City Council Meeting

Date: Monday, February 03, 2020
Time: 6:00 o’clock p.m.

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

MEMBERS:
Mayor Drew Dilkens

Ward 1 – Councillor Fred Francis
Ward 2 – Councillor Fabio Costante
Ward 3 – Councillor Rino Bortolin
Ward 4 – Councillor Chris Holt
Ward 5 – Councillor Ed Sleiman
Ward 6 – Councillor Jo-Anne Gignac
Ward 7 – vacant
Ward 8 – Councillor Gary Kaschak
Ward 9 – Councillor Kieran McKenzie
Ward 10 - Councillor Jim Morrison
ORDER OF BUSINESS

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>ORDER OF BUSINESS</td>
</tr>
<tr>
<td>1.1.</td>
<td>In the event of the absence of the Mayor, Councillor Sleiman has been Appointed Acting Mayor for the month of February, 2020 in accordance with By-law 176-2018</td>
</tr>
<tr>
<td>2.</td>
<td>CALL TO ORDER - Playing of the National Anthem</td>
</tr>
<tr>
<td>3.</td>
<td>DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF</td>
</tr>
<tr>
<td>4.</td>
<td>ADOPTION OF THE MINUTES</td>
</tr>
<tr>
<td>5.</td>
<td>NOTICE OF PROCLAMATIONS</td>
</tr>
<tr>
<td></td>
<td>“International Day of Zero Tolerance for Female Genital Mutilation” – February 6, 2020</td>
</tr>
<tr>
<td></td>
<td>“Heritage Week” – February 17-23, 2020</td>
</tr>
<tr>
<td>6.</td>
<td>COMMITTEE OF THE WHOLE</td>
</tr>
<tr>
<td>7.</td>
<td>COMMUNICATIONS INFORMATION PACKAGE (This includes both Correspondence and Communication Reports)</td>
</tr>
<tr>
<td>7.2.</td>
<td>Time Spent in Open and In-Camera Council Meetings and Committee Meetings for the period of January 1, 2019 to December 31, 2019 (CM 1/2020)</td>
</tr>
<tr>
<td>7.3.</td>
<td>Performance of Advisory Committees for 2019 (CM 2/2020)</td>
</tr>
<tr>
<td>7.4.</td>
<td>Compliance with Applicable Laws &amp; Regulations, 2019 Q4 - City Wide (CM 5/2020)</td>
</tr>
<tr>
<td>7.5.</td>
<td>Delegation of Authority Semi-Annual Report for the period July 1, 2019 through December 31, 2019 - City Wide (S 5/2020)</td>
</tr>
</tbody>
</table>
8. **CONSENT AGENDA**

8.1. Declaration of Improved Property Municipally Known as 1295 Wyandotte Street West Surplus and Authority to Offer for Sale - Ward 2 (C 9/2020)

8.2. 2020 Canadian Tire Jumpstart Charities Accessibility Grant Application - Ward 6 (C 6/2020)

8.3. Security Gates at the Lou Romano Water Reclamation Plant (LRWRP) and Little River Pollution Control Plant (LRPCP) Tender Award - Wards 2 & 7 (C 7/2020)

**CONSENT COMMITTEE REPORTS**


8.5. Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for vacant land located on the southwest corner of Wyandotte St. E. and Florence Ave. intersection; File Nos. SDN-003/19 [SDN/5831] and Z-013/19 [ZNG/5875]; Applicant - VGA Investment Inc., Ward 7 (SCM 14/2020) (S 238/2019)

8.6. Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by 2605385 Ontario Inc. for 1200 University Avenue West (Ward 3) (SCM 16/2020) (S 190/2019)

8.7. Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by Celernes Investment Partners Inc. for 374 Ouellette Ave (Ward 3) (SCM 17/2020) (S 234/2019)

8.8. Downtown CIP Grant Applications made by St. Clair Rhodes Development Corp. for 119 Chatham Street and 149 Chatham Street East, Ward 3 (SCM 18/2020) (S 233/2019)


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

10. **PRESENTATIONS AND DELEGATIONS**

11. **REGULAR BUSINESS ITEMS** (Non-Consent Items)
12. CONSIDERATION OF COMMITTEE REPORTS

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

12.2. Minutes of the Development Charges Task Force of its meeting held December 5, 2019 (SCM 13/2020)

13. BY-LAWS (First and Second Reading)

14. MOVE BACK INTO FORMAL SESSION

15. NOTICES OF MOTION

16. THIRD AND FINAL READING OF THE BY-LAWS

17. PETITIONS

18. QUESTION PERIOD

19. STATEMENTS BY MEMBERS

20. UPCOMING MEETINGS

Special Meeting of City Council
(Re: 2020 Operating and Capital Budgets - Session 1 of 2)
Monday January 27, 2020
10:00 a.m.
Council Chambers, 1st floor, 350 City Hall Square West
Special Meeting of City Council  
(Re: 2020 Operating and Capital Budgets - Session 2 of 2 ONLY IF NECESSARY)  
Tuesday January 28, 2020  
10:00 a.m.  
Council Chambers, 1st floor, 350 City Hall Square West

Corporate Services Standing Committee *(CANCELLED)*  
Monday January 27, 2020  
6:00 p.m.  
Council Chambers, 1st floor, 350 City Hall Square West

Development Charges Task Force  
Thursday January 30, 2020  
11:00 a.m.  
Meeting Room 204, 350 City Hall Square West

Community Services & Parks Standing Committee  
Wednesday February 5, 2020  
9:00 a.m.  
Council Chambers, 1st floor, 350 City Hall Square West

21. **ADJOURNMENT**
Subject: Time Spent in Open and In-Camera Council Meetings and Standing Committee Meetings for the period of January 1, 2019 to December 31, 2019

Reference:
Date to Council: 2/3/2020
Author: Ashley Doe
519-255-6222 ext. 6388
adoe@citywindsor.ca
Council Services
Report Date: 1/9/2020
Clerk’s File #: ACO/9512

To: Mayor and Members of City Council

Recommendation:
That the report of the City Clerk dated January 9, 2020 respecting “Time Spent in Open and In Camera Council Meetings and Standing Committee Meetings for the period of the January 1, 2019 to December 31, 2019” BE RECEIVED for information.

Executive Summary:
N/A

Background:
Windsor City Council, at its meeting held April 16, 2012 adopted the following:

CR84/2012

That the report of the City Clerk dated March 8, 2012 respecting Time Spent in open and in-camera Council meetings for 2007, 2008, 2009, 2010, 2011, and the 1\textsuperscript{st} quarter of 2012 BE RECEIVED for information; and further

That the time spent in open and in-camera meeting statistics BE PROVIDED to Council annually.

Furthermore, City Council, at its meeting held February 4, 2013 requested that administration endeavour to include time spent in-camera for Standing Committees of Council and committees of Council.
Discussion:
Attached are the statistics for the period of January 1, 2019 through December 2019 for both open and in-camera meetings.

City Council Meetings

In 2019, there were a total of 27 open meetings totalling 79 hours and 34 minutes (attached as Appendix A).

21 in-camera meetings took place for 2019, with 95 items being considered during a total of 12 hours and 33 minutes. (attached as Appendix B).

Standing Committee Meetings

There were a total of 32 regular meetings of the Standing Committees including 10 of the Environment, Transportation & Public Safety Standing Committee, 1 of the Corporate Services Standing Committee, 11 of the Development & Heritage Standing Committee, and 10 of the Community Services and Parks Standing Committee. (attached as Appendix C)

Advisory Committees of Council

In terms of Advisory Committees of Council, official records for 2019 indicate the following time spent in-camera: 2 minutes (Committee of Management for Huron Lodge).

Risk Analysis:
There are no significant risks identified with reporting of the time spent in open and in-camera council meetings and committee meetings for the period January 1, 2019 to December 31, 2019.

Financial Matters:

N/A

Consultations:
Becky Murray, Executive Administrative Assistant, Office of the City Clerk
Beth Toldo, Council Agenda Coordinator, Office of the City Clerk
Karen Kadour, Committee Coordinator, Office of the City Clerk

Conclusion:
The information identified in this report referring to the January 1, 2019 through December 31, 2019 time spent in open and in-camera meeting statistics is being submitted for information purposes.

Planning Act Matters:
N/A
Approvals:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
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<tbody>
<tr>
<td>Anna Ciacelli</td>
<td>Supervisor of Council Services</td>
</tr>
<tr>
<td>Steve Vlachodimos</td>
<td>Senior Manager of Council Services and Deputy City Clerk</td>
</tr>
<tr>
<td>Valerie Critchley</td>
<td>City Clerk</td>
</tr>
<tr>
<td>Onorio Colucci</td>
<td>Chief Administrative Officer</td>
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Notifications:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Email</th>
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</thead>
</table>

Appendices:

2. Appendix B - 2019 In Camera Meeting Statistics
3. Appendix C - 2019 Standing Committee Statistics
## Appendix A

### 2019 Public Council Meeting Statistics

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Start Time</th>
<th>Adjourned</th>
<th>Duration</th>
</tr>
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<tbody>
<tr>
<td>Monday, January 7, 2019</td>
<td>4:02 PM</td>
<td>5:34 PM</td>
<td>1:32</td>
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<tr>
<td>Monday, January 7, 2019</td>
<td>6:00 PM</td>
<td>6:35 PM</td>
<td>0:35</td>
</tr>
<tr>
<td>Monday, January 21, 2019</td>
<td>6:03 PM</td>
<td>11:21 PM</td>
<td>5:18</td>
</tr>
<tr>
<td>Monday, February 4, 2019</td>
<td>6:00 PM</td>
<td>7:58 PM</td>
<td>1:58</td>
</tr>
<tr>
<td>Tuesday, February 12, 2019</td>
<td>3:04 PM</td>
<td>5:28 PM</td>
<td>2:24</td>
</tr>
<tr>
<td>Tuesday, February 12, 2019</td>
<td>6:28 PM</td>
<td>8:38 PM</td>
<td>2:10</td>
</tr>
<tr>
<td>Monday, February 25, 2019</td>
<td>6:00 PM</td>
<td>7:33 PM</td>
<td>1:33</td>
</tr>
<tr>
<td>Monday, March 4, 2019</td>
<td>6:05 PM</td>
<td>9:44 PM</td>
<td>3:39</td>
</tr>
<tr>
<td>Monday, March 25, 2019</td>
<td>6:04 PM</td>
<td>9:42 PM</td>
<td>3:38</td>
</tr>
<tr>
<td>Monday, April 1, 2019</td>
<td>1:00 PM</td>
<td>11:58 PM</td>
<td>10:58</td>
</tr>
<tr>
<td>Monday, April 15, 2019</td>
<td>6:00 PM</td>
<td>8:49 PM</td>
<td>2:49</td>
</tr>
<tr>
<td>Monday, May 6, 2019</td>
<td>6:00 PM</td>
<td>10:19 PM</td>
<td>4:19</td>
</tr>
<tr>
<td>Tuesday, May 21, 2019</td>
<td>2:23 PM</td>
<td>2:38 PM</td>
<td>0:15</td>
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<tr>
<td>Monday, May 27, 2019</td>
<td>6:35 PM</td>
<td>8:28 PM</td>
<td>1:53</td>
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<tr>
<td>Monday, June 3, 2019</td>
<td>6:13 PM</td>
<td>9:29 PM</td>
<td>3:16</td>
</tr>
<tr>
<td>Monday, June 17, 2019</td>
<td>6:00 PM</td>
<td>7:18 PM</td>
<td>1:18</td>
</tr>
<tr>
<td>Monday, July 8, 2019</td>
<td>6:18 PM</td>
<td>10:03 PM</td>
<td>3:45</td>
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<tr>
<td>Monday, July 22, 2019</td>
<td>6:00 PM</td>
<td>10:31 PM</td>
<td>4:31</td>
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<tr>
<td>Monday, July 29, 2019</td>
<td>6:40 PM</td>
<td>6:41 PM</td>
<td>0:01</td>
</tr>
<tr>
<td>Tuesday, August 6, 2019</td>
<td><strong>Cancelled</strong></td>
<td><strong>Cancelled</strong></td>
<td>0:00</td>
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<tr>
<td>Monday, August 26, 2019</td>
<td>6:30 PM</td>
<td>8:03 PM</td>
<td>1:33</td>
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<tr>
<td>Monday, September 9, 2019</td>
<td>6:00 PM</td>
<td>10:12 PM</td>
<td>4:12</td>
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<td>Monday, September 23, 2019</td>
<td>6:03 PM</td>
<td>9:48 PM</td>
<td>3:45</td>
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<tr>
<td>Monday, October 7, 2019</td>
<td>6:24 PM</td>
<td>9:03 PM</td>
<td>2:39</td>
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<td>Monday, October 21, 2019</td>
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<td><strong>Cancelled</strong></td>
<td>0:00</td>
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<tr>
<td>Wednesday, October 30, 2019</td>
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<td>2:41 PM</td>
<td>0:41</td>
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<tr>
<td>Monday, November 4, 2019</td>
<td><strong>Cancelled</strong></td>
<td><strong>Cancelled</strong></td>
<td>0:00</td>
</tr>
<tr>
<td>Monday, November 18, 2019</td>
<td>6:01 PM</td>
<td>8:45 PM</td>
<td>2:44</td>
</tr>
<tr>
<td>Date</td>
<td>Start Time</td>
<td>End Time</td>
<td>Duration</td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Monday, December 2, 2019</td>
<td>6:00 PM</td>
<td>8:15 PM</td>
<td>2:15</td>
</tr>
<tr>
<td>Monday, December 16, 2019</td>
<td>6:03 PM</td>
<td>11:56 PM</td>
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<tr>
<td>Total</td>
<td></td>
<td></td>
<td>79 hours 34 minutes</td>
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</tbody>
</table>
### Appendix B

#### 2019 In Camera Council Meeting Statistics

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Agenda Items</th>
<th>Start Time</th>
<th>Adjourned</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-Jan</td>
<td>3</td>
<td>4:43</td>
<td>5:44</td>
<td>1:01</td>
</tr>
<tr>
<td>04-Feb</td>
<td>3</td>
<td>5:40</td>
<td>5:55</td>
<td>:15</td>
</tr>
<tr>
<td>12-Feb</td>
<td>1</td>
<td>5:30</td>
<td>5:56</td>
<td>:26</td>
</tr>
<tr>
<td>25-Feb</td>
<td>6</td>
<td>3:30</td>
<td>3:50</td>
<td>:20</td>
</tr>
<tr>
<td>04-Mar</td>
<td>1</td>
<td>5:42</td>
<td>5:55</td>
<td>:13</td>
</tr>
<tr>
<td>25-Mar</td>
<td>4</td>
<td>5:01</td>
<td>5:46</td>
<td>:45</td>
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**Totals**

6 
18 
3 hours, 0 minutes

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Agenda Items</th>
<th>Start Time</th>
<th>Adjourned</th>
<th>Duration</th>
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<tbody>
<tr>
<td>01-Apr</td>
<td>1</td>
<td>12:04</td>
<td>12:45</td>
<td>:41</td>
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<tr>
<td>15-Apr</td>
<td>4</td>
<td>5:30</td>
<td>5:34</td>
<td>:04</td>
</tr>
<tr>
<td>6-May</td>
<td>9</td>
<td>4:00</td>
<td>5:29</td>
<td>1:29</td>
</tr>
<tr>
<td>21-May</td>
<td>3</td>
<td>2:00</td>
<td>2:23</td>
<td>:23</td>
</tr>
<tr>
<td>27-May</td>
<td>6</td>
<td>5:15</td>
<td>6:23</td>
<td>1:08</td>
</tr>
<tr>
<td>3-June</td>
<td>4</td>
<td>5:34</td>
<td>6:05</td>
<td>:29</td>
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<tr>
<td>17-June</td>
<td>3</td>
<td>5:45</td>
<td>5:59</td>
<td>:14</td>
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**Totals**

7 
30 
3 hours, 47 minutes

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Agenda Items</th>
<th>Start Time</th>
<th>Adjourned</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-July</td>
<td>5</td>
<td>5:48</td>
<td>6:18</td>
<td>:30</td>
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<td>22-July</td>
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<td>5:30</td>
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<td>26-Aug</td>
<td>10</td>
<td>4:30</td>
<td>5:45</td>
<td>1:15</td>
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<tr>
<td>23-Sept</td>
<td>4</td>
<td>5:32</td>
<td>5:50</td>
<td>:18</td>
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</tbody>
</table>

**Totals**

4 
23 
2 hours, 7 minutes
# Appendix B

## 2019 In Camera Council Meeting Statistics

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Agenda Items</th>
<th>Start Time</th>
<th>Adjourned</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-Oct</td>
<td>5</td>
<td>5:20</td>
<td>6:19</td>
<td>0:59</td>
</tr>
<tr>
<td>18-Nov</td>
<td>7</td>
<td>4:00</td>
<td>5:31</td>
<td>1:31</td>
</tr>
<tr>
<td>2-Dec</td>
<td>3</td>
<td>5:31</td>
<td>5:42</td>
<td>0:11</td>
</tr>
<tr>
<td>16-Dec</td>
<td>9</td>
<td>4:45</td>
<td>5:43</td>
<td>0:58</td>
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</table>

**Totals**: 4 24 3 hours, 39 minutes

<table>
<thead>
<tr>
<th>Yearly Meetings</th>
<th>Agenda Items</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>95</td>
<td>12 hours, 33 minutes</td>
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</tbody>
</table>
Appendix C

2019 Standing Committee Statistics

2019 Environment, Transportation & Public Safety Standing Committee Meetings

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Start Time</th>
<th>Adjourned</th>
<th>Duration</th>
<th>Agenda Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 23, 2019</td>
<td>CANCELLED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 20, 2019</td>
<td>4:30 p.m.</td>
<td>6:50 p.m.</td>
<td>2 hr. 20 min</td>
<td>19</td>
</tr>
<tr>
<td>March 20, 2019</td>
<td>4:33 p.m.</td>
<td>6:21 p.m.</td>
<td>1 hr. 48 min</td>
<td>3</td>
</tr>
<tr>
<td>April 17, 2019</td>
<td>4:30 p.m.</td>
<td>5:00 p.m.</td>
<td>30 min</td>
<td>4</td>
</tr>
<tr>
<td>May 15, 2019</td>
<td>4:30 p.m.</td>
<td>5:01 p.m.</td>
<td>31 min</td>
<td>2</td>
</tr>
<tr>
<td>June 19, 2019</td>
<td>4:31 p.m.</td>
<td>5:44 p.m.</td>
<td>1 hr. 13 min</td>
<td>6</td>
</tr>
<tr>
<td>July 24, 2019</td>
<td>4:31 p.m.</td>
<td>5:36 p.m.</td>
<td>1 hr. 5 min</td>
<td>12</td>
</tr>
<tr>
<td>August 28, 2019</td>
<td>CANCELLED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 18, 2019</td>
<td>4:30 p.m.</td>
<td>5:41 p.m.</td>
<td>1 hr. 11 min</td>
<td>8</td>
</tr>
<tr>
<td>October 23, 2019</td>
<td>4:30 p.m.</td>
<td>5:58 p.m.</td>
<td>1 hr. 28 min</td>
<td>7</td>
</tr>
<tr>
<td>November 20, 2019</td>
<td>4:30 p.m.</td>
<td>4:52 p.m.</td>
<td>22 min</td>
<td>5</td>
</tr>
<tr>
<td>December 18, 2019</td>
<td>4:30 p.m.</td>
<td>5:07 p.m.</td>
<td>37 min</td>
<td>3</td>
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<td><strong>Total Meetings</strong></td>
<td><strong>10</strong></td>
<td><strong>11 hr. 5 min</strong></td>
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<td><strong>69</strong></td>
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2019 Corporate Services Committee Meetings

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<thead>
<tr>
<th>Meeting Date</th>
<th>Start Time</th>
<th>Adjourned</th>
<th>Duration</th>
<th>Agenda Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 28, 2019</td>
<td>CANCELLED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 29, 2019</td>
<td>CANCELLED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 29, 2019</td>
<td>6:01 p.m.</td>
<td>6:40 p.m.</td>
<td>39 min</td>
<td>10</td>
</tr>
<tr>
<td>September 30, 2019</td>
<td>CANCELLED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 28, 2019</td>
<td>CANCELLED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November 25, 2019</td>
<td>CANCELLED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Meetings</strong></td>
<td><strong>1</strong></td>
<td><strong>39 min</strong></td>
<td></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>
## 2019 Development & Heritage Standing Committee Meetings

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Start Time</th>
<th>Adjourned</th>
<th>Duration</th>
<th>Agenda Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 14, 2019</td>
<td>CANCELLED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 11, 2019</td>
<td>4:30 p.m.</td>
<td>10:10 p.m.</td>
<td>5 hr. 40 min.</td>
<td>25</td>
</tr>
<tr>
<td>March 18, 2019</td>
<td>4:33 p.m.</td>
<td>7:09 p.m.</td>
<td>2 hr. 36 min.</td>
<td>11</td>
</tr>
<tr>
<td>April 8, 2019</td>
<td>4:30 p.m.</td>
<td>7:17 p.m.</td>
<td>2 hr. 47 min.</td>
<td>10</td>
</tr>
<tr>
<td>May 13, 2019</td>
<td>4:33 p.m.</td>
<td>6:38 p.m.</td>
<td>2 hr. 5 min.</td>
<td>7</td>
</tr>
<tr>
<td>June 10, 2019</td>
<td>4:31 p.m.</td>
<td>7:16 p.m.</td>
<td>2 hr. 45 min.</td>
<td>15</td>
</tr>
<tr>
<td>July 15, 2019</td>
<td>4:33 p.m.</td>
<td>5:26 p.m.</td>
<td>53 min.</td>
<td>4</td>
</tr>
<tr>
<td>August 12, 2019</td>
<td>4:32 p.m.</td>
<td>6:17 p.m.</td>
<td>1 hr. 45 min.</td>
<td>6</td>
</tr>
<tr>
<td>September 16, 2019</td>
<td>4:30 p.m.</td>
<td>6:47 p.m.</td>
<td>2 hr. 17 min.</td>
<td>14</td>
</tr>
<tr>
<td>October 15, 2019</td>
<td>4:32 p.m.</td>
<td>6:16 p.m.</td>
<td>1 hr. 44 min.</td>
<td>7</td>
</tr>
<tr>
<td>November 12, 2019</td>
<td>4:34 p.m.</td>
<td>5:01 p.m.</td>
<td>27 min.</td>
<td>4</td>
</tr>
<tr>
<td>December 9, 2019</td>
<td>4:33 p.m.</td>
<td>6:07 p.m.</td>
<td>1 hr. 34 min.</td>
<td>19</td>
</tr>
<tr>
<td><strong>Total Meetings</strong></td>
<td><strong>11</strong></td>
<td></td>
<td><strong>24 hr. 33 min</strong></td>
<td><strong>122</strong></td>
</tr>
</tbody>
</table>
## 2019 Community Services and Parks Standing Committee Meetings

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Start Time</th>
<th>Adjourned</th>
<th>Duration</th>
<th>Agenda Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 9, 2019</td>
<td>CANCELLED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 6, 2019</td>
<td>9:00 a.m.</td>
<td>10:43 a.m.</td>
<td>1 hr. 43 min</td>
<td>22</td>
</tr>
<tr>
<td>March 6, 2019</td>
<td>9:00 a.m.</td>
<td>9:46 a.m.</td>
<td>46 min</td>
<td>7</td>
</tr>
<tr>
<td>April 3, 2019</td>
<td>9:04 a.m.</td>
<td>9:20 a.m.</td>
<td>20 min</td>
<td>1</td>
</tr>
<tr>
<td>May 1, 2019</td>
<td>9:02 a.m.</td>
<td>9:47 a.m.</td>
<td>47 min</td>
<td>3</td>
</tr>
<tr>
<td>June 5, 2019</td>
<td>9:03 a.m.</td>
<td>11:02 a.m.</td>
<td>1 hr. 59 min</td>
<td>12</td>
</tr>
<tr>
<td>July 3, 2019</td>
<td>9:02 a.m.</td>
<td>10:41 a.m.</td>
<td>1 hr. 39 min</td>
<td>5</td>
</tr>
<tr>
<td>August 7, 2019</td>
<td>9:00 a.m.</td>
<td>10:49 a.m.</td>
<td>1 hr. 49 min</td>
<td>6</td>
</tr>
<tr>
<td>September 4, 2019</td>
<td>9:00 a.m.</td>
<td>10:36 a.m.</td>
<td>1 hr. 36 min</td>
<td>5</td>
</tr>
<tr>
<td>October 2, 2019</td>
<td>CANCELLED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November 6, 2019</td>
<td>9:02 a.m.</td>
<td>11:33 a.m.</td>
<td>2 hr. 31 min</td>
<td>12</td>
</tr>
<tr>
<td>December 4, 2019</td>
<td>9:08 a.m.</td>
<td>10:39 a.m.</td>
<td>1 hr. 31 min</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Meetings</strong></td>
<td><strong>10</strong></td>
<td><strong>14 hr. 41 min</strong></td>
<td></td>
<td><strong>78</strong></td>
</tr>
</tbody>
</table>

**Total Meeting Times**

<table>
<thead>
<tr>
<th>Total Number of Meetings</th>
<th>Hours</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>50</td>
<td>58</td>
</tr>
</tbody>
</table>
Subject: Performance of Advisory Committees for 2019

Reference:
Date to Council: 2/3/2020
Author: Karen Kadour, Committee Coordinator
Anna Ciacelli, Supervisor of Council Services
Council Services
Report Date: 1/9/2019
Clerk’s File #: ACO/9512

To: Mayor and Members of City Council

Recommendation:
That the report of the City Clerk dated January 9, 2020 entitled “Performance of Advisory Committees for 2019” BE RECEIVED for information.

Executive Summary:
N/A

Background:
Part 27.1 (r) of the City of Windsor’s Procedure By-law states the following:
The Clerk shall prepare a report each year on the performance of the Advisory Committees. Reported measures should include:
   i) Number of reports to Council or its Standing Committees
   ii) Number of meetings held with quorum
   iii) Length of Committee meetings
   iv) Annual budget
   v) Number of recommendations endorsed by Council/Standing Committees

Discussion:
The “Summary of Advisory Committee Effectiveness Assessments” for the calendar years 2020 is attached as Appendix “A”. The summaries are delineated to identify the advisory committees reporting to their respective Standing Committees as follows:

Advisory Committees reporting to the Environment, Transportation and Public Safety Standing Committee are:
   • Windsor Bicycling Committee
   • Windsor Essex County Environment Committee
   • Town & Gown Committee
   • Windsor Licensing Commission
   • Transit Windsor Advisory Committee
Advisory Committees reporting to the Development & Heritage Standing Committee (formerly known as the Planning, Heritage and Economic Development Standing Committee) are:

- International Relations Committee
- Property Standards Committee
- Windsor BIA Advisory Committee

Advisory Committees reporting to the Community Services and Parks Standing Committee (formerly known as the Social Development, Health and Culture Standing Committee) are:

- Community Public Art Advisory Committee
- Diversity Committee
- Seniors Advisory Committee
- Windsor Accessibility Advisory Committee
- Huron Lodge Committee of Management
- Housing & Homelessness Advisory Committee

The attached summaries detail the number of Advisory Committee Meetings held with quorum; the length of the meetings; the number of reports generated and ultimately endorsed by Council; and their annual budgets.

**Risk Analysis:**
There are no significant risks identified as a result of the reporting of the Performance of the Advisory Committees for the calendar year of 2019. This report meets the requirement prescribed in the City of Windsor’s Procedure By-Law.

**Financial Matters:**
N/A

**Consultations:**
N/A

**Conclusion:**
The Report on the Performance of the Advisory Committees for the calendar year 2019 as prescribed by Procedure By-law 98-2011 is provided for information.

**Planning Act Matters:**
N/A

**Approvals:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anna Ciacelli</td>
<td>Supervisor of Council Services</td>
</tr>
<tr>
<td>Steve Vlachodimos</td>
<td>Senior Manager of Council Services/Deputy City Clerk</td>
</tr>
<tr>
<td>Valerie Critchley</td>
<td>City Clerk</td>
</tr>
<tr>
<td>Onorio Colucci</td>
<td>Chief Administrative Officer</td>
</tr>
</tbody>
</table>
Notifications:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Appendices:

1. Appendix A - 2019 Summary of Advisory Committee Effectiveness Assessment
### Appendix “A” – Summary of Advisory Committee Effectiveness Assessment 2019

**Environment, Transportation & Public Safety Standing Committee 2019**

<table>
<thead>
<tr>
<th>Advisory Committee Name</th>
<th>Number of Advisory Committee Meetings</th>
<th>Length of Committee Meetings</th>
<th>Number of Reports</th>
<th>Reports Endorsed By City Council</th>
<th>Reports Endorsed with Amendments</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windsor Bicycling Committee</td>
<td>1</td>
<td>1:55</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$4,300.00</td>
</tr>
<tr>
<td>Windsor Essex County Environment Committee</td>
<td>4</td>
<td>6:33</td>
<td>5</td>
<td>3</td>
<td>2</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Town &amp; Gown Committee</td>
<td>2</td>
<td>2:22</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>Windsor Licensing Commission</td>
<td>3</td>
<td>1:19</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Transit Windsor Advisory Committee</td>
<td>3</td>
<td>3:41</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
### Appendix “A” – Summary of Advisory Committee Effectiveness Assessment 2019

#### Development & Heritage Standing Committee 2019

<table>
<thead>
<tr>
<th>Advisory Committee Name</th>
<th>Number of Advisory Committee Meetings</th>
<th>Length of Committee Meetings</th>
<th>Number of Reports</th>
<th>Reports Endorsed By City Council</th>
<th>Reports Endorsed with Amendments</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Relations Committee</td>
<td>3</td>
<td>2:19</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Property Standards Committee</td>
<td>1</td>
<td>1:20</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$200.00</td>
</tr>
<tr>
<td>Windsor BIA Advisory Committee</td>
<td>3</td>
<td>5:18</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
## Appendix “A” – Summary of Advisory Committee Effectiveness Assessment 2019

### Community Services and Parks Standing Committee 2019

<table>
<thead>
<tr>
<th>Advisory Committee Name</th>
<th>Number of Advisory Committee Meetings</th>
<th>Length of Committee Meetings</th>
<th>Number of Reports</th>
<th>Reports Endorsed By City Council</th>
<th>Reports Endorsed with Amendments</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Public Art Advisory Committee</td>
<td>0</td>
<td>0:00</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Diversity Committee</td>
<td>2</td>
<td>3:08</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$3,870.00</td>
</tr>
<tr>
<td>Seniors Advisory Committee</td>
<td>2</td>
<td>2:40</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Windsor Accessibility Advisory Committee</td>
<td>3</td>
<td>5:28</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>$6,250.00</td>
</tr>
<tr>
<td>Huron Lodge Committee of Management</td>
<td>3</td>
<td>1:08</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Housing &amp; Homelessness Advisory Committee</td>
<td>4</td>
<td>6:35</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Subject: Compliance with Applicable Laws & Regulations, 2019 Q4 - City Wide

Reference:
Date to Council: 2/3/2020
Author: Marco Aquino
Executive Initiatives Coordinator
519-255-6100 ext 6477
maquino@citywindsor.ca
City Treasurer
Report Date: 1/14/2020
Clerk’s File #: AF2020

To: Mayor and Members of City Council

Recommendation:
THAT City Council RECEIVE FOR INFORMATION the Status Report on Compliance with Applicable Laws and Regulations, 2019 Q4

Executive Summary:
N/A

Background:
Administration reports quarterly on the status of compliance with applicable laws and regulations.

