUVER SIZES AND TYPES. LOUVERS SHALL BE PRE-FINISHED W/ COLOUR TO MATCH DOOR AND /OR FRAME.
4. ALL DOOR HARDWARE TO BE REVIEWED BY ARCHITECT FOR APPROVAL.
5. DOOR FRAME INFORMATION INDICATED WITH * ON THE DOOR SCHEDULE REQUIRES COORDINATION WITH THE WINDOWTYPE LEGEND.
6. REFER TO MECHANICAL DRAWINGS FOR ALL DOOR SIZES AND TYPES.
7. REFURBISH EXISTING DOORS AS NOTED IN SCHEDULE:
 - A) REMOVE EXISTING DOOR HARDWARE AND REPAIR HOLDS AND SCRATCHES, SAND, CLEAN, PAINT EXISTING WOOD DOORS.
 - B) REMOVE EXISTING HINGES FROM GLAZES, CLEAN AND PAINT EXISTING FRAMES.

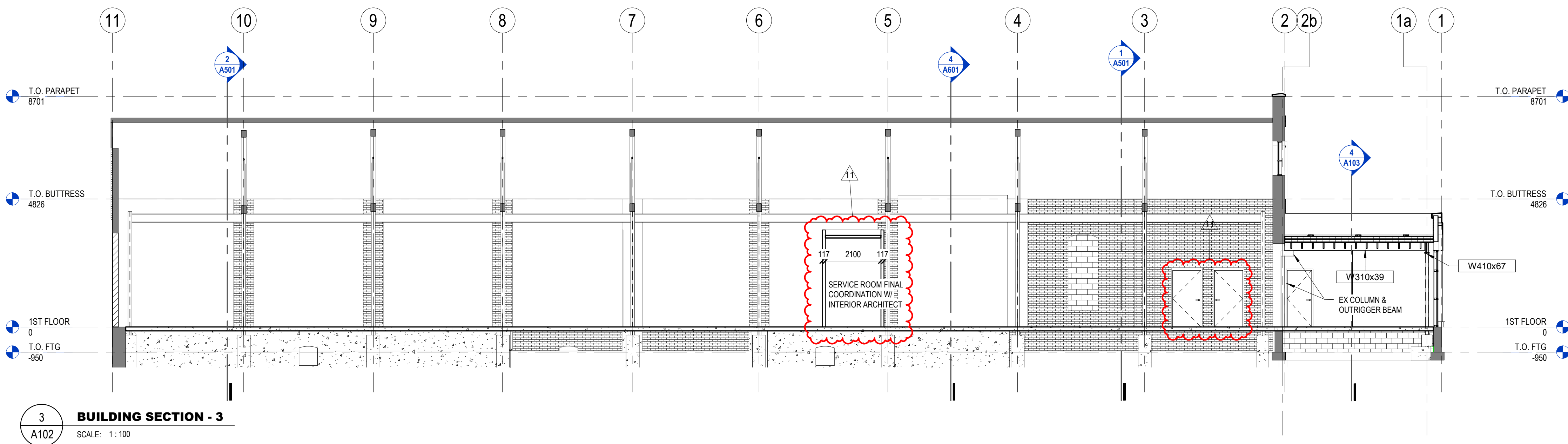
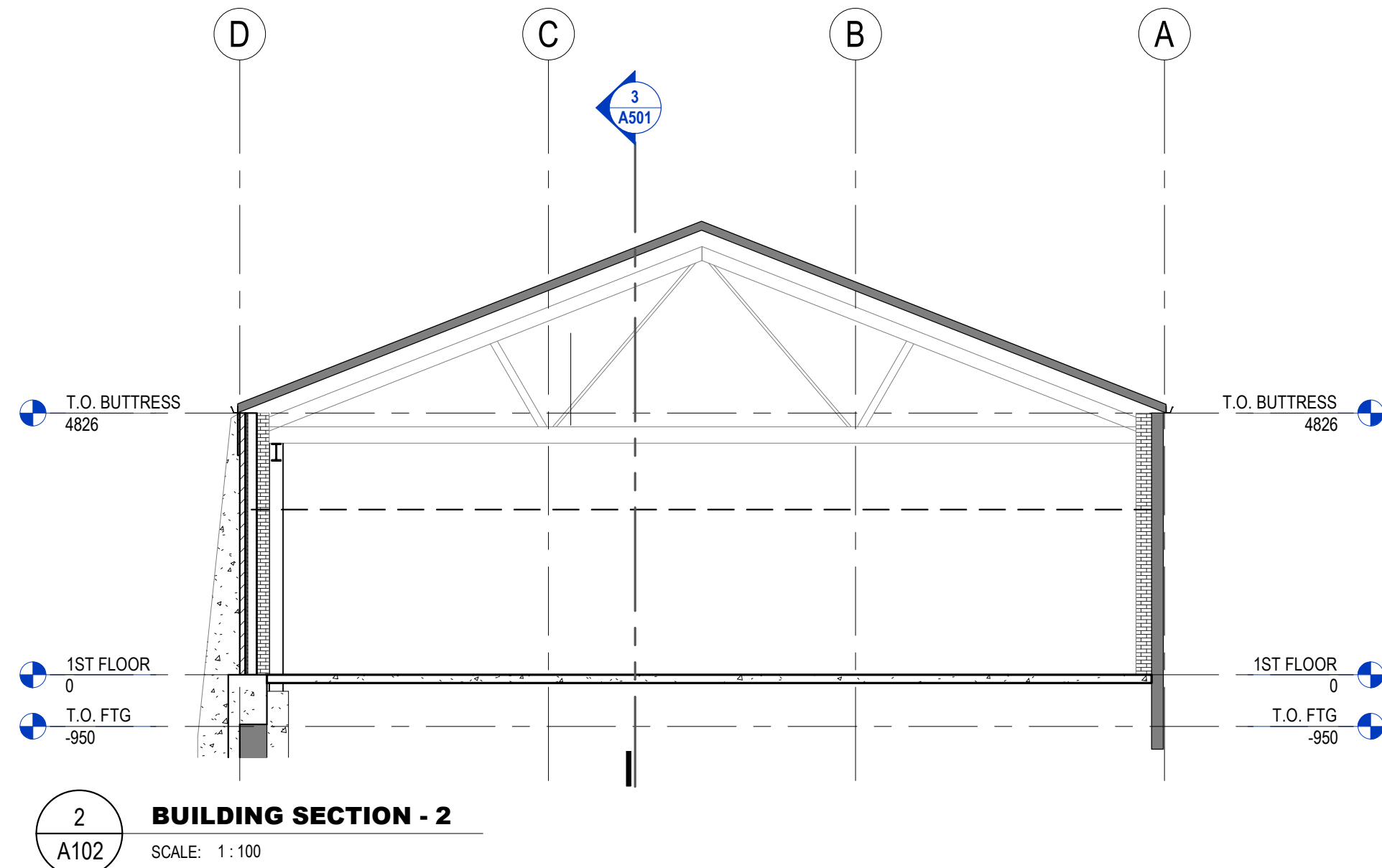
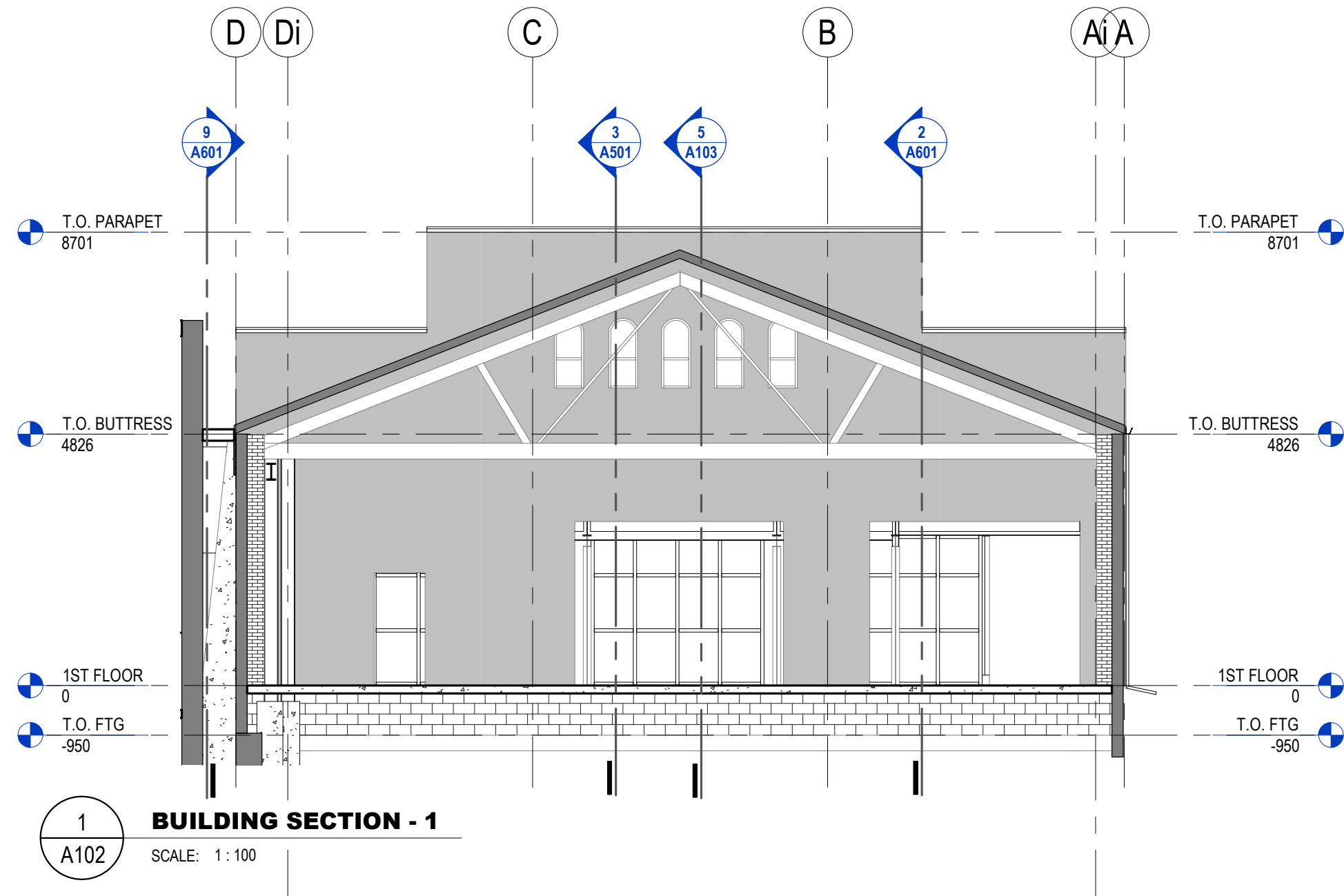
GLAZING TYPES

- ☐ GL-1 - CLEAR VISION GLASS



NOTE:
SECTIONS AND COLOUR SAMPLES OF
WINDOWS AND STOREFRONT FRAMES MUST BE
REVIEWED, APPROVED AND VERIFIED BY THE
ARCHITECT PRIOR TO INSTALLATION.

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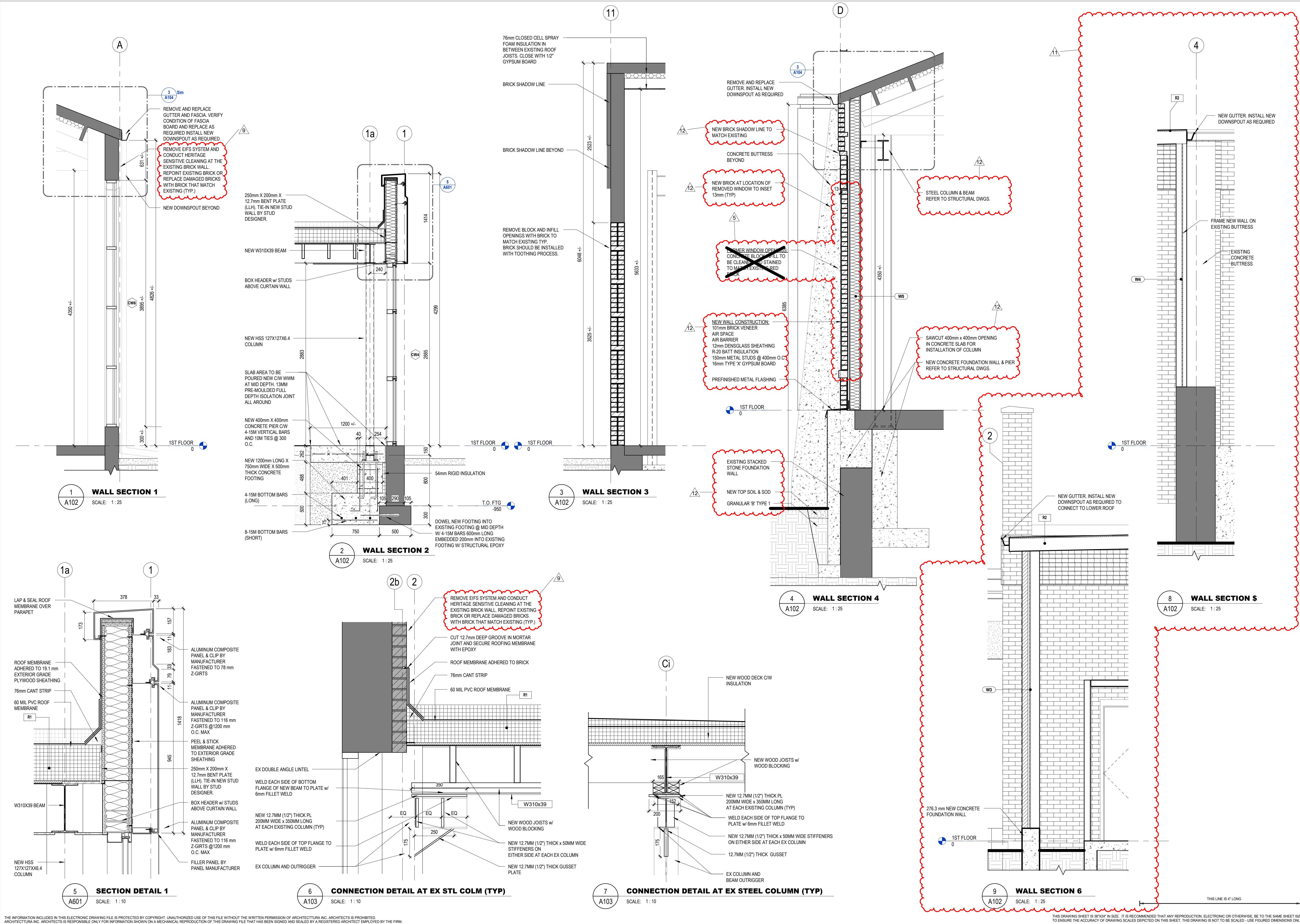


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Revision Schedule	
No.	Description
11	Rev 11 - Coordination
Date 2021.09.23	

BUILDING SECTIONS

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architectura
a+e
180 Eugene Street West
Windsor, ON N6K 2G6
519.258.1390

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Issued For (YMMMO)
PERMIT SHELL 21.01.05
PERMIT UPDATE & CONSTRUCTION 21.09.23

No.	Revision Schedule	Description
5	Rev 5 - Ph2 - Draft SPC Approval Report	
9	Rev 9 - Heritage Notes	
11	Rev 11 - Coordination	
12	Rev 12 - East Walls Structural Repair	

DATE
2021.04.14
2021.05.28
2021.09.23
2021.10.26

WALL SECTIONS & DETAILS

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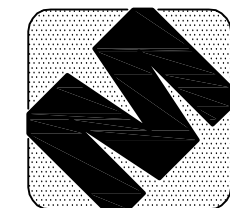
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Drawn By
Ai

Checked By
Ai

Project No
1835

Sheet No
A601

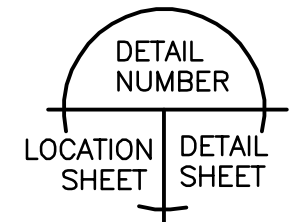


d.c. mccloskey engineering ltd.
200-5145 wyndolite street east, windsor, ontario n9a 1m6 tel (519) 977 6800



general notes:

- THIS PRINT IS AN INSTRUMENT OF SERVICE ONLY AND IS THE PROPERTY OF THE ENGINEER.
- DRAWINGS SHALL NOT BE SCALED.
- CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB AND THIS OFFICE MUST BE NOTICED OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN BY THESE DRAWINGS.
- ATTENTION IS DIRECTED TO PROVISIONS IN THE GENERAL CONDITIONS REGARDING CONTRACTOR'S RESPONSIBILITIES IN REGARDS TO SUBMISSION OF SHOP DRAWINGS.
- IN THE EVENT THE DESIGNER IS RETAINED TO REVIEW SHOP DRAWINGS, SUCH REVIEW IS ONLY TO CHECK FOR CONFORMANCE WITH DESIGN CONCEPT AND WITH THE INFORMATION GIVEN IN THE CONTRACT DOCUMENTS.
- CONTRACTORS SHALL PROMPTLY NOTIFY THE DESIGNER IN WRITING OF THE EXISTENCE OF ANY OBSERVED VARIATIONS BETWEEN THE CONTRACT DOCUMENTS AND ANY APPLICABLE CODES OR BY-LAWS.
- THE DESIGNER IS NOT RESPONSIBLE FOR THE CONTRACTOR'S MEANS, METHODS AND OR TECHNIQUES IN THE CONSTRUCTION OF THIS FACILITY.



DATE (dd/mm/yy)	ISSUED FOR
08/10/21	TENDER
25/10/21	REVISED FOR TENDER
27/10/21	BUILDING PERMIT

PROJECT

MIXED-USE DEVELOPMENT

1200 UNIVERSITY AVE WEST
WINDSOR, ONTARIO

CLIENT

AIPL CANADA

DRAWING TITLE

EX. FLOOR PLAN

DATE : AUG 2021

SCALE : AS NOTED

DRAWN BY : TM/JLD

CHECKED BY : MEM

PROJECT FILE NO. M21-186

DRAWING NO.

S1.1

CONCRETE

ALL CONCRETE TO HAVE THE FOLLOWING STRENGTH AT 28 DAYS AND BE AIR ENTRAINED 5% MINIMUM TO 8% MAXIMUM UNLESS NOTED OTHERWISE:

FOOTINGS ~20 MPa (HIGH EARLY) ~NOT AIR ENTRAINED
PIERS & FOUNDATION WALLS ~30 MPa (HIGH EARLY)

CLEAR CONCRETE COVER TO REBAR TO BE 3" FOR CONCRETE CAST AGAINST THE GROUND AND 2" IN ALL OTHER CASES.

CONCRETE TO BE MOST CURED FOR 72 HOURS AFTER FINISHING.

TAKE ALL COLD OR HOT WEATHER PRECAUTIONS AS REQUIRED.

REINFORCING STEEL TO BE DEFORMED BARS WITH A YIELD STRENGTH OF 400 MPa IN ACCORDANCE WITH THE LATEST EDITION OF CSA G30.18-M92 (R2019).

ALL SLAB REINFORCING STEEL SHALL HAVE THE FOLLOWING MIN. SPLICES UNLESS NOTED OTHERWISE:
10M - 18"
15M - 24"
20M - 30"
25M - 40"

DO NOT TACK WELD REBAR.

BEFORE CONCRETE IS PLACED, THE CONTRACTOR SHALL CO-ORDINATE AND CHECK WITH ALL TRADES TO ENSURE THE PROPER PLACEMENT OF ALL SLEEVES, INSERTS, CURBS, ETC. RELATING TO THE WORK AS SHOWN ON THE DRAWINGS.

ALL EXTERIOR EXPOSED CONCRETE SURFACES TO BE CURED WITH WHITE PIGMENTED CURING COMPOUND (SEAL-TIGHT WP-45 OR APPROVED EQUAL) APPLIED IN ACCORDANCE WITH MANUFACTURER'S PRINTED INSTRUCTIONS.

ALL HORIZONTAL REINFORCING STEEL BARS IN CONCRETE WALLS AND GRADE BEAMS SHALL BE CONTINUOUS THROUGH PIERS. BEND AT ALL CORNERS AND INTERSECTIONS OR PROVIDE SEPARATE CORNER BARS OF THE SAME SIZES AND SPACING. LAP ALL BARS WITH 24 BAR DIAMETER OR 12" WHICHEVER IS GREATER.

ALL EXPOSED EDGES OF BEAMS, WALLS, PIERS AND COLUMNS SHALL HAVE 3/4" CHAMFER.

CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS, SUCH AS UNDERGROUND AND/OR ABOVEGROUND UTILITIES, SEWERS, CAISSONS ETC. ON SITE. ALL PRECAUTIONS SHALL BE TAKEN TO PREVENT ANY DAMAGE. CONTRACTOR TO REPORT ANY DISCREPANCIES TO THE ENGINEER.

FOUNDATIONS

FOUNDATION IS DESIGNED BASED ON AN ALLOWABLE BEARING PRESSURE OF 2000 PSF. IF ACTUAL SOIL CONDITIONS CANNOT SUPPORT THIS LOAD, CONTACT ENGINEER IMMEDIATELY.

INSTALL FOUNDATIONS ON UNDISTURBED SOIL AT THE ELEVATIONS NOTED. IF SOIL IS DISTURBED, IT SHALL BE REMOVED AND REPLACED WITH EITHER GRANULAR 'A' MATERIAL COMPACTED TO 100% SPMD OR LEAN CONCRETE (15 MPa).

DO NOT PLACE FOUNDATION CONCRETE UNTIL ENGINEER HAS INSPECTED FOUNDATION EXCAVATION.

ALL COLUMNS TO HAVE 1 1/2" HIGH STRENGTH, NON-SHRINK LEVELING GROUT UNDER BASE PLATES.

ALL PIER DOWELS TO HAVE 12" HOOK.

MASONRY

ALL MASONRY TO BE CARRIED OUT IN ACCORDANCE WITH THE REQUIREMENTS OF CSA STANDARD A165.1-04 AND CSA A371-14 (R2019)

CONCRETE MASONRY UNITS TO BE MANUFACTURED TO C.S.A. A165.1-04 (BLOCK COMPRESSIVE STRENGTH TO BE 15MPa).

USE FACE SHELL MORTAR BED AND RUNNING BOND.

GROUT SOLID ALL CELLS CONTAINING REINFORCING STEEL AND ANCHORS.

GROUT COMPRESSIVE STRENGTH TO BE 20 MPa UNLESS OTHERWISE NOTED.

ALL JOINTS TO BE TOOLED TO A DENSE, SLIGHTLY CONCAVE SHADE.

MASONRY TO BE ANCHORED TO ALL STRUCTURAL STEEL BACK-UP AT 16" ON CENTRE VERTICALLY AND 32" ON CENTRE HORIZONTALLY UNLESS NOTED OTHERWISE.

BRICK MASONRY TO HAVE FERRO SLOTTED STUD TIES (TYPE 1) (OR APPROVED EQUAL) AT 16" O.C. VERTICALLY AND 32" HORIZONTALLY. INSTALL TIES AT 16" O.C. HORIZONTALLY WITHIN 5 FEET OF ALL BUILDING CORNERS.

ALL MASONRY CONNECTORS SHALL BE IN CONFORMANCE WITH CAN/CSA A370-14 (R2018).

GROUT TWO BLOCKS SOLID BELOW ALL BEAMS BEARING ON MASONRY FOR A WIDTH OF 16" MIN. ALL UNTELS AND BEAMS TO HAVE 8" MIN. BEARING ON MASONRY UNLESS NOTED OTHERWISE.

STRUCTURAL STEEL

THE ONTARIO BUILDING CODE 2012 AND CAN/C.S.A. S16-19 LATEST EDITION SHALL BE THE BASIS FOR DESIGN, FABRICATION AND ERECTION OF ALL WORK FOR THIS PROJECT.

ALL STRUCTURAL STEEL SHALL CONFORM TO CSA-G40.20-13/G40.21-13, (R2018) GRADE 355W.

UNLESS OTHERWISE NOTED ALL PRINCIPLE CONNECTIONS FOR STRUCTURAL JOINTS SHALL BE MADE WITH 3/4" DIAMETER A.S.T.M. F3125 / F3125M - 19 HIGH TENSILE BEARING TYPE BOLTS.

ALL SHOP AND FIELD WELDED CONNECTIONS INCLUDING TRUSSES SHALL BE WELDED WITH E70 ELECTRODES.

ALL BEAM CONNECTIONS ARE TO C.I.S.C. HANDBOOK OF STEEL CONSTRUCTION. TWO ANGLE WELDED CONNECTIONS CAPABLE OF SUPPORTING 1.5 TIMES THE DESIGN REACTION FORCES OR THE STRENGTH OF THE MEMBER WHICHEVER IS SMALLER.

ALL CONNECTIONS SHALL BE DESIGNED AND CERTIFIED BY A PROFESSIONAL ENGINEER OF THE PROVINCE OF ONTARIO. USE BEARING TYPE CONNECTIONS. ALL BRACING CONNECTIONS TO BE SLIP RESISTANT (FRICTIONS-TYPE).

STEEL ERECTOR SHALL PROVIDE TEMPORARY BRACING DURING CONSTRUCTION FOR ALIGNMENT, WIND, DEAD LOAD AND DURING CONSTRUCTION AND SUBSEQUENT REMOVAL OF THE SAME.

VERIFY ALL DIMENSIONS AND FIELD CONDITIONS BEFORE PROCESSING DETAILED SHOP DRAWINGS. NOTIFY THE ENGINEER OF ANY DISCREPANCIES. DO NOT COMMENCE FABRICATION UNTIL CERTIFIED SHOP DRAWINGS HAVE BEEN REVIEWED BY THE ENGINEER.

WHERE NEW STRUCTURAL STEEL MEMBERS FRAME INTO EXISTING STRUCTURAL STEEL, THE CONTRACTORS SHALL REWORK THE EXISTING STRUCTURE AS NECESSARY.

GUSSET PLATES SHALL HAVE A MINIMUM THICKNESS OF 3/8" AT CENTRE OF COLUMNS.

HOLLOW STRUCTURAL SECTIONS TO MEET REQUIREMENTS OF CSA-G40.20-13/G40.21-13 (R2018), GRADE 355W, CLASS C.

COLD FORMED STEEL SECTIONS TO MEET REQUIREMENTS OF CAN/CSA S136-01 INCLUDING SUPPLEMENT CAN/CSA S136-01-04.

WELDING TO BE DONE BY COMPANIES WITH CANADIAN WELDING BUREAU DIVISION 1 OR DIVISION 2 STANDING. WELDING TO BE DONE BY OPERATORS FULLY APPROVED BY CANADIAN WELDING BUREAU CSA W47-2001. ALL WELDING TO DEVELOP FULL STRENGTH OF MEMBER UNLESS NOTED OTHERWISE. USE E70XX ELECTRODES.

ALL STRUCTURAL STEEL TO RECEIVE ONE COAT OF SHOP PRIMER TO CSB 1-GP-40M UNLESS NOTED OTHERWISE. TOUCH UP AFTER ERECTION VERIFY PRIMER COLOUR WITH OWNER.

VERIFY ALL DIMENSION ON SITE BEFORE FABRICATION.

COLUMNS TO BE FULLY WELDED TO BASE PLATES.

ALL BEAMS, COLUMNS AND GIRTS ADJACENT TO MASONRY WALLS ARE TO BE ANCHORED AT 32" HORIZONTALLY OR 16" VERTICALLY ON CENTRE UNLESS NOTED OTHERWISE.

SHOP DRAWINGS:

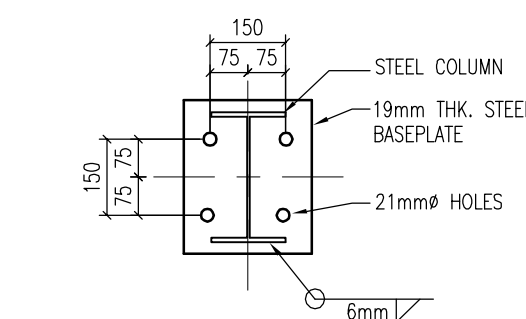
GENERAL CONTRACTOR TO SUBMIT SHOP DRAWINGS SEALED BY LICENSED PROFESSIONAL ENGINEER IN ONTARIO FOR THE FOLLOWING:

- STRUCTURAL STEEL
- FOUNDATION REBAR
- STRUCTURAL STEEL STUDS
- BRICK MORTAR SPECIFICATIONS TO BE REVIEWED BY ARCHITECT

NOTIFICATION OF INSPECTING ENGINEER

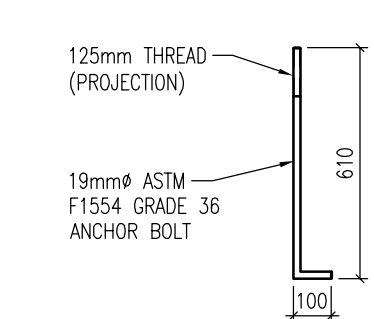
IN ACCORDANCE WITH THE REQUIREMENTS OF THE ONTARIO BUILDING CODE, CURRENT EDITION, THE ENGINEER WILL BE REQUIRED TO PERFORM GENERAL REVIEW OF THE BUILDING DURING CONSTRUCTION. THE CONTRACTORS SHALL NOTIFY THE ENGINEER 24 HOURS PREVIOUS TO COMMENCEMENT OF THE FOLLOWING ITEMS:

- PLACING FOOTINGS CONCRETE
- PLACING RETAINING WALLS, ETC.
- BACKFILLING OF MASONRY OR CONCRETE WALL BELOW GRADE
- INSTALLATION OF STRUCTURAL STEEL, JOISTS, BEAMS, LINTELS, ETC. OR STRUCTURAL WOOD MEMBERS
- PLACEMENT OF WALL OR CEILING INSULATION
- INSTALLATION OF MASONRY BEARING OR CURTAIN WALLS
- PRIOR TO PLACING OF CONCRETE FLOORS
- PRIOR TO INSTALLATION OF ROOFING MATERIALS.
- COMPLETION OF ROOF STRUCTURE BEFORE ROOFING AND INTERIOR FINISHES



