THE CITY OF WINDSOR ONTARIO, CANADA

CITY OF WINDSOR AGENDA

Environment, Transportation & Public Safety Meeting

Date: Wednesday, January 31, 2024
Time: 4:30 PM

Location: Council Chambers, 1st Floor, Windsor City Hall

All members will have the option of participating in person in Council Chambers or electronically and will be counted towards quorum in accordance with Procedure By-law 98-2011 as amended, which allows for electronic meetings. The minutes will reflect this accordingly. Any delegations have the option to participate in person or electronically.

MEMBERS:

Ward 2 - Councillor Fabio Costante (Chairperson)

Ward 3 - Councillor Renaldo Agostino

Ward 4 - Councillor Mark McKenzie

Ward 8 - Councillor Gary Kaschak

Ward 9 - Councillor Kieran McKenzie

ORDER OF BUSINESS

Item # Item Description

1. **CALL TO ORDER**

READING OF LAND ACKNOWLEDGEMENT

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

2. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

3. **ADOPTION OF THE MINUTES OF THE ETPS STANDING COMMITTEE**

3.1. Adoption of the Environment, Transportation & Public Safety Standing Committee minutes (Excluding Transit matter items) of its meeting held November 29, 2023 **(SCM 321/2023)**

3.2. Adoption of the Environment, Transportation & Public Safety Standing Committee minutes (Transit matter items only) of its meeting held November 29, 2023 **(SCM 321/2023)**

4. **REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS**

5. **COMMUNICATIONS**

6. **PRESENTATIONS AND DELEGATIONS**

7. **COMMITTEE MATTERS**

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

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

8. **ADMINISTRATIVE ITEMS**

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

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

8.3. Relocation of Garbage Collection in the Alleys Bounded by Hall/Moy/Riverside Dr E/Assumption – City Wide **(S 3/2024)**

8.4. Response to CQ 35-2023 – Out of Town Buses – City Wide **(S 5/2024)**

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

8.6. Traffic Signal at Tecumseh Road E and Robinet Road – Ward 7 **(S 7/2024)**

8.7. Windsor's Sustainable Procurement Guide – City Wide **(S 163/2023)**

9. **TRANSIT BOARD ITEMS**

10. **ADOPTION OF TRANSIT BOARD MINUTES**

11. **QUESTION PERIOD**

12. **ADJOURNMENT**

Item No. 3.1

Committee Matters: SCM 321/2023

Subject: Adoption of the Environment, Transportation & Public Safety Standing Committee minutes of its meeting held November 29, 2023

Environment, Transportation & Public Safety Standing Committee Meeting

Date: Wednesday, November 29, 2023
Time: 4:30 o'clock p.m.

Members Present:

Councillors
Ward 2 - Councillor Fabio Costante (Chairperson)
Ward 3 - Councillor Renaldo Agostino
Ward 4 - Councillor Mark McKenzie
Ward 8 - Councillor Gary Kaschak
Ward 9 - Councillor Kieran McKenzie

PARTICIPATING VIA VIDEO CONFERENCE ARE THE FOLLOWING FROM ADMINISTRATION:

Sandra Gebauer, Council Assistant

ALSO PARTICIPATING IN COUNCIL CHAMBERS ARE THE FOLLOWING FROM ADMINISTRATION:

Mark Winteron, Commissioner, Infrastructure Services & City Engineer (Interim)
Shawna Boakes, Executive Director Operations / Deputy City Engineer
Tyson Cragg, Executive Director Transit Windsor
James Chacko, Executive Director, Parks & Facilitites
Tony Ardovini, Deputy Treasurer Financial Planning
Mark Spizzirri, Manager Performance Measurement & Business Case Development
Colleen Middaugh, Manager of Corporate Projects
Fahd Mikhael, Manager Design
Adam Pillon, Manager of Right-of-Way
Clare Amicarelli, Transportation Planning Coordinator
Emily Bertram, Emergency Planning Officer
Paul Mourad, Engineer III, Design Standards Lead
Amy Kurek, Technologist II
Patrick Muzyka, Engineer II
Adam Mourad, Engineer II
Anna Ciacelli, Deputy City Clerk

1. CALL TO ORDER

The Chairperson calls the meeting of the Environment, Transportation & Public Safety Standing Committee to order at 4:30 o'clock p.m.

2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None disclosed.

3. ADOPTION OF THE MINUTES OF THE ETPS STANDING COMMITTEE

3.1. Adoption of the Environment, Transportation & Public Safety Standing Committee minutes (Transit matter items only) of its meeting held October 25, 2023

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Gary Kaschak

THAT the minutes of the Environment, Transportation & Public Safety Standing Committee (Transit matter items only) meeting held October 25, 2023 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 284/2023

3.2. Adoption of the Environment, Transportation & Public Safety Standing Committee minutes (Excluding Transit matter items) of its meeting held October 25, 2023

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Mark McKenzie

THAT the minutes of the Environment, Transportation & Public Safety Standing Committee (Excluding Transit matter items) meeting held October 25, 2023 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 284/2023

4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

See item 8.9.

5. COMMUNICATIONS

None presented.

6. PRESENTATIONS AND DELEGATIONS

8.4. Vision Zero Action Plan Final Report - City-wide

Shawna Boakes, Executive Director, Operations/Deputy City Engineer

Shawna Boakes, Executive Director, Operations/Deputy City Engineer appears before the Environment, Transportation & Public Safety Committee regarding the administrative report entitled, “Vision Zero Action Plan Final Report – City Wide” and provides a brief summary of the Vision Zero plan and summarizes highlights of the overall goal, the steps required and items being implemented to achieve this goal including Canadian Vision Zero Adopters; Supplemental Vision Zero Implementation Plan; Recommended Initiatives for Immediate Action; Road Safety Management Process; Costs; Monitoring and Reporting; All-Way Stops & 40 km/h Residential Speed Limits; and References.

Nicholas Lamoreaux, Bike Windsor Essex and Ward 3 resident

Nicholas Lamoreaux, Bike Windsor Essex and Ward 3 resident appears before the Environment, Transportation & Public Safety Committee regarding the administrative report entitled “Vision Zero Action Plan Final Report – City Wide” and is available for questions.

Councillor Mark McKenzie inquires whether the data suggests that speed reduction will have a positive impact. Ms. Boakes indicates that posted speed reduction does not necessarily mean that drivers will reduce their speed.

Councillor Mark McKenzie inquires about the status of the implementation of automated speed enforcement. Ms. Boakes indicates that they anticipate a report to come forward in early spring to the Standing Committee as they are working with the vendor who won the tender from the city of Toronto to be able to finalize some data.

Councillor Mark McKenzie inquires whether the City is considering implementing pedestrian head start signals. Ms. Boakes indicates they are reviewing the data that will indicate where there is the highest volume of pedestrians which will lead to where to implement them.

Councillor Mark McKenzie inquires whether there is any data about a reduction of the number of drivers running red lights. Ms. Boakes indicates that there has not been a reduction and the numbers have been consistent since installation.

Councillor Mark McKenzie inquires whether there has been any discussion regarding increasing speed limits on collector roads in order to direct traffic away from residential roads. Ms. Boakes indicates no there hasn’t, but it is something to be considered once the data is available and has been reviewed.

Councillor Mark McKenzie inquires about any cost savings that may materialize with neighbourhood speed reduction as it relates to signage. Ms. Boakes indicates the cost would be based on the neighbourhoods chosen, they can sign all streets as 40 or they can sign the entrance to the neighbourhood as a whole.

Councillor Renaldo Agostino inquires whether administration has statistics of what the most effective implementation of speed reduction in neighbourhoods would be. Ms. Boakes indicates that there is not enough data regarding speed humps, the data they have suggests that bollards had more impact than speed limit signs.

Councillor Renaldo Agostino inquires whether bollards can be installed and kept year round. Ms. Boakes indicates that the bollards are removed during the winter months for snow removal, and they try to get them back out as soon as possible in the spring.

Councillor Renaldo Agostino inquires whether there is any data about speeding when the bollards are removed and whether it increases. Ms. Boakes indicates they don't have the data yet.

Councillor Renaldo Agostino inquires whether bollards are implemented in residential neighbourhood streets and would they be effective. Ms. Boakes indicates that the bollards are more challenging on residential streets that have alternating parking. Ms. Boakes adds that they could potentially implement them when turning off of the main roads onto the residential streets which may give the impression that there will be more throughout the neighbourhood which may deter them from entering the area so as to avoid them.

Councillor Gary Kaschak inquires about administrations thoughts on additional rumble strips throughout the city. Ms. Boakes indicates that they didn't see a significant speed reduction after the installation of the rumble strips, and the bollards were definitely much more effective.

Councillor Gary Kaschak inquires about the data that comes from the radar feedback signs. Ms. Boakes indicates that the data comes from a number of places ADT tubes are more inconspicuous and give a more accurate speed as drivers don't realize they are being clocked for speed and they also have radar trailers that are harder to acquire but are downloading the data quarterly.

Councillor Gary Kaschak inquires whether the Walkerville and Ouellette Avenue areas would be good locations to look at reducing speed limits. Ms. Boakes indicates that both are arterial roads which fall under major street category which haven't been considered, but once we have more data it may be something that can be presented to council for further direction.

Councillor Kieran McKenzie inquires about the process related to the development of the complete street policy, whether it will come back to this committee and then to council and how does that inform future street design for new infrastructure and how will it affect existing infrastructure reform. Ms. Boakes indicates that any policy that they develop will come back to committee and then to council. Ms. Boakes adds that they will be working with a number of different groups to develop the policy including engineering, planning and transit. They will also look at budgetary changes that will be affected as a result of the policy.

Councillor Kieran McKenzie inquires whether it is a reasonable expectation that as we look at reconstruction projects, in regards to the new policy, will we be looking to implement the new measures. Ms. Boakes indicates that once the policy is presented, council can direct administration in that regard.

Councillor Kieran McKenzie inquires whether a complete street policy applies in the context of rural cross sections the same as it would in other areas throughout the city. Ms. Boakes indicates that they would look at all the cross sections within the city to see how they would fit within the framework.

Councillor Kieran McKenzie indicates in order to implement some of this, there are going to be capital expenditures and the necessity to obtain equipment that they don't have and council will need to consider making investments. Ms. Boakes indicates that when the policy is being brought forward, the recommendations in the report would note what those implications would look like.

Councillor Kieran McKenzie inquires whether active transportation is going to form part of this vision zero conversation moving forward. Ms. Boakes indicates that annual reviews will help to identify how small changes can affect the budget in ways that haven't been considered.

Councillor Kieran McKenzie inquires whether the data will give us the tools to aid in developing standards across all neighbourhoods. Ms. Boakes responds that some neighbourhoods contain residential streets that are functioning as collector roads which would require us to change the by-law which is why they are considering implementing the changes by neighbourhood which would occur over an extended period of time.

Councillor Renaldo Agostino inquires whether the speed cameras will be permanent or will they be portable to be relocated to different areas. Ms. Boakes indicates that most municipalities are doing a rotation with their cameras between 3-4 months. They can only be installed in school zones and community safety zones and must be signed that the cameras will be implemented 90 days before they can start recording.

Councillor Renaldo Agostino inquires whether administration has statistics about how much revenue has been collected from red light cameras since their implementation. Ms. Boakes indicates that the revenue is approximately $500,000 which is split with the county.

Councillor Renaldo Agostino inquires whether that revenue can be put back into traffic calming measures. Ms. Boakes indicates they will have to report back to where the revenue is going.

Councillor Mark McKenzie inquires whether there will be an education component to this plan. Ms. Boakes indicate that the education portion is very important and administration will focus on educational campaigns.

Councillor Kieran McKenzie inquires on the enforcement side, are they able to use the tools being considered to be able to direct some enforcement resources to affected areas. Ms. Boakes indicates that they are trying to work more closely with law enforcement to share data and to encourage residents to report speeding concerns through the police website.

Councillor Kieran McKenzie asks the delegate Mr. Lamoreaux, if he can provide his perspective of concerns from the cycling community as it relates to items that could be addressed through this process. Mr. Lamoreaux indicates that he is in support of the report and that the report is heavily focused on the automobile and not so much on the pedestrian and active transportation users. He adds that there should be a greater collaboration with the active transportation user to be able to create a more cohesive plan.

Councillor Kieran McKenzie inquires as to the extent that the ATMP will be part of the Vision Zero process moving forward. Ms. Boakes indicates that the concept of what they are trying to achieve is zero death or major injury by making the roadways more comfortable for active transportation users, and adds that the two are tied together.

Moved by: Councillor Gary Kaschak
Seconded by: Councillor Renaldo Agostino

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

1. THAT the Vision Zero Action Plan provided as Appendix A and the Supplemental Action Plan provided as Appendix B to report S 33/2023 “Vision Zero Action Plan Final Report” **BE ADOPTED**; and,

2. THAT City Council **APPROVE** a transfer of funding in the amount of $40,000 from the Budget Stabilization Reserve, Fund 139, to a new capital project for salary and fringe costs for three Co-Op students for three school terms in 2024; and,

3. THAT City Council **APPROVE** a transfer of funding in the amount of $15,000 from the Budget Stabilization Reserve, Fund 139, to a new capital project for salary and fringe costs for a Co-Op Student for the first school term of 2025; and,

4. THAT City Council **APPROVE** a transfer of funding in the amount of $23,404.85 from the Budget Stabilization Reserve, Fund 139, to a new capital project to purchase and set up Traffic Engineering Software (TES) provided by True North Safety Group (TNS Group); and,

5. THAT the CFO/City Treasurer **BE DIRECTED** to include a new capital project in the 2024 10-year capital plan with funding as outlined above in order to action the Vision Zero Action Plan; and,

6. THAT Administration **BE DIRECTED** to bring forward initiatives in the Vision Zero Action Plan forward for funding consideration for future budgets in accordance with the Action Plan’s implementation plan; and,

7. THAT Administration **BE DIRECTED** to report back to Council annually with details of progress toward the Vision Zero Action Plan’s goals; and,

8. THAT Administration **BE DIRECTED** to carry out reviews of the Vision Zero Action Plan at the intervals specified in the Action Plan; and,

9. THAT Administration **BE DIRECTED** to report back on costing and implementation details to change residential speed limits to 40 km/hr city wide and that this report **BE PROVIDED** to a future Environment, Transportation & Public Safety Standing Committee meeting; and,

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

Carried.

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

8.2. CQ 13-2023 - Front Yard Parking Best Practice 2.2.2

Bobbie Bruneau, ward 4 resident

Bobbie Bruneau, ward 4 resident appears before the Environment, Transportation & Public Safety Committee regarding the administrative report entitled "CQ 13-2023 - Front Yard Parking Best Practice 2.2.2" and expresses concern with the lack of available on-street parking, alley maintenance and snow removal during the winter months as it relates to ease of access and overall quality of life and requests the by-law to be changed to allow for front yard parking.

Mary Touma, ward 3 resident

Mary Touma, ward 3 resident appears before the Environment, Transportation & Public Safety Committee regarding the administrative report entitled "CQ 13-2023 - Front Yard Parking Best Practice 2.2.2" and expresses concern with the lack of available on-street parking, alley maintenance and snow removal during the winter months as it relates to ease of access and overall quality of life and requests the by-law to be changed to allow for front yard parking.

Councillor Mark McKenzie requests that administration provide some background on how and why the policy was implemented. Adam Pillon, Manager Right of Way appears before the Environment, Transportation & Public Safety Committee regarding the administrative report entitled "CQ 13-2023 - Front Yard Parking Best Practice 2.2.2" and indicates that in 2010 by-law 25-2010 was created. The engineering best practice was created around this by-law to provide consistent rules and regulations around driveways. It wasn't intended for a specific area or ward. Appendix C relates to Additional Dwelling Units (ADU's) and has no bearing on the best practice. It specifically relates to the requirement for an ADU parking spot.

Councillor Mark McKenzie inquires whether this policy discourages ADUs as a result of the existing parking issues and how does the City plan to address this moving forward. Mr. Pillon indicates that as far as ADUs are concerned, the additional parking space is not required where there are hard-surface paved alleyways. In the rest of the city, front yard parking is allowed where there is no alley access.

Councillor Mark McKenzie inquires about what is being done with regards to the maintenance and safety of the alleyways as it relates to snow removal, lighting and security. Ms. Boakes indicates that through consultation with police, the intention of using the alley and having vehicles in the alley creates a presence which can deter vandalism and other issues. Ms. Boakes adds that there is an alley lighting policy that allows residents to request lighting within their alley through a petition process. The initial installation costs are divided amongst the beneficiary resident user area and maintenance costs are carried by the city.

Councillor Mark McKenzie requests that Administration clarify where permit parking is allowed. Ms. Boakes indicates that when a permit request is brought forward, they would need to look at

an entire area to implement permit parking with over a 90% petition process because there is a cost associated and maintenance.

Councillor Mark McKenzie inquires whether there is data that shows that when there are parking issues that permit parking can help or does it cause other problems. Ms. Boakes indicates that the problem can be compounded as a result of permit parking. She adds that where the problem previously existed, it is now pushed from one street to the next to the next.

Councillor Mark McKenzie asks Administration has there ever been an instance where we have waived the cost of permit parking for residents. Ms. Boakes indicates that there has not been an instance where the cost has been waived.

Councillor Mark McKenzie inquires about whether there is a policy for accessible parking. Ms. Boakes indicates that accessible on-street parking spaces are not reserved for any one person. Any person with an accessible permit can park in those spaces. If someone has a driveway access or garage off the alley, they are not eligible for an on-street accessible space.

Councillor Mark McKenzie inquires about the alley maintenance standards and whether there is a timeline to when that will be brought forward. Mark Winterton, Interim Commissioner, Infrastructure Services & City Engineer appears before the Environment, Transportation & Public Safety Committee regarding the administrative report entitled “CQ 13-2023 - Front Yard Parking Best Practice 2.2.2” and indicates that there is a great need and not enough funds to go around, he adds that alleys are meant to be safe, without obstruction, but lighting, draining, paving of alleys are not typically in the budget.

Councillor Renaldo Agostino inquires with the electrification of vehicles, have we thought about the next decade and how we are going to be charging our vehicles, will there be cable management on sidewalks. Mr. Winterton indicates that the City is thinking about that, but the evolution is going to push for electric charging stations in neighbourhoods. Mr. Winterton adds that we don’t intend for extension cords to be stretched across sidewalks. As battery life and charging capability expand, there may not be as big of an issue as currently presented.

Councillor Gary Kaschak inquires whether parking on one side of the street year round be an option that could help alleviate the burden. Ms. Boakes indicates that the current policy for changing parking on the street is resident driven. The resident would need to call to propose the change they would like to see and would need 60% approval from the affected residents.

Councillor Gary Kaschak inquires what the process is to allow a front yard driveway as it relates to applications and cost. Mr. Pillon indicates that the process would begin with a permit application with a fee of $227 and a $1000 deposit that is returned once the final inspection is completed. Front yard parking is required to have a hard surface at the front of the house within 1 year of the approval of the application.

Councillor Gary Kaschak inquires about residents with no driveway compared to residents that have an existing driveway that would like to add additional parking, would it be a similar process. Mr. Pillon indicates that the zoning by-law restricts hard surface within the front yard to 50%. If there is a paved alley access at the rear, you would not be allowed a permit as it currently stands. You could apply for a side yard driveway permit if space allowed.

Councillor Gary Kaschak inquires if someone was to get a front yard parking space, they would lose a spot in front of the house and whether that would equal out or is there more on-street parking lost as a result of the curb cut for the driveway. Mr. Pillon indicates that it could result in the loss of 2 to 3 parking spaces depending on the location of the driveway and the space between the next curb cut as you cannot park in front of a curb cut.

Councillor Gary Kaschak inquires whether the backyard parking off an alley would require any permit or inspection from the city. Mr. Pillon indicates that a permit is not required for residential access to an alley, but the zoning by-law would require a hard surface and as long as it does not drain towards the alley.

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Renaldo Agostino

THAT the report of the Technologist II, dated November 9, 2023, entitled “CQ 13-2023 - Front Yard Parking Best Practice 2.2.2” BE RECEIVED for information; and,

THAT the City of Windsor Bylaw 9023 which regulates vehicular parking within the limits of the City of Windsor on municipal streets, municipal parking lots, and private property BE AMENDED to allow for residents to apply for a minor variance to permit front yard parking in a residential district.

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

Aye votes: Councillors Renaldo Agostino and Mark McKenzie.
Nay votes: Councillors Kieran McKenzie, Fabio Costante, and Gary Kaschak.
Absent: None.
Abstain: None.

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Gary Kashack

Decision Number: **ETPS 972**
THAT the report of the Technologist II, dated November 9, 2023, entitled “CQ 13-2023 - Front Yard Parking Best Practice 2.2.2” **BE RECEIVED** for information.
Carried.
Councillors Mark McKenzie and Renaldo Agostino voting nay.

Report Number: S 150/2023
Clerk’s File: ST2023

8.6. Class Environmental Assessment for the Wyandotte Street East Extension and Jarvis Avenue - Ward 7

Diane Russett, Ward 7 resident

Diane Russett, Ward 7 resident appears before the Environment, Transportation & Public Safety Committee regarding the administrative report entitled “Class Environmental Assessment for the Wyandotte Street East Extension and Jarvis Avenue - Ward 7” and expresses concern with the

proposed extension of Wyandotte Street East to Jarvis Avenue as it relates to an increased volume of traffic, reduced air quality, reduced quality of life and sense of community.

Sondra Jacobson, Ward 7 resident

Sondra Jacobson, Ward 7 resident appears before the Environment, Transportation & Public Safety Committee regarding the administrative report entitled "Class Environmental Assessment for the Wyandotte Street East Extension and Jarvis Avenue - Ward 7" and expresses concern with the proposed extension of Wyandotte Street East to Jarvis Avenue as it relates to infrastructure, storm sewers and flooding and concludes by suggesting that the Jarvis street reconstruction be considered as a separate project from the Wyandotte extension.

Chris Jacobson, Ward 7 resident

Chris Jacobson, Ward 7 resident appears before the Environment, Transportation & Public Safety Committee regarding the administrative report entitled "Class Environmental Assessment for the Wyandotte Street East Extension and Jarvis Avenue - Ward 7" and inquires about the intention of the City of Windsor to replace storm sewers, based on the 2016 state of emergency with the flooding in the area, and which direction the water will flow; and concludes by inquiring about residents being able to hook up sump pump systems to the storm system; and what the LIP process and costs will be.

Councillor Gary Kaschak inquires whether the sewer on Jarvis a combined system. Fahd Mikhael, Manager, Engineering Design appears before the Environment, Transportation & Public Safety Committee regarding the administrative report entitled "Class Environmental Assessment for the Wyandotte Street East Extension and Jarvis Avenue - Ward 7" and indicates that there are separate storm and sanitary systems with side ditches. Administration indicates that the storm sewer will be connected towards Castle Hill. Administration adds that that during planning and design, the requirements for capacity are checked.

Councillor Gary Kaschak requests that Administration clarify the cost sharing to the residents. Administration indicates that there is a set rate for the sanitary and storm sewers, and anybody that is not currently served by one of those sewers would be charged a fee according to the current user fee schedule as well as the PDC connection. There are some other items missing such as curb and gutter which would be included in the Local Improvement Program (LIP).

Councillor Gary Kaschak requests confirmation if the costs are based on frontage of the properties. Administration indicates that the sewers are a per meter cost.

Councillor Gary Kaschak requests confirmation that if the Environmental Assessment on Wyandotte is approved by council, does this mean that Jarvis will be approved automatically, or does it still need to go through the LIP process. Administration indicates that this will approve the EA only, it does not include construction at this time as there is not enough money in the budget. If the full construction is approved, the LIP will come into play. Administration reiterates that this report refers to the approval of the Environmental Assessment only, the actual completion of the project would depend on funding being allocated as part of the Budget Deliberation process.

Councillor Kieran McKenzie inquires whether expropriation would be required in order to connect Wyandotte to Jarvis. Administration indicated currently, no. But if Wyandotte were to straighten out to connect to Dillon, this EA would need to be rejected and ask to pursue the expropriation of about 3 properties at about $1.5 million dollars.

Councillor Kieran McKenzie requests that Administration confirm that this proposed project would discourage people from using Wyandotte and to continue to use Riverside Drive to go east/west. Administration indicates that is the thought.

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Kieran McKenzie

Decision Number: **ETPS 976**

I. THAT Council **ENDORSE** the Project File Report for the Wyandotte Street East Extension and Jarvis Avenue Schedule 'B' Municipal Class Environmental Assessment as a planning document with recommendations supporting the Preferred Solution and Preferred Design as identified and prepared by the Engineering Department, City of Windsor, dated November 3, 2023; and,

II. THAT Administration **BE DIRECTED** to finalize the Project File Report for the Wyandotte Street East Extension and Jarvis Avenue Municipal Class Environmental Assessment and issue the Notice of Study Completion in accordance with the Municipal Class Environmental Assessment planning process to commence the minimum of 30-day review period immediately following finalizing the Environmental Assessment.

Carried.

Report Number: S 149/2023
Clerk's File: SW/14693

7. COMMITTEE MATTERS

7.1. Minutes of the Windsor Licensing Commission of its meeting held October 5, 2023

Moved by: Councillor Gary Kaschak
Seconded by: Councillor Renaldo Agostino

Decision Number: **ETPS 968**
THAT the minutes of the Windsor Licensing Commission meeting held October 5, 2023 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 280/2023

7.2. Minutes of the Vision Zero Stakeholder Group of its meeting held March 22, 2023

Moved by: Councillor Gary Kaschak
Seconded by: Councillor Mark McKenzie

Decision Number: **ETPS 969**
THAT the minutes of the Vision Zero Stakeholder Group meeting held March 22, 2023 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 129/2023

7.3. Essex Windsor Solid Waste Authority (EWSWA) Board Meeting Minutes from September 13, 2023

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Gary Kaschak

Decision Number: **ETPS 970**
THAT the minutes of the Essex Windsor Solid Waste Authroity (EWSWA) meeting held September 13, 2023 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 311/2023

8. ADMINISTRATIVE ITEMS

8.1. Feasibility of Crosswalk at Sunrise Assisted Living to Coventry/Reaume Park – Ward 6

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Renaldo Agostino

Decision Number: **ETPS 971**
THAT the report of the Engineer II dated September 13, 2023 entitled “Feasibility of Crosswalk at Sunrise Assisted Living to Coventry/Reaume Park – Response to CQ 9-2023, Ward 6” **BE RECEIVED.**
Carried.

Report Number: S 120/2023
Clerk’s File: SW2023

8.3. CQ 17-2023 – Intelligent Transportation Systems Solutions

Councillor Renaldo Agostino inquires whether administration is concerned that they are going to be moving traffic into residential neighbourhoods, which will be coming east off Crawford. Administration responds that based on the configuration of that area, no. If a truck would try to detour that way, they would be going down Crawford until they got to Wyandotte and then use

Wyandotte to get where they were going. Typically truck traffic flows westbound towards the bridge. Any traffic being detoured would likely be small vehicles.

Councillor Renaldo Agostino inquires whether there is any indication of when the trains come by. Administration responds that there isn't a confirmed train schedule and that the railways will never commit to a schedule as they are not required to.

Councillor Renaldo Agostino inquires whether administration has advocated for funding for some type of overpass to the upper levels of government. Mr. Winterton indicates that the availability of federal funding is directly tied to international traffic and is on a case by case basis and the study required is extensive.

Councillor Kieran McKenzie inquires whether administration can confirm that trains at grade crossings do not have a limit to the amount of time that they are allowed to block a crossing. Mr. Winterton indicates that as long as they are shunting, there is no time limit.

Councillor Mark McKenzie asks Administration if there has been any discussion with the local MPs or minister of transportation if they will be opening up the Rail Safety Improvement Program. Ms. Boakes indicates that they are planning on opening the program, but there has been no indication of the date.

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Kieran McKenzie

Decision Number: **ETPS 973**
THAT Council **APPROVE** the installation of Intelligent Transportation Systems Solutions on Tecumseh Road West East of Crawford as outlined in the Discussion section of the report; and,

THAT administration **BE REQUESTED** to implement the necessary legal agreements that may be required; and,

THAT funding in the amount of up to $90,000 excluding HST **BE APPROVED** and that the amount **BE FUNDED** through project ID 7709000 using existing approved capital funding.
Carried.

Report Number: S 142/2023
Clerk's File: MTR2023

8.5 Truck Route Study Update Report

Councillor Kieran McKenzie inquires about the timeline and how it will align with investments being made in the community and how it may affect the truck routes. Ms. Boakes indicates that we have provided the consultant with everything we have regarding new developments that have come through, and the routes review will need to be completed on an ongoing basis as areas of the city change and develop.