Discussion:
Departments/divisions were asked to verify compliance by using the Microsoft Outlook voting feature by selecting statements indicating either compliance or non-compliance. Additionally, department/division heads were asked to indicate if any items should be added to or deleted from the listing. If an item was not in compliance, the department/division was instructed to provide a description of the implications associated with not meeting the required deadline.

Appendix A is a listing of items identified by administration that require compliance with applicable laws and regulations / inquiries received from government agencies as of December 31, 2019. Email confirmations of compliance were received from departments as outlined above.

As of December 31, 2019, administration confirms that it is in compliance with all applicable laws, regulations and inquiries received from government agencies.
Risk Analysis:
Non-compliance with provincial and federal regulations is subject to fines, suspension of operations, and other penalties. This report is authored on a quarterly basis and provided to City Council to ensure that compliance with these regulations is verified and that administration can correct any deficiencies in a timely manner.

Financial Matters:
N/A

Consultations:
The original listing was prepared by the Office of the City Treasurer and maintained through the regular contributions of all departments. The following personnel contributed to the verification of this listing:

- Alina Sirbu, Administrator, Huron Lodge
- Debbie Cercone, Executive Director – Housing & Children’s Services
- Andrew Daher, Executive Director – Employment & Social Services
- Jake Renaud, Senior Manager of Pollution Control
- Dan Seguin, Deputy Treasurer – Financial Accounting
- Janice Guthrie, Deputy Treasurer – Taxation & Revenue
- Ray Mensour, Executive Director – Recreation & Culture
- Dwayne Dawson, Executive Director – Operations
- Melissa Osborne, Senior Manager Asset Planning

Conclusion:
There are no exceptions to the corporation’s compliance with applicable laws and regulations for the quarter ending December 31, 2019.

Planning Act Matters:
N/A

Approvals:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marco Aquino</td>
<td>Executive Initiatives Coordinator</td>
</tr>
<tr>
<td>Joe Mancina</td>
<td>Chief Financial Officer &amp; City Treasurer</td>
</tr>
<tr>
<td>Onorio Colucci</td>
<td>Chief Administrative Officer</td>
</tr>
</tbody>
</table>

Notifications:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Email</th>
</tr>
</thead>
</table>

Appendices:
1. Appendix A - Quarterly Compliance List - 2019 Q4
# Compliance List

**4th Quarter 2019**

As of December 31, 2019

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsibility</th>
<th>Required Compliance Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building permit fee Report   Per sec 7(4) of the Building Code Act</td>
<td>Building</td>
<td>X</td>
</tr>
<tr>
<td>Information and Privacy Commission as required by the Municipal Freedom of Information and Protection of Privacy Act.</td>
<td>City Clerk</td>
<td>X</td>
</tr>
<tr>
<td>Ministry of Labour, Training &amp; Skills Development (MLTSD) – Employment Services – Statement of Revenue/Expenditures</td>
<td>Employment &amp; Social Services</td>
<td>X</td>
</tr>
<tr>
<td>Ontario Works Administration &amp; Employment Annual Reconciliation</td>
<td>Employment &amp; Social Services</td>
<td>X</td>
</tr>
<tr>
<td>Ministry of Labour, Training &amp; Skills Development (MLTSD) - Canada-Ontario Jobs Grant - SRER</td>
<td>Employment &amp; Social Services</td>
<td>X</td>
</tr>
<tr>
<td>Charity Information Return-United Fund</td>
<td>Finance - Accounting</td>
<td>X</td>
</tr>
<tr>
<td>T-4/T-4A Annual Filing with CRA</td>
<td>Finance - Accounting</td>
<td>X</td>
</tr>
<tr>
<td>Annual Employer Health Tax Return</td>
<td>Finance - Accounting</td>
<td>X</td>
</tr>
<tr>
<td>Councillor Remuneration Reporting</td>
<td>Finance - Accounting</td>
<td>X</td>
</tr>
<tr>
<td>OMERS 119 Report</td>
<td>Finance - Accounting</td>
<td>X</td>
</tr>
<tr>
<td>Salary Disclosure Filing</td>
<td>Finance - Accounting</td>
<td>X</td>
</tr>
<tr>
<td>Annual Financial Information Return to Ministry</td>
<td>Finance - Accounting</td>
<td>X</td>
</tr>
<tr>
<td>Signed Declaration of Municipal Treasurer-FIR Sch 02</td>
<td>Finance - Accounting</td>
<td>X</td>
</tr>
<tr>
<td>Annual Corporate Tax Returns with CRA</td>
<td>Finance - Accounting</td>
<td>X</td>
</tr>
<tr>
<td>Annual Charity Information Return- Willistead Manor Inc.</td>
<td>Finance - Accounting</td>
<td>X</td>
</tr>
<tr>
<td>Local Govt- Debenture &amp; Other LTD-New Issues Report Stats Canada</td>
<td>Finance - Accounting</td>
<td>X</td>
</tr>
<tr>
<td>Annual Audited Financial Statements (No specific deadline: To be submitted when available - before Dec 31st)</td>
<td>Finance - Accounting</td>
<td>X</td>
</tr>
<tr>
<td>Publication of Annual Audited FIS on City's Website (written 60-days of receiving audited FIS)</td>
<td>Finance - Accounting</td>
<td>X</td>
</tr>
<tr>
<td>Federal Gas Tax Reporting (AMO)</td>
<td>Finance - Asset Planning</td>
<td>X</td>
</tr>
<tr>
<td>AMP requirements for O.Reg 588/17 (every 2 years)</td>
<td>Finance - Asset Planning</td>
<td>X</td>
</tr>
<tr>
<td>Property Tax Assessment Appeals</td>
<td>Finance - Taxation</td>
<td>X</td>
</tr>
<tr>
<td>Property Taxation Policy - Bylaws</td>
<td>Finance - Taxation</td>
<td>X</td>
</tr>
<tr>
<td>Item</td>
<td>Responsibility</td>
<td>Required Compliance Date</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>25 Tax Relief Applications - Charity</td>
<td>Finance - Taxation</td>
<td>X</td>
</tr>
<tr>
<td>26 Tax Relief Applications - Vacancy</td>
<td>Finance - Taxation</td>
<td>X</td>
</tr>
<tr>
<td>27 Tax Relief Application - Section 357/358</td>
<td>Finance - Taxation</td>
<td>X</td>
</tr>
<tr>
<td>28 Ministry of Municipal Affairs &amp; Housing - Community Homelessness Prevention Initiative (CHPI) Annual Investment Plan</td>
<td>Housing &amp; Children’s Services</td>
<td>X</td>
</tr>
<tr>
<td>29 Canada-Ontario Affordable Housing Program</td>
<td>Housing &amp; Children’s Services</td>
<td>X</td>
</tr>
<tr>
<td>30 Service Manager Annual Information Return (Housing)</td>
<td>Housing &amp; Children’s Services</td>
<td>X</td>
</tr>
<tr>
<td>31 Ministry of Education - Program Reconciliation (Child Care)</td>
<td>Housing &amp; Children’s Services</td>
<td>X</td>
</tr>
<tr>
<td>32 MCYS - Early Learning Specialist - TPAR</td>
<td>Housing &amp; Children’s Services</td>
<td>X</td>
</tr>
<tr>
<td>33 Canada Revenue Agency Compliance Confirmation Process (every 2 years)</td>
<td>Employment &amp; Social Services</td>
<td>X</td>
</tr>
<tr>
<td>34 PHIPPA Report</td>
<td>Huron Lodge</td>
<td>X</td>
</tr>
<tr>
<td>35 Trust Audit</td>
<td>Huron Lodge</td>
<td>X</td>
</tr>
<tr>
<td>36 Revenue / Occupancy Report</td>
<td>Huron Lodge</td>
<td>X</td>
</tr>
<tr>
<td>37 Annual Reconciliation Report</td>
<td>Huron Lodge</td>
<td>X</td>
</tr>
<tr>
<td>38 Ministry of Attorney General reporting requirement</td>
<td>Provincial Offences</td>
<td>X</td>
</tr>
<tr>
<td>39 HWIN registration (oil disposal per site)</td>
<td>PW - Operations</td>
<td>X</td>
</tr>
<tr>
<td>40 Vehicle licensing/Emission testing</td>
<td>PW - Operations</td>
<td>X</td>
</tr>
<tr>
<td>41 Dealer’s License per the Motor Vehicle Dealer Act, 2002</td>
<td>PW - Operations</td>
<td>X</td>
</tr>
<tr>
<td>42 Road Salt Annual Report</td>
<td>PW - Operations</td>
<td>X</td>
</tr>
<tr>
<td>43 Motor Vehicle Inspection Station License (by mechanic) - Government</td>
<td>PW - Operations</td>
<td>X</td>
</tr>
<tr>
<td>44 Motor Vehicle Inspection Station License (by mechanic) - Private</td>
<td>PW - Operations</td>
<td>X</td>
</tr>
<tr>
<td>Item</td>
<td>Responsibility</td>
<td>Required Compliance Date</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>45 Dedicated Gas Tax Funds for Public Transportation Reporting Template</td>
<td>Transit Windsor</td>
<td>X</td>
</tr>
<tr>
<td>46 Employment Equity Report</td>
<td>Transit Windsor</td>
<td>X</td>
</tr>
<tr>
<td>47 Canadian Urban Transit Association Urban Transit Statistics</td>
<td>Transit Windsor</td>
<td>X</td>
</tr>
<tr>
<td>48 MOECC Annual Plant Report - Little River Pollution Control Plant</td>
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<tr>
<td>49 MOECC Annual Plant Report - Lou Romano Water Reclamation Plant</td>
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<td>50 MOECC Annual Plant Report - Retention Treatment Basin</td>
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<td>51 HWIN Registration (four sites)</td>
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<td>52 MOECC Landfill Report - East Riverside</td>
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<td>53 MOECC Landfill Report - Malden (every 2 years)</td>
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<td>54 NPRI - Little River Pollution Control Plant</td>
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<td>55 NPRI - Lou Romano Water Reclamation Plant</td>
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<td>56 EC WSER Annual Report - CSO</td>
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<td><strong>Bi-Annual / Quarterly Reports</strong></td>
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<td>57 Ministry of Labour, Training &amp; Skills Development (MLTSD) – Employment Services (QSAR and EER)</td>
<td>Employment &amp; Social Services</td>
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<tr>
<td>58 Ministry of Labour, Training &amp; Skills Development (MLTSD) - Canada-Ontario Jobs Grant (QSAR/EER)</td>
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<td>59 Ontario Works - Quarter Program Delivery Reconciliation</td>
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<td>61 Investment in Affordable Housing (IAH) and Extension (IAH-E) (PDFP)</td>
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<td>62 Social Infrastructure Fund Program Delivery and Fiscal Plan (PDFP)</td>
<td>Housing &amp; Children’s Services</td>
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<td>63 Ministry of Education - Child Care &amp; Family Support Program</td>
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<td>64 Homelessness Partnering Strategy</td>
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<td>65 High Intensity Needs</td>
<td>Huron Lodge</td>
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<tr>
<td>66 Laboratory Services</td>
<td>Huron Lodge</td>
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<td>67 Ministry of Health Staffing Survey</td>
<td>Huron Lodge</td>
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<tr>
<td>68 Society of Composers, Authors and Music Publishers of Canada (SOCAN)</td>
<td>Recreation</td>
<td>X X X</td>
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<td>69 EC WSER - Plant Report - Little River Pollution Control Plant (Plant 1)</td>
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<td>70 EC WSER - Plant Report - Little River Pollution Control Plant (Plant 2)</td>
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<td>71 EC WSER - Plant Report - Lou Romano Water Reclamation Plant</td>
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<tr>
<td>72 Immigration, Refugees and Citizenship Canada- Local Immigration Partnership</td>
<td>Employment &amp; Social Services</td>
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# City of Windsor
## Compliance List
### 4th Quarter 2019
#### As of December 31, 2019

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<tr>
<th>Item</th>
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<th>Required Compliance Date</th>
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<td>January</td>
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<td><strong>Monthly Reports</strong></td>
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<tr>
<td>73</td>
<td>Ontario Works - Financial Assistance</td>
<td>Employment &amp; Social Services</td>
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<tr>
<td>74</td>
<td>Tax Assessment Minutes of Settlements</td>
<td>Finance - Taxation</td>
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<td>75</td>
<td>CRA- Payroll Remittances-Schedule 2 therefore weekly</td>
<td>Finance-Accounting</td>
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<td>76</td>
<td>Employer Health Tax Filing</td>
<td>Finance-Accounting</td>
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<td>77</td>
<td>Monthly HST Returns</td>
<td>Finance-Accounting</td>
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<td>78</td>
<td>OMERS Regular Remittances</td>
<td>Finance-Accounting</td>
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<td>79</td>
<td>High Intensity Needs</td>
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<td>80</td>
<td>Construction Per Diem</td>
<td>Huron Lodge</td>
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<tr>
<td>81</td>
<td>MOECC - MUMPS Report - Little River Pollution Control Plant</td>
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</tr>
<tr>
<td>82</td>
<td>MOECC - MUMPS Report - Lou Romano Water Reclamation Plant</td>
<td>Pollution Control</td>
</tr>
</tbody>
</table>

**NOTE:** Item #21 - Stats Canada has deferred the annual requirement for this item for 2019
Subject: Delegation of Authority Semi-Annual Report for the period July 1, 2019 through December 31, 2019 - City Wide

Reference:
Date to Council: February 3, 2020
Author: Larissa McCorkell
Executive Administrative Assistant
519-255-6100 ext. 6607
lmccorkell@citywindsor.ca
CAO Office
Report Date: January 8, 2020
Clerk’s File #: AFB/13467

To: Mayor and Members of City Council

Recommendation:
THAT the Delegation of Authority Semi-Annual Report for the second half of 2019 (July 1, 2019 through December 31, 2019) BE RECEIVED for information.

Executive Summary:
N/A

Background:
The objective of the Delegation of Authority (DOA) process is to reduce the number of general administrative reports requiring City Council approval by delegating administrative responsibilities to senior management staff. This process is designed to streamline the council agenda, speed up delivery of standard approvals, improve customer service and allow City Council more time to focus on policy, strategic planning, and major issues facing our city.

The DOA process was first approved in November 2004 (CR1063/2004, By-law 389-2004) and further consolidated as By-law 208-2008 in December 2008 in order to include in the by-law additional items City Council had delegated to the Chief Administrative Officer (CAO) since the original by-law was drafted. Since then, as new items are delegated by City Council to the CAO for approval, By-law 208-2008 is updated accordingly.

It is noted that all items approved by the CAO through this process are reported to City Council semi-annually through this report.
Discussion:

Reporting Results for July 1, 2019 through to December 31, 2019

During the second half of 2019, a total of 229 reports were processed by delegation of authority. The majority of DOA reports approved in the second half of 2019 included those under Purchasing By-law 93-2012 at approximately 28%, followed by approvals pertaining to Leases and/or Assignments, Licenses, Easements (permanent and temporary) and Consents to Enter, personnel matters under CAO By-law 218-2002, various Administrative Matters and Sewer Agreements. A summary listing of all reports approved under delegated authority from July 1, 2019 through to December 31, 2019 is attached for City Council’s review (Appendix B).

Also attached for this time period, is a spreadsheet outlining the report types approved for each Ward as well as a chart further illustrating the breakdown by report type (Appendices A and C).

Risk Analysis:

The level of corporate risk is minimized by virtue of the Chief Administrative Officer By-law 218-2002, the Delegation of Authority By-law 208-2008, and the Purchasing By-law 93-2012 which clearly outline approval and spending limits. Items outside the authority of these by-laws are not approved by Administration without a Council Resolution to do so. The $150,000 limit for CAO approval of expenditures as set out in the Purchasing By-law exists as one example of ongoing risk mitigation for the Corporation.

It is noted that with the previously approved amendment to the Purchasing By-law, the CAO may approve a requisition and make an award of a Request for Tender (RFT) greater than $150,000 provided the funds have been included in the Council-approved Operating or Capital Budget, and the RFT Response does not exceed that approved budget. This does not include Requests for Proposals (RFPs) which still require City Council approval for amounts greater than $150,000.

Financial Matters:

N/A

Consultations:

Elaine Castellan, Purchasing Supervisor

Conclusion:

This report, for the period of July 1, 2019 to December 31, 2019, is provided to City Council to fulfill an ongoing commitment for submitting semi-annual reports outlining items approved by delegated authority as a means of monitoring all matters approved under Delegation of Authority By-law 208-2008.
Approvals:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diane Ryan</td>
<td>Senior Manager of Administration / Executive Assistant to the CAO</td>
</tr>
<tr>
<td>Onorio Colucci</td>
<td>Chief Administrative Officer</td>
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</tbody>
</table>

Notifications:
N/A

Appendices:
1. Appendix A - Spreadsheet of Report Type and Ward
2. Appendix B - Listing of Reports Approved under Delegation of Authority
3. Appendix C - Chart Illustrating Totals by Report Type
## APPENDIX A

### DELEGATION OF AUTHORITY

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Ward 1</th>
<th>Ward 2</th>
<th>Ward 3</th>
<th>Ward 4</th>
<th>Ward 5</th>
<th>Ward 6</th>
<th>Ward 7</th>
<th>Ward 8</th>
<th>Ward 9</th>
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<tr>
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<td><strong>Grand Total</strong></td>
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*The following reports are P&C and not detailed in this report:
- Three (3) of the reports categorized as "Administrative Matters (delegated by CR232/2012)" pertaining to one-time or infrequent agreements: CAO-5155, CAO-5157 and CAO 64/2019;
- Two (2) of the reports categorized as "City as Lessor; Grantor; Grantee" pertaining to Consent to Enter Agreements: CAO-5145 and CAO-5165; and
- All reports categorized as "Property Transaction" relating to the sale of property: CAO-5152, CAO-5156 and CAO 60/2019.
## Listing of Reports Approved under Delegation of Authority

**July 1, 2019 – December 31, 2019**

### Ward 1

<table>
<thead>
<tr>
<th>CAO #</th>
<th>DESCRIPTION</th>
<th>STATUS</th>
<th>DELEGATION OF AUTHORITY ITEM</th>
</tr>
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<tr>
<td>CAOP 12/2019</td>
<td>Amendment to the Agreement between City and Lifemark Seniors Wellness for physiotherapy services to the residents of Huron Lodge due to a change in Ministry of Health Funding Policy (CR211/2019) Type: Request for Proposal - #45-19 Financials: $185,472 plus HST</td>
<td>Approved Jul 8, 2019</td>
<td>Purchasing By-Law</td>
</tr>
<tr>
<td>CAOP 30/2019</td>
<td>Agreement between City and Vollmer Inc. for the make up air unit replacement at Huron Lodge (B24-2015; B22-2015; B72-2018) Type: Request for Tender - #81-19 Financials: $248,914 plus HST</td>
<td>Approved Jul 18, 2019</td>
<td>Purchasing By-Law</td>
</tr>
<tr>
<td>CAO 38/2019</td>
<td>Authorization for the CAO to sign the application for submission to the TD Friends of the Environment Foundation Grant for the Discovering Species at Risk Program and to sign and enter into any agreements for funding under the TD Friends of the Environment Foundation Grant (Ojibway Prairie Complex) Financial Revenue: $8,000; No matching funds are required since 100% funding of eligible costs is available under the TD FEF program</td>
<td>Approved Jul 10, 2019</td>
<td>Grant Application</td>
</tr>
<tr>
<td>CAO 39/2019</td>
<td>Renewal of Lease Agreement between City and TM Mobile Inc. for a Telecommunication Tower on land located at Howard Ave. and Dougall Prkwy. Term: September 1, 2019 - August 31, 2024 Financial Revenue: September 1, 2019 - August 31, 2020 - $6,630 plus HST September 1, 2020 - August 31, 2021 - $6,762.60 plus HST September 1, 2021 - August 31, 2022 - $6,897.85 plus HST September 1, 2022 - August 31, 2023 - $7,035.81 plus HST September 1, 2023 - August 31, 2024 - $7,176.53 plus HST</td>
<td>Approved Jul 16, 2019</td>
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<tr>
<td>CAO #</td>
<td>DESCRIPTION</td>
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<td>DELEGATION OF AUTHORITY ITEM</td>
</tr>
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<td>---------</td>
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</tr>
</tbody>
</table>
| CAOP 39/2019 | Agreement between City and Handicare Canada Inc. for the replacement of 32 ceiling lifts and swivel bars and 2 active floor lifts at Huron Lodge  
Type: Sole Source - The Long-Term Care Homes Act that governs Huron Lodge states equipment must be maintained in compliance with manufacturer recommendations to ensure safety  
Financials: $90,990.40 plus HST                                                                 | Approved Aug 8, 2019    | Purchasing By-Law          |
| CAO 47/2019 | Amendment to License Agreement between City and TM Mobile Inc. relating to the installation of wireless equipment for the purpose of enhancing the 4G LTE coverage at the Capri Pizzeria Recreation Complex  
Financial Revenue: TELUS pays annual license fees for all four arena sites in accordance with the Second License Amending Agreement. There are no changes to the license fees.  
While the Corporation is responsible for the cost of hydro to operate TELUS’ equipment, all equipment itself is owned, installed and maintained by TELUS at its own expense. | Approved Jul 16, 2019    | City as Lessor; Grantor; Grantee |
| CAO 62/2019 | Consent to Enter Agreement between City and Amico Infrastructures Inc. and West Windsor Power, by its majority partner, Tractebel Windsor Power L.P., by its general partner, Tractebel Management Inc. for the purpose of granting access over part of the lands known municipally as 4255 Sandwich St., being the driveway and access road along the western and southern boundary of said lands for the installation of a temporary access route to connect lands and to perform any maintenance in respect thereof  
Term: August 1, 2019 - December 31, 2019  
Financial Revenue: N/A | Approved Nov 29, 2019    | City as Lessor; Grantor; Grantee |
| CAOP 65/2019 | Amendment to Agreement between City and Vollmer Inc. to include supply and installation of a Variable Frequency Drive (VFD) for the purpose of Makeup Air Unit Replacement at Huron Lodge (B24-2015; B22-2015; B72-2018)  
Type: Request for Tender - #81-19  
Financials: $9,994 plus HST (for a revised upset limit of $258,908 plus HST for this project) | Approved Oct 11, 2019    | Purchasing By-Law          |
<table>
<thead>
<tr>
<th>CAO #</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>CAOP 79/2019</td>
<td>Agreement between City and 509805 Ontario Limited, operating as Brite Linen &amp; Laundry Services, for the purpose of providing linen laundry services at Huron Lodge (B7/2019) Term: 3 years Type: Request for Tender - #122-19 Financials: $0.4525 per pound plus HST (annual usage has not exceeded 840,000 pounds which equates to an annual expenditure of $380,100 plus HST)</td>
<td>Approved Nov 21, 2019</td>
<td>Purchasing By-Law</td>
</tr>
<tr>
<td>CAO 136/2019</td>
<td>Consent to Enter Agreement between City and Hydro One Networks Inc. for a permanent utility easement in favour of Hydro One Networks Inc. for underground facilities at 0 Ojibway Parkway as part of the Herb Gray Parkway Project Financial Revenue: $1 plus HST + document preparation costs of approximately $200 plus HST and registration costs of approximately $75</td>
<td>Approved Nov 7, 2019</td>
<td>City as Lessor; Grantor; Grantee</td>
</tr>
<tr>
<td>CAO 147/2019</td>
<td>Lease Agreement between City and Amico Infrastructures Inc. for a vacant parcel of land at 4140-4150 Sandwich St. for the purpose of a temporary office site and parking related to the Gordie Howe International Bridge Project Term: Month to Month starting December 14, 2019 Financial Revenue: $1,000/month plus HST</td>
<td>Approved Nov 7, 2019</td>
<td>City as Lessor; Grantor; Grantee</td>
</tr>
<tr>
<td>CAO 160/2019</td>
<td>Authorization for the CAO to execute the Survey Application with the Commission on Accreditation of Rehabilitative Services (CARF) to renew accreditation of Huron Lodge Term: July 1, 2020 - June 30, 2023 Financials: $10,484 plus HST</td>
<td>Approved Nov 27, 2019</td>
<td>Administrative Matters (delegated by CR232/2012)</td>
</tr>
<tr>
<td>CAO 162/2019</td>
<td>Authorization for Huron Lodge to submit an application to Royal Canadian Legion, Ontario Provincial Command Branches and Ladies’ Auxiliaries Charitable Foundation for grant funding for one (1) sit-to-stand lift Financials: $5,622 inclusive of HST</td>
<td>Approved Dec 2, 2019</td>
<td>Grant Application</td>
</tr>
<tr>
<td>CAO #</td>
<td>DESCRIPTION</td>
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<td>DELEGATION OF AUTHORITY ITEM</td>
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<tr>
<td>CAO-5131</td>
<td>Sanitary Sewer Agreement - 937 California Ave.</td>
<td>Approved Jul 17, 2019</td>
<td>Sewer Agreement</td>
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<tr>
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<td>Financials: No cost to City (Owner's Cost: $19,000)</td>
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<tr>
<td>CAOP 22/2019</td>
<td>Agreement between City and U.V. Doctor Lamps, LLC for the supply of UV disinfection to lamps to Lou Romano Water Reclamation Plant</td>
<td>Approved Jul 16, 2019</td>
<td>Purchasing By-Law</td>
</tr>
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<td>Type: Request for Tender - #92-19</td>
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<td>Financials: $137,360 plus HST</td>
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<tr>
<td>CAO 34/2019</td>
<td>Encroachment Agreement between City and property owner of 409 Askin Ave. to permit a wood board fence encroachment onto the public right-of-way</td>
<td>Approved Jul 18, 2019</td>
<td>Administrative Matters</td>
</tr>
<tr>
<td></td>
<td>Financial Revenue: $4,074.50</td>
<td></td>
<td>(formerly CR1413/87)</td>
</tr>
<tr>
<td>CAOP 46/2019</td>
<td>Amendment to Agreement between City and Dillon Consulting Limited for a design engineer involved during the construction phase of the West End Transit Terminal to confirm the construction works are in accordance with the design intent, review and approve shop drawings, implement design changes resulting from unexpected field conditions and respond to design related inquiries</td>
<td>Approved Aug 22, 2019</td>
<td>Purchasing By-Law</td>
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<td>Type: Engineering Roster</td>
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<td>Financials: $20,000 plus HST (for a revised upset limit of $116,700 plus HST for the project)</td>
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<tr>
<td>CAO 48/2019</td>
<td>Encroachment Agreement between City and property owner of 1533 Riverside Dr. W. to permit a private combined connection into the Riverside street right-of-way</td>
<td>Approved Jul 30, 2019</td>
<td>Administrative Matters</td>
</tr>
<tr>
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<td>Financial Revenue: $1,056.75</td>
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<td>(formerly CR1413/87)</td>
</tr>
<tr>
<td>CAO 50/2019</td>
<td>Encroachment Agreement between City and property owner of 343 Josephine Ave. to permit a concrete porch step encroachment into the Josephine Ave. right-of-way</td>
<td>Approved Jul 30, 2019</td>
<td>Administrative Matters</td>
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<td>Financial Revenue: $943.25</td>
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<td>(formerly CR1413/87)</td>
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</table>
Financials: No cost to City (Owner's Cost: $11,735.15) | Approved Aug 6, 2019            | Sewer Agreement                |
| CAO 81/2019 | Lease Agreement between City and Sharon Sleiman - 3277 Sandwich St., Units #8 & #11  
(Mackenzie Hall Cultural Centre)  
Term: September 1, 2019 - February 29, 2020  
Financials: $365.59/month plus HST | Approved Sep 4, 2019            | City as Lessor; Grantor; Grantee |
| CAO 94/2019 | Sanitary Sewer Agreement - 624 Rosedale Ave.  
Financials: No cost to City (Owner's Cost: $14,837) | Approved Sep 10, 2019           | Sewer Agreement                |
| CAO 109/2019 | Lease Agreement between City and Darlene Maxey - 3277 Sandwich St., Unit #10  
(Mackenzie Hall Cultural Centre)  
Term: October 1, 2019 - September 30, 2020  
Financial Revenue: $4,300.55/year plus HST | Approved Sep 27, 2019           | City as Lessor; Grantor; Grantee |
| CAO 112/2019 | Lease Agreement between City and Sunshine Forcier and Patrick Hansor - 3277 Sandwich St., Unit #16 (Mackenzie Hall Cultural Centre)  
Term: November 1, 2019 - April 20, 2020  
Financial Revenue: $624.21/month plus HST | Approved Oct 2, 2019           | City as Lessor; Grantor; Grantee |
| CAO 139/2019 | Sanitary Sewer Agreement - 3569 Mulford Crt.  
Financials: No cost to City (Owner's Cost: $13,594) | Approved Nov 7, 2019           | Sewer Agreement                |
| CAO 152/2019 | Lease Agreement between City and Paul Adams – 3277 Sandwich St., Unit #12 (Mackenzie Hall Cultural Centre)  
Term: January 1, 2020 - December 31, 2020  
Financial Revenue: $3,569.42/year plus HST | Approved Nov 7, 2019           | City as Lessor; Grantor; Grantee |
| CAO 167/2019 | Sanitary Sewer Agreement - 2189 Riverside Dr. W.  
Financials: No cost to City (Owner's Cost: $8,814) | Approved Nov 25, 2019           | Sewer Agreement                |
## Ward 3