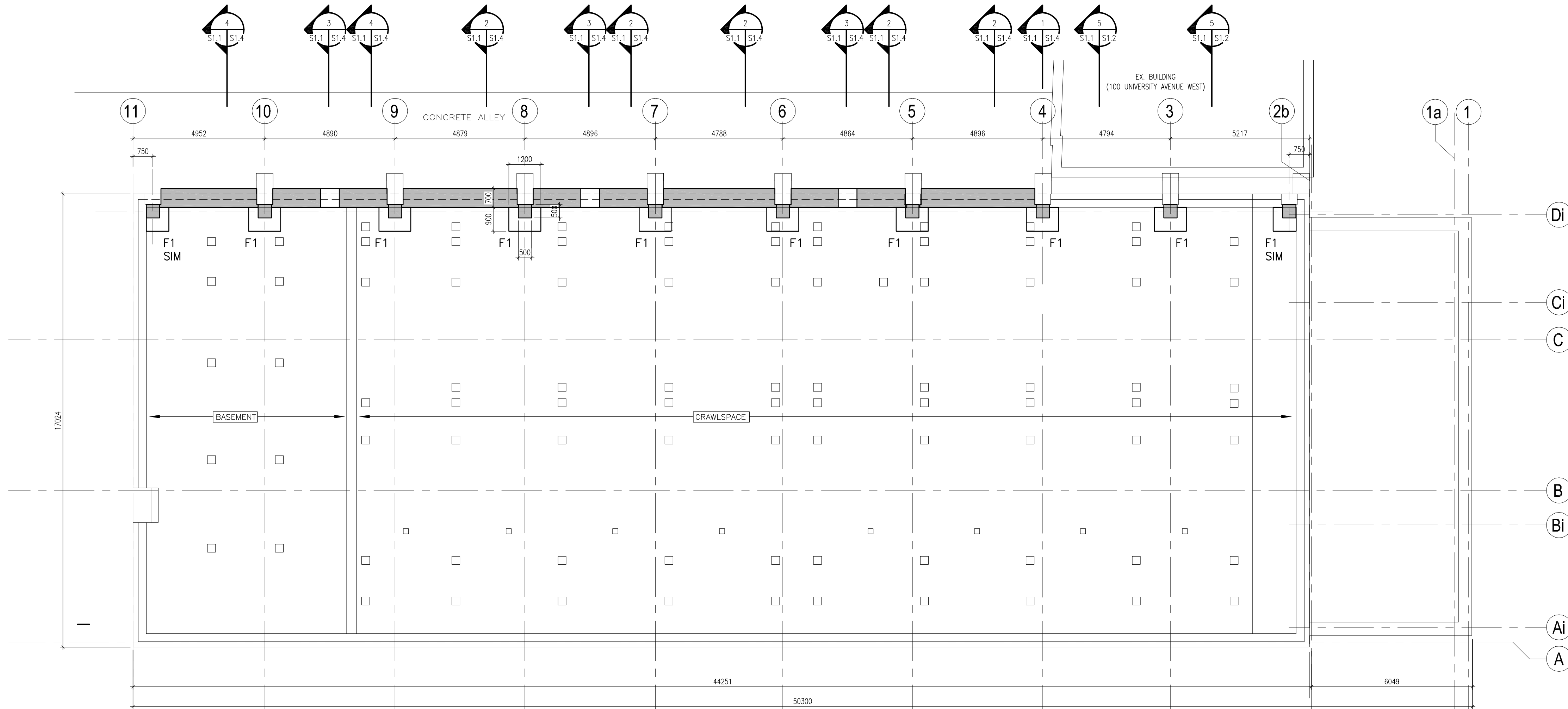
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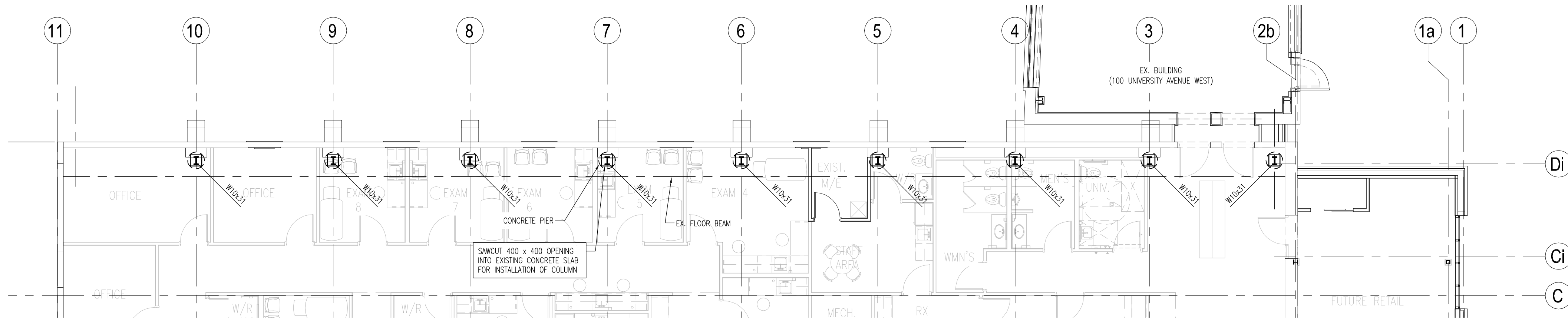
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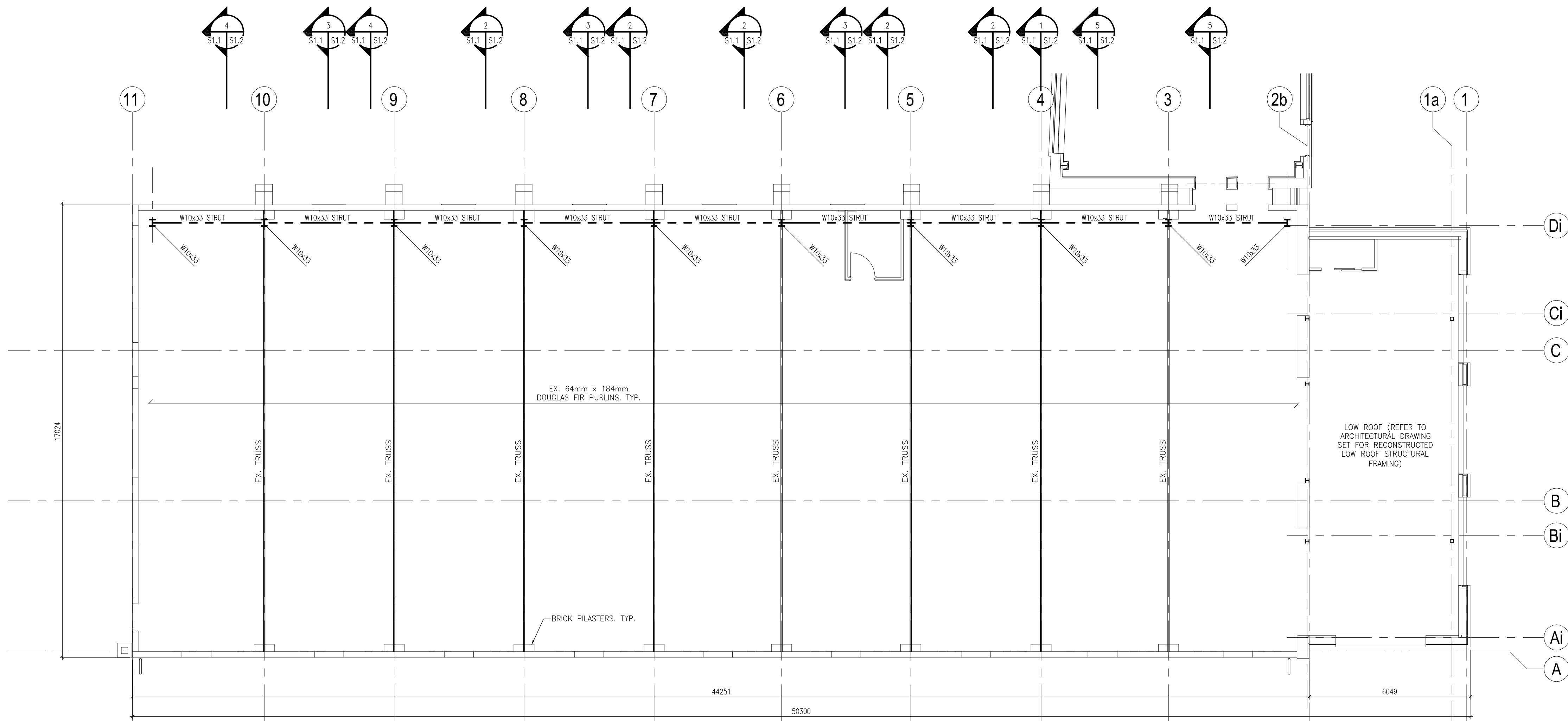
CRAWLSPACE FLOOR PLAN AND FOUNDATION PLAN

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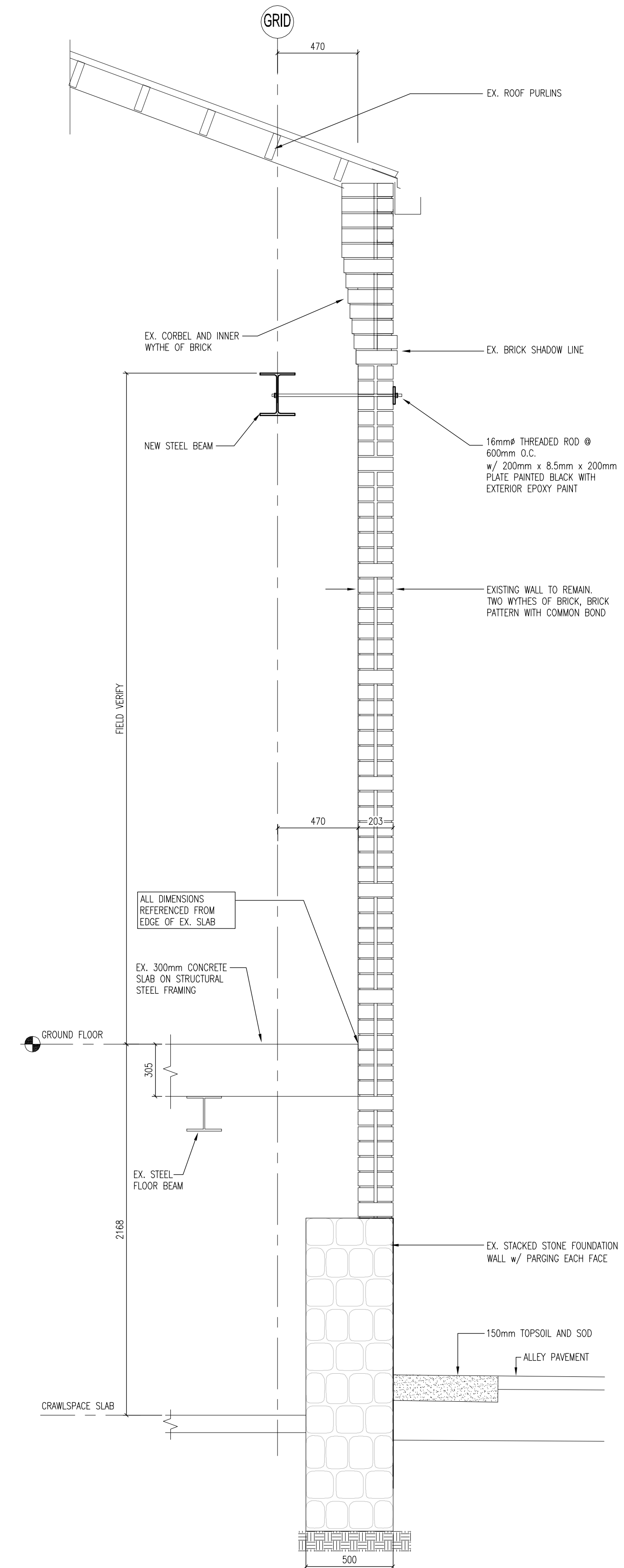


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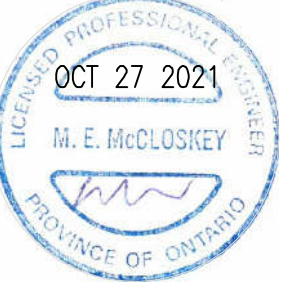
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SECTION
SCALE : 1:20

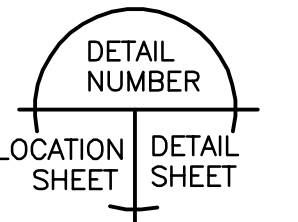


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200-5145 wyndolite street east, windsor, ontario n9a 1m6 tel (519) 977 6800



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DATE (dd/mm/yy)	ISSUED FOR
08/10/21	TENDER
25/10/21	REVISED FOR TENDER
27/10/21	BUILDING PERMIT

PROJECT
MIXED-USE DEVELOPMENT

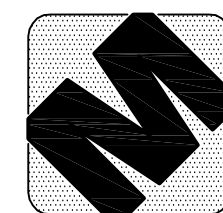
1200 UNIVERSITY AVE WEST
WINDSOR, ONTARIO

CLIENT
AIPL CANADA

DRAWING TITLE
ROOF FRAMING PLAN

DATE :	AUG 2021
SCALE :	AS NOTED
DRAWN BY :	TM/JLD
CHECKED BY :	MEM
PROJECT FILE NO.	M21-186
DRAWING NO.	

S1.2

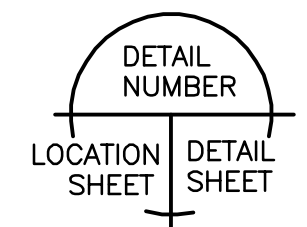


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08/10/21	TENDER
25/10/21	REVISED FOR TENDER
27/10/21	BUILDING PERMIT

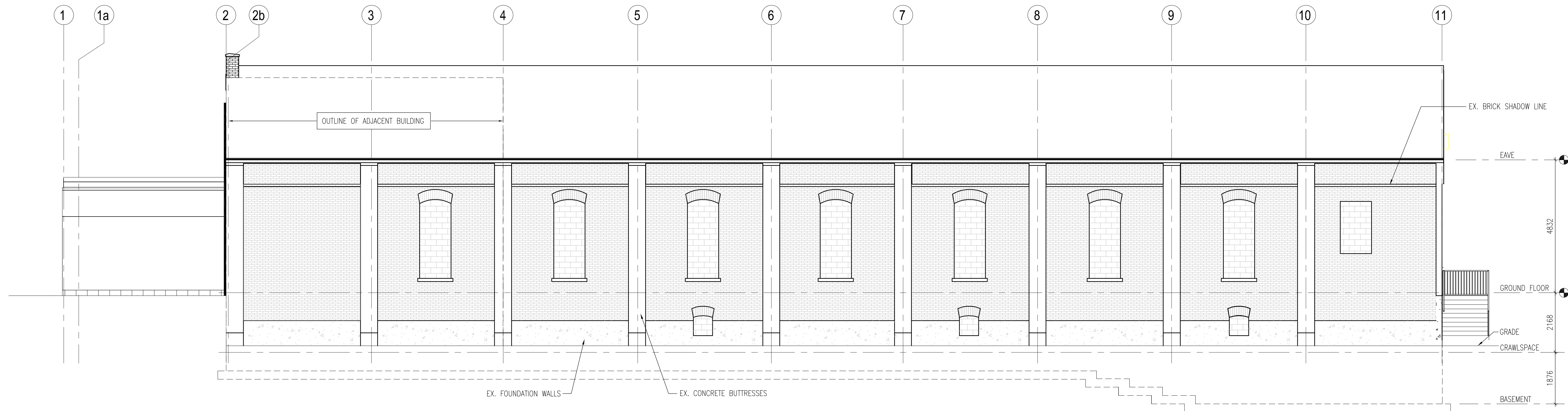
PROJECT
MIXED-USE DEVELOPMENT

1200 UNIVERSITY AVE WEST
WINDSOR, ONTARIO

CLIENT
AIPL CANADA

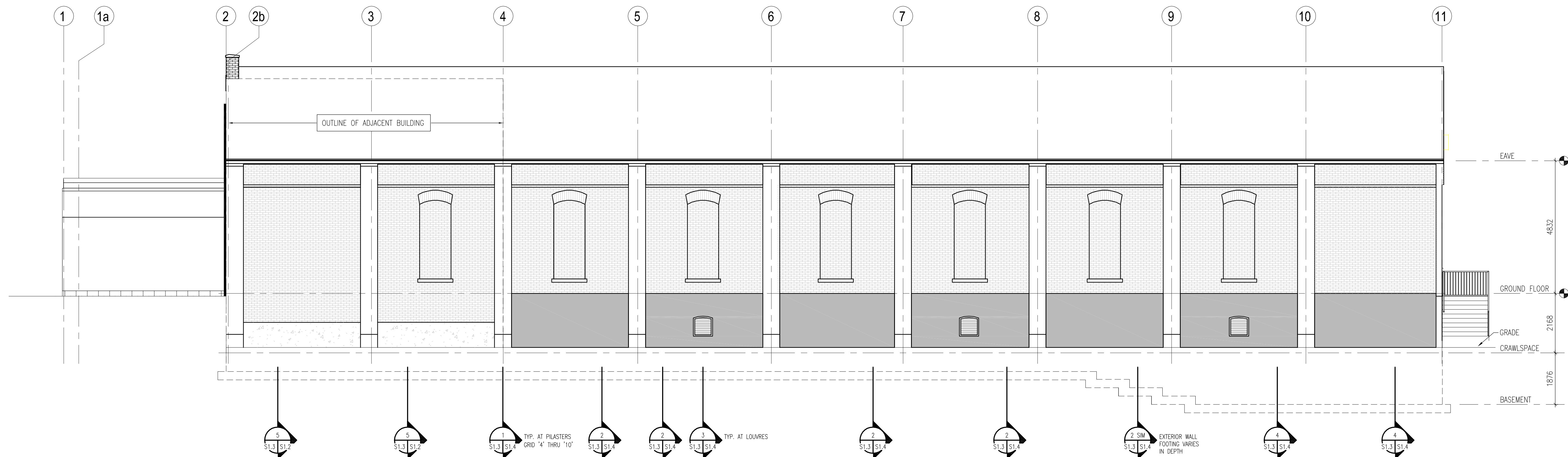
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**EAST BUILDING ELEVATIONS
- EXISTING AND NEW**

DATE :	AUG 2021
SCALE :	AS NOTED
DRAWN BY :	TM/JLD
CHECKED BY :	MEM
PROJECT FILE NO.	M21-186
DRAWING NO.	S1.3



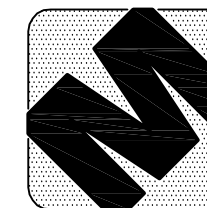
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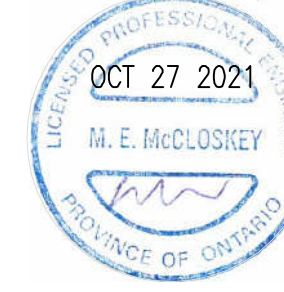


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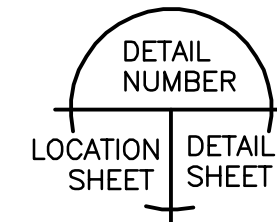


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DATE (dd/mm/yy)	ISSUED FOR
08/10/21	TENDER
25/10/21	REVISED FOR TENDER
27/10/21	BUILDING PERMIT

PROJECT
MIXED-USE DEVELOPMENT

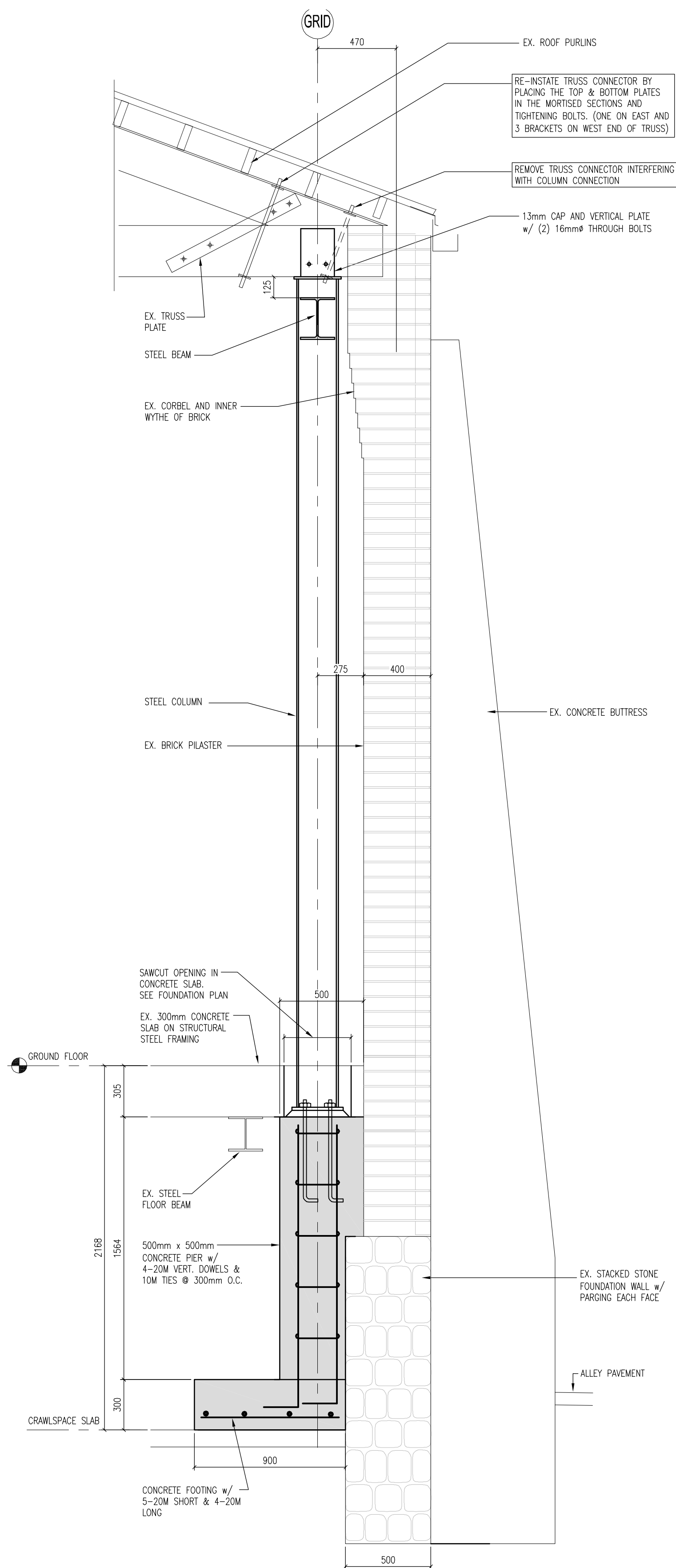
1200 UNIVERSITY AVE WEST
WINDSOR, ONTARIO

CLIENT
AIPL CANADA

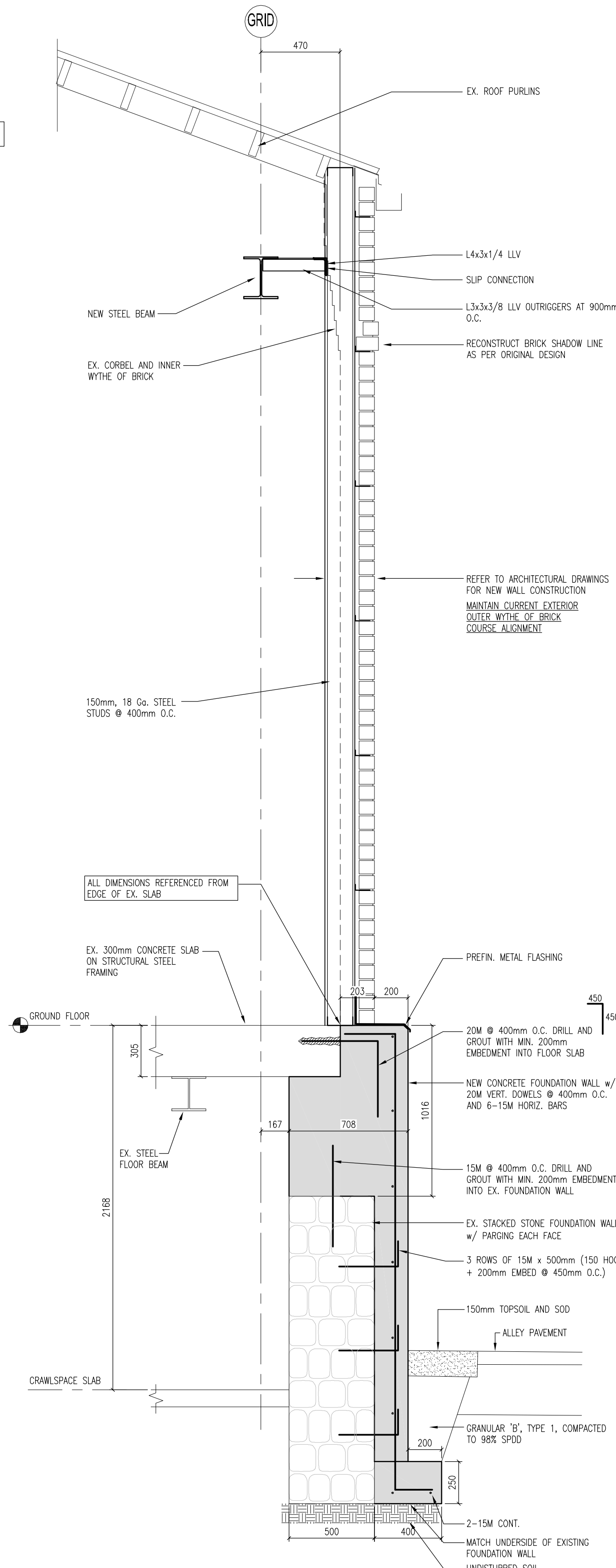
DRAWING TITLE
SECTIONS AND DETAILS

DATE : AUG 2021
SCALE : AS NOTED
DRAWN BY : TM/JLD
CHECKED BY : MEM
PROJECT FILE NO. M21-186
DRAWING NO.

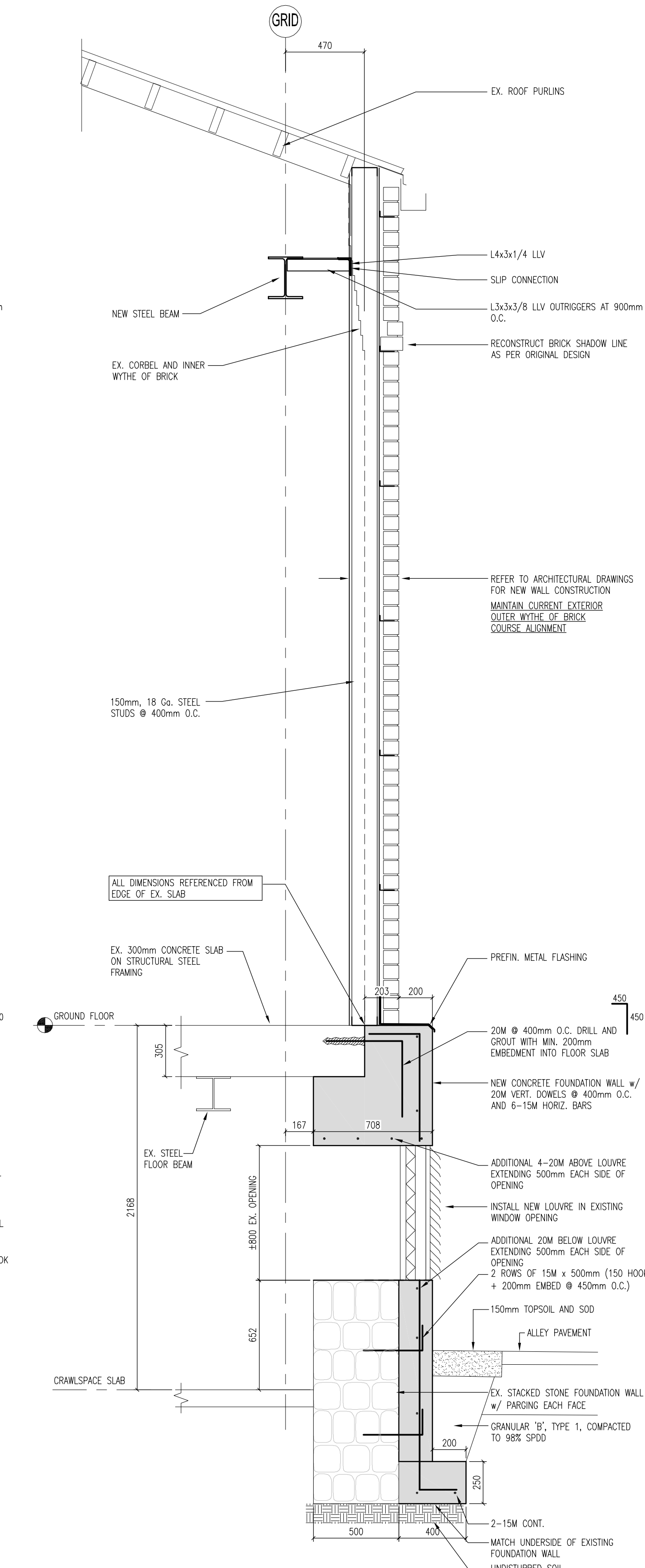
S1.4



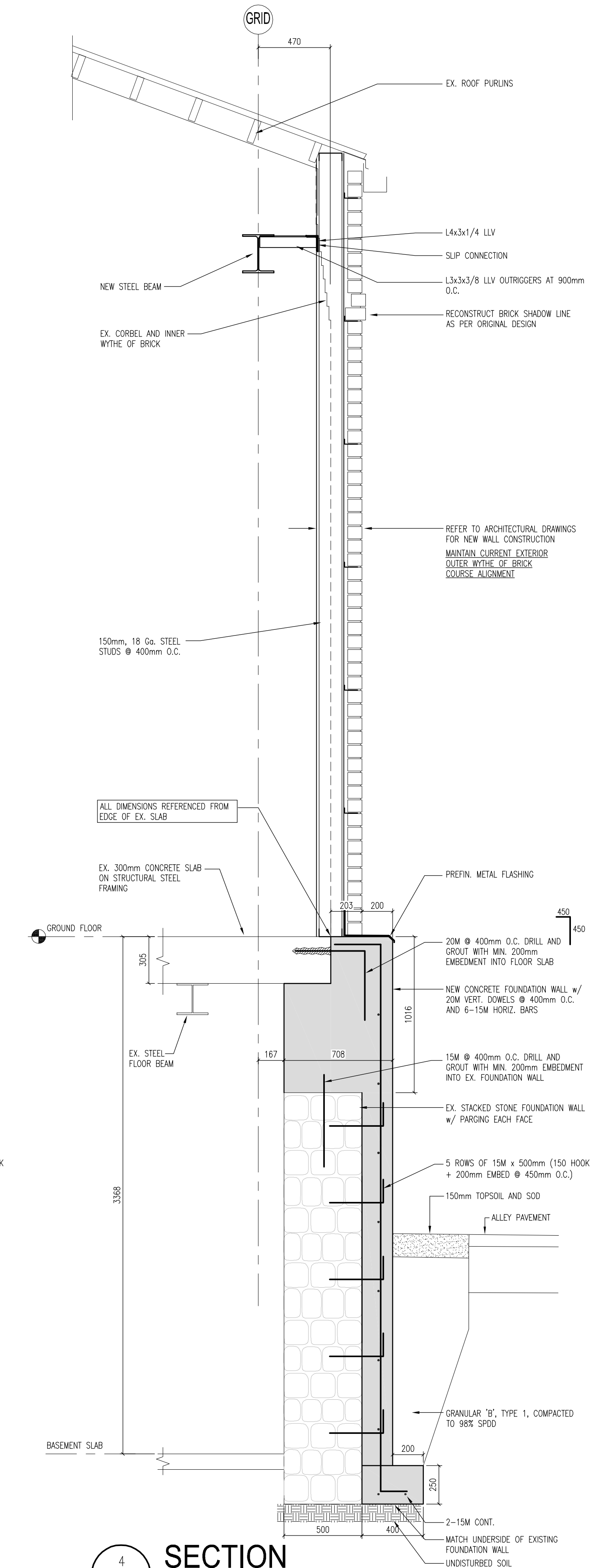
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SECTION 2
S1.1 S1.1 SCALE : 1:20



SECTION 3
S1.1 S1.1 SCALE : 1:20



SECTION 4
S1.1 S1.1 SCALE : 1:20

Appendix C – Existing Building Condition



Front (south) and side (west) facades



Interior photograph



Interior photograph

Description of Existing Improvements

The following descriptions are based on observations and assumptions made by the writer. This is not a complete or accurate building detail. It contains typical descriptions consistent with this type of construction. It is meant to assist the reader and provide minimal information for the application of the Cost Approach.

- i) General: The subject site is improved with two older commercial buildings that were constructed circa 1890. They are both currently vacant and in poor condition.

The total square footage of the east structure is 9,200±sf, with a mezzanine.

The total square footage of the west structure is 14,407±sf. The structure was vacant at the time of inspection and no interior inspection was conducted for safety reasons.

The current structure (A) is going to be redeveloped for one commercial tenant. The value of the existing structure is the current foundation, frame and structural components that have proved useable after inspection.

Front View of Building A



East Side View of Building A



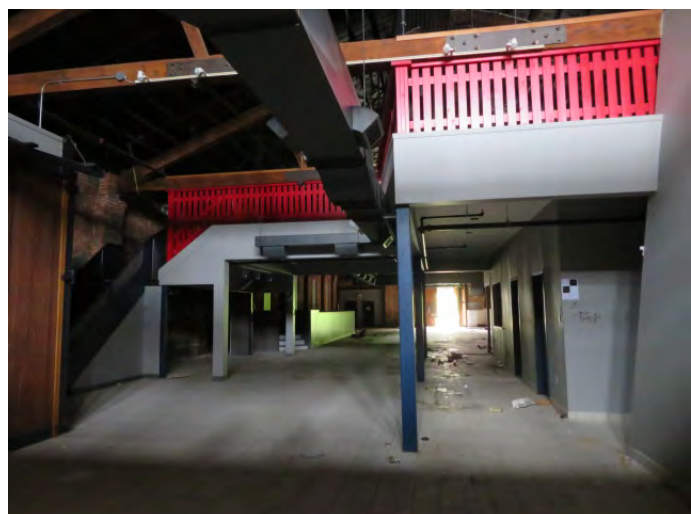
West Side View of Building A



Interior View



Interior View



Interior View



Area for construction of 133 residential unit building



Building B





Committee Matters: SCM 24/2022

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

Moved by: Councillor Sleiman

Seconded by: Councillor Gill

Decision Number: **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,

- 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: S 170/2021
Clerk's File: Z/13251

Clerk's Note:

1. The recommendation of the Standing Committee and Administration are the same.
2. Please refer to Item 11.4 from the Development & Heritage Standing Committee Meeting held January 10, 2022.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20220117/-1/6298>

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

Reference:

Date to Council: January 10, 2022
Author: Kevin Alexander, Senior Planner Special Projects
519-255-6543 x6732
kalexander@citywindsor.ca

Steven Payne, Community Development Planning Assistant
519-255-6543 x 6396
spayne@citywindsor.ca

Report Date: December 7, 2021
Clerk's File #: Z/13251

To: Mayor and Members of City Council

Recommendation:

- 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;
- 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;

- 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;
- 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);
- 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;
- 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

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.