Councillor Kieran McKenzie inquires about authority or enforcement tools the municipality has with respect to compliance. Ms. Boakes indicates that Windsor police and the MTO have authority to enforce the truck routes

Moved by: Councillor Gary Kaschak
Seconded by: Councillor Mark McKenzie

Decision Number: **ETPS 975**
THAT the report by the Policy Analyst dated November 7, 2023 entitled, "Truck Route Study Update Report" **BE RECEIVED** for information.
Carried.

Report Number: S 144/2023
Clerk's File: SW/14579

8.7. Selection Criteria for Candidate Roads under the Local Residential Road Repair Program - City Wide

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Renaldo Agostino

Decision Number: **ETPS 977**
THAT Council **RECEIVE** this report as directed by C39/2023; and further,

THAT Council **APPROVE** the strategies and rationale for selecting and prioritizing local residential road rehabilitation under the Local Residential Road Rehabilitation Program, as outlined in this report.
Carried.

Report Number: S 147/2023
Clerk's File: SW2023

8.8. Howard Avenue / South Cameron Intersection Project, Abandonment of Gravel Road Drain - Ward 9

Councillor Kieran McKenzie inquires if the abandonment of this drain will put residents at greater risk of flooding. Administration indicates it is not going to change anything at this time, hopefully it will eventually be enclosed and based on the study that will happen for the drainage, it will cover the whole thing.

Councillor Kieran McKenzie inquires as far as the enclosure and potential investments for that area, there is no current budget allocated for that, but it could potentially move forward if council supported. Administration responds that is correct, there is no budget currently for that area but it will happen eventually.

Councillor Kieran McKenzie requests confirmation that the final phase will allow the City to proceed with the connecting South Cameron with Provincial. Administration confirms that is correct.

Councillor Mark McKenzie requests clarification of the definition of the word abandoned as it relates to the drain. Administration indicates that it will no longer be under the drainage act, but will still be maintained by the city and will eventually be enclosed.

Councillor Mark McKenzie inquires whether the residents have been informed or consulted about what the City is proposing. Administration indicates that will be done also, and approval of the administrative recommendation will allow them to start notifying the residents

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Mark McKenzie

Decision Number: **ETPS 978**

I. THAT Council **ACCEPT** the recommendation of the City Engineer to abandon the Gravel Road Drain, as shown on attached Drawing C-3767 to be addressed under Section 84 of the *Drainage Act*; and further,

II. THAT Council **DIRECT** Administration to send a notice to all owners of land assessed for the drainage works stating intention to abandon the Gravel Road Drain; and further,

III. THAT Council **DIRECT** the City Solicitor to prepare a By-law to abandon the Gravel Road Drain under Section 84 of The *Drainage Act*, provided that no owner of land assessed for drainage works submits a notice requesting that the report of an engineer be made on the proposed abandonment.

Carried.

Report Number: S 154/2023
Clerk's File: SW/13959

8.9. Response to CQ 24-2023 Regarding Minimum Standards, Vendor Warranties, and Construction Policies for Road Repair, Sewer Infrastructure, and Road Rehab Projects - City Wide

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Renaldo Agostino

THAT the report of the Commissioner, Infrastructure Services dated November 10, 2023 entitled "Response to CQ 24-2023 Regarding Minimum Standards, Vendor Warranties, and Construction Policies for Road Repair, Sewer Infrastructure, and Road Rehab Projects" **BE DEFERRED** to a future Environment, Transportation, & Public Safety Standing Committee meeting to allow for Administration to provide more information.
Carried.

Report Number: S 155/2023
Clerk's File: SW2023

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

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Gary Kaschak

Decision Number: **ETPS 967**
THAT Council **RECEIVE** the report of the Emergency Planning Officer, dated November 15, 2023 entitled "Emergency Management Program and Emergency Response Plan By-law"; and,

THAT Council **APPROVE** a By-law to adopt the City's Emergency Management Program and Emergency Response Plan (the "By-Law"); and,

THAT the City Solicitor **BE DIRECTED** to prepare the By-law.
Carried.

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

9. TRANSIT BOARD ITEMS

9.1. Transit Windsor 2024 Operating Budget - City Wide

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Kieran McKenzie

Decision Number: **ETPS 979**
THAT the Environment, Transportation and Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors **RECOMMEND** Transit Windsor's 2024 Operating Budget submission of $21,513,716, which is a $3,932,250 increase over the 2023 Budget to maintain current service levels; and,

THAT Transit Windsor's 2024 Operating Budget Submission **BE REFERRED** to Administration for consideration as part of the City's 2024 Operating Budget deliberations; and further,

THAT City Council **RECEIVE** the 2024 Operating Budget submission for information.
Carried.

Report Number: S 145/2023
Clerk's File: AFB/14256

9.2. Transit Windsor 2024 Operating Budget with Service Enhancements - City Wide

Councillor Kieran McKenzie requests that administration clarify that the transit board endorses the recommendations in the report. Tyson Cragg, Executive Director, Transit Windsor appears before the Environment, Transportation and Public Safety Standing Committee regarding the

administrative report entitled “Transit Windsor 2024 Operating Budget with Service Enhancements - City Wide” and responds that this committee acts as the board and assuming that it is endorsed by the board the enhancements will be considered in the overall budget.

Councillor Fabio Costante comments that this report will not come to council as a whole before the mayor tables the budget on January 9. This will be the last time that we can discuss this item before the budget is tabled.

Councillor Kieran McKenzie requests that Mr. Cragg speak briefly about the master plan and how the enhancements will advance us through that master plan. Mr. Cragg indicates that the enhancements further the master plan initiatives that we have been working through to focus on service improvements on areas of the city that are underserved due to frequency or lack of service. Also frequency improvements on the heavily used corridors specifically the north/south corridors.

Moved by: Councillor Kieran McKenzie
Seconded by: Councillor Mark McKenzie

Decision Number: **ETPS 980**
THAT the Environment, Transportation and Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors **RECOMMEND** Transit Windsor's 2024 Operating Budget submission totalling $978,820 to fund the budget increase required for the proposed service enhancements; and,

THAT Transit Windsor’s 2024 Operating Budget submission for the proposed service enhancements **BE REFERRED** to Administration for consideration as part of the City’s 2024 Operating Budget deliberations; and further,

THAT City Council **RECEIVE** the 2024 Operating Budget service enhancement submission for information.
Carried.

Report Number: S 156/2023
Clerk’s File: AFB/14256

10. ADOPTION OF TRANSIT BOARD MINUTES

None presented.

11. QUESTION PERIOD

None registered.

12. ADJOURNMENT

There being no further business, the Environment, Transportation & Public Safety Standing Committee is adjourned at 7:19 o'clock p.m. The next meeting of the Environment, Transportation & Public Safety Standing Committee will be held in January of 2024.
Carried.

Ward 2 – Councillor Costante (Chairperson)	Deputy City Clerk / Supervisor of Council Services

Committee Matters: SCM 340/2023

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

December 7, 2023

Windsor Licensing Commission

Meeting held December 7, 2023

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

Councillor Ed Sleiman, Chair
Councillor Angelo Marignani
Councillor Renaldo Agostino

Regrets received from:

Harbinder Gill
Jayme Lesperance

Delegations in attendance:

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

Also present are the following resource personnel:

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

1. Call to Order

The Chair calls the meeting to order at 9:36 o'clock a.m. and the Windsor Licensing Commission considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Disclosure of Interest

None disclosed.

3. Adoption of the Minutes

Moved by Councillor Angelo Marignani, seconded by Councillor Renaldo Agostino,

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

Carried.

4. Requests for Deferrals, Referrals or Withdrawals

None.

5. Communications

No Communications at this time.

6. Licence Transfers

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

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

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

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

Carried.

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

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

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

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

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

Carried.

7. Applications/Hearings

None.

8. Reports & Administrative Matters

None.

(a) Expired Application(s) for Business Licence

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

9. In Camera

No In Camera session is held.

10. Date of Next Meeting

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

11. Adjournment

There being no further business, the meeting is adjourned at 9:50 o’clock a.m.

Committee Matters: SCM 322/2023

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

Essex-Windsor Solid Waste Authority
Regular Board Meeting
MINUTES

Meeting Date: **Tuesday, November 7, 2023**

Time: **4:00 PM**

Location: **Essex County Civic Centre**
Council Chambers, 2nd Floor
360 Fairview Avenue West
Essex, Ontario N8M 1Y6

Attendance

Board Members:

Gary McNamara - Chair	County of Essex
Hilda MacDonald	County of Essex
Rob Shepley	County of Essex
Kirk Walstedt	County of Essex
Gary Kaschak – Vice Chair	City of Windsor
Kieran McKenzie	City of Windsor
Mark McKenzie	City of Windsor

EWSWA Staff:

Michelle Bishop	General Manager
Steffan Brisebois	Manager of Finance & Administration
Cathy Copot-Nepszy	Manager of Waste Diversion
Tom Marentette	Manager of Waste Disposal
Madison Mantha	Project Lead
Teresa Policella	Executive Assistant

City of Windsor Staff:

Anne Marie Albidone	Manager of Environmental Services
Shawna Boakes	Executive Director of Operations
Mark Spizzirri	Manager of Performance Management and Business Case Development

County of Essex Staff:

Mary Birch	Director of Council & Community Services/Clerk
Sandra Zwiers	County CAO

Absent:

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

1. Closed Meeting

A Closed meeting was held at 4:00PM

Moved by Gary Kaschak
Seconded by Mark McKenzie

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

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

65-2023
Carried

Moved by Rob Shepley
Seconded by Gary Kaschak
THAT the EWSWA Board rise from the Closed Meeting at 4:52 PM.

69-2023
Carried

2. Call to Order

Chair McNamara called the Regular meeting to order at 4:52 PM.

3. Declaration of Pecuniary Interest

The Chair called for any declarations of pecuniary interest and none were noted. He further expressed that should a conflict of a pecuniary nature or other arise at any time during the course of the meeting that it would be noted at that time.

4. Approval of the Minutes

Moved by Rob Shepley
Seconded by Gary Kaschak
THAT the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated September 13, 2023, be approved and adopted.

70-2023
Carried

5. Business Arising from the Minutes

There were no items raised for discussion.

6. Waste Diversion

A. Result and Award of Hazardous and Special Waste Tender

The Manager of Waste Diversion referred to page 12 of the agenda package. She stated the purpose of the report is to recommend that the Authority Board award the tender for the provision of equipment and labour for the receiving, loading, transportation and disposal services for the Hazardous and Special Products (HSPs) program to Green for Life Environmental Inc. (GFL) for the period January 1, 2024 to December 31, 2027 with an option at the Authority's discretion, for three (3) additional one-year extension or portions thereof.

She provided a history of the Authority's HSP depots. The depots were established to provide a diversion program for residents and small businesses to safely drop off household hazardous waste and to comply with various legislation including the Essex-Windsor Regional Landfill's Environmental Compliance Approval (ECA). Examples of materials dropped off at the depots include oil filters, paint, pressurized containers, pesticides and fertilizers.

This program has always been contracted out and the contractor manages the inbound material from the Public Drop Off (PDO) site and supports the removal of material at the sites located at Transfer Station #2 (T2) and the Regional Landfill (RL).

The Manager of Waste Diversion noted that this program is a key aspect of the Authority's waste diversion programming. In 2022, 621 metric tonnes were diverted from the RL.

GFL met all the compliance requirements of the tender. She noted that GFL holds the majority of HSP contracts with other Ontario municipalities.

GFL submitted a bid in the amount of $587,410 which will remain constant for the term of the program as there are no price adjustments included in the tender. The total bid price is comprised of two components: the annual material disposal cost bid and the annual labour bid. GFL would oversee the program onsite.

The Authority's 2024 budget has been updated to reflect the increased program costs. The 2024 budget will potentially increase by 66% for disposal and 27% for labour and will remain the same for the term of the contract. Other municipalities have seen increases as well for this program. The annual disposal costs will depend on what materials residents bring into the depot. The Authority works with the contractor to place these products in the Reuse Centre.

The Manager of Waste Diversion asked if there were any questions.

Kieran McKenzie asked if the Authority receives any support or funds for delivering this waste from upper level of government.

The Manager of Waste Diversion stated that 70% of the disposal costs for materials are paid for by the Producers and the rest is paid by the Authority.

Kieran McKenzie asked if the entire amount of material is being captured.

The Manager of Waste Diversion stated that year over year volumes for disposal have been consistent. The recent curbside audits conducted included HSP products and that data will be reported to the Board once available.

Kieran McKenzie asked if anyone provides curbside collection for this type of material.

The Manager of Waste Diversion stated that the City of Toronto operates a Toxic Taxi for residents who are not able to attend to a depot location.

The Chair asked if there were any further questions. No questions were asked.

Moved by Kieran McKenzie
Seconded by Mark McKenzie

THAT the Board award the HSP tender to Green for Life Environmental Incorporated for the provision of equipment and labour for the receiving, loading, transportation and disposal services for the operation of Hazardous and Special Products (HSP) and other materials program in Essex-Windsor as per the terms and conditions contained in their tender submission dated October 7, 2023 for the period January 1, 2024 to December 31, 2027, with the option to extend the Contract for three (3) additional, one-year extensions or portions of a year thereof at the absolute unfettered discretion of the Authority, and such extensions shall be under the same terms and conditions as contained within the executed Contract.

71-2023
Carried

7. Waste Disposal

A. Contract Extension for the Supply of Specialized Equipment Operators at Transfer Station #2 and the Essex-Windsor Regional Landfill

The Manager of Waste Disposal stated that the purpose of the report is to recommend a two (2) year contract extension to 1869096 Ontario Limited, (doing business as Canadian Transfer), for the supply of specialized equipment operators at Transfer Station #2 (T2) and the Regional Landfill (RL) for the period January 1, 2024 – December 31, 2025. The Authority owns the heavy equipment used at the RL and T2 and procures specialized equipment operators to operate the heavy equipment.

In 2020, the Authority Board approved a three (3) year contract with Canadian Transfer that contained extension options of up to two (2) additional years.

The Authority has been satisfied with the contractor's performance and recommends extending the contract due to the risk of potentially higher costs if this contract went out to tender.

The current contract document includes an annual hourly rate escalation provision equal to the increase in the year-over-year Consumer Price Index (CPI). The current 2023 operator rate per hour is $64.07, plus 1.76% HST. The 2024 operational plan and budget for specialized equipment operators includes an estimated CPI increase as well as an increase in operator hours to meet operational demands due to increased waste tonnages currently being received for disposal.

The Manager of Waste Disposal asked if there were any questions. No questions were asked.

Moved by Gary Kaschak
Seconded by Mark McKenzie

THAT the Board approve a two (2) year contract extension from January 1, 2024 to December 31, 2025 to 1869096 Ontario Limited, (doing business as Canadian Transfer), for the supply of specialized equipment operators at Transfer Station #2 and the Essex-Windsor Regional Landfill under the same terms and conditions of the original contract. Further, that the Chair and General Manager be authorized to execute the extension agreement.

72-2023
Carried

B. Leachate Management at the Regional Landfill – Verbal Report

The Manager of Waste Disposal provided a verbal update on the progress that has been made in anticipation of the arrival of the Reverse Osmosis (RO) plant. The report is being provided verbally as changes and progress are occurring daily.

To date, new underground electrical infrastructure has been installed to support the RO plant, including the procurement of two (2) new shipping containers that house transformers, electrical connections, and distribution panels. These containers also house an air compressor which will be used to operate valves in the new RO plant and the leachate concentrate pump that will be used to pump leachate concentrate (concentrated contaminants that did not pass through the RO membrane) to the top of the landfill tip face where it will filter through the waste mound. Potable water and fibre communication infrastructure has also been extended to these containers for health and safety reason as well as to monitor plant operations.

The Manager of Waste Disposal is receiving weekly updates from the manufacturer, Rochem, on the status of the plant in Germany. Rochem has advised that the plant is built and ready to ship and they are working with their logistics team to provide confirmation of a shipping date, port of entry and arrival date.

Rochem is also working through its logistics team to ensure that all required design and testing pursuant to Canadian Standards are in place. The Electrical Safety Authority has been provided a copy of the electrical drawings and specifications for their review.

Finally, the Authority is awaiting a permit from Ontario Hydro to connect our infrastructure and the arrival of the plant.

Moved by Hilda MacDonald
Seconded by Rob Shepley

THAT the Board receive the verbal report as information.

73-2023
Carried

8. Finance & Administration

A. 2024 Budget Deliberation

The General Manager stated that the purpose of the report is to recommend approval of the 2024 expenditure budget estimates as well as the budget estimates related to non-municipal revenue. The report also recommends approval of a 4.1% increase to the 2023 base amount budgeted to the City of Windsor and the seven (7) County municipalities. This increase equates to $591,170 and is comprised of two components. The first component is a $1.00 increase on the tipping fee assessed on waste delivered for disposal. The tipping fee will increase from $41.00 to $42.00 per tonne. This increase is approximately $112,370. The other component is an increase in the fixed amount assessed to the municipalities based on population which equates to approximately $478,800.

The General Manager stated that the 2024 municipal budgeted tonnes have remained unchanged from 2023.

As per the agreement that created the Authority, the Authority budget also has to be approved by the City of Windsor (City) and the County of Essex (County) subsequent to the budget being approved by the Authority Board.

The General Manager explained that the budget is reviewed by the Technical Staff Committee, which is comprised of both the City and County staff. In addition to the annual budget process, a 15-year forecast is also prepared and

she noted that the Authority is on track to meet the deadline of achieving a balanced budget by 2027 for existing services and service levels.

The General Manager stated that the 2024 document includes some capital expenditures for the Regional Food and Organic Waste Management Program for the construction of transfer facilities. No other program costs have been included in the 2024 document or in the 15-year forecast table as the costs are unknown at this time. Further, funding for these costs will ultimately come from the individual municipalities.

The 2024 budget estimates assume that current service levels are appropriate and will be maintained going forward. There are no new programs being proposed for 2024. The Authority projects a budget deficit of approximately $3 million dollars with funding for the deficit from the Rate Stabilization Reserve.

The General Manager referred to the graphic on page 23 of the agenda package that outlined the operating expenditures and the operating expenditure composition, for example contracted costs and fixed costs (debenture).

The General Manager referred to the graphic outlining the operating revenue on page 24 of the agenda package. She noted the majority of revenue, approximately $18 million is received from non-municipal sources. The remaining $15 million in revenue is received from the municipalities.

The General Manager referred to the Manager of Finance and Administration to provide a breakdown of the 2023 budgeted deficit versus the 2023 projected deficit. The Manager of Finance and Administration provided an overview of the following variances:

- An increase in revenue from both landfilled and non-landfilled material.
- An increase in revenue for the sale of recyclable materials due to higher commodity prices.
- A decrease in revenue for the sale of scrap metal due to less material received.
- An increase in the Host Compensation paid to the Town of Essex
- An increase in Regional Landfill Operating costs relating to site preparation for the RO system. The RO operating costs were not included in the 2023 budget.
- An increase in heavy equipment operator hours.
- A decrease in cost in the hauling and treatment of leachate.
- A decrease in the numbers of bins being hauled at the PDO.

- A projected favourable variance of $1,754,555.

The Manager of Finance and Administration also provided a breakdown of the 2023 budgeted deficit versus the 2024 budgeted deficit:

- Increase in tipping fees revenue in landfilled material.
- Increase in both municipal delivered refuse and fixed allocation costs.
- Contribution to Rate Stabilization Reserve to fund future leachate management costs.
- Decrease in Stewardship Ontario Blue Box funding.
- Increase in costs to manage leachate.
- Increase in debenture contribution.
- Increase in Host Compensation to the Town of Essex.
- Contribution to Regional Landfill Reserve to fund a long-term leachate treatment facility.
- A favourable variance of approximately $526,000.

The General Manager referred to the chart on page 27 of the agenda package that provided a breakdown of landfilled tonnes. She further summarized a number of financial assumptions and risks contained within the budget.

The General Manager referred to the tables on page 29 of the agenda package. She noted that there is still a downward trend in recycling revenue. The market has been volatile since the COVID pandemic started. Commodity prices are expected to remain low and this has been reflected in the budget document.

The General Manager referred to the Manager of Finance to provide an overview of the 2024 Capital Budget.

The Manager of Finance identified the significant capital items proposed in the budget document and further identified the funding source.

The General Manager presented the 15-year forecast and the recommendations included on page 32 of the agenda package.

The General Manager asked if there were any questions.

Kieran McKenzie commented that he is happy to hear about the methane gas capture. He further noted that there has been a significant migration into the City. He asked what kind of pressures and financial implications does that

cause the Authority when we see population growth. He also asked if it puts pressure on service that we have to budget.

The General Manager stated that as the region grows, the Authority is seeing an increase in material for disposal as well customer service calls and increased visits to the depots. As municipalities are delivering more material for disposal, that does put pressure to increase the 4.1% budgeted increases. We are in a favourable position due to the Blue Box transition to Extended Producer Responsibility (EPR). We are being able to mitigate these increases for now. The Authority is also looking at potentially increasing other diversion programs, i.e. mattresses and pallets. Similar to all municipalities, the Authority is facing extremely high inflationary pressures. and the Authority will continue to monitor and budget accordingly.

Mr. Walstedt referred to the $250,000 on page 72 of the agenda package regarding the leachate hauling and treatment of Landfill #3 (LF3). He commented that leachate has to be treated for 100 plus years. He asked what is the long-term plan for the treatment of this leachate. He noted that the City is paying 92% and the Municipality of Lakeshore (Lakeshore) was looking to build a park on the site after year 25.

The Manager of Waste Disposal stated there have been discussions with Lakeshore regarding the construction of a forcemain in previous years. Based on the outcome of the pilot test for the RO, there may be an opportunity to purchase a plant for that location. The Authority is looking to see how the RO plant works and continue discussion with Lakeshore.

Mr. Walstedt stated that the Belle River plant has been expanded but delivering the leachate there is the issue. He commented that it is something that we should look at and maybe a plant near the landfill would be the solution.

The Chair asked if there were any further questions.

Mr. Kaschak confirmed the municipal and commercial waste tonnage figures included in the budget document.

The General Manager provided clarification of those figures.

The Chair asked if there were any further questions. No further questions were asked.

Moved by Kieran McKenzie
Seconded by Hilda MacDonald
THAT the Board

1. Approve the 2024 **Expenditure and Revenue budget estimate figures** excluding the municipal Total Waste Management Fee (Tip Fee) and the municipal Fixed Cost Assessment.

2. Increase the **Total Waste Management Fee** by $1.00 per tonne to $42.00/tonne from $41.00/tonne. This is the fee assess to municipalities for each tonne of refuse delivered for disposal.

3. Increase the **Fixed Cost Assessment** to Windsor and the 7 County municipalities based on the following chart. Fixed costs are assessed based on population.

	2021 Census Population	**2024 Amount**	**2023 Amount**	**Difference**
WINDSOR	229,660	$5,591,890	$5,331,710	$260,180
AMHERSTBURG	23,524	572,780	546,120	26,660
ESSEX	21,216	516,580	492,540	24,040
KINGSVILLE	22,119	538,570	513,510	25,060
LAKESHORE	40,410	983,920	938,150	45,770
LASALLE	32,721	796,710	759,640	37,070
LEAMINGTON	29,680	722,660	689,040	33,620
TECUMSEH	23,300	567,320	540,920	26,400
TOTAL	**422,630**	**$10,290,430**	**$9,811,630**	**$478,800**

4. Approve the **Fee Schedule**, as attached to this report, exclusive of the municipal Total Waste Management Fee but inclusive of the per tonne rate increased outlined in the **Fee Schedule** for 2024.

5. That any resultant (deficit)/surplus from 2023 operations be contributed to or funded by the Rate Stabilization Reserve.

6. That any resultant (deficit)/surplus for 2024 be contributed to or funded by the Rate Stabilization Reserve.

74-2023
Carried

B. Update – County of Essex Council Motion Re: Regional Waste Collection

The General Manager referred to page 37 of the agenda package regarding an update to the County of Essex Council motion regarding the uploading of all waste collection to the County by its seven local municipalities (Regional Waste Collection).

The General Manager provided a summary of the background information contained in the report and described the process for uploading Regional Waste Collection. A triple majority vote by the municipalities was required to pass the By-law. Three of the seven local municipalities passed resolutions consenting to the County By-Law (the Town of Tecumseh, the Municipality of Leamington, and the Town of Amherstburg). However, the County By-law could still have come into force at any time should one of the four municipalities that had not consented, reconsidered their original motion.

At the October 4, 2023 meeting of County Council, a Notice of Motion was brought forward to rescind the By-law. The motion was passed by County Council. In accordance with the County's Procedural By-law, the motion and decision by County Council is considered a reconsideration of the Regional Waste Collection program and this matter cannot be considered again during this term of County Council.

The General Manager provided information on how this decision impacts the Authority and the status of waste diversion efforts in the region as well as the potential impact on the Regional Landfill. The Authority will also work on identifying the proper promotion and education (P&E) campaign for the SSO program and other potential waste diversion opportunities.

The Chair asked if there were any questions.

Kieran McKenzie stated that he is disappointed that this did not pass and is concerned about the Regional Landfill. We had the opportunity to work together on waste collection. He remains hopeful and is happy to hear the General Manager say that the Authority will be looking at other ways to divert waste from the landfill. He appreciates the work that Administration has done thus far and was proud to support this initiative.

The Chair asked if there were further questions. No questions were asked.

Chair McNamara stated that he was also disappointed and the problem is not going away. As the Mayor of Tecumseh, he hopes that will not have to site a new landfill in the future. He has hope in terms of finding other opportunities and solutions. The Chair commended the City on their decision regarding traditional waste collection and their partnership to make sure we divert as much as possible from the landfill. He commented that the protection of the landfill was missed and we can't do much as a whole County until 2026.

Moved by Rob Shepley
Seconded by Hilda MacDonald
THAT the Board receive the report as information.

75-2023
Carried

9. New Business

The General Manager introduced Madison Mantha, the new Project Lead for the Blue Box transition and Regional Food and Organic Waste Program implementation. Ms. Mantha is a Professional Engineer and most recently worked at Chatham-Kent as the Waste Diversion Manager and assisted with their Blue Box transition.

10. Other Items

No items were raised for discussion.

11. By-Laws

A. By-Law 12-2023

Moved by Rob Shepley
Seconded by Mark McKenzie
THAT By-Law 12-2023, being a By-law to Authorize the execution of an Agreement with Green for Life Environmental Incorporated for the provision of equipment and labour for the receiving, loading, transportation and disposal services for the operation of Hazardous and Special Products (HSP) and other materials program in Essex-Windsor as per the terms and conditions contained in their tender submission dated October 7th, 2023 for the period January 1, 2024 to December 31, 2027, with the option to extend the Contract for three (3) additional, one-year extensions or portions of a year thereof at the absolute unfettered discretion of the Authority, and such extensions shall be under the same terms and conditions as contained within the executed Contract.

76-2023
Carried

B. By-Law 13-2023

Moved by Rob Shepley
Seconded by Mark McKenzie
THAT By-Law 13-2023, being a By-law to Authorize the execution of an Extension Agreement between the Essex-Windsor Solid Waste Authority and 1869096 Ontario Limited, operating as Canadian Transfer for the Supply of Specialized Equipment Operators at Transfer Station #2 and the Essex-Windsor Regional Landfill for the period January 1, 2024 to December 31, 2025.

77-2023
Carried

C. By-Law 14-2023

Moved by Rob Shepley
Seconded by Mark McKenzie

THAT By-Law 14-2023, being a By-law to Confirm the Proceedings of the Board of the Essex-Windsor Solid Waste Authority be given three readings and be adopted this 7th day of November, 2023.

78-2023
Carried

12. Next Meeting Dates

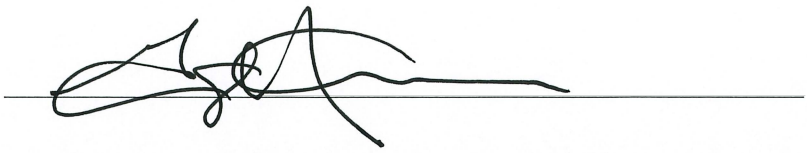
Tuesday, December 5, 2023

13. Adjournment

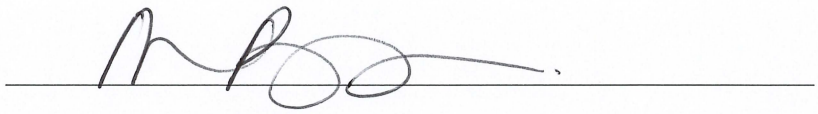
Moved by Hilda MacDonald
Seconded by Kieran McKenzie
THAT the Board stand adjourned at 6:15 PM.