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<tr>
<th>CAO #</th>
<th>DESCRIPTION</th>
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<th>DELEGATION OF AUTHORITY ITEM</th>
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<tbody>
<tr>
<td>CAO 22/2019</td>
<td>Sanitary Sewer Agreement - 552 Elm Ave. Financials: No cost to City (Owner's Cost: $10,656)</td>
<td>Approved Jul 8, 2019</td>
<td>Sewer Agreement</td>
</tr>
<tr>
<td>CAO 31/2019</td>
<td>Sanitary Sewer Agreement - 1506 Victoria Ave. Financials: No cost to City (Owner's Cost: $10,430)</td>
<td>Approved Jul 8, 2019</td>
<td>Sewer Agreement</td>
</tr>
<tr>
<td>CAOP 32/2019</td>
<td>Agreement between City and Major Construction 2010 Ltd. for the rehabilitation of the pavement and watermain on Park St. W. from Pelissier St. to Caron Ave. as part of the 2018 Road &amp; Watermain Rehabilitation III Project (B72/2018) Type: Request for Tender - #09-19 Financials: $2,122,477.30 plus HST</td>
<td>Approved Jul 18, 2019</td>
<td>Purchasing By-Law</td>
</tr>
<tr>
<td>CAO 35/2019</td>
<td>Encroachment Agreement between City and property owner of 1 Hanna St. W. to permit bollards, canopies, concrete curb, and landscaping to encroach into the Hanna St. and Ouellette Ave. right-of-way Financial Revenue: $1,053</td>
<td>Approved Jul 18, 2019</td>
<td>Administrative Matters (formerly CR1413/87)</td>
</tr>
<tr>
<td>CAO 36/2019</td>
<td>Encroachment Agreement between City and property owner of 405 Erie St. W. to permit a parking area for one parking space and parking bumpers on the west side of Church St. Financial Revenue: $1,193.25</td>
<td>Approved Jul 30, 2019</td>
<td>Administrative Matters (formerly CR1413/87)</td>
</tr>
<tr>
<td>CAO 37/2019</td>
<td>Sanitary Sewer Agreement - 548 Janette Ave. Financials: No cost to City (Owner's Cost: $6,418.40)</td>
<td>Approved Jul 4, 2019</td>
<td>Sewer Agreement</td>
</tr>
<tr>
<td>CAO 43/2019</td>
<td>2020 Mayor's Arts Awards May 13, 2020 The Capitol Theatre Hosted by Windsor Endowment for the Arts (WEA) and Mayor's Office Financials: $5,000 + City venue in-kind (Cultural Affairs Operating Budget (M402-2013))</td>
<td>Approved Jul 16, 2019</td>
<td>Special Events at City Facilities and Parks</td>
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| CAO 51/2019 | Encroachment Agreement between City and property owner of 531 Pelissier St. to permit a canopy encroachment into the Pelissier St. right-of-way  
| CAO 55/2019 | Diversity Tour 2019  
July 27 & 28, 2019  
Riverfront Festival Plaza and Riverfront Civic Terrace  
Hosted by Moksha Canada Foundation  
Inclusive of Noise By-law Exemption and Letter of Non-Objection  
Financial Revenue: $4,230 | Approved Jul 22, 2019 | Special Events at City Facilities and Parks   |
| CAO 61/2019 | Forks and Barrels Fest  
August 23-25, 2019  
Riverfront Festival Plaza and Riverfront Civic Terrace  
Hosted by Forks and Barrels Ltd.  
Inclusive of Noise By-law Exemption and Letter of Non-Objection (CR145/2019)  
Financial Revenue: $6,065 | Approved Aug 6, 2019 | Special Events at City Facilities and Parks   |
| CAOP 64/2019 | Agreement between City and Adias Impex Ltd. O/A Carpet Plus for the purpose of replacing the carpet on the 6th floor of 200 Chatham St. E. (Windsor Justice Facility)  
Type: Request for Tender - #126-19  
Financials: $124,881 plus HST | Approved Oct 11, 2019 | Purchasing By-Law                          |
| CAOP 67/2019 | Amendment to Agreement between City and TCI Titan Contracting Inc. to remove and replace the adjoining concrete sidewalk and to remove and reinforce steel in curbs and the addition of reinforcing dowels for the purpose of parking garage expansion joint repairs at 400 City Hall Square E. (B8/2019)  
Type: Request for Tender - #59-19  
Financials: $47,482.60 plus HST (for a revised upset limit of $169,489.87 plus HST for this project) | Approved Oct 11, 2019 | Purchasing By-Law                          |
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<th>CAO #</th>
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<tbody>
<tr>
<td>CAOP 72/2019</td>
<td>Agreement between City and Gulf Developments Inc. to renovate and construct new offices in the Provincial Offences Office (POA) located at 251 Goyeau St. to minimize occupancy space Type: Informal Quotation Financials: $47,572.50 plus HST (Landlord's Cost $20,000; City's Cost $27,572.50 covered through 2019 POA Operating Budget)</td>
<td>Approved Oct 24, 2019</td>
<td>Purchasing By-Law</td>
</tr>
<tr>
<td>CAO 76/2019</td>
<td>Vendor Discount: Fionn MacCools - 20% off food items (excluding alcoholic beverages, gratuities, taxes, and the purchase of gift cards), per table, per visit at the 430 Ouellette Ave. location for dine-in only with proof of City employment Financials: N/A</td>
<td>Approved Sep 5, 2019</td>
<td>Vendor Discount</td>
</tr>
<tr>
<td>CAO 77/2019</td>
<td>Make-A-Wish Rope For Hope September 20, 2019 from 6:00 am - 8:00 pm Hosted by Make-A-Wish Foundation of Southwestern Ontario Special Event Road Closure of Riverside Dr. E. and W. between Goyeau St. and Ferry St. and Ouellette Ave. between Pitt St. and Riverside Dr. Financial Revenue: $358.25</td>
<td>Approved Aug 28, 2019</td>
<td>Special Event Road Closure</td>
</tr>
<tr>
<td>CAOP 83/2019</td>
<td>Amendment to Agreement between City and Rudak Excavation Incorporation to complete the Jackson Park parking lot, sewer and water services work (CR211/2018) Type: Request for Tender - #57-19 Financials: $84,590.68 plus HST (for a revised upset limit of $720,914 plus HST for the project)</td>
<td>Approved Nov 28, 2019</td>
<td>Purchasing By-Law</td>
</tr>
<tr>
<td>CAO 88/2019</td>
<td>Lease Agreement between City and Outfront Media Canada L.P. - 680 Goyeau St. (billboard located on property) Term: April 1, 2019 - March 31, 2020 Financial Revenue: $4,167.36/year plus HST</td>
<td>Approved Sep 12, 2019</td>
<td>City as Lessor; Grantor; Grantee</td>
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| CAO 106/2019 | Encroachment Agreement between City and property owner of 110 Park St. E. to permit a light pole encroachment into the Goyeau St. right-of-way  
| CAO 115/2019 | Encroachment Agreement between City and property owner of 410 Giles Blvd. W. to permit a parking encroachment onto the Church St. right-of-way  
Financial Revenue: $1,314.50                                                                 | Approved Oct 24, 2019   | Administrative Matters (formerly CR1413/87)                                                   |
| CAO 117/2019 | Encroachment Agreement between City and property owner of 1385 Ouellette Ave. to permit a sign and footing encroachment into the Ouellette Ave. right-of-way  
| CAO 118/2019 | Encroachment Agreement between City and property owner of 1011 Ouellette Ave. to permit a canopy, basement, and planter encroachment into the Ouellette Avenue right-of-way  
| CAO 121/2019 | Encroachment Agreement between City and property owner of 801 Victoria Ave. to permit a chainlink fence and parking spaces to encroach on the public right-of-way of Elliott St.  
Financial Revenue: $1,514.50                                                                 | Approved Oct 24, 2019   | Administrative Matters (formerly CR1413/87)                                                   |
| CAO 123/2019 | Encroachment Agreement between City and property owner of 560 Chatham St. W. for landscaping stones and wall and portion of the building structure into the Chatham St. W. right of way adjacent to the subject property  
| CAO 127/2019 | Consent to Enter Agreement between City and Enwin Utilities Ltd. for a permanent utility easement for an above ground electrical distribution vault and underground concrete encased duct at 340 Riverside Dr. E.  
Term: October 15, 2019 - November 30, 2019  
Financial Revenue: $1 plus HST + document preparation costs of approximately $200 plus HST and registration costs of approximately $75 | Approved Oct 24, 2019   | City as Lessor; Grantor; Grantee                                                               |
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</thead>
</table>
| CAO 128/2019 | Windsor International Film Festival (WIFF) November 8-11, 2019 from 10:00 am - 12:00 pm  
Hosted by 1890940 ONTARIO INC.  
Special Event Road Closure of University Ave. W. between Pelissier St. and Victoria St.  
Financial Revenue: $475 | Approved Oct 25, 2019 | Special Event Road Closure                          |
| CAO 131/2019 | Encroachment Agreement between City and Downtown Business Improvement Association to encroach string lighting within a portion of the alley located north of University Ave. W. between Victoria Ave. and Pelissier St.  
| CAO 149/2019 | Remembrance Day Ceremony November 11, 2019  
Cenotaph, Senator Croll Park, Dieppe Gardens and Municipal Parking Lot 5 Inclusive of Special Event Road Closure of University Ave. E. from Goyeau St. to McDougall St.  
Financials: N/A | Approved Nov 7, 2019 | Special Events at City Facilities and Parks        |
| CAO 153/2019 | The Santa Claus Parade November 30, 2019 from 3:30 pm - 11:30 pm  
Riverside Dr. W. and Municipal Parking Lot 23 and Centennial Park Parking Lot  
Hosted by The Windsor Parade Corporation  
Inclusive of Special Event Road Closure of Riverside Dr. W. between Campbell Ave. and Ouellette Ave.; Ouellette Ave. between Riverside Dr. and Elliott St.; Caron Ave. between Riverside Dr. W. and University Ave. W.; Tuscarora St. between Ouellette Ave. and Goyeau Ave.; and Noise By-law Exemption  
Financial Revenue: Council approved the request by the Windsor Parade Corporation for a waiver of fees for the Canada Day Parade and the Santa Claus Parade (as well as various victory parades for local sporting events) (CR214/2015) | Approved Nov 28, 2019 | Special Events at City Facilities and Parks        |
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<tbody>
<tr>
<td>CAO 154/2019</td>
<td>Consent to Enter Agreement between City and Windsor Essex Community Health Centre for the use of part of Municipal Parking Lot 31 at 400 Wyandotte St. E. for the purpose of setting up a Mobile Health Unit as part of the weCHC on Wheels Program  Term: October 29, 2019 - October 29, 2020  Financial Revenue: N/A</td>
<td>Approved Nov 7, 2019</td>
<td>City as Lessor; Grantor; Grantee</td>
</tr>
<tr>
<td>CAO 163/2019</td>
<td>Consent to Enter Agreement between City and Deangelo Brothers Corporation o/a DBi Services (&quot;DBi&quot;) to enter upon part of Dieppe Park known municipally as 70 Riverside Dr. W. for the purpose of installing a Trans Canada Trail &quot;The Great Trail&quot; trailhead sign and zero marker plaque  Term: November 29, 2019 - December 9, 2019  Financial Revenue: N/A</td>
<td>Approved Nov 28, 2019</td>
<td>City as Lessor; Grantor; Grantee</td>
</tr>
<tr>
<td>CAO 178/2019</td>
<td>Authorization for Recreation &amp; Culture to submit an application to Canadian Parks and Recreation Association for the Gender Equity in Recreational Sport Operating Grant for programs at Windsor International Aquatic Training Centre  Financials: $5,662.50 to support the program in terms of staffing costs</td>
<td>Approved Dec 12, 2019</td>
<td>Grant Application</td>
</tr>
<tr>
<td>CAO 179/2019</td>
<td>Authorization for the CAO and City Clerk to execute a Piping Services Agreement between the City, EC Green Naturals Inc. and Windsor Textiles Limited to allow building sewers and water service piping serving buildings that are not located within the same property (635 and 675 Tecumseh Rd. W.) to be interconnected as per the Ontario Building Code Act  Financials: N/A</td>
<td>Approved Dec 12, 2019</td>
<td>Administrative Matters (delegated by CR232/2012)</td>
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<tr>
<td>CAO 185/2019</td>
<td>Agreement between City and Windsor Police Services to hire two (2) contract duty officers to support Parking Maintenance Staff and provide security at Municipal Parking Garage #1 (Goyeau/Chatham/Pitt) and Municipal Parking Garage #2 (Park/Pelissier) on Saturday nights for 2020 Type: Exempt from Purchasing By-Law 93-2012 as per Schedule A - Section 2: Governmental Charges to and from other governmental bodies including Federal, Provincial and Municipal Financials: $29,628.57 plus HST</td>
<td>Approved Dec 19, 2019</td>
<td>Purchasing By-Law</td>
</tr>
<tr>
<td>CAO 186/2019</td>
<td>License Renewal Agreement between City and MH100 Teen Program for the exclusive use of the Mezzanine Area at 400 Wyandotte St. E. (Windsor Water World) Term: January 1, 2020 - December 31, 2020 Financial Revenue: $20,097/year plus HST</td>
<td>Approved Dec 19, 2019</td>
<td>City as Lessor; Grantor; Grantee</td>
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<td>CAOP 18/2019</td>
<td>Agreement between City and Sterling Ridge Infrastructures Inc. for the rehabilitation of the watermain and pavement on Louis Ave. from Erie St. E. to Cataraqui St. as part of the 2019 Road &amp; Watermain Rehabilitation II Project (B8/2019) Type: Request for Tender - #68-19 Financials: $1,006,071 ($988,670 + unrecoverable HST)</td>
<td>Approved Jul 8, 2019</td>
<td>Purchasing By-Law</td>
</tr>
<tr>
<td>CAOP 33/2019</td>
<td>Agreement between City and Brook McIlroy Inc. for the purpose of providing professional services to create a Theme Districting Plan for Walkerville Area Type: Request for Proposal - #91-19 Financials: $109,970 plus HST</td>
<td>Approved Jul 22, 2019</td>
<td>Purchasing By-Law</td>
</tr>
<tr>
<td>CAO 49/2019</td>
<td>Permission for vendors on Ottawa St. to occupy a portion of the public right-of-way for the purpose of conducting a sidewalk sale Term: August 8, 2019 - August 11, 2019 from 10:00 am - 5:00 pm Financial Revenue: $212</td>
<td>Approved Jul 18, 2019</td>
<td>Administrative Matters (formerly CR1413/87)</td>
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| CAO 60/2019 | Busk On The Block  
August 9 & 11, 2019 from 5:00 pm - 8:00 am  
Hosted by Walkerville Block Party Fundraising Inc.  
Special Event Road Closure of Argyle Rd. between Wyandotte St. E. and Assumption St. and Brant St. between Argyle Rd. and Devonshire Rd.  
Financial Revenue: $400                                                                 | Approved Aug 6, 2019 | Special Event Road Closure                    |
| CAO 65/2019 | Sanitary Sewer Agreement - 934 Lillian Ave.  
Financials: No cost to City (Owner's Cost: $17,200)                                                                                                                                                     | Approved Aug 6, 2019 | Sewer Agreement                               |
| CAO 86/2019 | Authorization for the CAO and City Clerk to execute a Consent and Release Form permitting Toronto Art Restoration Inc. to commence testing, treatment, conservation, and restoration services on the “Elizabeth Talman Walker” portrait (part of the Willistead Manor Collection)  
Financials: approximately $2,700                                                                                                                                         | Approved Sep 24, 2019 | Administrative Matters (delegated by CR232/2012) |
Financials: No cost to City (Owner's Cost: $12,600)                                                                                                                                                    | Approved Dec 10, 2019 | Sewer Agreement                               |
| CAO 114/2019 | Consent to Enter Agreement between City and The Walker Power Building Inc. and its contractors, subcontractors, agents, employees and assigns to enter upon city-owned lands known municipally as 0 Devonshire Rd., 0 Chilver Rd. and 274 Chilver Rd. for the purpose of access to commence site servicing including but not limited to the installation of sewers and the construction of a parking lot for lands located at 325 Devonshire Rd.  
Term: October 2, 2019 and shall terminate upon completion of the acquisition  
Financial Revenue: N/A                                                                                                                                             | Approved Oct 7, 2019 | City as Lessor; Grantor; Grantee               |
| CAO 130/2019 | Encroachment Agreement between City and property owner of 1686 Somme Ave. to permit a fence, retaining walls, and concrete step  
Financial Revenue: $4,530.75                                                                                                                                             | Approved Oct 24, 2019 | Administrative Matters (formerly CR1413/87)    |
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<tbody>
<tr>
<td>CAO 135/2019</td>
<td>Encroachment Agreement between City and property owner of 0 Oneida Crt. to permit a parking encroachment into the Kildare Rd. right-of-way  Financial Revenue: $1,905.75</td>
<td>Approved Nov 27, 2019</td>
<td>Administrative Matters (formerly CR1413/87)</td>
</tr>
<tr>
<td>CAO 165/2019</td>
<td>Sanitary Sewer Agreement - 439 Louis Ave.  Financials: No cost to City (Owner's Cost: $9,300)</td>
<td>Approved Dec 5, 2019</td>
<td>Sewer Agreement</td>
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<tr>
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<tr>
<td>CAO</td>
<td>Renewal of Lease Agreement between City and Mission d'Evangelisation Mondiale pour la Moisson Church - 1168 Drouillard Rd., Units #13 and #21 (Gino and Liz Marcus Community Centre) Term: July 1, 2019 - June 30, 2020 Financial Revenue: $3,951.09/year plus HST</td>
<td>Approved Jul 4, 2019</td>
<td>City as Lessor; Grantor; Grantee</td>
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<tr>
<td>CAO</td>
<td>Sanitary Sewer Agreement - 1942 Central Ave. Financials: No cost to City (Owner's Cost: $17,775)</td>
<td>Approved Sep 18, 2019</td>
<td>Sewer Agreement</td>
</tr>
<tr>
<td>46/2019</td>
<td></td>
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</tr>
<tr>
<td>CAO</td>
<td>Ford City Dropped on Drouillard Festival September 21, 2019 Hosted by Ford City Business District Board of Management Inclusive of Special Event Road Closure of Whelpton St. between Hickory Rd. and Drouillard Rd., Drouillard Rd. between Whelpton St. and Richmond St. and Noise By-law Exemption Financial Revenue: $524</td>
<td>Approved Sep 18, 2019</td>
<td>Special Events at City Facilities and Parks</td>
</tr>
<tr>
<td>53/2019</td>
<td></td>
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</tr>
<tr>
<td>CAOP</td>
<td>Agreement between City and ENWIN Utilities Ltd. for electrical connection and new hydro service for park lighting at 4085 Wyandotte St. E. Type: Exempt from Purchasing By-Law 93-2012 as per Schedule A - Section 11: Utility or Rail Works Services where the public utility or the railway, as the case may be, carries out works at the behest of the City Financials: No cost to City</td>
<td>Approved Nov 27, 2019</td>
<td>ENWIN Hydro Connection Agreement</td>
</tr>
<tr>
<td>58/2019</td>
<td></td>
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</tr>
<tr>
<td>CAOP</td>
<td>Agreement between City and ENWIN Utilities Ltd. for electrical hookup connection at restrooms located at Alexander Park (3700 Riverside Dr. E.) Type: Exempt from Purchasing By-Law 93-2012 as per Schedule A - Section 11: Utility or Rail Works Services where the public utility or the railway, as the case may be, carries out works at the behest of the City Financials: No cost to City</td>
<td>Approved Dec 17, 2019</td>
<td>ENWIN Hydro Connection Agreement</td>
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<tr>
<td>82/2019</td>
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<tr>
<td>CAO #</td>
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<tr>
<td>CAO 83/2019</td>
<td>Lease Agreement between City and South Essex Community Council - 1168 Drouillard Rd., Unit #16 (Gino and Liz Marcus Community Centre) Term: November 1, 2019 - October 31, 2020 Financial Revenue: $3,389.28/year plus HST</td>
<td>Approved Sep 12, 2019</td>
<td>City as Lessor; Grantor; Grantee</td>
</tr>
<tr>
<td>CAO 91/2019</td>
<td>Letter of Non-Objection Special Event in conjunction with Dropped on Drouillard Festival September 20-22, 2019 Hosted by Brown's Breaktime Lounge 1118 Drouillard Rd. Financial Revenue: N/A</td>
<td>Approved Sep 13, 2019</td>
<td>Letter of Non-Objection</td>
</tr>
<tr>
<td>CAO 97/2019</td>
<td>Sanitary Sewer Agreement - 2604 Tourangeau Rd. Financials: No cost to City (Owner's Cost: $13,983.75)</td>
<td>Approved Sep 18, 2019</td>
<td>Sewer Agreement</td>
</tr>
<tr>
<td>CAO 102/2019</td>
<td>Lease Agreement between City and The Windsor Parade Corporation - 1168 Drouillard Rd., Unit #1 (Gino and Liz Marcus Community Centre) Term: November 1, 2019 - October 31, 2020 Financial Revenue: $4,964.19/year plus HST</td>
<td>Approved Sep 24, 2019</td>
<td>City as Lessor; Grantor; Grantee</td>
</tr>
<tr>
<td>CAO 103/2019</td>
<td>Lease Agreement between City and Birthright - 1168 Drouillard Rd., Unit #4 (Gino and Liz Marcus Community Centre) Term: November 1, 2019 - October 31, 2020 Financial Revenue: $5,581.26/year plus HST</td>
<td>Approved Sep 24, 2019</td>
<td>City as Lessor; Grantor; Grantee</td>
</tr>
<tr>
<td>CAO 158/2019</td>
<td>Lease Agreement between City and Autism Society of Ontario (Windsor-Essex) - 1168 Drouillard Rd., Units #2 and #20 (Gino and Liz Marcus Community Centre) Term: December 1, 2019 - November 30, 2020 Financial Revenue: $15,924.09/year plus HST</td>
<td>Approved Nov 13, 2019</td>
<td>City as Lessor; Grantor; Grantee</td>
</tr>
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</table>
| CAO 172/2019 | Lease Agreement between City and St. John Council for Ontario - 1168 Drouillard Rd., Unit #17 (Gino & Liz Marcus Community Centre)  
  Term: January 1, 2020 - December 31, 2020  
  Financial Revenue: $8,095.59/year plus HST | Approved Dec 5, 2019 | City as Lessor; Grantor; Grantee |
### Ward 6

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<th>CAO #</th>
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</thead>
</table>
Financials: No cost to City (Owner's Cost: $10,870.70) | Approved Jul 4, 2019 | Sewer Agreement              |
| CAO 26/2019 | Encroachment Agreement between City and property owner of 8363 Riverside Dr. E., to permit concrete curbs and landscaping stones encroachment into the Riverside Dr. E. right-of-way  
Financial Revenue: $1,243.25 | Approved Jul 18, 2019 | Administrative Matters (formerly CR1413/87) |
| CAOP 27/2019 | Agreement between City and Pierascenzi Construction Limited for the purpose of proceeding with the construction of the Lauzon Road/McHugh Street/Lauzon Line Intersection Improvements (B8-2019)  
Type: Request for Tender - #94-19  
Financials: $223,521 plus HST | Approved Jul 10, 2019 | Purchasing By-Law             |
| CAOP 28/2019 | Agreement between City and Matassa Incorporated for the replacement of the breakwall railing system at the St. Paul Pumping Station  
Type: Request for Tender - #95-19  
Financials: $93,315 plus HST | Approved Jul 16, 2019 | Purchasing By-Law             |
| CAO 29/2019 | Encroachment Agreement between City and property owner of 8176 Riverside Dr. E. to permit a brick paver encroachment onto the public right-of-way  
Financial Revenue: $1,812.65 | Approved Jul 18, 2019 | Administrative Matters (formerly CR1413/87) |
| CAOP 50/2019 | Agreement between City and SheaRock Construction Group Inc. for the purpose of proceeding with the construction of the sewer, pavement, and watermain rehabilitation for Belle Isle View Boulevard from Wyandotte St. E. to St. Rose Ave.  
(B54/2017; B8/2019)  
Type: Request for Tender - #01-19  
Financials: $1,464,039 plus HST | Approved Sep 2, 2019 | Purchasing By-Law             |
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<tr>
<th>CAO #</th>
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<tbody>
<tr>
<td>CAO 122/2019</td>
<td>Encroachment Agreement between City and property owner of 8490 Riverside Dr. E. for concrete to encroach onto the public right-of-way Financial Revenue: $2,805.75</td>
<td>Approved Oct 24, 2019</td>
<td>Administrative Matters (formerly CR1413/87)</td>
</tr>
<tr>
<td>CAO 124/2019</td>
<td>Encroachment Agreement between City and property owner of 8748 Riverside Dr. E. for concrete to encroach onto the public right-of-way Financial Revenue: $1,718.25</td>
<td>Approved Oct 24, 2019</td>
<td>Administrative Matters (formerly CR1413/87)</td>
</tr>
<tr>
<td>CAO 132/2019</td>
<td>Consent to Enter Agreement between City and Coco Paving Inc. to enter upon vacant City owned lands, municipally known as part of 1600 Lauzon Rd. for the purpose of using lands as a stockpiling area and crushing operation Term: October 25, 2019 - October 25, 2020 Financial Revenue: N/A</td>
<td>Approved Oct 24, 2019</td>
<td>City as Lessor; Grantor; Grantee</td>
</tr>
<tr>
<td>CAO 170/2019</td>
<td>Lease Agreement between City and Rogers Communication Inc. for a telecommunication tower located at 6755 Wyandotte St. E. Term: December 1, 2019 - November 30, 2024 Financial Revenue: $17,000/year plus HST</td>
<td>Approved Dec 2, 2019</td>
<td>City as Lessor; Grantor; Grantee</td>
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<tr>
<td>CAO 177/2019</td>
<td>Sanitary Sewer Agreement - 1052 Parkview Ave. Financials: No cost to City (Owner's Cost: $9,700)</td>
<td>Approved Dec 5, 2019</td>
<td>Sewer Agreement</td>
</tr>
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<td>CAO #</td>
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</tr>
<tr>
<td>CAO 12/2019</td>
<td>Authorization for CAO and City Clerk to sign permits and forms related to the Peche Island Shoreline Erosion Mitigation</td>
<td>Approved Sep 27, 2019</td>
<td>Administrative Matters (delegated by CR232/2012)</td>
</tr>
<tr>
<td>CAOP 19/2019</td>
<td>Agreement between City and Front Construction Industries Inc. for the purpose of Rehabilitation of Riverside over Little River Bridge (B72/2018)</td>
<td>Approved Jul 4, 2019</td>
<td>Purchasing By-Law</td>
</tr>
<tr>
<td>CAO 33/2019</td>
<td>Consent to Enter Agreement between City and Riverside Sportsmen Club for the use of East End Park for overflow parking of non-commercial passenger vehicles for various events during 2019</td>
<td>Approved Jul 10, 2019</td>
<td>City as Lessor; Grantor; Grantee</td>
</tr>
<tr>
<td>CAOP 77/2019</td>
<td>Agreement between City and Ovivo Inc. for the purchase of a motor drive for the primary sludge tank rake arm at the Little River Pollution Control Plant</td>
<td>Approved Nov 7, 2019</td>
<td>Purchasing By-Law</td>
</tr>
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</table>
### Ward 8

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<tr>
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</thead>
<tbody>
<tr>
<td>CAOP 68/2019</td>
<td>Agreement between City and PowerServe Inc. O/A Neighbourhood Electric for the purpose of replacing the existing generator at Fire Apparatus located at 2885 Kew Dr. Type: Request for Tender - #127-19 Financials: $118,503.40 plus HST</td>
<td>Approved Oct 11, 2019</td>
<td>Purchasing By-Law</td>
</tr>
<tr>
<td>CAO 82/2019</td>
<td>Amendment to the Street and Alley Closing By-law 318-2001 re the close, stop up and convey part of Adstoll Ave. from Clemenceau Blvd. to Lloyd George Blvd. to replace the conveyance price of &quot;$700 per front foot for lands without easements and $100 per front foot for lands with easements&quot; with &quot;$1,000 per front foot for lands without easements&quot; and sell the remaining 18-foot wide strip of closed Adstoll Ave. to the owner of 2500 Clemenceau Blvd. Financials: $1,000 per front foot for lands without easements</td>
<td>Approved Sep 4, 2019</td>
<td>By-Law Amendments</td>
</tr>
<tr>
<td>CAO 96/2019</td>
<td>Agreement between City and Europro (Tecumseh Mall) LP for the purpose of educational, community Fire Prevention Week displays, scheduled for October 10-12, 2019 Financials: N/A</td>
<td>Approved Sep 27, 2019</td>
<td>Short Term Use of Facilities</td>
</tr>
<tr>
<td>CAO #</td>
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</table>
| CAOP 24/2019 | Agreement between City and Coco Paving Inc. for the Windsor International Airport - Runway 12-30 Rehabilitation and Taxiway India Widening Project (CR549/2018; B8/2019)  
Type: Request for Tender - #80-19  
Financials: $3,309,000 plus HST | Approved Jul 30, 2019 | Purchasing By-Law |
| CAOP 29/2019 | Agreement between City and Major Construction 2010 Ltd. for the rehabilitation of the pavement on Ninth Concession Rd. from Baseline Rd. to approximately 4639 Ninth Concession Rd. as part of the 2019 Road Rehabilitation IV Project (B8/2019)  
Type: Request for Tender - #70-19  
Financials: $1,013,642.50 plus HST | Approved Jul 22, 2019 | Purchasing By-Law |
| CAO 45/2019 | Agreement between City and Cushman & Wakefield Asset Services Inc. (Devonshire Mall) for the purpose of educational, community Fire Prevention Week displays, scheduled for October 10-12, 2019  
Financials: N/A | Approved Jul 16, 2019 | Short Term Use of Facilities |
| CAOP 62/2019 | Agreement between City and Dillon Consulting Limited for engineering services for Structure #144-CN at EC Row Eastbound Collector  
Type: Request for Tender - #131-19  
Financials: $77,713 plus HST | Approved Oct 11, 2019 | Purchasing By-Law |
| CAOP 75/2019 | Agreement between City and Nevan Construction Inc. for the purpose of Phase 1 construction of the Rhodes Dr. Multi-Use Trail (CR627/2016)  
Type: Request for Tender - #113-19  
Financials: $809,390 plus HST | Approved Nov 1, 2019 | Purchasing By-Law |
| CAO 90/2019 | Authorization for the CAO and City Clerk to execute a Piping Services Agreement between the City, Windsor Waste Management Inc. and GFL Environmental Inc. 2019 to allow building sewers and water service piping serving buildings that are not located within the same property (2700 and 2750 Deziel Dr.) to be interconnected as per the Ontario Building Code Act  
Financials: N/A | Approved Sep 18, 2019 | Administrative Matters (delegated by CR232/2012) |
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<tr>
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<tbody>
<tr>
<td>CAO 140/2019</td>
<td>Lease Agreement between City and 782711 Ontario Limited (Vehicle Venture) for a vacant parcel of land located at 0 Provincial Rd. for the purpose of parking and installation of business sign Term: Month to Month starting November 11, 2019 Financial Revenue: $1/year plus HST</td>
<td>Approved Oct 29, 2019</td>
<td>City as Lessor; Grantor; Grantee</td>
</tr>
<tr>
<td>CAO 148/2019</td>
<td>Agreement between City and Cushman &amp; Wakefield Asset Services Inc. (Devonshire Mall) for the purpose of recruiting volunteers for the 2019-2020 Snow Angels Program by Human Resources, scheduled for January 12, 2020 Financials: N/A</td>
<td>Approved Nov 27, 2019</td>
<td>Short Term Use of Facilities</td>
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## Ward 10