Executive Summary:

N/A

Background:

On January 8th, 2018, City Council approved the Building Facade Improvement Program and Urban Design Guidelines for Main Streets Community Improvement Plan (CIP) (CR9/2018 PHED 533) adopted through By-law 26-2018.

On November 19, 2018, City Council approved the Ford City Community Improvement Area and Ford City Community Improvement Plan (CIP) (CR625/2018 PHED 603) adopted through by-laws 171-2018 and 172-2018. These By-laws came into effect in January of 2019. In addition, on November 19, 2018, City Council activated the following financial incentive programs from the Ford City CIP:

1. Municipal Development Fees Grant Program
2. Retail Investment Grant Program
3. Building/Property Improvement Tax Increment Grant Program

On July 6th, 2021, 2156567 Ontario Ltd., (c/o Kyle McDonald), owner of the property located at 1093 Drouillard Road, submitted an application for grants under the *Ford City CIP* Financial Incentive Programs and the *Building Facade Improvement Program and Urban Design Guidelines for Main Streets CIP*. The property is located in the Ford City Business Improvement Area (BIA) and CIP Area.

Discussion:

Ford City CIP Financial Incentive Programs

The applicant is eligible for the following programs under the Ford City CIP Financial Incentive Programs:

Retail Investment Grant Program—the design and first impression made of a retail store is critical when appealing to its intended market and it can influence a consumer's perception of the quality of the store and visually communicate value. The grant offers up to 50% of eligible costs for improvements to a maximum amount of \$15,000 per retail unit in a building that has had a vacant ground floor retail or commercial storefront(s) for at least 6 months immediately prior to submission of an application to the program and will be occupied by a new retail business. The applicant is proposing one (1) new retail unit on the ground floor.

The following Interior improvements are proposed:

- New electrical
- New ceiling
- Replacement of existing uneven floor
- New HVAC equipment
- Restructuring of support beams and columns
- Removal and replacement of portions of the CMU on the north and west walls

The applicant is eligible for a \$15,000 grant for the one (1) ground floor retail unit.

Municipal Development Fees Grant Program—intended to encourage development within Ford City by providing an incentive to offset the costs associated with seeking the appropriate planning approvals and building permits for a project. Property owners will be eligible to receive a grant for 100% of the specified *Municipal Development Fees*, up to a maximum of \$50,000 per property. The applicant is eligible for \$3,902 under this program for Building Permit Application fees.

Building/Property Improvement Tax Increment Grant—intended to provide financial incentive for the physical improvements to properties whereby registered property owners and/or assignees would be eligible to receive a grant for 100% of the municipal portion of the tax increment generated from the improvements made to the building or property for up to 10 years.

To be eligible for the *Building/Property Improvement Tax Increment Grant*, improvements to the building/property must result in an annual grant (or tax increment) of at least \$500 for properties that are taxed at the “residential” tax rate; and \$1000 for properties taxed at all other tax rates. Once the property is redevelopment (as proposed), it will be considered mixed-use and therefore the annual grant (or tax increment) would have to increase by \$1000 to be eligible for the program.

The confirmed current value assessment of the property located at 1093 Drouillard Road is \$69,000 based on the 2021 Commercial Tax rate. The owner currently pays annual property taxes of \$2,922 (\$2,315 for the municipal portion) based on the commercial tax rate only.

Based on the information and drawings provided by the applicant, Administration estimates the post project assessment value to be \$100,000 based on the 2021 Commercial Tax rate. However, the actual amount of the new assessment will be dependent upon a full review of the building after the completion of renovations as determined by the Municipal Property Assessment Corporation (MPAC).

As identified in the table below, the estimated annual value of the grant is \$1,040. Over 10 years, this grant amounts to \$10,400.

The applicant indicates that the estimated eligible costs for the project is \$397,447.02. The *Planning Act* stipulates that the grants under a CIP cannot be more than the eligible costs. The total grant amount of \$44,302 is less than the estimate eligible costs.

Estimated Building/Property Improvement Tax Increment Grant for 1093 Drouillard Road		
Annual Pre Development Municipal Taxes	Annual Estimate Post Development Municipal Taxes	Annual Estimate Value of Grant
\$ 2,315	\$ 3,355	\$ 1,040

Assumptions

Current Property Value Assessment (2020 – Residential)	\$69,000
Estimate Post Development Property Assessment	\$100,000

Because the Grant Program does not exempt the property from taxes, the owner must pay the full amount of property taxes annually and will subsequently receive a grant for the difference between the pre and post-development municipal taxes. The City will retain the amount of pre-development (base) municipal taxes throughout the lifespan of

the grant program; however will be foregoing any incremental property taxes which could otherwise be used to offset future budget pressures.

Building Facade Improvement Grant Program

The City of Windsor Building Facade Improvement Program and Urban Design Guidelines for Main Streets CIP offers financial incentives to encourage property owners and businesses to make investments to improve the exterior appearance of their buildings and storefronts along Main Streets. Such improvements provide a benefit to the community as a whole, by preserving heritage features, protecting Main Streets, and reconnecting storefronts with the public realm. The CIP is applicable to the Ford City BIA Main Streets and within all the BIAs in the City of Windsor, except for the Sandwich Town and Downtown Windsor BIAs, which are under separate CIPs. Funding for the Building Facade Improvement Grant Program is broken down into three categories:



Category A (Beautification) —aesthetic and minor functional improvements aimed at making the building facade and storefront more attractive and welcoming to tenants and customers



Category B (Restoration)—aesthetic, functional, and restoration improvements made to restore key features of the building facade



Category C (Replacement)— encourage work that will replace or reinstate key features that have been lost or deteriorated beyond repair or are of a style that is no longer consistent with the building design.

Applicants can receive a grant for 50% of the costs for eligible building facade and storefront improvements up to a maximum of \$15,000 per project. The amount can be increased up to \$60,000 per project for larger buildings with multiple storefronts. The grant also applies to the side(s) and rear of buildings provided the building facade is visible from an adjacent street or public right-of-way or park, and as long as the storefront/facade facing the main street is improved at the same time.

The applicant is proposing extensive replacement, restoration, and beautification changes to the exterior of the building. The applicant is proposing to demolish portions of the existing Drouillard Road and Richmond Street facing facade and to reinstate the facade with the following:

- Installation/improvement of signage (as permitted by the Sign By-law)
- Cleaning of masonry buildings for preservation
- Repair and repointing of facade masonry
- Storefront Glazing
- Building code and structural improvements to the building facade
- Removal of features that are inconsistent to the building

- Installing Gooseneck lighting

The project is eligible for a maximum grant of \$15,000 for improvements to facades facing Drouillard Road and Richmond Street.

Risk Analysis:

The approval of these grants does not carry significant risk, as there are sufficient funds within the new CIP reserve fund approved by Council on February 22, 2021. The applicant will not receive any grants until all work is completed and inspected to the satisfaction of the Planning and Building Department. As a requirement of Section 28 (7.3) of the Planning Act, Administration has confirmed that the grant amount does not exceed the total cost of the project.

Climate Change Risks

Climate Change Mitigation:

The rehabilitation of the existing building will have a low impact on how the project affects climate change, because improvements are largely contained to the existing building footprint where modern building methods will be utilized.

The rehabilitation of the existing building contributes to the revitalization of an existing Main Street that services the surrounding Ford City Neighbourhood limiting vehicular travel and promoting walking and other alternative modes of transportation, thereby contributing to a complete community. The rehabilitation of the building will utilize modern building methods, which will conform to the Ontario Building Code concerning safety and energy efficiency. New doors and windows are also proposed that will be more energy efficient than what is existing.

Utilizing an existing building and infrastructure in an existing built-up area of the City also promotes efficiency on the existing infrastructure network by not promoting development on greenfield land.

Climate Change Adaptation:

As temperatures increase and when considering the Urban Heat Island effect for the City of Windsor, the property appears to be located within a Heat Vulnerability area. However, the rehabilitation of the building will utilize modern building methods, which will conform to the Ontario Building Code concerning energy efficiency. New doors and windows are also proposed that will be more energy efficient than what is existing.

Financial Matters:

On February 22, 2021, Council approved the 2021 budget, which included a new reserve fund for all active CIPs in the City. As CIP grant applications are approved, the *approved grant amount will be transferred to the capital project account to be kept as committed funds, until the grant is ready to be paid out.* The current uncommitted balance of the CIP reserve fund is \$682,341.62 however this balance does not account for other CIP grant requests that are currently being considered by the standing committee or have been endorsed by the standing committee and are not yet approved by City Council

If approved, funds will be transferred from the CIP reserve fund to the Ford City CIP Fund (Project #7181046) to disperse the maximum amount of \$18,902 for the *Retail Investment* grant and *Municipal Development Fees Grant Program* (If necessary) identified in this report.

Also, if approved funds will be transferred from the CIP reserve fund to the new Building Facade Improvement – Main Streets CIP project fund in the maximum amount of \$15,000.

The *Building/Property Improvement Tax Increment Grant* would be based upon the municipal tax increase and will be calculated by the Finance Department in consultation with the Municipal Property Assessment Corporation (MPAC) once the project is completed.

If this report is approved the applicant will receive \$44,302 in grants. According to the application, the owner will invest approximately \$397,447.02 on improvements to the exterior of this building. Therefore, the grant to investment ratio will be \$8.97 for every municipal dollar granted to this project.

Consultations:

The owner and architect for the property located at 1093 Drouillard Road have been consulted regarding grants related to the improvements outlined in this report. Carolyn Nelson, Manager of Property Valuation & Administration, Taxation & Financial Projects was consulted with respect to the Ford City CIP *Building/Property Improvement Tax Increment Grant*. Josie Gualtieri, Financial Planning Administrator was also consulted regarding the Ford City CIP and Building Facade Improvement CIP grants, and related capital project/reserve fund balances.

Conclusion:

The improvements to 1093 Drouillard Road meet all eligibility criteria identified in this report, for the for *Retail Investment*, *Building/Property Improvement Tax Increment*, *Municipal Development Fees Grant Programs* (If necessary), and the Building Facade Improvement Program grants, through the *Ford City CIP* and *Building Facade Improvement Program and Urban Design Guidelines for Main Streets CIP*.

The improvements will contribute to the Revitalization of Ford City and a vibrant main street through the indoor-outdoor connection created through improvements to the building facades and interior retail space.

There are sufficient funds in the CIP reserve fund to provide grants for the proposed improvements. Administration recommends approval of the grants identified in this report.

Planning Act Matters:

N/A

Approvals:

Name	Title
Kevin Alexander	Planner III – Special Projects
Josie Gualtieri	Financial Planning Administrator
Neil Robertson	Manager of Urban Design / Deputy City Planner
Thom Hunt	City Planner/Executive Director of Planning and Building Services
Wira Vendrasco	Deputy City Solicitor, Legal Services & Real Estate
Shelby Askin Hager	Commissioner, Legal & Legislative Services
Janice Guthrie	Deputy Treasurer Taxation & Financial Planning
Dan Seguin	On behalf of Commissioner, Corporate Services Chief Financial Officer / City Treasurer
Jason Reynar	Chief Administrative Officer

Notifications:

Name	Address	Email
2156567 Ontario Ltd. c/o Kyle McDonald	1008 Drouillard Road, Windsor, ON N8Y 2P8	kyle@mcdpi.com
Settimo Vilardi		svilardi@archonarchitect.com
Bridget Scheuerman Ford City BIA		bscheuerman@cogeco.ca

Appendices:

- 1 LOCATION MAP
- 2 PROPOSED IMPROVEMENTS

APPENDIX 'A'

LOCATION MAP



LOCATION MAP



SUBJECT PROPERTY : 1093 DROUILLARD ROAD



APPENDIX 'A'

EXISTING FACADE

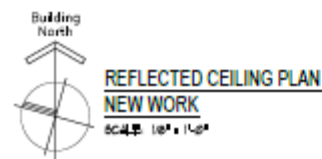
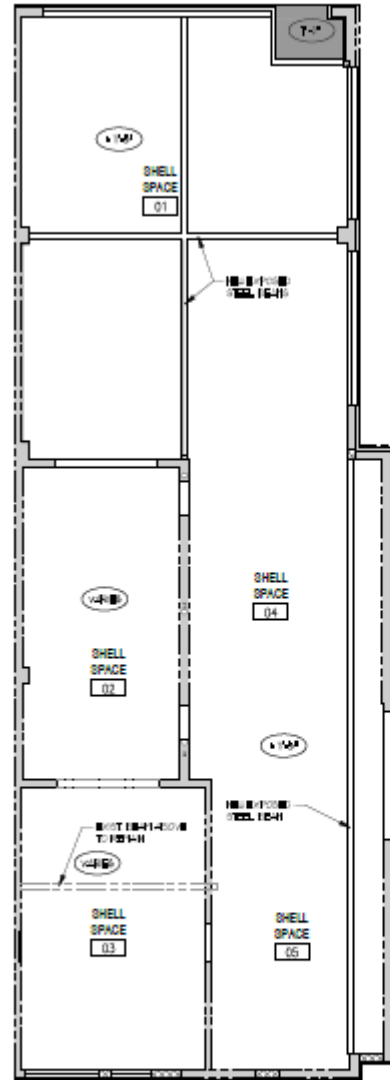
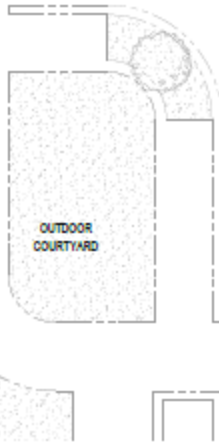
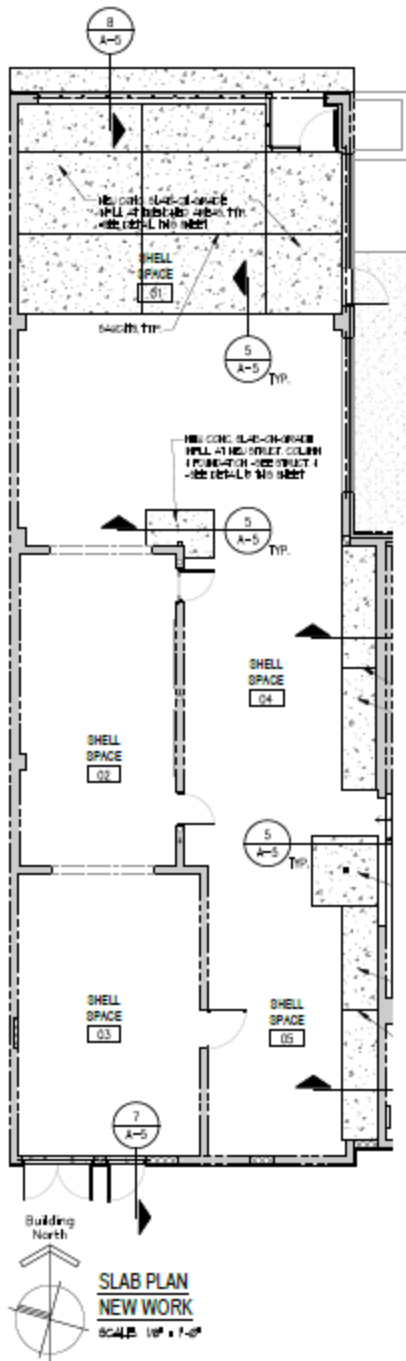




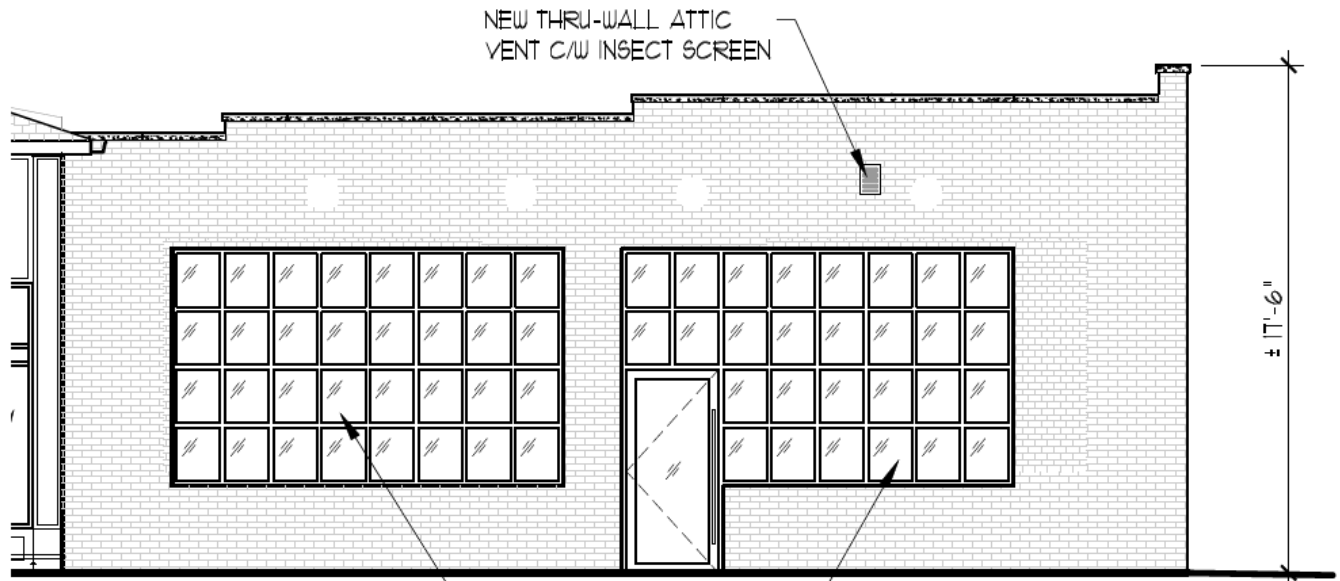
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APPENDIX 'B'

PROPOSED IMPROVEMENTS



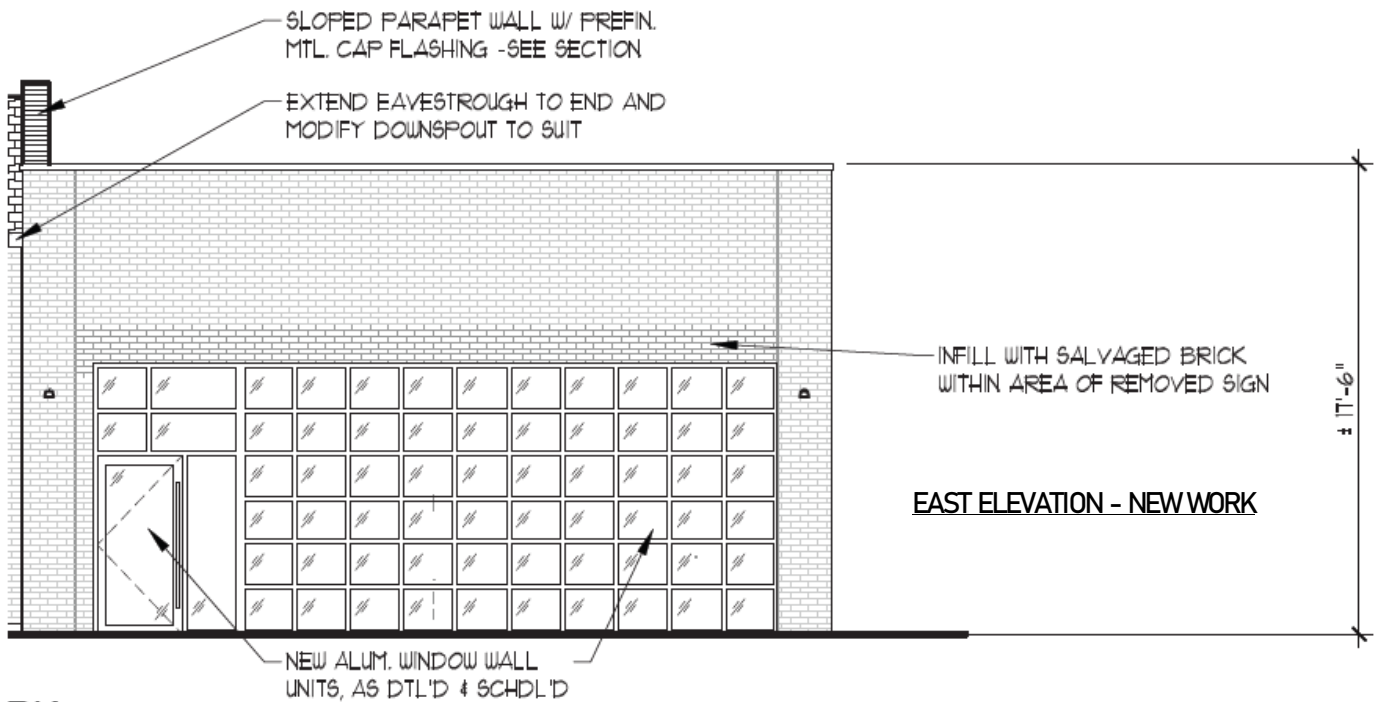
REFLECTED CEILING LEGEND	
	NEW CONCRETE SLAB ON GRADE
1. NEW FLOOR	
2. NEW CONCRETE SLAB ON GRADE	



1
A-4

SOUTH ELEVATION - NEW WORK

SCALE: 1/8" = 1'-0"

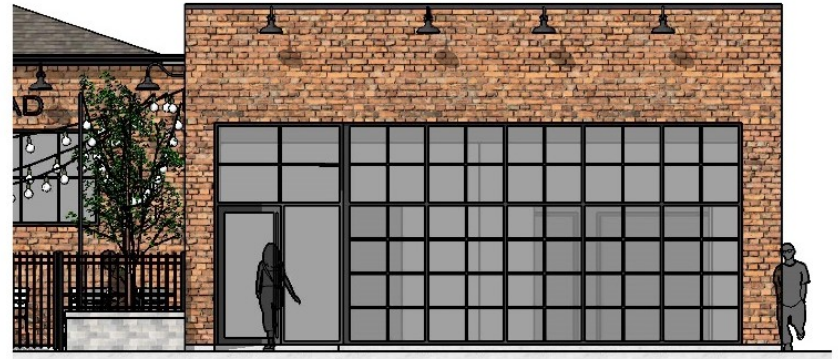


APPENDIX 'B'

PROPOSED IMPROVEMENTS



SOUTH ELEVATION



EAST ELEVATION



PERSPECTIVE VIEW



Committee Matters: SCM 25/2022

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

Moved by: Councillor Sleiman

Seconded by: Councillor Holt

Decision Number: **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,
- 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: S 169/2021
Clerk's File: Z/13251

Clerk's Note:

1. The recommendation of the Standing Committee and Administration are the same.
2. Please refer to Item 11.5 from the Development & Heritage Standing Committee Meeting held January 10, 2022.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20220117/-1/6298>

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

Reference:

Date to Council: January 10, 2022
Author: Kevin Alexander, Senior Planner Special Projects
519-255-6543 x6732
kalexander@citywindsor.ca

Steven Payne, Community Development Planning Assistant
519-255-6543 x 6396
spayne@citywindsor.ca

Report Date: December 7, 2021
Clerk's File #: Z/13251

To: Mayor and Members of City Council

Recommendation:

- 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;
- 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;

- 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;
- 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);
- 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;
- 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

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.

Executive Summary:

N/A

Background:

On January 8th, 2018, City Council approved the Building Facade Improvement Program and Urban Design Guidelines for Main Streets Community Improvement Plan (CIP) (CR9/2018 PHED 533) adopted through By-law 26-2018.

On November 19, 2018, City Council approved the Ford City Community Improvement Area and Ford City Community Improvement Plan (CIP) (CR625/2018 PHED 603) adopted through by-laws 171-2018 and 172-2018. These By-laws came into effect in January of 2019. In addition, on November 19, 2018, City Council activated the following financial incentive programs from the Ford City CIP:

1. Municipal Development Fees Grant Program
2. Retail Investment Grant Program
3. Building/Property Improvement Tax Increment Grant Program

On July 6th, 2021, 2156567 Ontario Ltd., (c/o Kyle McDonald), owner of the property located at 2778 Richmond Street, submitted an application for grants under the *Ford City CIP* Financial Incentive Programs and the *Building Facade Improvement Program and Urban Design Guidelines for Main Streets CIP*. The property is located in the Ford City Business Improvement Area (BIA) and CIP Area.

Discussion:

Ford City CIP Financial Incentive Programs

The applicant is eligible for the following programs under the Ford City CIP Financial Incentive Programs:

Retail Investment Grant Program—the design and first impression made of a retail store is critical when appealing to its intended market and it can influence a consumer's perception of the quality of the store and visually communicate value. The grant offers up to 50% of eligible costs for improvements to a maximum amount of \$15,000 per retail unit in a building that has had a vacant ground floor retail or commercial storefront(s) for at least 6 months immediately prior to submission of an application to the program and will be occupied by a new retail business. The applicant is proposing one (1) new retail unit on the ground floor.

The following Interior improvements are proposed:

- New electrical
- New ceiling
- Replacement of existing uneven floor
- New HVAC equipment
- Restructuring of support beams and columns
- Removal and replacement of portions of the CMU on the north and west walls

The applicant is eligible for a \$15,000 grant for the one (1) ground floor retail unit.

Municipal Development Fees Grant Program—intended to encourage development within Ford City by providing an incentive to offset the costs associated with seeking the appropriate planning approvals and building permits for a project. Property owners will be eligible to receive a grant for 100% of the specified *Municipal Development Fees*, up to a maximum of \$50,000 per property. The applicant is eligible to receive \$40.00 through this program for Building permit related fees.

Building/Property Improvement Tax Increment Grant—intended to provide financial incentive for the physical improvements to properties whereby registered property owners and/or assignees would be eligible to receive a grant for 100% of the municipal portion of the tax increment generated from the improvements made to the building or property for up to 10 years.

To be eligible for the *Building/Property Improvement Tax Increment Grant*, improvements to the building/property must result in an annual grant (or tax increment) of at least \$500 for properties that are taxed at the “residential” tax rate; and \$1000 for properties taxed at all other tax rates. Once the property is redeveloped (as proposed), it will be considered commercial and therefore the annual grant (or tax increment) would have to increase by \$1000 to be eligible for the program.

The confirmed current value assessment of the property located at 2778 Richmond Street is \$37,000 based on the 2021 Commercial Tax rate. The owner currently pays annual property taxes of \$1,966.82 (\$1,228.43 for the municipal portion) based on the residential tax rate only.

Based on the information and drawings provided by the applicant, Administration estimates the post project assessment value to be \$75,000 based on the 2020 Commercial Tax rate. However, the actual amount of the new assessment will be dependent upon a full review of the building after the completion of renovations as determined by the Municipal Property Assessment Corporation (MPAC).

As identified in the table below, the estimated annual value of the grant is \$1,275. Over 10 years, this grant amounts to \$12,750.

The applicant indicates that the estimated eligible costs for the project is \$264,964.68. The *Planning Act* stipulates that the grants under a CIP cannot be more than the eligible costs. The total grant amount of \$42,790 is less than the estimate eligible costs.

Estimated Building/Property Improvement Tax Increment Grant for 2778 Richmond Street		
Annual Pre Development Municipal Taxes	Annual Estimate Post Development Municipal Taxes	Annual Estimate Value of Grant
\$ 1,241	\$ 2,516	\$ 1,275

Assumptions

Current Property Value Assessment (2020 – Residential)	\$37,000
Estimate Total Post Development Assessment	\$75,000

Because the Grant Program does not exempt the property from taxes, the owner must pay the full amount of property taxes annually and will subsequently receive a grant for the difference between the pre and post-development municipal taxes. The City will retain the amount of pre-development (base) municipal taxes throughout the lifespan of the grant program; however will be foregoing any incremental property taxes, which could otherwise be used to offset future budget pressures.

Building Facade Improvement Grant Program

The City of Windsor Building Facade Improvement Program and Urban Design Guidelines for Main Streets CIP offers financial incentives to encourage property owners and businesses to make investments to improve the exterior appearance of their buildings and storefronts along Main Streets. Such improvements provide a benefit to the community as a whole, by preserving heritage features, protecting Main Streets, and reconnecting storefronts with the public realm. The CIP is applicable to the Ford City BIA Main Streets and within all the BIAs in the City of Windsor, except for the Sandwich Town and Downtown Windsor BIAs, which are under separate CIPs. Funding for the Building Facade Improvement Grant Program is broken down into three categories:



Category A (Beautification) —aesthetic and minor functional improvements aimed at making the building facade and storefront more attractive and welcoming to tenants and customers



Category B (Restoration)—aesthetic, functional, and restoration improvements made to restore key features of the building facade



Category C (Replacement)— encourage work that will replace or reinstate key features that have been lost or deteriorated beyond repair or are of a style that is no longer consistent with the building design.

Applicants can receive a grant for 50% of the costs for eligible building facade and storefront improvements up to a maximum of \$30,000 per project. The amount can be increased up to \$60,000 per project for larger buildings with multiple storefronts. The grant also applies to the side(s) and rear of buildings provided the building facade is visible from an adjacent street or public right-of-way or park, and as long as the storefront/facade facing the main street is improved at the same time. However, since this particular building is only one (1) storey it is only eligible for \$7,500 per facade.

The applicant is proposing extensive replacement, restoration, and beautification changes to the exterior of the building, including the following:

- Installation/improvement of signage (as permitted by the Sign By-law)
- Cleaning of masonry for preservation
- Repair and repointing of facade masonry
- Storefront Glazing
- Building code and structural improvements to the building facade
- Removal of features that are inconsistent to the building
- Installation of new exterior lighting fixtures

The project is eligible for a \$15,000 grant for improvements to the one (1) storey facades facing Richmond Street and Drouillard Road.

Risk Analysis:

The approval of these grants does not carry significant risk, as there are sufficient funds within the new CIP reserve fund approved by Council on February 22, 2021. The applicant will not receive any grants until all work is completed and inspected to the satisfaction of the Planning and Building Department. As a requirement of Section 28 (7.3) of the Planning Act, Administration has confirmed that the grant amount does not exceed the total cost of the project.

Climate Change Risks

Climate Change Mitigation:

The rehabilitation of the existing building will have a low impact on how the project affects climate change, because improvements are largely contained to the existing building footprint where modern building methods will be utilized.

The rehabilitation of the existing building contributes to the revitalization of an existing Main Street that services the surrounding Ford City Neighbourhood limiting vehicular travel and promoting walking and other alternative modes of transportation, thereby contributing to a complete community. The rehabilitation of the building will utilize modern building methods, which will conform to the Ontario Building Code concerning safety and energy efficiency. New doors and windows are also proposed that will be more energy efficient than what is existing.

Utilizing an existing building and infrastructure in an existing built-up area of the City also promotes efficiency on the existing infrastructure network by not promoting development on greenfield land.

Climate Change Adaptation:

As temperatures increase and when considering the Urban Heat Island effect for the City of Windsor, the property appears to be located within a Heat Vulnerability area. However, the rehabilitation of the building will utilize modern building methods, which will conform to the Ontario Building Code concerning energy efficiency. New doors and windows are also proposed that will be more energy efficient than what is existing.

Financial Matters:

On February 22, 2021, Council approved the 2021 budget, which included a new reserve fund for all active CIPs in the City. As CIP grant applications are approved, the *approved grant amount will be transferred to the capital project account to be kept as committed funds, until the grant is ready to be paid out.* The current uncommitted balance of the CIP reserve fund is \$682,341.62 however this balance does not account for other CIP grant requests that are currently being considered by the standing committee or have been endorsed by the standing committee and are not yet approved by City Council

If approved, funds will be transferred from the CIP reserve fund to the Ford City CIP Fund (Project #7181046) to disperse the maximum amount of \$15,040 for the *Retail Investment* grant and *Municipal Development Fees Grant Program* (if necessary) identified in this report.

Also, if approved funds will be transferred from the CIP reserve fund to the new Building Facade Improvement – Main Streets CIP project fund in the maximum amount of \$15,000.

The *Building/Property Improvement Tax Increment Grant* would be based upon the municipal tax increase and will be calculated by the Finance Department in consultation with the Municipal Property Assessment Corporation (MPAC) once the project is completed.

If this report is approved the applicant will receive \$42,790 in grants. According to the application, the owner will invest approximately \$264,965 on improvements to the exterior of this building. Therefore, the grant to investment ratio will be \$6.19 for every municipal dollar granted to this project.

Consultations:

The owner and architect for the property located at 2778 Richmond Street have been consulted regarding grants related to the improvements outlined in this report. Carolyn Nelson, Manager of Property Valuation & Administration, Taxation & Financial Projects was consulted with respect to the Ford City CIP *Building/Property Improvement Tax Increment Grant*. Josie Gualtieri, Financial Planning Administrator and Emilie Dunnigan, Manager Development Revenue & Financial Administration were also consulted regarding the Ford City CIP and Building Facade Improvement CIP grants, and related capital project/reserve fund balances.