79-2023
Carried

All of which is respectfully submitted.



Gary McNamara
Chair



Michelle Bishop
General Manager

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: S 168/2023

Subject: Energy Access and Poverty Pillar (EAPP) Report Requirement - Global Covenant of Mayors for Climate and Energy - City Wide

Reference:

Date to Council: January 31, 2024
Author: Michelle Moxley-Peltier
Community Energy Plan Administrator
519-255-6100 ext. 6109
mmoxleypeltier@citywindsor.ca
Asset Planning
Report Date: December 19, 2023
Clerk's File #: EI/14519

To: Mayor and Members of City Council

Recommendation:

THAT the report of the Community Energy Plan Administrator dated December 19, 2023 regarding the Energy and Poverty Pillar (EAPP) Report Requirement from the Global Covenant of Mayors for Climate and Energy **BE RECEIVED** for information.

THAT Council **RECEIVE** Windsor's Carbon Disclosure Project (CDP) 2023 Report Card as included in Appendix A for information.

THAT Council **ENDORSE** the development of the Energy Access and Poverty Badge requirements.

THAT Administration **BE DIRECTED** to report back to Council with the finalized Energy Access and Poverty Assessment, Targets, and Plan.

Executive Summary:

N/A

Background:

In 2015, the City of Windsor joined the Compact of Mayors (now referred to as the Global Covenant of Mayors for Climate and Energy (GCoM)), where towns or cities from around the world regardless of size have committed to accelerate ambitious, measurable climate and energy initiatives that lead to an inclusive, just, low-emission and climate resilient future, helping to meet and exceed the Paris Agreement objectives.

The Global Covenant of Mayors for Climate and Energy (GCoM) is the world's largest cooperative effort among mayors and city officials to report and monitor greenhouse gas

emissions, track progress, and evaluate climate change risks for municipalities. The GCoM established a common reporting platform through the Carbon Disclosure Project (CDP) to capture the impact of cities' collective actions on climate change through standardized measurement of emissions and climate risk, as well as demonstrate consistent, public reporting of their efforts. This common reporting platform is updated from time to time to address emerging concerns.

Upon signing onto the GCoM, the City committed to complete and report on the following within three years:

- A greenhouse gas emissions inventory for the City within the Global Protocol for Community-Scale Greenhouse Gas Emissions Inventories (GPC);
- An assessment of the climate hazards faced by the City of Windsor;
- The City of Windsor's greenhouse gas emissions reduction target;
- The climate vulnerabilities faced by our City; and
- Our plans to address climate change mitigation and adaptation.

The City of Windsor fulfilled these requirements in 2017. Since 2016, the City of Windsor has reported the City's climate related actions annually through the CDP. CDP began "scoring" municipalities in 2018. Since scoring began, The City of Windsor has not received an overall score of less than A-, which corresponds to the Leadership level, the highest level attainable.

In 2021, CDP partnered with ICLEI – Local Governments for Sustainability to create a new reporting platform named CDP-ICLEI Unified Reporting System to CDP-ICLEI Track. This platform tracks and measures member cities' climate actions and allows reporting to several initiatives such as numerous ICLEI initiatives, C40 Cities Climate Leadership Group (C40), World Wildlife Fund (WWF), and Global Covenant of Mayors at the same time.

Discussion:

Each year, the CDP provides feedback to municipalities on how to improve upon their reporting obligations. The CDP also releases a "report card" for municipalities as a method to compare actions amongst cities. On an annual basis, the CDP publicly releases its Cities A List. The Cities A list recognizes cities that have received the highest score for their transparency and bold climate action, and celebrates their achievements, vision, and commitment in the fight against climate change.[1]

In 2023, the City of Windsor received an overall score of "A" which places us in the "Leadership" category among municipalities. The City of Windsor was one of 119 global cities to receive an A score and is listed on CDP's Cities A List. A leadership city demonstrates best practice standards working towards climate change adaptation and mitigation, has set ambitious but realistic goals, and has made progress towards achieving those goals. Cities in the Leadership category have strategic, holistic plans in place to ensure the actions they are taking will reduce climate impacts and vulnerabilities to the citizens, businesses and organizations residing in their city.

[1] Cities scores - CDP

The 2023 Cities questionnaire was aligned to a global network of initiatives such as:

- Race to Zero,
- Race to Resilience,
- ICLEI initiatives,
- Global Covenant of Mayors Badges,
- WWF's One Planet City Challenge, and
- NetZeroCities.

By reporting to CDP-ICLEI Track through the cities questionnaire, jurisdictions fulfil their reporting commitments as part of these initiatives as well if they are signed on to participate. Currently, Windsor is only signed onto the Global Covenant of Mayors. However, this common reporting framework will allow the City of Windsor to efficiently report to other global network initiatives in the future as approved by City Council.

Windsor's 2023 Report Card is included in Appendix A.

Global Covenant of Mayors Compliance Badges

In 2022, GCoM's Common Reporting Framework (CRF) was expanded to include the Energy Access and Poverty Pillar (EAPP). Launched at COP 27, the EAPP builds on the attributes of secure, affordable, and sustainable energy.

GCoM was provided Windsor's responses to the 2023 CDP Cities questionnaire. Responses were reviewed against GCoM compliance badge requirements and where applicable, compliance badges were awarded. Starting in 2024, awarded badges will be shared with the global community on its website.

GCoM compliance badges are organized around the three pillars of the GCoM (mitigation, adaptation, and access to energy) and capture a municipality's progress through the phases and milestones of each pillar. Using Figure 1 below for example, the 'Mitigation' badge is comprised of three phases: 'Inventory', 'Target', and 'Plan'. A city earns a badge when the information reported meets the requirements for a corresponding phase after submitting information via the CDP-ICLEI Track reporting platform.[2]

[2] 23. How does the GCoM display and promote progress? - Global Covenant of Mayors

Figure 1: GCoM Compliance Badges

Badge	Phase	Windsor's 2023 Compliance Status[3]
Mitigation	Inventory	Compliant
	Target	Compliant
	Mitigation Plan	Compliant
Adaptation	Climate Risk & Vulnerability Assessment	Compliant
	Goal	Compliant
	Adaption Plan	Compliant
Energy and Poverty	Assessment	Non-Compliant
	Goal	Non-Compliant
	Plan	Non-Compliant

The process to award badges is the following:

- Reported data and plans are checked against the GCoM CRF requirements;
- Municipalities receive feedback on the data reported; and
- Municipalities are formally awarded their badges by their Regional Covenant.

The Energy Access and Poverty (EAP) requirements were first defined in the common reporting framework in November 2022 with a 2-year window for compliance for the energy and poverty assessment and goal setting, while a 3-year window has been provided for compliance for the EAP plan. For the City to be in compliance with the new EAP requirements, the Assessment and Goal Setting will need to be completed by December 2024 with the Action Plan developed no later than December 2025. At this time, the non-compliance is not impacting our CDP leadership rating.

Energy Access and (EAP) Badge requirements

EAP are important elements for the sustainable development, resilience, and well-being of cities and local governments. Strategies and measures undertaken by cities should address multiple pillars at the same time (i.e. mitigation and energy access/poverty) and supports a just transition to a low-carbon economy. To earn the EAP badges, local governments work to develop and implement policies that facilitate energy access and/or reduce energy poverty and shall undertake measures to:

[3] GCoM compliance/non-compliance assessment and language

- Contribute to achieving Sustainable Development Goal (SDG) 7 (Affordable and Clean Energy) by ensuring access to affordable, reliable, sustainable and modern energy for all;
- Contribute to increasing the level of energy access within the boundary of jurisdiction;
- Contribute to reducing energy poverty within the boundary of jurisdiction; and
- Track progress toward these objectives.

Local governments shall respect the Energy Access and Poverty Pillar (EAPP) reporting requirements which aligned with the requirements for climate change mitigation and adaptation. The EAPP structure consists of:

- Assessment;
- Target setting; and
- Action Planning.

Windsor's Next Steps

As mentioned above, the EAP requirements were first defined in November 2022 with a 2-year window for compliance for the assessment and goal setting and a 3-year window of compliance for the plan development. Though much of the data required to report on the mandatory global indicators is already available, the City currently has not completed a formal assessment, set goals or targets, or developed an implementation plan.

To achieve the EAP assessment badge requirement, Windsor must complete an EAP assessment report that includes selected energy attributes for the North America region and include consideration for sustainable, affordable, or secure energy.

For the EAP Target badge, Windsor is required to report a general target that defines the estimated percentage increase of energy access and/or decrease in energy poverty in 2030 in line with our region's selected attribute.

Lastly, for the EAP Plan, Windsor is required to provide either a standalone Energy Access Action Plan or integrate energy access and poverty actions within the mitigation or adaptation plan(s).

Energy Poverty in Windsor

Though 100% of households in Windsor have access to electricity and/or natural gas not all households find energy affordable. To support the national discussion around energy poverty, the Canadian Urban Sustainability Practitioners (CUSP) developed an Energy Poverty and Equity Explorer tool using the 2016 census data to visualize different levels of home-energy cost burdens, along with other variables such as housing quality and affordability indicators, income and poverty status indicators at various geographical scales. This tool allows Administration to look at energy poverty nationally, regionally, and locally down to the census track.

Based on the 2016 Census, 35% of Windsor homes were experiencing a high home energy cost burden, which means that over 6% of the household income was spent on

energy costs. 14% of Windsor homes have a very high home energy cost burden (>10% of income) and 6.5 % have an extreme high home energy cost burden (>15% of income).

The EAP assessment will provide an opportunity to work with key stakeholders including ENWIN, HydroOne, Enbridge and local support agencies to develop a full understanding of energy access and poverty in Windsor, along with an understanding of programs currently available to support individuals with maintaining energy access. This assessment will also inform the Net-Zero Transition Plan currently under development.

2024 GCoM Canada Implementation Cohort

In December 2023, the City of Windsor was approved to participate as a member of the 2024 GCoM Canada Implementation Cohort alongside, Beaconsfield (QC), Courtenay (BC), Durham (ON), Fredericton (NB), Guelph (ON), Halifax (NS), Hamilton (ON), Huron-Kinloss (ON), Laval (QC), Mississauga (ON), Ottawa (ON), Saskatoon (SK), St Catharines (ON), and St. John's (NL). This project is supported by the European Union Delegation in Canada. This cohort has been tailored to attend to three primary challenges faced by participating cities:

1. Identifying and Securing Capital and Operations Funding.
2. Working across Municipal Departments and Community Partners.
3. Maintaining, Monitoring, and Evaluation.

As part of the application to participate in this cohort, Administration highlighted the need to complete the EAP requirements. As part of the cohort each participant will receive one tailored deliverable from the Cohort Convener to help address their unique implementation challenge. Assistance with the development of the EAP requirements will be proposed as the primary deliverable requiring support.

This Cohort will start in January 2024 and run through September 2024 and there is no financial commitment to participate. It is the goal of the Environmental Sustainability and Climate Change staff to have a completed EAP Assessment and goals by the end of 2024 with the Plan completed no later than the spring of 2025. However, as the CDP/GCoM reporting is completed in July of each year, Administration does not expect to be compliant with the EAP badges until 2025.

Risk Analysis:

There are no significant risks associated with completing the requirements to achieve the EAP badges. As the CDP Cities Questionnaire scoring methodology is updated annually with increasingly stringent requirements, the City of Windsor is at risk dropping off of the A Cities list, should EAP badges become a critical measure in 2024 or beyond.

There is a minor risk that existing staffing resources will be challenged to complete these requirements within the 2- and 3-year timeline provided by GCoM. However, these efforts compliment other strategies currently underway (i.e. Net Zero Transition Plan) and opportunities exist to align effort and reduce duplication of work.

Climate Change Risks

Climate Change Mitigation:

Completing the EAP requirements will give Administration more insight into the challenges around energy affordability in our community, and inform the actions set forth in the upcoming Net-Zero Transition Plan. In addition, the 2017 Community Energy Plan will be reviewed to identify strategies that can be used to support the EAP requirements.

Climate Change Adaptation:

Undertaking the EAP requirements will not impact the strategies set out in the City's Climate Change Adaptation Plan. However, the Climate Change Adaptation Plan will be reviewed for strategies that support the EAP requirements.

Financial Matters:

Administration is expecting to complete the EAP requirements in-house with additional support provided through the 2024 GCoM Canada Implementation Cohort.

Consultations:

None

Conclusion:

In 2023, the City of Windsor was acknowledged by the Carbon Disclosure Project with another A for Climate Leadership. Also in 2023, the City of Windsor's environmental efforts were accessed for the first time against GCoM's new Energy Access and Poverty Pillar requirements and found to be non-compliant. With the new requirements, the GCoM is providing a 2- and 3-year window for compliance. Undertaking the required actions under this pillar will provide the City with a more detailed understanding on current energy access and poverty in the Community. This heightened understanding will help strengthen our Community's climate action by developing opportunities to address energy access and poverty to help ensure a just transition to a low-carbon economy.

Planning Act Matters:

N/A

Approvals:

Name	Title
Karina Richters	Supervisor, Environmental Sustainability & Climate Change
Josie Gualtieri	Financial Planning Administrator

Name	Title
Natasha Gabbana	Senior Manager Asset Planning
Janice Guthrie	Commissioner of Finance and City Treasurer
Jelena Payne	Commissioner of Economic Development and Innovation
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

01 – 2023_Cities_City_of_Windsor_ON (Report Card)

2023 FEEDBACK REPORT

This report provides information on your jurisdiction's score on the 2023 Questionnaire, how it compares with others and insights on how to improve climate action and transparency.

Your jurisdiction's reported data has been scored against the CDP Scoring Methodology. Scores are private to jurisdictions, though highest scoring jurisdictions are publicly recognized in our annual 'A List'.

Request a score feedback call

Email: citiesna@cdp.net

YOUR SCORE

City of Windsor, ON

Region Canada

Country/ area Canada

A

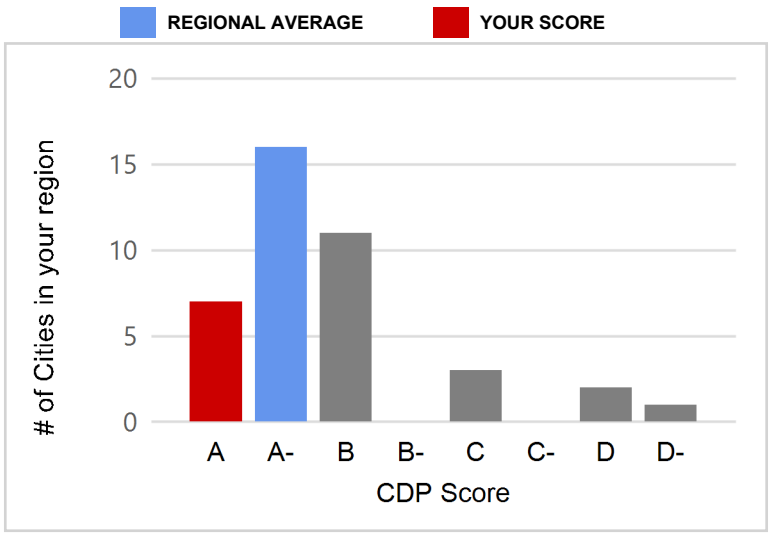
Leadership Level

Your jurisdiction has demonstrated best practice standards across adaptation and mitigation, has set ambitious goals and has made progress towards achieving those goals.

COMPARE YOUR SCORE

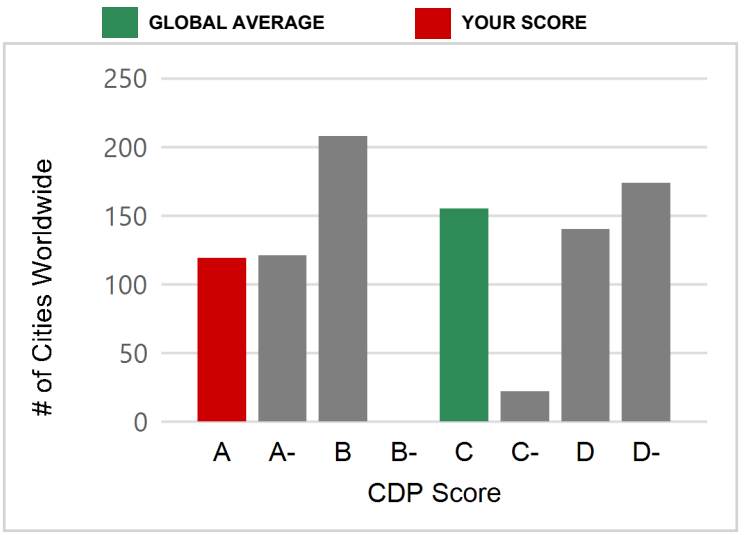
REGIONAL DISTRIBUTION

Average : A-



GLOBAL DISTRIBUTION

Average : C



THEMATIC SCORES

ADAPTATION SCORE

A

Regional Average
A-
Global Average
B

Your jurisdiction has a clear understanding of the impacts and risks climate change poses to your jurisdiction, you have implemented an adaptation plan and are tracking progress towards your adaptation goals.

MITIGATION SCORE

Regional Average
B
Global Average
C

A

Your jurisdiction has a clear understanding of your emissions breakdown, you have implemented a mitigation plan, and are demonstrating progress towards science-based climate targets.

ESSENTIAL CRITERIA

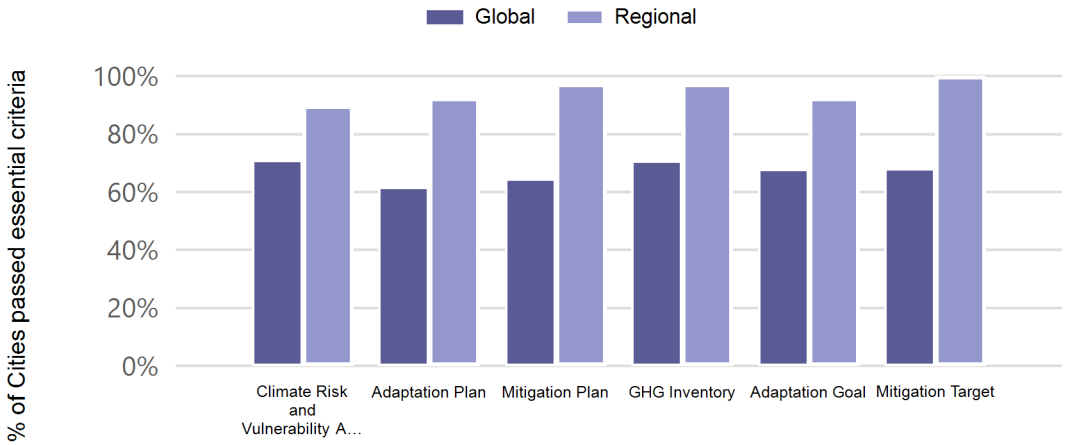
Awareness, Management and Leadership bands have essential criteria which must be met to receive a score within those bands.

For example, regardless of whether all other criteria are met:

- To achieve an Awareness score, Awareness essential criteria must be met.
- To achieve a Management score, Awareness and Management essential criteria must be met.
- To achieve a Leadership score, Awareness, Management and Leadership essential criteria must be met.
- To achieve an A score, Awareness, Management, Leadership and the additional A List essential criteria must be met.

Climate Risk and Vulnerability Assessment	☑	Your jurisdiction has undertaken a climate risk and vulnerability assessment. This is a key component of climate action, and therefore one of the essential criteria of CDP scoring. For best practice guidance to inform future updates and advance this assessment click here.
Adaptation Plan	☑	Your jurisdiction has a plan that addresses climate adaptation. This is a key component of climate action, and therefore one of the essential criteria of CDP scoring. For best practice guidance to inform monitoring, evaluation, progress reporting and future updates to this plan click here.
Mitigation Plan	☑	Your jurisdiction has reported that it has a plan that addresses climate mitigation adaptation. This is a key component of climate action, and therefore one of the essential criteria of CDP scoring. For best practice guidance to inform monitoring, evaluation, progress reporting and future updates to this plan click here.
GHG Inventory	☑	Your jurisdiction has a community-wide emissions inventory. This is a key component of climate action, and therefore one of the essential criteria of CDP scoring. For best practice guidance to inform future updates to your emissions inventory click here.
Adaptation Goal	☑	Your jurisdiction has an adaptation goal. This is a key component of climate action, and therefore one of the essential criteria of CDP scoring. For best practice guidance to track and progress your goal to drive climate resilience Click here.
Mitigation Target	☑	Your jurisdiction has a fully reported mitigation target. This is a key component of climate action, and therefore one of the essential criteria of CDP scoring. For best practice guidance on how to track and monitor progress, including A list requirement click here. For 2023, your jurisdiction was also scored on the strength of its mitigation target. For more information regarding this, please click here.

Globally and regionally reported



Explore CDP Data - click here

Step up your climate action Click here for the next steps document

Click here to share your 2023 CDP response or score with the world.

Understand the Scoring Methodology - click here

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: S 6/2024

Subject: Results of Test Pilot of Garbage Relocation in Ward 3 – City Wide

Reference:

Date to Council: January 31, 2024
Author: Anne-Marie Albidone
Manager, Environmental Services
519-974-2277 ext. 3123
aalbidone@citywindsor.ca
Public Works - Operations
Report Date: January 12, 2024
Clerk's File #: SW2024

To: Mayor and Members of City Council

Recommendation:

THAT the report from the City Engineer dated January 4, 2024, **BE RECEIVED** for information; and,

THAT administration **BE DIRECTED** to move residential garbage and yard waste collection from alley to curbside, wherever possible, effective April 1, 2025.

Executive Summary:

N/A

Background:

At the September 5th, 2023 Council meeting, Administration brought forward report C 69/2023 with a recommendation to issue the 2025 Garbage Collection Contract RFP, removing as many alleys as possible from the contract. Council directed Administration to issue the RFP with optional bidding for alley garbage collection in the alleys that collection is currently being provided and additionally:

***THAT** Administration **BE DIRECTED** to conduct a pilot project in the Pelissier/Victoria alley between Tecumseh Rd. W. and Jackson St, as well as the Dougall/Church alley between Tecumseh Rd. W. and Wahketa St. whereby garbage will be temporarily relocated from alley collection to curbside collection for a minimum of 8 weeks; and,*

***THAT** Administration **REPORT BACK** on the information learned during the pilot project;*

This report will provide Council with information obtained during the pilot project in the noted alleys.

Discussion:

The pilot project occurred in the targeted areas between October 16th, 2023 and December 8th, 2023. During this time, garbage was collected curbside, in front of homes, instead of in the alley. Following this period, garbage was once again collected in the alley and continues the same to this date.

For ease of reference, throughout the remainder of the report, the Victoria/Pelissier alley from Tecumseh Rd W to Jackson St shall be termed Test Area 1, and the Church/Dougall alley from Tecumseh Rd W to Wahketa shall be termed Test Area 2.

The pilot project area included 64 residences in Test Area 1, and 114 residences in Test Area 2. On October 3, 2022, residents of the affected areas were notified of the pilot project via hand delivered letters. Although it was anticipated that some residents would forget, or may not have read the notice in time for their next collection, most residents relocated their garbage to curbside without issue. The table below shows the level of participation.

Week	Number of homes with garbage still in alley
1	8
2	4
3	2
4	2 (second letter delivered to addresses)
5	1
6	1
7	0
8	0

At the end of the pilot project, letters were once again hand delivered to residents reminding them that garbage was moving back to alley collection and asking them to take a short survey on their experience during the pilot project. The survey (Appendix 1) was posted from December 6th to December 15th. In total, 31 responses were received: two by telephone and 29 online. Of the residents in Test Area 1, 23% of residents responded to the survey while in Test Area 2, 12% of residents responded.

Residents were asked about garbage storage before and during the pilot project. Prior to the pilot project, 24% of respondents stored their garbage close to their home while

76% of respondents stored their garbage near or in the alley, with 41% storing their garbage in the alley. During the pilot project, 65.5% of respondents stored their garbage close to the home and only 34.5% of respondents continued to store their garbage near or in the alley.

The survey asked respondents to indicate how easy it was to put their garbage at the curb instead of the alley: 52% noted it was more, or much more difficult, while 48% noted it was about the same or much easier. In isolation, this question appears to be split in the results. However, when we look at the results of this question in relation to the storage location question, we get a better understanding of the impact. Those that noted no difference in effort, or found it easier, stored their garbage close to their home during the pilot project. Those that responded that they found curbside collection more difficult almost all kept their garbage stored near or in the alley. We can therefore surmise that the impact of moving garbage collection to the curb can be mitigated if residents have the ability to store their garbage close to the house instead of in or near the alley. Respondents had an opportunity to leave a comment following the ease-of-use question. Five comments were received. Two respondents expressed difficulty bringing their material from the alley to the curb; three residents left positive comments about their experience with one resident "loving" the change; one comment noted that curbside collection made sense due to how narrow the alley was in their location; one resident commented that their container was stolen from the alley three times.

The survey next looked at litter in the alley. Overall 31% of respondents noticed less or a lot less litter in the alley during the pilot project while 48% didn't notice a difference and 14% reported they didn't take note of litter one way or the other.

Finally, the survey asked *"If collecting garbage at the curb in front of your house is more cost efficient, how supportive would you be to have your garbage permanently collected at your front curb?"*. Of the respondents, 41.4% were somewhat or very supportive while 48.3% were completely or somewhat unsupportive and 10% were indifferent. When comparing the results of this question to some of the other questions, we discovered that, of the 14 unfavorable support responses, 13 of those also indicated difficulty setting the material to the curb and 8 of those continued to store garbage in the alley.

Administration also required the collection contractor to undergo a time study to determine if moving the garbage to curbside had any impact on collection operations. The table below indicated the time it took to collect each of the test areas for two weeks prior to the pilot project and two weeks in the pilot project. By the end of the pilot project, with all residents participating in curbside collection, the collector was able to find efficiencies and collect in less time then when collecting garbage in the alley. This seems to suggest that, in general, moving garbage collection out of alleys would require less labour hours to complete, which in turn would result in lower costs.

Pilot Project Area	**Prior to Pilot** *October 3*	**Prior to Pilot** *October 11*	**During Pilot** *October 17*	**During Pilot** *October 31*
Test Area 1	16m:20s	18m:30s	18m:10s	17m:30s

Test Area 2	34m	41m	30m:40s	26m:50s

Administration reminds Council of the September 5th, 2023 report that outlines the concerns and challenges with keeping waste collection in the alleys, which led us to the pilot project. The issues outlined in the September 5th report remain in effect at the time of this report. There are approximately 219 alleys receiving some form of waste collection. This is what would be considered the maximum number of alley collection. Of these alleys 80% only have garbage collection in the alley (recycling and yard waste are collected at the curb). The remaining 20% of alley collection have all three (3) streams collected in the alley. In a minimum alley collection model, all but approximately 10% of the alleys would have their waste relocated to curbside for collection. Both maximum and minimum alley collection models are illustrated in Appendix 2.

Risk Analysis:

Administration cautions Council in the risk of drawing firm conclusions from the information provided in this report. While the results of the survey and the time study indicate advantages and disadvantages to moving garbage out of alleys, these same results may not be seen in every alley. Furthermore, only 31 of 178 affected homes responded to the survey. The low participation in the survey makes it difficult to be certain the results would be similar to a larger area.

There is the risk of public disapproval for those affected by a change in collection. This risk can be mitigated with a strong communication campaign prior to the change.

Should Council wish to keep the maximum alley collection, the conditions which make alley collection more challenging than curbside collection will remain. Those challenges include being less efficient, infrastructure conditions, encroachments, illegally parked cars, utility company's service vehicles blocking the way, presence of needles, etc.

There is a significant financial risk to remaining in the current maximum alley collection model. The financial impact of keeping maximum alley collection is outlined in the financial section of this report.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The new collection contract set to begin April 1, 2025 includes a premium per stop price of $3.42 for waste collection in maximum alley locations (bi-weekly collection), and $5.29 for organic collection in maximum alley locations (weekly collection) effective September 1, 2025 when the organics collection program is expected to begin in Windsor. If Council wishes to maintain the current maximum alley collection locations, there will be an estimated additional cost of $576,875 for a full year for waste and organic waste collection. This full price does not include any increase for CPI and/or fuel adjustments that would be contractually required beyond 2025.