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<tr>
<th>CAO #</th>
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<th>DELEGATION OF AUTHORITY ITEM</th>
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</table>
| CAO 32/2019 | Consent to Enter Agreement between City and Aecon Construction Group Inc., the contractor retained by Enbridge Gas, to complete the relocation of its gas infrastructure, to enter city-owned property at 0 Dominion Blvd. for the purpose of a storage and lay down area  
  Term: July 2, 2019 - July 15, 2019  
  Financial Revenue: N/A | Approved Jul 4, 2019 | City as Lessor; Grantor; Grantee                  |
| CAOP 44/2019 | Agreement between City and Amico Infrastructure Inc. for construction services to remove the existing asphalt pathway and prepare it for pavement in 2020 in Langlois Court Park (B30/2019)  
  Type: Request for Tender - #143-19  
  Financials: $244,344 plus HST | Approved Nov 18, 2019 | Purchasing By-Law                                |
| CAOP 52/2019 | Amendment to Agreement between City and Dillon Consulting Limited for a design engineer involved during the construction phase of the Dougall Ave. and Ouellette Pl. intersection to confirm the construction works are in accordance with the design intent, review and approve shop drawings, implement design changes resulting from unexpected field conditions and respond to design related inquiries  
  Type: Engineering Roster  
  Financials: $38,000 plus HST (for a revised upset limit of $127,400 plus HST for the project) | Approved Sep 18, 2019 | Purchasing By-Law                                |
  Type: Request for Tender - #125-19  
  Financials: $164,075 plus HST | Approved Oct 11, 2019 | Purchasing By-Law                                |
| CAO 75/2019 | Letter of Non-Objection Private Event  
  September 14, 2019  
  Hosted by Fogolar Furlan Club  
  1800 North Service Rd. E.  
  Financial Revenue: N/A | Approved Aug 29, 2019 | Letter of Non-Objection                          |
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<tbody>
<tr>
<td>CAO 93/2019</td>
<td>Authorization for the CAO and City Clerk to execute the Standard New Grade Separation Agreement with Canadian National Railway Company to allow for a new pedestrian underpass under the CN Railway overpass located just north of the Dougall Ave./South Cameron Blvd. intersection (CR172/2019) Financials: There are no direct costs to the Corporation to enter into the agreement. However, the long term maintenance costs of the pedestrian underpass will be borne by the City.</td>
<td>Approved Sep 24, 2019</td>
<td>Administrative Matters (delegated by CR232/2012)</td>
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<tr>
<td>CAO-5158</td>
<td>Authorization for one (1) employee's paid leave of absence to work on the 2019 United Way Campaign Term: October 7, 2019 - January 17, 2020 Financials: $12,200</td>
<td>Approved Oct 8, 2019</td>
<td>Municipal Staff Leave of Absence (For Charitable Undertaking)</td>
</tr>
<tr>
<td>CAOP 7/2019</td>
<td>Agreement between City and Petro-Canada Lubricants Inc. to extend contract for bulk oil and lubricants for two years (B67-2015) Type: Request for Tender - #151-15 Term: April 1, 2019 - March 31, 2021 Financials: $181,997 estimated annually plus applicable taxes (Windsor Fire &amp; Rescue: $7,213; Transit Windsor: $169,460; Parks &amp; Recreation: $5,152; Pollution Control: $172)</td>
<td>Approved Sep 4, 2019</td>
<td>Purchasing By-Law</td>
</tr>
<tr>
<td>CAOP 11/2019</td>
<td>Agreement between City and Global Rental Canada, ULC for the rental of a forestry aerial bucket truck Type: Sole Source - (f) for reasons of urgency brought about by events unforeseeable by the City, the Goods or Services could not be obtained in time using a competitive procurement process Financials: $5,565 plus HST</td>
<td>Approved Jul 10, 2019</td>
<td>Purchasing By-Law</td>
</tr>
<tr>
<td>CAOP 14/2019</td>
<td>Agreement between City and Deloitte LLP to extend the Commodity Tax Consultant contract for one (1) year Type: Request for Proposal - #27-13 Term: December 31, 2018 - December 31, 2019 Financials: not to exceed $100,000 plus HST</td>
<td>Approved Jul 9, 2019</td>
<td>Purchasing By-Law</td>
</tr>
<tr>
<td>CAOP 16/2019</td>
<td>Agreement between City and J D Freedom Inc. o/a FASTSIGNS of Windsor for the provision of trail name identifier signage (wayfinding signs) and Vizable Corporation for the provision of wayfinding signage, GPS marker signage, and information kiosk signage Type: Request for Proposal - #47-19 Financials: not to exceed $100,000 plus HST</td>
<td>Approved Jul 10, 2019</td>
<td>Purchasing By-Law</td>
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| CAOP 20/2019 | Agreement between City and eSolutions Group Ltd. for the purpose of hosting an online learning environment including maintenance, support and security certificates  
Type: Sole Source - (d v) To ensure compatibility with existing Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative  
Term: 3 years  
Financials: $85,350 plus HST                                                                                                                                                                                                 | Approved Jul 10, 2019 | Purchasing By-Law          |
| CAOP 21/2019 | Agreement between City and Strategic Mapping Inc. for 10 wayside signs for Transit Windsor  
Type: Sole Source - (d v) To ensure compatibility with existing Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative  
Financials: $149,360 plus HST                                                                                                                                                                                                 | Approved Jul 12, 2019 | Purchasing By-Law          |
| CAOP 23/2019 | Agreement between City and Paladin Security Group (Ontario) Ltd. to extend the current contract for security services for an additional two months to September 30, 2019 (CR18/2014)  
Type: Request for Tender - #114-13  
Financials: Not to exceed $750,000/year plus HST                                                                                                                                                                                                 | Approved Jul 11, 2019 | Purchasing By-Law          |
| CAOP 25/2019 | Amendment to Agreement between City and GardaWorld Cash Services Canada Corporation to include the addition of a 1% Carbon levy to the daily armoured car cash pick-up rate  
Type: Request for Proposal - #152-18  
Financials: $491.40 plus HST (for a revised upset limit of $49,631.4 plus HST for the service)                                                                                                                                                                                               | Approved Jul 22, 2019 | Purchasing By-Law          |
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</table>
| CAOP 26/2019 | Amendment to Agreement between City and Vink Consulting for review of City's interim housing/emergency shelter services (CR300/2018)  
Type: Request for Proposal - #169-18  
Financials: $50,000 plus HST (for a revised upset limit of $128,320 plus HST for the project) | Approved Sep 19, 2019 | Purchasing By-Law |
| CAOP 31/2019 | Agreement between City and Quinlan Inc. for the provision of seeding and sodding services  
Type: Request for Tender - RFT#-74-19  
Term: 2 years  
Financials: $120,000 plus HST | Approved Aug 15, 2019 | Purchasing By-Law |
| CAOP 34/2019 | Amendment to Agreement between City and Telus regarding the Enrollment Agreement for Corporate Purchasing Group - Wireless Service for access to Telus Communications' TELUS IQ cloud-based application which will allow the City real time information to all Telus based devices and will allow for self-diagnosis of billing questions  
Type: Exemption from Purchasing By-law as per Schedule A – Section 3: Telephone, data and television services including installations and repairs  
Financials: N/A (amendment does not commit the City to any expenditures) | Approved Aug 8, 2019 | Purchasing By-Law |
| CAOP 35/2019 | Agreement between City and Public Services Health & Safety Association for the purpose of authorizing the City to deliver the Working at Heights Refresher training program  
Type: Small Purchase Order  
Financials: $1,000 plus HST | Approved Jul 30, 2019 | Purchasing By-Law |
| CAOP 36/2019 | Agreement between City and WorkForce Software, LLC for the purpose of performing the services required relative to testing, go-live activities and on-going maintenance during the phased-in implementation of the Workforce application until February 2020 (CR159/2015)  
Type: Sole Source - (d - v) To ensure compatibility with existing Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative  
Financials: $149,900 USD plus applicable taxes | Approved Oct 1, 2019 | Purchasing By-Law |
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</table>
| CAOP 41/2019 | Agreement between City and Coco Paving Inc. for the purpose of the placement of surface asphalt, cold milling and asphalt paving (B72/2018)  
Type: Request for Tender - #102-19  
Financials: $1,659,400 plus HST | Approved Aug 15, 2019 | Purchasing By-Law          |
| CAO 42/2019 | Authorization for Recreation and Culture to submit the Ontario After School Program Grant to the Ministry of Tourism, Culture and Sport for the 2019-2020 program year  
Financials: $470,886; with the total amount of requested funding from the Ministry of Tourism, Culture and Sport being $137,145,  
$61,365 in-kind funding from our partners, and the remaining $272,376 provided by Recreation and Culture in the form of in-kind facility rental space and administrative staff support (funded from department's annual operating budget) | Approved Oct 7, 2019 | Grant Application          |
| CAOP 45/2019 | Agreement between City and Neptune Security Services Inc. for the purpose of providing city wide professional and protective security services (B7-2019)  
Type: Prequalification / Request for Tender – #90-19  
Term: 3 years with option to renew for additional 2 years  
Financials: The hourly rates are lower than the current provider (Service A $90/hr; Service B $285/hr; Service C $108/hr) | Approved Aug 22, 2019 | Purchasing By-Law          |
| CAOP 48/2019 | Agreement between City and Premier Chevrolet Cadillac Buick GMC Inc. for the purchase of five (5) new, unused, 2020 Chevrolet Silverado Extended Cab Pickups (B8/2019)  
Type: Request for Tender - #100-19  
Financials: $136,575 plus HST | Approved Sep 5, 2019 | Purchasing By-Law          |
<table>
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| CAOP 49/2019 | Agreement between City and James Whitaker operating as White Acre for the purpose of ongoing support of the Court Administration System (CAMS) software within the Provincial Offences Administration division  
Type: Sole Source - (d v) To ensure compatibility with existing Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative  
Financials: $10,000 plus HST | Approved Oct 4, 2019 | Purchasing By-Law |
| CAOP 54/2019 | Agreement between City and Cooperative Personnel Services, (CPS) HR Consulting and Gledhill Shaw Enterprises LTD for the purpose of conducting written and physical testing for the firefighter recruitment  
Type: Sole Source - (d v) To ensure compatibility with existing Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative  
Financials: $10,000 plus HST (to be offset by Applicant Fees collected directly from candidates and retained by Gledhill Shaw Enterprises)  
Written Fee - $220 (inclusive of HST)  
Physical Test Fee - $200 (inclusive of HST) | Approved Sep 26, 2019 | Purchasing By-Law |
| CAOP 55/2019 | Agreement between City and Mohawk College's iDeaWORKS and Anubis 3D Industrial Solutions Inc. for the provision of collaborating on creating Braille and tactile maps for the City (CR361/2018)  
Type: Sole Source - (d - ii) The protection of patents, copyrights, or other exclusive rights  
Financials: $11,300 ($6,500 plus HST + $4,800 in-kind contribution equal to the FedDev cash contribution) | Approved Oct 24, 2019 | Purchasing By-Law |
| CAO 56/2019 | Authorization for the CAO and City Clerk to execute the 2019 Ministry of Children Community and Social Services (MCCSS) Service Contract for the purposes of guiding Ontario Works program delivery and providing the necessary funding to operate on an annual basis  
Financials: 2019 gross budget submission is $26,972,245 (provincial share is $16,836,600; municipal share is $10,135,600) | Approved Jul 22, 2019 | Administrative Matters (delegated by CR232/2012) |
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<tr>
<td>CAO 58/2019</td>
<td>Authorization for the CAO and City Clerk to extend the existing agreement with Findhelp Information Services for an additional six (6) months for the maintenance and provision of 500 database records for services located in Windsor and Essex County  Term:  April 1, 2019 - September 30, 2019  Financial Revenue: $960.35</td>
<td>Approved Aug 8, 2019</td>
<td>Purchasing By-Law</td>
</tr>
<tr>
<td>CAO 59/2019</td>
<td>Authorization for the CAO and City Clerk to execute an agreement with the Town of Leamington for the provision of Dispatch Services by Windsor Fire &amp; Rescue Services (CAO-5105)  Net Revenue: approximately $27,000 in Year 1 of contract (1st year fee of $61,033 less one-time set up fees of $34,031)</td>
<td>Approved Jul 30, 2019</td>
<td>Administrative Matters (delegated by CR232/2012)</td>
</tr>
<tr>
<td>CAOP 59/2019</td>
<td>Agreement between City and The Canadian Centre for Diversity and Inclusion (“CCDI”) for the purpose of obtaining a one (1) year license for eLearning for three (3) training courses  Type: Informal Quotation Process  Financials: $4,981 plus HST</td>
<td>Approved Oct 8, 2019</td>
<td>Purchasing By-Law</td>
</tr>
<tr>
<td>CAOP 60/2019</td>
<td>Agreement between City and inContact, Inc. dba NICE inContact for the purpose of call centre call management as a service  Type: Sole Source - (d - v) To ensure compatibility with existing Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative  Financial: $89,089.40 USD (approximately $120,270.69 CAD based on exchange rate of 1.35%)</td>
<td>Approved Oct 29, 2019</td>
<td>Purchasing By-Law</td>
</tr>
<tr>
<td>CAOP 63/2019</td>
<td>Agreement between City and DiPonti Paving Inc. for the purpose of alley rehabilitation (B8/2019)  Type: Request for Tender - #106-19  Financials: $713,190 plus HST</td>
<td>Approved Oct 11, 2019</td>
<td>Purchasing By-Law</td>
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| CAOP 66/2019 | Renewal of Agreement between City and Morneau Shepell Ltd. for a term of one (1) year for the provision of an employee and family assistance program (EFAP)  
Type: Request for Proposal - #68-14  
Financials: $127,274 plus HST | Approved  
Oct 24, 2019 | Purchasing By-Law |
| CAO 70/2019 | Authorization for Pollution Control to submit an application to the Global Covenant of Mayors for consideration of their Showcase Cities Project to advance the City’s climate mitigation and adaptation planning activities  
Financials: There is no cost to the City to participate in the Showcase Cities Project. The GCoM will cover the cost of travel to the workshops and staff time for participation will be minimal. | Approved  
Aug 15, 2019 | Grant Application |
| CAOP 74/2019 | Agreement between City and MediaWire Technologies Inc. to obtain a one (1) year solution that utilizes MediaWire’s content management system (CMS) for the purpose of creating WCAG 2.0 Level AA Compliant documents for City Council Agendas for Windsor’s legal obligations under the Accessibility for Ontarians with Disabilities Act, 2005  
Type: Sole Source - (d - ii) The protection of patents, copyrights, or other exclusive rights; (d - iii) Due to an absence of competition for technical reasons; (d - v) To ensure compatibility with existing Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative  
Financials: $90,000 plus HST | Approved  
Dec 16, 2019 | Purchasing By-Law |
| CAOP 76/2019 | Agreement between City and Dutchmaster Nurseries Ltd. for the purpose of the Spring 2020 Nursery Stock  
Type: Request for Tender - #124-19  
Financials: $119,190 plus HST | Approved  
Nov 20, 2019 | Purchasing By-Law |
| CAOP 81/2019 | Agreement between the City and SecITUp Network Solutions Inc. for the purpose of assisting I.T. in the design, configuration, implementation, and initial support, related to the deployment of new firewalls  
Type: Sole Source - (d - iii) Due to an absence of competition for technical reasons  
Financials: $7,800 plus HST | Approved  
Nov 21, 2019 | Purchasing By-Law |
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<tr>
<td>CAOP 84/2019</td>
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</table>
| Renewal of Agreement between City and Accruent LLC for the purpose of providing 360Facility database software (B7-2019)  
| Term: 3 years  
| Type: Sole Source - (d v) To ensure compatibility with existing Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative  
| Financials: upset limit of $80,202.40 USD plus HST | Approved  
| Dec 13, 2019 | Purchasing By-Law |
| CAO 85/2019 |
| Agreement between City and Federal Government for use of City Facilities as Federal Elections Polling Stations in 2019  
| Financial Revenue:  
| For Regular Polls (October 21), Elections Canada pays a fee of $175 for the first polling station and $100 for each additional location; For Advance Polls (October 11, 12, 13 &14), the fee is set at $700 for the first polling station and $400 for each additional advance poll location; plus Elections Canada has a budget to pay the City for any additional staff time required due to the holiday and/or extended hours for voting. | Approved  
| Sep 13, 2019 | Administrative Matters (delegated by CR232/2012) |
| CAO 87/2019 |
| Vendor Discount: Discount Car and Truck Rentals - for personal vehicle rentals, as per the Price Schedule Agreement with the City with proof of City employment  
| Financials: N/A | Approved  
| Sep 5, 2019 | Vendor Discount |
| CAO 95/2019 |
| Request 2019-10 by TWEPI for use of Tourism Development Infrastructure and Program Reserve Fund for Windsor International Film Festival  
| Financials: $120,000 | Approved  
| Sep 10, 2019 | Use of Tourism Reserve Fund (CR427/2018) |
| CAO 100/2019 |
| Authorization for the CAO and City Clerk to execute an agreement with the Independent Electricity System Operator (IESO) for funding for a designated Energy Manager through the SaveOn Energy–Energy Manager Program  
| Financial Revenue: Up to $150,000 estimated net project incentive (based on performance of achieving 3,750 MWH of electricity savings) | Approved  
<p>| Sep 25, 2019 | Energy Agreement |</p>
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</table>
| CAO 105/2019 | Vendor Discount: FirstClass Group Tickets - 22% off regular ticket prices on the Family Pack or up to $10.00 off the regular ticket price for adults, children, students and seniors to Cirque du Soleil Alegria showing Under the Big Top at Ontario Place in Toronto, ON from September 12, 2019 - November 24, 2019  
Financials: N/A                                                                                      | Approved Sep 24, 2019   | Vendor Discount             |
| CAO 108/2019 | Authorization for City to participate in the Learning Partnership 'Take our Kids to Work Day' on November 6, 2019  
Financials: Up to $1,000 (funded by Human Resources Operating Budget)                                                                                     | Approved Sep 27, 2019   | Student and Youth Employment Opportunities Programs |
| CAO 113/2019 | Request 2019-11 and 2019-12 by TWEPI for use of Tourism Development Infrastructure and Program Reserve Fund for Come Home for the Holidays and 2020 FINA World Series Final  
| CAO 119/2019 | Authorization for the CAO and City Clerk to execute a Conditional Grant Agreement with the Ministry of the Attorney General to be able to move forward with the French Language Services initiative through training by Municipal French Language Institute for Professional Development and achieve the goals of the Ministry  
Financials: No cost to the City; fully funded by Ministry of Attorney General                              | Approved Oct 11, 2019   | Administrative Matters (delegated by CR232/2012) |
| CAO 129/2019 | Letter of Support for the First Spark Initiative – Strategic Initiatives, Canada Cultural Investment Fund grant application by WorkInCulture  
Financials: $3,000 (in-kind)                                                                               | Approved Oct 24, 2019   | Letter of Support            |
| CAO 133/2019 | Authorization for the Executive Director of Human Resources to have the ability to promote "A Wellness Day-Off" in 2021 as a reward of an initiative in the Workplace Wellness Program  
Financials: The affected department will absorb the cost                                                   | Approved Nov 21, 2019   | CAO By-law                  |
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<tbody>
<tr>
<td>CAO 141/2019</td>
<td>Vendor Discount: Xanadu Health Club - Xanadu Fitness Corporate Saving Package with proof of City employment Financials: N/A</td>
<td>Approved Nov 29, 2019</td>
<td>Vendor Discount</td>
</tr>
<tr>
<td>CAO 143/2019</td>
<td>Vendor Discount: The Co-Operators Group Insurance - up to 40% discount to all City employees for home or auto insurance Financials: N/A</td>
<td>Approved Oct 29, 2019</td>
<td>Vendor Discount</td>
</tr>
<tr>
<td>CAO 145/2019</td>
<td>Authorization for the CAO and City Clerk to execute a Memorandum of Agreement with Toronto Police Service in order for the City to receive police record checks for employees living in Toronto at time of job offer Financials: N/A</td>
<td>Approved Nov 7, 2019</td>
<td>Administrative Matters (delegated by CR232/2012)</td>
</tr>
<tr>
<td>CAO 161/2019</td>
<td>Vendor Discount: FirstClass Group Tickets - 15% off regular ticket prices to We Will Rock You – The Musical at Meridian Hall (formerly Sony Centre) in Toronto, ON for performances on February 7 and 8, 2020 Financials: N/A</td>
<td>Approved Nov 18, 2019</td>
<td>Vendor Discount</td>
</tr>
<tr>
<td>CAO 171/2019</td>
<td>Letter of Support for ICLEI's application for funding from the Intact Foundation; includes City's participation in ICLEI's Adaptation Changemakers Project to address climate change Financials: $25,000 (combination of in-kind and cash support)</td>
<td>Approved Dec 2, 2019</td>
<td>Letter of Support</td>
</tr>
<tr>
<td>CAO 174/2019</td>
<td>Letter of Support for the Leadership Advancement of Women in Sport (LAWS) request for funding from the Canadian Parks and Recreation Association Gender Equity in Recreation Sport Grant Financials: No cost to the City</td>
<td>Approved Dec 10, 2019</td>
<td>Letter of Support</td>
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## Combined Wards

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</table>
| CAOP 17/2019 | Amendment to the Agreement between City and KONE Inc. for the purpose of adding a monthly “Oil & Grease” maintenance service to the elevators, escalators, and dumbwaiter at the main branch of the Windsor Public Library (850 Ouellette Ave.), for the purpose of maintenance service for a fourth elevator at the Lou Romano Water Reclamation Plant (4155 Ojibway Pkwy.) and for the purpose of removing the maintenance service for the Windsor International Airport (3200 County Rd. 42)  
Type: Request for Tender - #77-19  
Financials: $123,024 plus HST  
Wards: 2, 3, 9 | Approved  
Jul 10, 2019 | Purchasing By-Law |
| CAO 24/2019 | Renewal of License Agreement between City and Greater Essex County District School Board to allow staff from Hon. W. C. Kennedy Collegiate Institute, Talbot Trail Public School and Bellewood Public School to use of parking lots within neighbouring City parks for overflow parking  
Term: September 1, 2019 - June 30, 2020  
Financial Revenue: There is no direct revenue or costs to the Corporation to enter into the license agreement. There will be some offsetting of maintenance costs as a result of GECDSB being responsible for snow removal and salting on the Licensed Lands during the Term as set out above.  
Wards: 3, 9, 10 | Approved  
Jul 10, 2019 | City as Lessor; Grantor; Grantee |
| CAOP 38/2019 | Agreement between City and Front Construction Industries Inc. for the purpose of Rehabilitation of Walker Road at Grand Marais Drain Culvert (B9/2019)  
Type: Request for Tender - #89-19  
Financials: $186,690 plus HST  
Wards: 5, 10 | Approved  
Aug 6, 2019 | Purchasing By-Law |
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| CAO 40/2019 | Open Streets  
September 22, 2019 from 9:00 am - 3:00 pm  
Hosted by The Corporation of the City of Windsor  
Special Event Road Closure of Sandwich St. between Brock St. and Rosedale Ave. (Roundabout), Riverside Dr. W. between Rosedale Ave. and Caron Ave., Caron Ave. between Riverside Dr. W. and Chatham St. W., Chatham St. W. between Caron Ave. and Janette Ave., Janette Ave. between Chatham St. W. and University Ave., University Ave. W. between Janette Ave. and Alymer Ave., Alymer Ave. between University Ave. E. and Wyandotte St. E., Wyandotte St. E. between Alymer Ave. and Albert Rd., Albert Rd. between Wyandotte St. E. and Edna St., Edna St. between Albert Rd. and Drouillard Rd., Drouillard Rd. between Wyandotte St. E. and Richmond St. (B7/2019)  
Financial Revenue: N/A  
Wards: 2, 3, 4, 5 | Approved  
Jul 30, 2019 | Special Event Road Closure |
| CAOP 43/2019 | Agreement between City and SheaRock Construction Group Inc. for the purpose of the 2019 Road Rehabilitation VI (B8/2019)  
Type: Request for Tender - #108-19  
Financials: $969,999 plus HST  
Wards: 2, 5, 8 | Approved  
Aug 15, 2019 | Purchasing By-Law |
| CAOP 51/2019 | Agreement between City and Lekter Industrial Services Inc. for the provision of Generator Fuel Systems Repairs at 400 City Hall Square E., Huron Lodge and Windsor Justice Facility (B72-2018)  
Type: Request for Tender - #97-19  
Financials: $262,698 plus HST  
Wards: 1, 3 | Approved  
Sep 26, 2019 | Purchasing By-Law |
| CAO 54/2019 | Amendment to Parking By-law 9023 - Parking Modifications - Personal Accessible Parking (Windermere Rd., Marentette Ave., Brock St., McEwan Ave., Ellis St. E., Hickory Rd., Irvine Ave., Janette Ave.)  
Financials: N/A  
Wards: 2, 3, 4, 5 | Approved  
Jul 22, 2019 | By-Law Amendments |
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| CAO 63/2019 | **Ouellette Car Cruise**  
August 16, 2019  
Riverfront Festival Plaza, Riverfront Civic Terrace and Municipal Parking Lots 16 and 34  
Hosted by Downtown Windsor Business Improvement Association  
Inclusive of Noise By-law Exemption  
Financial Revenue: $4,320  
Wards: 3, 4 | Approved  
Aug 6, 2019 | Special Events at City Facilities and Parks |
| CAOP 71/2019 | **Amendment to Agreement between City and Dillon Consulting Limited for administration of work at the Riverside Dr. E. over Little River Bridge (B72/2018)**  
Type: Engineering Roster  
Financials: $48,000 plus HST (for a revised upset limit of $135,500 plus HST for the project)  
Wards: 6, 7 | Approved  
Nov 7, 2019 | Purchasing By-Law |
| CAO 72/2019 | **2019 Detroit Free Press Marathon**  
October 20, 2019  
Vision Corridor (grassy area directly west of the Art Gallery of Windsor on Riverside Dr. W. between Church St. and Bruce Ave.)  
Hosted by Detroit Newspaper Partnership L.P.  
Inclusive of Special Event Road Closure of Huron Church Rd., Riverside Dr. W. and E., and Goyeau St. and Noise By-law Exemption  
Financial Revenue: $374  
Wards: 2, 3 | Approved  
Sep 12, 2019 | Special Events at City Facilities and Parks |
| CAO 78/2019 | **CIBC Run for the Cure**  
October 6, 2019  
Riverfront Festival Plaza and Riverfront Trail  
Hosted by the Canadian Cancer Society  
Inclusive of Special Event Road Closure of Riverside Dr. W. from Ouellette Ave. to Huron Church Rd. and Noise By-law Exemption  
Financial Revenue: $2,085  
Wards: 2, 3 | Approved  
Aug 28, 2019 | Special Events at City Facilities and Parks |
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| CAOP 78/2019 | Amendment to Agreement between City and Archon Architect to provide additional consulting services for an underwater investigation and design of a CCTV and access control system at Lakeview Park Marina  
Type: Sole Source - (e - ii) Would cause significant inconvenience or substantial duplication of costs for the City  
Financials: $15,450 plus HST (for a revised upset limit of $113,950 plus HST for the project)  
Wards: 6, 7 | Approved Nov 7, 2019 | Purchasing By-Law |
| CAOP 80/2019 | Agreement between City and Pierascenzi Construction Limited for the purpose of Huron Church Rd. Reconstruction (CR247/2019)  
Type: Request for Tender - #130-19  
Financials: $4,828,135.50 plus HST  
Wards: 2, 10 | Approved Nov 18, 2019 | Purchasing By-Law |
| CAO 92/2019 | Amendment to Parking By-law 9023 - Parking Modifications -Personal Accessible Parking (Belleview Ave., Irvine Ave., Marentette Ave., Josephine Ave., Monmouth Ave., Moy Ave., Albert Rd., Louis Ave., Grove Ave., Melbourne Rd., Vine Crt., Florence Ave., Copeland Ave., Peabody Ave., Crawford Ave., Elm Ave., Oak St.)  
Financials: N/A  
Wards: 2, 3, 4, 5, 7, 8 | Approved Sep 24, 2019 | By-Law Amendments |
| CAO 104/2019 | Amendment to Parking By-law 9023 - Parking Modifications -Personal Accessible Parking (Grove Ave., Oak St., Hickory Rd., Zanzibar Crt., Chateau Ave.)  
Financials: N/A  
Wards: 3, 5, 7, 9 | Approved Sep 26, 2019 | By-Law Amendments |
Financials: Change "a maximum fee of $1,557,404 (plus non-recoverable HST)" to "a maximum fee of $1,557,404 (plus HST)"  
Wards: 1, 9 | Approved Oct 24, 2019 | HST Amendment |
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<tr>
<td>CAO 142/2019</td>
<td>Amendment to Parking By-law 9023 - Parking Modifications (Josephine Ave., Pine St., Ypres Ave., Raymo Rd., Alsace Ave., Ouellette Ave., Roselawn Dr., Morton Dr., Meadowbrook Ln.) Financials: N/A Wards: 1, 2, 3, 4, 5, 6, 8</td>
<td>Approved Nov 1, 2019</td>
<td>By-Law Amendments</td>
</tr>
<tr>
<td>CAO 164/2019</td>
<td>Amendment to Parking By-law 9023 - Parking Modifications (Gladstone Ave., Marentette Ave., Erie St. W., Chrysler Centre, Goyeau St., Northway Ave.) Financials: N/A Wards: 1, 3, 4, 5</td>
<td>Approved Dec 5, 2019</td>
<td>By-Law Amendments</td>
</tr>
<tr>
<td>CAO 175/2019</td>
<td>Amendment to Traffic By-law 9148 - Traffic Modifications - Through Highways and Prohibited Turns (Faust St., Halpin Rd., Mulberry Crt., Aspen Ln., Haig Ave., McMahon Ave., Harmony Dr., Clarence Dr., Ypres Ave., Randolph Ave., Tecumseh Rd., Yolonda St.) Financials: N/A Wards: 2, 3, 4, 5, 7, 8, 10</td>
<td>Approved Dec 10, 2019</td>
<td>By-Law Amendments</td>
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Chart Illustrating Totals by Delegation of Authority Item
(July 1, 2019 - December 31, 2019)
Subject: Declaration of Improved Property Municipally Known as 1295 Wyandotte Street West Surplus and Authority to Offer for Sale - Ward 2

Reference:
Date to Council: February 3, 2020
Author: Chris Carpenter
Coordinator of Real Estate Services
ccarpenter@citywindsor.ca
(519) 255-6100 x6420

Report Date: January 16, 2020
Clerk’s File #: APM2020

To: Mayor and Members of City Council

Recommendation:

I. THAT the following City of Windsor (the “City”) improved property BE DECLARED surplus:

- Municipal address: 1295 Wyandotte Street West – situate on the south side of Wyandotte Street West, east of Cameron Avenue
- Legal Description: Lots 35 and 36, Part of Lots 33 and 34, Part Lane Closed by R321998 on Registered Plan 454, further designated as Part 1 on Plan 12R-28059
- Lot size: 89.9 feet x 21.4 feet x 128.5 feet x 105.8 feet x (27.4 m x 6.53 m x 39.17 m x 32.25 m 143.6 m)
- Lot area: 15,023 sq ft (1,395 m²)
- Improvements: Mixed Use Commercial Building (herein the “Subject Property”); and

II. THAT the Manager of Real Estate Services BE AUTHORIZED to offer the improved parcel of land identified in Recommendation I for sale on the Multiple Listing Service ("MLS"), at a list price to be determined by the Manager of Real Estate Services commensurate with an independent appraisal; and

III. THAT the City Solicitor or designate BE DIRECTED to prepare a by-law to dedicate Part 2 on Plan 12R-28059 as part of the Cameron Avenue right-of-way.
Executive Summary:

N/A

Background:
The City owns a 15,023 sq ft (1,395 m²) property improved with a two storey combined use structure located on the south side of Wyandotte Street West, east of Cameron Avenue, legally described as Part of Lots 33 and 34, Lots 35 and 36, Part Closed Lane on Registered Plan 454, as shown on the aerial diagram attached as Appendix A.