Conclusion:

The improvements to 2778 Richmond Street meet all eligibility criteria identified in this report, for the for *Retail Investment, Building/Property Improvement Tax Increment, Municipal Development Fees Grant Programs*, and the Building Facade Improvement Program grants, through the *Ford City CIP* and *Building Facade Improvement Program and Urban Design Guidelines for Main Streets CIP*.

The improvements will contribute to the Revitalization of Ford City and a vibrant main street through the indoor-outdoor connection created through improvements to the building facades and interior retail space.

There are sufficient funds in the CIP reserve fund to provide grants for the proposed improvements. Administration recommends approval of the grants identified in this report.

Planning Act Matters:

N/A

Approvals:

Name	Title
Kevin Alexander	Planner III – Special Projects
Josie Gualtieri	Financial Planning Administrator
Neil Robertson	Manager of Urban Design / Deputy City Planner
Thom Hunt	City Planner/Executive Director of Planning and Building Services
Wira Vendrasco	Deputy City Solicitor, Legal Services & Real Estate
Shelby Askin Hager	Commissioner, Legal & Legislative Services
Janice Guthrie	Deputy Treasurer Taxation & Financial Planning
Joe Mancina	Commissioner, Corporate Services Chief Financial Officer / City Treasurer
Jason Reynar	Chief Administrative Officer

Notifications:

Name	Address	Email
2156567 Ontario Ltd. c/o Kyle McDonald	1008 Drouillard Road, Windsor, ON N8Y 2P8	kyle@mcdpi.com
Settimo Vilardi		svilardi@archonarchitect.com
Bridget Scheuerman Ford City BIA		bscheuerman@cogeco.ca

Appendices:

Appendix A - LOCATION MAP

Appendix B - PROPOSED IMPROVEMENTS

APPENDIX 'A'

LOCATION MAP



LOCATION MAP



SUBJECT PROPERTY : 2778 RICHMOND STREET



APPENDIX 'A'

EXISTING FACADE

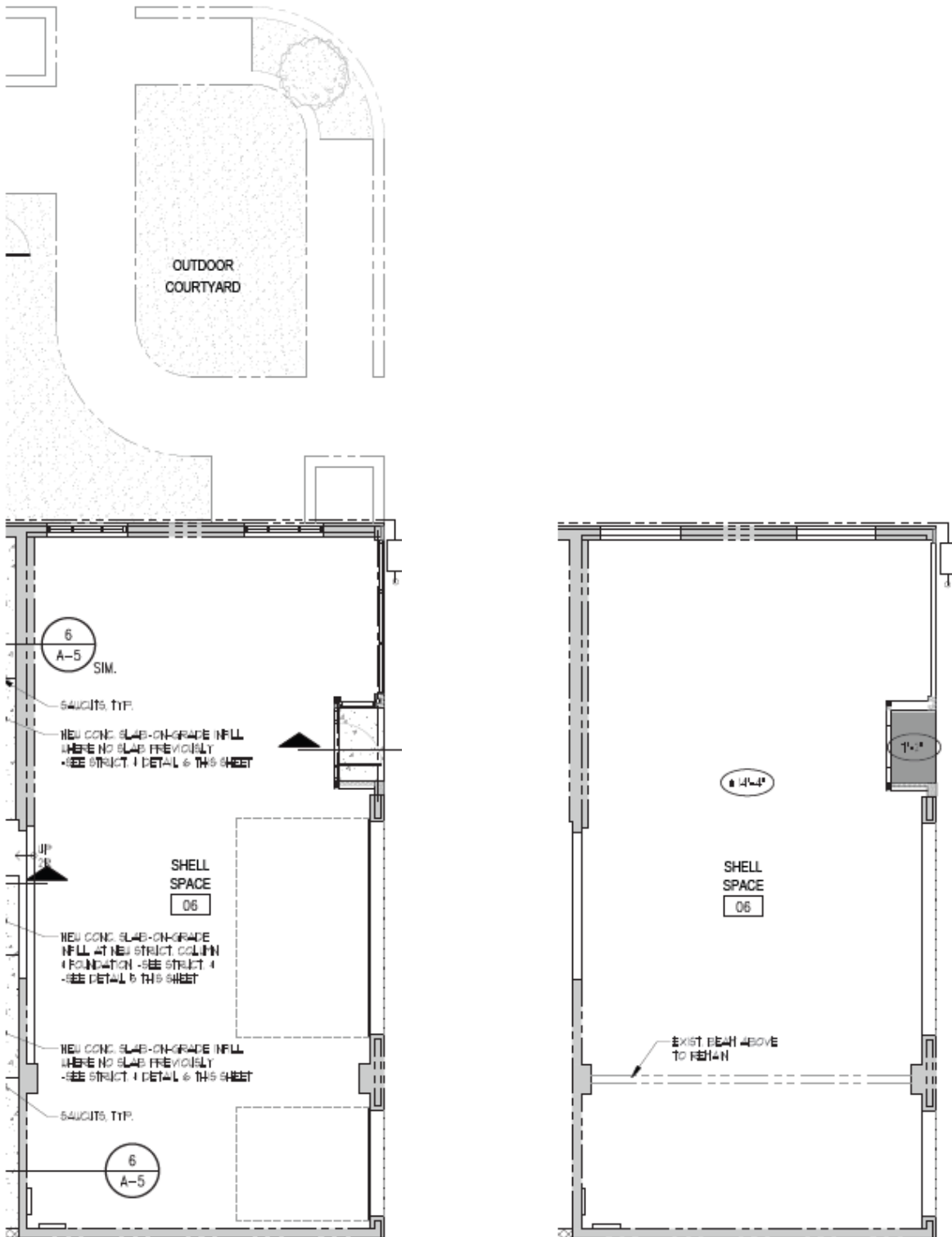


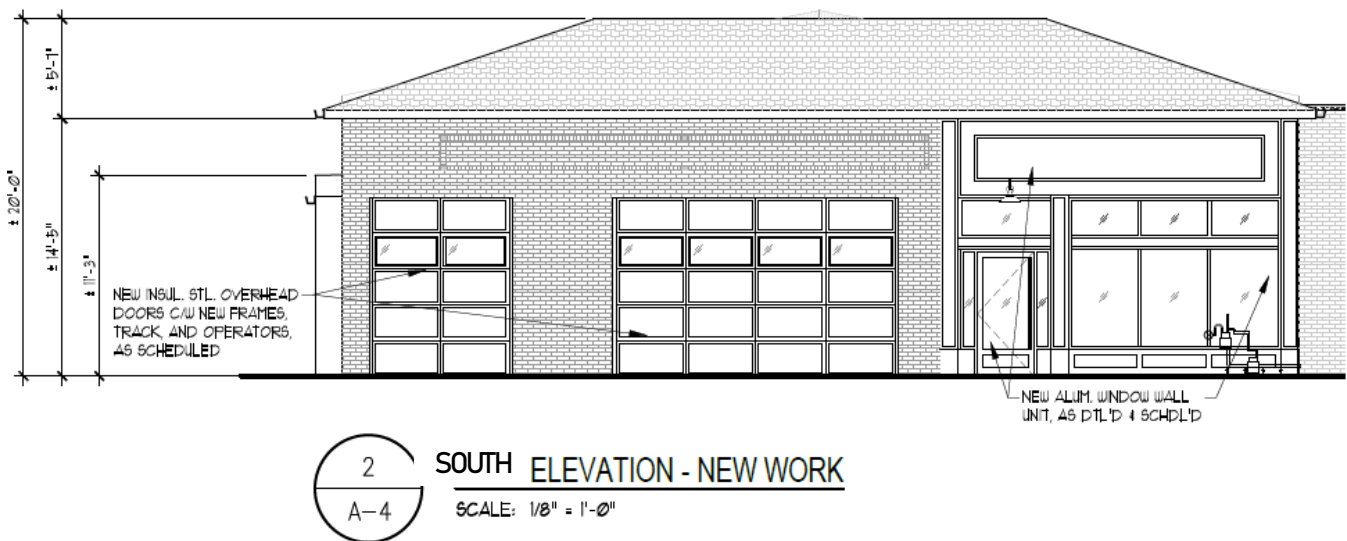
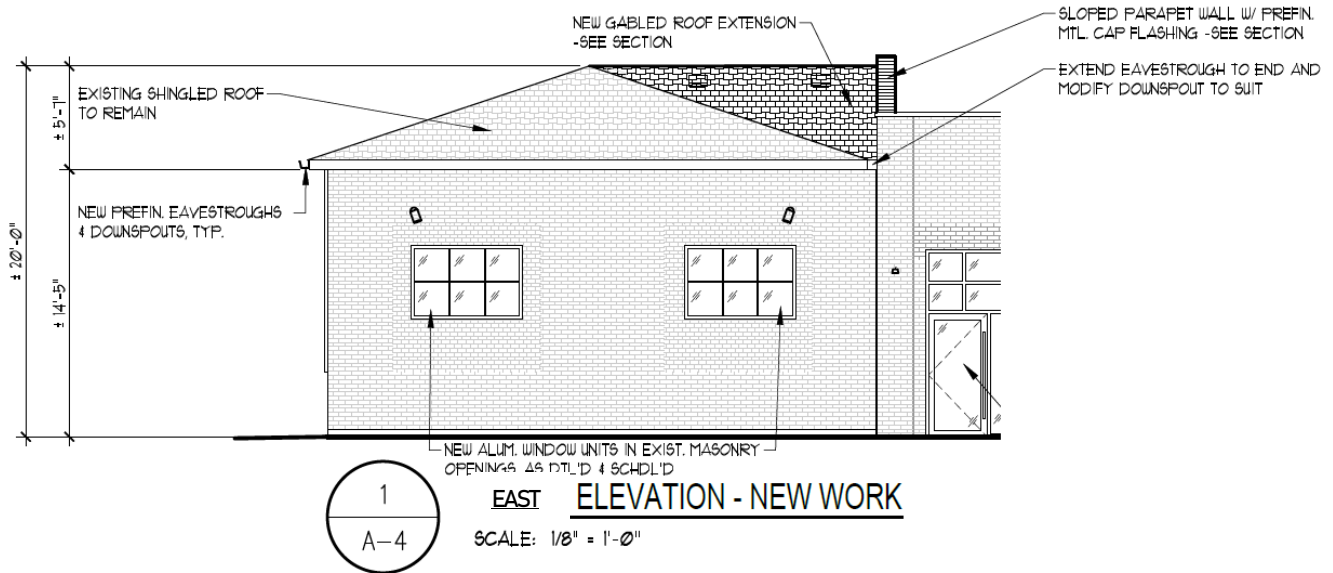


Google Images Nov 2020

APPENDIX 'B'

PROPOSED IMPROVEMENTS





APPENDIX 'B'

PROPOSED IMPROVEMENTS



SOUTH ELEVATION



EAST ELEVATION



PERSPECTIVE VIEW



Committee Matters: SCM 28/2022

Subject: Minutes of the Property Standards Committee of its meeting held October 6, 2021

Moved by: Councillor Holt
Seconded by: Councillor Gill

Decision Number: **DHSC 365**

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

Carried.

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

Clerk's Note:

1. The recommendation of the Advisory Committee and Administration are the same.
2. Please refer to Item 12.1 from the Development & Heritage Standing Committee Meeting held January 10, 2022.
3. To view the stream of this Standing Committee meeting, please refer to:
<http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20220117/-1/6298>



Committee Matters: SCM 378/2021

**Subject: Minutes of the Property Standards Committee of its meeting held
October 6, 2021**

Property Standards Committee

Meeting held October 6, 2021

A meeting of the Property Standards Committee is held this day commencing at 3:30 o'clock p.m. via Zoom video conference, there being present the following members:

Councillor Rino Bortolin, Chair
Councillor Ed Sleiman
Darrel Laurendeau
Matthew Wachna

Regrets received from:

Councillor Chris Holt (due to a work conflict)

Delegation in attendance:

Robert Brown, on behalf of MEDDCO Properties Inc., *regarding Item 5.1*

Also present are the following resource personnel:

Kevin Alexander, Planner III
Rob Vani, Manager Inspections, Deputy Chief Building Official
Nicole Brush, Building Bylaw Enforcement Officer
Jay McGuire, Building Bylaw Enforcement Officer
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 3:32 o'clock p.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Disclosure of Interest

None disclosed.

3. Adoption of the Minutes

Moved by Councillor Sleiman, seconded by D. Laurendeau,
That the minutes of the Property Standards Committee of its meeting held
September 4, 2020 **BE ADOPTED** as presented.
Carried.

4. Request for Deferral, Referral or Withdrawal

None.

5. Appeals

5.1 Meddco Property Inc. -325 Giles Boulevard West – VY 21-316155

Robert Brown, on behalf of MEDDCO Properties Inc. appears before the Property Standards Committee via Zoom video conference regarding property at 325 Giles Boulevard West,

Jay McGuire, Building Bylaw Enforcement Officer provides a Presentation entitled “325 Giles Boulevard West – OTR 21-316155”, **attached** as Appendix “A”.

- **Order to Repair key dates:**
- August 19, 2021 – to submit Engineer’s report/scope of work per compliance requirements outlined in the Order to Repair.
- September 18, 2021 – to obtain city permits.
- November 17, 2021 – to complete repairs (and associated required permit inspections)
- **Current compliance status NO ACTION TAKEN as of September 30, 2021 on the following:**
- Water infiltration throughout building
- Deteriorated concrete structure in underground parking garage and associated areas
- Deteriorated balconies throughout building
- Masonry facade cracking
- Damaged/defective exterior wall finishes throughout building
- Missing/defective exterior wall vent grilles
- Issues with poorly installed A/C units and missing/defective A/C sleeve cap panels
- Missing/deteriorated concrete window sills
- Repair/replace defective exterior doors
- Obtain permits for repairs to defective underground garage mechanical exhaust system

- Repair defective interior cladding
- Repair defective piping in underground garage for surface drainage noted above

Robert Brown refers to the correction in the Order to Repair that states to “obtain at owner’s expense an indoor air quality assessment report by a certified air quality assessment professional. Owner to undertake the recommendations provided within the report and follow up/repeat as required to ensure indoor air quality levels are qualified as “healthy” per qualified professional’s opinion and to Officer’s satisfaction.” He indicates that the issue noted as water infiltration was found in the basement. He asks Administration to comment on if actual mould was identified or if only water was present.

J. McGuire responds that he is not a qualified mould professional so what is seen as mildew may be mistaken for mould. There was a combination of water infiltration that was left unaddressed; as well as a lack of natural and mechanical intervention that would encourage actively exhausting the wet dank air from that area in the parking garage. He adds he did observe mildew that may be of concern.

R. Brown indicates that J. McGuire cannot specifically state that mould was found.

J. McGuire responds that he is unable to qualify mildew for mould, as a professional is required to make that assessment.

R. Brown asks if the photographs and detailed report outlined in the presentation were provided to the property owner.

J. McGuire responds that the property owner was supplied with a copy of the Order to Repair via Registered Mail.

The Chair remarks that the basis of the Notice of Appeal are the corrective measures and the timelines for completion.

R. Brown responds that the property owner is taking this seriously. At this time, three engineering firms have been involved who expressed some of issues, i.e. water infiltration is beyond their scope. He adds that shortly after receipt of this order, engineering firms have been engaged to begin work on the defects noted in the report. He expresses concern with the timelines and requests an additional six to eight months to complete the corrections outlined in the Order. He adds that the air quality matter is based on speculation and not fact; and requests that this matter be removed from the Order.

D. Laurendeau remarks that several engineering firms have been engaged to do an analysis, which was not communicated to the Building Department. He states that mould was not directly identified; however, there is moisture and poor air movement. He recommends that the request for a mould sample based on potential mould should remain on the Order based on the observations of the Building Inspector. He notes that Mr.

Brown is requesting a six to eight month extension of time to undertake all of the work identified.

R. Brown responds that eight months to complete is work is preferable.

J. McGuire indicates that no reports from the property owner have been received.

M. Wachna asks if the air quality issue is due to mould or to carbon monoxide emissions.

Councillor Sleiman remarks that when mould is evident, something is happening which may impact the health of residents. He asks why the repairs were not undertaken immediately.

R. Brown states that the property owner has been working on this but has been waiting on the engineering report to see what can be done. He notes that air quality and water infiltration will be addressed by the engineering report.

The Chair states that the Order to Repair has three main tiers – submitting engineering reports, acquiring permits and completion of the repairs. He asks if six to seven months is a timeline that the Building Department can work with and if the deficiencies are serious enough that it warrants a more expedited time. He suggests that the engineering reports be submitted now or within the next week.

R. Vani responds that Administration prefers a three-tiered approach for deadlines as noted in the Order and adds their position is that the preliminary report should be provided to the Building Department around November 15, 2021. He estimates that compliance should be around May 2022.

The Chair suggests that the engineering reports should be provided by the end of October 2021; permits by the end of January 2022 and the work completed by the end of April 2022. He asks Administration if this timetable will allow for sufficient time.

R. Vani defers to the appellant to determine if they are amenable to that schedule.

Moved by D. Laurendeau, seconded by Councillor Sleiman,

That the Order to Repair VY 21-316155 regarding property at 325 Giles Boulevard West **BE CONFIRMED**, and that the timetable to provide the following **BE APPROVED**:

- Engineering reports to be provided by the end of October 2021
- City Permits to be provided by the end of January 2022
- Work to be completed by the end of April 2022.

Carried.

R. Brown asks if the Committee is amendable to an extension of time if required.

The Chair responds that if it is a reasonable extension and efforts have been demonstrated, the Building Department will be willing to work with the appellant. He adds that many of these deficiencies are serious and the work needs to be done.

Councillor Sleiman suggests that the appellant continue to work with the Building Department and to provide updates on the progress of the work undertaken.

6. Business Arising from the Minutes

6.1 Alberto and Maria Folino – 280 Aylmer – Violation Number VY 20-240559

No one is present to speak to this matter.

R. Vani on behalf of Nicole Brush, Building Bylaw Enforcement Officer provides a Presentation entitled “280 Aylmer Avenue – OTR 20-240559”, **attached** as Appendix “B” which shows various photographs denoting the condition of the building.

R. Vani provides the following comments relating to the property at 280 Aylmer:

- N. Brush attended this property on January 13, 2020 due to a complaint regarding a vacant building that was not being kept.
- An Order to Repair was prepared on January 24, 2020 and the original Order was appealed on May 19, 2020.
- There were some efforts as noted in K. Alexander’s report to try to develop this property so that a report could be brought to Council for a debate on the development application and to decide to waive the demolition control bylaw so the Chief Building Official could issue an order based on that development.
- This matter was deferred to allow the property owner to seek a redevelopment approval in order to demolish the building as this building is in a demolition control area. The requirements of that particular bylaw is provided in the information provided by K. Alexander as part of the agenda.
- This is a single-family frame one storey dwelling in the core area of the city.
- The photographs depict unlawful entry to the building and deteriorated building envelope which has caused a lot of damage to the interior.
- The owner attempted to demolish the building several years ago and decommissioned the services at that time prior to obtaining a permit.
- This is a typical home, which has not been maintained.
- There has been some activity but no meaningful efforts to bring an acceptable development application forward to develop this property.

K. Alexander indicates Administration has been working with the appellant since 2018.

R. Vani advises that there is demolition control bylaw that prohibits the issuance of a building permit; the building is in poor condition as noted by a structural engineer however, this does not meet the threshold of an emergency order to circumvent the bylaw.

D. Laurendeau asks is the appellant is attempting to “back door” a demolition without any other plans and asks by issuing the demolition, is there risk to the city.

R. Vani responds that there are legal risks to the city if we are not consistent in how the Demolition Control Bylaw is applied. The *Building Code Act* is very specific about when a building is deemed an emergency condition and cannot be used to circumvent the bylaw.

Moved by Councillor Sleiman, seconded by D. Laurendeau,
That the Order to Repair VY 20-240559 regarding property at 280 Aylmer Avenue
BE CONFIRMED.
Carried.

7. Adjournment

There being no further business, the meeting is adjourned at 4:21 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR



325 GILES BLVD W – OTR 21-316155

Building By-law Officer: Jay McGuire

Date of Inspection: July 14, 2021

Date OTR Issued: July 20, 2021

Date of Follow Up Inspection: September 30, 2021

SUMMARY OF EVENTS

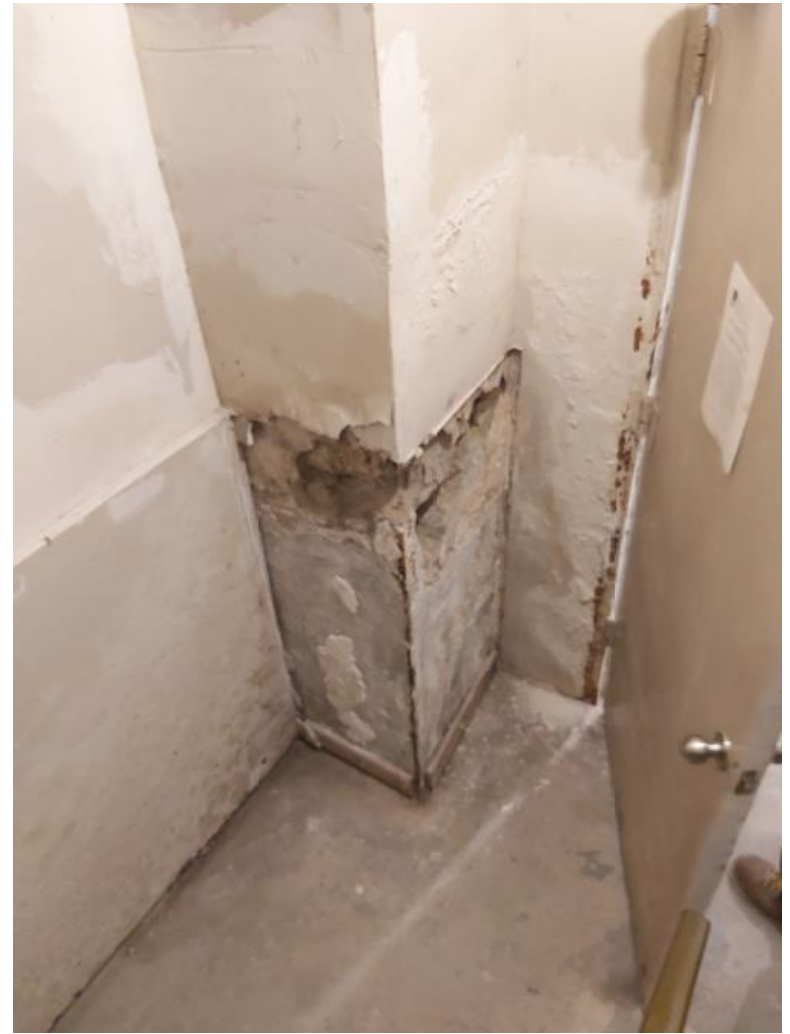
July 12, 2021 - Received call from Building Department management requesting immediate response to investigate urgent concerns brought to awareness by Windsor Fire. Attended and reviewed concerns with Windsor Fire onsite. Scheduled inspection with building inspector for later in the week to complete joint assessment for property standards issues as well as unsafe conditions due to structural concerns from apparent water infiltration affecting the underground parking garage.

July 14, 2021 – Reattended property with building inspector and YORK maintenance coordinator. Site review commenced at the front door. From the main lobby we descended stairs at the west side of the building, through a lower corridor and into the secured U/G garage (currently empty and locked to prevent access). Once the garage was reviewed a perimeter walkthrough of the building's exterior conditions was executed. Photos were taken and a list of defects per Property Standards Bylaw was developed that required the action of property ownership or someone on their behalf. Steps taken to prepare for issuance of an Order to Repair in an effort to gain compliance at the subject property.

July 20, 2021 – Order to Repair preparation was completed and the order issued to property ownership at address on file. YORK maintenance coordinator was provided a copy upon issuance via email address provided.



1. Water infiltration in lobby.



2. Concrete column delamination in stair well.



3. Condition of underground parking garage.



4. Condition of underground parking garage.



5. Water infiltration in underground parking garage.



6. Water infiltration in underground parking garage.



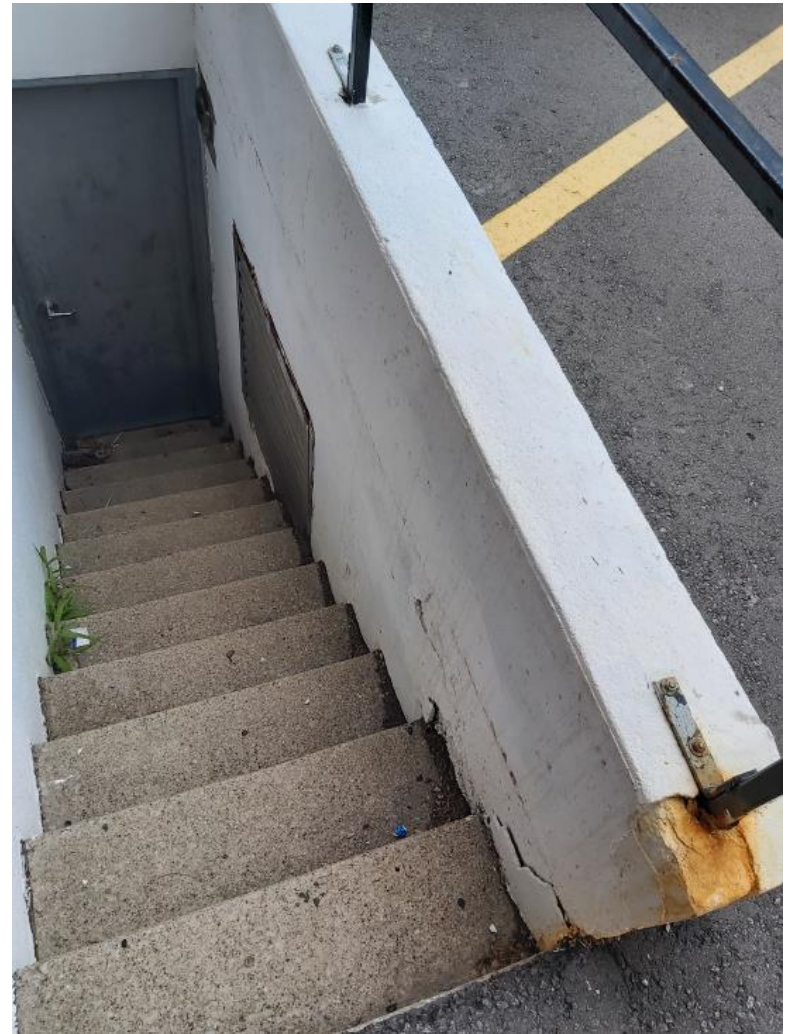
7. Close up of affected concrete structure.



8. Close up of affected concrete structure.



9. Defective exhaust system and defective door from interior.



10. Defective exhaust system and defective door from exterior. Also wall cladding issues.



11. Defective exhaust system.



12. Missing concrete window sill.



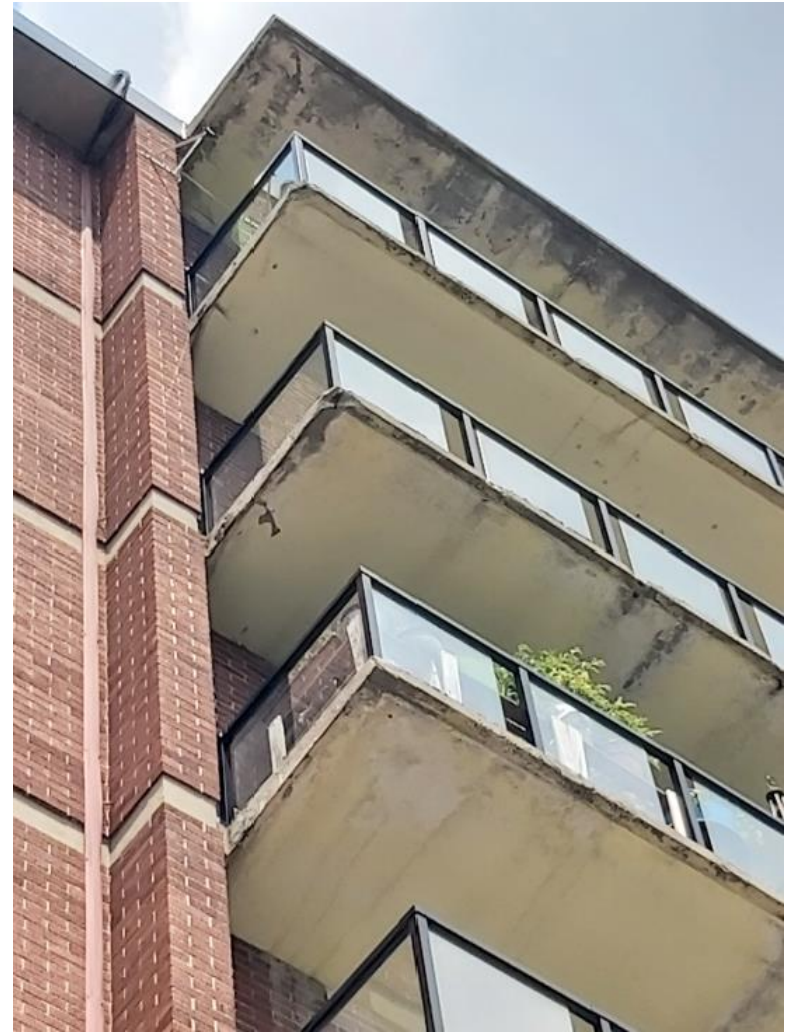
13. Missing / defective grilles.



14. Missing / defective grilles. Defective boarding material and defective door.



15. Defective balcony slabs and missing air conditioner sleeve cap panels.



16. Defective balcony slabs.

KEY DATES PER ORDER TO REPAIR

August 19, 2021 – to submit engineer's reports / scope of work per compliance requirements outlined in Order to Repair.

September 18, 2021 – to obtain permits with City of Windsor to follow through with permitted repairs as outlined in qualified engineer's report / scope of work.

November 17, 2021 – to complete repairs (and associated required permit inspections) as outlined in qualified engineer's report / scope of work and obtain compliance with the requirements outlined in the Order to Repair.

CURRENT COMPLIANCE STATUS

Follow up inspection completed on 9/30/2021 at 11:30 AM. Current status of issues listed in Order to Repair (OTR):

Sections 1.1, 1.2, 3.2.2:

- Required indoor air quality assessment by qualified professional due to extensive and unaddressed water infiltration - NO ACTION TAKEN.

Sections 1.4, 1.5, 1.6, 1.9, 1.14:

Engineer's report and permits for repairs due to:

- Water infiltration throughout building - NO ACTION TAKEN.
- Deteriorated concrete structure in underground parking garage and associated areas - NO ACTION TAKEN.
- Deteriorated balconies throughout building - NO ACTION TAKEN.
- Masonry facade cracking observed from exterior - NO ACTION TAKEN.

Section 1.7

- Damaged / defective exterior wall finishes throughout building - NO ACTION TAKEN.
- Missing / defective exterior wall vent grilles - NO ACTION TAKEN.
- Issues with poorly installed A/C units and missing / defective A/C sleeve cap panels - NO ACTION TAKEN.
- Missing / deteriorated concrete window sills - NO ACTION TAKEN.

Section 1.8

- Repair / replace defective exterior doors - NO ACTION TAKEN.

Sections 1.16, 1.40, 1.47, 3.21

- Obtain permits for repairs to defective underground garage mechanical exhaust system - NO ACTION TAKEN.

Section 3.2.1

- Repair defective interior cladding - NO ACTION TAKEN.

Section 3.13

- Repair defective piping in underground garage for surface drainage above - NO ACTION TAKEN.

Review of current onsite conditions informs that NO apparent action to date has been taken to address the defects called for repair in the OTR.
Review of property records indicate that there is NO record of application for any of the required permitted repairs.