CONTRACTUAL PRICING SUMMARY	Weeks of Service	Households	Price Per Unit Per Month	Annual Price
Alley Waste Collection (Min) (Included in Curbside Pricing)	26	1171	Included	$ -
Alley Organic Collection (Min) (Included in Curbside Pricing)	52	1171	Included	$ -
Alley Waste Collection (Max) - (**Premium** in addition to Curbside Pricing)	26	5519	**$3.42**	$ 226,664
Alley Organic Collection (Max)-(**Premium** in addition to curbside pricing)	52	5519	**$5.29**	$ 350,201

Consultations:

Jim Leether, Administrator – Waste Collection and Contract Operations

Mark Spizzirri, Manager Performance Measurement & Business Case Development

Conclusion:

The temporary relocation of garbage collection from the alley to the curb was successful in that all residents participated. The results indicate that the most positive impact in moving collection to the curb will occur when residents are able to store garbage close to their homes instead of in or near the alley. When this occurs, there is little impact to the resident, there is less litter noted in the alleys, and collection crews are able to achieve collection efficiencies.

At this time, Administration has been able to obtain pricing as part of the procurement process for the 2025 Garbage Collection Contract and in order to finalize the contract, a decision is required related to alley collection. Administration recommends that the minimum number of alleys be collected and that, where possible, garbage and yard waste be collected at the curb.

Planning Act Matters:

N/A

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator – Public Works
Shawna Boakes	Executive Director, Operations
Mark Winterton	(A) Commissioner, Infrastructure Services and City Engineer
Janice Guthrie	Commissioner, Corporate Services, Chief Financial Officer
Joe Mancina	Chief Administrative Officer

Notifications:

N/A

Appendices:

Appendix 1 – Survey Results
Appendix 2 – Alley Collection Maps

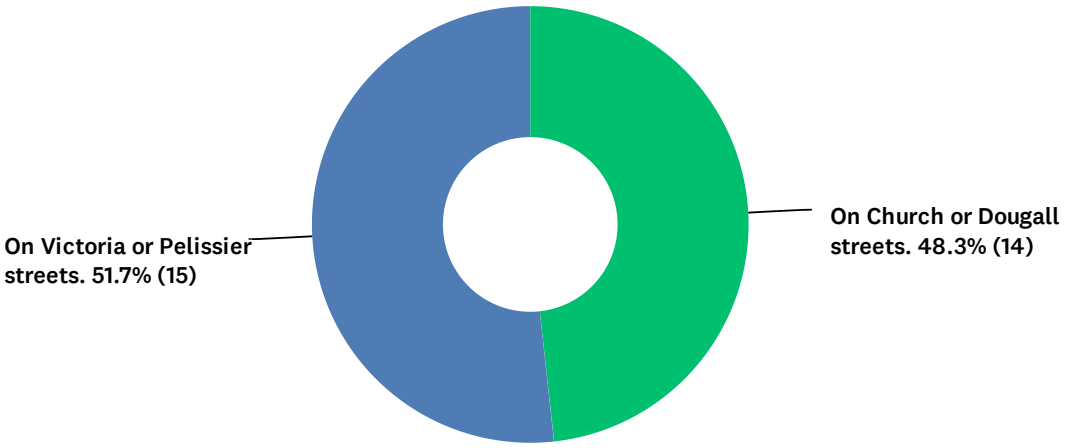
Alley Collection Point Relocation Pilot Project 2023 Residents Survey

Public Works

Environmental Services

Q1 Which area do you live in?

Answered: 29 Skipped: 0

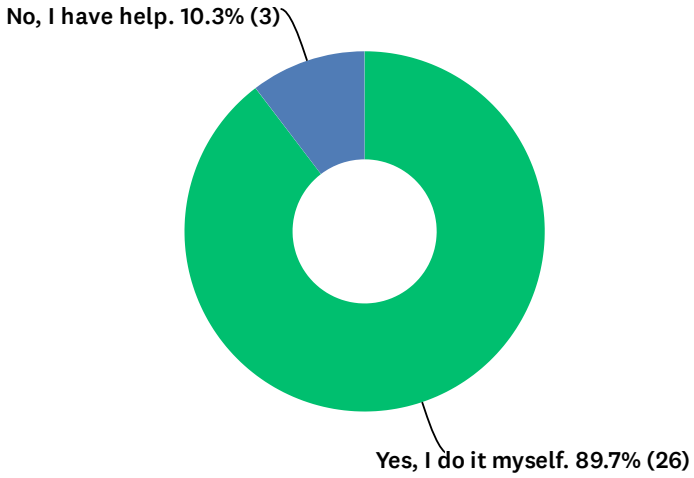


ANSWER CHOICES	RESPONSES	
On Church or Dougall streets. (1)	48.3%	14
On Victoria or Pelissier streets. (2)	51.7%	15
TOTAL		29

BASIC STATISTICS				
Minimum	Maximum	Median	Mean	Standard Deviation
1.00	2.00	2.00	1.52	0.50

Q2 Do you put your garbage out for collection, or do you have someone do it for you?

Answered: 29 Skipped: 0

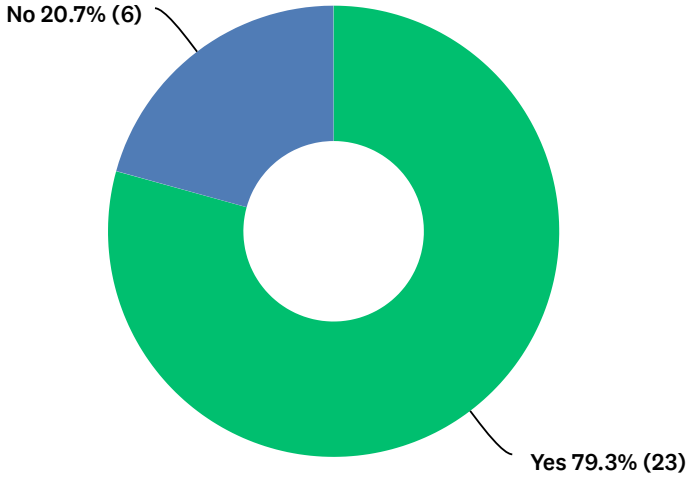


ANSWER CHOICES	RESPONSES	
Yes, I do it myself. (1)	89.7%	26
No, I have help. (2)	10.3%	3
TOTAL		29

BASIC STATISTICS				
Minimum	Maximum	Median	Mean	Standard Deviation
1.00	2.00	1.00	1.10	0.30

Q3 Before your garbage collection point was moved from the alley to your front curb, Public Works notified affected residents by letter. Did you understand what the letter asked of you and did you remember to put your garbage at the curb for the first day of collection?

Answered: 29 Skipped: 0

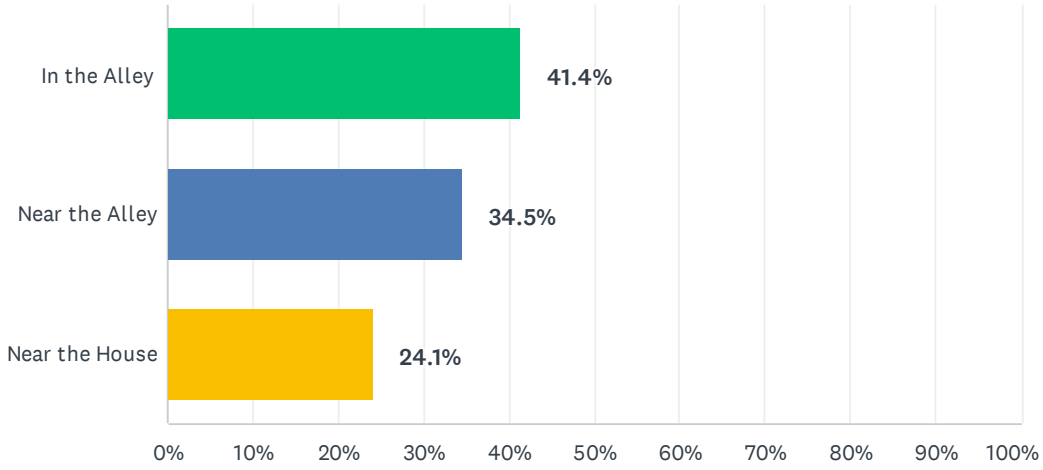


ANSWER CHOICES	RESPONSES	
Yes (1)	79.3%	23
No (2)	20.7%	6
TOTAL		29

BASIC STATISTICS				
Minimum	Maximum	Median	Mean	Standard Deviation
1.00	2.00	1.00	1.21	0.41

Q4 When your garbage is collected in the alley, where do you normally store your garbage bins between collections?

Answered: 29 Skipped: 0

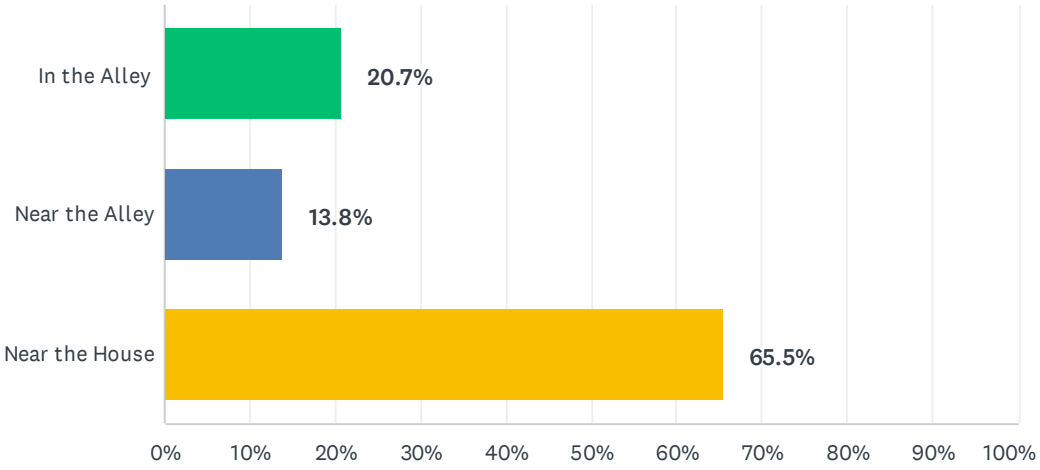


ANSWER CHOICES	RESPONSES	
In the Alley (1)	41.4%	12
Near the Alley (2)	34.5%	10
Near the House (3)	24.1%	7
TOTAL		29

BASIC STATISTICS				
Minimum	Maximum	Median	Mean	Standard Deviation
1.00	3.00	2.00	1.83	0.79

Q5 When your garbage was collected at the curb, where did you store your garbage bins between collections?

Answered: 29 Skipped: 0

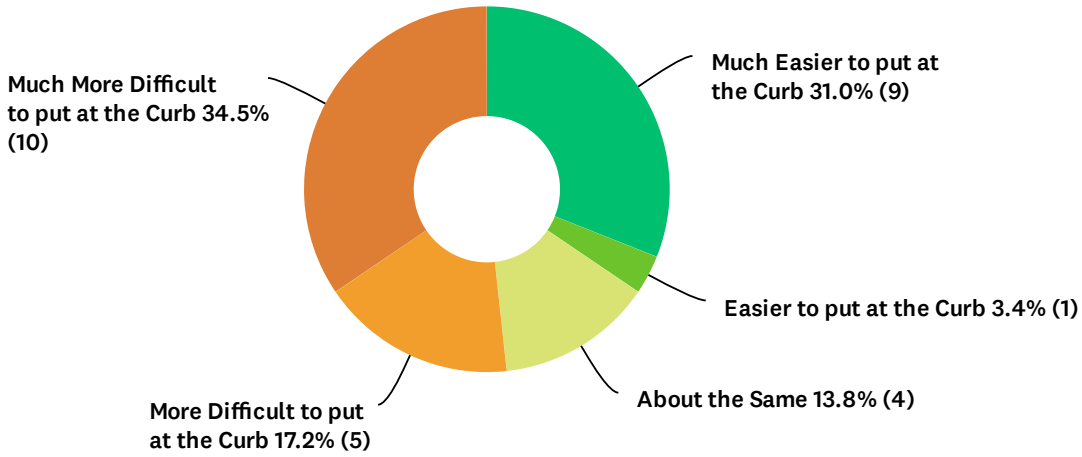


ANSWER CHOICES	RESPONSES	
In the Alley (1)	20.7%	6
Near the Alley (2)	13.8%	4
Near the House (3)	65.5%	19
Total Respondents: 29		

BASIC STATISTICS				
Minimum	Maximum	Median	Mean	Standard Deviation
1.00	3.00	3.00	2.45	0.81

Q6 When thinking about the effort it takes to put your garbage out for collection, how easy was it for you to put your garbage at the curb instead of in the alley?

Answered: 29 Skipped: 0

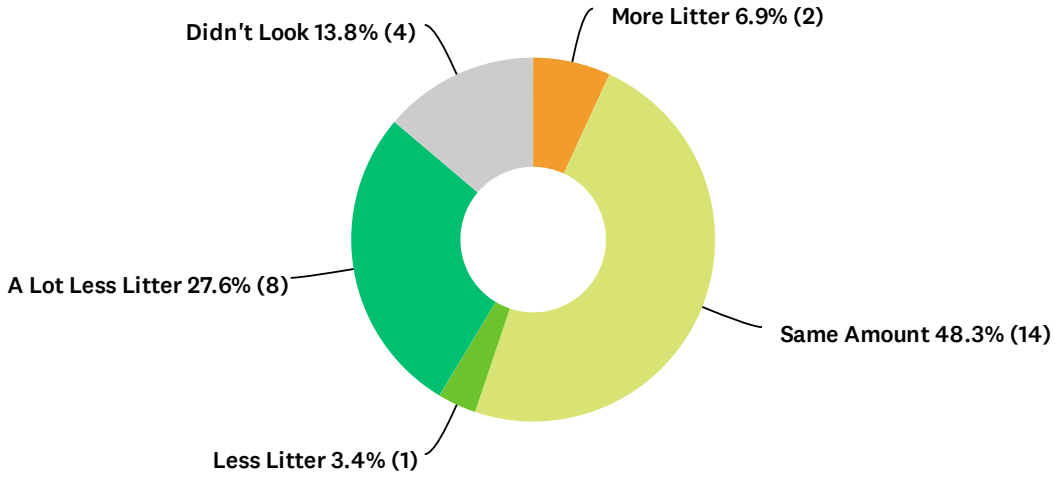


ANSWER CHOICES	RESPONSES	
Much Easier to put at the Curb (1)	31.0%	9
Easier to put at the Curb (2)	3.4%	1
About the Same (3)	13.8%	4
More Difficult to put at the Curb (4)	17.2%	5
Much More Difficult to put at the Curb (5)	34.5%	10
TOTAL		29

BASIC STATISTICS				
Minimum	Maximum	Median	Mean	Standard Deviation
1.00	5.00	4.00	3.21	1.67

Q7 Thinking about litter in your alley. Did there appear to be more or less litter in your alley when your garbage was being collected at the curb?

Answered: 29 Skipped: 0

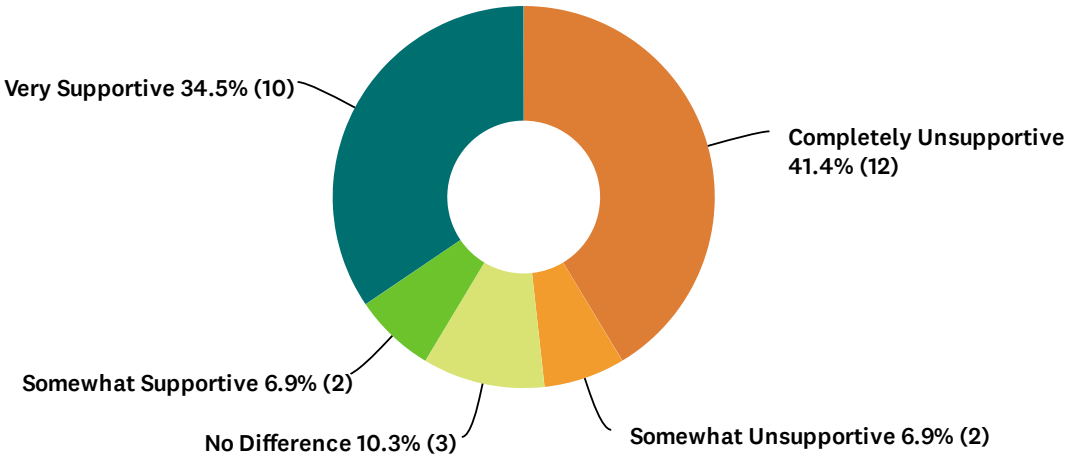


ANSWER CHOICES	RESPONSES	
A Lot More Litter (1)	0.0%	0
More Litter (2)	6.9%	2
Same Amount (3)	48.3%	14
Less Litter (4)	3.4%	1
A Lot Less Litter (5)	27.6%	8
Didn't Look (6)	13.8%	4
TOTAL		29

BASIC STATISTICS				
Minimum	Maximum	Median	Mean	Standard Deviation
2.00	6.00	3.00	3.93	1.26

Q8 If collecting garbage at the curb in front of your house is more cost efficient, how supportive would you be to have your garbage permanently collected at your front curb?

Answered: 29 Skipped: 0



ANSWER CHOICES	RESPONSES	
Completely Unsupportive (1)	41.4%	12
Somewhat Unsupportive (2)	6.9%	2
No Difference (3)	10.3%	3
Somewhat Supportive (4)	6.9%	2
Very Supportive (5)	34.5%	10
TOTAL		29

BASIC STATISTICS				
Minimum	Maximum	Median	Mean	Standard Deviation
1.00	5.00	3.00	2.86	1.78

LEGEND:

Tuesday Garbage Pick-Up

Wednesday Garbage Pick-Up

THE CITY OF WINDSOR
ONTARIO, CANADA

Maximum Alley Collection

3M-054

Prepared by: GEOMATICS
ENGINEERING DEPARTMENT
CITY OF WINDSOR
January 2024

LEGEND:

Wednesday Garbage Pick-Up

Alley

THE CITY OF WINDSOR
ONTARIO, CANADA

Minimum Alley Collection

3M-054

Prepared by: GEOMATICS ENGINEERING DEPARTMENT CITY OF WINDSOR
January 2024

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: S 3/2024

Subject: Relocation of Garbage Collection in the Alleys Bounded by Hall/Moy/Riverside Dr E/Assumption – City Wide

Reference:

Date to Council: January 31, 2024
Author: Anne-Marie Albidone
Manager, Environmental Services
519-974-2277 ext 3123
aalibidone@citywindsor.ca
Public Works - Operations
Report Date: January 11, 2024
Clerk's File #: SW2024

To: Mayor and Members of City Council

Recommendation:

THAT Council **APPROVE** the permanent relocation of garbage collection from the alley to curbside in the area bounded by Hall, Moy, Riverside Dr E and Assumption, effective immediately.

Executive Summary:

N/A

Background:

In the 200/300 block of both Moy Avenue (west side) and Hall Avenue (east side), and the 1300 block of Riverside Dr E (south side), garbage collection was historically in the alley. The alley in this area forms a "T" requiring a sharp 90-degree turn to either enter or exit the north/south directional alley.

Due to a recent change in parking behaviour in this alley, as well as long established building structures and utility poles, collection vehicles are no longer able to make the 90-degree turn in the alley, in any direction. In order to maintain collection service to the homes abutting this alley, Administration advised the residents that effective January 9th, 2024 garbage collection would occur at the curb in front of their homes.

Discussion:

Collection of garbage in this alley has long been a challenge primarily due to structures such as garages, utility poles and overgrowth. In order to make the 90-degree turn at the north end of alley, collection vehicles have had to make a multiple point turn, sometimes taking close to 20 minutes to manoeuvre through the turn. Recently, additional vehicles began parking on properties abutting the alley in the area of the

north end “T”. The parked vehicles are in legitimate parking spaces, and are not violating any bylaws; however, their placement has made it impossible to manoeuvre a collection vehicle through the alley.

Administration, along with GFL Environmental, attempted to collect this alley in every direction possible. Unfortunately, each option was unsuccessful.

The residents abutting this alley only place garbage in the alley for collection. All other waste streams (recycling and yard waste) are collected curbside.

Following the January 9th, 2024 letter advising the residents of the change, Administration received two (2) phone calls from residents expressing concerns. These concerns were addressed, and no further concerns were raised. The first week following the January 9th letter reflected an 80% participation in the new collection location, with only 10-12 homes still placing their garbage in the alley for collection. Administration will continue to monitor the area and educate residents on the new collection location as needed.

Risk Analysis:

Should Council not approve the recommendation, there is significant risk that garbage collection in the affected area will not occur, or structural damage will occur to buildings or utility structures. Should damage occur, the cost to repair will be GFL’s responsibility, and as a result, there is a significant risk that GFL will refuse to collect in the alleys going forward. As stated earlier, there is no other travel option through the alley to continue with garbage collection in this location.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

There is no financial impact to moving garbage collection to the curb in this location. GFL Environmental has indicated they would not consider this a material change to the contract and are in support of change.

Additional cost for collection would be realized by GFL should damage to buildings or utility structures occur, as these costs would be GFL’s responsibility to pay. While damage costs are not directly incurred by the City, these type of costs would most definitely affect execution of the collection contract in the alleys going forward, which in turn may have a negative financial impact to the City

Consultations:

Dave Girard, Operations Supervisor

Conclusion:

Garbage collection in the alleys bounded by Hall, Moy, Riverside Dr E and Assumption have become increasingly more difficult to travel in a large waste collection vehicle. Moving garbage collection location to curbside, similar to recycling and yard waste collection, will allow residents to continue to fully utilize the alley for parking, utilities and building structures.

Planning Act Matters:

N/A

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator – Public Works
Shawna Boakes	Executive Director of Operations
Mark Winterton	Commissioner, Infrastructure Services and City Engineer (A)
Janice Guthrie	Commissioner, Finance and City Treasurer
Joe Mancina	Chief Administrator Officer

Notifications:

Name	Address	Email

Appendices:

Subject: Response to CQ 35-2023 – Out of Town Buses – City Wide

Reference:

Date to Council: January 31, 2024
Author: Bill Kralovensky
Coordinator, Parking Services
(519) 255-6247 ext. 6103
bkralovenshy@citywindsor.ca
Public Works - Operations
Report Date: January 11, 2024
Clerk's File #: MT2024

To: Mayor and Members of City Council

Recommendation:

THAT report S 5/2024, "Response to CQ 35-2023 – Out of Town Buses", **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

On Monday, October 30, Councillor Agostino asked the following Council Question:

> **CQ 35-2023:**
>
> *Recently I've had reports from concerned citizens in regards to the operations from out of town buses. I myself was almost involved in a car accident in-front of the police station where a bus just randomly stopped to drop off passengers. I've also had reports concerning seniors being left out in the cold waiting hours for a bus to pick them up with no shelter. Asks that Administration report back regarding out of town buses not utilizing our bus station and what steps can be taken to motivate them to do so.*

This report is provided in response to CQ 35-2023.

Discussion:

The location referred to in the Council Question is a designated bus stop for FlixBus.

In 2022, FlixBus Inc. requested to share a curbside bus stop with Transit Windsor within the City Centre. Sharing a stop with transit was problematic due to timing and space, however a location near an exiting transit stop was considered. A right-of-way permit was issued to FlixBus in August 2022 to place their signage on existing stanchions within the city right-of-way fronting 62-98 Chatham Street East. This area is located along the west side of Goyeau Street. The Flix signage is at the south end of the block and there is a tunnel bus stop at the north end. This permit is valid for a period of five (5) years.

The presence of the tunnel bus and private bus services on the same block in this location significantly increases the likelihood of a bus stopping there, regardless of the scenario. Having the bus stops in a consistent location reduces the likelihood of a bus making a random stop. The regularity of buses stopping in the area underscores the routine nature of bus activity here, diminishing the randomness of a single bus stopping here or in another location.

An analysis of FlixBus's service destinations in other Cities across Ontario reveals a mix between bus stops on and off of the public right-of-way.

FlixBus Locations with Bus Stop On the Public Right-Of-Way

- Hamilton (north side of Main Street West before the traffic light for the intersection with Bowman Street)
- Kingston (curbside on Wellington Street between Barrack Street and Place d'Arms)
- Kitchener (at 1 Victoria Street South in Kitchener, Ontario, near The Round Table)
- Perth (curbside in front of the Circle K Esso / Tim Horton's at 100 Dufferin St.)
- St. Catharines (north side of Carlisle Street in St. Catharines, Ontario near the corner with King Street)
- Windsor (area in front of 62-98 Chatham Street East)

FlixBus Locations with Bus Stop Off the Right-of-Way

- Brantford
- Chatham
- Cobourg
- London
- Mississauga
- Niagara Falls
- Oshawa
- Ottawa
- Peterborough
- Port Colborne
- Port Hope
- Toronto
- Welland

The Cities noted above have their stops located in private parking lots (shopping centres, gas stations, coffee shops, etc.) or, in one case, a transit station.

Book a Ride, another bus operator, shares the same pick-up and drop-off location as FlixBus but does not have any signage on the public right-of-way, nor does it have a Right-of-Way permit.

Similar to FlixBus, Book a Ride has a mix of on and off the Right-of-Way pick up and drop off locations.

Book a Ride Locations with Bus Stop On the Public Right-Of-Way

- Belleville (Bus stop in front of Swiss Chalet)
- Brockville (Bus stop next to Tim Hortons)
- Downtown Toronto – Near Union Station (in front of Waterpark Place)
- Kitchener (GRT Bus stop)
- London (RBC Place)
- Marmora (Hwy 7)
- Ottawa Bayshore (OC Transpo bus stop)
- Scarborough Town Centre (Cineplex Theatre)
- Sudbury (Laurentian University – Sudbury transit stop by student residence)
- Yorkdale (Nordstrom TTC bus stop)
- Windsor (171 Goyeau St)

Book a Ride Locations with Bus Stop Off the Right-of-Way:

- Barrie
- Carleton Place (Ottawa)
- Chatham
- Hamilton Airport
- Kingston
- London
- London Via Rail
- Madoc
- Mississauga
- Orillia
- Ottawa
- Toronto Pearson Airport
- Whitby

The bus operators discussed in this report are operating within the city's current bylaw regarding loading and unloading passengers.

Regarding the loading and unloading of passengers, the City's Parking By-law 9023 states:

> *"Parked, Park or Parking" shall mean to allow a vehicle to remain stationary on a street except in obedience to traffic regulations, signs, or signals, or for a longer period of time than is actually required for the purpose of taking on or discharging passengers, or loading or unloading of merchandise;*

It is important to note that another bus operator utilizes the Windsor International Transit Terminal (WITT) and is charged a nominal fee per bus, which amounts to approximately $50,000 annually.

Discussions with one of the out of town bus operators have indicated that they are not interested in using the WITT. Communications via telephone and email were conducted with FlixBus in 2022 and 2023. FlixBus indicated that they were not interested in the use of the Windsor International Transit Terminal, and preferred the use of an on-street stop. There have been no discussions with Book A Ride. Transit Windsor administration was not aware of Book A Ride until reading of issues in the local news media. There are available bus bays at WITT should highway coach operators wish to utilize this facility for their Windsor operations.

Bus Parking on Municipal Streets

The City's Parking By-law (By-law 9023) prohibits the parking of vehicles with a registered gross weight or gross vehicle weight rating of 3,000 kilograms (3,000 kg) or more on any road, at any time, except on designated Truck Routes

Risk Analysis:

The bus operators mentioned in this report comply with the city's existing bylaws for passenger loading and unloading. To mitigate risks identified in the Councillor's question, such as near accidents due to buses stopping to drop off passengers and passengers waiting without shelter in cold weather, these operators could consider using the WITT. Ultimately, this decision rests solely with the operators as a business consideration.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Another bus operator, not referenced in this report, currently uses the WITT on fee basis. It is recommended and encouraged that the operators discussed in this report follow a similar approach and enter into a similar arrangement with Transit Windsor.

Consultations:

Tyson Cragg, Executive Director Transit Windsor

Adam Pillon, Manager of Right-of-Way

Rob Slater, Executive Initiatives Coordinator

Conclusion:

In 2022, FlixBus sought a suitable location for passenger pick-up and drop-off in the downtown area. Although they could have selected any location and been in compliance with the by-law, FlixBus worked with Administration to select an appropriate location. The current site was deemed preferable given its proximity to parking facilities and the adjacency to an existing bus stop.

Regarding the use of the City's Transit Terminal for picking up and dropping off passengers Administration has had discussions with FlixBus. However, to date, they have not been receptive to utilizing the Windsor International Transit Terminal.