The Subject Property was vested through CR193/2018 following an unsuccessful public sale for tax arrears. The Subject Property was circulated to determine whether there is a municipal use for same. Transportation Planning has identified the need for a 4.6m x 4.6m corner cut off at the intersection of Wyandotte Street West and Cameron Avenue as required by Schedule X of the City of Windsor Official Plan. The corner cut off is identified as Part 2 on Plan 12R-28059 and will be retained by the City prior to the conveyance of the Subject Property.

By-Law 52-2014 establishes a policy for the disposal of Land. Section 5.1.2 of Schedule “A” attached to By-Law 52-2014 requires that City-owned lands be declared surplus and that Administration seek authority to sell the lands:

5.1.2 Notification of the intention to declare Land surplus and the authority to offer the Surplus Land for sale will be printed in the “Civic Corner” of the Windsor Star.

Discussion:
In completing its due diligence, Administration determined that the existing zoning of the Subject Property was residential RD3.1. As stated, the Subject Property is improved with a two storey mixed use commercial building which does not conform with the RD3.1 zoning category. Real Estate Services determined that rezoning the Subject Property to accommodate the existing improvements would obtain the highest and best value for the property. Real Estate Services’ rezoning application was approved by Council at its meeting held on January 6, 2020 through By-Law 2-2020, which changed the zoning of the Subject Property to CD2.2.

Should the recommendations above be approved, the Real Estate staff will list the property for sale on MLS at a price determined by the Manager of Real Estate Services, commensurate with an independent appraisal. Should Administration successfully negotiate an acceptable Offer, a report will be brought to Council or under Delegation of Authority, as appropriate, seeking authority to sell the Subject Property.

Risk Analysis:
As a City-owned property, there are potential liability issues should someone be injured on the Subject Property. Additionally, maintenance of the property drains scarce municipal resources. Failure to retain the intersection corner cut off as identified in the Official Plan may hinder future road improvement projects for the intersection. Selling the Subject Property and retaining the corner cut off will remove any associated liability issues and maintenance costs for the City.
Financial Matters:
An independent appraisal and survey have been charged to the vesting properties project 007-2950-9900-10538-7171059. Any future expense related to the selling of the Subject Property will also be charged to this project.

Consultations:
Fire Department: John Lee
Windsor Police Services: Barry Horrobin
Public Works: responses consolidated by Juan Paramo
Parks: Mike Clement
Facilities: Tom Graziano
Planning Department: Kevin Alexander
Housing and Children Services: Tina Moore
Janice Guthrie, Deputy Treasurer, Taxation & Financial Projects

Conclusion:
Declaring the Subject Property surplus, and authorizing the Manager of Real Estate Services to offer the property for sale on the MLS, will allow for the orderly sale of this improved property that is not required for any municipal purpose.

Planning Act Matters:
N/A

Approvals:

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<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Chris Carpenter</td>
<td>Coordinator of Real Estate Services</td>
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<tr>
<td>Frank Scarfone</td>
<td>Manager of Real Estate Services</td>
</tr>
<tr>
<td>Shelby Askin Hager</td>
<td>City Solicitor, Corporate Leader, Economic Development and Public Safety</td>
</tr>
<tr>
<td>Onorio Colucci</td>
<td>Chief Administrative Officer</td>
</tr>
</tbody>
</table>

Notifications:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Email</th>
</tr>
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<tbody>
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</tbody>
</table>

Appendices:

1. Aerial Map
Appendix A

Aerial Map
Subject: 2020 Canadian Tire Jumpstart Charities Accessibility Grant Application - Ward 6

Reference:
Date to Council: February 3, 2020
Author: Mike Dennis
Asset Coordinator (T)
519-255-6100 x6343
mdennis@citywindsor.ca
Asset Planning
Report Date: January 13, 2020
Clerk’s File #: APR/13713

To: Mayor and Members of City Council

Recommendation:

That City Council APPROVE the following Recommendations I through VI:

I) THAT City Council APPROVE Administration to submit the application to Canadian Tire Jumpstart Charities Accessibility Grant (the “Grant”) for the project identified in this report; and,

II) THAT City Council CONFIRM their commitment to the Project submission in the amount of $150,000 as outlined in the financial matters section of this report; and further,

III) THAT City Council APPROVES the acceptance of work or materials donated from reputable organizations in connection with the Project, subject to the City’s Donation Policy; and,

IV) THAT the Chief Administrative Officer BE AUTHORIZED to execute any agreements, declarations or approvals required to submit the application to the Grant; and,

V) THAT the Chief Administrative Officer and the City Clerk BE AUTHORIZED to take any such action and sign any such documentation as may be required to effect the recommendations and funding for the Grant, subject to all documentation being satisfactory in legal form to the City Solicitor, in technical content to the Corporate Leader for Parks, Recreation & Culture, and Facilities and in financial content to the City Treasurer; and,
VI) THAT in the event the City receives written confirmation of the Grant funding being awarded to the City, the Project’s costs are within the respective budget as outlined in the Financial Matters section herein, implementation of the Project does not result in a need for additional City funding not already approved by City Council and where the Grant provider confirms that expenditures as of that date are eligible, then City Council APPROVES the following recommendations:

a) THAT in the event other grants, in-kind services or donation commitments from reputable organizations are received in connection with the Project, the Chief Administrative Officer BE AUTHORIZED to reallocate the City committed funds, as identified under the Financial Matters section herein, to other elements of the Project which are the responsibility of the City; and,

b) The funding sources for the City’s portion of the Project as outlined in the Financial Matters section of this report, including $150,000 funded from the Park Community Partnership Initiatives (ID# 7129015) BE APPROVED; and,

c) The Chief Administrative Officer BE AUTHORIZED to delegate signing of all claims and applicable schedules and other such documents required as part of the request for payment to the Corporate Leader for Parks, Recreation & Culture, and Facilities or designate, subject to financial content approval from the area’s Financial Planning Administrator or their manager; and,

d) The Chief Administrative Officer and City Clerk BE AUTHORIZED to sign agreements or contracts with successful vendors / proponent / bidders satisfactory in technical content for all projects to the Corporate Leader for Parks, Recreation & Culture, and Facilities, in financial content to the City Treasurer, and in legal form to the City Solicitor; and,

e) The Purchasing Manager BE AUTHORIZED to issue Purchase Orders or RFPs as may be required to effect the recommendations noted above, subject to all specification being satisfactory in technical content to the Corporate Leader for Parks, Recreation & Culture, and Facilities, in legal content to the City Solicitor and in financial content to the City Treasurer.

OR

THAT in the event City Council does not approve the submission of an application for this grant noted as Recommendations I through VI above, that City Council APPROVE the following recommendations:

a) City Council ENDORSE the Riverside Minor Baseball Club application for a Canadian Tire Jumpstart Charities Accessibility Grant and AUTHORIZE Administration to issue a letter of support and any other documentation required in support of the application; and,

b) City Council AUTHORIZE the payment of up to $125,000 from the Park Community Partnership Initiatives Project (ID#7129015), to the Riverside Minor Baseball Club (RMBC) as matching funds at a rate of 75% of the
RMBC contribution to the project as the City’s contribution to the project, contingent upon a successful application for grant funding from the Canadian Tire Jumpstart Charities to the RMBC for this project.

**Executive Summary:**

N/A

**Background:**

At the June 19, 2017 Council meeting the following resolution was passed:

*Decision Number: CR366/2017*

*That City Council ENDORSE Riverside Minor Baseball Association’s proposal to enter into an agreement with the City of Windsor, for the former Riverside Arena land only, and subject to the following:*

1. **Term of the agreement to be for an initial period of ten years with two additional options for renewal of 25 years, upon mutual agreement;**

2. **All improvements to BE UNDERTAKEN on the noted property (miracle diamond, parking lot, cenotaph) and their ongoing maintenance, to be at the sole expense of the Riverside Minor Baseball Association;**

3. **The improvements and the ongoing maintenance BE SUBJECT to approval by the Corporate Leader of Parks, Recreation, Facilities and Culture;**

4. **Insurance to satisfaction of City of Windsor Legal Department;**

5. **DISCUSSIONS TO CONTINUE with the City of Windsor on mutually beneficial projects that could be cost shared by the City of Windsor and the Riverside Minor Baseball Association, to enhance St. Rose Park;**

6. **That the agreement, when finalized, BE REPORTED BACK directly to City Council for final approval; and**

7. **That Administration (City of Windsor) BE AUTHORIZED to demolish the former Concord School and the City of Windsor to develop the site as low density housing.**

In early December 2019, Canadian Tire Jumpstart Charities (“Jumpstart”) announced the availability of 2020 Jumpstart Accessibility Grants for projects valued up to $500,000. These grants are meant to provide enhancements to existing or new sport and recreation facilities that encourage inclusion and accessibility for children of all abilities.
In 2018, the City unsuccessfully submitted for funding from Jumpstart for the Miracle Park project. Feedback garnered from Jumpstart is that the program preference is for shovel-ready projects. While the 2018 project had some elements which were shovel ready, the majority required design first and therefore was not deemed shovel ready. The 2019 release of this grant was not submitted as qualifying projects were either already started, therefore did not qualify, or were not shovel ready. Considering this information, Administration considered several potential projects and how well they met the eligible criteria of the grant for 2020 submission. This list of projects was further vetted to determine which ones were shovel ready enhancing the probability of success. This resulted in one project being brought forward to City Council for submission based on meeting all grant guidelines and being shovel ready. This project will support the direction of item # 5 of the Council Decision above as well as the opportunity to apply for up to $500,000 in Accessibility Grant funding.

Discussion:

In the fall of 2016, dedicated community members formed the “Save the Park” project intent on maintaining the Former Riverside Arena Site/St. Rose Park and Riverside Baseball Park as green space with inclusion of a Miracle Diamond. Since that time the following has transpired:

• The City of Windsor has endorsed the proposal of Riverside Minor Baseball Club (“RMBC”) to enter into an agreement for the Former Riverside Arena only subject to the terms outlined in CR366/2017.

• The RMBC Miracle Park Steering Committee, under the umbrella of the not-for-profit corporation (RMBC) under the Canada Revenue Agency (CRA) is a registered charitable organization designated in 1990, has been formed with a mission to embrace the physical and mental well-being of the Windsor Community by promoting and providing a community centre to enhance opportunities for the recreational, educational, cultural and community programs for all.

• RMBC has raised $2.1 Million in donations towards the $2.8 Million goal to construct a Miracle Field, improve the parking lot, relocate the Cenotaph, and add an accessible playground.

Canadian Tire Jumpstart Charities is a national charity with a vision “to create a Canada where all kids have access to play” and has been in existence since 2005. The organization is resourced through a combination of support and funding from the Canadian Tire group of companies and the general public. An initiative that Jumpstart is spearheading is the Inclusive Play Project and includes administration of Jumpstart Accessibility Grants. These grants are intended to support capital costs of construction and renovation related to improving physical accessibility to, and inclusivity in recreation facilities across Canada.

The City of Windsor is well positioned to apply for a Jumpstart Accessibility Grant in support of creating the vision of the Project.

The Project is inclusive of a stakeholder partnership with RMBC. In accordance with the terms of a lease between the City of Windsor and RMBC, RMBC is responsible at
their sole cost and expense to construct a “Miracle Field League” baseball diamond, construct a parking lot and relocate the veteran cenotaph (collectively, the “Tenant’s Work”), all to the satisfaction of the City. As part of this partnership, the RMBC has offered to contribute $200,000 towards the Project, as highlighted in the attached letter of support (Appendix A).

The guidelines of the Grant indicate a preference for matching funding as part of an application. In order to meet this target, Administration is recommending a $150,000 contribution from the City, which will provide a total of $350,000 in funding towards a $700,000 budget.

The requirements of this Grant are such that it makes sense for the City of Windsor to be the applicant and administer the respective work involved. Administration recommends that the City of Windsor apply for the Grant to assist with the overall goals of completing the Miracle Park as the premier accessible destination park in the City of Windsor. Costs relating to the overall completion of the park as part of this application include accessible connection ways wellness track (multi use trails), three (3) accessible workout stations, protective rubber surface coating for the miracle field, paving for dugouts and accessible site furnishings. A diagram illustrating the proposed works is attached to this report as Appendix B. Administration will also submit an application to the Accessibility Committee to consider contributing to the overall project when meetings reconvene in late February or early March 2020. Contributions made by the Accessibility Committee to the project may be used to reduce the $150,000 capital contribution from the Park Community Partnerships Initiative Project (ID# 7129015).

Programming will be inclusive and integrate all of the stakeholders, user groups and the City of Windsor Parks and Recreation & Culture Departments.

The Project is receiving letters of support from a multitude of organizations within the community which will be used to show further community support for this initiative.

**Risk Analysis:**

There is the potential risk that the application is not selected for funding or receives an amount less than the requested $350,000. If so, this would require a downgrade of the planned Project and/or increased City of Windsor funding commitment and/or an increase in donations from RMBC and/or extended timelines for completion. Should this occur a report will be brought to City Council for direction. This is considered possible to occur and is of medium impact.

Although considered unlikely, there is the possibility that the $200,000 promised from the RMBC is delayed or does not materialize. Should this occur, the City would need to consider increasing its’ funding commitment to the Project as-is or forgo awarded grant funding from the Jumpstart Charities. Administration intends to enter into an agreement with the RMBC, which includes a requirement to provide the $200,000 contribution within 60 days of the notice of grant award to mitigate this concern.
Financial Matters:

The overall park improvements and partnership between RMBC and the City of Windsor is extensive with over $4 Million dollars invested in this diverse and accessible community park, the majority of which has been privately raised funds by RMBC. The table below is the breakdown of the cost associated with the current grant application including both the City and RMBC contribution.

<table>
<thead>
<tr>
<th></th>
<th>City Of Windsor</th>
<th>RMBC</th>
<th>Jumpstart Funding</th>
<th>Total</th>
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<tr>
<td><strong>Capital Contribution</strong></td>
<td>$125,000</td>
<td>$200,000</td>
<td>$350,000</td>
<td>$675,000</td>
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<td><strong>In Kind-Project Administration</strong></td>
<td>$25,000</td>
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<td>$25,000</td>
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<tr>
<td><strong>Total Contribution</strong></td>
<td>$150,000</td>
<td>$200,000</td>
<td>$350,000</td>
<td>$700,000</td>
</tr>
</tbody>
</table>

As outlined above Administration is requesting that City Council approve $150,000 from the Park Community Partnerships Initiatives Project, (ID#7129015), in order to partner with RMBC and apply for the Grant. Securing these funds would mean the City will be able to achieve the complete build out the Miracle Park without further phasing. It should be noted that RMBC continues to raise donations towards the entire project as originally agreed to. Should RMBC or the City be successful in obtaining additional donations and or grants towards specific parts of the Park, the ability to reallocate City funding to additional elements of the Park will help to leverage those dollars to complete work currently identified in the overall masterplan for the Park.

RMBC has indicated that they intend to submit their own application for Jumpstart funding in the event that Council does not approve submitting a City-led application for Jumpstart funding. Should this occur, Administration requests an endorsement of the RMBC-led application, approval to issue a letter of support indicating as such, and approval to contribute towards the project through a payment to RMBC. This contribution would be calculated at 75% of the RMBC contribution toward the project and would be capped at $125,000.
Consultations:

Bill Kell – Co-Chair Riverside Minor Baseball Charities (RMBA)
Rick Farrow - Co-Chair Riverside Minor Baseball Charities (RMBA)
Heidi Baillargeon – Manager, Parks Development
Mike Clement – Manager, Parks Development
Mark Friel – Financial Planning Administrator
Nora Bertram-Romero – Corporate Marketing & Communications Officer
Alex Vucinic – Purchasing Manager

Conclusion:

It is recommended that Council approve the submission of the application for the Universal and Accessible Miracle Park Project, inclusive of the “Miracle Field”, located at St. Rose Park in Riverside for submission to the Canadian Tire Jumpstart Charities Accessibility Grant and approve a commitment to the required City funding.

Planning Act Matters:

N/A

Approvals:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
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<tbody>
<tr>
<td>Mark Friel</td>
<td>Financial Planning Administrator</td>
</tr>
<tr>
<td>Melissa Osborne</td>
<td>Senior Manager, Asset Planning</td>
</tr>
<tr>
<td>James Chacko</td>
<td>Senior Manager, Parks</td>
</tr>
<tr>
<td>Jan Wilson</td>
<td>Corporate Leader – Parks, Corporate Facilities, Recreation &amp; Culture</td>
</tr>
<tr>
<td>Shelby Askin Hager</td>
<td>City Solicitor</td>
</tr>
<tr>
<td>Joe Mancina</td>
<td>Chief Financial Officer / City Treasurer</td>
</tr>
<tr>
<td>Onorio Colucci</td>
<td>Chief Administrative Officer</td>
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Notifications:

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<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Bill Kell</td>
<td></td>
<td><a href="mailto:pkell5@cogeco.ca">pkell5@cogeco.ca</a></td>
</tr>
<tr>
<td>Name</td>
<td>Address</td>
<td>Email</td>
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<tr>
<td>Rick Farrow</td>
<td></td>
<td><a href="mailto:rick.farrow@farrow.com">rick.farrow@farrow.com</a></td>
</tr>
<tr>
<td>Dave Killen</td>
<td></td>
<td><a href="mailto:dkillen@landmarkengineers.ca">dkillen@landmarkengineers.ca</a></td>
</tr>
<tr>
<td>Tom Laporte</td>
<td></td>
<td><a href="mailto:tlaporte22@cogeco.ca">tlaporte22@cogeco.ca</a></td>
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</tbody>
</table>

**Appendices:**
January 10, 2019

City of Windsor
Parks and Recreation

Attention: Heidi Baillargeon
Landscape Architect

In accordance with our conversations regarding the Canadian Tire Jump Start Grant Program, please be advised that the Riverside Minor Baseball Club wishes to complete the project at the Farrow Riverside Miracle Park.

To complete the project the following will be required: (not including restrooms and west parking lot)

- The wellness track as in design with three (3) inclusive and accessible work out stations; (estimated cost $300,000);

- the poured in place, latex free rubber surface (approx 16,000 sq ft) for the sports field required for use by those with mobility apparatus that includes but not limited to wheelchairs, crutches, walkers and braces. (Quoted price of $236,000);

- aluminium 5 tier bleachers (2) with notches for wheelchair seating and guard rails on sides and back, complete with hanging cantilever fabric shades for those with disabilities that does not allow them in the sun for periods of time, and two (2) 21 foot long anodized aluminium seat plank and back rest 14 person capacity accessible players benches with 2 x 10 aluminium rear equipment shelf and sleeper system; (estimated cost $60,000)

- renovation to the existing adjacent small playing field to construct accessible dugouts with cement bases and fencing (estimated cost $18,000);

- Four (4) covered picnic tables around Miracle Playground and 1 recycle and 1 garbage at 2 locations in the park (estimated cost $8,500);

In order to complete the project, the Riverside Minor Baseball Club is prepared to contribute the amount of $200,000. In cash and/or in kind-donations (towards any unfinished portion of the park) from their donors to complete the unbudgeted portion of the Riverside Miracle Park at an estimated cost of $600,000.

This as per the City Council Decision of Monday, June 19th, 2017 Decision Number Cr366/2017 (5) DISCUSSIONS TO CONTINUE with the City of Windsor on mutually beneficial projects that could be cost shared by the City of Windsor and the Riverside Minor Baseball Club, to enhance St. Rose Park.

We hope this is the information you require.

Thank You for your cooperation.

Bill Kell
Chairperson, Riverside Minor Baseball Club
Co-Chairperson, Farrow Riverside Miracle Park
SITE PLAN
SCALE: 1:500

- WELLNESS TRACK
- ACCESSIBLE WORKOUT STATION (3)
- COVERED PICNIC TABLES (4)
- ACCESSIBLE, SHADED BLEACHERS, ACCESSIBLE PLAYERS BENCHES & EQUIPMENT RACKS
- ACCESSIBLE DIGOUTS
- RUBBER SURFACE
- WELLNESS TRACK
- RECYCLE & GARBAGE
- ACCESSIBLE WORKOUT STATION (3)
- WELLNESS TRACK
Subject: Security Gates at the Lou Romano Water Reclamation Plant (LRWRP) and Little River Pollution Control Plant (LRPCP) Tender Award - Wards 2 & 7

Reference:
Date to Council: February 3, 2020
Author: Pompiliu Ignat
Pollution Control Project Engineer
519-253-7111 ext. 3367
pignat@citywindsor.ca
Pollution Control
Report Date: January 13, 2020
Clerk’s File #: SW/13716

To: Mayor and Members of City Council

Recommendation:
THAT the following tender be ACCEPTED:

<table>
<thead>
<tr>
<th>TENDERER:</th>
<th>RORISON ELECTRICAL LIMITED</th>
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<tbody>
<tr>
<td></td>
<td>825 Foster Avenue</td>
</tr>
<tr>
<td></td>
<td>Windsor, ON N8X 4W3</td>
</tr>
<tr>
<td>TENDER NO.:</td>
<td>139-19</td>
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<tr>
<td>TENDER PHASE 1 PRICE:</td>
<td>$1,037,812.00 (HST not included)</td>
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<tr>
<td>ACOUNT(S) CHARGED:</td>
<td>007-5410-9998-02942-7189008</td>
</tr>
<tr>
<td></td>
<td>007-5410-9998-02942-7161023</td>
</tr>
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</table>

THAT the Chief Administrative Officer and City Clerk BE AUTHORIZED to sign a contract with the tenderer, satisfactory in form to the City Solicitor, in financial content to the Chief Financial Officer & City Treasurer and in technical content to the City Engineer; and,

THAT an additional $41,915.20 plus applicable HST BE APPROVED for the firm of Dillon Consulting Ltd. to provide additional engineering design services for the security project; and,

THAT the CAO and City Clerk BE AUTHORIZED to execute an addendum to the contract with Dillon Consulting Ltd. satisfactory in technical content to the City Engineer, in financial content to the City Treasurer and in form to the City Solicitor; and,
THAT an additional $300,000 required to complete the project BE TRANSFERRED from the Reserve Fund F208 into Projects 7161023 – LRPCP Security and 7189008 – Security Entrances and Gates as per the Financial Matters section; and,

THAT if the $200,000 recommended in the 2020 8-Year Capital Budget in project ENV-002-08 is not approved that additional funding of $200,000 required to fully fund the work also BE TRANSFERRED from the Reserve Fund 208 into Project 7161023 – LRPCP Security.

Executive Summary:

N/A

Background:
The Pollution Control Department operates two wastewater treatment facilities. The Little River Pollution Control Plant (LRPCP) provides wastewater treatment for the east side of the city (east of Pillette Road) as well as Tecumseh and the Lou Romano Water Reclamation Plant (LRWRP) treats the wastewater received from the sewers west of Pillette Rd. including south Windsor as well as LaSalle. Both plants are maintained by a complement of operating and engineering staff. Both plants receive numerous visitors as well as deliveries and contracted companies throughout the day and sometimes at night. Access and egress at the plants are controlled by gates which have card access and intercom communications.

Administration is proposing to replace the main entrance automatic security gates at both LRWRP and LRPCP.

Dillon Consulting Ltd provided engineering design services to the department in accordance with the Corporation’s Engineering Rostering process and will provide the contract administration services for this construction project.

Due to extended project duration and unexpected complexity of the work, Dillon Consulting Ltd. is requesting additional fees for this project.

Administration is seeking to hire Rorison Electric Limited to complete the work for this project.

Discussion:
Plant main gates are near 40 years old and frequent equipment malfunctions at the security gates are often causing the plant operators to hold the gates open for extended periods of time, which compromises the plant security.

The new plant entrances design takes into account the following principles:

- The new security gates must comply with all the applicable safety standards;
- The new entrance configurations must allow safe access to the treatment plants, with improved screening of personnel and vehicles entering or leaving the plants;

- The orientation of the gates must allow vehicles to be queued in such a way that they do not block, obstruct or impede the normal flow of vehicular traffic on the adjacent roadway;

- The gate access systems must be integrated into the City’s existing security system, the plant SCADA system and will include improved CCTV camera and intercom systems;

- Site lighting must be upgraded to accommodate safe levels at the new gate locations and to assist in camera vision.

Tender #139-19 “Security Gates at the Lou Romano Water Reclamation Plant and Little River Pollution Control Plant” was issued on October 14, 2019 and was closed on November 12, 2019. One (1) bid was submitted by Rorison Industrial Electric Ltd. and was addressed in accordance with the single bid process under the Purchasing Bylaw.

The bid was reviewed and verified for arithmetic correctness and full conformance to tender requirements by Dillon Consulting Ltd. and Pollution Control Project Engineer.

Since the bid was higher than the project estimate, a meeting was held with the bidder, Rorison, to review and negotiate the tender price in accordance with the Purchasing By-Law and the single bid process.

The final revised price for the construction work part of Phase #1 in accordance with the conditions for the “Security Gates at the Lou Romano Water Reclamation Plant and Little River Pollution Control Plant” Tender #139-19 and after negotiations in compliance with the Purchasing By-Law is $1,037,812.00 (excluding HST).

The Consulting firm and Administration are satisfied Rorison Electric Ltd. understands the scope of the work and the schedule and are capable of performing the work in a timely and professional manner.

**Risk Analysis:**

One of the largest risks to plant security is trespassing. Not only is liability an issue with trespassers entering dangerous areas but the risk of vandalism and terrorism which could interrupt or prevent a wastewater treatment plant from being able to accept or process sewage.

Targeted vandalism/terrorism at a wastewater treatment plant would have Severe Consequences causing a long term shutdown in operations and serious loss of confidence in the Corporation. This would be classified as a Significant Risk with our mitigation strategy being the securing and monitoring of the property outer perimeters.
Financial Matters:

The total estimated cost for completing Phase 1 of this project is $1,200,000.00, of which $1,037,812.00 plus HST is for the tendered amount noted above and $133,290.00 plus HST is for engineering services from Dillon Consulting Ltd. The original engineering services costs from Dillon Consulting Ltd that was previously approved was $91,375.00. Original project construction estimates for this work were expected to be approximately $900,000.00. This amount was included in previous budget requests. As a result of changing the scope of work to provide for installing additional secondary gates, the price for the required work is now expected to be $300,000.00 higher.

Council previously approved $500,000 in project 7189008 – Security Entrances and Gates and $200,000 in project 7161023 – LRPCP Security to be used for security gates at the Lou Romano Water Reclamation Plant and Little River Pollution Control Plant, respectively. Subject to the approval of the 2020 8-Year Capital Budget, an additional $200,000 has been earmarked in ENV-002-08 for Security in Project 7161023 – LRPCP Security. If the 2020 8-Year Capital Budget is not approved for $200,000 in project ENV-002-08 Administration recommends that the shortfall be transferred from the Reserve Fund F208 into Project 7161023 – LRPCP Security.

Additionally, Administration is recommending the remaining funding of $300,000 be funded from Fund 208 – Pollution Control Reserve, and allocated as follows, assuming the 2020 8-Year Capital Budget is approved:

### Projects 7161023 and 7189008

<table>
<thead>
<tr>
<th>Description</th>
<th>LRPCP Project 7161023</th>
<th>LRWRP Project 7189008</th>
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<tbody>
<tr>
<td>Tendered Construction Costs</td>
<td>$452,550</td>
<td>$585,262</td>
</tr>
<tr>
<td>Consulting Fees</td>
<td>$44,386</td>
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<td><strong>Project Cost before taxes</strong></td>
<td><strong>$496,936</strong></td>
<td><strong>$674,166</strong></td>
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<tr>
<td>Non-Recoverable HST (@ 1.76%)</td>
<td>$8,747</td>
<td>$11,867</td>
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<td>Add: Additional Contingency</td>
<td>$4,000</td>
<td>$4,284</td>
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<tr>
<td><strong>Total Project Cost</strong></td>
<td><strong>$509,683</strong></td>
<td><strong>$690,317</strong></td>
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<p>| Less: Funding Previously Approved        | ($200,000)            | ($500,000)            |
| Less: Funding from 2020 Capital Budget   | ($200,000)            | $0                    |
| Draw from Reserve Fund 208 – Pollution   | $109,683              | $190,317              |</p>
<table>
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<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Pompiliu Ignat</td>
<td>Pollution Control Project Engineer</td>
</tr>
<tr>
<td>Jake Renaud</td>
<td>Senior Manager of Pollution Control &amp; City Engineer</td>
</tr>
<tr>
<td>Mark Winterton</td>
<td>City Engineer and Corporate Leader Environmental Protection</td>
</tr>
<tr>
<td>Alex Vucinic</td>
<td>Purchasing Manager</td>
</tr>
<tr>
<td>Shelby Askin Hager</td>
<td>City Solicitor and Corporate Leader Economic Development and Public Safety</td>
</tr>
<tr>
<td>Joseph Mancina</td>
<td>Chief Financial Officer &amp; City Treasurer</td>
</tr>
<tr>
<td>Jelena Payne for Onorio Colucci</td>
<td>Chief Administrative Officer</td>
</tr>
</tbody>
</table>

Should the full funding of $500,000.00 be required from the Pollution Control Reserve (Fund 208), it will result in an uncommitted reserve balance of approximately $6,500,000.00 (inclusive of the 2020 annual contribution).