280 AYLMER AVE – OTR 20-240559

Building By-law Officer: Nicole Brush

Date of Inspection: January 13, 2020

Date OTR Issued: January 24, 2020

Date of Appeal: May 19, 2020



Front of building (West elevation)



Side of building (North elevation)



Side of building (North elevation)



Side of building (South elevation)



Side of building (South elevation)



Rear of building (East elevation)



Rear yard – multiple sheds



Council Report: C 104/2021

Subject: Windsor Public Library - Facility Plan Implementation and Temporary Relocation of Main Branch - Project Completion Report - City Wide

Reference:

Date to Council: December 13, 2021
Author: France Isabelle-Tunks
Senior Manager of Engineering/Deputy City Engineer
519-255-6100 ext. 6402
ftunks@citywindsor.ca
Projects & Right-of-Way
Report Date: 7/19/2021
Clerk's File #: ML/10013

To: Mayor and Members of City Council

Recommendation:

- I. THAT the Windsor Public Library Project Completion Report regarding the Library Facility Plan Implementation and the Temporary Relocation of the Main Branch **BE RECEIVED** for information; and,
- II. THAT City Council **PROVIDE DIRECTION** for the transfer of the overall project surpluses (estimated at \$600,000) from the Library Facility Plan Implementation Project and the Temporary Relocation of the Main Branch Project (Project ID# 7159011, 7159012, 7159013, 7182015) to fund one of the following;
 1. Purchase a replacement Bookmobile; or
 2. Create a maintenance reserve fund; or
 3. Permanent downtown library branch; or
 4. Return funds to the original funding sources;
- III. Following the direction received in clause II above, THAT City Council **APPROVE** the transfer of \$123,574 in previously pre-committed 2022 Pay-As-You-Go funding (Fund 169) from the Sandwich (John Muir) Library project, ENG-003-18, to the respective item.

Executive Summary: N/A

Background:

On August 24, 2015, Council approved the following resolution;

CR160/2015

- I. *That City Council APPROVE the following elements of the Windsor Public Library Facilities Plan:*
 - a) *Construction of an addition to the Optimist Community Centre of approximately 6,500 square feet which will house the consolidation of the South Walkerville and Remington Branches, and any other branches which may be recommended by the Windsor Public Library Board, in consultation with Windsor City Council in the future;*
 - b) *Construction of an addition to Budimir Library of approximately 6,000 square feet;*
 - c) *Renovations to the former Sandwich Fire Hall for the purposes of creating a new Sandwich Library Branch; and*
 - d) *A future library branch at the Devonshire Mall; or in the South Windsor area as recommended by Libraries in Transition working in concert with Monteith Brown Planning Consultants, the location of which will be recommended by the Windsor Public Library Board in consultation with Windsor City Council;*
- II. *That the projects listed in recommendation I above be undertaken as follows:*
 - a) *Construction of the addition to Optimist Community Centre and the renovations to the Sandwich Fire Hall to be completed first; and*
 - b) *Concurrent with item II(a) above, completion of the architectural plans for an expansion to Budimir Library of approximately 6,000 square feet, such plans to be brought back to the WPL Board in order that a final decision with respect to the construction of the proposed addition can be considered once the renovations to the Sandwich Fire Hall as set out in clause II(a) above are complete and the issue of the location of a new branch in South Windsor as contemplated in item I (d) has been considered.*
- III. *That City Council RECEIVE AND APPROVE Resolution # IC 17-15 of the Windsor Public Library Board which states the following:*

As recommended to City Council in 2013, complete the Optimist, Sandwich and Budimir renovations as soon as possible

Consolidate the South Walkerville and Remington Park branches at the Remington Park Branch as soon as possible in order to allocate funds in the existing operating budget to the operation of a Bookmobile Service

Library Administration BE DIRECTED to monitor the ongoing usage and performance of all branches and to provide annual updates to the Board

To continue to seek leased space at the Devonshire Mall.
- IV. *That \$7,907,000 BE CONFIRMED as the overall project budget for the various Windsor Public Library facility improvements at the following sites:*

- a) Addition to the Optimist Community Centre, \$2,463,000;
 - b) Addition to the current Budimir Library, \$2,217,000;
 - c) Renovations to the former Sandwich Fire Hall), \$2,518,000 and
 - d) Placeholder for a future branch in the South Windsor area, \$200,000;
 - e) Planned maintenance works for the Optimist and Budimir sites as identified in the 2015 Capital Budget 5 Year Plan in capital request ID's REC-004-07, HCP-002-07, WPL-006-11 and WPL-010-1 totalling \$319,000;
 - f) Previously approved capital works for Optimist Community Center refurbishments of \$90,000; and
 - g) Previously approved funding of \$100,000 for Riverside Library Roof and minor renovations.
- V. That, \$7,717,000 to fund the balance of these works BE FUNDED from:
- 1. Previously approved \$7.0 million placeholder within the 2014 Enhanced Capital Budget Plan(CR243/2013),
 - 2. Previously approved \$120,000 placeholder within the 2012 Capital Budget (M267/2012) for the construction of a pay and display parking lot on the former Sandwich Fire Hall #6,
 - 3. Pre-commitment of \$319,000 to the 2016, 2017 and 2019 capital budgets for maintenance works as detailed in REC-004-07, HCP-002-07, WPL-006-11 and WPL-010-1;
 - 4. Remaining funding balance of \$278,000 to be funded from the Library Development Charges Reserve Fund (Fund 122), subject to the outcome of the Canada 150 grant application;
- VI. That \$409,000 for planned maintenance works as detailed within REC-004-07, HCP-002-07, WPL-006-11 and WPL-010-11 identified for both Optimist and Budimir sites and that the respective budgets and scope BE TRANSFERRED AND COMPLETED as part of the Budimir & Optimist Expansion projects;
- VII. That the City Engineer or designate BE AUTHORIZED to issue requisite RFP(s) for consulting services, and that the Chief Administrative Officer and City Clerk BE AUTHORIZED to sign the requisite agreement(s) for such services, satisfactory in legal form to the City Solicitor, in technical content to the City Engineer and in financial content to City Treasurer; and
- VIII. That the City Engineer, together with the CEO of the Windsor Public Library, or designates BE AUTHORIZED to issue requisite tenders for the construction works required at each of the sites, and that subject to the tenders falling within the approved capital budget, that the Chief Administrative Officer and City Clerk BE AUTHORIZED to sign an agreement with the successful bidders, satisfactory in legal form to the City Solicitor, in technical content with the City Engineer, and in financial content to City Treasurer, and further, that the results of these tenders be subsequently reported to City Council for information purposes.

Further, on December 14, 2018, the Library Board adopted a special in-camera report regarding the temporary relocation of the WPL main branch to 185 Ouellette. On January 21, 2019, City Council adopted in-camera report respecting a property matter –

disposition of land (CR 10/2019). On February 25, 2019, Council adopted (CR 85/2019);

That the confidential memo from the City Solicitor and Corporate Leader Economic Development and Public Safety, City Engineer and Corporate Leader Environmental Protection and Transportation and Chief Financial Officer/City Treasurer and Corporate Leader Finance and Technology respecting a property matter – purchase of land BE RECEIVED and that Administration BE AUTHORIZED TO PROCEED on the verbal direction of Council.

An Executive Committee oversaw the overall transformation of the various changes to the Windsor Public Library Infrastructure Program. The Corporate Projects Division of the Engineering Department administered the four projects and worked closely with the Windsor Public Library, Information Technologies and Facilities Departments to achieve project objectives.

The following report provides a summary of each project and the results.

Discussion

Each project scope was reviewed and assessed for effective and efficient delivery of the works. In order to save disruptions, time and cost, additional smaller facility repairs and maintenance projects were incorporated within the respective projects.

1. Chisholm Branch (7159012) – Building addition to the Optimist Community Centre

In late 2015, Architecturra Inc. was awarded the contract (RFP #145-15) for the design, contract administration and construction oversight of the proposed works.

Prequalification No. 119-16 for general contracting services was issued on Monday, July 25, 2016 and closed on Tuesday, August 9, 2016 resulting in four (4) prequalified proponents.

The Request for Tender (RFT#144-16) for general contracting services was issued to all pre-qualified proponents on Thursday, September 1, 2016 and tenders were received on Monday, September 19, 2016.

DeAngelis Construction Inc. (now Fortis Group) was the low bidder at a base bid price of \$2,309,286 plus taxes. The results were reported to City Council via a Communication Report on Monday, November 21, 2016 (CR 708/2016).

The construction duration was approximately 12 months and was substantially performed on September 21, 2017.

Shortly after the library opened to the public, the need for additional signage was identified to direct patrons of both the library and community centre to the new shared facility entrance. Request for Proposal No. 131-18 for a new permanent electronic ground sign, closed on Wednesday August 22, 2018. Two

submissions were received and Roland's Sign and Lighting was the successful proponent. The scope of work included: the supply and installation of the new sign, including required power and data; the removal of the existing community centre ground sign; and final site restoration (interior and exterior). Construction of the sign commenced in late 2018 and was completed in early 2019. Site restoration was completed later that same year.

The facility is in full operations and the project is now complete with minor outstanding expenses and an estimated **surplus of \$167,308**.

2. **Budimir Branch (7159011)** - Building Addition & Renovation

In November of 2015, Architecturra Inc. was awarded the contract (RFP #145-15) for the design, contract administration and construction oversight of the proposed addition and renovation.

Prequalification No. 161-18 for general contracting services was issued on Wednesday, November 14, 2018 and closed on Thursday, November 29, 2018 resulting in five (5) prequalified proponents.

The Request for Tender (RFT#13-19) for general contracting services was issued to all pre-qualified bidders on Monday, January 21, 2019 and tenders were received on Tuesday, February 19, 2019.

Loaring Construction Inc. (now Sterling Ridge Contracting) was the low bidder at a base bid price of \$2,151,840 plus taxes, which fell within the approved capital budget for the Budimir Library project.

This project included \$200,000 as a placeholder for a future branch in South Windsor. After exploring various avenues, administration was not successful in reaching a lease arrangement for a temporary site. These funds were not spent or committed and are included in the surplus noted.

The construction duration was approximately 9 months and was substantially complete on December 19, 2019. The facility is in full operations and the project is now complete with minor outstanding expenses and an estimated **surplus of \$219,638**, including the placeholder noted above.

3. **John Muir Branch (7159013)**— Heritage Sensitive Renovation of the Sandwich Fire Hall

In March 9 of 2016, Studio g+G Inc. was awarded the contract (RFP #51-16) for the design and contract administration to convert the former Sandwich Fire Hall into a new heritage designated Library under the Ontario Heritage Act.

Prequalification No. 181-16 for general contracting services with heritage experience for the new John Muir Public Library was issued November 26, 2016 and closed on December 21, 2016 resulting in four (4) prequalified proponents.

The Request for Tender (RFT#100-17) was issued to all pre-qualified bidders and tenders were received on November 3, 2016.

Intrepid General Limited was the low bidder at a base bid price of \$4,318,748.76 plus taxes. The submission included a provisional price for the tower addition of \$331,769 plus applicable taxes. Therefore, the total bid price was \$4,650,517.76 plus applicable taxes (including the provisional tower). Council approved the additional funding required and award of tender through CR768/2017.

The construction duration was approximately 20 months and was substantially complete on September 30, 2019. The facility is in full operations and the project is in a warranty period until September 30, 2021 with minor expenses outstanding and an estimated **surplus of \$123,574**.

4. **Main Branch (7182015)** - Temporary Relocation to the Paul Martin Building

In March 2019, Glos Architects was retained through City roster process to produce the Owner Statement of Requirements (OSR) for Design/Build the Paul Martin Building – Temporary Library main branch including contract administration and construction oversight work.

Prequalification No. 53-19 for Design/Build services was issued on April 20, 2019 and closed on May 9, 2019 resulting in four (4) prequalified proponents.

The Request for Proposal (RFP # 96-19) / OSR was issued to all pre-qualified bidders on June 18, 2019 and proposals were received on July 16, 2019.

Oscar Construction Limited was the lowest proponent at a base price of \$1,083,000.00 plus taxes, which fell within the approved capital budget for the PMB Library project. Council approved the award the contract through CR85/2019 dated February 25, 2019.

The construction duration was approximately 5 months and the work was substantially complete on January 10, 2020. The facility is in full operations and the project was completed on time and under budget. Additional expenses related to analysis of the Downtown Branch EOI currently underway are included in this project. This project has an estimated **surplus of \$88,513**.

Due to the collaboration with the WPL staff and various City departments, all four construction projects have been successfully completed well under budget and are now in full operations.

At the January 14, 2021 meeting, the Projects Executive Committee reviewed several options regarding the overall project surplus which are summarized below.

1. Purchase a replacement Bookmobile:

The Windsor Public Library's Outreach mission is to enrich the community by delivering information, technology, resources and services to residents where they live, work and play. A large portion of outreach activities occur through the Bookmobile.

Bookmobile benefits the community by:

- Providing library services to marginalized or underserved populations or communities.
- Providing early literacy experiences to young children who may not otherwise visit a library.
- Testing potential sites for future libraries in underserved parts of the city such as South Windsor and North East Riverside.

Between 2016 and 2020, the bookmobile 'FRED' made over 4,000 stops annually across Windsor in parks, senior residences, housing developments and to home schoolers. However, after a third breakdown, the mechanics deemed the 2005 GMC C6500 truck unrepairable and it was permanently taken off the road.

2. Create a maintenance reserve fund:

This type of account has been created for various facilities in order to plan for the life cycle replacement of various building features. This would fund future maintenance of the new/existing library facilities and would result in a reduction in maintenance related capital budget requests in the future.

3. Transfer to the permanent downtown branch project:

The newly completed temporary downtown library was to take advantage of the opportunity for the sale of 850 Ouellette and address the short-term need to provide library services in the downtown core. Planning for the future main branch is underway and requires funding.

4. Return funds to the original funding sources:

This option is commonly used for completed projects and result in funding other projects. The funding source for each of these projects vary substantially and this option would result in apportioning the funds to the various accounts.

After extensive discussion, including the potential of allocating this funding to the Downtown Branch EOI currently underway, the committee agreed to provide a list of options for Council consideration.

Further, during a Windsor Public Library Board meeting held on August 10, 2021, a motion was passed to request the funding required to purchase a replacement Bookmobile.

As a result, Administration outlines the options for Council direction.

Risk Analysis

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

Climate Change Risks

Climate Change Mitigation: N/A

Climate Change Adaptation: N/A

Financial Matters

The following summarizes the project expenditures as of October 13, 2021.

EXPENSES DESCRIPTION	APPROVED BUDGET	Actual	Variance Surplus/Deficit
1. Chisholm Branch			
Fit-Up Costs	\$372,000	\$305,084	\$66,916
Construction Costs (including Contingency)	\$2,737,782 *	\$2,680,436	\$57,346
Miscellaneous (survey, events, financing, permits)	\$43,000	\$17,958	\$25,042
Professional Fees	\$315,800 *	\$297,796	\$18,004
SUBTOTAL	\$3,468,582	\$3,301,274	\$167,308
2. Budimir Branch			
Fit-Up Costs	\$260,000	\$185,053	\$74,947
Construction Costs (including Contingency)	\$2,358,000 *	\$2,463,319	(\$105,319)
Miscellaneous (survey, events, financing, permits)	\$57,000	\$12,116	\$44,884
Professional Fees	\$243,518	\$238,392	\$5,126
SUBTOTAL	\$2,918,518	\$2,898,880	\$19,638
3. John Muir Branch			
Fit-Up Costs	\$115,007	\$65,602	\$49,405
Construction Costs (including Contingency)	\$4,802,412 *	\$4,757,121	\$45,291
Miscellaneous (survey, events, financing, permits)	\$78,356 *	\$32,553	\$45,803
Professional Fees	\$487,080 *	\$504,004	(\$16,924)
SUBTOTAL	\$5,482,855	\$5,359,280	\$123,575
4. South Windsor Branch			
Ward 9 South Windsor Branch	\$200,000	\$0	\$200,000
TOTAL : FACILITY IMPLEMENTATION PLAN	\$11,869,955	\$11,559,434	\$510,521
5. Main Branch			
Fit-Up Costs	\$460,000 *	\$389,814	\$70,186
Construction Costs (including Contingency)	\$1,452,063	\$1,439,595	\$12,468
Miscellaneous (survey, events, financing, permits)	\$60,000	\$46,276	\$13,724
Professional Fees	\$290,000 *	\$297,865	(\$7,865)
TOTAL: TEMP. RELOCATION OF MAIN BRAN	\$2,262,063	\$2,173,550	\$88,513
GRAND TOTAL	\$14,132,018	\$13,732,984	\$599,034

*Includes outstanding minor commitments

Note: some difference exist between the PeopleSoft budget and actual funding received due to the projects being funded by multiple sources including donations.

As noted, additional smaller facility repairs and maintenance works were incorporated within the respective projects for efficiency. These works as well as the additional approved budgets and funding has been included above.

Overall, the combined surplus is expected to be approximately \$600,000. A portion of the surplus funds is pre-committed funding for project 7159013 - John Muir Branch. Per CR768/2017, report C 233/2017, \$500,000 was pre-committed from F169 in 2022 for this project. Council direction will be required to re-assign these funds.

Consultations

Colleen Middaugh, Manager of Corporate Projects

Tina Italiano, Financial Analyst

Carrie McCrindle, Financial Planning Administrator

Adam Craig, Manager of Public Services, WPL

Christine Arkell, Manager of Public Services, WPL

Mike Dennis, Financial Manager – Asset Planning

Kitty Pope, CEO Windsor Public Library

Project Executive Committee

Conclusion

Each project was carefully executed, monitored and reported to the Executive Committee. The design goals were to ensure the efficient and functional use of each space while providing flexibility for the future. The projects were successfully completed within the specified timeframes and each within the approved budgets. The combined surplus is anticipated to be approximately \$600,000.

As noted in the report, the WPL Board is committed to continuing the bookmobile service to under serviced area as they feel it makes Windsor a better place to live, work and raise a family.

Approvals:

Name	Title
France Isabelle-Tunks	Senior Manager of Engineering/Deputy City Engineer
Chris Nepszy	Commissioner, Infrastructure Services
Ray Mensour	Commissioner, Community Services
Joe Mancina	Commissioner, Corporate Services

Name	Title
	CFO/City Treasurer
Jason Reynar	Chief Administrative Officer

Notifications:

Name	Email
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Appendices:

Subject: Additional Information regarding C104/2021 - Windsor Public Library - Facility Plan Implementation and Temporary Relocation of Main Branch - Project Completion Report - City Wide

Reference:

Date to Council: January 31, 2022

Author: France Isabelle-Tunks

Senior Manager Engineering/Deputy City Engineer (519) 255-6100 x6402

ftunks@citywindsor.ca

Engineering

Report Date: 1/13/2022

Clerk's File #: ML/10013

To: Mayor and Members of City Council

Additional Information:

Background

An Additional Information Memo went before Council on December 20, 2021 which provided prices that various other municipalities have paid for their bookmobiles (refer to **Appendix A**). Given the short turnaround time it was difficult to obtain recent estimates/quotes related to costs for used versus new vehicles for a replacement bookmobile and limited information was provided. Council further directed Administration through the following resolution.

Decision Number: CR577/2201, 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 REFERRED** back to administration to allow for administration to meet with Windsor Public Library administration to provide specific information related to funding for repair/renewal of the Bookmobile.*

Discussion

City Administration met with WPL Administration and consulted with the City's Fleet Operations Division (responsible for bookmobile maintenance), as well as various bookmobile vendors.

Further, on January 18, 2022, the WPL Administration provided an extensive report to the WPL Board regarding the purchase of a new bookmobile. A copy of the WPL Board Report, dated January 11, 2022, is attached in **Appendix B** for reference.

Through these consultations, additional information is summarized into three categories below.

1. Repairs/renewal of the existing bookmobile

The City's Fleet Operations Division confirmed that the existing bookmobile was removed from service late 2020. It had become impossible to source parts to repair the bookmobile, as the manufacturer is no longer in business and the chassis had been compromised as a result of two previous repairs to the crown and pinion front drive axle. Further details on the condition of the existing bookmobile are outlined in the attached memo from the Manager of Fleet Operations (refer to **Appendix C**). There is a potential option to work with a recently identified vendor from the United States to fabricate a custom ring and pinion set, however following this repair, additional diagnostic testing will be required, and there is a high potential that further repairs be needed for safe operations. The estimated costs for the ring and pinion repair is approximately \$15,000, excluding tax. In addition, based on the age of the unit, there's a high probability it will require significant repairs to the engine, transmission and transfer case which is estimated at approximately \$100,000.

It's worth noting that the FRED was fabricated in 2005 and a typical lifespan for a bookmobile can range between 15-20 years. The following risks have been identified with this option:

- Inconsistent Level of Service – it is likely that the unit will require ongoing repairs resulting in various breaks in service.
- Additional Costs – it is likely that additional maintenance costs will be incurred following the initial repairs as shown in the last few years. The unit is near the end of its useful life and the true extent of the future repairs is largely unknown.

2. New bookmobile options

Bookmobile vehicles are specialty vehicles that require more than the average car/truck. The factors that influence the purchase price of a new bookmobile includes, but are not limited to, the size (overall length), make/model (gross vehicle weight rating and chassis), collection size, electric/diesel, interior/exterior finishes which includes insulation in the walls, ceilings & floors, and electrical, audio/visual & networking requirements.

As the WPL has already established their clientele based on the features of FRED (i.e. 30 foot GMC C6500 diesel fueled step-up truck with a gross vehicle weight rating of 28,000lbs), City Administration used this as a benchmark when soliciting quotes for replacement bookmobile. The below table summarizes the quotes received in January

2022 for a new custom-built bookmobile, which meets the WPL's criteria and has similar features to FRED.

	Description	Length (feet)	Weight (lbs)	Diesel vs Electric	Quote (\$2022 CA) (excl. tax & delivery)
1	Freightliner MT55 Strip Chassis	30' long	30,000	Diesel	\$510,000
2	Freightliner MT55 Strip Chassis	30' long	Not provided ¹	Electric	\$850,000

¹ The electrical vehicle version is significantly lower in weight capacity than the diesel version. WPL would need to further evaluate this option to determine whether this limits the intended functionality of the bookmobile, and becomes unviable.

WPL Administration has also undertaken some research on the purchase price for a new bookmobile. Their findings are detailed on page 7 of the WPL Board Report, in **Appendix B** which are consistent with the pricing noted above.

In summary, the average price for a new 30 foot Step-Up van/truck bookmobile ranges between \$510,000 and \$850,000. This option would provide the most viable value-for-money if this service level is directed from Council.

3. Pre-owned options

Although it is possible to find a pre-owned bookmobile, according to the bookmobile vendors, it is rare to find a viable bookmobile for sale. Owners tend to keep vehicles until they are closer to the end of their life cycle.

Only one vendor consulted had a pre-owned bookmobile available at this time. It is a 2001, 25,000lbs, diesel, Thomas Bus Bookmobile with 91,000km and it is located in Ohio, Illinois. The vendor identified that significant work is likely required to retrofit this vehicle, including body repairs, potential engine replacement, and other potential upgrades to ensure AODA compliance. The cost provided for this pre-owned option is \$50,000 USD excluding taxes, duty and transportation. This estimate does not include any repair costs or retrofitting expenses, which could cost upwards of \$150,000 CAD. A warranty is not included. This option is not recommended as the financial and operational risks are significant, particularly since it is nearing the end of traditional life cycle of a unit and the life expectancy would be largely unknown.

As an alternate option, WPL Administration consulted with Transit Windsor regarding refurbishing a former bus into a bookmobile. The reported estimated cost to refurbish a bus can range between \$300,000 and \$450,000 and would have an expected lifespan of 8-10 years. Transit Windsor has advised that a spare bus may not readily be available at the present time.

Retrofitting a van/truck is not viable since the weight capacity for a bookmobile needs to be greater than 26,000 lbs. The standard weight capacity for a van or truck ranges between 6,000 to 9,000 lbs which is insufficient.

Summary

In order to compare the options, the table below provides a summary of the various options considered including a breakdown of the estimated annual costs based on the lifespan of the asset.

Options	Purchase	Estimated Repair /Retrofit	Estimated Life of Asset	Amortization per year (straight line)	Estimated Maintenance Cost per year	Total Estimated Cost per Year ⁴
Repairs existing Bookmobile	n/a	\$15,000 + \$100,000	7 years	\$16,428	\$20,000	\$36,428
New bookmobile (Diesel)	\$600,000	n/a	20 years	\$30,000	\$10,000	\$40,000
New bookmobile (Electric)	\$850,000	n/a	20 years	\$42,500	\$10,000	\$52,500
Pre-owned bookmobile	\$85,000 CA ¹ (\$50,000 USD)	\$150,000 CA ²	7 years	\$33,571	\$20,000	\$53,571
Refurbished Transit Bus	n/a	\$450,000 ³	7 years	\$64,285	\$20,000	\$84,285

¹ Based on an assumed exchange rate, duty, taxes and transportation fees.

² Estimated cost of repair for the pre-owned bookmobile (i.e. body repairs, engine works, AODA improvements, etc.)

³ Estimated cost to repair and retrofit an existing transit bus into a bookmobile (if supply is available)

⁴ The last column summarizes the estimated total depreciation plus maintenance costs anticipated per year. This should be evaluated in conjunction with the expected useful life of the asset.

Consultations:

Kitty Pope, CEO Windsor Public Library

Angela Marazita, Manager of Fleet Operations

Josie Liburdi, Corporate Projects

Colleen Middaugh, Corporate Projects

Carrie McCrindle, Finance

Conclusion:

The additional information is provided for Council's consideration.

Approvals:

Name	Title
France Isabelle-Tunks	Senior Manager Engineering / Deputy City Engineer
Chris Nepszy	Commissioner, Infrastructure Services
Ray Mensour	Commissioner, Community Services
Joe Mancina	Commissioner, Corporate Services, CFO/City Treasurer
Jason Reynar	Chief Administrative Officer

Appendices:

- 1 Appendix A - Additional Information Memo, AI 23/2021, December 20, 2021 (9 pages total)
- 2 Appendix B - Windsor Public Library Board Report – Purchase of a New Bookmobile Report #2, dated January 11, 2022 (29 pages total)
- 3 Appendix C – Memo from Manager of Fleet Operations, Repair to Existing Bookmobile Unit #0944 (1 page total)

Subject: Additional Information regarding C104/2021 - Windsor Public Library - Facility Plan Implementation and Temporary Relocation of Main Branch - Project Completion Report - City Wide

Reference:

Date to Council: December 20, 2021
Author: France Isabelle-Tunks
Senior Manager engineering/Deputy City Engineer
(519) 255-6100 x6402
ftunks@citywindsor.ca
Engineering
Report Date: 12/14/2021
Clerk's File #: ML/10013

To: Mayor and Members of City Council

Additional Information:

Background:

As outlined in Council Report C104/2021, Administration requires direction from Council on how to allocate the surplus funding of approximately \$600,000 from the Windsor Public Library (WPL) construction projects. At the special meeting of Council on Monday, December 13, 2021, Administration was directed to provide additional information regarding the potential purchase of a new bookmobile (aka FRED).

Decision Number: 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 REFERRED** back to Administration to provide more information related to costs for used versus new vehicles for a replacement Bookmobile; and,*

*That Administration **BE DIRECTED** to provide this information to City Council at the December 20, 2021 Council meeting.*

There is no report readily available to provide Council that would outline the varying costs of a bookmobile (new or used), but the WPL Board meeting minutes from June 2020 listed prices that other municipalities have paid between 2018 and 2020. Unfortunately, the purchase prices provided do not detail the options included in those bookmobiles which would greatly affect the price (similar to purchasing a personal vehicle). The factors that influence the purchase price of a new bookmobile include, but

are not limited to, the size, model, electric versus diesel, availability, collection size, anticipated usage, IT requirements, etc.

The original FRED bookmobile is a 2005, 30 foot GMC C6500 diesel fueled truck specifically retrofitted as a bookmobile with a gross weight of 12,000kg. Based on information provided by the Windsor Public Library it is estimated that it will cost approximately \$100,000 to \$105,000 to operate the new bookmobile (including staff, maintenance and fuel). The WPL would be interested in purchasing a similar sized bus and would particularly be interested in an electric model for environmental reasons which would result in an estimated annual maintenance cost of \$3,000 per year to maintain versus an estimated \$10,000 per year for a diesel fueled model. There are sufficient funds in the current WPL operating budget for operating and maintenance of a new bookmobile.

If Council chooses the option to allocate the surplus funding towards the purchase of a bookmobile, the WPL would ensure to purchase a unit that would not require additional Capital funding from the City.

The WPL Board Meeting minutes from June 8, 2021 are attached (Appendix A) and they provide more detailed information regarding the usage of the bookmobile. For ease of reference the following information regarding the cost of new bookmobiles from the Board meeting minutes have been highlighted below:

Other Libraries Costs to Purchase a new Bookmobile:

Kamloops Public Library (Diesel) 36' long truck side and back extenders
\$500,000 - 2018

Fort Vancouver Regional Libraries (Diesel) 28' long truck on a Freightliner chassis
\$340,400 - 2018

Ottawa Public Library (Diesel) 40' long Coach on a Freightliner bus chassis
\$780,000 - 2020

Oakland Public Library (Electric) 27' long truck on a Ford E-450 chassis with liftable side panels
\$630,000 - 2018

Sacramento Public Library (Electric) 27' long truck on a Ford E-450 chassis
\$630,000 – 2020

Given the short turnaround time from Council's request and this Additional Information Memo, there has only been time to do a short internet search for pre-owned bookmobiles within North America. There appears to be several models ranging in size, year, kilometres, layouts, and price (e.g. \$50,000 to \$100,000 USD). More research would be required to determine if any of those available models would meet with the WPL's needs.

Consultations:

Kitty Pope, CEO Windsor Public Library

Conclusion:

If Council wishes for more recent estimates for new bookmobiles and/or exploration of pre-owned/renovation options, Administration would need to procure quotes with varying options from suppliers. Administration can begin this process immediately and return to Council with a report in the first quarter of 2022 with the results.

Approvals:

Name	Title
France Isabelle-Tunks	Senior Manager Engineering/Deputy Engineer
Chris Nepszy	Commissioner, Infrastructure Services
Ray Mensour	Commissioner, Community Services
Dan Seguin	On behalf of Commissioner, Corporate Services, CFO/City Treasurer
Jason Reynar	Chief Administrative Officer

Appendices:

- 1 Appendix A - Windsor Public Library Meeting Minutes

Windsor Public Library Board
2021 Bookmobile Planning Report
 Tuesday, June 8, 2021

1. OBJECTIVES:

To present the Windsor Public Library Board with information and plans to purchase a new Bookmobile.

2. BACKGROUND:

Windsor Public Library's Outreach mission is to enrich the community by delivering information, technology, resources and services to Windsor residents where they live, work and play. Large portions of outreach activities over the last four years have occurred through the Bookmobile (FRED).

Bookmobile service benefits the community by:

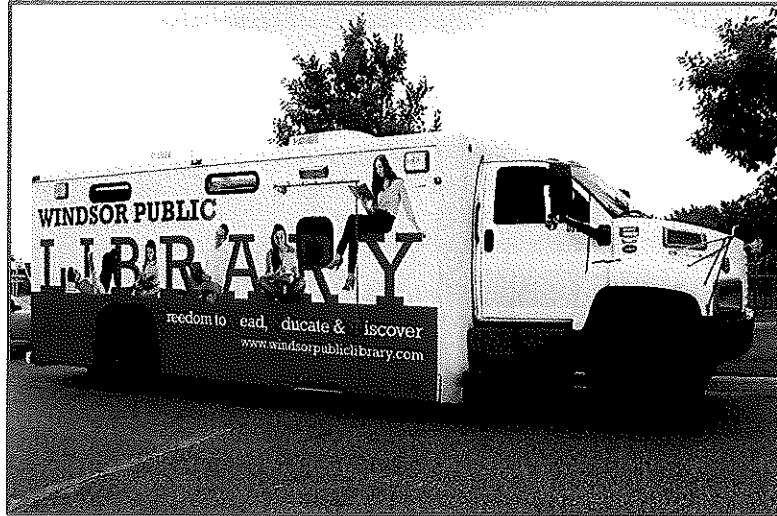
- Providing library services to marginalized or underserved populations or communities.
- Increasing awareness of library services.
- Building valuable relationships with individuals and organizations.
- Providing early literacy experiences to young children who may not otherwise visit a library.
- Increasing awareness amongst library staff as to challenges and opportunities faced by the community.
- Testing potential sites for future libraries in underserved parts of the city such as South Windsor and North East Riverside.

Bookmobiles are part of the library service plans for numerous other library systems in Ontario including Hamilton, Toronto, Ottawa, Detroit and Guelph.

FRED was a 2005 GMC C6500 truck specifically retrofitted as a bookmobile with a gross vehicle weight of 12,000 kg. It was purchased from the Guelph Public Library in the summer of 2016 for \$15,000. The Windsor Public Library Board wanted to test the potential of launching a mobile library service especially in underserved communities and neighbourhoods. It carried a rotating collection of 1,900 items including books, DVDs, graphic novels and audio books. FRED also housed unique resources including a tool lending library and Playaway Launchpads.