Planning Act Matters:

N/A

Approvals:

Name	Title
Shawna Boakes	Deputy City Engineer / Executive Director of Operations
Mark Winterton	Commissioner, Infrastructure Services
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: S 2/2024

Subject: Response to CQ 32-2023 – Oversight and Authority to Limit Freight Train Traffic Impediments – City Wide

Reference:

Date to Council: January 31, 2024
Author: Chris Gerardi
Policy Analyst
519-255-6100 ext. 6830
cgerardi@citywindsor.ca
Transportation Planning
Public Works - Operations
Report Date: January 10, 2024
Clerk's File #: MTR2024

To: Mayor and Members of City Council

Recommendation:

THAT report S 2/2024, "CQ 32-2023 – Oversight and Authority to Limit Freight Train Traffic Impediments", **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

On October 30, 2023, Councillor Gignac asked the following Council Question:

> **CQ 32-2023:**
>
> *Asks that Administration report back regarding what tools, if any, municipalities have to limit the amount of time freight trains can block traffic movement. If tools are available i.e. if time restrictions are in place who is responsible for oversight? Who can residents contact with complaints?*

This report is provided in response to the Councillor's question.

Discussion:

The City does not have the authority to limit freight train traffic impediments.

Transport Canada is the main regulatory body responsible for railway safety, overseeing and enforcing rules and regulations related to rail transportation. This includes

regulations pertaining to the operation of freight and passenger trains, rail infrastructure, and the safety of grade crossings.

In 2014, Transport Canada introduced the updated *Grade Crossing Regulations*, which fall under the *Railway Safety Act*, with the aim of enhancing rail safety across Canada.

The *Grade Crossings Regulations*, as outlined by Transport Canada, mandate that:

- Trains can't block public crossings for more than five minutes, unless the train is in motion for the purpose of crossing that grade crossing. A public grade crossing is said to be blocked when railway equipment, either by standing on the crossing surface or by activating a warning system with gates while switching, prevents road users from using the crossing.

- If there is an issue with a crossing being blocked for longer than five minutes, individuals are advised to contact Transport Canada's Ontario regional office (416-973-5540) with details about the incident, including the location, date, time, and actions of the train (i.e. how long the crossing was blocked, and if the train was stopped or going back and forth over the crossing).

- When emergency vehicles need to pass, railway companies must immediately clear any grade crossing

- If a safety concern is identified, the municipality must pass a resolution and inform the Minister of Transport and the railway company. The railway company and the road authority are then required to work together to resolve the safety concern within 90 days. If the concern cannot be resolved in this period, the road authority must notify the Minister of Transport, who may take further action.

Risk Analysis:

No risks have been identified with providing this report for information.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

N/A

Consultations:

Rob Slater, Executive Initiatives Coordinator

Conclusion:

The City does not have the authority to limit freight train traffic impediments. The Grade Crossings Regulations, as outlined by Transport Canada, mandate that railway companies cannot block a public grade crossing for more than five minutes when drivers or pedestrians are waiting to cross, unless the railway equipment is continually moving in one direction. Additionally, if emergency vehicles need to pass, railway companies must immediately clear the crossing.

In cases where a crossing is blocked for longer than five minutes, individuals can report the incident to Transport Canada's Ontario regional office (416-973-5540) and provide specific details like the location, date, time, and the train's activities.

Planning Act Matters:

N/A

Approvals:

Name	Title
Shawna Boakes	Executive Director of Operations
Mark Winterton	(A) Commissioner, Infrastructure Services and City Engineer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Appendix A – Excerpt from Grade Crossings Regulations (SOR/2014-275)

Appendix A – Excerpt from Grade Crossings Regulations (SOR/2014-275)

Obstruction of Grade Crossing

Prohibitions

Unnecessary activation of warning system

97 (1) It is prohibited for railway equipment to be left standing in a manner that causes the activation of the warning system at a public grade crossing other than for the purpose of crossing that grade crossing.

Obstruction of public grade crossing

(2) It is prohibited for railway equipment to be left standing on a crossing surface, or for switching operations to be conducted, in a manner that obstructs a public grade crossing — including by the activation of the gate of a warning system — for more than five minutes when vehicular or pedestrian traffic is waiting to cross it.

Safety Concern

Collaboration

98 (1) If railway equipment is operated in a manner that regularly causes the obstruction of a public grade crossing, including by the activation of a warning system, and the municipality where the grade crossing is located declares in a resolution that obstruction of the grade crossing creates a safety concern, the railway company and the road authority must collaborate to resolve the safety concern.

Notice

(2) The road authority must notify the Minister and the railway company in writing that the resolution has been passed and must provide them with the information used in support of the resolution, including

- **(a)** a detailed description of the safety concern;
- **(b)** the details of specific occurrences involving the obstruction of the grade crossing, including the date and time of the obstruction; and
- **(c)** the details of the traffic congestion that resulted from each specific occurrence referred to in paragraph (b).

Timeline and mediation

(3) The railway company and the road authority must attempt to resolve the safety concern — including through the use of mediation — within 90 days after the day on which the road authority notifies the railway company under subsection (2).

Notice to Minister

(4) The road authority must notify the Minister if the railway company and the road authority are not able to resolve the safety concern within the 90-day period.

Emergency Vehicles

Passage of emergency vehicles

99 Despite sections 97 and 98, if an emergency vehicle requires passage across a grade crossing, a company must take all necessary measures to immediately clear the grade crossing.

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: S 7/2024

Subject: Traffic Signal at Tecumseh Road E and Robinet Road – Ward 7

Reference:

Date to Council: January 31, 2024
Author: Ian Day
(A) Senior Manager, Traffic Operations & Parking
519-255-6247 x 6054
iday@citywindsor.ca

Public Works - Operations
Report Date: January 12, 2024
Clerk's File #: ST2024

To: Mayor and Members of City Council

Recommendation:

THAT report S 7/2024, "Traffic Signal at Tecumseh Road E and Robinet Road" **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

At the Meeting of City Council on Tuesday, September 5, 2023, Councillor Marignani asked CQ25-2023 as follows:

"Asks that Administration come back with a report explaining the need for traffic lights at the intersection of Robinet and Tecumseh Rd. To include details such as traffic volume, recent police incidents, and any growing trends in ward seven that indicates the necessity for traffic lights at this intersection. It was also requested that a meeting be set up with traffic department to discuss this concern as well as a follow up with the administration to check on the progress as soon as possible."

Discussion:

Traffic signal warrants review volume of traffic, volume of pedestrians, delays on the side street, number of lanes, operating environment and collision data. Revised traffic counts were completed in the fall of 2023 and collision data for the past three (3) years was reviewed, and a warrant was completed based on these revised numbers. At this time, a signal is not warranted at the intersection of Tecumseh Road E and Robinet Road.

Traffic signal warrants are completed based on current data. They do not look at future data and modeling of an area. Future forecasting is typically completed as part of an Environmental Assessment (EA) process.

The Tecumseh Road EA was completed in 1996 to address capacity, safety, and operational improvements along Tecumseh Road East between Jefferson Boulevard and Banwell Road. The Environmental Study Report (ESR) recommended a signal at this intersection as part of future upgrades to Tecumseh Road which included the expansion of Tecumseh Road E to a 7 lane cross section and the addition of a westbound left turn lane.

To date, the expansion of Tecumseh Road E has been completed from Jefferson Blvd to just east of Yolanda Street. The next section of this project is planned for reconstruction of the intersection of Forest Glade Drive and Tecumseh Rd E with funding in the years 2026-2030 followed by design of improvements from the Little River bridge to Forest Glade Drive. However, the section from Banwell to Forest Glade Drive is not funded at this time.

Traffic experts and associated publications highlight the fact that while there are safety benefits to installing a traffic signal, there are many negative consequences to installing them where they are not warranted.

Risk Analysis:

As noted above, the installation of a traffic signal at this location may increase collisions due to the lack of proper lane configuration on Tecumseh Road E.

Climate Change Risks

Climate Change Mitigation:

There is an increase in emissions with the addition of a traffic signal as there is an increase in idling while waiting at a red light.

Climate Change Adaptation:

N/A

Financial Matters:

There is no cost to receive this report for information.

The average cost to install a new traffic signal is in the range of $150,000 to $200,000 without any geometric changes. Project ECP-009-07 Intersection Improvements Program is the only capital fund available that can be utilized for new signals, outside of full road reconstruction projects that are tied to an EA. Improvements selected for funding from this project are based on the most current road safety report. This project currently has approximately $1,350,000 in available funding – in addition, the 2024 Recommended Capital Budget, if approved as presented, allocates an additional $300,000 to this project, bringing the total available funding to $1,650,000. There are,

however, a number of other projects higher in the priority list which will potentially consume the full available amount.

All available and future years funding in the 2023 10-year Capital budget related to project ECP-005-07 (Tecumseh Rd. E. Infrastructure Improvements) are currently earmarked to complete the intersection of Tecumseh Rd. E. and Forest Glade Drive and to initiate the design for Tecumseh Rd. E. from the Little River bridge to Forest Glade Drive. The balance of the implementation of the ESR, including the intersection of Tecumseh Rd. E. and Robinet are not currently funded in the 10-year Capital budget.

Consultations:

Kathy Buis, Financial Planning Administrator – Engineering

Mike Dennis – Manager, Strategic Capital Budget Development & Control

Conclusion:

Administration recommends not installing a traffic signal at this intersection, at this time. Should Council choose to move forward with the installation of a signal at this location outside of the Tecumseh Road E EA upgrades, a funding source would need to be identified.

Planning Act Matters:

N/A

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator – Public Works
Stacey McGuire	Executive Director of Engineering
Shawna Boakes	Executive Director of Operations
Mark Winterton	(A) Commissioner, Infrastructure Services and City Engineer
Janice Guthrie	Commissioner, Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: S 163/2023

Subject: Windsor's Sustainable Procurement Guide _City Wide

Reference:

Date to Council: January 31, 2024
Author: Barbara Lamoure
Environmental Sustainability Coordinator
519-255-6100 ext. 6108
blamoure@citywindsor.ca
Asset Planning
Report Date: 2023-12-05
Clerk's File #: SW/8523

To: Mayor and Members of City Council

Recommendation:

1. THAT the report from the Environmental Sustainability Coordinator dated December 5, 2023 regarding Windsor' Sustainable Procurement Guide **BE RECEIVED** for information; and,

2. THAT City Council **SUPPORT** efforts to encourage purchasing decisions to consider environmental criteria and sustainability; and,

3. THAT City Council **APPROVE** the updated version of the City of Windsor's Sustainable Procurement Guide; and,

4. THAT City Council **APPROVE** the updated version of the City of Windsor's Sustainable Procurement Policy.

Executive Summary:

N/A

Background:

In 2006, City Council adopted the Environmental Master Plan (EMP) (CR 374/2006). The EMP calls for the development and implementation of sustainable purchasing to further the City's goal to *Use Resources Efficiently*.

In June 2015, an Environmental Purchasing Policy was approved by City Council (MD210/2015). This policy was created to identify opportunities to improve environmental sustainability through the City's procurement process. At the same time, a Sustainable Purchasing Guide was developed to support Administration's

understanding of the opportunities for sustainable procurement. Several key concepts covered in the guide include: end of use impacts, minimizing waste, lifecycle assessment and environmental labeling.

Training on the Sustainable Purchasing Guide and Policy has been delivered in the form of Lunch 'n' Learns as well as provided as part of the Purchasing By-law Training, to further support understanding with City staff.

The Sustainable Purchasing Guide provided a framework for procurement decision makers to encourage environmentally conscious decision making when purchasing goods and services. The last version of the Sustainable Procurement Guide was released in 2015 and is available on the City website. Since then, the field of Sustainable Purchasing has evolved and new information and ideas have emerged. On December 20, 2021, City Council in response to a report from the City Solicitor and Purchasing Manager entitled "Response to CQ26-2020: Challenges and Opportunities to Developing a Local Preference Policy", asked for a review of the Procurement Policy and to assess the degree to which a Climate Change lens could be applied.

CR555/2021 ETPS 864

1. The City Council RECEIVE the report of the Supervisor of Environmental Sustainability & Climate Change dated October 7, 2021, entitled "Response to Council directive regarding applying a climate lens to the City's purchasing practices; and

2. That City Council APPROVE Administration proceeding with identified strategies for 2021/2022 including;

    - Form an internal sustainable purchasing team;

    - Update current purchasing procedures/documents to ensure environmental sustainability and climate change is being considered;

    - Update the City's Sustainable Purchasing Guide (2015) to reflect updates for climate change considerations; and

    - Join the Canadian Collaboration for Sustainable Procurement for 2021/2022; and

3. That Administration REPORT BACK to City Council by the third quarter (Q3) 2022 with a report on achievements and possible next steps.

These were identified as quick-wins to improve current purchasing practices.

Referring to recommendation 3, due to the COVID pandemic and significant staff turn over, this recommendation was not achieved in 2022.

Discussion:

As directed by Council, the Environmental Sustainability & Climate Change (ESCC) Office has been tasked with developing suggested actions to further ensure that

environmental, sustainability and climate change considerations are included during procurement within the City of Windsor that are consistent with governing legislation. Staff conducted research of municipal best practices, and examined purchasing documents.

Research into sustainable purchasing practices shows that this is an important issue facing many organizations in both the private and public sector. There is growing pressure on organizations and businesses to demonstrate sustainable procurement practices. Many corporations, as well as municipalities, are putting a substantial amount of resources into sustainable purchasing practices largely due to public demand.

The City of Windsor is committed to enhancing environmental performance and facilitating social and economic prosperity through many of our plans, including the Environmental Master Plan, the Climate Change Adaptation Plan, and the Community Energy Plan. Sustainable procurement is a key initiative to support these objectives. Every day, employees of the City of Windsor are involved in purchasing decisions. Sustainable procurement is a way to acknowledge our environmental commitment.

A Sustainable Procurement Policy also supports the United Nations Sustainable Development Goals promoting sustainable cities and communities. Every purchase can be a demonstration of leadership and a commitment to building a better economic system.

Sustainable Procurement Definition

Sustainable procurement involves considering the costs and consequences of a product during all life cycle stages, from development and manufacturing through to use and ultimate disposal. With careful decision making, selective purchasing can help avoid unnecessary waste, harmful chemicals, and societal harm.

It is noted, that the title has been updated from purchasing guide to procurement guide to better include additional activities involved in product and service acquisition – such as sourcing, negotiation and the strategic selection of goods.

The 2023 Sustainable Procurement Guide

The updated guidebook is 59 pages and begins with a description of the environmental, economic and social benefits to basing procurement decisions on sustainability criteria.

The largest section of the guidebook lists strategies for procurement of specific types of products including: general building maintenance, janitorial products, vehicle maintenance, electric vehicles, furniture and office supplies, lighting, construction, landscaping and food.

Several case studies of sustainable initiatives from the City of Windsor and other municipal leaders are also integrated into the guide, such as the installation of EV charging stations and the zero waste initiatives at City events. A focus on greenhouse gas emissions reduction was added to the guide to better cover climate change mitigation. Additionally, other emerging issues have been addressed, such as single use plastics and upcoming changes to local recycling and green bin collection.

Principles and lessons learned from participation in the Canadian Collaboration for Sustainable Procurement (CCSP) and review of municipal and senior level government best practices have also been incorporated into the guide to keep it consistent with the field of Sustainable Procurement today. CCSP is a Canadian organizations dedicated to working together to align their spending with their values and commitments on sustainability. The members meet virtually to network, share information and co-create tools to better address green, social and ethical opportunities and risks in their supply chain. Members include municipalities, universities, private sector institutions, health services, among other organizations. Some of the topics covered by CCSP to date include: integrating sustainable procurement tools and procedures for greater impact, the federal standard on the disclosure of GHG emissions and setting reduction targets, and attracting Indigenous suppliers.

The 2023 Sustainable Procurement Policy

The 2015 Sustainable Purchasing Policy was reviewed and updated with minor amendments, including:

- An addition to section 5.1.2: As appropriate, employees will embed sustainability considerations into the City's procurement processes by:

  c. Formally requesting Environmental Criteria in Bid Considerations.

- Three definitions were also added:

  - Environmental Criteria in Bid Consideration – Formalized consideration of environmental criteria in the bid evaluation process or an acknowledgement of the preference for bids which identify relevant environmental considerations.

  - Procurement – The process of locating and agreeing to terms and purchasing goods, services, or other works from an external source, often with the use of a tendering or competitive bidding process.

  - Recycled Materials – Reprocessed materials made from discarded waste

Next Steps

The ESCC Office will continue to explore opportunities to engage with staff that are involved with the procurement of goods and services. This could include partnering with the Manager of Purchasing to offer high level training on the guide as a supplement to the Purchasing By-Law training currently offered, as well as lunch and learns for those that want to learn more.

An internal procurement team composed of ESCC staff, the Manager of Purchasing, and other department leads involved in procurement has been initiated to review procurement documents and look for opportunities to enhance sustainability. To date, this team has discussed the updates to the Procurement Guide and Policy focusing on addressing new and emerging considerations. Moving forward, the team will continue to identify areas for improvement, including opportunities to enhance considerations in

procurement templates (i.e. Request for Proposals, etc.) as well as methods of tracking sustainable procurement progress. This team will continue to meet as opportunities for improvement are identified.

Risk Analysis:

There are no significant risks associated with updating the Sustainable Procurement Guide and Policy. Reputational risks may occur if the City does not consider environmentally sustainable and or climate change risks during purchasing decisions.

Climate Change Risks

Climate Change Mitigation:

Sustainable Procurement considers the environmental impacts of purchasing decisions including the carbon emissions associated with the production, maintenance, and disposal of products and services. Procurement can contribute to emissions reductions by selecting suppliers and products that are proven to be low-carbon. Administration should also consider the life-cycle costs of products. Identifying products that use less energy (e.g. Energy Star rated), higher quality, and are repairable, can result in less overall costs and a reduction in greenhouse gas emissions.

Climate Change Adaptation:

The Sustainable Procurement Guide provides information on responsible purchasing and disposal practices that can help save economic and environmental resources. Conserving resources can be a critical strategy in preparing for a future where climate change strains supply chains and ecosystem services.

Climate adaptation and resiliency could also be considered during procurement. For example, while retaining consultants to undertake a new project, the RFP should include the requirement to ensure that designs include consideration of the climate conditions over the asset's life use. These early considerations can reduce future climate risks.

Financial Matters:

Existing internal resources from the Environmental Sustainability and Climate Change Team and the Purchasing department will be sufficient to support the promotion of the Sustainable Procurement Guide.

During the update of the Sustainable Procurement Guide and Policy, Administration participated in the Canadian Collaboration for Sustainable Procurement at a cost of $3,000/year. These costs were shared between the Environmental Master Plan Operating Budget and the operating budget of the Purchasing Department. Although belonging to the CCSP was helpful in providing direction for the Sustainable Procurement Guide, at this time Administration is not recommending continuing with the membership as many of the topics are very aspirational and may not be practical enough for our current uses. Further updates to the City's Sustainable Procurement effort could be based on work published by other institutions, which are freely available

online, or Administration can reconsider a membership in CCSP if needed to advance other procurement considerations in the future.

Consultations:

Adrian Busa (Manager Facilities Operations)
Wadah Al-Yassiri (Manager Parks Department)
Anne-Marie Albidone (Manager Environmental Services)
Alex Vucinic (Manager Purchasing and Risk Management)
Angela Marazita (Fleet Manager)
Cole Nadalin (Supervisor of Energy Contracts)

Conclusion:

In conclusion, updating the Sustainable Procurement Guide with newer information and best practices supports the current Purchasing By-Law's goal for environmental responsibility. The Sustainable Procurement Policy has been updated to reflect more recent terminology and definitions.

Planning Act Matters:

N/A

Approvals:

Name	Title
Karina Richters	Supervisor, Environmental Sustainability & Climate Change
Josie Gualtieri	Financial Planning Administrator
Alex Vucinic	Purchasing Manager
Natasha Gabbana	Senior Manager Asset Planning
Janice Guthrie	Commissioner, Finance and City Treasurer
Dana Paladino	Commissioner, Corporate Services
Jelena Payne	Commissioner of Economic Development
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

A. The proposed 2023 City of Windsor Sustainable Procurement Guide
B. Updated 2023 Sustainable Procurement Policy

THE CITY OF WINDSOR
ONTARIO, CANADA

Sustainable Procurement Guide

windsor environmental master plan

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About this Guide

The City of Windsor is committed to enhancing environmental performance and facilitating social and economic prosperity through many of our plans, including the **Environmental Master Plan**, the **Climate Change Adaptation Plan**, and the **Community Energy Plan**.

Sustainable procurement is a key piece in supporting these objectives. Every day, employees of the City of Windsor are involved in purchasing decisions. Sustainable procurement is a way to express our environmental commitment.

In 2015, an **Environmental Purchasing** Policy was approved by City Council (MD210/2015). This policy was created to identify opportunities to address the challenges associated with climate change mitigation and adaptation. A sustainable procurement policy can also support the United Nations Sustainable Development Goals promoting Sustainable Cities and Communities. Every purchase can be a demonstration of leadership and a commitment to building a better economic system.

➢ Sustainable Procurement Defined

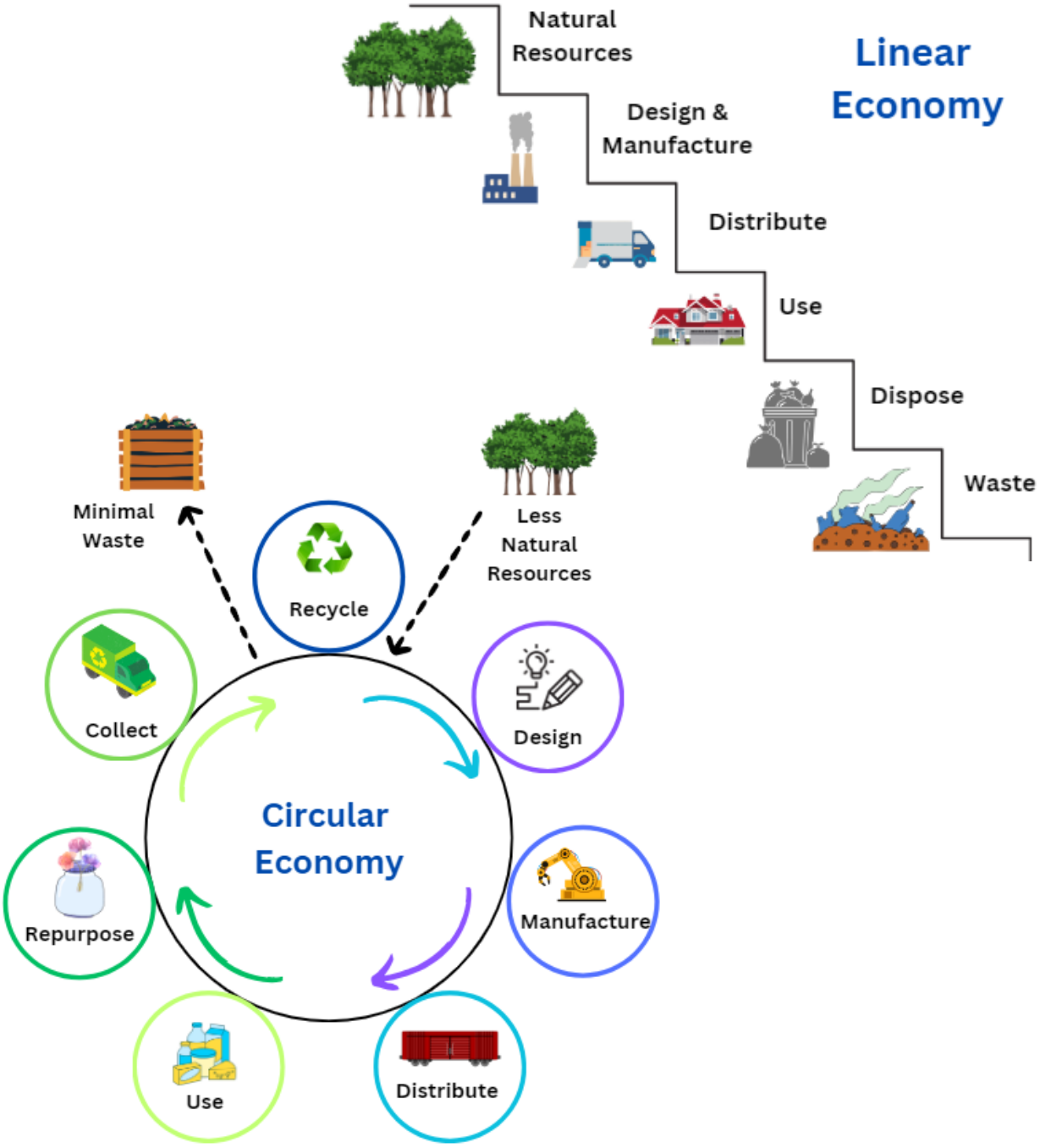
Sustainable procurement involves considering the costs and consequences of a product during all life cycle stages, from development and manufacturing through to use and ultimate disposal. With careful decision making, purchasing decisions can avoid unnecessary waste, harmful chemicals, and societal harm.

When we practice sustainable procurement, we evaluate potential purchases not only by standard criteria, such as price and performance, but by environmental and social criteria like embedded carbon and ethical sourcing.

Sustainable Procurement Factors		
Environmental Low carbon, low ecosystem impacts	**Social** Fair labour practices	**Economic** Lifecycle costs examined

The Goal: A Circular Economy

A circular economy is a model of production and consumption, which aims to minimize waste through sharing, leasing, reusing, repairing, refurbishing, and recycling existing materials and products as long as possible. Our current linear economy goes through products very quickly and creates a large amount of unused waste.



➢ Sustainable Procurement Benefits

Environmental Benefits

○ Natural Resource Conservation

Natural resources include but are not limited to oil, water, electricity, minerals, metals and lumber. Renewable alternatives like plant materials should be considered over non-renewables such as petroleum products.

○ Greenhouse Gas Emissions (GHG) Reduction

Reducing emissions is one of the goals of the Environmental Master Plan, the Community Energy Plan and Corporate Climate Action Plan. GHG emissions are present throughout the manufacturing, transportation, use and disposal stages of a products lifecycle.

Greenhouse Gas (GHG) Emissions lifecycle assessment

Completing an assessment that identifies the greenhouse gas emissions from all stages of a products life can be extremely useful for making purchasing decisions.

Scope 1 emissions are direct emissions that are owned or controlled by a company. For example: using gasoline to power your fleet. Scope 2 and 3 emissions are indirectly produced by the activities of the company, such as when electricity is used to run equipment or the end-of-life disposal of a product.

Scope 1

Scope2

Scope 3

Federal Government GHG Emissions Disclosure Standard for Purchases over $25 million

Canada is committed to achieving net zero greenhouse gas (GHG) emissions by 2050 to position Canada for success in a green economy and to mitigate climate change impacts.

As one of the largest purchasers in Canada, the federal government can leverage its procurement process to influence the demand for environmentally preferable goods and services, including those which reduce GHG emissions.

As a result, beginning on April 1, 2023, the GHG Disclosure Standard requires that process for procurements over $25 million CAD, including all applicable taxes, fees and options, induces suppliers to measure and disclose their greenhouse gas emissions and adopt a science-based target to reduce greenhouse gas emissions. To comply with the GHG Disclosure Standard, Contracting Authorities must ensure that the procurement process, for requirements valued over $25 million CAD including applicable taxes, fees and options, contingency and set-aside amount, includes solicitation or contract clauses which require or request that suppliers participate in a GHG emissions disclosure and target-setting initiative.

Government of Canada website, "Supply Manual, Section 3.65 Green Procurement Strategy" , 2023-04-20, Supply Manual | CanadaBuys

○ Minimize Waste

The City of Windsor, along with the Essex-Windsor Solid Waste Authority, continue to encourage waste reduction and increase waste diversion.

Waste reduction refers to limiting the waste we generate by:

- Limiting our overall purchases, especially disposable and single use items.
- Refusing to purchase and use styrofoam, plastics and other materials that are not recyclable in Windsor.
- Purchasing items with little to no packaging that requires disposal.
- Requesting the same of our suppliers and renters.

Ban on Single Use Plastics

The Canadian government is taking action to reduce the country's contribution to climate change and promoting more sustainable purchasing practices through the implementation of the single-use plastics ban.

In 2020, the Government of Canada announced their plan to ban six single-use plastics, including checkout bags, cutlery, ring carriers, stir sticks, and straws.

Waste diversion refers to directing your expired purchases and packaging out of the actual garbage and into the appropriate recycling, re-use or composting program.