Consultations:
Bruno Diloreto, Dillon Consulting Ltd.
Michael Lombardi, Dillon Consulting Ltd.
Ed Valdez, Manager Process Engineering and Maintenance, Pollution Control
Michael Dennis, Financial Planning Administrator, Finance Department
Carrie McCrindle, Financial Planning Administrator, Finance Department
Jennifer Musson, Senior Buyer, Purchasing

Conclusion:
Administration is recommending that City Council accept the bid submitted by Rorison Electric Limited, approve the transfer of the required funds to the projects from the Reserve Fund as indicated in the Financial Matters section and authorize the CEO and City Clerk to execute an addendum to the contract with Dillon Consulting Ltd. for additional engineering fees. This will allow the Pollution Control Department to modernize and enhance the outer perimeter security at both City wastewater treatment plants.

Planning Act Matters:
N/A

Approvals:
## Notifications:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Hope, Rorison</td>
<td>Rorison Electrical Limited</td>
<td><a href="mailto:mhope@rorison.com">mhope@rorison.com</a></td>
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## Appendices:

City Council Agenda - February 3, 2020
Page 95 of 324
Committee Matters: SCM 12/2020

Subject: Amendment No. 129 to the Official Plan - Open House Policies - City Wide OPA/5902

Moved by: Councillor Morrison
Seconded by: Councillor Holt

Decision Number: DHSC 124
I. THAT Official Plan Amendment No. 129 – Open House Policies BE APPROVED and Official Plan Volume I BE AMENDED by the details of the amendment shown in this report; and,

II. THAT Administration BE DIRECTED to prepare a By-law to implement Official Plan Amendment No. 129.

Carried.

Report Number: S 153/2019
Clerk’s File: ZO/13669

Clerk’s Note: the recommendation of the Standing Committee and Advisory Committee are the same.
Subject: Amendment No. 129 to the Official Plan - Open House Policies – City Wide OPA/5902

Reference:
Date to Council: January 13, 2020
Author: Christopher Aspila MCIP, RPP
Planner III - Policy & Special Studies
Email: caspila@citywindsor.ca
Phone: 519-255-6543 x6446
Planning & Building Services
Report Date: December 16, 2019
Clerk’s File #: ZO/13669

To: Mayor and Members of City Council

Recommendation:
I. THAT Official Plan Amendment No. 129 – Open House Policies BE APPROVED and Official Plan Volume I BE AMENDED by the details of the amendment shown in this report; and,

II. THAT Administration BE DIRECTED to prepare a By-law to implement Official Plan Amendment No. 129.

Background:
The current City of Windsor Official Plan (Volume I: The Primary Plan) was adopted by City Council on October 25, 1999 and approved in part by the Minister of Municipal Affairs and Housing on March 28, 2000 with the remainder being approved by the Ontario Municipal Board on November 1, 2002. City Council has since approved a number of amendments to the Plan, some of which have been site specific while others have introduced changes that effect large areas or even the entire City.

Opportunities exist to learn from previous public participation and update open house practices to improve how the public is consulted. This Official Plan Amendment adds new open house policies that may be used for administrative review of applications, to provide opportunities that increase public awareness of development in Windsor and participation in open houses.

Discussion:
The purpose of this amendment is to add Open House policies to the City of Windsor Official Plan as allowed for under s. 22 (5), 34 (10.2) and 51 (18) of the Planning Act, R.S.O. 1990, c. P. 13. These following sections of the Planning Act are referenced to
provide an understanding of the information that can be required of applicant when requesting various types of development approval:

Section 22 – Request for amendment (Official Plan)

Other information

(5) A council or a planning board may require that a person or public body that requests an amendment to its official plan provide any other information or material that the council or planning board considers it may need, but only if the official plan contains provisions relating to requirements under this subsection. 2006, c. 23, s. 11 (4).

Section 34 – Zoning by-laws (Land use controls and related administration)

Other information

(10.2) A council may require that a person or public body that applies for an amendment to a by-law passed under this section or a predecessor of this section provide any other information or material that the council considers it may need, but only if the official plan contains provisions relating to requirements under this subsection. 2006, c. 23, s. 15 (4).

Section 51 – Plan of subdivision approvals (Subdivision of land)

Other information

(18) An approval authority may require that an applicant provide any other information or material that the approval authority considers it may need, but only if the official plan contains provisions relating to requirements under this subsection. 2006, c. 23, s. 22 (2).

Policy Changes in the Official Plan Amendment

For certain applications as identified by the City Planner or designate it may be desirable for the applicant to hold an open house during the pre-consultation stage of the application. The purpose of such an open house is to provide greater opportunity for consultation by the applicant with the residents, property owners and stakeholders who may be impacted by the proposal before the application is deemed to be complete. The intent of this approach is to provide a forum for dialogue with the applicant early in the process. This creates the opportunity for the applicant to make choices about how they may proceed with the application and provides the applicant, Administration and the area residents/property owners with additional information about potential issues that may arise as part of the application.

Official Plan Volume I, Chapter 10, section 10.2.19 – Open House Policies is added to the Plan as follows:
10.2.19 Open House Policies

The applicant may be required to host an open house as part of a complete application for an Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision or Plan of Condominium and produce a report summarizing the results of the open house. The open house and the report will be provided at the applicant’s expense.

**Purposes**

10.2.19.1

The purpose of the open house is to provide opportunity for consultation by the applicant with the area residents/property owners who may be impacted by the proposal before the application is deemed to be complete.

**Components of Open House**

10.2.19.2

The open house should be held at a location that is accessible to the public and may be accessed by walking, bicycling and public transit and should be located within 1km of the site of the proposed development when practical. The location should be in a structure that meets or exceeds the requirements of the Accessibility for Ontarians with Disabilities Act. The pre-consultation open house should be comprised of the following components:

(a) Notice to the area residents/property owners, as required by the City Planner;

(b) Attendance of assigned municipal planner(s);

(c) Display boards which provide the primary details of the application;

(d) Copies of any reports or studies that have been prepared as part of the application; and

(e) The availability of the applicant or the applicant’s agent to answer any questions that the public may have about the application.

**Report Contents**

10.2.19.3

The open house report shall be comprised of the following contents:

(a) A summary of the results of the open house including issues raised and responses provided;

(b) A copy of the Notice provided;

(c) A copy of any presentation(s) and graphics;

(d) A copy of written questions from the public and written responses to these questions by the applicant; and
A subsequent amendment on the topic of public notification policies is expected to be brought forward following the release of updated Regulations under the Planning Act from Bill 108 pertaining to official plans, land use controls and subdivision of land.

Risk Analysis:

N/A

Financial Matters:

Open house fees are not included as part of any existing fee charged by the Planning and Building Department. This would be a new set fee to offset the time of one planner to attend a typical 2-hour open house event. This fee will be added to the Planning Department’s Schedule of Fees.

Consultations:

Finance, Legal

Conclusion:

This amendment to the City of Windsor Official Plan will provide greater opportunity for participation in planning matters through open houses that will lead to dialogue between applicants and area residents/property owners.

Planning Act Matters:

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

Michael Cooke MCIP, RPP  Manager of Planning Policy / Deputy City Planner

Thom Hunt MCIP, RPP  Executive Director / City Planner

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

SAH  OC
# Approvals:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Don Nantais</td>
<td>Financial Planning Administrator</td>
</tr>
<tr>
<td>Michael Cooke</td>
<td>Manager of Planning Policy / Deputy City Planner</td>
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<tr>
<td>Thom Hunt</td>
<td>Executive Director / City Planner</td>
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<tr>
<td>Wira Vendrasco</td>
<td>Deputy City Solicitor – Legal and Real Estate</td>
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<tr>
<td>Shelby Askin Hager</td>
<td>City Solicitor and Corporate Leader, Economic Development and Public Safety</td>
</tr>
<tr>
<td>Onorio Colucci</td>
<td>Chief Administrative Officer</td>
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# Notifications:

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Committee Matters: SCM 14/2020

Subject: Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for vacant land located on the southwest corner of Wyandotte St. E. and Florence Ave. intersection; File Nos. SDN-003/19 [SDN/5831] and Z-013/19 [ZNG/5875]; Applicant - VGA Investment Inc., Ward 7

Moved by: Councillor Holt
Seconded by: Member Rondot

Decision Number: DHSC 125

I   THAT Zoning By-law 8600 BE AMENDED by changing the zoning of the lands described as Part of Lot 138, Concession 1, and further described as Block 35 on Map No. SDN-003/19-1, from Development Reserve District 1.1 (DRD1.1) to Green District 1.4 (GD1.4) subject to the following site specific zoning provision:

   “383. SOUTHWEST CORNER OF WYANDOTTE STREET EAST AND FLORENCE AVENUE
   “For the lands comprising Part of Lot 138, Concession 1, and further described as Block 35 on Map No. SDN-003/19-1, sections 5.8.1 and 5.8.5 shall not apply, and site alteration is not permitted, except after the local Aboriginal communities are consulted and Ministry of Tourism, Culture & Sports (MTCS) has issued its clearance. [ZDM 14; ZNG/5875]”.

II  THAT Zoning By-law 8600 BE AMENDED by changing the zoning of the lands described as Part of Lot 138, Concession 1, and further described as Block 36 on Map No. SDN-003/19-1, from Development Reserve District 1.1 (DRD1.1) to Green District 1.5 (GD1.5).

III THAT Zoning By-law 8600 BE AMENDED by changing the zoning of the lands described as Part of Lot 138, Concession 1, as in R1158427 save and except Part 1, Plan 12R-22261, along with the abutting north/south alley to be closed and acquired and be further described in a Reference Plan, excluding Blocks 35 & 36 on Map No. SDN-003/19-1, from Development Reserve District 1.1 (DRD1.1) to Residential District 2.1 (RD2.1) with a holding prefix.

IV   THAT the holding (H) symbol BE REMOVED when the applicant/owner submits an application to remove the ‘H’ symbol and the following conditions are satisfied:

   a) The Owner(s) apply to remove the hold provision; and
   b) Registration of a Final Plan of Subdivision.
THAT the application of VGA Investment Inc. for Draft Plan of Subdivision approval for Part of Lot 138, Concession 1, as in R1158427 save and except Part 1, Plan 12R-22261, along with the abutting north/south alley to be closed and acquired and be further described in a Reference Plan, BE APPROVED subject to the following conditions:

A. That the Draft Plan Approval shall lapse on ____________ (3 years from the date of approval);

B. That this approval applies to the draft plan of subdivision presented on attached Map No. SDN-003/19-1, prepared by VERHAEGEN Land Surveyors for VGA Investment Inc., Reference No. 19-47-421-00, dated December 10, 2019, showing 19 Lots for single unit dwellings, 15 blocks for semi-detached dwellings, lands to be conveyed for parkland (Block 35) and storm water management pond (Block 36), proposed road allowances (Streets A & B) including Florence Avenue extension plus the abutting north/south alley (to be closed and acquired and further described in a Reference Plan);

C. That the owner(s) shall enter into a subdivision agreement with the Corporation of the City of Windsor for the proposed development on the subject land;

D. That, prior to the submission of the final draft M-Plan, the Owner(s) shall, at its expense, apply to close and acquire the existing adjacent north-south alley to increase the width of the proposed Florence Avenue Road allowance to conform to the Official Plan requirements.

E. That prior to the execution and registration of the subdivision agreement between the Owner(s) and the Corporation of the City of Windsor, the Owner(s) shall submit for approval of the City Planner/Executive Director of Planning & Building a final draft M-Plan, which shall include the names of all road allowances within the plan, as approved by the Corporation.

F. That the subdivision agreement between the Owner(s) and the Corporation of the City of Windsor be registered on title and shall contain, among other matters, the following provisions:

1. The Owner(s) shall include all items as set out in the Results of Circulation (Appendix D, attached) with further amendments as required and other relevant matters set out in CR 233/98 (Standard Subdivision Agreement).

2. The Owner(s) shall:
   i) undertake an engineering analysis to identify stormwater quality and quantity measures as necessary to control any increases in flows in downstream watercourses, up to and including the 1:100
year design storm, to the satisfaction of the City Engineer and the Essex Region Conservation Authority;

ii) install any stormwater management measures identified above, as part of the development of the site, to the satisfaction of the City Engineer and the Essex Region Conservation Authority; and

iii) obtain the necessary permit or development clearance from the Essex Region Conservation Authority prior to undertaking site alterations and/or construction activities.

3. Servicing Study: The Owner(s) shall:
   i) retain a consulting engineer to review the existing and proposed sewer system for this development to determine its effect on the municipal sewer system. The Study shall be done to the satisfaction of the City Engineer and the Chief Building Official;
   ii) have Stormwater management designed in accordance with the newly adopted Windsor/Essex Region Stormwater Management Standards Manual, to the satisfaction of the City Engineer; and
   iii) demonstrate, to the satisfaction of the City Engineer, that no negative impacts to existing properties will be realized by the surrounding community, before the proposed development will be allowed to proceed.

4. Corner Cut-off: The Owner(s) shall, prior to final draft M-plan approval, gratuitously convey corner cut offs at the following locations in accordance with City of Windsor Standard Drawing AS-230, to the satisfaction of the City Engineer and City Solicitor:
   i) 4.6mx4.6m (15’x15’) corner cut off at the southwest corner of the Wyandotte Street East and Florence Avenue intersection;
   ii) 4.6mx4.6m (15’x15’) corner cut off at the northwest and southwest corners of the intersection between Florence Avenue and Street A; and
   iii) 4.6mx4.6m (15’x15’) corner cut off at the northwest and southwest corners of the intersection between Florence Avenue and Street B.

5. Additional Conveyance Requirements: The Owner(s) shall, prior to final draft M-plan approval, gratuitously convey:
   i) Block 36 on Map No. SDN-003/19-1 to the Corporation of the City of Windsor for Storm Water Management (SWM) Facility SWM purposes and to provide part of the required buffer from the Little River Pollution Control Future Treatment Plant Expansion per Ministry of Environment, Conservation & Parks’ guidelines, to the satisfaction of the City Engineer and City Solicitor; and
   ii) Block 37 on Map No. SDN-003/19-1 to the Corporation of the City of Windsor for future road allowance (Florence Avenue extension), to the satisfaction of the City Engineer and City Solicitor;
6. Sidewalks: The Owner(s) shall construct, at its expense, according to City of Windsor Standard Specifications and in a manner satisfactory to the City Engineer, concrete sidewalks on both sides of Florence Avenue, and on one side of Streets A and B.

7. The Owner(s) shall construct all sidewalks in conformity with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and to construct all accesses in conformity to the TAC Geometric Design for Canadian Roads and the City of Windsor Standard Engineering Drawings, to the satisfaction of the City Engineer.

8. Oversizing: The Owner(s) shall pay to the Corporation of the City of Windsor, prior to the issuance of a construction permit, its share of the costs as determined by the City Engineer for previously oversized services that were constructed to ensure that the subject lands could be serviced.

9. Servicing of abutting lots: The Owner(s) shall, at its entire expense, install required municipal services to the lots along the east limit of the abutting north/south alley, being Lots 34 to 42 (incl.) on Registered Plan 1142. All work is to be completed to the satisfaction of the City Engineer.

10. East side Florence Avenue abutting properties cost sharing: Upon completion of the infrastructure services noted in paragraph 9 above, the Owner(s) shall, prior to final approval of the Plan of Subdivision, create a 0.3m wide reserve on the M-Plan along the entire east limit of the north/south alley located at the west limit of lots 34 to 42 on RP 1142, to the satisfaction of the City Engineer and City Planner.

   Individual property owners of Lots 34 to 42 RP 1142 will have the option of connecting into the infrastructure services within the Florence Avenue extension upon payment to the Owner, the individual property owner’s proportionate share of costs of this infrastructure. After payment of the proportionate share of said infrastructure costs, the corresponding portion of the 0.3m reserve abutting such individual owner’s property will BE DECLARED a public highway.

   In the event that some or all of the individual property owners of Lots 34 to 42 RP 1142 have not paid their proportionate share of the infrastructure costs, then the Corporation agrees to pay to the Owner, the Owner’s servicing costs attributable to Lots 34 to 42 RP 1142 less any payments collected by the Owner from the individual property owners. The Corporation agrees to pay these costs to the Owner, subject to budget approval, no earlier than three (3) years following substantial performance of this subdivision agreement, as indicated by the commencement of the maintenance period.
11. Cul-De-Sac: The Owner(s) shall agree to construct a cul-de-sac with a minimum radius of 9.5m at the westerly limit of Street A and at the south limit of Florence Avenue extension.

12. Species at Risk/ Habitat Protection: The Owner(s) shall design the subdivision such that the existing perimeter hedgerows are retained, and furthermore, that the shrub thicket to the south will not be disturbed in any way, to the satisfaction of the City Planner.

13. Fencing Requirement: The Owner(s) shall install a non-permeable 1.8m (6ft) fence with no gates between the boundaries of the proposed residences and the proposed parkland (Block 35 on Map No. SDN-003/19-1) as a condition of the Subdivision development, to the satisfaction of the City’s Landscape Architect.

14. Parkland Conveyance: The Owner(s) shall, prior to the issuance of a construction permit, convey Block 35 to the Corporation primarily for park purposes in accordance with Section 51.1 of The Planning Act, and for other purposes noted below, to the satisfaction of the Executive Director of Parks, City Engineer and City Planner:
   i) to provide part of the required setback(buffer from the Little River Pollution Control Future Treatment Plant Expansion per Ministry of Environment, Conservation & Parks’ guidelines;
   ii) protection of existing south and west hedgerows, per Ministry of Natural Resources & Forestry’s guidelines
   iii) protection of 20m-wide southerly Archaeological Potential Zone per Ministry of Tourism, Culture & Sport’s guidelines.

15. Climate Change Considerations - New Trees: The owner(s) shall
   i) plant new trees in the parkland allowance (block 35), to the satisfaction of the Executive Director of Parks; and
   ii) comply with the requirement that new trees planted as a result of approval of this development shall incorporate native species and be adaptable to future climate models projecting increased hot days and average temperatures to 2050, to the satisfaction of the Executive Director of Parks and the City Engineer.

16. Noise Control Measures for Blocks 26 to 34 (inclusive): The Owner(s) shall at its entire expense
   i) install a noise barrier fence along Wyandotte Street East as recommended in the October 10, 2018 Acoustic Assessment Report prepared by Akoustik Engineering Limited; and
   ii) ensure that ducting is provided for the installation of Central Air Conditioning for all the affected lots, to the satisfaction of the Chief Building Official.
17. Warning Clause(s) for Blocks 26 to 34 (inclusive): The Owner(s) shall place the following warning clauses in all Offers to Purchase, and Agreement of Purchase or Sale or lease between the Owner(s) and all prospective home buyers, and in the title of each dwelling unit that backs onto, or has a shared property line with Wyandotte Street East:
   i) “Purchasers/tenants are advised that despite the inclusion of noise control features in the development and within the building units, sound levels due to increasing road traffic (rail traffic) (air traffic) may on occasions interfere with some activities of the dwelling occupants as the sound levels exceed the sound level limits of the Ministry of Environment, Conservation & Parks.”
   ii) “This dwelling unit has been designed with the provision for adding central air conditioning at the occupant’s discretion. Installation of central air conditioning by the occupant in low and medium density developments will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Ministry of Environment, Conservation & Parks.”

18. Warning clause for proximity to a Sewage Treatment Plant: The Owner(s) shall place the following warning clause(s) in all Offers to Purchase, and Agreement of Purchase or Sale or lease between the Owner(s) and all prospective home buyers, and in the title of each dwelling unit within the subject subdivision:
   iii) “Purchasers/tenants are advised that an existing sewage treatment plant is located west of the subject land and an easterly expansion of the treatment facility is anticipated in the future. As a result of the proximity of the existing and future treatment facilities to the proposed new developments, it is possible that the new treatment facilities could occasionally emit odours that could interfere with some activities of the dwelling occupants.”

19. The Owner(s) shall place the following warnings in all Offers to Purchase, Agreements of Purchase and Sale or lease between the Owner(s) and all prospective home buyers, and in the title:
   i) “Students from this area may not be able to attend the closest neighbourhood school due to insufficient capacity and may have to be bussed to a distant school with available capacity or could be accommodate in temporary portable space.”

20. The Owner(s) shall:
   i) relocate any existing Bell Canada facilities or easements found to be in conflict with the proposed development;
   ii) contact Bell Canada during detailed design to confirm the provision of communication/telecommunication infrastructure needed to
service the development; and, where the required infrastructure is unavailable, the owner(s) shall agree to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure or demonstrate to the satisfaction of the City Engineer and Chief Building officer that sufficient alternative communication/telecommunication will be provided to enable the effective delivery of communication/telecommunication services for emergency management services.

NOTES TO DRAFT APPROVAL  (File # SDN-001/19)

1. The applicant is directed to Section 51(39) of The Planning Act 1990 regarding appeal of any imposed conditions to the Local Planning Appeal Tribunal. Appeals are to be directed to the City Clerk and Licence Commissioner of the City of Windsor.

2. It is the applicant's responsibility to fulfil the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the City of Windsor, to the attention of the Executive Director/City Planner, quoting the above-noted file number.

3. Required agreements with the Municipality will be prepared by the City Solicitor.

4. The applicant should consult with an Ontario Land Surveyor for this proposed plan concerning registration requirements relative to the Certification of Titles Act.

5. The final plan approved by the Corporation of the City of Windsor must be registered within thirty (30) days or the Corporation may withdraw its approval under Section 51(59) of The Planning Act 1990.

6. All plans of subdivision/condominium are to be prepared and presented in metric units and certified by the Ontario Land Surveyor that the final plan is in conformity to the approved zoning requirements.

7. Where agency conditions are included in the City's Subdivision Agreement, the Applicant is required to forward a copy of the agreement to the agencies in order to facilitate their clearance of conditions for final approval of this plan.

VI  THAT the City Clerk and Licence Commissioner BE AUTHORIZED to issue the required notice respecting approval of the draft plan of subdivision under Section 51(37) of The Planning Act.

VII  THAT the subdivision agreement shall BE REGISTERED against lands to which it applies prior to the final registration of the Plan of Subdivision.
VIII THAT prior to the final approval by the Corporation of the City of Windsor, the Executive Director / City Planner of the Planning and Building Department shall BE ADVISED, in writing, by the appropriate agencies that conditions have been satisfied.

IX THAT the Chief Administrative Officer and City Clerk BE AUTHORIZED to sign all necessary agreements and documents approved as to form and content satisfactory to the City Solicitor.
Carried.

Report Number: S 238/2019
Clerk’s File: ZP/13552 & ZB/13550

Clerk’s Note: the recommendation of the Standing Committee and Advisory Committee are not the same.
Subject: Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for vacant land located on the southwest corner of Wyandotte St. E. and Florence Ave. intersection; File Nos. SDN-003/19 [SDN/5831] and Z-013/19 [ZNG/5875]; Applicant - VGA Investment Inc., Ward 7

Reference:
Date to Council: January 13, 2020
Author: Justina Nwaesei, MCIP, RPP
Senior Planner, Subdivisions
519 255-6543 ext. 6165
jnwaesei@citywindsor.ca

Planning & Building Services
Report Date: December 12, 2019
Clerk’s File #: ZP/13552 ZB/13550

To: Mayor and Members of City Council

Recommendation:
I THAT Zoning By-law 8600 BE AMENDED by changing the zoning of the lands described as Part of Lot 138, Concession 1, and further described as Block 35 on Map No. SDN-003/19-1, from Development Reserve District 1.1 (DRD1.1) to Green District 1.4 (GD1.4) subject to the following site specific zoning provision:

“383. SOUTHWEST CORNER OF WYANDOTTE STREET EAST AND FLORENCE AVENUE

“For the lands comprising Part of Lot 138, Concession 1, and further described as Block 35 on Map No. SDN-003/19-1, sections 5.8.1 and 5.8.5 shall not apply, and site alteration is not permitted, except after the local Aboriginal communities are consulted and Ministry of Tourism, Culture & Sports (MTCS) has issued its clearance. [ZDM 14; ZNG/5875]”.

II THAT Zoning By-law 8600 BE AMENDED by changing the zoning of the lands described as Part of Lot 138, Concession 1, and further described as Block 36 on Map No. SDN-003/19-1, from Development Reserve District 1.1 (DRD1.1) to Green District 1.5 (GD1.5).

III THAT Zoning By-law 8600 BE AMENDED by changing the zoning of the lands described as Part of Lot 138, Concession 1, as in R1158427 save and except Part 1, Plan 12R-22261, along with the abutting north/south alley to be closed and acquired and be further described in a Reference Plan, excluding Blocks 35 & 36 on Map No. SDN-003/19-1, from Development Reserve District 1.1 (DRD1.1) to Residential District 2.1 (RD2.1) with a holding prefix.
IV  THAT the holding (H) symbol BE REMOVED when the applicant/owner submits an application to remove the ‘H’ symbol and the following conditions are satisfied:

   a) The Owner(s) apply to remove the hold provision; and
   b) Registration of a Final Plan of Subdivision.

V  THAT the application of VGA Investment Inc. for Draft Plan of Subdivision approval for Part of Lot 138, Concession 1, as in R1158427 save and except Part 1, Plan 12R-22261, along with the abutting north/south alley to be closed and acquired and be further described in a Reference Plan, BE APPROVED subject to the following conditions:

   A. That the Draft Plan Approval shall lapse on ____________ (3 years from the date of approval);

   B. That this approval applies to the draft plan of subdivision presented on attached Map No. SDN-003/19-1, prepared by VERHAEGEN Land Surveyors for VGA Investment Inc., Reference No. 19-47-421-00, dated December 10, 2019, showing 19 Lots for single unit dwellings, 15 blocks for semi-detached dwellings, lands to be conveyed for parkland (Block 35) and storm water management pond (Block 36), proposed road allowances (Streets A & B) including Florence Avenue extension plus the abutting north/south alley (to be closed and acquired and further described in a Reference Plan);

   C. That the owner(s) shall enter into a subdivision agreement with the Corporation of the City of Windsor for the proposed development on the subject land;

   D. That, prior to the submission of the final draft M-Plan, the Owner(s) shall, at its expense, apply to close and acquire the existing adjacent north-south alley to increase the width of the proposed Florence Avenue Road allowance to conform to the Official Plan requirements.

   E. That prior to the execution and registration of the subdivision agreement between the Owner(s) and the Corporation of the City of Windsor, the Owner(s) shall submit for approval of the City Planner/Executive Director of Planning & Building a final draft M-Plan, which shall include the names of all road allowances within the plan, as approved by the Corporation.

   F. That the subdivision agreement between the Owner(s) and the Corporation of the City of Windsor be registered on title and shall contain, among other matters, the following provisions:

       1. The Owner(s) shall include all items as set out in the Results of Circulation (Appendix D, attached) with further amendments as required and other relevant matters set out in CR 233/98 (Standard Subdivision Agreement).

       2. The Owner(s) shall:
i) undertake an engineering analysis to identify stormwater quality and quantity measures as necessary to control any increases in flows in downstream watercourses, up to and including the 1:100 year design storm, to the satisfaction of the City Engineer and the Essex Region Conservation Authority;

ii) install any stormwater management measures identified above, as part of the development of the site, to the satisfaction of the City Engineer and the Essex Region Conservation Authority; and

iii) obtain the necessary permit or development clearance from the Essex Region Conservation Authority prior to undertaking site alterations and/or construction activities.

3. Servicing Study: The Owner(s) shall:

i) retain a consulting engineer to review the existing and proposed sewer system for this development to determine its effect on the municipal sewer system. The Study shall be done to the satisfaction of the City Engineer and the Chief Building Official;

ii) have Stormwater management designed in accordance with the newly adopted Windsor/Essex Region Stormwater Management Standards Manual, to the satisfaction of the City Engineer; and

iii) demonstrate, to the satisfaction of the City Engineer, that no negative impacts to existing properties will be realized by the surrounding community, before the proposed development will be allowed to proceed.

4. Corner Cut-off: The Owner(s) shall, prior to final draft M-plan approval, gratuitously convey corner cut offs at the following locations in accordance with City of Windsor Standard Drawing AS-230, to the satisfaction of the City Engineer and City Solicitor:

i) 4.6mx4.6m (15'x15') corner cut off at the southwest corner of the Wyandotte Street East and Florence Avenue intersection;

ii) 4.6mx4.6m (15'x15') corner cut off at the northwest and southwest corners of the intersection between Florence Avenue and Street A; and

iii) 4.6mx4.6m (15'x15') corner cut off at the northwest and southwest corners of the intersection between Florence Avenue and Street B.

5. Additional Conveyance Requirements: The Owner(s) shall, prior to final draft M-plan approval, gratuitously convey:

i) Block 36 on Map No. SDN-003/19-1 to the Corporation of the City of Windsor for Storm Water Management (SWM) Facility SWM purposes and to provide part of the required buffer from the Little River Pollution Control Future Treatment Plant Expansion per Ministry of Environment, Conservation & Parks’ guidelines, to the satisfaction of the City Engineer and City Solicitor; and
ii) Block 37 on Map No. SDN-003/19-1 to the Corporation of the City of Windsor for future road allowance (Florence Avenue extension), to the satisfaction of the City Engineer and City Solicitor;

6. Sidewalks: The Owner(s) shall construct, at its expense, according to City of Windsor Standard Specifications and in a manner satisfactory to the City Engineer, concrete sidewalks on both sides of Florence Avenue, and on one side of Streets A and B.

7. The Owner(s) shall construct all sidewalks in conformity with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and to construct all accesses in conformity to the TAC Geometric Design for Canadian Roads and the City of Windsor Standard Engineering Drawings, to the satisfaction of the City Engineer.