	2020 (Jan-Mar)	2019*	2018	2017
Approx. distance travelled	1,450 km	5,900 km	5,950 km	5,750 km
Circulation	1,278 items	5,907 items	6,229 items	4,770 items
Library cards made	43	1,196	435	236
Bookmobile stops	79	349	296	272

**FRED was off the road for nearly 2 months total in 2019 for major repairs.*



Between September 2016 and March 2020, FRED engaged in a wide variety of events and stops bringing library services to the community. Regular stops on a three-week rotation included community housing, retirement homes, neighbourhood parks, schools and other day programs. Popular events included parades, Bright Lights, Open Streets, Meet-a-Machine, and a series of high school visits as part of the Run for Rocky Legacy Project. FRED was used heavily during WPL construction projects or unexpected branch closures to avoid stops in library services. With its distinctive wrapping and clear branding, FRED was also an advertisement for WPL services each time it was on the road.

During the early months of the COVID-19 pandemic, FRED and a team of dedicated staff provided contactless home delivery service, which served as a lifeline for many in our community. Unfortunately, at the end of May 2020, FRED suffered a broken crown and pinion for the front drive axel. After extensive research, the mechanics deemed the truck unrepairable and it was permanently taken off the road. A short video capturing the many aspects that FRED had on the community can be seen [here](#).

3. OPTIONS FOR A NEW BOOKMOBILE:

In preparation for purchasing a new bookmobile, the following data has been compiled.

The vehicle used as a bookmobile must be:

- Heavy duty to withstand the weight load of 2,000 books, plus 6-7 adults
- Cost effective to operate and maintain
- AODA compliant
- Maneuverable in tight spaces

In selecting a bookmobile there are a wide variety of options to consider:

TYPE OF VEHICLE

Library bookmobiles come in a variety of types and sizes with the final choice dependent on cost, availability, local road conditions, collection size, anticipated usage and IT requirements.

Types of Vehicles	
Vans	Low cost, easy to drive but very limited in terms of space and collection size.
Cutaways	Cost effective but minimal weight capacity and limited length (often use pick-up truck base).
Step Vans	Moderate costs but higher floor limits accessibility; longer than van but still limited in terms of length and collection size (ex UPS).
RVs	Limited in terms of weight capacity but may be operated with a Class G License.
Buses	Heavy duty and very maneuverable but curved sidewalls, intrusive wheel arches and low headroom are not ideal for collections and visitors.
Trucks	Come in multiple configurations with light & efficient bodies and are generally cheaper than buses but the cab is single purpose and trucks may have a wider turn radius.
Semi-Trailer	While they have ample room for collection and people, trucks are more difficult to park in tight locations and not ideal for narrow urban streets.

Recommendation: The type of vehicle will be dependent on the fuel option selected. If electric, the recommendation would be for either a bus or RV-style bookmobile due to their availability and drivability. If diesel is selected as the preferred fuel type then a truck-based bookmobile would be the recommendation.

DIESEL vs ELECTRIC

Bookmobiles carry heavy loads (over 6,000 lbs.) but travel less than 8,000 km/year. While diesel is certainly the most common fuel source for mid to large-sized bookmobiles, some libraries around the world are turning to electric options for their new bookmobiles. Unfortunately, since the number of fully electric bookmobiles on the road is small, it is difficult to find clear comparisons between the two options. Still, a discussion about some of the general benefits and drawbacks to diesel and electric options can be helpful:

➤ Fuel & Maintenance

- Approximate FRED Fuel, Maintenance and Repair costs:
 - 2018: \$25,900
 - 2019: \$31,500
- North American Council for Fuel Efficiency's *High Potential Regions for Electric Trucks Data Analysis Tool – Canada (2020)* estimates a cost savings of \$0.22 per km in Ontario for an electric truck over a diesel-fueled one. An average annual mileage of 7,000 km could save over \$1,500 in fuel costs each year.
- Electric vehicles have fewer moving parts, require no oil changes or spark plugs, and experience less strain on brakes. However, they do still occasionally require minor maintenance such as tire rotations and windshield wiper replacement.
- Fewer days off road for repairs and maintenance would lead to more direct hours of customer service with an electric vehicle.
- [Plugincanada.ca](http://plugincanada.ca) reports that an electric bus could save up to 40% (or \$20,000) annually in maintenance costs over a diesel-fueled vehicle.

- 2016 Columbia University Study placed the lifetime cost of an electric bus at \$1.18 million (US) and that of a diesel bus at \$1.35 million (US).

➤ **Daily Operations & Infrastructure**

- Overnight parking and a charging station would be required. Estimated costs for charger installation range from \$40,000-\$80,000. The Canadian Government's Zero Emission Vehicle Infrastructure Program is a potential funding source for charger installation.
- Electric vehicles are quiet and emission-free which would enable the bookmobile to park for longer periods in sensitive areas such as parks and schools without worry of noisy or polluting generators.

➤ **Public Relations**

- Investing in leading edge, sustainable technology is likely to lead to more interest in the Bookmobile service from the general public as well potential donors or sponsors.
- Enhances the marketability of promoting the service and can trigger some innovative ad campaigns.

➤ **Sustainability**

- Electric vehicles in the fleet tie into the City of Windsor's 2017 Environmental Master Plan, which references "fostering the adoption of electric vehicles" and developing "an electric charging strategy for electric vehicles".

OTHER CONSIDERATIONS

- Maximum capacity in terms of public
- Accessibility and number of entrances
- Number of staff/seats/workstations required
- Layout, configuration & interior finishes
- Graphics & wrapping
- IT equipment and requirements including Wi-Fi hotspot
- Driver license & insurance requirements
- Safety requirements

	ELECTRIC		DIESEL	
	PROS	CONS	PROS	CONS
Fuel	<ul style="list-style-type: none"> ▪ Emission-free 	<ul style="list-style-type: none"> ▪ Requires charging station 	<ul style="list-style-type: none"> ▪ Fueling infrastructure already exists 	<ul style="list-style-type: none"> ▪ Variable cost of fuel ▪ Approx. \$5,000 annually
Maintenance/Repair	<ul style="list-style-type: none"> ▪ Very few moving parts ▪ No oil changes, spark plug replacements, etc. ▪ Est. annual maint. costs \$1,500 	<ul style="list-style-type: none"> ▪ Mechanics may have to undergo training specific to electric vehicles 	<ul style="list-style-type: none"> ▪ Mechanics' familiarity with internal combustion engines 	<ul style="list-style-type: none"> ▪ Average annual maint. costs can range from \$4,000 to \$15,000 towards end of vehicle life

Drivability	<ul style="list-style-type: none"> Quieter, less vibration Faster acceleration instant torque) 	<ul style="list-style-type: none"> Possibility of range anxiety 	<ul style="list-style-type: none"> More power post-acceleration 	
Purchase Cost	\$630,000		\$253,000-\$780,000	
Other Considerations	<ul style="list-style-type: none"> Supports City Environmental Master Plan 	<ul style="list-style-type: none"> Contingency for power outages Battery disposal 		

Recommendation: Assuming funding is available for the purchase cost and installation of a charging station, the electric option is recommended due to the long-term benefits listed above.

4. COSTS:

Bookmobiles vary widely in cost, from stripped-down delivery vans to fully equipped, state-of-the-art buses or trucks with extenders. Base costs vary widely depending on the type as well the other considerations mentioned in section 3. Fuel source (diesel vs electric) can also have a large impact on the final cost. The chart below gives approximate costs for both diesel and electric-powered bookmobiles recently purchased by public libraries.

MAKE/MODEL (Description)		Reported Cost	Year
DIESEL			
Kamloops Public Library	36' long truck side and back extenders	\$500,000	2018
Fort Vancouver Regional Libraries	28' long truck on a Freightliner chassis	\$340,400	2018
Ottawa Public Library	40' long Coach on a Freightliner bus chassis	\$780,000	2020
ELECTRIC			
Oakland Public Library (MOVE)	27' long truck on a Ford E-450 chassis with liftable side panels	\$630,000 approx.	2018
City of Gothenburg Library (Sweden)	Volvo 7900 Electric Bus	N/A	2020
Sacramento Public Library (to be delivered summer 2021)	27' long truck on a Ford E-450 chassis	\$630,000 approx.	2020

5. PROVIDERS/VENDORS:

While not an exhaustive list, the following vendors are known to build electric specialty vehicles such as bookmobiles:

- Summit Bodyworks** (Colorado) – mention electric options for bookmobiles on their website
- Motiv Power Systems** (California) – creators of Oakland Public Library MOVE bookmobile & other electric specialty vehicles
- Volvo Buses** – offers a fully electric bus though appears to be only European Market

- **Winnebago Specialty Vehicles** (Iowa) – builds a fully electric Class A coach (RV)
- **ARBOC Specialty Vehicles** (Indiana) – offers an electric, low-floor bus
- **Lion Electric** (Quebec) – builds a line of electric specialty trucks as well as electric midi/minibuses.

6. FUNDING:

WPL Administration has been researching a variety of funding sources including government grants. However, the most promising funding source are the funds remaining in the capital budget for the three WPL building projects (W.F. Chisholm, John Muir and Budimir), which is approximately \$500,000. Based on the WPL Facilities Plan and Council Report 17894 ML/10013 funding for the bookmobile could be accessed from the building project. A report to Council on these projects is expected in August.

Once funding has been finalized, WPL will work with the City to immediately start the procurement process. It is expected to take at least 12 months from order to receipt of a vehicle

7. PROCUREMENTS:

The purchase of a new Bookmobile would follow all guidelines laid out by the City of Windsor Purchasing Bylaw and be supported by the City Purchasing Department. The expertise of staff and mechanics at Crawford Yard would also be instrumental when drafting the RFP since ultimately they will be responsible for maintaining the vehicle.

8. RECOMMENDATION:

Moved by _____ Seconded by _____
 THAT the Windsor Public Library Board accept the 2021 Bookmobile Planning Report as presented.

Prepared by:

Christine Rideout-Arkell, Manager, Public Services
carkell@windsorpubliclibrary.com

Windsor Public Library Board
Purchase of a New Bookmobile Report # 2
Tuesday, January 18, 2022
As Amended

1. OBJECTIVES:

To provide the Windsor Public Library Board with the background, issues and recommendations to purchase a new Bookmobile.

2. BACKGROUND:

The purchase of a Bookmobile is a complex endeavor. A Bookmobile needs to:

- Carry resources and people, requiring a Class 7 30,000 lb. chassis like a garbage truck or moving van. In comparison, a full size pick-up truck has a gross vehicle weight rating of 9,000 lb.
- Include a diesel generator and 12 volt DC electrical system for heat and air-conditioning while the vehicle is parked and providing service.
- It is a workplace and a public space requiring specific safety and security accommodations with 2 work areas and Internet connections.
- Needs to be wheelchair accessible with a lift or ramp.
- Be modified to include secured aluminum shelving to accommodate 2,000 library resources.

All of these requirements result in a Bookmobile needing specific modifications on a very sturdy chassis, and therefore costs more than a remodeled RV, school bus or delivery van.

City Council Report 16861 ML/10013 of December 2013 proposed the purchase and implementation of a Mobile Library Bookmobile Service to serve the underserved and unserved areas of Windsor.

Consequently, after considerable planning in 2016, a used Bookmobile was purchased from the Guelph Public Library for \$15,000. FRED (which is short for

the **F**reedom to **R**ead, **E**ducate and **D**iscover) was a 2005, 30 ft. diesel GMC C6500 step-up truck specifically designed as a Bookmobile with a Class 7, gross vehicle weight of 28,000 lb. Funds to purchase the vehicle were accessed from the WPL Capital Reserve Fund.



With its distinctive wrapping and clear branding, FRED was a rolling advertisement for WPL each time he was on the road. Between September 2016 and March 2020, FRED had regular stops and events on a three-week schedule which included community housing, retirement homes, parks, schools and day programs across the city. Community events included: parades, Bright Lights, Open Streets, Meet-a-Machine, and a series of high school visits as part of the Run for Rocky Legacy Project. FRED was also used during WPL construction projects and unexpected branch closures to avoid stops in library services. During the early months of the COVID-19 pandemic in 2020, FRED made contactless home deliveries, which served as a lifeline to those home schooling or confined to their residence.

FRED provided mobile library service to over 20,900 residents for 39 months, from 2016 to May 2020. He travelled 21,000 km, made 996 stops and shared over 21,184 resources, including books, CDs, tools and audiobooks.

FRED Operating Costs - 2016 to 2020					
	2016 *	2017	2018	2019	2020 *
	\$	\$	\$	\$	\$
Driver #1 (Part-time)	22,442	17,552	27,114	25,623	31,592
Driver #2 (Part-time)	-	25,957	29,386	26,454	31,559
Supply Staff	9,600	29,640	32,240	31,000	6,820
Maintenance, Fuel & Parts	8,351	14,473	23,482	28,074	3,121
Repairs	-	-	20,831	21,376	-
Total	40,393	87,622	133,053	132,527	73,092

Notes: * reflects 3 months operation

In a Bookmobile over 10 years old, replacement parts become a real issue, particularly in this case, as the South Carolina manufacturer is no longer in business. FRED in his last year, was off the road 62 days being repaired numerous times for a variety of issues at a total cost of \$21,376. Unfortunately, at the end of May 2020, FRED suffered broken crown and pinion gears for the third time and was deemed undrivable and unrepairable by the City's Operations Department (See Appendix A). Over the next 7 months, the following actions were taken:

- Crawford Yard scoured North America for replacement parts.
- WPL worked with the University of Windsor as they researched potential options to fabricate a crown and pinion front drive axel. They found no viable options.
- WPL then tracked down the mechanic who had fabricated the second crown and pinion front drive axel 9 years ago, but he could not fabricate a third axel because the chassis had been compromised beyond repair.

The result being, in December 2020, FRED was deemed beyond repair and permanently removed from service. FRED had a huge impact on the community, click [here](#).

In 2021, the Executive Committee overseeing the WPL Facility Implementation Plan Project recommended the \$608,000 project surplus be directed to the purchase of a Bookmobile; in

part to service the unserved areas in South Windsor referenced in the 2013 Facility Plan, because a Devonshire Mall location was impossible. In anticipation of this, on August 17, 2021, the WPLB authorized the purchase a new Bookmobile.

48.21	Moved:	H. Dougal	Seconded:	J. Gill
	<p>THAT the Windsor Public Library Board authorize the purchase of a new Bookmobile to serve the unserved and underserved areas of the City of Windsor. Funding accessed from the unspent surplus from The Library Facility Implementation Plan, which supported the building of the Chisholm Branch at a cost of \$3,301,274; the renovation of the Sandwich Fire Hall into the Muir Branch at a cost of \$5,359,129 and the expansion of the Budimir Branch at a cost of \$2,898,880.</p> <p>CARRIED</p>			

On December 13, 2021, Report C104/2021 was presented to City Council, recommending four options, including the purchase of a new Bookmobile. However, the report was referred back to City Administration for more information. On December 20, 2021, Report A123/2021 was presented. The decision was deferred, as additional information was requested regarding purchase options. On January 18, 2022, to address these issues, WPL Administration will present the *Purchase of a New Bookmobile Report #2*, to the WPLB for their consideration and then forward to the City.

The City of Windsor Engineering Department is also working on a report responding to Council questions; expected to be before Council in February.

3. ISSUES and RECOMMENDATIONS

a) Purchase a New or Used Bookmobile

When purchasing a new or used Bookmobile the following issues need to be considered:

- The total purchase price, including taxes, duty and transportation
- Age, size and condition of the vehicle
- Existence of any remaining warranties and a service log
- Whether the vehicle requires modifications or reconfiguration
- The miles driven are not as important as the weight on the chassis. The integrity of the steel and condition of the chassis are the most important factors when estimating the ultimate life expectancy of a used Bookmobile.

When asked about purchasing used vehicles, City Fleet Coordinator Chad Goebel responded in an email,

"We do purchase used vehicles on occasion but they are generally gently used demonstration models, less than one year old with existing warranties. Trucks in general can be difficult to source parts for after they are 8-10 years old and older, custom vehicles can be even harder to deal with in this regard."
(See Appendix A for the complete email.)

The Association of Bookmobile and Outreach Services, of which WPL is a member, also refers to the many unknown challenges when purchasing a used Bookmobile <https://abos-outreach.com/>.

Currently there are no used Bookmobiles for sale in Canada, and very few in the U.S. (See Appendix C.)

Recommendation: Bookmobiles are not sold while still functional. They are traditionally used until they are no longer roadworthy, like FRED. Based on industry advice, City staff and Bookmobile owners, WPL Administration recommends *not* purchasing a used vehicle. The risk is too great and the life expectancy largely unknown.

b) Rehabbing a Bus into a Bookmobile

WPL needs a Bookmobile that is 28 - 32 ft. long, small enough to get into parking lots but large enough to accommodate the weight of 2,000 books, videos, shelving, technology, 2-3 customers and 1-2 employees.

Transit Windsor currently has five city buses that are awaiting disposal, but they have been stripped of useable parts and are slated for scrap, i.e., they are beyond repair and are not roadworthy.

In September 2022, Transit Windsor will have 24 buses available (each 40 FT in length or greater) for disposal. For example:

- 2002 and 2004-model OBI Orion VII (OBI is out of business and parts are scarce)
- 2005 Nova Bus LFS: fair to poor condition
- 2009 New Flyer DE40LF Hybrid: maintenance issues, i.e. a transmission is \$250,000, and replacement batteries are \$320,000, which need replacement every 8 years.

In October 2021, Tyson Cragg of Transit Windsor wrote,

"Anything I have for sale is being disposed of because they are well beyond their design life. While some of these could have a second life, they would require extensive refurbishment/rebuild. A life-cycle extension refurb (engine, transmission, paint, interior conversion) would run you approximately \$300,000, based on a recent estimate we got from MTB Transit Solutions (major transit bus refurb company based in Milton).

(See Appendix B for the complete email.)

The estimated cost to rehab a City bus into a Bookmobile would be \$300,000 - \$450,000, depending on the condition of the chassis and interior, plus the viability of the access ramp or lift. The life expectancy of a rehabbed Bookmobile is 8-10 years. A new Bookmobile at a cost of \$600,000 - \$800,000, depending on the model and fuel source, has a life expectancy of 22-25 years.

Recommendation: Listening to the experts, WPL Administration does *not* recommend rehabbing a City bus into a Bookmobile, because they are too large and the outcome may be short lived.

c) Importing a Bookmobile

There are at least 10 Bookmobile vendors in Canada and the U.S. (See Appendix C). In estimating the cost of importing a Bookmobile from the U.S., the following costs need to be considered:

Step 1: Can the vehicle be imported

Confirm that the Registrar of Imported Vehicles (RIV) and Transport Canada have deemed the vehicle importable. Many vehicles can be brought in “as-is,” while some will need metric odometers installed and daytime running lights added. [This is a comprehensive list](#) of vehicles that can and cannot be imported.

Step 2: Verify the authenticity of the vehicle title

There must be a clear title and ownership to import a vehicle into Canada. There must also be proof that the title has not been “washed”, that it is accurate and not been altered in any way.

Step 3: Get an International Transit Number (ITN)

Since 2017, an ITN is required to export / import a vehicle into Canada. A licensed importer will apply for an ITN, which requires the following:

- A digital scan of the front and back of the title
- Value of the vehicle and bill of sale
- Full Canadian address
- Phone number
- Canadian passport number of the importer

Step 4: The 72-hour export rule

Before importing a vehicle into Canada, it has to be exported from the U.S. The importer must contact the U.S. border crossing at least 72 hours before presenting with the vehicle to be exported and present:

- A digital scan of the complete title
- The Internal Transit Number (ITN)

Step 5: Import duties and taxes

The following taxes and duties may or may not be applicable:

- Goods & Services Tax (GST): any vehicle (new or used) imported into Canada is subject to a GST tax of 5%.
- Provincial Sales Tax (PST): once a vehicle is successfully imported, a provincial sales tax is payable at the time of registration. The PST sales tax in Ontario is 8%.

- **Import Duty:** this is only applicable to non-NAFTA vehicles and is calculated at 6.1%. NAFTA vehicles have been manufactured or have been assembled in Canada, the US or Mexico with a minimum of 55% content. A NAFTA vehicle is exempt of ANY tariffs, duties or taxes when sold in Canada, the U.S. or Mexico.
- **Air Conditioning Tax:** if the vehicle has air conditioning, a \$100 Air Conditioning tax is also payable.
- **Excess Weight Tax:** excise taxes are payable on a vehicle that weighs more than 2,007 kilograms or 4,425 pounds.
- **Gas Guzzler Tax:** on March 19, 2007 the Canadian Federal government introduced an excise tax on fuel-inefficient vehicles. This applies to all new vehicles purchased in Canada or imported from the U.S. and ranges from \$1,000 to \$4,000 depending on fuel consumption.

Example:

To purchase a 12 year old vehicle, costing \$50,000 USD, located 200 miles from the Canadian border.	
Vehicle Value for Customs in Canadian \$ (at an exchange rate of 1.2846)	\$64,230
Goods and Service Tax (GST) 5%	\$3,212
Provincial Sales Tax (PST) 8%	\$5,138
Air Conditioning Tax	\$100
Gas Guzzler Tax (estimate)	\$4,000
Internal Transaction Number (ITN)	\$200
Vehicle Inspection Fee	\$325
Form 1	\$44
Customs Clearance	\$355
Customs Clearance HST	\$1,800
Customs Broker Fee	\$320
Subtotal	\$79,724
Vehicle Transport Services (200 miles – estimate)	\$2,600
TOTAL	\$82,324

A \$50,000 U.S. Bookmobile imported into Canada will cost, in Canadian dollars \$64,230; additional duties, taxes, fees and transit charges bring the total cost to import \$82,324.

Recommendation: Listening to the experts, WPL Administration recommends a cautious approach to importing a vehicle from the U.S. The variables are great and the outcome and final costing complex.

d) Types of Bookmobiles

Bookmobiles come in 3 basic conformations depending on the intended use.

Vehicle Type	Models	Chassis	Collection Capacity (volumes)	Cost	Pros	Cons
Bus or Coach	Bluebird Thomas Class 8	Freightliner 38-45 ft.	3,500 to 5,000	\$700,000 to \$900,000	<ul style="list-style-type: none"> Back end lift Gas and diesel options 	<ul style="list-style-type: none"> Challenging to drive Wide turning radius Curved sidewalls
Step van Cutaway van or Truck <i>FRED was a step up truck</i>	MT55 or Ford E450 Class 7	Freightliner 22-30 ft. Ford 24-30 ft. International 4400 20-38 ft.	1,500 to 2,000	\$600,000 to \$700,000	<ul style="list-style-type: none"> Good drivability High headroom Back end or side ramp lift Diesel, gas or E options 	<ul style="list-style-type: none"> Wide turning radius
Mini van	Transit or Sprinter Class 1 vehicle, under 6,000 lb.	Freightliner Ford, Dodge, or Mercedes 13-24 ft.	800 to 1,200	\$285,000 to \$450,000	<ul style="list-style-type: none"> Good drivability Diesel or gas options 	<ul style="list-style-type: none"> Too small No ramp Expensive to maintain

Recommendation: Like recent purchases by the South Shore PLS and Lethbridge Public Library (See Appendix D), a step van is recommended.

e) Length

Bookmobiles come in a variety of lengths from 16 ft. to 45 ft. Vehicles serving a widespread suburban area, like Ottawa tend to be larger, while smaller, 30 - 38 ft. vehicles, tend to be used in areas, like Southern Nova Scotia where they need to navigate city streets, parking lots and country roads. The WPL service model has established that a 30 ft. vehicle is the appropriate size to accommodate the collection and community programming but still able to navigate city streets. You don't want to be parallel parking a 42ft. Bookmobile!

Library	Year	Vehicle Type	Vehicle Length
Ottawa Public Library	2020	Diesel Bus	40 ft.
South Shore Public Library	2021	Diesel Step Van	30 ft.

Recommendation: WPL Administration recommends, for city driving and to accommodate the resources and services necessary, the purchase of a 30 ft. Bookmobile.

f) Diesel v Electric Bookmobile

An electric Bookmobile with zero emissions is a new and attractive option because they follow short routes and have plenty of time to recharge each day, and powering a Bookmobile with electricity costs less than using diesel, gas or compressed natural gas. They also provide a smoother, quieter ride than fossil fuel-powered Bookmobiles, which means less vibrations on the chassis and better handling on the road.

Bookmobiles carry heavy loads but travel, on average, less than 10,000 km/year. While diesel currently is the most common fuel source for mid to large-sized Bookmobiles, some libraries are considering electric options for their new Bookmobiles. Unfortunately, since the number of electric Bookmobiles on the road is small, it is difficult to find clear comparisons between the two options. However, the general benefits and drawbacks of diesel vs electric are as follows:

➤ **Fuel & Maintenance**

- North American Council for Fuel Efficiency's [High Potential Regions for Electric Trucks Data Analysis Tool – Canada \(2020\)](#) estimates a cost savings of \$0.22 per km in Ontario for an electric over a diesel vehicle. An average annual mileage of 7,000 km could save over \$1,500 in fuel costs annually.
- Electric vehicles have fewer moving parts, require no oil changes or spark plugs, and experience less strain on brakes. However, they do require minor maintenance such as tire rotations and windshield wiper replacement.
- [Plugincanada.ca](#) reports that an electric bus could save up to 40% (or \$20,000) annually in maintenance costs over a diesel-fueled vehicle.

➤ **Daily Operations & Infrastructure**

- Overnight parking and a charging station would be required. Estimated costs for charger installation range from \$40,000 - \$80,000. The Canadian Government's [Zero Emission Vehicle Infrastructure Program](#) is a potential funding source for charger installation.
- Electric vehicles are quiet and emission-free which would enable the Bookmobile to park for longer periods in sensitive areas such as parks and schools without worry of noisy or polluting generators.

➤ **Sustainability**

- Electric vehicles in the fleet tie into the [City of Windsor's 2017 Environmental Master Plan](#), which references "fostering the adoption of electric vehicles" and developing "an electric charging strategy for electric vehicles".

➤ **Going Green**

- Many countries have legislated phasing out hybrid and internal combustion

engines by 2030 - 2035, and in Canada by 2040. Ontario has in the past provided customer incentives for the purchase of low-emission vehicles and there are indications that these incentives may return.

- The federal government is committed to stimulus measures including grants tied to economic recovery. They are particularly supportive of jobs and opportunities related to electric vehicles and hydrogen transport for heavy duty vehicles. This may open up possibilities for grants or pilot projects for E bookmobiles.
- The City of Windsor has signaled their support of green jobs and the environment in the 2021 Windsor Works, an economic development strategy for the city's future (2021) by Public First. It refers to Windsor and its future in the electric automotive industry

"Major employers are embracing the emerging electric and autonomous vehicle industries."...

"advocating for a strong leadership around electric, hybrid, hydrogen and autonomous vehicles" pg.105

"and recommending making new investments in EV charging infrastructure locally; pg. 105

	ELECTRIC		DIESEL	
	PROS	CONS	PROS	CONS
Fuel	<ul style="list-style-type: none"> ▪ Emission-free ▪ No fuel costs 	<ul style="list-style-type: none"> ▪ Requires charging station, estimated cost \$80 ,000 - \$90,000 	<ul style="list-style-type: none"> ▪ Fueling infrastructure already exists 	<ul style="list-style-type: none"> ▪ Pollutes the air ▪ Fuel costs, approx. \$4,000 - \$6,000 annually
Maintenance / Repair	<ul style="list-style-type: none"> ▪ Very few moving parts ▪ No oil changes, spark plug replacements, etc. ▪ Annual maintenance. costs \$200 - \$1,500 	<ul style="list-style-type: none"> ▪ Mechanics require electric vehicles training ▪ Cost of batteries 	<ul style="list-style-type: none"> ▪ Mechanic's familiarity with internal combustion engines 	<ul style="list-style-type: none"> ▪ Estimated annual maintenance costs \$5,000 to \$10,000, depending on the age of the vehicle
Drivability	<ul style="list-style-type: none"> ▪ Quieter, less vibration ▪ Faster acceleration with instant torque 	<ul style="list-style-type: none"> ▪ Possibility of range anxiety, if driven more than 100 miles daily 	<ul style="list-style-type: none"> ▪ More power post-acceleration 	
Purchase Cost	\$630,000 - \$850,000		\$253,000- \$780,000	
Other Considerations	<ul style="list-style-type: none"> ▪ Supports City of Windsor Environmental Master Plan 	<ul style="list-style-type: none"> ▪ Battery disposal 		<ul style="list-style-type: none"> ▪ Will be obsolete by 2040

Recommendation: There are many unknowns about purchasing an electric vehicle, but as highlighted in the [2017 Environmental Master Plan](#), the [2020 Climate Change Adaptation Plan](#) and the [Climate Change Impacts in Windsor](#), when developing purchasing options, WPL Administration recommends considering an electric option in the tender process.



g) Bookmobile Options

Key to the functionality of a Bookmobile is the floorplan and options, which come through the customization process, as a Bookmobile functions as both a workspace for employees and public space for customers. The following options are recommended:

- 30 ft. step van, Class 7 with at least a 30,000 lb. chassis.
- Body Construction - a steel chassis with an aluminum body to accommodate more payload, absorb shocks better and be rust resistant.
- Vehicle cab - 2 seats, 1 for the driver and 1 for a passenger
- Ramp vs lift - to comply with the Ontario Human Rights Code; Employers and Employees Act, R.S.O. 1990, c. E.12; Employment Standards Act, 2000, S.O.2000, c.41, the Labour Relations Act 1995, S.O.1995, the Accessibility for Ontarians with Disabilities Act, the Accessibility Standards for Customer Service, the Integrated Accessibility Standards and WPL's Accessibility Policy a side ramp or a back end lift is required to allow unrestricted access to the vehicle. With the fragility of side lifts particularly in inclement weather a back end lift is recommended.
- Shelving - for safety, stability and functionality aluminum shelving needs to be secured to both the floor of the Bookmobile and the walls. The shelves must be adjusted depending on the resources to be shelved and no more than 11 inches deep.
- Workstations
 - one employee workstation, including circulation area, storage and unobstructed sightlines
 - one public computer workstation
- Diesel generator and 12 volt DC electrical systems. Bookmobiles are often parked in paved parking lots or parks and employees work out of the vehicle for 3-4 hours at a stretch, air conditioning and heating from a generator are essential.
- Battery powered smoke/carbon monoxide detectors.
- Internet connection and Wi-Fi hotspots for public use.

h) Disposing of FRED

Currently FRED is parked outside in the City's Crawford Yard. The library resources, tool lending library and computers have been removed and he has been winterized. However, FRED needs to be sold or moved to a more permanent storage location. To sell a 2005, 91,850 mile, 35ft. undrivable, unrepairable vehicle either privately or at auction would net \$800 to \$1,500.



Recommendation: As Canada's Motor City, WPL Administration recommends temporarily putting FRED into storage. He has become a part of our history and our legacy, so what better resting place than a permanent indoor home in the new Central Library's Childrens Area, when it is built.

4. MOVING FORWARD

a) Procurement Process

WPL will work with the City Purchasing Department preparing the tender documents and assessing the results with a professional panel of vehicle experts and Library staff; and then make a purchase recommendation for the WPLB.

Depending on the type of fuel source and the location of the vehicle, delivery times vary greatly, from 3 months for a used vehicle, 12 months for a new diesel vehicle, and up to 18 months for an electric or customized vehicle.

b) Planning for a New Bookmobile Service

Once a new Bookmobile had been received, WPL proposes a nine month, three phase roll out of the mobile service, with performance measures at every junction and regular reports to the WPLB.

PHASE	GOALS
Phase 1 One month	<ul style="list-style-type: none">• Build Bookmobile collection of new and recycled resources• Train employees• Brand the exterior of the vehicle• Promote Bookmobile service and stops• Establish performance measures
Phase 2 Four months	<ul style="list-style-type: none">• Test 30-35 locations with a variety of times and lengths of stay in a 3 week cycle: Week # 1 testing new locations Week # 2 services to seniors/ students/ outreach Week # 3 testing new locations
Phase 3 Four months	<ul style="list-style-type: none">• Report to the WPLB initial results• Evaluate test locations and adjust service• Evaluate impact of marking campaign• Report to the WPLB and develop next steps

c) Proposed Operating Budget

Funding for the Bookmobile service is already in the established WPL operating budget. No additional expenses are anticipated with a new vehicle, and operating costs depending on the fuel source are expected to decrease. Employees have been redeployed or resigned since May 2020.