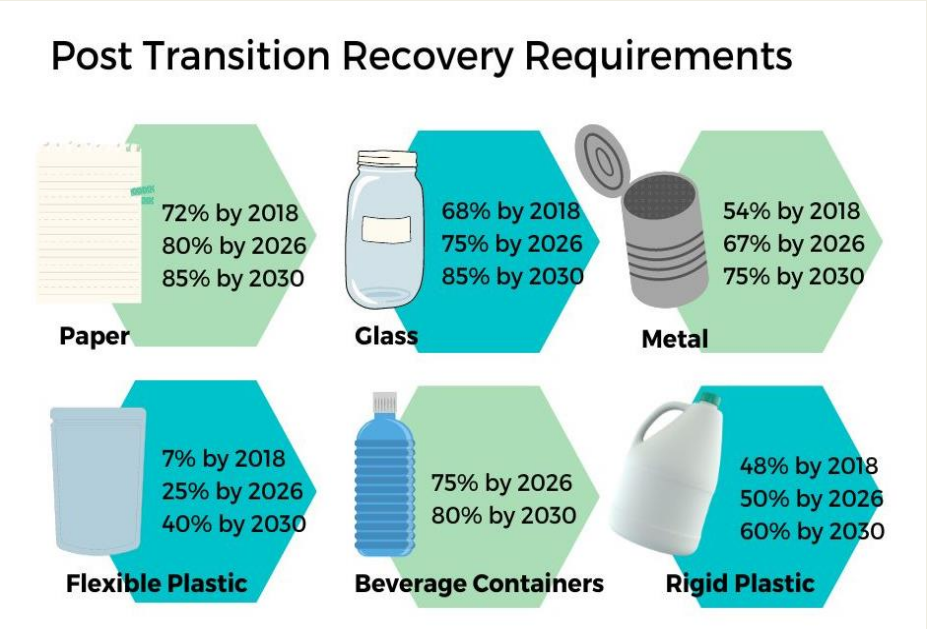
○ Support Recycling Programs

When we buy products with recycled content we help build and sustain markets for the materials collected in residential and business recycling programs. Recycling old materials into new products can save natural resources, energy and water, as well as reduce air pollution and the need for landfills or incinerators. By "buying recycled" we ensure a market for the materials we so diligently put into the Blue Box and other recycling programs.

Producer Responsibility

Ontario's existing Shared Industry Funding waste diversion program is transitioning toward a Producer Responsibility model. This means that in addition to designing, creating, and marketing products and packaging, producers will also be responsible for managing and paying for the full life-cycle costs of their products which includes disposal. This change sounds positive, and it can be, but there are some facts that buyers should bear in mind.

You may notice changes in the familiar packaging types of various products, specifically an increase in flexible packaging flooding the market. This is because the diversion targets for flexible packaging are far below those of other packaging types. In essence, the producer must capture a lot less of this material to achieve recycling targets.
For flexible plastic containers, like the stand-up pouch that has been slowly replacing many other packaging types, the producer must achieve a recycling recovery target of 25% by 2026, and 40% by 2030. These targets are much lower than those of rigid packing types. Producers are switching over to pouches in increasing numbers, and the majority of these will end up in the landfill.



For more information, read Strategy for a Waste-Free Ontario: Building the Circular Economy | ontario.ca

○ Minimize Toxicity

There are many product lines on the market that are certified to contain fewer toxic ingredients compared to the competition. Toxic products and hazardous waste are usually labelled as corrosive, explosive, poisonous or flammable. Purchasing hazardous waste should be avoided when possible.

There are also toxic chemicals found in various products such as household cleaners that may not be labelled. For example, "scent" or "fragrance" on a label can indicate the presence of up to 4,000 separate ingredients, most of which are synthetic compounds made from petroleum products. Many compounds in fragrance are human toxins and suspected or proven carcinogens (Canada Lung Association, 2011).

○ Protect Indoor and Outdoor Air Quality

Chemical pollutants can be found in our daily work environment both indoors and out. The primary sources of chemical indoor air pollution are janitorial products, office equipment, internal furnishings, paints and coatings. We can greatly reduce their persistence in our indoor environment by making more sustainable purchasing decisions.

Social Benefits

○ Fair Wages and Minimum Workplace Standards

Requiring minimum workplace standards for supplies and subcontractors can ensure that wages are fair and sweatshop conditions are avoided.

Economic Benefits

○ High Quality Materials can be Repaired or Upgraded

Purchasing items made from high quality materials ensures that the product will last. Ideally, the item can be repaired or retrofitted instead of discarded. Higher quality items have a lower lifetime cost.

○ Increased Demand for Environmentally Sound Products

People are becoming aware that their purchasing decisions can have a positive impact on the environment. As more buyers seek out sustainable products, industry standards will change to meet consumer demand.

○ Long-term Financial Benefits

Sustainable purchasing decisions applied throughout the corporation will help lower long term costs. These costs could include materials and utility costs, waste disposal costs, operating, maintenance and replacement costs. Sustainable purchasing will also increase operational and economic efficiencies.

➢ A Comprehensive Environmental Checklist

The following checklist, drawn in large part from Environment Canada's "Green Procurement Checklist", suggests a number of questions to consider when contemplating the purchase of a product or service.

1. Confirm the Need to Buy

- Is the product/service necessary? Can a repair be made instead?
- Have other options for meeting the need been explored? For example, is there a comparable product available internally?
- Can the product be shared, borrowed or rented?
- Is the quantity requested appropriate and sure to be used?
- Are all the features/elements necessary?
- Will the product be used to the end of its useful life? If not, can it be easily reallocated or donated?

2. Consider the Source

- Is the product locally manufactured?
- Can the product be purchased in bulk to reduce packaging?
- Can the number of shipments be reduced?
- How will the product be packaged and delivered?
- Is the product shipping from a far location?
- Is the vendor knowledgeable about sustainability or have a posted environmental action plan on their website?
- Is the vendor recognized by any third-party certifications for environmental stewardship (ex: Green Seal, Ecologo)?
- Is the vendor a non-profit? Do they have a mandate to deliver social value? (Often outlined through Community Benefit Agreements – CBAs)

3. Consider Environmental Attributes – Is the Product:

- Certified by the ECOLOGO program, Green Seal, Forest Stewardship Council (FSC) or other third-party certification?
- Is the embedded carbon disclosed? Is it carbon neutral/zero emissions?
- Made from recycled content?
- Energy efficient (for example, office equipment with a power-saving "sleep" mode)? Does its energy use compare favourably to other products in the same category? Does it have an energy star rating?
- Less polluting during its use than competing products (for example, non-toxic, scent free cleaners)?
- Free from hazardous ingredients that would require special disposal (for example, mercury)?
- Free from resources that come from environmentally sensitive regions (for example, contains no lumber from tropical rainforests)?
- Durable, with a long service life?
- Easy to maintain in good operating condition?
- Economical to repair?
- Easy to upgrade?
- Reusable, or have reusable parts (for example, rechargeable batteries)?
- Packaged with the intent to minimize waste (for example, bulk packaging)?
- Packaged in recycled or recyclable materials?

4. Consider Disposal – Can the Product and Its Packaging Be:

- Reused or refurbished for further use (for example, furniture)?
- Resold or reallocated?
- Returned to the supplier for reuse, recycling, or recovery?

Quick Tips

➢ Assessing Life Cycle Impacts

Life cycle assessment (LCA) seeks to answer the question: What is the environmental burden of a product or service, from its design through to production and then final disposal? A LCA seeks to determine the impact of a product or service over its entire life, from "cradle to grave" as it is sometimes described.

Certification programs such as UL's ECOLOGO Program carry out life cycle assessments to evaluate existing products.

In a quantitative LCA the air, water and solid waste pollution generated when raw materials are extracted are all considered. The assessment includes the energy used in the extraction of raw materials and the pollution that results from manufacturing the product. It also accounts for environmental harm that might occur during the distribution and use of the product. Lastly, a LCA examines the solid and liquid wastes that are loaded on to the environment following final use of the product.

For larger purchases, it may be beneficial to hire a LCA company to do proper assessment.

Below is a table with some questions to consider when attempting to gain big picture insights into a product's total environmental impacts.

Qualitative Life Cycle Assessment	Lower Impact	Higher Impact
1. Natural Resources • What materials are used?	☐ Renewable	☐ Non-renewable
2. Manufacturing • What fuel source is used to power production? • Are there potential toxins in the production process? • Are workers treated fairly? • Is the product locally made?	☐ Clean energy ☐ Low potential health impacts ☐ Safe Working Conditions ☐ Local production	☐ Non-renewable energy ☐ High potential health impacts ☐ Unsafe working conditions ☐ Produced distantly
3. Transportation and Packaging • How complicated is the supply chain? • How much packaging is used? • Is the packaging recyclable?	☐ Short supply chain ☐ Little packaging ☐ Recyclable	☐ Long supply chain ☐ Lots of packaging ☐ Not locally recyclable
4. Use • Is the product durable? • Can it be repaired or repurposed? • Is it low-energy/efficient	☐ Durable ☐ Repairable/Can be repurposed ☐ Low-energy use	☐ Not durable ☐ Cannot be repaired or repurposed ☐ High energy use
5. Disposal • Is it recyclable? • Does it have any potential toxins?	☐ Recyclable ☐ Low potential health impacts	☐ Landfill ☐ High potential health impacts

➢ End of Use

It is very important to consider the ultimate disposal of the products you are purchasing. All inquiries about whether the product can be recycled in Windsor can be directed to the Essex Windsor Solid Waste Authority at www.ewswa.org or download the Recycling Coach App.

➢ Environmental Labelling

Shifting through all the products that claim to be "green" or environmentally safe" or "recycled" can be a daunting task. Products may be “greenwashing” if they claim to have a positive environmental impact when they, in fact, do not. It is important to research labels before relying on them to make purchasing decisions. Programs that examine multiple environmental issues throughout the entire lifecycle of the product are much more credible than those that make a claim about a single environmental attribute.

Thankfully, there are a number of organizations putting considerable time and effort into evaluating products and services based on environmental impacts. All the programs listed below developed their standards in an open, consensus-based process that considers multiple environmental issues.

Ecologo  	The ECOLOGO Program is a comprehensive, environmental labelling program originally initiated by Environment Canada. This program is now being administered by Underwriters Laboratories (UL). UL Environment’s ECOLOGO Certification is based on multi-attribute, life-cycle standards. All products certified to an ECOLOGO standard must meet or exceed each of the listed criteria before receiving the mark. For more information about the ECOLOGO program, visit the environment section of the UL website: http://industries.ul.com/environment.
Greenguard  	GREENGUARD Certification is also administered by UL Environment. This certification helps buyers identify interior products and materials that have low chemical emissions, improving the quality of the air in which the products are used. As the program transitions to UL, look for either of the logos on the left to represent the GREENGUARD certification. For more information about the GREENGUARD program. GREENGUARD® Certified | Sustainable Furnishings Council

Electronic Product Environmental Assessment Tool	EPEAT is a system to help purchasers evaluate, compare energy efficient electronics. EPEAT also provides a clear and consistent set of performance criteria for the design of products, and provides an opportunity for manufacturers to secure market recognition for efforts to reduce the environmental impact of its products. Visit www.epeat.net
Green Seal	Green Seal is an independent, non-profit organisation in the U.S., dedicated to protecting the environment by promoting the manufacture and sale of environmentally responsible consumer products. It sets environmental standards and awards a "Green Seal of Approval" to products that cause less harm to the environment than other similar products. For more information, visit Green Seal's web site at www.greenseal.org.
Forest Steward Council Canada	The Forest Stewardship Council works with Environmental, Economic, Social and Aboriginal organizations and individuals to set strict environmental and social standards for forests. By setting such Standards FSC creates an incentive for forest owners and managers to voluntarily meet the best social and environmental practices. By tracking Fibre from certified forests, through the FSC Chain of Custody system, FSC-certified wood, paper and other forest products can be sold with the FSC label by certified companies in the marketplace. Visit ca.fsc.org
Energy Star	The ENERGY STAR symbol is the internationally recognized and trusted mark of high efficiency. ENERGY STAR labels products such as computer CPUs, monitors, printers, copiers, fax machines and controlling devices that exceed energy efficiency standards. Other products with this label include lighting fixtures, appliances, and windows. For m more information visit www.energystar.gov
EnerGuide	EnerGuide is an official Government of Canada mark associated with the labelling and rating of the energy consumption or energy efficiency of household appliances, heating and ventilation equipment, air conditioners, houses, and vehicles. Many Canadians recognize the EnerGuide labels that allow them to compare the energy efficiencies of different household appliances and heating and cooling equipment. There is now a similar label on all new cars, vans and light duty trucks for sale in Canada. For more information about the EnerGuide family of programs go to the Office of Energy Efficiency web site at The EnerGuide label (canada.ca)

Fairtrade Canada	Fairtrade Canada is a national non-profit certification and public education organization that aims to improve the livelihood of farmers and workers in the developing world. The label is usually applied to products like coffee, cocoa, and bananas. Visit: https://fairtrade.ca/
Rainforest Alliance	Rainforest Alliance certification aims to improve economic, social, and environmental conditions of the planet while helping farmers and their forest communities. Visit their website: https://www.rainforest-alliance.org/insights/what-does-rainforest-alliance-certified-mean/
Canada Organic	A Government of Canada Certification that ensures products have more than 95% organic content and meet the Canada Organic Regime. To learn more about organic standards and labelling visit Choose Canada Organic: Promoting and protecting the organic sector
Cradle to Cradle	This certification is a multi-attribute eco-label that assesses a product's safety to humans and the environment and design for future life cycles. The program provides guidelines to help businesses implement the Cradle to Cradle framework, which focuses on using safe materials that can be disassembled and recycled as technical nutrients or composted as biological nutrients. Visit Cradle to Cradle ® | MBDC
CarbonFree® Certified	The CarbonFree® Product Certification label is aimed at increasing awareness of product emissions and recognizing companies that are compensating for their carbon footprint. The label was created in response to the growing market for eco-friendly products and consumer demand for transparent, credible, and readily accessible information at the point of purchase. By determining a product's carbon footprint, reducing that footprint where possible, and offsetting the remaining carbon emissions associated with the product, Carbonfund.org has created a meaningful, credible, and environmentally beneficial way for businesses to provide carbon-neutral products to their customers. Learn more at: https://carbonfund.org/carbonfree-product-certification/
Green-e	A third-party certification for purchasers of renewable energy. The program aims to provide accurate product information and assurance of quality. Visit their website: Green-e | Powering a renewable future

SGS Indoor Air Quality	Certifies interior products for low Volatile Organic Compounds (VOC) emissions. Typically used for building materials and furniture. Learn more at: Indoor Air Quality Certification | SCS Global Services
Level	A furniture certification program used to identify responsibly manufactured products. The LEVEL mark demonstrates that the product, the manufacturing facility, and the company achieve the necessary requirements for certification. Visit the BIFMA website: The LEVEL® Third-Party Certification Program for the ANSI/BIFMA e3 Furniture Sustainability Standard

➢ Other Strategies for Sustainable Procurement

Look into Cooperative Purchasing – Organizations of all size can collaborate to purchase goods and services collectively. This can save on costs, increase efficiency, and allow for greater access to goods and services. Municipalities can use their collective bargaining power to promote sustainability throughout the supply chain by setting a standard across the board. Look at what other cities are doing and try to work together.

Set Environmental Criteria in Bids – Assess the environmental impact of the products or services from the start. Judge suppliers on their sustainability practices and evaluate the potential long term environmental and social impacts of the purchase. Setting a weight to environmental criteria in bid considerations allows you to evaluate suppliers more deeply and will result in a better return over the lifetime of the product or service.

Track and Report your Sustainable Procurement Efforts – To improve your procurement decisions, keep track of your efforts. Count the number of sustainable purchases made, attempt to quantify greenhouse gas reductions, and continue to monitor the environmental impacts of your purchases. Consider reporting to stakeholders, department heads, councillors, suppliers, and the public.

Inform Vendors of Municipal Sustainability Objectives – Make it clear to vendors why sustainable practices should be adopted. Highlighting municipal policies can pressure the market to increase supplier accountability and stimulate the development of a more sustainable supply chain.

Acknowledge the Barriers to Sustainable Procurement – One of the main barriers to increasing sustainable procurement efforts is the lack of knowledge and awareness around the behind-the-scenes environmental and social impacts of purchasing decisions. This is further complicated when information is not properly transferred to new staff.

➢ Guidelines for Purchasing Specific Types of Products

General Building Maintenance

Building Maintenance is an area of municipal operations that has seen enormous changes since the advent of "smart buildings" and the increased focus on energy conservation and workplace safety. Gone are the days of buying paint, carpet or fixtures based on price alone. Purchasers now consider a wide variety of factors such as impact on the users of a facility, and the longer-term implications on operating budgets.

By and large, products containing commonly recognized "environmentally hazardous" elements (such as asbestos, PCB's or lead) are no longer offered for sale in Canada.

This section deals with the most typical "day to day" building maintenance purchases. They do not deal with heating, ventilation, or air-conditioning systems that are typically engineered under larger scale contracts and require specifications.

Paint

An Overview

Paints are among the most widely purchased products in building maintenance. Paints are sometimes called "surface coatings" in reference material on specifications, as this is the class of product to which they belong. Surface coatings include paints, stains, and varnishes.

Paint is produced in a highly regulated industry governed by several associations. Paint products are produced to specific industry standards that also incorporate environmental criterion. There are many types of seals of approval or guidelines on which to rely when purchasing such product.

These products range in environmental impact, but all have the potential to adversely affect the environment through improper use, waste, and end disposal.

- Latex and acrylic paints (water based) are generally considered less damaging to the environment than oil-based paints. All automotive paints used by the City of Windsor are water based.
- Oil based paints have traditionally been called "enamels", "stains" and "varnishes". Their application has generally been promoted because of durability in "tough wear" and adverse exposure conditions.
- Oil based paints in the past used lead as an additive. This is no longer the case.

- As paint dries, it releases any number of chemicals into the air including benzene, formaldehyde, toluene, xylene, and others. These chemicals can cause fatigue, headache, and flu-like symptoms. In extreme cases, the solvents and chemicals, which are known in the industry as VOCs (volatile organic compounds), are confirmed carcinogens or neurotoxins.

Potential Environmental Impacts

- Volatile organic compounds (VOC) and fumes.
- Unused product disposal, if not performed properly, could lead to environmental problems. Please bring unwanted paint to the Municipal Hazardous or Special Waste Depot at 3560 North Service Road East.

Things to Consider in Your Specifications

This is an opportunity to add clauses in paint specifications to address:

- Highest recycled content.
- Recyclable products with ECOLOGO, Green Seal or GREENGUARD certifications.
- Low or no fumes (off-gassing) and preferably no volatile organic compounds (VOCs).
- Desired absence of mercury or mercury compounds.
- Desired absence of lead, cadmium, chrome VI or their oxides.
- Longevity of application.

Disposal

- Hazardous waste should never be thrown in the garbage or flushed down the sink, toilet, or storm sewer.
- Leftover paint can be dropped off at the Household Chemical Waste building at 3540 North Service Road.

Insulation

An Overview

There are many thermal insulation materials on the market. They may be purchased as two types: plastic foam insulation or fibrous material. More thermal insulation is used now than in the past, as the trend has been to curb the use of energy and non-renewable resources.

In addition to the energy conserved by using insulation materials, increasing the use of recycled materials will reduce the amount of materials entering the waste stream and reduce total resource consumption. In the case of use of fibrous material and cellulose filler, recycled mixed paper has become a potential ingredient.

Potential Environmental Impacts

Potential environmental impacts include:

- Health hazards from dust and fumes during and after insulation.
- Energy and resource consumption in manufacturing the product.
- Incorporation of ozone depleting substances in the manufacture of the product.

Things to Consider in Your Specifications

This is an opportunity to add clauses in insulation specifications to address:

- Highest recycled content.
- Reusable or recyclable products with ECOLOGO or GREENGUARD certifications.
- Low or no fumes (off- gassing) and preferably no volatile organic compounds (VOCs).
- Note the R-value of the insulation. R-value is a measure of insulation's heat transfer. Consider how much you will need for the desired thermal performance and any space limitations.

Recycling and Reusing

Cellulose insulation is typically made up of about 80% recycled newsprint and 20% non-toxic, fire-retardant materials. The production process for making cellulose insulation is also less energy-intensive than for most other kinds of insulation. Cellulose insulation can be reused and repurposed on-site, assuming it has not been damaged. It is critical, however, to trust this process to experienced professionals.

Fibreglass insulation can often be reused if the material has not been compromised by moisture, which invites bacteria and mold, and reduces the ability to insulate.

Disposal

- Insulation cannot be recycled due to the fire-retardant materials it contains.
- Insulation can be dropped off at the Household Chemical Waste building at 3540 North Service Road.

Sealants and Caulking Compounds

An Overview

Sealants and caulking compounds are used to fill and seal joints in buildings and other structures. They are applied to accommodate relative movement and significantly reduce unintentional air exchange. They assist in lowering heating and cooling losses and conserving energy.

The very reasons that these compounds have been developed to be soft and pliable results in their environmental impacts. The compounds dry very slowly, thereby remaining pliable. While longevity of application is sought, their slow drying results in long duration of off-gassing due to VOC.

Potential Environmental Impacts

- Many sealants and caulking compounds contain volatile organic compounds (VOC) which off-gas (release fumes) after application. Increased levels of VOC in buildings have been attributed to the use of sealants and may contribute to reduced interior air quality.
- Unused product disposal, if not performed properly, could lead to environmental problems. Please bring unwanted sealants and caulking to the Municipal Hazardous or Special Waste Depot at 3560 North Service Road East.

Things to Consider in Your Specifications

This is an opportunity to add clauses in sealant and caulking specifications to address:

- Highest recycled content.

- Preference for products with ECOLOGO, Green Seal or GREENGUARD certifications.
- Low or no fumes (off- gassing) and preferably no volatile organic compounds (VOCs).
- Longevity of application.

Adhesives

An Overview

Adhesives come in many forms and mixtures and are used for bonding in fabrication, maintenance, and repair applications. Like sealant and caulking, many adhesives contain volatile organic compounds (VOC's) that, when released, may contribute to reduced interior air quality.

Adhesives may be specified as one component required to complete a building maintenance job (e.g., re-flooring) or as a part of a pre-assembled item (e.g., cabinetry). In both these examples VOC and fumes could be adverse or left-over adhesive could become difficult to dispose of.

Potential Environmental Impacts

- Volatile organic compounds (VOC) and fumes.
- Unused product disposal, if not performed properly, could lead to environmental problems.

Things to Consider in Your Specifications

This is an opportunity to add clauses in adhesive specifications to address:

- Preference for products with ECOLOGO, Green Seal or GREENGUARD certifications.
- Low or no fumes (off- gassing) and preferably no volatile organic compounds (VOCs)
- Longevity of application.

Disposal

- Please bring unwanted adhesives to the Municipal Hazardous or Special Waste Depot at 3560 North Service Road East.

Carpeting

An Overview

The vast amount of carpet manufactured and installed in North America is made of synthetic materials — nylon, polyester, and polypropylene (PP) face fibres with most backings being a sandwich of polypropylene fabric and latex, or vinyl. Most commercial carpet is made by bonding a face fibre to a backing fibre, using one of a variety of strong bonding agents. Nylon accounts for nearly two-thirds of the face fibre market, with PP being the next most used fibre.

Recycled content and recyclable carpet options each have their own merits and considerations, depending on specific need, location, and use. Nylon, polyester, and plastics are made from petroleum, a non-renewable resource. Since the face fibre backing can contribute up to 60% of the carpet material, purchasing a nylon face fibre with 100% recycled content backing is worth consideration.

Closed-loop systems, where used carpet fibre and backing are made into new carpet and backing (and which can be recycled into new carpet after its useful life) are important to consider. Leasing is another option for commercial applications; the manufacturer bears responsibility for replacing worn sections of carpet and recycling the used carpet.

Note that new developments have been made using recycled PET materials:

- 100 per cent of the yarn is extruded and spun from recycled polyethylene terephthalate (PET), principally derived from recycled soft drink bottles.
- Virgin fossil fuel raw materials are not needed to produce this carpet, saving several million barrels of crude oil per year.
- The carpet is finished with materials that do not contain formaldehyde.
- The carpet is dyed in high-pressure jet dye becks, eliminating the need for biphenyl ingredients as dye carriers. This method of dyeing uses approximately 66 per cent of the water needed for conventional dyeing.
- PET recycling does not generate nitrous oxide nor emit nitrous oxide into the air, so it does not contribute to ozone depletion or global warming.
- PET carpet production uses more than 40 million pounds of PET bottles per year that would otherwise have become landfill.

Potential Environmental Impacts

- Indoor air quality concerns from fumes given off by new or recycled synthetic materials may favour "natural materials" such as wool, cocoa matting, hemp, and similar materials.
- Conventional synthetic carpets are made from non-renewable resources.

Things to Consider in Your Specifications

This is an opportunity to add clauses in carpeting specifications to address:

- Any extraordinary requirements for natural products or materials.
- Highest recycled content.
- Recyclable products with GREENGUARD certification.
- Products that minimize volatile organic compound emissions.
- Carpet that is not SB latex-backed (latex without 4-PC content).
- Products that contain natural or vegetable dyes and additives.
- Colours that match natural soiling to hide dirt and stains.
- A minimum 10-year warranty.
- A minimum of 28 ounces per square yard for loop pile carpet and 34 ounces per square yard for cut pile carpet.

Disposal

- Carpet can be disposed of by dropping of at the Public Drop off Depot at 3560 North Service Road East.

Ceiling Tile

An Overview

Ceiling tiles generally fall under the product category of acoustical products. By requiring products to have at least a minimum percentage recycled content, the amount of material entering the waste stream and total resource consumption will be reduced.

Ceiling tiles are generally designed to be light, to be acoustically deadening, and to be durable and low maintenance. At one time ceiling tiles had high asbestos content. Ceiling tiles are continuing to improve with the advent of new recycling technologies. However older properties requiring maintenance may still contain some of this product. Some products now on the market have a minimum of 70 per cent recycled content (mineral fibre). They are durable and tear resistant, so they can be reused.

Potential Environmental Impacts

- Health hazards from dust and fumes during and after insulation.

Things to Consider in Your Specifications

This is an opportunity to add clauses in ceiling tile specifications to address:

- Desirability of tiles made from cellulose fibres, mineral and slag wool by-products and/or recycled fibreglass.
- Tiles that do not contain asbestos fibres.
- A high percentage of recycled content.
- Preference for products with GREENGUARD certification.
- Durable construction, low maintenance

Disposal

Tiles can be disposed of by dropping of at the Public Drop off Depot at 3560 North Service Road East.

Roofing

An Overview

Roofs tend to have low albedo but high emissivity, which means that they readily absorb solar radiation, heating both the roof and the building. This can result in elevated cooling costs, higher energy use, poor thermal comfort, and early roof deterioration.

Unlike traditional roofs, cool roofs are built with materials that give them high albedo and high emissivity in order to minimize the absorption of solar radiation, and to maximize the release of outgoing radiation. By doing this, cool roof applications help to minimize the urban heat island effect and keep the building cooler during the summer months.

Other concerns such as stormwater management can be addressed through the construction of garden roofs. Garden roofs are contained vegetation areas situated on built structures. They consist of many components including vegetation, a growing medium, filter, drainage system, root barrier, waterproof membrane, insulation, and structural support.

The City of Windsor has currently constructed both garden and cool roofs on our buildings. In general, when roofing materials are ready for replacement, efforts have been made to replace dark membranes with more reflective and cool alternatives.

Potential Environmental Impacts

- Depending on material specified, air quality may be impacted adversely during time of installation.
- Depending on material specified, off-gassing and VOCs may have a negative impact over longer term.
- Depending on material specified, there may be use of non-renewable resources.
- Disposal issues at end of product life span.

Things to Consider in Your Specifications

This is an opportunity to add clauses in roofing specifications to address:

- Highest recycled content.
- Preference for products with GREENGUARD certification.
- Preference for reflective or light-coloured material.
- Preference for low maintenance vegetation where feasible.
- Low or no fumes (off- gassing) and preferably no volatile organic compounds (VOCs)
- Longevity of application.

Disposal

- Roofing materials can be disposed of by dropping of at the Public Drop off Depot at 3560 North Service Road East.

Walls (Gypsum-dry wall)

An Overview

Gypsum-drywall is one of the most used building materials of the last 50 years. Many older facilities may still have plaster walls, but a combination of plaster and drywall is more the norm. Newer facilities likely have drywall construction as the norm.

Gypsum-drywall (called drywall or rock wall or gyproc) is made from gypsum-based filler sandwiched between membranes. While designed to be a particularly fast and convenient way of installing walls to a stage ready for a prime coat of paint, disposal of the walls has an environmental impact. In a landfill, drywall breaks down, emitting the readily recognizable rotten egg smell associated with sulphur. The gases formed create problems at landfills. Check with local suppliers to see if gypsum drywall is recyclable.