8. Oversizing: The Owner(s) shall pay to the Corporation of the City of Windsor, prior to the issuance of a construction permit, its share of the costs as determined by the City Engineer for previously oversized services that were constructed to ensure that the subject lands could be serviced.

9. Servicing of abutting lots: The Owner(s) shall, at its entire expense, install required municipal services to the lots along the east limit of the abutting north/south alley, being Lots 34 to 44 (incl.) on Registered Plan 1142. All work is to be completed to the satisfaction of the City Engineer.

10. East side Florence Avenue abutting properties cost sharing: Upon completion of the infrastructure services noted in paragraph 9 above, the Owner(s) shall, prior to final approval of the Plan of Subdivision, create a 0.3m wide reserve on the M-Plan along the entire east limit of the north/south alley located at the west limit of lots 34 to 44 on RP 1142, to the satisfaction of the City Engineer and City Planner.

Individual property owners of Lots 34 to 44 RP 1142 will have the option of connecting into the infrastructure services within the Florence Avenue extension upon payment to the Owner, the individual property owner’s proportionate share of costs of this infrastructure. After payment of the proportionate share of said infrastructure costs, the corresponding portion of the 0.3m reserve abutting such individual owner’s property will BE DECLARED a public highway.

In the event that some or all of the individual property owners of Lots 34 to 44 RP 1142 have not paid their proportionate share of the infrastructure costs, then the Corporation agrees to pay to the Owner, the Owner’s servicing costs attributable to Lots 34 to 44 RP 1142 less any payments collected by the Owner from the individual property owners. The Corporation agrees to pay these costs to the Owner, subject to budget approval, no earlier than three (3) years following substantial performance of this subdivision agreement, as indicated by the commencement of the maintenance period.
11. Cul-De-Sac: The Owner(s) shall agree to construct a cul-de-sac with a minimum radius of 9.5m at the westerly limit of Street A and at the south limit of Florence Avenue extension.

12. Species at Risk/ Habitat Protection: The Owner(s) shall design the subdivision such that the existing perimeter hedgerows are retained, and furthermore, that the shrub thicket to the south will not be disturbed in any way, to the satisfaction of the City Planner.

13. Fencing Requirement: The Owner(s) shall install a non-permeable 1.8m (6ft) fence with no gates between the boundaries of the proposed residences and the proposed parkland (Block 35 on Map No. SDN-003/19-1) as a condition of the Subdivision development, to the satisfaction of the City’s Landscape Architect.

14. Parkland Conveyance: The Owner(s) shall, prior to the issuance of a construction permit, convey Block 35 to the Corporation primarily for park purposes in accordance with Section 51.1 of the Planning Act, and for other purposes noted below, to the satisfaction of the Executive Director of Parks, City Engineer and City Planner:
   i) to provide part of the required setback/buffer from the Little River Pollution Control Future Treatment Plant Expansion per Ministry of Environment, Conservation & Parks’ guidelines;
   ii) protection of existing south and west hedgerows, per Ministry of Natural Resources & Forestry’s guidelines
   iii) protection of 20m-wide southerly Archaeological Potential Zone per Ministry of Tourism, Culture & Sport’s guidelines.

15. Climate Change Considerations - New Trees: The owner(s) shall
   i) plant new trees in the parkland allowance (block 35), to the satisfaction of the Executive Director of Parks; and
   ii) comply with the requirement that new trees planted as a result of approval of this development shall incorporate native species and be adaptable to future climate models projecting increased hot days and average temperatures to 2050, to the satisfaction of the Executive Director of Parks and the City Engineer.

16. Noise Control Measures for Blocks 26 to 34 (inclusive): The Owner(s) shall at its entire expense
   i) install a noise barrier fence along Wyandotte Street East as recommended in the October 10, 2018 Acoustic Assessment Report prepared by Akoustik Engineering Limited; and
   ii) ensure that ducting is provided for the installation of Central Air Conditioning for all the affected lots, to the satisfaction of the Chief Building Official.
17. Warning Clause(s) for Blocks 26 to 34 (inclusive): The Owner(s) shall place the following warning clauses in all Offers to Purchase, and Agreement of Purchase or Sale or lease between the Owner(s) and all prospective home buyers, and in the title of each dwelling unit that backs onto, or has a shared property line with Wyandotte Street East:

i) “Purchasers/tenants are advised that despite the inclusion of noise control features in the development and within the building units, sound levels due to increasing road traffic (rail traffic) (air traffic) may on occasions interfere with some activities of the dwelling occupants as the sound levels exceed the sound level limits of the Ministry of Environment, Conservation & Parks.”

ii) “This dwelling unit has been designed with the provision for adding central air conditioning at the occupant’s discretion. Installation of central air conditioning by the occupant in low and medium density developments will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Ministry of Environment, Conservation & Parks.”

18. Warning clause for proximity to a Sewage Treatment Plant: The Owner(s) shall place the following warning clause(s) in all Offers to Purchase, and Agreement of Purchase or Sale or lease between the Owner(s) and all prospective home buyers, and in the title of each dwelling unit within the subject subdivision:

iii) “Purchasers/tenants are advised that an existing sewage treatment plant is located west of the subject land and an easterly expansion of the treatment facility is anticipated in the future. As a result of the proximity of the existing and future treatment facilities to the proposed new developments, it is possible that the new treatment facilities could occasionally emit odours that could interfere with some activities of the dwelling occupants.”

19. The Owner(s) shall place the following warnings in all Offers to Purchase, Agreements of Purchase and Sale or lease between the Owner(s) and all prospective home buyers, and in the title:

i) “Students from this area may not be able to attend the closest neighbourhood school due to insufficient capacity and may have to be bussed to a distant school with available capacity or could be accommodate in temporary portable space.”

20. The Owner(s) shall:

i) relocate any existing Bell Canada facilities or easements found to be in conflict with the proposed development;

ii) contact Bell Canada during detailed design to confirm the provision of communication/telecommunication infrastructure needed to
service the development; and, where the required infrastructure is unavailable, the owner(s) shall agree to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure or demonstrate to the satisfaction of the City Engineer and Chief Building officer that sufficient alternative communication/telecommunication will be provided to enable the effective delivery of communication/telecommunication services for emergency management services.

NOTES TO DRAFT APPROVAL   (File # SDN-001/19)

1. The applicant is directed to Section 51(39) of The Planning Act 1990 regarding appeal of any imposed conditions to the Local Planning Appeal Tribunal. Appeals are to be directed to the City Clerk and Licence Commissioner of the City of Windsor.

2. It is the applicant's responsibility to fulfil the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the City of Windsor, to the attention of the Executive Director/City Planner, quoting the above-noted file number.

3. Required agreements with the Municipality will be prepared by the City Solicitor.

4. The applicant should consult with an Ontario Land Surveyor for this proposed plan concerning registration requirements relative to the Certification of Titles Act.

5. The final plan approved by the Corporation of the City of Windsor must be registered within thirty (30) days or the Corporation may withdraw its approval under Section 51(59) of The Planning Act 1990.

6. All plans of subdivision/condominium are to be prepared and presented in metric units and certified by the Ontario Land Surveyor that the final plan is in conformity to the approved zoning requirements.

7. Where agency conditions are included in the City’s Subdivision Agreement, the Applicant is required to forward a copy of the agreement to the agencies in order to facilitate their clearance of conditions for final approval of this plan.

VI   THAT the City Clerk and Licence Commissioner BE AUTHORIZED to issue the required notice respecting approval of the draft plan of subdivision under Section 51(37) of The Planning Act.

VII  THAT the subdivision agreement shall BE REGISTERED against lands to which it applies prior to the final registration of the Plan of Subdivision.

VIII THAT prior to the final approval by the Corporation of the City of Windsor, the Executive Director / City Planner of the Planning and Building Department shall BE ADVISED, in writing, by the appropriate agencies that conditions have been satisfied.

IX   THAT the Chief Administrative Officer and City Clerk BE AUTHORIZED to sign all necessary agreements and documents approved as to form and content satisfactory to the City Solicitor.
Executive Summary:
N/A.

Background:

1. KEYMAP
2. APPLICATION INFORMATION:

LOCATION:
Southwest corner of Wyandotte St. E. and Florence Avenue intersection, more particularly described as Part of Lot 138, Concession 1, as in R1158427 save and except Part 1, Plan 12R-22261, geographic township of Sandwich East, now in the City of Windsor, County of Essex.

WARD: 7  PLANNING DISTRICT: 03- EAST RIVERSIDE  ZDM: 14

APPLICANT: VGA INVESTMENT INC. (C/O SAM DAWOOD)

AUTHORIZED AGENT: TRACEY PILLON-ABBS

PROPOSAL:
The applicant is requesting an amendment to Zoning By-law 8600 and approval of a Draft Plan of Subdivision to permit the following:

- A change from the current zoning category of the subject land - Development Reserve District 1.1 (DRD1.1) to two new zoning categories - Residential District 2.1 (RD2.1) and Green District 1.1 (GD1.1).

- The creation/development of 19 Lots for single detached dwellings and 15 blocks for semi-detached dwellings (resulting in 49 dwelling units, total) on the southwest corner of Wyandotte Street East and Florence Avenue intersection. The proposed Draft Plan of Subdivision includes two new road allowances (shown as Streets A and B), Florence Avenue extension, an L-shaped buffer area (shown as Block 35), a storm water management facility (proposed dry pond) and an abutting 3.05m-wide north/south alley to be closed and acquired by the applicant.

The subject land is a vacant agricultural parcel, designated “Residential” in the Land Use Schedule D of the Official Plan; therefore, Official Plan Amendment is not required for the proposed development on the subject land.

SUBMISSIONS BY APPLICANT:
- Plan of Subdivision Application form, signed and commissioned
- Zoning By-law Amendment Application Form, signed and commissioned
- Land Transfer Document / deed
- Planning Rationale Report
- Draft Plan of Subdivision
- Development Concept Plan
- Storm and Sanitary Sewer Studies and Storm Retention Scheme
- Stage 1 Archaeological Background Study & Stage 2 Archaeological Property Assessment,
- Acoustic Assessment,
- Ingress/Egress Report,
- Topographic Survey,
- Tree Inventory & Preservation Plan Report, and
- Natural Site Features Inventory & Preservation Study prepared by Goodban Ecological Consulting Inc. (GEC) [includes, as Appendix C, 2017-2018 Correspondence between GEC & Aylmer MNRF]
PROPOSED PLAN OF SUBDIVISION:

NOTE: FOR INFORMATION ONLY. SEE LARGE SCALE DRAWINGS FOR FURTHER DETAILS.

DRAFT PLAN OF SUBDIVISION

MAP NO: SDN-003/19-1
APPLICANT: VGA INVESTMENTS INC.
CITY OF WINDSOR PLANNING DEPARTMENT

PREPARED BY: VERHAEGEN LAND SURVEYORS
PLAN CAD DATE: DEC. 10, 2019
PLAN FILE NO: 19-47-421-09
3. REZONING MAPS:
4. SITE INFORMATION:

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Note: All measurements are approximate

5. NEIGHBOURHOOD CHARACTERISTICS:

SURROUNDING LAND USE

- **North of the subject land:** Wyandotte Street right-of-way abuts the north limit of the subject land. Further north, there are low density residential uses, mostly single unit dwellings along Paulina Court and Florence Avenue, a church (Calvary Baptist church) and a residential development (Border City Co-Operative homes).

- **South of the subject land:** Mainly Open Space use, including storm water management pond. There are two small parcels of residential lands on the north and south sides of Jerome Street westerly extension. Further south, about 3.6km from the subject land, at Clover by McHugh Street, there is St Joseph's Catholic High School.

- **West and southwest of the subject land:** Open space use, including a multi-use trail (Ganatchio trail) and municipal park (Riverside Kiwanis Park). Little River drain is within the Open Space Land Use area west of the subject land. Further west, there is the Windsor Little River Pollution Control Plant (approximately 420m distance of the subject land), Riverside Secondary School (approximately 1.8km from the subject land) and MS Hetherington Public School (about 1.6km from the subject land).

- **East of the subject land:** To the immediate east of the subject land, there is an open north/south alley abutting the east limit of the proposed Florence Avenue extension. There are undeveloped lands immediately east of the open north/south alley. Further east, there are low density residential dwellings fronting on both sides of Elinor Street. A closed north/south alley exists between the undeveloped lands and the residential dwellings along Elinor Street.

Attached to this report as **Appendix A** are site photos taken on December 6, 2019. The site photos, along with the neighbourhood map below, show some of the surrounding land uses and the character of the subject neighbourhood.
MUNICIPAL INFRASTRUCTURE

- The City’s records show that there are municipal storm and sanitary sewers within the abutting/nearby roadways, available to service the subject property.
  - Wyandotte Street East R.O.W. contains 1950mm Reinforced Concrete Pipe Storm Sewer;
  - Elinor Street contains 350mm Asbestos Cement Pipe Sanitary Sewer;
  - Florence Avenue (south of the subject development) contains 1500mm Reinforced Concrete Pipe Sanitary Sewer.

- There are municipal watermains, Telecommunications Fibre Optics, LED streetlights and fire hydrants along Wyandotte Street and Florence Avenue (north of proposed development). There is a fire hydrant at the southwest corner of Wyandotte Street east and Florence Avenue intersection.

- There are curbs and gutters, concrete sidewalks and bicycle lanes along both sides of Wyandotte Street pavement.

- Florence Avenue (north of proposed development) has curbs & gutters both sides of the pavement and concrete sidewalk on the west side of the pavement.

- Transit Windsor Buses, Lauzon 10, travel (north bound) through Wyandotte Street East. There is a bus stop on the north side of Wyandotte Street East, west of Florence Street intersection, facing the subject land.

- Wyandotte Street is a Class II Arterial Road, and Florence Street is Class II Collector Road.

Discussion:

1. PLANNING ACT

In accordance with subsection 3(5) of the Planning Act, a decision of the council of a municipality in respect of the exercise of any authority that affects a planning matter, “shall be consistent with” Provincial Policy Statement 2014.

According to subsection 3(6) of the Planning Act, comments, submissions or advice that affect a planning matter that are provided by the council of a municipality, a local board, a planning board, a minister or ministry, board, commission or agency of the government “shall be consistent with” Provincial Policy Statement 2014.

Section 51, subsection 24 of the Planning Act provides the criteria for considering a draft plan of subdivision and states:

“In considering a draft plan of subdivision, regard shall be had, among other matters, to the health, safety, convenience, accessibility for persons with disabilities and welfare of the present and future inhabitants of the municipality and to,

(a) the effect of development of the proposed subdivision on matters of provincial interest as referred to in section 2;
(b) whether the proposed subdivision is premature or in the public interest;
(c) whether the plan conforms to the official plan and adjacent plans of subdivision, if any;
(d) the suitability of the land for the purposes for which it is to be subdivided;…”

The above criteria are integrated into the PPS 2014, Official Plan and Zoning By-law and have been considered in the analysis below.
2. PROVINCIAL POLICY STATEMENT (PPS) 2014

Provincial Policy Statement 2014 was issued under section 3 of the Planning Act and came into effect April 30, 2014. The PPS 2014 applies to all decisions in respect of the exercise of any authority that affects a planning matter made on or after April 30, 2014, including this application.

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

In making the determination whether the requested Zoning By-law Amendment and draft Plan of Subdivision are consistent with PPS 2014, a number of policies of the PPS 2014 are relevant for the discussion and have been considered in the Planning Rationale Report (PRR) dated July 2, 2019, prepared by the applicant's planning consultant. Pages 16 to 24 of the PRR contain the planning consultant's summary of the key policy considerations of the PPS as it relates to the proposed development on the subject land. I have reviewed the planning consultant's summary on pages 16 to 24 of the PRR and I am providing complementary planning analysis to what the planning consultant has already stated in the PRR.

"Efficient land use and development patterns support sustainability by promoting strong, liveable, healthy and resilient communities, protecting the environment and public health and safety, and facilitating economic growth”, 1.0 Building Strong Healthy Communities, PPS 2014.

The PPS points to the important role of land use planning in achieving strong healthy communities, a healthy environment and economic growth.

Policy 1.1.1 outlines specific land use planning activities and values that are known to continuously keep communities healthy, liveable and safe.

1.1.1 of the PPS states that “Healthy, liveable and safe communities are sustained by:

a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;

b) accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons),... and other uses to meet long-term needs;

c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;

d) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;

e) promoting cost-effective development patterns and standards to minimize land consumption and servicing costs;

f) improving accessibility for persons with disabilities and older persons by identifying, preventing and removing land use barriers which restrict their full participation in society;

g) ensuring that necessary infrastructure, electricity generation facilities and transmission and distribution systems, and public service facilities are or will be available to meet current and projected needs; and

h) promoting development and land use patterns that conserve biodiversity and consider the impacts of a changing climate.”
With respect to 1.1.1(a) – The proposed draft plan of subdivision for development of 19 lots for single detached dwellings and 15 blocks for semi-detached dwellings, promotes a land use pattern that efficiently utilizes the vacant/undeveloped subject land.

With respect to 1.1.1(b) – The surrounding land uses in the subject area comprise a mix of low-density residential dwelling (mostly single unit dwellings), vacant/undeveloped lands, and open space lands with multiuse trails and storm water facilities. The proposed low density, small scale, low profile residential development is an appropriate mix of residential use for the subject area.

With respect to 1.1.1(c) – The proposed development does not negatively impact the environment or public health and safety. The proponent submitted an Acoustic Assessment for the proposed residential development. Akoustik Engineering Limited prepared the Acoustic Assessment dated October 10, 2018, which recommended noise barrier fence along Wyandotte Street lot line of the subject land, air conditioning installation requirements and Noise warning clauses to mitigate impact on public health and achieve a healthy and efficient living environment.

With respect to 1.1.1(d) – The proposed residential subdivision is within the inner part of the City of Windsor settlement area and is surrounded by existing developments and other land holdings. Therefore, the proposed development does NOT prevent the efficient expansion of settlement areas.

With respect to 1.1.1(e) – The proposed infill development on the subject land minimizes land consumption and is more cost effective.

With respect to 1.1.1(f) – Sidewalks improve accessibility for persons with disabilities and older persons. As noted in the recommendation section of this report, concrete sidewalk will be provided within the subject draft plan of subdivision to connect to existing sidewalks in the area.

With respect to 1.1.1(g) – As noted in this report under “NEIGHBOURHOOD CHARACTERISTICS”, the subject neighbourhood contains existing municipal infrastructure, existing local park(s) with multi-use trails (Ganatchio trail), nearby place of worship. The subject land appears to be within the area serviced by nearby schools.

With respect to 1.1.1(h) – Consideration for climate change is addressed through various methods including lot-grading plans, stormwater management measures, tree planting requirements, landscaping requirements and more. Biodiversity is conserved where necessary/possible, and in areas where soft landscaping is proposed/maintained on the lands. The protection of existing hedgerows and the Archeological Potential Zone (within Block 35) contributes towards conservation of biodiversity.

In summary, the subject applications for draft plan approval and zoning by-law amendment are for an infill development that promotes the efficient use of the existing land pattern and is appropriate for the efficient use of the infrastructure and public services facilities, which are planned or available, and avoids the need for their unjustified and/or uneconomical expansion. The proposed draft plan of subdivision represents an efficient development and land use pattern that will have no adverse impact on (i) the financial well-being of the City of Windsor, (ii) land consumption, and (iii) servicing costs, and will not cause any environmental or public health and safety concerns. The proposed draft plan of subdivision and the requested zoning amendment are consistent with Policy 1.1.1 of the PPS.

1.1.3.1 Settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.
The subject parcel is located within the settlement area of the City of Windsor. The proposed development creates growth and development within the City of Windsor settlement area; thereby, promoting the vitality of the settlement area. The proposed development will positively impact the existing nearby facilities (parks, schools, retail establishment and places of worship) in the subject area.

1.1.3.2 Land use patterns within settlement areas shall be based on:
a) densities and a mix of land uses which:
1. efficiently use land and resources;
2. are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;
4. support active transportation;
5. are transit-supportive, where transit is planned, exists or may be developed.

The proposed draft plan of subdivision, in the City of Windsor settlement area, promotes a land use pattern that is based on density that makes efficient use of land and existing infrastructure, including existing and planned active transportation options such as sidewalks, bike lanes, and multiuse trails.

1.1.3.3 Planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

Intensification and redevelopment shall be directed in accordance with the policies of Section 2: Wise Use and Management of Resources and Section 3: Protecting Public Health and Safety.

The subject lands are located in an area that is appropriate for residential intensification. The proposed Draft Plan of Subdivision is a residential intensification that takes into account existing building stock (mostly ranch style low-profile developments), infrastructure (existing and planned) and public service facilities in the subject area.

The proposed draft plan of subdivision and the requested zoning by-law amendment are consistent with Policies 1.1.3.1, 1.1.3.2 & 1.1.3.3 of the PPS.

1.2.6.1 Major facilities and sensitive land uses should be planned to ensure they are appropriately designed, buffered and/or separated from each other to prevent or mitigate adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term viability of major facilities.

The nearest existing major facility in close proximity to the subject lands is a sewage treatment facility (Little River Pollution Control Plant). According to the City’s Executive Information System (EIS) the existing sewage treatment facility is on a property located approximately 420m distance southwest of the subject land (measured from closest property lines of both lands). Therefore, the proposed development exceeds the Municipal and Ministry buffer requirements and provides the desired separation, which helps to mitigate adverse effects from odour, noise and other contaminants; thereby, minimizing the risk to public health and safety and achieving the required land use compatibility. The proposed residential development is consistent with the Land Use compatibility policy 1.2.6.1 of the PPS.

In addition to the above, it should be noted that a future expansion is planned for the Little River sewage treatment plant. The applicant proposes to incorporate the portions of the subject lands within the 300m buffer of the future treatment facilities into Blocks 35 & 36 on Map No. SDN-003/19-1. Therefore, the applicant will convey Blocks 35 & 36 to the Corporation of the City of
Windsor. See applicant’s Development Concept Plan, attached to this report as Appendix E2, for more details.

The future expansion of the sewage treatment plant is subject to the requirements and approval of the Ministry of Environment Conservation and Parks (MECP). An EA would also be required for such expansion.

The proposed draft plan of subdivision and the zoning by-law amendment are consistent with Policy 1.2.6.1 of the PPS.

1.4.3 Planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

b.) permitting and facilitating:

1. all forms of housing required to meet the social, health and well-being requirements of current and future residents, including special needs requirements; and

2. all forms of residential intensification, including second units, and redevelopment in accordance with policy 1.1.3.3;

c.) directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;

d.) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and

e.) establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

The proposed development allows for an appropriate range and mix of housing types and densities on the subject lands located in an area that is appropriate for residential intensification. The proposal is for development of new housing in a location where appropriate levels of infrastructure and public service facilities are or will be available. The proposed draft plan of subdivision and the zoning by-law amendment are consistent with Policy 1.4.3 of the PPS.

1.6.6.2 Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas. Intensification and redevelopment within settlement areas on existing municipal sewage services and municipal water services should be promoted, wherever feasible.

The subject lands are within an area that is serviced by municipal sewage services and municipal water services. Therefore, the draft plan of subdivision and the zoning by-law amendment promote residential intensification that is consistent with policy 1.6.6.2 of the PPS.

The proposed development is consistent with the stormwater management policy (1.6.6.7) of the PPS as reflected in the conditions of approval as a provision of the subdivision agreement.

2.1.1 Natural features and areas shall be protected for the long term.

2.1.7 Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements.

According to the report dated August 2018, submitted by Goodban Ecological Consulting Inc., the subject land is currently used for agricultural purpose and is largely free of natural features, except for hedgerows dominated by scattered Eastern Cottonwood and thickets of Gray Dogwood and Common Buckhorn. In a 2017 written correspondence between Goodban and the Ministry of Natural Resources and Forestry (MNRF), MNRF confirmed that “there are no known
occurrences of Species at Risk (SAR) on the property, though there are known occurrences of SAR in the general project area with potential to also occur in the hedgerows and thicket on the property”. MNRF further noted that “if the hedgerows and thicket are proposed to be retained, the project will likely not contravene the Endangered Species Act, 2007 (ESA 2007).”

The proposed development shows protection of the hedgerow under Block 35 of the draft plan of subdivision, which the applicant proposes to convey to the City for Parkland. Therefore, the proposed draft plan of subdivision and the requested zoning by-law amendment are consistent with policy 2.1.7 of the PPS.

2.6.1 Significant built heritage resources and significant cultural heritage landscapes shall be conserved.
2.6.2 Development and site alteration shall not be permitted on lands containing archaeological resources or areas of archaeological potential unless significant archaeological resources have been conserved.

CRM Lab Archaeological Services prepared Stage 1 Archaeological Background Study and Stage 2 Archaeological Property Assessment Reports (Original Report and Supplementary Information) dated October 19, 2018, for the subject land. According to CRM Lab Archaeological Services, “the results of the Stage 1-2 Archaeological Assessment indicate that despite the extensive disturbance in the northern portion of the subject property, the southern portion of the subject property still retains potential for subsurface archaeological resources of cultural heritage value or interest (CHVI) related to the Nicodemo-Dupuis Site located directly to the south of the subject property. There is a very high probability that the Nicodemo-Dupuis Site does extend into the southern portion of the subject property”.

It was noted that further cultural heritage value or interest (CHVI) associated with the subject property would require further assessment prior to development of the southern portion of the subject property. Consequently, a Stage 3 Assessment was recommended along with options for avoiding the required Stage 3 assessment. The applicant is proposing to go along with the option to protect a 20m wide land area along the southern portion of the subject property (marked as Archeological Potential Zone on the Map above) by conveying the said area to the Corporation of the City of Windsor as Parkland (Block 35 on draft plan). The Ministry of Tourism, Culture and Sports is satisfied with the recommended approach, provided they (MTCS) receive a formal letter from the City indicating the following as per the recommendations:

“1. The lands will be conveyed to the Municipality and that the Municipality is
aware of the potential for the Nicodemo-Dupuis Site to be present in this location, and;

2. The Municipality will keep this area passive prohibiting activities that could impact the Nicodemo-Dupuis Site negatively within this Buffer area prior to additional Archaeological Assessment”.

The above is the appropriate wording for the protection of the Archaeological Potential Zone (APZ) on the subject site. Therefore, the proposed draft plan of subdivision and the zoning by-law amendment will be deemed consistent with policies 2.6.1 & 2.6.2 of the PPS upon receipt of MTCS letter of confirmation.

It should also be noted that Block 37 on the draft Plan is a remnant portion of the Archaeological Potential Zone, which would be conveyed to the Corporation of the City of Windsor to be reserved for future road allowance (Florence Avenue future extension). This conveyance of Block 37 to the City also protects the cultural heritage value of the subject area and ensures that Stage 3 assessment is undertaken at the appropriate time.

3.0 Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards.

Essex Region Conservation Authority (ERCA) is delegated the responsibility to represent provincial interest in Natural Hazards (PPS 2014) and regulatory responsibilities of the Conservation Authorities Act. ERCA was consulted on the subject planning matter and the following is an excerpt from the comment they provided to the City: “We have reviewed this development proposal with regard to the natural hazard policies of the PPS and advise that flood risks pertaining to this property can be mitigated through our development review process”. “As the parcel falls within the regulated area of the Little River and Lake St. Clair, the property owner will be required to obtain a Permit from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by the regulations.”

It should be noted that ERCA requested an ingress and egress report, which the applicant provided.

Based on ERCA’s comment, one can state that the proposed draft plan of subdivision and the zoning by-law amendment are consistent with policy 3.0 of the PPS or will be consistent with policy 3.0 of the PPS upon successfully completing ERCA’s development review process.

In summary, the above planning analysis and the planning analysis provided in the Planning Rationale Report prepared by the applicant’s Planning Consultant and dated July 02, 2019, confirms that the proposed draft plan of subdivision and the requested zoning by-law amendment are consistent with the relevant Policies of the PPS 2014.

3. OFFICIAL PLAN:

The site is designated “Residential” in the Land Use Schedule D of City of Windsor Official Plan. The objectives and policies of the Residential land use designation establish the framework for development decisions in Residential areas within the City of Windsor.

As shown in the attached Appendix B to this report, the Official Plan supports a complementary range of housing forms, promotes compact residential form for new developments and also promotes selective residential infill and intensification initiative in the City of Windsor. See sections 6.3.1.1, 6.3.1.2 and 6.3 1.3 of OP Vol.1.
The above noted objectives of the OP are satisfied by the proposed development of low density and complementary range of housing form (semi-detached and single detached dwellings) on the subject land. The proposed draft plan of subdivision is an infill development, which by its very nature promotes a compact neighbourhood.

The Residential land use designation permits “Low, Medium and High Profile dwelling units.” (See section 6.3.2 of OP Vol.1). Based on the OP classification of “types of low profile housing” (s. 6.3.2.3), the proposed semi-detached and single detached dwellings are deemed small scale form of low profile housing development and are, therefore, permitted in the Residential land use designation.

The proposed development is on a property with access to an arterial road (Wyandotte Street East) as well as access to a proposed collector Road (Florence Avenue extension). As noted already in this report, there are existing full municipal physical services available to service the subject land. Existing community services, open spaces and public transportation are already in, and near, the neighbourhood and can service the new development. The proposed development satisfies the locational criteria (s.6.3.2.4) of OP Vol. 1.

With respect to the evaluation criteria set out under s. 6.3.2.5 of OP Vol. 1, the proponent has, in their consultant’s Planning Rationale Report, demonstrated to the satisfaction of the City Planner that the proposed development is

- compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas;
- capable of being provided with full municipal physical services and emergency services; and
- provided with adequate off street parking.

In analysing conformity with section 6.3.2.5 (a) under the evaluation criteria, with respect to development constraints, it is important to note that the proposed development is within the Shoreline and Floodprone areas of the City and is in an area of High Archaeological Potential.

- High Archaeological Potential: CRM Lab Archaeologist Services prepared Stage 1 and Stage 2 Archaeological Assessments Reports recommending mitigation measures, which have been incorporated in this report, to address archaeological findings summarized in their reports dated October 19, 2018.
- Shoreline and Floodprone areas: The Essex Region Conservation Authority (ERCA) has advised that the flood risks pertaining to the subject property can be mitigated through ERCA’s development review process.

This report contains information confirming that the proposed development is feasible, having regard to the other provisions of the OP, provincial legislation, policies and appropriate guidelines and support studies. Therefore, the proposed development meets the evaluation criteria set out under s.6.3.2.5, OP Vol. 1.