Proposed Annual Bookmobile Budget	Jan - Dec 2023
Staffing	\$82,580
Maintenance / fuel	n/a
Insurance (City quote)	\$3,500
Resources: 1,000 print, digital, audio, iPad and tools	\$25,000
Public computer work station	\$1,200
Storage: garage rental	\$3,100
Total	\$115,380

d) Staffing

The Bookmobile service is supervised by the Manager of Collections and supported by two part-time employees and branch employees in outreach programs or special events.

e) Potential Bookmobile Stops

Bookmobile stops are designed to attract new members, circulate material and promote literacy and lifelong learning. A stop lasts between 1.5 - 3 hours, in all wards across the City; some are outside i.e. a park and some are pulling up to a facility like a senior's residence or community centre. The Bookmobile will be on the road Tuesday through Saturday, 35 hours per week and off the road Mondays for vehicle maintenance and restocking. See Appendix E for a proposed schedule.

f) Collection

The WPL collections budget will be used to purchase 50% of the resources needed and the remainder of the collection will be pulled from all WPL locations. The end result will be a balanced collection of new and gently used titles.

FRED resources that were particularly popular included kids' digital resources, such as Launch Pads and e-Wonder Books; Lowe's Tool Lending Library resources with university and college students; and Large Print fiction and audio books were popular with seniors, book clubs and travellers.

Collection:		New	Recycled	TOTAL
Books	Adult, YA, Children's, Large Print	600	600	1,200
AV	DVDs	200	290	490
Audio	Books on CD	100	100	200
Digital Resources	Launch Pads, Playaways and Wonder Books	70	-	70
Accessibility Equipment	LED lamps, book stands	15	-	15
Tools	Lowe's Tool Lending Library	15	10	25
TOTAL		1,000	1,000	2,000

g) Measurements

- Establish operational goals as part of the Customer Use Index (CUI). Just like all other branches, the monthly data collected will include, gate count, circulation, programs and outreach.
- WPLB reports at the end of Phase 2 and 3 will include cost benefit analysis and potential stops or community events to test.

5. CONSULTATIONS:

WPL would like to thank the following people who were consulted in the preparation of this report:

Public Library Consultations:

Calgary Public Library, Hamilton Public Library, Milton Public Library, Toronto Public Library, Ottawa Public Library and South Shore Regional Library

Industry Experts:

Laura Nederbragt – Mission Mobile Bookmobiles and Nick Pieczonka – Materials Research Scientist

City of Windsor:

Josie Liburdi - Technologist II, Engineering, Chad Goebel – Fleet Coordinator, Operations, Tyson Cragg – Ex. Director, Transit Windsor, Melissa Osborne – Senior Manager, Asset Planning, Angela Marazita – Fleet Manager, Operations, Alex Vucinic – Purchasing Manager, Purchasing, and Ken Dufour – Supervisor WPL Facilities

WPL Employees:

Research Librarians and Bookmobile Drivers

6. BOOKMOBILE PROCUREMENT RECOMMENDATION:

Moved by: J. Morrison Seconded by: H. Dougall

THAT the Windsor Public Library Board authorize WPL Administration and City of Windsor staff to begin the procurement process to purchase a new 30 ft. diesel/ electric step van Bookmobile with tender documents reviewed by the WPLB before being released to the market and a purchase recommendation presented to the WPLB. **CARRIED**

Moved by: J. Morrison Seconded by: H. Dougall

THAT the Windsor Public Library Board authorize the storage of FRED until a new Central Library is built. **CARRIED**

Moved by: J. Morrison Seconded by: H. Dougall

THAT the Windsor Public Library Board accept the Purchase of a New Bookmobile Report # 2 as amended and forward to City Administration. **CARRIED**

Prepared by:

Kitty Pope, CEO, kpope@windsorpubliclibrary.com,

Christine Rideout-Arkell, carkell@windsorpubliclibrary.com, and

WPL Administration Team

Purchase of a New Bookmobile Report #2

APPENDICES

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- **Appendix E** – Proposed Bookmobile Schedule
- **Appendix F** – Bibliography of Bookmobile Articles

Appendix A – Email re FRED’s Condition from the City of Windsor

From: Goebel, Chad <cgoebel@citywindsor.ca>
Sent: December 23, 2021 12:57 PM
To: Arkell, Christine <carkell@windsorpubliclibrary.com>
Cc: Marazita, Angela <amarazita@citywindsor.ca>
Subject: RE: new bookmobile for the library

Hello Christine,

The ring and pinion gears in the differential which forms part of the drive axle are broken, there are at least 4 teeth completely gone and several others that are cracked and worn. We have been unable to source any remaining available functioning parts for this discontinued product as the manufacturer is out of business. This also does not mean there are not further remaining undiagnosed issues in the drivetrain that have not yet been discovered without fixing the immediate issue and testing further. There was also a water leak issue with wet carpeting that I believe may have still been unresolved on FRED.

With respect to a used vehicle there are many variables to consider such as age and mileage of the vehicle, price and availability, how long you are expecting to keep it, are you planning to replace it again in the future, how many km’s per year will you be driving it, are there any remaining warranties, what type of drivers license is required to operate the vehicle, does the vehicle meet your needs as is or will it require modifications or up-fitting etc. We do purchase used vehicles on occasion but they are generally gently used demonstration models, less than one year old with existing warranties.

Trucks in general can be difficult to source parts for after they are 8-10 years old and older, custom vehicles can be even harder to deal with in this regard.

As an example we recently purchased a used truck with no remaining warranties for another project for approximately \$100,000 in an attempt to save on spending for the project, and within a month of purchasing the vehicle we had to replace the engine at an additional cost of over \$60,000, so these types of issues need to be considered with respect to used vehicles because vehicles in general become more expensive to operate and maintain with age.

I hope I have properly addressed your questions, please feel free to contact us if you have any additional questions or concerns.

Thanks

Happy Holidays and best wishes for the New Year!

CHAD GOEBEL | FLEET COORDINATOR



Operations Department – Fleet Division
1531 Crawford Avenue | Windsor, ON | N8X 2A9
(519)-255-6560 ext. 4235
www.citywindsor.ca

Appendix B – Bus Purchase for Bookmobile – email from Transit Windsor

Email from Tyson Cragg
Bus purchase for Bookmobile
Friday October 8/2021 8:41

Hi, Kitty. It was nice to talk to you this morning. I spoke to Ken Geauvreau, Manager of Fleet Services at Transit Windsor, and I don't have great news for you. I do not have any buses currently available for sale. We currently have five units that are awaiting disposal, but they have been stripped of useable parts and are slated for scrap, i.e., they are beyond repair and are not roadworthy.

Our next bus order will be arriving tentatively in June, 2022 (24 buses). Once the commissioning process is complete (Sept., 2022), I will have up to 24 units available in the fall of 2022:

- 2002 and 2004-model OBI Orion VII (OBI is out of business and parts are scarce)
- 2005 NovaBus LFS: fair to poor condition
- 2009 New Flyer DE40LF Hybrid: maintenance/parts nightmares. An EV drive (transmission) is \$250,000 for the part, and replacement batteries are \$320,000, which need replacement every 8 years. Don't go there!

Anything I have for sale is being disposed of because they are well beyond their design life. While some of these could have a second life, they would require extensive refurbishment/rebuild. A life-cycle extension refurb (engine, transmission, paint, interior conversion) would run you approximately \$300,000, based on a recent estimate we got from MTB Transit Solutions (major transit bus refurb company based in Milton).

You may want to contact MTB to see what they may have available right now. Another option is City View Bus, where they sell old transit buses, but you're still buying a 12-15 year-old vehicle. I also called London Transit for you, and they have 14-year old New Flyer D40LFs for sale for \$6,500, but they would need the same \$300,000 refurb that ours would.



Best of luck on your bookmobile journey!

Tyson Cragg | Executive Director




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Email: tcragg@citywindsor.ca

Appendix C – Used Bookmobiles for Sale as of January 10, 2022 and Bookmobile Vendors

Type	New/ Used	Location	Vehicle	Engine	Mileage	Cost
	BUS - USED	Colorado	Thomas Built Bookmobile Used 2003 Poor condition	Diesel	113,000 m	U.S. \$62,490 + tax + Retrofit
	BUS - USED	Ohio	Thomas Built Bookmobile Used 2001 Poor condition	Diesel	91,000 m	U.S. \$50,000 + tax + Retrofit

	STEP-VAN NEW	Ohio	Ford E450 and E550 vehicles available Customized by Farber Speciality Vehicles, Ohio	Diesel or Gasoline available	New	US \$400,000-\$600,000 Dependent on customization required for a Bookmobile
	STEP-VAN NEW	Alberta	International 4400 Customized by International Truck Bodies, Alberta	Diesel	New in 2015	C\$450,000 + Customization into a Bookmobile
	VAN USED	Florida	Mercedes Benz Sprinter Van 2011 Poor condition	Diesel	240,896 miles	U.S. \$24,990 + tax + Retrofit

	VAN NEW	California	Mercedes Benz Sprinter Van Customized by Makmo Industries, California	Diesel	New	U.S. \$250,000 + tax +Customization required for a Bookmobile
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Bookmobile Vendors:

- **Canadian Vendors**

[Electromobility - Novabus](#) - Nova Bus Inc. is a Canadian bus manufacturer headquartered in Saint-Eustache, Quebec, Canada. The company has roots in the General Motors bus manufacturing assembly plant, which opened in 1979.

[Lion Electric](#) – The Lion Electric Company is a Canadian-based manufacturer of commercial vehicles. Currently the biggest manufacturer in its segment in Canada. It was founded in 2011, with headquarter in Saint-Jerome.

[Overland Custom Coach Inc.](#) - is a London, Ontario based builder of customized vehicles including diesel Bookmobiles. Established in 1986, vehicles are manufactured in Brown City, Michigan. Bookmobile customers include...

[Intercontinental Truck Body \(ITB\)](#)

- **US Vendors**

[Bookmobiles - Used Mobile Clinics](#)

[Bus: K7M - BYD USA](#)

[Farber Specialty Vehicles](#) – manufactured in Columbus, Ohio. Offers a full line of bodies and chassis for Bookmobiles. Bookmobile [customers](#) include Baltimore Public Library and Erie County

[Freightliner Trucks](#) – an American truck manufacturer, founded in 1929, with headquarters in Portland, Oregon. Parent organisations are Daimler AG. Daimler Truck North America. There are Freightliners dealerships in Canada and the U.S.



[LDV Inc.](#) – a used truck dealer in Burlington, Wisconsin. Specializing in designing and building custom bookmobiles since 1977.

[Matthews Specialty Vehicles](#) – a manufacturer since 1992. Leader in the design and manufacture of purpose-built specialty vehicles. Headquartered in Greensboro, NC.

[National Bus Sales](#) – a bus company in Oklahoma, specializes in new and used Bookmobiles with a dealership in Michigan.

[Specialty Vehicle Services](#)

Appendix D – Bookmobiles Purchased in Canada 2019 - 2022

Library	New/ Used	Vendor	Make & Model	Type	Year	Cost	Notes
Ottawa Public Library 	New	Freightliner Ottawa, Ontario	40 ft. Bus	Diesel	2020	\$767,000	40'x8'6"
South Shore Public System (Lunenburg, Nova Scotia) 	New	Intercontinental Truck Body (ITB) Coaldale, Alberta	30 ft. Step van Custom built on a freight line chassis	Diesel	2021	\$504,903	Video – ready to roll Constructed of high strength aluminum (same as Vancouver PL) 30'x8'6"x88"H
Toronto Public Library	New	Freightliner	32 ft. Bus Intercontinental Truck Body		2018		32'x8'6"
Lethbridge Public Library	New	Intercontinental Truck Body (ITB) Coaldale, Alberta	40 ft. Step-up Custom built on a 4400/Intercontinental Truck Body		2015	\$500,000 Plus customization	40'9"x8'6"x13'3"

Appendix E – Proposed Bookmobile Schedule

- 10-12 scheduled stops per week
- 3 week cycle
- 2-3 stops per day as a rule
- ½ day off the road needed each week to perform maintenance and refresh collection
- Does not include school visits and special events/festivals – to be added to rotation when opportunities arise

WINTER STOPS: January-April; November-December

Week 1	Location	Ward	Potential Audience
	Capri Pizzeria Recreation Complex	1	Children, Families
	University of Windsor (Leddy Library)	2	Students
	Great Beginnings EarlyON	3	All ages
	Begley EarlyON	4	Caregivers and infants/preschoolers
	Lifetimes on Riverside	5	Seniors
	WFCU Centre	6	Children, Families
	Lassaline EarlyON	7	Children, Families
	Roots 2 Wings	8	
	Talbot Trail EarlyON	9	Caregivers and infants/preschoolers
	Royal Marquis Retirement Residence	10	Seniors
Week 2	Location	Ward	Potential Audience
	Huron Lodge/Kensington Court	1	Seniors
	St. Clair College Main Campus	1	Students
	City Hall/Charles Clark Square	2	All ages
	Ready Set Go Drop-in	3	Caregivers and infants/preschoolers
	John Campbell EarlyON	4	Caregivers and infants/preschoolers
	Community Living - Ventures	5	
	Amica Riverside	6	Seniors
	The Childrens' Safety Village	7	Children and families
	Reginald Community Housing	8	Families
	Roundhouse Centre	9	All ages
	OLPH EarlyON	10	Caregivers and infants/preschoolers
Week 3	Location	Ward	Potential Audience
	Ojibway Park	1	Children, Families
	Great Beginnings EarlyON	2	Caregivers and infants/preschoolers
	Ready Set Go Dropin	3	Caregivers and infants/preschoolers
	Willistead Park	4	Caregivers and infants/preschoolers
	Central Park Athletics	5	All ages (hockey)
	WFCU Centre	6	All ages (sports)
	Tecumseh Mall	7	All ages
	Roseville EarlyON	8	Caregivers and infants/preschoolers
	Harmony in Action	9	Adults
	SkaNa Family Learning Centre	10	Caregivers and infants/preschoolers

SUMMER STOPS: May-October

Week 1	Location	Ward	Potential Audience
	Veterans Memorial Park	1	All ages
	Mic Mac Park	2	All ages
	Downtown Windsor Farmers Market	3	All ages
	Begley EarlyON	4	Caregivers and infants/preschoolers
	Lifetimes on Riverside	5	Seniors
	Farrow Riverside Miracle Park	6	All ages
	Lassaline EarlyON	7	Caregivers and infants/preschoolers
	Roots 2 Wings	8	
	Walker Homesites Park	9	All Ages
	Royal Marquis Retirement Residence	10	Seniors
Week 2	Location	Ward	Potential Audience
	Capri Pizza Recreation Complex	1	School aged children
	Atkinson Park	2	All ages
	Ready Set Go Drop-in	3	Caregivers and infants/preschoolers
	Lanspeary Park	4	All ages
	Community Living - Ventures	5	Adults
	Realtor Park/Princess Elizabeth EarlyON	6	Children and families
	Elizabeth Kishkon Park	7	All ages
	Reginald Community Housing	8	School aged children/families
	Talbot Trail EarlyON	9	Caregivers and infants/preschoolers
	Central Park	10	All ages
Week 3	Location	Ward	Potential Audience
	Kensington Court/Huron Lodge	1	Seniors
	Great Beginnings EarlyON	2	Caregivers and infants/preschoolers
	Downtown Windsor Farmers Market	3	All ages
	Willistead Park	4	All ages
	Ford Test Track/Gino A Marcus	5	All ages
	Drouillard Place	5	Children (all ages)
	Amica Riverside	6	Seniors
	Cora Greenwood Park	7	All ages
	Reginald Community Housing	8	School aged children/families
	Captain John Wilson Park	9	All ages
	Remington Park Pool/Playground	10	Children and families

Appendix F –Bibliography of Bookmobile Articles

[Baron, Kathryn](#). "Rolling with the times." School Library Journal, April 2021, Vol. 67 Issue 4, p42-45.

Abstract:

The article offers information on **bookmobiles** operated by public libraries across the U.S. as their way to reconnect with communities and spark excitement among children and teens whose chances of fun have been severely narrowed due to COVID. Topics covered include the **bookmobiles'** purpose of bringing books and other library services to rural communities, and their impact on literacy. *** Note of interest, one bookmobile has an 8 foot inflatable screen and video game console where young people can play games safely.

[The Campbell Reporter](#). Willard is outstanding bookmobile librarian. The Campbell Reporter (California), 09/03/2021.

Abstract:

The bookmobile lead for the Santa Clara County Library District received an excellence award for her dedication and commitment to the bookmobile profession. During the pandemic, Willard helped implement a program called BookDash, a contactless home-delivery solution for senior patrons.

[Fernandez, M. J.](#), (2020, June 22). *Bookmobiles navigate new terrain*. Public Libraries Online.

Abstract:

An overview of how several US mobile library services modified the way in which they use their bookmobile in order to aid communities in response to the COVID-19 pandemic.

gmcnaughton@guelphmercurytribune.com. "Bookmobile Returns to Guelph Streets This Week." Guelph Mercury (ON), 10/09/2020

Abstract:

Guelph residents will soon have a new option to get their books. On Friday, the Guelph Public **Library** announced that, as of Oct. 13, its **Bookmobile** service will resume operations. As is just about everything in the era of COVID-19, the **mobile library** will be looking a little different.

[Green, Judy](#). "Bookmobiles: Today and Yesteryear." Feliciter, 2012, Vol. 58 Issue 1, p6-7. 2p.

Abstract:

A personal narrative is presented which explores the author's experience working on a **bookmobile**, or **mobile library**, in Ottawa, Ontario.

[Horvath, Jeff](#). "Library eyeing a new book-mobile." The Times-Tribune (Pennsylvania), 12/06/2021.

Abstract:

With the help of a consultant, the Lackawanna County Library System plans to replace and revamp Bookmobile services. "The pandemic has changed the way we look at learning, public outreach services and much, much more, and we must be able to respond to these changes in order to best serve our residents."

[Lawton, Mark](#). "The Road to Normal: Bookmobiles and outreach staffers take on a new role in a year of COVID-19." American Libraries, Mar/Apr 2021, Vol 52 Issue ¾, p38-43.

Abstract:

Bookmobile services allow library to pivot during unprecedented times, providing access to books to students while schools are shutdown. "Bookmobiles can bring a little continuity into everybody's life."

[London Bishop Staff Writer](#). "Bookmobile delights children with stories." Dayton Daily News (Ohio), 09/16/2021.

Abstract:

The (recently replaced) Greene County Bookmobile visits 30 schools per year and approximately 5000 children per month, discusses the successful visits with school children. The new bookmobile features a state-of-the-art chair-lift and modern safety features, which allow kids with wheelchairs to enjoy the bookmobile for the first time.

[McIllece, Emily et al.](#) "Bookmobiles: Communities on the move." Nebraska Libraries, 2014, Vol. 4. Issue 2, p. 14-16

Abstract:

Highlights the benefits of bookmobiles to a community and provides strategies for making destination decisions. The article also suggests a fleet of library mobiles to meet the needs of different users – literacy, early childhood development, seniors.

[Newton, Tanner.](#) "Bookmobile will help reach more of county, library director says." The Sentinel Record (Arkansas), 12/27/2021

Abstract:

Garland County Public Library (Arkansas) has funded the purchase of a new Bookmobile through American Rescue Plan Act funding programs and months of fundraising. The new bookmobile is being manufactured through Mercedes and will serve 735-square-mile County that only has one library branch.

[Peeskar, Saira.](#) "Library's outdoor bookmobile brings books – and friends – to 13 stops around Hamilton." CBC News (ON), 03/24/2021.

Abstract:

Hamilton Public Library's roving reading room has adapted and now hands out books outdoors.

[Roedde, W. A.](#) "I Drive a Bookmobile." Feliciter, 2012, Vol. 58 Issue 1, p8-9. 2p.

Abstract:

The article presents a reprint of a personal narrative from 1956 in which the author discusses his experiences operating a **bookmobile**, or **mobile library**, for the Thunder Bay District **Library** Co-Operative based in Fort William, Ontario. The article details the author's job responsibilities, which include transporting books to schools and **libraries**, ordering books, and organizing book exchange programs. Also provided is information on the author's driving route through Ontario, Canada.

[Swendrowski, Michael](#). "The Bookmobile and Outreach Information Repository (BOIR) database." *Voices: Topics in Canadian Librarianship*, 2017, Vol.1 No.2, p17-18.

Abstract:

Describes efforts by the Association of Bookmobile and Outreach Services to create a convenient database providing centralized information, statistics and history about bookmobiles and outreach services worldwide.

[Thomas, Lisa Carlucci](#). "Mobile Libraries 2012." *Library Journal*, 2/1/2012, Vol. 137 Issue 2, p26-28. 3p.

Abstract:

The article discusses **mobile library** services. According to the article, **library** patrons are becoming more adept at using wireless communication devices such as smartphones, tablets, and electronic readers. The author also discusses the use of interactive social networking web sites such as Facebook, Twitter, and Tumblr among **library** patrons. The article also discusses a 2010 survey conducted by the journal concerning **mobile library** services.

[Waite, Steph](#). (2018, July 3). *Bookmobiles that break the mold*. OCLC online article.

Abstract:

This brief article from the [Online Computer Library Centre](#) showcases three distinct and different ways libraries in the United States have utilized their bookmobiles for various community services.

[Witteveen, April](#). "Hot Wheels: High-quality mobile outreach is on the rise, serving newborns through teens." *School Library Journal*. Apr 2017, Vol. 63 Issue 4, p34-37.

Abstract:

"The article discusses the increase in mobile outreach programs offered by public libraries. Comments by Ann Plazek, president of the American library Association's (ALA) Association of Bookmobiles and Outreach (ABOS) and Michael Swendrowski, ABOS board member on bookmobile initiative are included. Topics include benefits for children, operation of Early Literacy Mobile and funding by King County (WA) Library System (KCIS) foundation."

[Woltjier, Gavin](#). (2018, July 20). *The relevance of bookmobiles and mobile libraries in 2018*. Public Libraries Online.

Abstract:

This article provides an overview of the importance and relevance of bookmobiles and mobile libraries to accommodate the ever-changing needs of society. Also included are key summary points on the benefits and differences bookmobiles make in the community's they serve.

[Yarrow, A., McAllister, S.](#) "Trends in mobile and outreach services." *Public Library Quarterly*. 2018, Vol.37 Issue 2, p195-208.

Abstract:

This article describes the results of a questionnaire distributed to North American public libraries asking them to describe their services to underserved populations.

Date: January 10, 2022

To: Senior Manager of Engineering

From: Fleet Manager

RE: **Repair of Existing Bookmobile – Unit # 0944**

The Bookmobile was removed from service late 2020 due to a lack of readily available parts for the required repairs.

The existing unit is a custom, likely one of a kind vehicle, that is 16 years old. In general, parts can be difficult to source for trucks after they are 8 to 10 years old and older. Custom vehicles can be even harder to deal with in this regard.

The ring and pinion gears in the differential, which forms part of the drive axle, are broken. There are at least four (4) teeth completely gone and several others that are cracked and worn. At the time, the Fleet Division was unable to source any remaining available functioning parts as the manufacturer is out of business. Until this repair is completed and tested, the Fleet Division cannot determine if there are other remaining undiagnosed issues in the drivetrain. Furthermore, there was a water leak issue with wet carpeting that was also unresolved at the time.

After further investigation, we have been able to locate a vendor in the United States who can custom make a ring and pinion set. Upon receipt of the part, the Fleet Division will need to locate all of the axle seals and miscellaneous parts to complete the repair. The estimated cost for this repair is approximately \$15,000.

It should also be noted that completion of this repair does not imply there are not additional remaining undiagnosed issues that have not yet been discovered without fixing the immediate issue and testing further. Completion of the initial repair does not guarantee additional repairs may not be needed in the future.

Based on the age of the truck, there is a high probability it may require more significant repairs to the transmission and/or engine if it is put back into service. Should they be needed, the estimated cost of these repairs is estimated at \$100,000. There would be no available warranty and the same difficulty with sourcing parts is expected to continue to be a challenge.



Angela Marazita, CPFP
Fleet Manager



Council Report: C 169/2021

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-focussed 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 item 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 Ardochini, 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 1st 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.

DOA By-law Section	Commissioner (or designate) has Authority to Approve CAO Reports (Commissioner (or designate) also has authority to sign associated agreements)
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

DOA By-law Section	Commissioner (or designate) has Authority to Approve CAO Reports (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

DOA By-law Section	Commissioner (or designate) has Authority to Approve CAO Reports (Commissioner (or designate) also has authority to sign associated agreements)
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.

DOA By-law Section	Commissioner (or designate) has Authority to Approve CAO Reports (Commissioner (or designate) also has authority to sign associated agreements)
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

DOA By-law Section	Commissioner (or designate) has Authority to Approve CAO Reports (Commissioner (or designate) also has authority to sign associated agreements)
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

DOA By-law Section	Commissioner (or designate) has Authority to Approve CAO Reports (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
3.28 Amendments to: (a) By-laws closing alleys or right of ways adopted by former municipalities annexed or amalgamated to The Corporation of the City of Windsor. (b) Such by-law amendments to include easements for utility	Comm. Legal and Legislative Services – City Solicitor

DOA By-law Section	Commissioner (or designate) has Authority to Approve CAO Reports (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.

DOA By-law Section	Commissioner (or designate) has Authority to Approve CAO Reports (Commissioner (or designate) also has authority to sign associated agreements)
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

DOA By-law Section	Commissioner (or designate) has Authority to Approve CAO Reports (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 Council's 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

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
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 Pl 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 Schlindwein, Roswitha Schlindwein 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 11/2020	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	<p>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)</p> <p>Type: Sole Source</p> <p>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)</p>	Approved Apr 17, 2020	Purchasing By-Law
CAOP 53/2020	<p>Agreement between City and Oxford Dodge Chrysler (1992) Ltd. for the purchase of nine (9) new, unused 2020 Dodge Grand Caravans (B57/2020)</p> <p>Type: Sole Source</p> <p>Financials: \$232,056 excluding HST</p>	Approved Apr 22, 2020	Purchasing By-Law
CAOP 57/2019	<p>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</p> <p>Type: Sole Source</p> <p>Financials: \$117,700 excluding HST</p>	Approved Jan 2, 2020	Purchasing By-Law
CAOP 58/2020	<p>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</p> <p>Type: Request For Proposal #152-16. Extension under sole source</p> <p>Financials: to an upset limit of \$150,000 excluding HST</p>	Approved Apr 28, 2020	Purchasing By-Law
CAOP 59/2020	<p>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)</p> <p>Type: Request for Tender #169-16</p> <p>Financials: \$3,450 excluding HST</p>	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 & 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 & 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 & 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

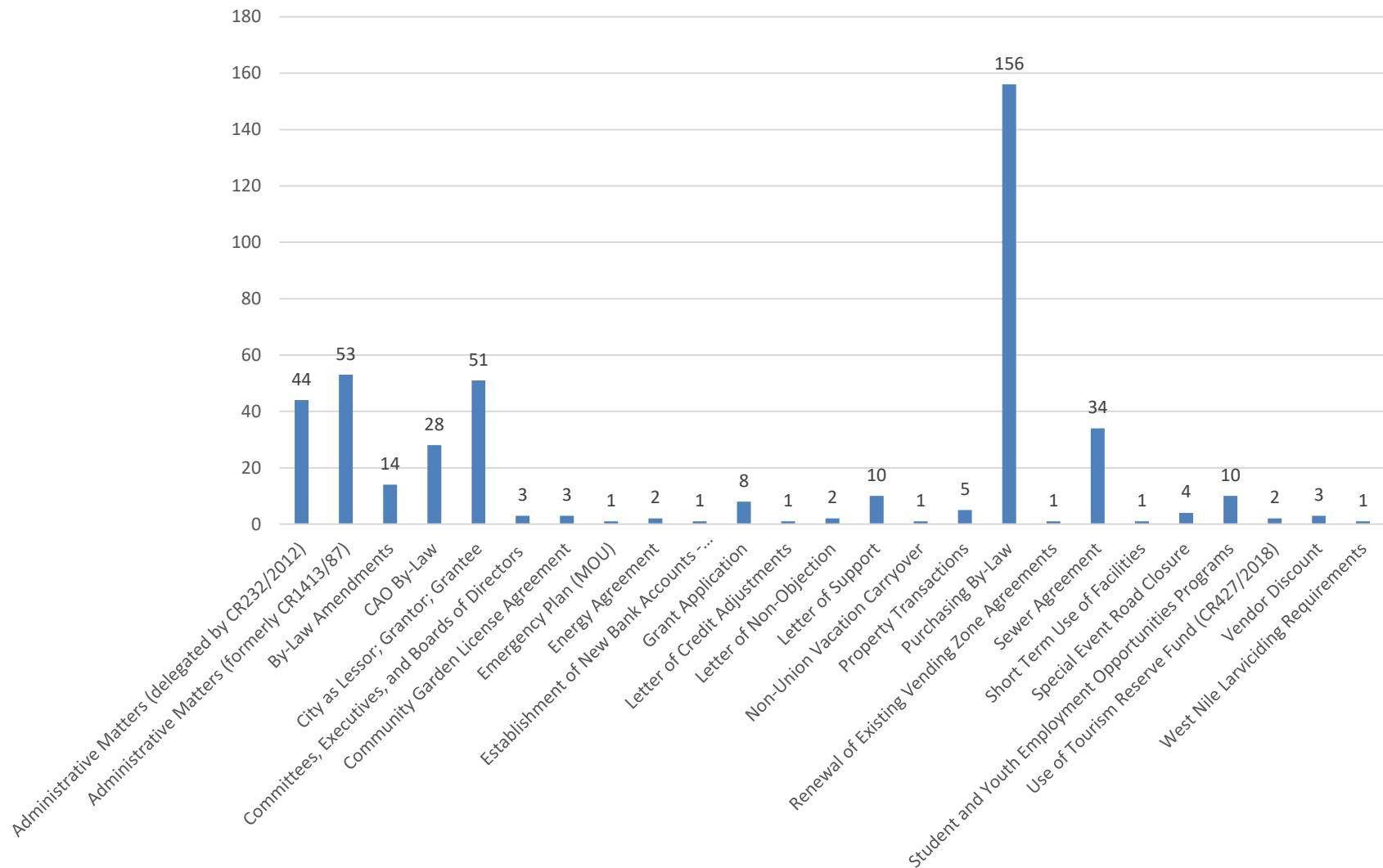
*The following reports are P&C and not detailed in this listing, but appears in Appendices B and C:

- 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

DELEGATION OF AUTHORITY ITEM	1	2	3	4	5	6	7	8	9	10	City Wide	Combined	Grand Total
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
Grand Total	23	36	49	21	34	17	16	10	15	20	182	17	439

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

CAO #	DESCRIPTION	STATUS	DELEGATION OF AUTHORITY ITEM
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 known 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 Servicorp 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	<p>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)</p> <p>Type: RFT 16-21</p> <p>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</p>	Approved March 18, 2021	Purchasing By-Law
CAOP 26/2021	<p>Agreement between City and iLookAbout Inc for use of Real Property Tax Analytics software</p> <p>Type: Sole Source</p> <p>Financials: \$78,867.50 excluding HST (annual fee)</p>	Approved March 18, 2021	Purchasing By-Law
CAOP 31/2021	<p>Agreement between City and DiPonti Paving Inc for provision of Utility Cut Restoration & Asphalt Repairs (B5/2021)</p> <p>Type: RFT 05-21</p> <p>Financials: \$1,114,650 excluding HST</p>	Approved March 18, 2021	Purchasing By-Law
CAO 31/2021	<p>Coordination of 2021 The City of Windsor - Award of Academic Excellence - St. Clair College of Applied Arts & Technology – Student Employment - Scholarship Program</p> <p>Financials: \$12,451.44 (estimated)</p>	Approved March 18, 2021	Student and Youth Employment Opportunities Programs
CAO 48/2021	<p>Vendor Discount: Great Lakes Chiropractic Discount for Chiropractic and Massage Services to City Employees</p> <p>Financials: N/A</p>	Approved March 18, 2021	Vendor Discount
CAO 65/2021	<p>Extension of Long-Term Care Home Service Accountability Agreement</p> <p>Financials: N/A</p>	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 Kioti 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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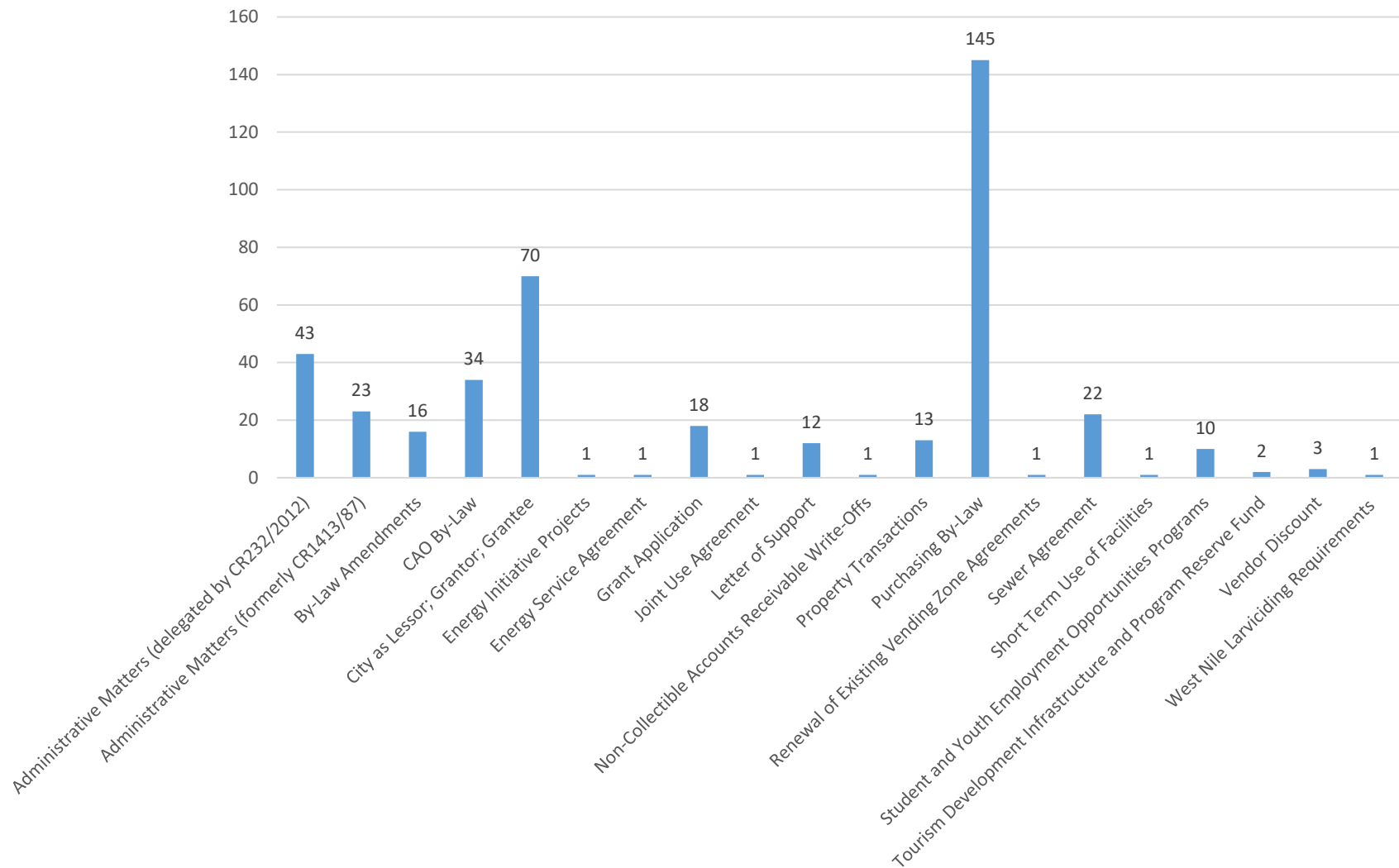
*The following reports are P&C and not detailed in the list above, but are included in the totals in Appendices E & F:

- 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

DELEGATION OF AUTHORITY ITEM	1	2	3	4	5	6	7	8	9	10	City Wide	Combined	Grand Total
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
Grand Total	27	43	37	22	32	9	10	6	6	14	190	22	418

DOA Report Type Breakdown Chart
(January 1, 2021 to December 31, 2021)





Council Report: C 201/2021

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

Reference:

Date to Council: January 31, 2022
Author: Chris Carpenter
Coordinator of Real Estate Services
ccarpenter@citywindsor.ca
519-255-6100 x6420
Legal Services, Real Estate & Risk Management
Report Date: December 30, 2021
Clerk's File #: APM2022

To: Mayor and Members of City Council

Recommendation:

- I. THAT the following City of Windsor (the "**City**") vacant parcel **BE DECLARED** surplus:
 - 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 m²) (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.