Building maintenance purchases regarding drywall will most likely not be influenced by specifications for a better drywall as the industry has well-accepted standards and the use of the ECOLOGO is prevalent.

Potential Environmental Impacts

- End-of-use disposal of drywall is a potential problem at landfills. Under wet conditions, sulfate from the gypsum can dissolve into groundwater ("leachate"). Foul-smelling gas - hydrogen sulfide – is created by the microorganisms that thrive in the paper in drywall.

Things to Consider In Your Specifications

This is an opportunity to add clauses in Gypsum-drywall specifications to address:

- A high percentage of recycled content - gypsum has many uses in building construction, soil amendment, cement, and manufacturing.
- Preference for products with ECOLOGO or GREENGUARD certifications.
- Signs of durable construction, low maintenance.

Disposal

- Structures built before 1978 may have asbestos (a carcinogen) in their joint compound. Have the material tested before attempting to remove it.
- Drywall materials can be disposed of at the Public Drop off Depot at 3560 North Service Road East.
- Consider using small quantities as fertilizer by removing the paper backing and grinding it to a powder. Gypsum is one of the main ingredients in fertilizer and can be beneficial to soil.
- Several municipalities including Oakville and Waterloo have gypsum recycling drop-off centres.

Janitorial Products

Janitorial products include cleaners, disposable papers and tissues that are used daily in most workplace settings. Environmental procurement can have a large impact here because of the larger volumes of product in this material category.

Many conventional cleaning products emit emissions of volatile organic compounds (VOCs). Choosing to purchase environmentally friendly cleaning products can make the workplace less toxic and reduce the potential for affecting employees with scent sensitivity.

Products range from general purpose cleaning agents to commercial and industrial strength cleaners to disposable papers and tissues. All of these products are commonplace and are also packaged for use in residential settings.

General Purpose Cleaning Agents

An Overview

The primary function of general-purpose cleaners is to remove soils from hard surfaces. Statistics indicate over 54,000 tonnes of general-purpose cleaners are consumed annually in Canada.

The major ingredients in general purpose cleaning products are surfactants, builder, solvents, and scouring abrasives. Surfactants lower the surface tension of the water, allowing the cleaning solution to penetrate and suspend soils.

Cleaning products on the market have been labelled "environmentally friendly" because they are phosphate free or are considered biodegradable. However, this determination has been difficult to assess in the past due to the lack of definitive standards for biodegradability and other environmental factors.

Potential Environmental Impacts

- May be a burden on the environment in terms of wastewater loading and treatment, emissions of volatile organic compounds (VOCs) and resource consumption.
- If surfactants are not easily biodegraded, they may persist and harm ecosystems.

Things to Consider in Your Specifications

This is an opportunity to add clauses in general purpose cleaners to address:

- Preference for natural products or materials like reusable towelling.
- Scent free products.
- Preference for highest recycled content (for example in paper products).
- Preference for concentrated materials or materials with recycled, or minimal packaging.
- Preference for products with ECOLOGO, Green Seal or GREENGUARD certifications.
- Preference for products that are biodegradable, not toxic, or chlorinated, and standardized as much as possible to reduce the number of chemicals in use.

- Preference for products that minimize volatile organic compound (VOC) emissions.
- Preference for products with minimal packaging in refillable or recyclable containers.
- Preference for larger sizes to use in refilling smaller, reusable containers.

Disposal

- Read product labels before disposing to check for any specific disposal instructions.
- Dispose of fibrous materials in the trash to avoid clogging toilets and drains and contaminating water supply.

Industrial and Commercial Cleaners

An Overview

Industrial and commercial cleaners are used primarily for facility and machinery cleaning. The selection of a cleaner is influenced primarily by the nature of the surface to be cleaned, the nature of the soiling, and the degree of cleanliness required. The key active ingredients in industrial and commercial cleaners are: surfactants (to lower water tension and allow cleaning solution to work), builders (to control water hardness and improve surfactant performance), alkalis and organic solvents.

Potential Environmental Impacts

- If the surfactants are not easily biodegraded, they may persist and harm ecosystems.
- Similarly, the products of degradation may also pose an elevated risk to the environment.
- Cleaners may have adverse impacts on aquatic systems and water quality if present at excessive concentrations.

Things to Consider in Your Specifications

This is an opportunity to add clauses in industrial and commercial cleaner specifications to address:

- Scent free products.
- Preference for products which are non-hazardous and low in phosphate.
- Preference for water-based cleaners over those of organic solvents with VOCs.
- Where biodegradability is requested, the product's ability to degrade at the disposal site must be evaluated based on specific criteria such as: time required to degrade, recognized test method used, degradation by-products, and overall toxicity of substances generated during the degradation process.
- Products of degradation and the product in question must not contain ingredients that are known to be damaging to the environment and/or the sewage collection or treatment facility.
- Preference for products that require only a small amount to clean well, over others that require a larger amount, provided that all performance criteria are met (e.g., concentrates).
- Cleaning products should be purchased in containers which are reusable (refillable), returnable or recyclable (where recycling programs accept the containers).

- Contracts for janitorial and cleaning services should specify the use of ECOLOGO, Green Seal or GREENGUARD approved products where applicable.

Disposal

- Read product labels before disposing to check for any specific disposal instructions or household hazardous waste requirements.

Disposable Papers and Tissues

An Overview

Statistics indicate that more than 500,000 tonnes of paper, including disposable paper, toilet tissue, kitchen towels, facial issues, table napkins and hand towels, are manufactured in Canada each year.

Alternatives in the choice of pulp finish, pulp and paper technology and emission control are available to manufactures. The ECOLOGO Program has developed five separate guidelines that address: toilet tissue, paper towels, facial tissue, table napkins and hand towels.

Potential Environmental Impacts

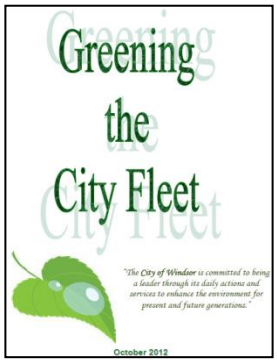
- Manufacture of product may release substances that contaminate the environment and enter the solid waste stream.
- Unsustainable forestry practices.

Things to Consider in Your Specifications

- A requirement for minimum recycled content.
- Bleach free products, for example brown paper towels instead of white.
- Environmentally friendly packaging.
- Preference for products with ECOLOGO, Green Seal or FSC certifications.
- Preference for Carbon Neutral products.
- Consider the use of reusable rags.
- Consider the products that use no or limited plastic packaging.

Vehicle Maintenance

"Vehicles and Maintenance" encompasses a category of environmental purchasing that addresses not only the procurement of environmentally friendly products, but also of improving performance of equipment so that it has the least impact on the environment.



The City of Windsor is committed to managing our fleet of vehicles more sustainably. In 2012, Council approved the Greening the City Fleet Plan which aims to better manage fuel consumption, find efficiencies within the fleet and consider purchasing more environmentally friendly vehicles. A "green fleet" is a fleet that tries to minimize fuel consumption and exhaust emissions by encouraging fuel efficiency and reduced use.

Environmental purchasing encompasses the search for more fuel efficient, less polluting **vehicles**. Similarly, environmental purchasing encompasses use of **high-quality components** during vehicle maintenance. This helps to ensure longer and cleaner service, lower maintenance costs, and less polluting waste. Examples include use of platinum tipped spark plugs, longer life coolant, (semi) synthetic transmission fluid, asbestos free brake pads, deep cycle batteries and higher quality gaskets. Use of synthetic engine oils and enhanced oil filters can double oil change intervals while prolonging engine life, decreasing fuel consumption, and providing longer catalytic converter life. Recycling of antifreeze, not common a decade ago is now becoming common practice in fleet maintenance. Moreover, all plastic containers and filters are picked up for recycling and all metal vehicle parts are recycled.

Environmental purchasing opens up the possibility for **alternative fuel** vehicles including electric cars, trucks and electric resurfacing machines. However, opportunities still exist for alternative fuel vehicles that currently do not have an electric option including propane, propane-gasoline, compressed natural gas (CNG), CNG-diesel, pure ethanol, E-85 ethanol, and bi-fuel combinations, sulphur free diesel. In the future, hydrogen, biodiesel, cellulose ethanol, oxygenated diesel and synthetic or waste derived diesel fuels may join these. All hold promises for less pollution, longer engine life, and maintenance economy.

Stop and think . . . about sustainable actions outside of purchasing new products.

Try to carpool or use public transit and active transportation methods such as walking and cycling instead of driving when possible.

Electric Vehicles

With technological upgrades to vehicles, and the establishment of widespread charging infrastructure, municipal fleet electrification is expanding. Positive business cases demonstrate that EVs can be less costly to own and maintain and contribute greatly to the City's GHG reduction targets. Additionally, they also provide economic, social and environmental benefits.

An Overview

These vehicles use electricity, typically stored in a battery, to power an electric motor. EV technology is used in hybrid electric vehicles, plug-in hybrid electric vehicles, and battery electric vehicles. The Government of Canada has set a mandatory target for all new light-duty cars and passenger trucks to be zero-emission by 2035, accelerating Canada's previous goal of 100% sales by 2040.

Potential Environmental Impacts

- Fully electric vehicles do not require fuel and do not produce greenhouse gas emissions during operation.
- Plug-in hybrids require significantly less fuel than gasoline vehicles.
- Both emit far less pollutants and contribute to improved air quality.
- Lower maintenance due to an efficient electric motor.
- Lithium-ion batteries contain heavy metals including cobalt, manganese, and nickel and must be disposed of carefully. These metals have the potential to be recycled indefinitely.

Things to Consider in Your Specifications

- When adding to the fleet, consider fully electric vehicles. While many still have a higher price tag than gasoline-fueled vehicles, the full lifecycle cost is much lower, as is the environmental impact.

Disposal

- Once at the end of the EV's batteries' lifecycle, get in touch with a local manufacturer's garage. They can provide a replacement and dispose of the battery.
- Old EV batteries have the potential to be used as energy-storage units for renewable energy.
- EV developers like Stellantis aim to recycle end-of-life vehicle batteries to recover rare minerals such as cobalt, nickel, and lithium through hydrometallurgy technology.

Case Study – City of Windsor's Community EV Charging Stations

Increased investment in electric vehicle infrastructure is a necessary and a critical component of the City of Windsor's efforts to electrify. Electrification provides numerous and diverse environmental and economic benefits. Increasing the number of EV charging stations is a goal laid out in the Community Energy Plan.

In 2021, at nine strategic and unique locations, 11 level-2 dual-connector electric vehicle charging stations were installed throughout the municipality. Currently, these stations offer free connection and are very closely monitored by the city to gather statistics and help provide potential future direction on this proposed model.

Specifications from the Windsor EV Charing Station Program:

- The units installed monitor energy use, control access, log total and unique user counts, and provide a pay-per-use function.
- The Proponent was required to provide a 1-year warrantee for the repair and replacement of units with manufacturer defects, full installation and commissioning services, training for system operation and ongoing support for the life of the units (10 years).
- The EV charging stations are mobile data connected instead of Wi-Fi connected for security reasons.
- As specified in provincial and federal grants, the charging stations had to be made in Canada, or the manufacturer's headquarters had to be in Canada.

Case Study - City of London Electric Zambonis

In 2021 London ON, introduced the first electric Zamboni that will usher in the transition to replacing its entire fleet of 14 ice resurfacers with electrical units from 2021 - 2023. The electric Zambonis are expected to have lower operating and maintenance costs, a longer service life, and reduce emissions roughly 19 tonnes annually, as well as improve health and wellness, and protect ecosystems and the community from climate change. As part of the transition, London will also begin exploring future conservation opportunities like rooftop solar-power generation to support the energy needs of the Zambonis.

This business case compared the total cost of ownership and total CO_2 emissions between natural gas and electrical units. Results revealed that the initial cost of the electric ice resurfacers was 32% higher than the conventional models, but an estimated $53,810 would be saved in operational costs for all 14 EV units over the 2021–2023 period.

Switching the entire ice resurfacer fleet to electric would also contribute to reducing 212 tonnes of GHG emissions annually, which accounts for approximately 25% of the City's corporate GHG reduction target.

Oils

An Overview

Used oil is Canada's single largest source of potentially hazardous material if not managed properly. Used oil can be collected, cleaned, and re-refined into new oil products.

Used engine oil is recycled by one of two ways:

- Re-refined for blending with additives.
- Re-used as a supplementary heating fuel.

Re-refined oils typically meet or exceed manufacturers' specifications for virgin crude oil, and they are generally less expensive to purchase.

Potential Environmental Impacts

- Decreased level of air pollution.
- Unused product disposal, if not performed properly, could lead to environmental problems.

Things to Consider in Your Specifications

This is an opportunity to add clauses in automotive oil specifications to address:

- Preference for products bearing the ECOLOGO.
- Assurance of product meeting SAE, API, or equipment manufacturer's specifications so that vehicle /equipment warranty is not affected.
- Service maintenance garages use re-refined and recycle used oil.
- Assurance from collection companies of final use for used materials and verification of the same.
- Assurance that collection companies are properly licensed.

Disposal

- Please bring unwanted oils to the Municipal Hazardous or Special Waste Depot at 3560 North Service Road East.

Tires

An Overview

Tires purchased for fleets of vehicles have the potential for affecting the environment from two standpoints. Product performance of the tires affects the environment in terms of use of rubber and petroleum resources and disposal, but the immediate secondary impact on fuel economy may have far greater consequences over the longer time frame. Typically, there is less pollution if the correct tire is chosen.

Tires are categorized into two types:

- Radial
- Bias Ply.

In addition, tires are broken into two groups:

- Smaller diameter tires used for passenger and service vehicles.
- Larger diameter tires used for transport vehicles and "off-road" heavy construction.

Both tire types have a wide range of environmental impacts. They have the potential to adversely affect the environment both through improper use, and end disposal.

- Radial tires are named such by virtue of their construction. The tire carcass is constructed in such a way that the belts, to which the actual rubber and tread are attached, are radial to the cross section of the tire. The belts have typically been made of steel. Because of their design and construction radial tires deform less than bias ply tires when rolling. This in turn causes them to heat less, wear out less quickly, and provide higher gas mileage. Typically, radial tires of good quality have a wear life of between 80,000 and 100,000 KM. Radial tires are more appropriate for use on paved surfaces and for wheels less than 19 inches.
- Bias Ply tires are named such by virtue of their construction. The tire carcass is constructed in such a way that the belts are wound on a bias to the cross section of the tire. Belts traditionally have been made of rayon or nylon but can also be made of steel. Because of their design and construction bias ply tires deform more than radial tires when rolling. In turn they heat more, wear out more quickly and provide lower gas mileage. They do however provide a much greater strength sidewall and are most appropriate for off-road use or where travel is frequently "over curb". Bias ply tires are typically better suited for high impact uses.

Regarding tire size:

- Smaller tires are easier to put into a recycling loop. They can be made into athletic track, artificial turf, flooring, and colour landscaping mulch among other things.
- Larger size transport tires and off-road tires can be reconfigured into "blasting mats" used in heavy construction. Transport regulations limit the number of times that a transport tire can be re-used. Typically, a cold vulcanization process is employed. Retreads that involve gluing material onto the carcass may be preformed 3 to 6 times depending on if the tires are used for steering or not.

Potential Environmental Impacts

- Higher use of non-renewable resource if incorrect type of tire is used.

Things to Consider in Your Specifications

This is an opportunity to add clauses in tire specifications to address:

- Highest recycled content.
- Vehicle manufacturer's recommendations such as size and type.
- Longer life and wear performance.
- Please bring unwanted oils to the Municipal Hazardous or Special Waste Depot at 3560 North Service Road East.

Disposal

- Unused product disposal, if not performed properly, could lead to environmental problems. Please bring unwanted tires to the Municipal Hazardous or Special Waste Depot at 3560 North Service Road East. For residential, commercial, industrial, and institutional users, 8 tires per year can be dropped off free of charge for recycling.

All tires from City of Windsor vehicles are recycled through the Ontario Tire Stewardship program.

Furniture and Office Systems

Office furniture and panel systems are made with any one or a variety of materials including gypsum board, metal, wood and wood-based products, plastic and fabric. As a result of the different materials that may be used in manufacture, various environmental issues must be considered.

The City of Windsor tries to re-use office furniture. Check with Facilities to see if they have anything you need before you buy it.

Office Furniture and Workstation Panel Systems

An Overview

The design and manufacturing of office furniture and panel systems can affect resource utilization, pollution, and worker health and safety. Waste generated because of manufacturing and disposal of these products can be minimized through reuse, remanufacture and recycling.

Office furniture can be useful for a long time if properly maintained. Workstation panel walls can be re-configured into new partitions or recycled. They may contain from 20 per cent to 50 per cent recycled materials. Vinyl board panels can be disassembled intact and ground up to produce gypsum board. Vinyl face and the drywall paper are either screened or burnt off to expose the gypsum for recycling.

Potential Environmental Impacts

- Materials used in office furniture and workstation panel systems may emit VOCs when installed, immediately impacting indoor air quality.
- Building agents such as resins used in composite wood products can also affect indoor air quality, but the use of veneers and laminates can help to minimize these effects, as can low VOC content or water based liquid surface coatings.
- Materials used in the manufacture, treatment, installation, and final cleaning of fabrics can contain VOC, which in turn become secondary sources of VOC emissions.

Things to Consider in Your Specifications

This is an opportunity to add clauses in furniture and panel system specifications to address:

- Re-use of existing furniture where possible and refurbishment if desired. Refurbishing eliminates the need to purchase new furniture and reduces the manufacturing processes (including the use of new materials) that have adverse effects on the environment. Check with Facilities to see if they have anything you need before you buy it.
- By promoting the re-use of existing furniture, used/surplus furniture does not go to the landfill.
- When new furniture is required, choose a company that demonstrates environmental responsibility in its manufacturing processes (i.e., on-site recycling centres for fabric, etc.).
- Request for re-usable or returnable packaging and shipping materials.

- When alternatives exist, avoidance of volatile organic compounds and PVC materials.
- Reusable demountable panel systems.
- Recycled content (the higher the better).
- Drywall that does not contain fibreglass reinforcement.
- Preference for products with ECOLOGO, Green Seal, FSC or GREENGUARD certifications.

Disposal

- Notify Facilities of excess office furniture for reuse opportunities. For home office furniture, contact local charities to determine if they are in need. .

Demountable (full wall) Partitions

An Overview

Demountable partitions are fully or partially prefabricated gypsum board-based units whose primary functions are to restrict vision, sound, and passage. These walls are 100 percent reusable. The most environmentally sound products feature:

- Materials that are 100 per cent reusable.
- An electrostatic powder coating system that collects and recycles over 95 per cent of paint overspray and contains no solvents, eliminating emission of dangerous air-borne particles.
- Excess fabric that is recycled as automobile insulation.
- Scrap gypsum that is recycled and reused.
- Panels shipped unboxed eliminating additional waste.

Potential Environmental Impacts

- End- of- use markets or deconstruction still to be proven.

Things to Consider In Your Specifications

This is an opportunity to add clauses in demountable partition tile specifications to address desirability of:

- Recycled steel framing.
- A fibre core made of recycled paper products.
- Paint applied by an electrostatic powder coating process.
- Longevity.
- Preference for products with GREENGUARD certification.

Disposal

- Notify Facilities of excess office furniture for reuse opportunities.

Office Equipment and Related Services

Office equipment consists of all the "hard" materials that make an office function. The items in this category focus on printing and printing services, and production of photocopies and facsimiles.

Photocopiers and Fax Machines

An Overview

Photocopiers and facsimile (fax) machines are widely used in both traditional office and home workplaces.

The variety of models on the market that perform "multifunction" tasks -- from acting as a photocopier, an answering machine, a fax machine, a computer printer or a computer scanner -- has made it possible for units to appear in the smallest of "home offices."

With improvements to the environmental friendliness of this category of product there should be reduction in waste-to-disposal, a reduction of chemical emissions and conservation of energy.

Potential Environmental Impacts

- Consume both significant quantities of energy and paper.
- Release emissions in the form of noise and chemical substances such as ozone.

Things to Consider In Your Specifications

This is an opportunity to add clauses in photocopier specifications to address:

- Preference for units that carry the ECOLOGO, Energy Star, EnerGuide or GREENGUARD certifications.
- Preference for multifunction units that reduce the need for additional machines to perform office tasks.
- Preference for photocopiers that make two sided copies.
- Consider the ink cartridge life cycle as well, including, how many copies the ink cartridge can make and if the ink cartridge is recyclable.

Disposal

- Please recycle unwanted photocopiers and fax machines for free at the Municipal Hazardous or Special Waste Depot at 3560 North Service Road East.

Printing Cartridges

An Overview

Printing cartridges are widely used in photocopy and facsimile equipment, as well as in laser printers. Statistics indicate that in Canada over one million cartridges are disposed of annually.

Cartridges are often thrown away once the toner inside the cartridge is used up or the "toner waste sump" is filled. This typically occurs after several thousand copies have been made, depending on the make and model of the printing cartridge.

Single use cartridges contain many components that are in perfect condition at the end of the expected life of the cartridge. The practice of re-manufacturing printing cartridges involves disassembling the unit, inspecting and cleaning components replacing or refurbishing the unit's organic photoreceptor cell and replacing the supply of toner.

Potential Environmental Impacts

- Most printer cartridges are not reused and end up in landfills.

Things to Consider in Your Specifications

This is an opportunity to add clauses in photocopier specifications to address:

- Preference for reusable cartridges. Consider disposal.
- Preference for units that carry the ECOLOGO.
- Preference for remanufactured print cartridges.

Disposal

- Most companies will take back used printer cartridges – ask the company you use if they do. Cartridges used at home can be returned to any Staples store for recycling.

Printing Inks

An Overview

Printing inks, used to produce an image on a "substrate" (usually a paper), are generally made of 3 components: pigments, "the vehicle" (the carrier and binding agent) and additives.

Pigment is the solid coloring that we see. The "vehicle" is the largest component of ink and acts as a carrier medium for the pigment as well as a binder to fix the pigment to the "substrate". Additives modify the performance of ink and include materials such as dryers, waxes, lubricants, reducing oils and solvents, binding varnish antioxidants and resins.

Potential Environmental Impacts

- The manufacture, use, and disposal of printing inks which contain heavy metals, petroleum distillates and volatile organic compounds (VOCs).

Things to Consider in Your Specifications

This is an opportunity to add clauses in ink specifications to address.

- Preference for units that carry the ECOLOGO.
- Preference for inks with lower levels of heavy metals and petroleum distillates.

Think Before Ink

Refrain from printing as much as possible and only print when necessary in order to save on material and energy resources. Instead, consider options such as:

- Shared drives which can be read or updated. Microsoft Teams has excellent features for collaboration with groups.
- Email attachments for collaboration and comment.
- Print only one hard copy and share between employees as needed.
- Print without the use of colour or print only the required pages from a longer document.

Office Supplies

Office supplies consists of all the "soft" materials that make an office function. The items in this category focus on the feedstock for office equipment.

Batteries

An Overview

In Canada, performance standards for batteries are published by the International Electrotechnical Commission.

Traditionally, batteries contained a high degree of mercury, a highly toxic metal. Mercury's toxicity to the environment increases when converted by microorganisms under anaerobic conditions to organomercury compounds. It is known to concentrate in organisms and magnify in food chains.

If batteries are not recycled, mercury found in batteries can end up incinerated or landfills. If incinerated, the mercury can end up back in the air; if sent to a landfill, it could potentially end up in groundwater or drinking water.

Potential Environmental Impacts

- Batteries may pose a threat to the environment during their production and disposal because of certain toxic substances. The major substance of concern has traditionally been mercury.
- Unused product disposal, if not performed properly, could lead to environmental problems.

Things to Consider in Your Specifications

This is an opportunity to add clauses in battery specifications to address:

- Preference for rechargeable batteries.
- Preference for distribution and end-of use disposal by the same contractor.

Disposal

- Please bring unwanted batteries to the Municipal Hazardous or Special Waste Depot at 3560 North Service Road East.
- Search the call2recycle drop-off locator for alkaline/single-use, rechargeable and eMobility batteries.

Not All Batteries are Recycled the Same

In 2020, Ontario made battery producers, importers, and brand owners responsible for the end-of-life management of their products. Call2Recycle® represents obligated producers and manages drop-off locations across Ontario and collects small household batteries. The Canadian Battery Association (CBA) accepts lead vehicle batteries.

If lithium-Ion batteries enter the lead battery recycling stream, there is potential for them to explode during the recycling process. These batteries require a different recycling method.

Envelopes

An Overview

Over 10 billion envelopes are produced in Canada each year.

The manufacturing process for envelopes involves production of the paper used as the main raw material, the printing processes and the chemical components of inks, adhesives and other materials used in the process. The manufacturing process has an impact on the recyclability of envelopes.

Potential Environmental Impacts

- Unnecessary end of use disposal of varying grades of paper and envelopes with mixed content (ex. Plastic windows).
- Unsustainable forestry practices.

Things to Consider in Your Specifications

This is an opportunity to add clauses in envelope specifications to address:

- Preference for products that carry the ECOLOGO or FSC certifications.
- Preference for products with stipulated levels of recycled content.
- Preference for unbleached paper.

Disposal

- Reuse envelopes whenever possible.

Printing and Writing Papers (and uncoated mechanical printing paper)

An Overview

Many City of Windsor facilities have chosen to purchase paper that is made from 100% recycled content.

For paper, the ECOLOGO Program has set out a guideline developed using a multi-parameter approach.

The guideline does NOT specify a minimum content of recycled material. That parameter has been incorporated into the calculation of resource consumption and waste production. (Performance in this area improves as the amount of recycled material increases.)

This method identifies the most important environmental stressors from all stages of the product life. The environmental requirements identifying pulp and paper aim to lower environmental impacts through:

- Reduction in air emissions.
- Reduction in water emissions.
- Reduction of waste.
- Efficient use of fibre and recycled fibre.
- Reduction of energy use.

Potential Environmental Impacts

- Production of all types of paper in pulp and paper mills consumes significant quantities of energy and resources.
- Waterborne and airborne emissions to the environment.
- Process generates significant waste.
- Unsustainable forestry practices.

Things to Consider in Your Specifications

This is an opportunity to add clauses in paper specifications to address:

- Preference for products that carry the ECOLOGO, Green Seal or FSC certifications.
- Preference for products with stipulated levels of recycled content.

Disposal

- Reuse printed pages for scrap paper by using both sides.

Lighting and Lighting Systems

With the use of energy efficient lighting products, such as LED lights, electric lighting costs can be reduced by as much as 90%. Newer lamps and ballasts are more energy efficient, generate less heat than older models and last longer. Savings are also incurred in lower labour costs for maintenance as well as lower air conditioning costs for removal of lamp and ballast-generated heat.

Lights

An Overview

Newer developments include these and other features:

- Electronic ballasts contain no PCBs, but disposal of old PCB ballasts is a concern.
- Instant start ballasts consume less energy than rapid start ballasts. Soft start technology gives the tubes a longer lifespan.
- Electronic ballasts consume substantially less energy when operating at very high frequencies. They hum less and do not flicker.
- Used in combination with T8 lamps, electronic ballasts consume 36 per cent less energy than conventional ballasts with T12 lamps.
- T8 lamps use 20 per cent less energy to provide the same amount of light as conventional fluorescents. They also offer better colour rendering.
- Parabolic louvers control glare while maintaining a level of light efficiency that exceeds IES and ASHRAE standards.
- Light-emitting diodes (LED) have a lifespan and electrical efficiency that is several times better than incandescent lamps, and significantly better than most fluorescent lamps. The heat-emission of LED lighting is considerably less than that of previous technologies.

Potential Environmental Impacts

- Higher energy costs with inefficient lighting fixtures or inefficient lighting design.
- Unused product disposal, if not performed properly, could lead to environmental problems. For example, compact fluorescents should be recycled due to mercury vapours contained inside.

Things to Consider in Your Specifications

This is an opportunity to add clauses in lighting specifications to address desirability of:

- Provincial and federal incentives and rebates should be explored before any LED retrofit program. Part of the cost may be reimbursed based on the energy savings.
- Use energy efficient lighting systems wherever possible, i.e., low wattage, reflective fluorescent or LED's.
- Ballasts not containing PCBs.
- Office design to optimize natural light as well as efficient placement of lighting systems.
- Automated dimming system that would respond to natural light (with photocell sensors)

- Task lighting to minimize need for overhead lighting. Use of T-8 lamps, compact fluorescents or LEDs are preferred.
- Preference for products with Energy Star, EnerGuide, or DesignLights Consortium (DLC) registered – possibility of receiving incentives/rebates.

Disposal

- Please bring unwanted fluorescent lights to the Municipal Hazardous or Special Waste Depot at 3560 North Service Road East.
- When disposing old fixtures, request a recycling certificate. The certificate provides proof that the fixture has been recycled and was not reinstalled somewhere else.

Construction, Renovation, Demolition

Construction and Demolition Waste

An Overview

Moving, renovating, and demolishing facilities can generate significant waste. Construction and demolition waste accounts for up to 25% of the waste stream. Reorganizations in offices and facilities both add to the challenge and open new opportunities to apply sound environmental practices. These practices can lead to improved energy efficiency and workplace and public facility standards.

Potential Environmental Impacts

- Poor waste management practices throughout any construction, renovation or demolition project will add to disposal volumes and their impacts on the environment.

Things to Consider in Your Specifications

Contractors should be required to submit a Waste Management Plan with their quotations. The plan should include:

- Procedures for educating workers and subcontractors to ensure adherence to the Waste Management Plan.
- Methods for reducing waste such as ordering material only as required, using up excess material on site where possible, prefabricating sections off site, or use of modular construction.
- The percentage of recycled content in construction materials.
- Methods and techniques for collecting, separating, and recycling waste materials and packaging, including a list of materials to be recycled and percentage expected to be recycled or sent to landfills.
- Provisions for dealing with hazardous waste, including procedures for handling, clean-up, and disposal.
- A list of carriers and disposal destinations for each material to be disposed of or recycled. The list should be provided initially or at least before the final payment is made. This will ensure that all materials are being recycled and waste is legally disposed of.
- Alternative options for recovering higher percentages of materials and related costs.

- The cost associated with the recovery of the material and the anticipated revenues from the sale of such material.

Embodied Carbon

An Overview

Embodied carbon is the sum of all greenhouse gases from resource extraction and transportation, building construction, renovation, demolition, and disposal. Operational carbon describes emissions that are released from keeping a building operational (i.e., burning of natural gas for heating, diesel for generators, etc.). These emissions are tracked in the Corporate Greenhouse Gas inventory.

Potential Environmental Impacts

- Currently, requirements for net-zero embodied carbon are lacking. This gap in knowledge may leave significant environmental costs outside of the project's scope.

Steps for Reducing Embodied Carbon

- Attempt to measure embodied carbon emissions across the buildings entire construction lifecycle by creating a Life Cycle Assessment.
- Establish a baseline and identify reduction targets.
- Adopt best practices and choose contractors who disclose supply chain data.
- Consider striving for a Leadership in Energy and Environment Design (LEED®) certification and create a building that will use significantly less energy.
- Look for contractors who use electric machinery.
- Find embodied carbon data in Environmental Product Declarations and substitute for materials that have a lower embodied carbon where possible.

Government of Canada's new green standards for major contracts

In a commitment to greening its operations and supporting Canada's transition to a cleaner economy, the Canadian Government has a new *Standard on Embodied Carbon in Construction* will require emissions reductions in all major government construction projects initially starting with concrete. The aim is to lower the projects total GHG emissions by at least 10% less than the regional average.

Suppliers that participate in Canada's Net-Zero Challenge or other approved internationally recognized standard or initiatives are preferred.

Case Study: The Non-Hazardous Demolition Waste Audit Report for 350 City Hall Square

The Old City Hall building stood from 1956 until 2018. During its demolition approximately 8149 metrics tonnes of solid waste, such as asphalt, brick, concrete, building materials, and scrap metal, were produced. Effective waste management was an integral aspect of the project. 62.6% of the solid waste, consisting primarily of crushed concrete, was reused. An additional, 34.5% of the solid materials were diverted from the landfill by recycling and processing. Only 2.9% of the non-hazardous solid waste was sent to the landfill. Ultimately, 97.1% of solid waste was diverted.

Some of the methodology applied included:

- Using clearly marked bins for the collection and stockpile of all materials selected for diversion.
- Taking care not to unnecessarily damage or cross contaminate materials.
- Using material tracking forms for each load.

Image and statistics from DST consulting engineers *Non-Hazardous Demolition Waste Audit Report Building Deconstruction and Abasement of Designated Substances Old City Hall Building 350 City Hall Square, Windsor Ontario,* 2020.

Parks, Recreation Amenities and Landscaping

Parks, landscaping, and recreation amenities are different than the other categories we have looked at so far. We must take into consideration their use by the public and by wildlife.

Pesticide, Herbicide and Fertilizer Use

An Overview

In 2009 the Province of Ontario imposed legislation on the use of commercial pesticides in an effort to decrease the amount of toxic chemicals entering our air and waterways. City of Windsor properties such as sidewalks and golf courses are exempt from this legislation. However, where possible, the city uses herbicidal vinegar on these areas, as well as on our parks and sports fields.

Significant amendments to the Pesticides Act and the Pesticides Regulation in 2020 included restrictions related to the use and sale of neonicotinoid-treated seeds, exterminator licensing, permitting and cosmetic pesticides.

In recent years, toxic blue-green algae blooms have occurred in Lake Erie. The blooms can cause the water to have a foul odour and pea-soup coloured foam. Phosphorus and nitrogen are the main plant nutrients that all plant types, including algae, need to grow. Phosphorus greatly influences the growth of algal blooms. For this reason, the City of Windsor uses fertilizer that is either very low in or does not contain Phosphorus.

Gardening with compost is a great way to add nutrients to the soil. Compost is the biological reduction of organic waste into an earth-like substance that makes great fertilizer, soil amendment, and most importantly, builds good soil structure. The Essex Windsor Solid Waste Authority produces Garden Gold Compost from the yard waste they collect. Garden Gold Compost is sold at the Public Drop Off Depot (3560 North Service Rd. E.) from April through November. Visit www.ewswa.org or call 1-800-563-3377 for more details.

Potential Environmental Impacts

- Unnecessary impact on the environment in the form of additional chemicals in the landscape and in surface runoff.
- Producing and using compost has a positive impact by turning millions of tonnes of our refuse into a food growing asset.

Things to Consider in Your Specifications

Currently, it is recommended that:

- Herbicidal vinegar be used where possible in place of any pesticides or herbicides.
- Fertilizer low in Phosphorus or Phosphorus free be used on parks and sports fields.
- Sustainable lawn management techniques such as dethatching, aeration, overseeding, hand weeding or mowing high be used where possible.
- Compost, preferably purchased at the Essex Windsor Solid Waste Authority, be used in place of fertilizer.

Playground Surfacing Material

An Overview

Replacing natural park surfaces such as grass or mulch with rubber is not recommended unless it is for compliance with accessibility requirements. Rubber does not provide benefits such as water absorption or evapotranspiration and will increase the urban heat island effect in parks, especially if it is dark in colour. The City of Windsor, in partnership with Health Canada, has completed multiple studies on the urban heat island in Windsor, specifically in our parks. These studies can be found at www.windsorenvironmentalmasterplan.ca. As part of one study, temperature measurements obtained using an infrared camera were taken of three different rubber surfaces in City of Windsor parks. On the same sunny, summer day, the temperature of the *Pouring in Place Rubber* surface at Captain John Wilson park was 69.0°C, the *SofTile* rubber in Meadowbrook Park was 60.5°C, and the *Rainbow Turf* used in Little River Acres Park was the coolest at 51.6°C.

If rubber must be used to comply with accessibility or other requirements, it is best to use recycled rubber, and rubber that is light in colour or has been proven to remain relatively cool on hot summer days.

Potential Environmental Impacts

- Increased urban heat island effect if used in place of natural material such as grass or mulch.

Things to Consider In Your Specifications

This is an opportunity to add clauses in particular application specifications to address desirability of:

- Preference for products that carry the ECOLOGO.
- Preference for products that are light in colour or proven to remain relatively cool on hot summer days.
- Preference for products with stipulated levels of recycled content.
- Refer to CSA Z614:20 (Children's playground equipment and surfacing) Annex K (Thermal Comfort) for additional guidance on reducing impacts of extreme heat under a changing climate.

Disposal

- Long term liability of difficult end-of–use disposal. Check with the Essex Windsor Solid Waste Authority to see if they recycle the product before you discard it.

Landscaping with Native Plants

An Overview

Native plants are species that have been growing in the region since before European settlement, have evolved with our climate and are well adapted to survive throughout the year, from intensely hot, dry summer months to cold winter months. There is a huge variety of native plant species to suit any type of environment. They range from shade tolerant to sun-loving and from drought resistant to species that thrive in wet conditions. Once established, they require less maintenance and watering than non-native ornamental plants. They are long-lived and readily re-seed themselves, coming back year after year.

Native wildflowers provide valuable natural habitat for a variety of wildlife and are an essential part of maintaining healthy biodiversity. They attract pollinator species like bees, hummingbirds, butterflies, moths, beetles, birds, and other insects. Canada is home to over 1,000 pollinators working constantly to move pollen from flower to flower allowing reproduction of the plant to take place and providing us with fruits and vegetables.

When purchasing native plants, shrubs, and trees for landscaping, it is important to ask if they have been treated with pesticides. Pesticide is harmful to the pollinator species that we are trying to encourage, so it is very important that these plants are not treated with pesticide. It is also important to ensure that any seeds or plants purchased are locally sourced to ensure that they are coming from the Windsor Essex region.

The City of Windsor currently grows our own native plants from seeds collected locally.

Potential Environmental Impacts

- The decline of pollinator species such as bees and butterflies is in part due to a decrease in their habitat. Native plants that are not treated with pesticide help provide a source of food for these important species in the form of nectar and leaves.

Things to Consider in Your Specifications

This is an opportunity to add clauses in particular application specifications to address desirability of:

- Preference for products that are native to the Windsor Essex region.
- Preference for native plants that have not been treated with pesticides.

Water Use

An Overview

Evapotranspiration includes water that evaporates from the soil and from transpiration from plants. If you know the evapotranspiration rate (Et) for a particular plant or landscape, you can fulfill the water requirements without overwatering and wasting water.

Consider irrigating in the morning when evaporation rates are low. Other water saving methods include adding 5-10 cm of mulch around plants and grouping plants with similar water needs together. Water thoroughly 1-2 times a week to encourage plants to grow deep roots.

Potential Environmental Impacts

- Maintaining green lawns wastes water, diminishes biodiversity, and can pollute the environment when herbicides/pesticides are used. Consider using native plants or allow the lawn to grow a little wild with “weeds.”

Ways to help manage stormwater:

- ### Install Rain Barrels

The City offers free downspout disconnection services and encourages residents to channel excess rainwater away from buildings, or into a rain barrel where the rainwater can then be used to water lawns and gardens. Consider rain barrel installation at municipal buildings and recreation centres to save and reuse water, while at the same time setting an inspiring example for residents to do likewise.

- ### Create a Rain Garden around a downspout

Rain gardens can help protect urban areas from flooding by allowing water to pool on a permeable surface. Roofs, roads, sidewalks, driveways, and parking lots cover much of the city. These impervious surfaces forces water towards storm drains. The system can be quickly overwhelmed during a large storm.
A sunken space with native plants, and water absorbing sand or soil mimics a natural ecosystem and can improve water quality and reduce erosion.

- ### Install a Green Roof

Green roofs can significantly reduce stormwater runoff. They also provide energy savings by reducing heating and cooling costs as the plant layer provides additional insulation. The vegetation also allows water to evaporate back into the atmosphere cooling the air.

Food

Our food system has become increasingly globalized over the past few decades. Whereas a century ago most food was consumed in a relatively short distance from where it was produced, our diets today consist of foods from all corners of the globe. The trend toward increasing distances between producers and consumers has prompted many to question the environmental and social sustainability of our food choices.

The Windsor Essex Economic Development Corporation has developed a "Grown Right Here" campaign to support local food in our region. Look for the label when making purchasing decisions and ask your supplier where the food you are purchasing comes from. Visit www.welookforlocal.ca for more information and for a map of local food producers and distributors in Windsor and Essex County.Food

GROWN RIGHT HERE. WINDSOR-ESSEX
LOOK FOR LOCAL. IT'S WORTH IT.

An Overview

Agriculture and food systems are significant energy users and contributors to greenhouse gas emissions, which in turn are driving climate change. Local food initiatives decrease "food miles", defined as the distance that food travels from the location where it is grown to the location where it is consumed. Local food can be defined as food that comes from your own community, or that is produced regionally, provincially, or nationally.

Potential Environmental Impacts

- Keeping money spent on food grown or processed in the community supports local farmers and others in the food sector by creating jobs, income, and security.
- Ensures healthy foods are more available so people can meet their nutrition needs.
- When people buy local and eat foods in season, it helps to reduce greenhouse gases and improve air quality.
- Local farms help to increase biodiversity and encourage pollinators to the region.

Things to Consider In Your Specifications

This is an opportunity to add clauses in food purchasing specifications to address desirability of:

- Increased percentage of food that is grown locally.

- Increased local content in food purchases, measured in volume and categories of food.
- Selection of in-season produce.
- Support of local growers, producers, and small businesses.

Disposal

- Consider and plan to provide compost opportunities to dispose of organic materials.
- Investigate relationships to donate unused portions to decrease waste.

Food Packaging

An Overview

Many companies that purchase food packaging are moving away from polystyrene (foam) containers and cups that are made of plastic and not recyclable. As a result, there are a number of paper food packaging options available which are a much better choice for the environment. Plastic clamshells and cups are not as environmentally friendly as paper, but they are recyclable so they are a better option than foam. Plastic cutlery is not recyclable in Windsor. Purchasing cutlery made from biodegradable plastic or recycled plastic are better options.

A single-use plastic ban came into effect in December 2022 prohibiting the manufacture or import of checkout bags, cutlery, foodservice ware made from or containing problematic plastics, ring carriers, stir sticks, and straws (with some exceptions).

Potential Environmental Impacts

- Non-recyclable are a large draw on resources and will end up in landfill.
- Unsustainable forestry practices.

Things to Consider in Your Specifications

This is an opportunity to add clauses in food packaging specifications to address desirability of:

- Preference for paper products or where necessary, plastic products that are recyclable.
- Preference for products that carry the ECOLOGO or FSC certifications.
- Preference for compostable products
- Preference for products with stipulated levels of recycled content.
- Preference for unbleached paper.
- Preference for reusable containers.

Disposal

- Select only biodegradable or recyclable containers.
- Ensure recycling is appropriately sorted.

Compostable Product Certifications

Look for these certifications to ensure that “compostable” products will breakdown completely in a commercial compost facility:
ASTM D6400 Certified: This standard applies to products made from plastics that are designed to be composted in commercial composting facilities.

ASTM D6868 Certified: This standard covers laminated paper and sugarcane (bagasse) items that are designed to be composted in commercial composting facilities.

The City of Windsor will be introducing a curb-side collection program for organic waste in 2025. Until then, consider lowering your household waste by backyard composting.

Backyard Composting tips

Use a 50:50 ratio of brown (leaves/straw) and green (food or garden waste) materials. Don't forget to add water and stir occasionally. Do not add meat, dairy, oil, or fish

Visit the Essex Windsor Solid Waste Authority website at www.ewswa.org for more information

Sustainable Meals

- Bring a reusable cup and/or straw to your local cafe. You can often get a discount!
- Choose restaurants that use eco-friendly packaging for leftovers.
- Bring your own lunch in reusable containers.
- Replace single use items with reusable alternatives.

Single Use Items	Reusable Alternatives
Straws	Stainless steel or silicone straws, or go straw free
Coffee cups	Reusable cups and travel mugs
Coffee pods	Reusable, compostable or recyclable pods Look for organic, bird-friendly brews

Coffee filters	Cotton hemp fibre filter or reusable basket filter
Tea bags	Loose leaf tea with infusers
Plastic drink stirrers	Glass, bamboo or pasta stirrers
Plastic grocery or produce bags	Mesh, cloth, or reusable grocery and produce bags or bins
Plastic cutlery	Metal, bamboo, or compostable cutlery
Plastic sandwich bags	Reusable containers or silicone bags
Paper towel	Cloth rags
Plastic wrap	Beeswax food wrap

Sustainable Events

- Purchase biodegradable, compostable or recyclable cups and plates.
- Estimate ahead of time how many people will attend to minimize food waste.
- Consider choosing meat alternatives.
- Provide water refill stations rather than purchasing plastic bottles. Mark stations clearly.
- Encourage visitors to bring their own reusable bottle, give advance notice!
- Go straw-free.
- Do not use single-use packets of condiments (purchase large containers with a pump).
- Provide adequate recycling service at the event. Consider having volunteers sort waste. Make sure to have clear signs about these services.

Single Use Items	Alternatives
Balloons	Paper lanterns, recycled bunting, real flowers, etc.
Plastic dishware	Reusable plates, bamboo pulp plates, etc.
Disposable plastic cutlery	Reusable or compostable cutlery
Wrapping paper	Fabric gift bag, plain brown paper, old newspaper etc.
Plastic cups	Refill stations for reusable water bottles
Six pack rings for cans	Recyclable bottles or cans without the rings and single cans or cases made of cardboard
Stickers and signage	Reusable or paper signage that can be recycled
Paper invitations	Electronic invitations

Case Study: Can-Am Police-Fire Games Zero-waste event

In 2022 the Can-Am Police-Fire Games opening ceremony was designed to be a zero-waste event. The ceremony featured only biodegradable and recyclable materials, and staff were on site to receive and sort food packing containers to ensure that 100% of these materials were deposited into the appropriate receptacles and that no items were sent to the landfill.

Above: Volunteers sorting waste at the Zero Waste Depot during the Can-Am Police-Fire games.

Conclusion

The trend toward Sustainable Procurement is a global movement and has been in development for several decades. The science behind the consequences of our purchasing decisions, for many of the products and services commonly used, has been known for some time and efforts to practice ethical purchasing are in no way a recent invention.

Take for example the use of Styrofoam cups. City Council adopted a prohibition on the use of Styrofoam cups containing chlorofluorocarbons in 1988. It was made evident at that time, that chlorofluorocarbons were damaging the ozone layer, which protects that planet from excessive ultraviolet radiation.

It is often not the case that a lack of understanding is the reason environmentally focused decisions are not put into practice. People are aware that certain products and services are detrimental to environmental and social wellbeing, but they may place higher importance on cost, convenience and habit.

It is hoped that the significance placed on environmental and social procurement decisions can be increased with a better understanding of the principles of Sustainable Procurement, such as the Circular Economy, Scope 1, 2 & 3 Emissions, and the practice of Lifecycle Assessments.

It is through the seemingly mundane decisions we make everyday, such as whether to buy plastic or paper, that we influence the world around us, for better or for worse.

➢ The Sustainable Procurement Policy

1. POLICY

1.1 The City of Windsor recognizes the impact it has on the public market through the procurement of goods and services necessary for municipal operations. In 2006, City Council adopted the Environmental Master Plan (CR 12241/2006). The EMP calls for the development and implementation of sustainable procurement to further the City's goal to *Use Resources Efficiently*. The Sustainable Procurement Policy and Guidebook provides a framework for purchasing decision makers to encourage environmentally conscious decision making when purchasing goods and services.

2. PURPOSE

2.1 The purpose of this policy is to increase the development and awareness of environmentally preferred products and services, and align the City of Windsor's procurement practices with the Environmental Master Plan goal of resource efficiency by:

2.1.1 Recommending the inclusion of environmental criteria into the City's procurements where practicable;

2.1.2 Identifying and setting specifications for goods and services that achieve environmental benefits including but not limited to increased energy efficiency, reduced toxicity and pollution and minimized waste wherever possible;

2.1.3 Adhering to the principles of public procurement by continuing to support a process that is open, fair, transparent and competitive;

2.1.4 Striving to reduce the overall consumption of goods and services where possible;

2.1.5 Advancing a corporate culture at the City that recognizes and places a priority on becoming a more Environmentally Sustainable Community.

3. SCOPE

3.1 This policy applies to the purchase of goods, services and construction by all Departments.

3.1.1 Nothing in this Policy will require the procurement of goods, services and construction services, materials that do not perform to the operating specifications or requirements of the issuing Department or are not available at a commercially competitive cost.

3.2 This policy must be used in conjunction with the City of Windsor's Purchasing Bylaw.

4. RESPONSIBILITY

4.1 This policy will be used by the Purchasing Department, Environmental Sustainability and Climate Change staff, as well as all employees with procurement decision-making responsibilities.

4.1.1 All City Department staff responsible for procurement

a. Individuals with authority to approve procurement contracts, as well as those with purchasing responsibility, will apply the principles outlined in the Sustainable Procurement Policy and Guide to purchasing activities.

b. Share successes and challenges of Policy implementation with the Purchasing Department and Environmental Sustainability and Climate Change staff.

c. Identify and pursue opportunities to reduce consumption, increase efficiency and re-use of products in City operations.

4.1.2 Purchasing Department

a. Act as a resource and provide support to city departments in the implementation of the Sustainable Procurement Policy tasks listed above.

b. Develop and maintain resources including standard tender clauses and evaluation matrices.

c. Introduce the Sustainable Procurement Guide and the Policy during any Purchasing Bylaw training.

d. Guide the application of the Policy through promotion and awareness.

e. Discuss the progress, challenges and successes of the Policy with Environmental Sustainability and Climate Change staff.

4.1.3 Environmental Sustainability and Climate Change staff

a. Act as a resource and provide support to the Purchasing Department in the implementation of the Sustainable Procurement Policy tasks listed above.

b. Guide the application of the Policy through promotion and awareness.

c. Develop and maintain resources including the Sustainable Procurement Guide and any education and training tools.

d. Report successes and challenges during the implementation of the Policy in any Environmental Master Plan updates to Council.

5. GOVERNING RULES AND REGULATIONS

5.1 Implementation Framework

5.1.1 Using the Sustainable Procurement Guide as a resource, employees will bring ideas, information and recommendations forward and apply specifications to increase the sustainability performance of goods and services purchased by the Corporation.

5.1.2 As appropriate, employees will embed sustainability considerations into the City's procurement processes by:

a. Assessing whether or not the product, service or construction is necessary, prior to initiating the procurement process.

b. Assessing the Life Cycle Cost or the Payback Period of the product or service, wherever practical.

c. Formally requesting Environmental Criteria in Bid Considerations.

5.1.3 As appropriate, employees will specify goods, services and construction that:

a. Are Environmentally Preferred and have desirable environmental features such as those explained in the Sustainable Procurement Guide.

b. Meet third-party environmental standards and certifications. When third-party environmental standards and certifications are not available, Supplier declarations of environmental attributes, such as recycled materials content, will be considered.

5.1.4 When appropriate, incorporate sustainability standards into standard tender clauses and evaluation matrices to be utilized across Departments.

5.1.5 Where appropriate, consult the Essex Windsor Solid Waste Authority at www.ewswa.org or 1-800-563-3377 to learn more about which products can be recycled at the end of their use.

5.2 Definitions

Construction – Construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other work, but does not include Consulting Services related to the Construction unless they are specifically included in the Purchase.

Contract – A document to evidence an agreement for the purchase of Deliverables, and includes both a Purchase Order and a Formal Agreement.

Environmentally Preferred – Means goods, services and construction that have less impact on the environment and human health over their life cycle when compared to competing goods, services and construction serving the same purpose.

Environmentally Sustainable Community – A community that provides a healthy environment for its citizens by minimizing the impact of its activities on the air, land and water systems while reducing the need to import natural resources.

Environmental Criteria in Bid Consideration – Formalized consideration of environmental criteria in the bid evaluation process or an acknowledgement of the preference for bids which identify relevant environmental considerations.

Goods – Any moveable property, including the costs of installing, maintaining or manufacturing such moveable property, including raw materials, products, equipment and other physical objects of every kind and description, whether in solid, liquid, gaseous or electronic form, unless they are purchased in connection with Construction.

Total Life Cycle Cost – An estimate or calculation that considers all direct and indirect costs of a deliverable over its useful life, from acquisition to disposal including Contract Prices, implementation costs, upgrades, carrying costs, maintenance contracts, support contracts, licence fees and disposal costs.

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Purchase – The acquisition of deliverables by any means, including rental and leasing, and the functions that pertain to the acquisition of Deliverables, and "Purchasing" shall have a corresponding meaning.

Procurement – The process of locating and agreeing to terms and purchasing goods, services, or other works from an external source, often with the use of a tendering or competitive bidding process.

Services –Intangible products not having a physical presence.

Recycled Materials – Reprocessed materials made from discarded waste.

Supplier – A person, corporation or other entity that responds or intends to respond to a Solicitation or provides Deliverables to the City including but not limited to contractors, consultants, suppliers, service organizations.

Sustainable Purchasing – The process by which organizations buying goods, services and construction take into account the economic value of the good or service while also considering the environmental and social impacts of the good or service.

Third Party Certification – An independent assessment declaring that specified requirements pertaining to goods or services have been met. Examples include ECOLOGO certified by Underwriters Laboratories (UL) or Green Seal certified by an independent non-profit organisation.

Reference Material

I. www.buygreen.com
A site dedicated to providing information on "green" products and services, and tips on how to set up a green procurement program.

II. www.iisd.org/business/tools/bt_green_pro.asp
Hosted by the International Institute for Sustainable Development (IISD), this site encourages business people to develop a vision of a sustainable company, translate that vision into a management action plan and turn sustainability into a competitive advantage. It also provides a Green Procurement Tool Kit, developed by Manitoba Green Procurement Inc.

III. www.ewswa.org
The Essex Windsor Solid Waste Authority is your local source for recycling electronics, household chemical waste, scrap metal, tires, appliances and more. Check with them to see if the product you are disposing of is recyclable in Windsor.

IV. www.ecologo.org
The ECOLOGO certification website. This site is an excellent source for information on certified environmental products and services.

V. www.greenseal.org
This site includes Green Seal program standards and certified product database.

VI. www.ca.fsc.org/
The Forest Stewardship Council Canada certification website.

VII. http://oee.nrcan.gc.ca/energuide/15896
The website for the Canadian energy efficiency and consumption labelling program, EnerGuide. This site includes information on EnerGuide programs.

VIII. www.energystar.gov
The website for the U.S. energy efficiency and consumption labelling program, ENERGY STAR. This site provides lists of ENERGY STAR qualified products.

IX. www.ec.gc.ca
The Green Lane hosted by Environment Canada contains significant resources available on a wide range of environmental issues and topics. Visitors can use the search function to investigate green procurement resources and links.

X. www.epa.gov
The U.S. Environmental Protection Agency website. This site offers significant resources available on wide range of environmental issues and topics.

XI. www.iclei.org

An association of local governments dedicated to the prevention and solution of local, regional, and global environmental problems through local action, hosts this site. It provides resources and links addressing local environmental action.

XII. www.doingbusiness.mgs.gov.on.ca
The Government of Ontario's Green Focus on Innovation and Technology (GreenFIT) strategy from the Ministry of Government Services. This strategy will enable companies to provide innovative and sustainable technologies and solutions that government can consider as alternatives to its traditional purchasing.

XIII. http://www.sustainablefoodpolicy.org/
The Sustainable Food Purchasing Policy Project helps educational, health care and other institutional and commercial food buyers develop policies that support social and environmental responsibility in agriculture and the food industry.

XIV. http://welookforlocal.ca/
The Windsor Essex Economic Development Corporation has developed a "Grown Right Here" campaign to support local food in our region. This website has more information and a map of local food producers and distributors in Windsor and Essex County.

XV. https://www.nrcan.gc.ca/energy-efficiency/transportation-alternative-fuels/zero-emission-vehicle-infrastructure-program/21876
Zero Emission Vehicle Infrastructure Program – Government of Canada effort aimed at increasing the availability of charging stations.

PDF Reference Documents:

Green-Procurement-Report-3.pdf (cleanairpartnership.org)
Procuring Sustainability: A Close Look at Green Practices in Municipal Procurement, from the Clean Air Partnership, 2023. A reference guide to the sustainable procurement work of other municipalities in Canada.

Municipal-Green-Fleets-Business-Case_Final.pdf (cleanairpartnership.org)
Clean Air Partnership Briefing Note, October 2021. EV procurement guide.

THE CORPORATION OF THE CITY OF WINDSOR

POLICY

Service Area:	**Office of the City Treasurer**	Policy No.:	
Department:	**Environment, Sustainability and Climate Change Office**	Approval Date:	
Division:		Approved By:	
		Effective Date:	
Subject:	**Sustainable Procurement**	Procedure Ref.:	
Review Date:		*Pages:*	Replaces:
Prepared By:	Barbara Lamoure – Environment and Sustainability Coordinator		Date:

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6. RECORDS, FORMS AND ATTACHMENTS

6.1. Attached: The City of Windsor's Sustainable Procurement Guide (2023)