Executive Summary:

N/A

Background:

The City owns vacant land located on the east side of Drouillard Road, south of Whelpton Street, legally described Lot 20 on Registered Plan 619, as shown on the aerial diagrams attached as Appendices A and B.

The Subject Parcel was vested by the City in 2021 through CR1/2021. The Subject Parcel is zoned CD2.2 and is viable under this zoning.

By-Law 52-2014 establishes a policy for the disposal of Land. Section 5.1.2 of Schedule “A” attached to By-Law 52-2014 requires that City-owned lands be declared surplus and that Administration seek authority to sell the lands:

5.1.2 Notification of the intention to declare Land surplus and the authority to offer the Surplus Land for sale will be printed in the “Civic Corner” of the Windsor Star.

Discussion:

The Subject Parcel was circulated to determine whether there is a municipal use for same. No municipal use was identified.

Housing Administration and Development has no objection to the sale of the Subject Parcel.

Should the Recommendations above be approved, the Real Estate staff will, in accordance with the City's Land Disposal Policy, list the property for sale on MLS at a price determined by the Manager of Real Estate Services, commensurate with an independent appraisal. Should Administration successfully negotiate an acceptable offer, a report will be brought to Council or under Delegation of Authority, as appropriate, seeking authority to sell the Subject Parcel.

Risk Analysis:

There are potential liability issues should someone be injured on the land. Additionally, maintenance of the land drains scarce municipal resources. Selling the Subject Parcel will remove any associated liability issues and maintenance costs for the City.

Climate Change Risks

Climate Change Mitigation:

Declaring this property surplus does not pose a climate change risk.

Climate Change Adaptation:

Redevelopment of properties will include climate change considerations during re-zoning or site plan review.

Financial Matters:

N/A

Consultations:

Fire Department: John Lee

Windsor Police Services: Barry Horrobin

Public Works: responses consolidated by Rania Toufeili

Parks: Heidi Baillargeon

Facilities: Tom Graziano

Planning Department: Steven Payne
Housing and Children Services: Tina Moore

Conclusion:

Declaring the vacant parcel identified in Recommendation I surplus, and authorizing the Manager of Real Estate Services to offer the property for sale on MLS will allow for the orderly sale of the land that is not required for any municipal purpose.

Planning Act Matters:

N/A

Approvals:

Name	Title
Chris Carpenter	Coordinator of Real Estate Services
Frank Scarfone	Manager of Real Estate Services
Shelby Askin Hager	Commissioner, Legal and Legislative Services
Jason Reynar	Chief Administrative Officer

Notifications:

Name	Address	Email
James Scott, Manager of Parks Operations		jascott@citywindsor.ca
Mark Friel, Financial Planning Administrator		mfriel@citywindsor.ca

Appendices:

- 1 Aerial Image of Subject Parcel
- 2 Location of Subject Parcel

Appendix A



Appendix B





Council Report: C 3/2022

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

Reference:

Date to Council: January 31, 2022
Author: Chris Carpenter
Coordinator of Real Estate Services
ccarpenter@citywindsor.ca
519-255-6100 x6420
Legal Services, Real Estate & Risk Management
Report Date: January 6, 2022
Clerk's File #: APM2022

To: Mayor and Members of City Council

Recommendation:

- I. THAT the following City of Windsor (the "**City**") vacant parcel of land **BE DECLARED** surplus:
 - Municipal address: **0 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 m²) (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.

Executive Summary:

N/A

Background:

The City owns a vacant parcel of land located on the west side of Church Street, immediately south of 2237 Church Street, legally described as Lot 76 on Registered Plan 925, as shown on the aerial diagrams attached as Appendices A and B.

The Subject Parcel was vested by the City in 1987 by instrument number R1000847. The zoning for the Subject Parcel is RD1.3 with an irregular shape. Comments received by the Planning department state:

The subject property can be sold for lot consolidation purposes to the abutting property (2237 Church Street). The subject property should not be sold as a standalone building lot.

By-Law 52-2014 establishes a policy for the disposal of Land. Section 5.1.2 of Schedule "A" attached to By-Law 52-2014 requires that City-owned lands be declared surplus and that Administration seek authority to sell the lands:

5.1.2 Notification of the intention to declare Land surplus and the authority to offer the Surplus Land for sale will be printed in the "Civic Corner" of the Windsor Star.

Discussion:

Administration was contacted by the abutting property owner to express their interest in acquiring the Subject Parcel.

The Subject Parcel was circulated to determine whether there is a municipal use for same. No municipal use was identified.

The City's Land Disposal Policy ("**LDP**") outlines the process for the sale of land which is not viable. Section 5.3.1.3 of the LDP states:

5.3.1.3 Land, which is not Viable Land and which cannot be rendered Viable Land by means of consent under the Planning Act may be sold directly to the abutting property owner(s) for lot consolidation purposes at the value established by City Real Estate Staff taking into consideration all relevant factors, but in any event for no less than on a cost-recovery basis. If more than one abutting property owner wishes to acquire the Land City Real Estate Staff will contact the abutting owners to determine whether a consensus can be arrived at in splitting the Land amongst interested abutting owners.

Should Recommendations I and II be approved, the Real Estate staff will contact the abutting property owner to negotiate a purchase price. Should Administration successfully negotiate an acceptable price, a report will be brought to Council or under Delegation of Authority, as appropriate, seeking authority to sell the Subject Parcel.

Risk Analysis:

There are potential liability issues should someone be injured on the land. Additionally, maintenance of the land drains scarce municipal resources. Selling the Subject Parcel will remove any associated liability issues and maintenance costs for the City.

Climate Change Risks

Climate Change Mitigation:

Declaring this property surplus does not pose a climate change risk.

Climate Change Adaptation:

Redevelopment of properties will include climate change considerations during re-zoning or site plan review.

Financial Matters:

N/A

Consultations:

Fire Department: John Lee

Windsor Police Services: Barry Horrobin

Public Works: responses consolidated by Juan Paramo

Parks: Mike Clement (now retired)

Facilities: Tom Graziano

Planning Department: Laura Diotte

Housing and Children Services: Tina Moore

Conclusion:

Declaring the vacant parcel of land identified in Recommendation I surplus, and authorizing the Manager of Real Estate Services to offer the property for sale to the abutting property owner will allow for the orderly sale of the land that is not required for any municipal purpose.

Planning Act Matters:

N/A

Approvals:

Name	Title
Chris Carpenter	Coordinator of Real Estate Services
Frank Scarfone	Manager of Real Estate Services
Shelby Askin Hager	Commissioner, Legal and Legislative Services
Jason Reynar	Chief Administrative Officer

Notifications:

Name	Address	Email
James Scott, Manager of Parks Operations		jascott@citywindsor.ca
Mark Friel, Financial Planning Administrator		mfriel@citywindsor.ca

Appendices:

- 1 Aerial Image of Subject Parcel
- 2 Location of Subject Parcel

Appendix A



Appendix B





Committee Matters: SCM 1/2022

Subject: Minutes of the Housing & Homelessness Advisory Committee of its meeting held November 23, 2021

Housing & Homelessness Advisory Committee

Meeting held November 23, 2021

A meeting of the Housing & Homelessness Advisory Committee is held this day commencing at November 23, 2021 at 10:00 o'clock a.m. via Zoom video conference, there being present the following members:

Marina Clemens, Chair
Anna Angelidis (arrives at 10:05 a.m.)
Jessica Brunet
Fiona Coughlin
Phil Dorner
Kathy Hay
Eric Hill
Mayor Gary McNamara, Town of Tecumseh
Jim Steele
Leigh Vachon
Angela Yakonich
Joyce Zuk

Regrets received from:

Councillor Kieran McKenzie

Also present are the following resource personnel:

Jelena Payne, Commissioner Human & Health Services
Debbie Cercone, Executive Director, Housing & Children's Services
Greg Atkinson, Planner III
Jeannie Diamond Francis, County of Essex
Kelly Goz, Manager, Homelessness & Housing Support
Jude Malott, Executive Initiatives Coordinator, Office of the City Solicitor
Tina Moore, Coordinator, Housing Administration & Development
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 10:01 o'clock a.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Disclosure of Interest

None disclosed.

3. Adoption of the Minutes

Moved by E. Hill, seconded by P. Dorner,
That the minutes of the Housing & Homelessness Advisory Committee of its meeting held September 21, 2021 **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1 Residential Rental Licensing Pilot Study

J. Brunet advises that in speaking to community leaders and colleagues, there are concerns that “units will be pushed underground”; the tenants will pay for the cost of the licensing fees, not all landlords will participate, and the supply of housing will be deterred. A benefit of residential rental licensing will deliver a different way of measuring the housing stock.

J. Zuk states as this is being piloted in Wards 1 and 2, looking at the impact that the University and College rentals have will disproportionately impacts the market. She adds from the homelessness work that they are involved in at Family Services, their struggle is that many of the units that are affordable and available are not on the radar anywhere. She adds that even if the pilot study was expanded, how will the illegal units be found and how do we get landlords to buy into this process. The cost of this will be borne by those who will be renting. She asks Administration to comment on what consultations have taken place with the University and College.

Discussion ensues regarding how the before and after metrics will be measured for both positive and negative outcomes, if we are losing stock and what is the ultimate goal of this pilot study.

J. Zuk suggests that if the city’s objective is to improve the overall quality of the rental housing stock, it would a proactive move if the city were to bear the cost of the licensing system, which then would not be passed onto the tenants.

The Chair requests that statistics from other municipalities who have undertaken this pilot study be provided. She indicates that she completed the Residential Rental Licensing survey and found it difficult to complete, intrusive and high level.

Mayor G. McNamara states that the pilot study will separate the bad apples from the good ones. The safety issue is very important, as we have seen the impact of inadequate development of certain units.

The Chair asks Administration to advise how many individuals participated in the residential rental licensing survey along with the results.

J. Malott provides the following comments in response to questions and concerns posed by the Committee:

- The pilot study is not focused on student housing but on the areas of Wards 1 and 2 as instructed by City Council.
- The pilot is being designed presuming that it will be rolled out citywide and will not be focused on any one particular type of housing other than rental units that are in buildings that contain one to four units.
- Consulted with the Town and Gown Committee as well as the University and the College who provided minimal comments.
- The pilot study is in the planning stage of the project.
- In terms of the metrics and how success will be evaluated, we will be counting the number of units deemed illegal.
- The exact metrics will be defined by the framework approved by Council through the by-law.
- The purpose of the survey was to evaluate those frameworks and not to evaluate whether or not a licence should be implemented because that has been decided by Council. The intention was to see what framework tools people felt were important; which were effective and whether there was a correlation between the issues that they experienced both in their frequency and levels of concern with which tools that they found were important or effective.
- In terms of the premise of the city, bearing the cost that was asked in the survey.
- The proposal that we bring forward to the city with their by-law as derived from the feedback from the survey, will include some option for varying levels of cost recovery which will be determined by Council.

In response to a question asked by J. Brunet regarding if the residential licensing will be voluntary, J. Malott responds that it is not and there will be a required licence.

The Chair thanks J. Malott for attending the meeting and for providing clarification to questions asked by the members.

The members articulate the following remarks subsequent to Administration's comments:

- HHAC's focus should be on increasing the number of rental units available, recognizing the lack of housing that is available and how does this initiative line up with that.
- Suggestion to provide a one-pager as additional information to Mr. Malott's report when it goes to the Environment, Transportation and Public Safety Standing Committee and Council.
- There is a need to have good quality rental housing along with available housing stock and HHAC'S position should be that they do not want the cost of the licence to be passed onto the tenants. Council should look for a mechanism to ensure that rental costs are not increased.
- Passing on the cost of the residential rental licence may put people out on the street and there needs to be a balance.
- Suggestion to cross-reference this initiative with the Housing Strategy to see if it lines up with what Council has already approved.

In response to a question asked by J. Zuk regarding if the Housing and Homelessness Department has provided feedback on this matter, D. Cercone responds that they have had an opportunity to provide feedback. Their biggest concern is passing on the cost to the tenants and the inclusion of social housing as a requirement of the licensing.

D. Cercone responds to the comment regarding the alignment with the Ten Year Plan, and adds that when they embarked on the Housing First Program in 2015 they stayed true to the model - the goal is to allow people to have their own one bedroom apartment. They are now looking at different ways of housing individuals for different reasons – affordability being one of the major ones that is a barrier at this time. She alludes to home sharing where friends share an apartment and split the cost of the rent. She adds that what is available for the low income and affordable housing population is not safe or livable in certain circumstances so the idea around a licensing regime will hold landlords accountable for their rental units.

J. Zuk states that on one hand we are very much advocating for an increase in the housing stock. She adds that in no way is HHAC condemning any initiative that is looking to hold landlords to account to improve the rental housing stock and this potential by-law is one way to make that happen through licensing. We need to advise the Standing Committee and Council that their job is to balance and to ensure that the landlords are held to account with maintaining rental costs and not putting in place anything that will drive up the rental costs.

K. Goz advises that we also have to look at room sharing – putting more than one individual in a unit in order to increase safety and to address that social inclusion piece.

The Chair asks members to volunteer to author a one-page report outlining the concerns relating to the Residential Rental Licensing Pilot Study, which will be forwarded to the Environment, Transportation and Public Safety Standing Committee and City Council. J. Zuk and A. Angelidis volunteer to outline the concerns of HHAC in a report.

L. Vachon asks if there have been conversations with the University of Windsor and St. Clair College regarding their responsibility for bringing international students to Windsor who have no housing. She notes there have been challenges for the students who did not receive assistance.

D. Cercone responds that when the announcement was made regarding bringing in international students, the College had an understanding that the city had a repository of information that the students could access which the city clarified that they did not. The city only discovered this through the number of students using Transit Windsor buses. Since that time, there has not been any formal ongoing communication with the College or the University from the perspective of their obligations to the students.

J. Zuk advises that the number one piece that HHAC is bringing forward is in municipalities in Ontario where Residential Rental licensing has been brought in, i.e. City of London, which directly relates to an increase in rent because the costs are passed onto tenants. HHAC is following the Ten Year Housing & Homelessness Plan and there are concerns with the possibility that this will increase rents.

Moved by J. Zuk, seconded by Mayor G. McNamara,

That a submission from the Housing and Homelessness Advisory Committee **BE SUBMITTED** to the Community Services and Parks Standing Committee and City Council identifying HHAC's concerns that the Residential Rental Licensing Pilot Study will increase rents in an already expensive rental housing market.

Carried.

4.2 Updates by Administration

4.2 Goal 1: Sustain & expand social housing & affordable housing supply Expiring Rent Supplements – Mitigating Strategy

As reported in September 2019 and again in September 2021, a number of Provincially funded RS/HA programs that are allocated to various priority populations including but not limited to chronic homelessness, survivors of domestic violence, survivors of human trafficking, youth, Indigenous Peoples and persons with disabilities are set to expire over the next 2 years as follows:

Program Name	Expiry Date	Current Households (at July 2021)	Approx Yearly Subsidy

Investment in Affordable Housing (IAH)	March 31, 2022	82	\$ 460,000
Strong Communities Rent Supplement (SCRSP)	March 31, 2023	195	\$ 1,164,000
Investment in Affordable Housing (Ext) – (IAHE)	March 31, 2024	203	\$ 1,400,000
IAHE – Social Infrastructure Funding (SIF)	March 31, 2024	48	\$ 190,000
SIF – Anti-Human Trafficking (SIF-AHT)	March 31, 2024	17	\$ 111,000
Ontario Priorities Housing Initiative (OPHI – HA) (yearly allocation)	March 31, 2022	6	\$ 30,000
TOTAL		551	\$ 3,355,000

Housing Services has been meeting and working with Program Administrators who are contacting and meeting with tenants who have a rent supplement expiring on March 31, 2022 (IAH). All effected tenancies have been granted PII status on the Windsor Essex centralized waitlist.

Administrators are working with tenants to facilitate a transfer to another housing program, where available (Canada Ontario Housing Benefit, Windsor Essex Housing Benefit, RGI (social housing units)) to be effective April 1, 2022. It is expected the majority of affected tenancies will transition to a Windsor Essex Housing Benefit (WEHB In an effort to ensure households currently in receipt of an expiring rent supplement find a replacement subsidy, the WEHB program has been paused (new tenancies) in order to preserve funding for our expiring IAH rent supplement tenancies to transition to a WEHB effective April 2022.

Further meetings will be initiated in late 2022 to review and plan mitigation strategies for the remaining expiries (2023 and 2024). At this time, Housing Services is not aware of any replacement provincial/federal funding to offset the expiring programs noted above.

Currently there is a pause on offering any new rent supplements in Windsor Essex as the remaining funding streams are fully allocated. Housing Services is monitoring the rent supplement claims and funding streams on an ongoing basis and will work with rent supplement administrators on any changes moving forward. Housing Services, Sector agencies and AMO have been advocating to MMAH to seek a solution and on-going/new funding to offset these expiring programs.

Housing Services is preparing a report to further advise Council on the above expiries and mitigation strategies currently underway.

Capital Funding Opportunities

There have been a number of funding announcements from the provincial and federal government to help shift the focus from emergency response to long-term solutions. Updates are provided in the table below.

Funding Stream	Funding Ministry	Amount	Month Allocation Received	Notes
Social Services Relief Fund (SSRF Phase 3)	Ministry of Municipal Affairs & Housing (MMAH)	\$6.8 million	March 2021	<p>The Additional funding to Service Managers provided under SSRF Phase 3 is intended to support COVID-related protocols and additional operating expenses at emergency shelters, Housing with Supports Homes, H4 and other organizations that serve vulnerable populations.</p> <p>This funding also supported two capital projects:</p> <ol style="list-style-type: none"> 1) The purchase of a hotel to be converted to an emergency shelter for up to 32 women and 16 families. This will achieve key recommendations in the Windsor Essex Emergency Shelter Review approved by City and County Councils in the summer of 2020. Renovations are underway and the shelter will open in early 2022. 2) A supportive housing project that will add 29 units that has not yet been announced, .
Social Services Relief Fund (SSRF Phase 4)	Ministry of Municipal Affairs & Housing (MMAH)	\$7.7 million	August 2021	The Province announced the fourth and final phase of the Social Services Relief Fund with an allocation of \$7.7 million. The focus for this stream of funding is long-

				<p>term housing based solutions for homelessness and to ensure an orderly wind down of initiatives funded through the first three phases of SSRF.</p> <p>Administration submitted an investment plan to MMAH on Sept 15th, which was approved on November 12th. The investment plan outlined the anticipated operating and capital projects that are currently under review. These investments will provide, on the operating side, the continuation of COVID related expenditures in homelessness and housing support programs and will yield an additional 18 affordable units in the City and the County (units are not mutually exclusive to SSRF Phase 4 as some projects received more than one stream of funding). More details to follow after provincial announcements are made.</p>
Canada-Ontario Community Housing Initiative (COCHI)	Ministry of Municipal Affairs & Housing (MMAH)	\$573,700	August 2021	<p>An additional funding allocation of \$573,700 to the COCHI program bringing the 2021-22 total funding to \$2,308,365 through the Community Housing Renewal Strategy to support community-housing providers.</p>
Reaching Home: Canada's Homelessness Strategy	Employment & Social Development Canada (ESDC)	\$2.9million	August 2021	<p>Communities are encouraged to use these additional Reaching Home funds to:</p> <ol style="list-style-type: none"> 1. Extend emergency COVID-19 measures 2. Invest in activities that promote housing stability 3. Undertake activities to prevent future inflows into homelessness <p>As part of the business case communities must clearly describe planned investments in housing placements / stability as well as activities that will help prevent</p>

				<p>homelessness, given their importance in containing the spread of COVID-19.</p> <p>This funding represents a one-time in year enhancement.</p> <p>Funds must be fully spent by March 31, 2022</p> <p>These funds are planned for an expansion of affordable housing units, consulting and professional services for the Housing Hub, renovations, and furnishings for a supportive housing project. Further details to follow after federal announcements have been made..</p>
Rapid Housing Initiative (RHI) – Round 2	Canada Mortgage & Housing Corporation (CMHC)	Cities Stream	June	<p>The Canada Mortgage and Housing Corporation announced the creation of 4,500 new affordable housing units across the country with an additional investment of \$1.5 billion through a Round 2 of the Rapid Housing Initiative (RHI). These housing units will support Canadians who are in uncertain housing situations, experiencing or at risk of homelessness, or living in temporary shelters because of the pandemic.</p> <p>The City of Windsor as Consolidated Municipal Service Manager for Windsor and Essex County received a priority allocation of \$9,337,117 in Round 2 to create a minimum of 35 units of new permanent affordable housing as part of the Cities Stream. The City submitted an application for 3 projects, 2 in the City and 1 in the County that meet the minimum unit count requirement on August 31, 2021 All 3 projects were approved by</p>

				CMHC in October 2021. Details will be provided once federal announcements are made on the successful projects. The initiative targets rapid housing and delivery of units within 12 months. CMHC will contribute up to 100% of funding to cover eligible residential construction costs.
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5. Date of Next Meeting

The next meeting will be at the call of the Chair.

6. Adjournment

There being no further business, the meeting is adjourned at 11:45 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR

Item No. 12.3



Committee Matters: SCM 13/2022

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

A special meeting of the **Executive Committee Board of Directors, Willistead Manor Inc.** is held this day commencing at 2:30 o'clock p.m. via Zoom, there being present the following members:

D. Sanborn, Chair
C. Gaudette
R. Gauthier

Also in attendance are the following Resource Personnel:

M. Staadegaard, Manager, Culture & Events
C. Menard, Cultural Development and Willistead Manor Coordinator
T. Graziano, Senior Manager, Facilities
S. Gebauer, Council Assistant & Executive Secretary to the Board
of Directors, Willistead Manor Inc.

Regrets:

J. Evans

1. CALL TO ORDER

The Chairperson calls the meeting to order at 2:35 o'clock p.m. and the Board considers the Agenda being Schedule "A" ***attached*** hereto, matters which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by R. Gauthier, seconded by C. Gaudette,
That the minutes of the Executive Committee Board of Directors
Willistead Manor Inc. meeting held October 14, 2021 **BE ADOPTED** as presented.

Carried.

3. REPORTS

3.1 Chairperson

D. Sanborn informs the Committee members that the Willistead Documentary, produced by Suede Productions, is complete and that a private

screening is being scheduled for the members of the Board of Directors. Vincent Georgie, Acting Associate Vice-President, External, at the University of Windsor, has offered the Performance Hall at the Armouries at the University of Windsor's School of Creative Arts (SoCA), for the viewing. A tentative date of December 9th, 2021, has been proposed.

The Committee members discuss forming an ad hoc sub-committee that would come up with the plan to roll out the documentary. The plan will include when, where and how the documentary will be shown to the public over the next one to two years. The sub-committee will be comprised of Colleen Gaudette, R. Gauthier, D. Sanborn, Nick Shields of Suede Productions and Christopher Menard.

3.2 Administration

Administration will provide a report at the regular meeting of the Board of Directors.

3.3 Treasurer

None.

4. NEW BUSINESS

The Committee members discuss the annual fundraising letter and it is suggested that all Board members review the mailing list prior to sending out the letters.

C. Menard, Cultural Development and Willistead Manor Coordinator, suggests that the letter also be shared electronically in order to capture a broader audience.

5. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held at the call of the Chair.

6. ADJOURNMENT

There being no further business, the meeting is adjourned at 3:01 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

SG
November 10, 2021

A meeting of the **Board of Directors, Willistead Manor Inc.** is held this day commencing at 3:00 o'clock p.m. via Zoom, there being present the following members:

D. Sanborn -- Chair
MJ. Dettinger
C. Dettinger
C. Gaudette
R. Gauthier
D. Langstone
K. Renaud

Regrets from Board Members:

J. Evans
C. Holt
A. Jahns

Also in attendance are the following resource personnel:

M. Staadegaard, Manager, Culture & Events
C. Menard, Cultural Development and Willistead Manor Coordinator
S. Gebauer, Council Assistant & Executive Secretary to the
Board of Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 3:11 o'clock p.m. and the Board considers the Agenda being Schedule "A" **attached** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by R. Gauthier, seconded by C. Gaudette,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held September 9, 2021 **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

The Board members discuss the draft of the fundraising letter, prepared by D. Langstone. D. Sanborn asks that a copy of the mailing list be forwarded to each

member for review and informs the members that the fundraising letter will be mailed by the end of November.

C. Menard, Cultural Development and Willistead Manor Coordinator, suggests that the letter also be shared electronically in order to capture a broader audience.

C. Gaudette informs the Board members that the photograph that was shared at the previous meeting, thought to be Mary Walker's townhouse, was in fact, not her townhouse.

4. CHAIRPERSON'S REPORT

D. Sanborn informs the Board members that the Willistead Documentary, produced by Suede Productions, is complete and that a private screening is being scheduled. Vincent Georgie, Acting Associate Vice-President, External, at the University of Windsor, has offered the Performance Hall at the Armouries at the University of Windsor's School of Creative Arts (SoCA), for the viewing. A tentative date of December 9th, 2021, has been proposed.

C. Menard asks that all Board members confirm their attendance at the private screening of the documentary, by November 19th, 2021. Due to the limited number people permitted at the venue, only Board members will be invited to attend. C. Menard adds that the space is set up for exactly this purpose and that the board will experience the viewing as though they are in a theatre. All social distancing guidelines will be followed.

D. Sanborn informs the Board members that an ad hoc sub-committee will be formed to create a plan for the roll out of the documentary.

Moved by D. Langstone, seconded by R. Gauthier,
That an ad hoc sub-committee, comprised of the C. Gaudette, R. Gauthier, D. Sanborn, N. Shields of Suede Productions and C. Menard **BE FORMED** to develop a plan for the roll-out of the documentary of Willistead Manor, produced by Suede Productions. The plan will include when, where and how the documentary will be shown to the public over the next one to two years.

Carried.

5. REPORTS

5.1 Management

M. Staadegaard, Manager, Culture and Events, informs the Board members that the Manor is still closed however, showings have resumed and bookings are being taken beginning April 1, 2021 for indoor events and early June for outdoor events.

C. Gaudette inquires about the status of the Paul Martin Gardens terrace construction. M. Staadegaard indicates that B. Calleja, has accepted another position within the corporation but will continue to work with the person that takes over this project, adding that this should not affect the timelines to host outdoor weddings.

M. Staadegaard informs the Board members that the Parks Department is currently working on the Bright Lights display at Jackson Park and that she continues to remind the Project Manager that any unused displays will be welcome at Willistead Park.

5.2 Treasurer

None.

6. COMMITTEES

6.1 Fundraising

None.

6.2 Community Relations and Promotion

None.

6.3 Acquisitions

R. Gauthier informs the Board members that he met with M. Staadegaard to discuss the historical exhibit in the Coach House and they discussed the process when selecting a specific design firm to complete the project, ensuring that they follow the City of Windsor's Purchasing By-law.

R. Gauthier suggests that a special meeting of the Board of Directors be scheduled in January 2022 and, that C. Renaud of HCA Mindbox be invited to make a presentation to the Board, so that he can share his vision for the project. The Board members discuss the advantages of meeting early in 2022, highlighting the fact that they would like to see the project begin as soon as possible.

6.4 Friends of Willistead

K. Renaud speaks about a meeting that the Friends of Willistead participated in, as members of the South Western Ontario Heritage Council (SWOHC), hosted by John R. Park Homestead, including over 30 different groups.

R. Gauthier proposes that the Friends of Willistead consider funding an antique frame for the picture of Mary Walker that could hang next to the picture of her husband, on the main floor of the Manor.

6.5 Education

MJ. Dettinger expresses her hope that the historical exhibit in the Coach House will be a draw for students and looks forward to being able to promote it.

6.6 Historical

None.

6.7 Event Planning Committee

C. Gaudette informs that there are no events planned at this time but hopes that something will be scheduled to coincide with the unveiling of the Hiram Walker Statue. C. Menard indicates that as plans come together for the July 1, 2022 weekend events, including the unveiling, he will keep the Board informed to ensure that the Manor is featured prominently as part of that celebration.

7. NEW BUSINESS

None.

8. DATE OF NEXT MEETING

A special meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday, January 13, 2022 at 4:00 o'clock pm.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 3:50 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY



Committee Matters: SCM 29/2022

Subject: Report of the Striking Committee of its meeting held January 17, 2022

**REPORT OF THE STRIKING COMMITTEE
of its meeting held
January 17, 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.

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

Also in attendance:

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

Declarations of Pecuniary Interest:

None Declared.

Your Committee submits the following recommendations:

1) That the Community Services and Parks Standing Committee **BE RENAMED** to the "***Community Services Standing Committee***".

2) That the resignation of Councillor Bortolin on the following Committees **BE ACCEPTED**:

Community Services Standing Committee
Windsor-Essex Community Housing Corporation
Transit Windsor Advisory Committee
Windsor Business Improvement Area Advisory Committee

3) That Councillor Francis **BE APPOINTED** to the ***Community Services Standing Committee*** for the term expiring November 14, 2022, or until successors are appointed.

4) That Councillor Kaschak **BE APPOINTED** to the ***Transit Windsor Advisory Committee*** for the term expiring November 14, 2022, or until successors are appointed.

MAYOR

CITY CLERK