Section 7.2.3.2 – Pedestrian Network, OP Vol. 1: The Official Plan requires the installation of sidewalks on at least one side of proposed local roads (Streets A and B) and installation of sidewalks on both sides of proposed Florence Avenue extension within the proposed development. Recommendation V (F) 6 of this report ensures compliance with the sidewalk requirements under s.7.2.3.2 (a) of OP Vol. 1.
The subject land is adjacent to the multiuse trail to the west (Ganatchio trail) and bicycle lanes, bus stop plus sidewalks on Wyandotte Street, which support active transportation in the subject neighbourhood.

The proposed development meets the requirements for noise control measures and off-street parking requirements as found in Section 7.2.6.18(b) – Residential Areas, OP Vol. 1. Traffic Calming measures per section 7.2.6.20 of OP Vol. 1, are incorporated in the General Provisions of the Subdivision Agreement.

Section 7.3.4.4 of OP Vol. 1 states, “Council shall protect pollution control plants from incompatible development in accordance with the Environmental chapter of this Plan”.

The Official Plan in section 5.4.10.3 prohibits residential, commercial, mixed use and institutional development within 300m of a Pollution Control Plant and states “The 300m distance shall be measured from the property line of the Pollution Control Plant to the property line of the proposed development.” As noted already in this report, the subject land is more than 300m away from the nearest property line of the Little River Pollution Control Plant land(s); therefore, the proposal is in conformity with s.5.4.10.3 of OP Vol. 1.

As discussed above, the proposed development is in conformity with s.5.4.10.3 (in the Environmental chapter) of OP Vol. 1; therefore, the proposed residential development is deemed compatible due to its adequate separation from the existing pollution control plant.

With respect to the Urban Design chapter of OP Vol. 1, the applicant’s consultant states, “The proposed development will be a natural extension of an established neighbourhood and will be designed to be similar to the existing residential dwellings including lot size, building area and scale.” Therefore, the proposal is anticipated to meet the Official Plan built form policy for infill developments as in section 8.7.2.3, OP Vol. 1.

SECTION 11.4.2, OP VOL. 1 – SUBDIVISION POLICIES (See Appendix B attached)

<table>
<thead>
<tr>
<th>EVALUATION CRITERIA</th>
<th>11.4.2.3</th>
<th>Council will evaluate a plan of subdivision according to the following criteria:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Provincial legislation, provincial policies and applicable provincial guidelines;</td>
<td></td>
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<tr>
<td>(b)</td>
<td>Conformity with the policies of this Plan, Volume II: Secondary Plans and Special Policy Areas and other relevant municipal standards and guidelines;</td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>Conformity with the recommendations of any support studies prepared as part of the application;</td>
<td></td>
</tr>
<tr>
<td>(d)</td>
<td>The continuation of an orderly development pattern;</td>
<td></td>
</tr>
<tr>
<td>(e)</td>
<td>Impact of the development on adjacent properties; and</td>
<td></td>
</tr>
<tr>
<td>(f)</td>
<td>The requirements or comments of Municipal departments and public agencies or authorities.</td>
<td></td>
</tr>
</tbody>
</table>

The proposed draft plan of subdivision is consistent with the relevant policies of the PPS noted in this report and conforms with the relevant policies of OP Vol. 1 discussed above. Therefore, requirements under s.11.4.2.3(a) & (b) are satisfied.

The draft plan of subdivision and the development concept plan show that the proposed development will conform with the recommendations of the various studies submitted to the City as part of the subject rezoning and subdivision approval applications. This report contains recommendations that further ensure compliance with the recommendations of the studies received by the City. The proposed draft plan of subdivision will conform with s.11.4.2.3(c) upon execution of the subdivision agreement.
The proposed draft plan of subdivision is an infill lot, which results in the continuation of an orderly development pattern in the subject area per s.11.4.2.3(d). The proposal will provide additional housing opportunities in the subject area. Potential negative impacts of the development on the adjacent properties have been mitigated satisfactorily through the stipulated conditions of approval in this report; therefore, s.11.4.2.3(e) is satisfied.

The requirements/comments of Municipal departments and public agencies or authorities have been considered per s.11.4.2.3(f); see CONSULTATION section of this report.

SECTION 11.6.3, OP VOL. 1 – ZONING BY-LAW AMENDMENT POLICIES (See Appendix C attached)

Amendments Must Conform

11.6.3.1 All amendments to the Zoning By-law(s) shall conform with this Plan. The Municipality will, on each occasion of approval of a change to the zoning by-law(s), specify that conformity with the Official Plan is maintained or that the change will be in conformity upon the coming into effect of an amendment to the Official Plan.

Evaluation Criteria

11.6.3.3 When considering applications for Zoning By-law amendments, Council shall consider the policies of this Plan and will, without limiting the generality of the foregoing, consider such matters as the following:
   (a) The relevant evaluation criteria contained in the Land Use Chapter of this Plan, Volume II: Secondary Plans & Special Policy Areas and other relevant standards and guidelines;
   (b) Relevant support studies;
   (c) The comments and recommendations from municipal staff and circularized agencies;
   (d) Relevant provincial legislation, policies and appropriate guidelines; and
   (e) The ramifications of the decision on the use of adjacent or similar lands.

The recommended Zoning By-law Amendment maintains conformity with the Official Plan and, based on the analysis provided in this report in response to s.11.4.2.3 of OP Vol. 1, the proposed development meets the Zoning By-law Amendment evaluation criteria set out above in s. 11.6.3.3 of the OP.

4. ZONING BY-LAW

The property is zoned Development Reserve District 1.1 (DRD1.1) in By-law 8600. The applicant is proposing to amend By-law 8600 by changing the zoning of the subject land from Development Reserve District 1.1 (DRD1.1) to Residential District 2.1 (RD2.1) and Green District 1.1 (GD1.1). See above Rezoning Maps on page 11 of this report.

The RD2.1 category permits duplex dwelling, semi-detached dwelling and single unit dwelling, which are defined as low profile housing developments of the small scale form. The GD1.1 category permits Child Care Centre and Public Park. Categories RD2.1 and GD1.1 permit uses accessory to the listed permitted uses. See Appendix C attached.

Blocks 35 and 36 on map No. SDN-003/19-1 are the proposed land area for the GD1.1 zoning category. However, Block 35 contains natural heritage features (existing hedgerows) and cultural heritage value (Archaeological Potential Zone). On the other hand, Block 36 is intended to function as a dry pond for storm water management of the subject residential development. Requirements of various Ministries, Municipal Departments and External Agencies have prompted Planning Staff to consider alternative zoning categories for Blocks 35 and 36 on the draft plan.

Bylaw 8600 shows that Green District 1.4 (GD1.4) permits “Natural Heritage Area” and accessory uses to Natural Heritage Area and, as such, is a more appropriate zoning for Block 35; whereas, Green District 1.5 (GD1.5) permits “Stormwater Management Facility” and accessory uses to the Stormwater Management Facility and, as such, is a more suitable zoning
for Block 36. Therefore, it is recommended that the zoning for Block 35 be changed from DRD1.1 to GD1.4 and the zoning for Block 36 be changed from DRD1.1 to GD1.5.

To further address the comments of the Ministry of Natural Resources and Forestry (MNRF) and Ministry of Tourism, Culture and Sports (MTCS) on Block 35, a site-specific zoning provision is recommended to exempt Block 35 from the “City of Windsor, Public Authority & Public Utilities” provisions - sections 5.8.1 and 5.8.5 of Zoning By-law 8600. In addition, no site alteration shall be permitted on Block 35, except after consultation with local Aboriginal communities has taken place and MNRF & MTCS clearances/permissions are obtained.

It is important to note the following zoning categories and permitted uses close to the subject land:

- The lands south and west of the subject land are zoned Green District 1.1 (GD1.1), except for two small parcels (north and South of Jerome St. extension) zoned HRD2.3.
- The lands containing the existing residential developments on Paulina Court, Florence Avenue (north of Wyandotte St. E.) and Elinor Street (north and south of Wyandotte St. E.) are all zoned Residential District 1.2 (RD1.2), which permits a new single unit dwelling, existing duplex dwelling and existing semi-detached dwelling.

The proposed amendment will permit three new zoning categories RD2.1 and GD1.4 zoning on the subject land. The RD2.1 zoning category will introduce the same form of low profile housing development that is currently allowed in the surrounding residential lands to the north and east of the subject land.

Based on the information contained in attached Appendices E1 - Draft Plan of Subdivision and E2 - Proposed Site Layout Plan, the following have been determined:

- that each of the lots proposed for single unit dwellings on the subject land meets the RD2.1 minimum lot width requirement of 9m and minimum lot area requirement of 270 m² for a single unit dwelling;
- that each of the blocks proposed for semi-detached dwellings on the subject land meets the RD2.1 minimum lot width requirement of 15m and minimum lot area requirement of 450 m² for a semi-detached dwelling; and
- that the proposed semi-detached dwellings and single unit dwellings will have attached garage for each dwelling unit; therefore, the development meets the zoning by-law requirement of a minimum of one (1) parking space per dwelling unit.

A hold provision will be applied to ensure that development cannot occur on the site until such time as the final plan of subdivision is registered.

A draft by-law is attached as Appendix F.

Risk Analysis:

N/A

Financial Matters:

N/A

Consultations:

1. DEPARTMENT AND AGENCIES

Comments received from municipal departments, service units and external agencies are included in Appendix D. The applicant/owner shall satisfy all items as set out in the Results of Circulation (Appendix D) attached.
The requirements of Engineering & Geomatics, Transportation Planning, ERCA, Canada Post, Utility companies and other agencies and departments, as found in Appendix D, have all been addressed under Recommendation V of this report and will be included in the subdivision agreement as special provisions or are already included in the general provisions of the subdivision agreement.

The School Boards did not respond, but their standard requirements have been noted in the recommendation section of this report.

Parkland Conveyance: The Ministry of Tourism, Culture & Sport, the Ministry of Natural Resources & Forestry and the City’s Landscape Architect have provided comments that resulted in the proposed conveyance of Block 35 on the draft Plan of Subdivision to the Corporation, for park purposes as permitted in Section 51.1 of the Planning Act. It is understood that the conveyance of Block 35 exceeds the 5% required by the Planning Act, because Block 35 also serves the following additional purposes:

(i) buffer zone from Little River Future Treatment Plant Expansion,
(ii) protection of exiting south and west hedgerows, and
(iii) protection of the required 20m-wide Archaeological Potential Zone, all as shown on the Development Concept Plan attached as Appendix F to this report.

Species at Risk/ Habitat Protection: In a letter dated November 28, 2019, the Ministry of Municipal Affairs & Housing (MMAH) confirmed that the Ministry of Natural Resources & Forestry (MNRF) provided comment on the subject development in July 2017 directly to the proponent and that MNRF does not have any concerns with the proposed development at this time.

MMAH also advises that the Ministry of Environment, Conservation & Parks (MECP) recommends that the City of Windsor consider imposing the following conditions of Draft Approval:

‘That the fully executed subdivision agreement between the Owner and the City of Windsor shall contain a provision requiring the Owner to design the subdivision such that the existing perimeter hedgerows are retained, and furthermore, that the shrub thicket to the south will not be disturbed in anyway. These measures to be incorporated for the purpose of “Species at Risk/ Habitat Protection.”’

MECP prefers that the City be the clearing agency for the above condition of draft approval prior to final approval.

2. PUBLIC NOTICE

The City will advertise the official notice in the Windsor Star Newspaper, as mandated by the Planning Act. In addition, the City will mail courtesy notice to all property owners and tenants within 120m (400 feet) of the subject parcel, prior to the Development & Heritage Standing Committee (DHSC) meeting.

Planner’s Conclusion and Opinion:

The applications have been processed and evaluated considering the Provincial Policy Statement, Planning Act, City of Windsor Official Plan policies and comments received from municipal staff and outside agencies.

The applicant's planning consultant's Planning Rationale Report provides sufficient information and supporting reasons why the draft plan of subdivision and the zoning by-law amendment
applications should be considered and approved. This report provides additional planning analysis in support of the proposed development on the subject land.

The proposed Draft Plan of Subdivision complies for the development of residential lots and blocks that meet the lot width and lot area requirements of Zoning By-law 8600 (as amended) and will provide housing opportunities in the subject area.

In my professional opinion, both the Zoning By-law Amendment and the Draft Plan of Subdivision are consistent with the policies of the Provincial Policy Statement 2014 and maintain conformity with the City of Windsor Official Plan. The proposed development and zoning amendment constitute good planning.

Administration is recommending that the Draft Plan of Subdivision be approved subject to the conditions as in the Recommendations V, VI, VII, VIII and IX of this report and the Zoning By-law Amendment be approved with a holding prefix as in Recommendations I, II, III and IV of this report, to facilitate the proposed development of the subject site.

Planning Act Matters:

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

Michael Cooke, MCIP, RPP
Manager of Planning Policy / Deputy City Planner

Thom Hunt, MCIP, RPP
City Planner

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

SAH, City Solicitor

OC, Chief Administrative Officer

Approvals:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Cooke, MCIP, RPP</td>
<td>Manager of Planning Policy / Deputy City Planner</td>
</tr>
<tr>
<td>Thom Hunt, MCIP, RPP</td>
<td>City Planner</td>
</tr>
<tr>
<td>Wira Vendrasco</td>
<td>Deputy City Solicitor</td>
</tr>
<tr>
<td>Shelby Askin Hager</td>
<td>City Solicitor</td>
</tr>
<tr>
<td>Onorio Colucci</td>
<td>Chief Administrative Officer</td>
</tr>
</tbody>
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Notifications:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Abutting property owners and tenants within 120 meter (400 feet) radius of the subject land</td>
<td></td>
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<tr>
<td>Applicant: VGA Investment Inc. (c/o Sam Dawood)</td>
<td>24 Shepherd St. E., Windsor ON N8X 2J8</td>
<td><a href="mailto:sam@haddadmorgan.com">sam@haddadmorgan.com</a></td>
</tr>
<tr>
<td>Agent: Tracey Pillon-Abbs</td>
<td>40 Park Lane, Essex, ON N8M 3C8</td>
<td><a href="mailto:tpillonabbs@gmail.com">tpillonabbs@gmail.com</a></td>
</tr>
<tr>
<td>Name</td>
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</tr>
<tr>
<td>Ontario Land Surveyor:</td>
<td>944 Ottawa St., Windsor</td>
<td></td>
</tr>
<tr>
<td>VERHAEGEN Land Surveyors</td>
<td>ON N8X 2E1</td>
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</tr>
<tr>
<td>(c/o Roy Simone)</td>
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</tbody>
</table>

Appendices:

1. Appendix A, Site Photos
2. Appendix B, Excerpts from the Official Plan
3. Appendix C, Excerpts from Zoning By-law 8600
4. Appendix D, Consultations - Comments from Departments & External Agencies
5. Appendix E1 - Draft Plan of Subdivision
6. Appendix E2 - Site Layout Plan (Development Concept Plan)
7. Appendix F - Draft By-law for Z-013/19
APPENDIX A – SITE PHOTOS taken on Dec. 6, 2019

Files Z-013/19 & SDN-003/19

PARTIAL VIEW OF FLORENCE AVE. & WYANDOTTE INTERSECTION AND SUBJECT LAND, LOOKING WEST ON WYANDOTTE ST. E.
PARTIAL VIEW OF SUBJECT LAND & WYANDOTTE STREET EAST, LOOKING WEST ON WYANDOTTE ST. E.
APPENDIX A – SITE PHOTOS taken on Dec. 6, 2019

Files Z-013/19 & SDN-003/19

VIEW OF SOUTH SIDE OF THE SUBJECT LAND, LOOKING FROM WYANDOTTE ST. E.
APPENDIX A – SITE PHOTOS taken on Dec. 6, 2019

Files Z-013/19 & SDN-003/19

VIEWS OF WEST SIDE OF THE SUBJECT LAND, LOOKING WEST FROM WYANDOTTE ST. E.
APPENDIX A – SITE PHOTOS taken on Dec. 6, 2019

Files Z-013/19 & SDN-003/19

VIEW OF EAST SIDE OF SUBJECT LAND & ABUTTING LANDS AS SEEN FROM WYANDOTTE ST. E., LOOKING EAST TOWARDS ELLINOR STREET
APPENDIX A – SITE PHOTOS taken on Dec. 6, 2019

Files Z-013/19 & SDN-003/19

PARTIAL VIEWS OF THE SUBJECT LAND, LOOKING EAST ON WYANDOTTE ST. E.
APPENDIX A – SITE PHOTOS taken on Dec. 6, 2019

VIEW OF THE SUBJECT LAND, LOOKING EAST ON WYANDOTTE ST. E.
APPENDIX A – SITE PHOTOS taken on Dec. 6, 2019

Files Z-013/19 & SDN-003/19

VIEW OF ELINOR STREET FROM SOUTH SIDE OF WYANDOTTE STREET EAST, LOOKING SOUTH TOWARDS HOMES ON BEVERLY GLEN AVENUE
APPENDIX A – SITE PHOTOS taken on Dec. 6, 2019

Files Z-013/19 & SDN-003/19

VIEW OF ELINOR STREET FROM SOUTH SIDE OF WYANDOTTE STREET EAST, LOOKING NORTH TOWARDS RIVERSIDE DRIVE EAST
APPENDIX A – SITE PHOTOS taken on Dec. 6, 2019 Files Z-013/19 & SDN-003/19

VIEW OF FLORENCE AVENUE FROM SOUTH SIDE OF WYANDOTTE STREET EAST, LOOKING NORTH TOWARDS RIVERSIDE DRIVE EAST
APPENDIX B – EXCERPTS FROM THE OFFICIAL PLAN

OP Volume 1 – Primary Plan

Chapter 5

5.4.10 Pollution Control Plant Policies

The following policies should be read in conjunction with the Infrastructure chapter of this Plan.

**Pollution Control Plants Definition**

5.4.10.1 For the purpose of this Plan, a Pollution Control Plant refers to sewage treatment facilities and associated uses.

**Schedule C: Development Constraint Areas**

5.4.10.2 The Lou Romano Water Reclamation Plant and the Little River Pollution Control Plant and any known Pollution Control Plant within approximately 300 metres of the municipal boundary are identified on Schedule C: Development Constraint Areas.

**Prohibit Incompatible Development**

5.4.10.3 Council shall prohibit residential, commercial, mixed use and institutional development within 300 metres of a Pollution Control Plant. The 300 metre distance shall be measured from the property line of the Pollution Control Plant to the property line of the proposed development.

**Compatible Development**

5.4.10.4 Council may permit Industrial or Open Space uses within 300 metres of a Pollution Control Plant:

(a) in accordance with provincial legislation, policy, and appropriate guidelines; and

(b) where the proponent demonstrates that the development is feasible given the operations of the plant, and in particular, the emission of odours.

**Acquisition of 300m Buffer Area**

5.4.10.5 Council may acquire land within 300 metres or more of the Lou Romano Water Reclamation Plant or the Little River Pollution Control Plant to facilitate the operation and/or expansion of the facility.
Chapter 6

6.3 Residential

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

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

### 6.3.1 Objectives

<table>
<thead>
<tr>
<th>Range of Forms &amp; Tenures</th>
<th>6.3.1.1</th>
<th>To support a complementary range of housing forms and tenures in all neighbourhoods.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neighbourhoods</td>
<td>6.3.1.2</td>
<td>To promote compact neighbourhoods which encourage a balanced transportation system.</td>
</tr>
<tr>
<td>Intensification, Infill &amp; Redevelopment</td>
<td>6.3.1.3</td>
<td>To promote selective residential redevelopment, infill and intensification initiatives.</td>
</tr>
<tr>
<td>Maintenance &amp; Rehabilitation</td>
<td>6.3.1.4</td>
<td>To ensure that the existing housing stock is maintained and rehabilitated.</td>
</tr>
<tr>
<td>Service &amp; Amenities</td>
<td>6.3.1.5</td>
<td>To provide for complementary services and amenities which enhance the quality of residential areas.</td>
</tr>
<tr>
<td>Home Based Occupations</td>
<td>6.3.1.6</td>
<td>To accommodate home based occupations.</td>
</tr>
<tr>
<td>Sufficient Land Supply</td>
<td>6.3.1.7</td>
<td>To ensure that a sufficient land supply for residential and ancillary land uses is available to accommodate market demands over the 20 year period of this Plan.</td>
</tr>
</tbody>
</table>

### 6.3.2 Policies

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

| Permitted Uses | 6.3.2.1 | Uses permitted in the Residential land use designation identified on Schedule D: Land Use include Low, Medium and High Profile dwelling units. |
In addition to the uses permitted above, Council will encourage the achievement of diverse and self-sufficient neighbourhoods by permitting the following ancillary uses in areas designated Residential on Schedule D: Land Use without requiring an amendment to this Plan:

(a) community services including libraries, emergency services, community centres and similar public agency uses;

(b) home based occupations subject to the provisions of policy 6.3.2.7;

(c) Neighbourhood Commercial uses subject to the provisions of policy 6.3.2.9;

(d) Open Space uses subject to the provisions of section 6.7; and

(e) Minor Institutional uses subject to the provisions of section 6.6.

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

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

(b) large scale forms: buildings with more than 8 units.

Residential development shall be located where:

(a) there is access to a collector or arterial road;

(b) full municipal physical services can be provided;

(c) adequate community services and open spaces are available or are planned; and

(d) public transportation service can be provided.

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

(a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:

(i) within or adjacent to any area identified on Schedule C: Development Constraint Areas and described in the Environment chapter of this Plan;

(ii) adjacent to sources of nuisance, such as noise, odour, vibration and dust;

(iii) within a site of potential or known contamination;
(iv) where traffic generation and distribution is a provincial or municipal concern; and
(v) adjacent to heritage resources.

(b) in keeping with the goals, objectives and policies of any secondary plan or guideline plan affecting the surrounding area;

(c) compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas;

(d) provided with adequate off street parking;

(e) capable of being provided with full municipal physical services and emergency services; and

(f) facilitating a gradual transition from Low Profile residential development to Medium and/or High profile development and vice versa, where appropriate.

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

(a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:

(i) within or adjacent to any area identified on Schedule C: Development Constraint Areas and described in the Environment chapter of this Plan;
(ii) adjacent to sources of nuisance, such as noise, odour, vibration and dust;
(iii) within a site of potential or known contamination;
(iv) where traffic generation and distribution is a provincial or municipal concern; and
(v) adjacent to heritage resources.

(b) in keeping with the goals, objectives and policies of any secondary plan or guideline plan affecting the surrounding area;

(c) capable of being provided with full municipal services and emergency services; and

(d) in keeping with the subdivision, consent and/or condominium policies of this Plan (see Tools chapter).

Council shall permit home based occupations in any dwelling unit provided:
persons employed in the home based occupation are limited to residents of the dwelling unit from which the home based occupation is conducted;

there are no visible changes to the residential character of the building;

the home based occupation is incidental and secondary to the residential use;

outside storage and display is prohibited, and exterior signage is restricted;

the home based occupation is compatible with abutting and/or adjacent dwelling units with respect to traffic generation and parking and potential nuisances such as noise and odour; and

the home based occupation is contained within the dwelling unit.

For the purposes of this Plan, Neighbourhood Commercial uses include commercial uses which are intended to primarily serve the day to day needs of residents within the immediate neighbourhood or neighbourhoods;

(Added by OPA #106 – November 6, 2015, B/L 143-2015)

At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed Neighbourhood Commercial development within a designated Residential area is:

feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:

within or adjacent to any area identified on Schedule C: Development Constraint Areas and described in the Environment chapter of this Plan;

adjacent to sources of nuisance, such as noise, odour, vibration and dust;

within a site of potential or known contamination;

where traffic generation and distribution is a provincial or municipal concern;

adjacent to heritage resources; and

where market impact is identified as a municipal concern;

in keeping with the goals, objectives and policies of any secondary plan or guideline plan affecting the surrounding area;

compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and landscaped areas;
ANCILLARY USE DESIGN GUIDELINES

6.3.2.10 The following guidelines shall be considered when evaluating the proposed design of an ancillary use:

(a) the ability to achieve the associated policies as outlined in the Urban Design chapter of this Plan;

(b) the provision of appropriate landscaping or other buffers to enhance:
   (i) all parking lots, and outdoor loading, storage and service areas; and
   (ii) the separation between the use and adjacent uses, where appropriate;

(c) motorized vehicle access is oriented in such a manner that traffic will be discouraged from using Local Roads where other options are available; and

(d) pedestrian and cycling access is accommodated in a manner that is distinguishable from the access provided to motorized vehicles and is safe and convenient.

MUNICIPAL ASSISTANCE

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

(a) the leasing of land;

(b) the oversizing of infrastructure to provide for future residential development;

(c) the provision of community services and open space;

(d) technical support and planning studies;

(e) development incentives;

(f) partnership arrangements; and

(g) other actions as may be appropriate.

HOUSING PROGRAMS

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

AFFORDABLE HOUSING

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

SPECIAL NEEDS

6.3.2.14 Council shall encourage the provision of housing to meet the needs of special segments of Windsor’s population such as the physically challenged.
TENURE VARIETY 6.3.2.15 Council shall encourage the provision of a variety of housing tenures which recognize the diverse needs of Windsor’s residents.

PROTECT RENTAL HOUSING 6.3.2.16 Council shall protect the existing supply of rental housing from conversion in keeping with the Rental Housing Conversion to Condominium policies detailed in Section 11.5.4 of this Plan.

HERITAGE CONSERVATION 6.3.2.17 Council shall encourage the retention, restoration and sensitive renovation of historic and/or architecturally significant residential buildings in accordance with the Heritage Conservation chapter of this Plan.

MAINTENANCE & REHABILITATION STANDARDS 6.3.2.18 Council shall promote the maintenance of Windsor’s housing stock at a standard sufficient to provide acceptable conditions of health, safety and appearance in accordance with the Community Improvement section of this Plan.

MONITOR HOUSING 6.3.2.19 The Municipality will continue to monitor residential development activity and the supply and affordability of existing housing.

SHORT TERM LAND SUPPLY 6.3.2.20 Council shall endeavor to maintain at least a three year supply of draft approved and registered residential lots and blocks in order to meet anticipated short term housing demands.

LONG TERM LAND SUPPLY 6.3.2.21 Council shall maintain at least a ten year supply of land designated for residential development to meet anticipated long term housing demands.

SECOND UNIT DEFINITION 6.3.2.22 A second residential unit (second unit) is a separate residential dwelling unit consisting of a separate access, kitchen, washroom, and living space that is within a single detached, semi-detached, or rowhouse dwelling (i.e. the primary dwelling unit) or a building accessory to the primary dwelling unit located on the same lot.

LOCATION OF SECOND UNITS 6.3.2.23 A second unit:

a) must be located on lands designated for residential use on Schedules D and E;

b) shall not be located within any part of a basement or cellar (i.e. part of a building below grade) within the floodplain areas shown on Schedule C; and

c) outside of the floodplain areas shown on Schedule C, shall not be located within any part of a basement or cellar (i.e. part of a building below grade) unless the following criteria have been met to the satisfaction of the Chief Building Official or City Engineer:

i. Eavestrough downspouts are disconnected from the City of Windsor’s sewer system;

ii. A sump pump has been installed; and

(added by OPA#63, June 21, 2007, B/L 100/2007)
iii. Where possible a backflow sanitary valve has been installed in the second unit.

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

**SECOND UNIT REQUIREMENTS**

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

a) The second unit conforms with the definition and location requirements set out in 6.3.2.22 and 6.3.2.23;

b) No additional dwelling units are present in the primary dwelling unit or buildings accessory to primary dwelling unit;

c) The second unit must be subordinate in scale and function to the primary dwelling unit and the Zoning By-law may regulate the gross floor area of the second unit;

d) Parking can be accommodated where required by the Zoning By-law;

e) Where located on a property identified on the Municipal Heritage Register or within a Heritage Area identified on Schedule G the second unit must not alter the exterior of an existing primary or accessory building visible from the street or other public space unless it is demonstrated, to the satisfaction of the City Planner, that the proposed alteration would not detract from the cultural heritage value and attributes of the property or Heritage Area; and

f) The second unit complies with health and safety standards and the second unit has been constructed in accordance with a building permit.

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

**REQUIREMENTS SPECIFIC TO A SECOND UNIT IN AN ACCESSORY BUILDING**

6.3.2.25 A second unit within a building that is accessory to a single-detached, semi-detached, or a rowhouse dwelling is permitted subject to the following criteria:

a) The proposed second unit conforms with the definition, location, and general requirements set out in 6.3.2.22 - 6.3.2.24;

b) The second unit shall have direct pedestrian access from a paved public street or alley;

c) The second unit shall have municipal sanitary sewer, municipal storm water outlet, electrical, and water services; and

d) A municipal address for the second unit shall be clearly visible from the public street.

(Amended by OPA122 - APPROVED November 21, 2018, B/L#148-2018)
### SEVERANCE OF SECOND UNIT PROHIBITED

**6.3.2.26** The severance of a second unit located within the primary dwelling unit or within a building accessory to the primary dwelling unit is prohibited.

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

### HEIGHT OF ACCESSORY BUILDING CONTAINING A SECOND UNIT ABOVE A GARAGE

**6.3.2.27** An application to allow a maximum height of up to 8m through a minor variance may be considered where the external second unit is proposed to contain all of its habitable space above a garage subject to the following criteria:

- (a) The height of the second unit does not exceed the height of the primary dwelling;
- (b) Significant trees and plantings are preserved on the subject property; and
- (c) Any adverse impacts to the streetscape or abutting properties are addressed through the second unit design and siting.

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

### CREATION OF LODGING HOUSE

**6.3.2.28** The combination of lodgers (i.e. persons provided with lodging for hire) within the primary and second dwelling units must not constitute a lodging house as defined within any City of Windsor by-law.

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

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## Chapter 7

### Pedestrian Network Policies

#### PEDESTRIAN MOVEMENT

**7.2.3.1** Council shall require all proposed developments and infrastructure undertakings to provide facilities for pedestrian movements wherever appropriate by:

- (a) Requiring safe, barrier free, convenient and direct walking conditions for persons of all ages and abilities;
- (b) Ensuring that all residents have access to basic community amenities and services and public transit facilities without dependence on car ownership; and
- (c) Providing a walking environment within public rights-of-ways that encourages people to walk to work or school, for travel, exercise, recreation and social interaction.

#### PEDESTRIAN NETWORK

**7.2.3.2** Council shall make pedestrian movement safer and more convenient by:

- (a) Requiring the provision of sidewalks in new developments as follows:
  - (i) On both sides of all Class I and Class II Arterial Roads, Class I and Class II Collector Roads and Scenic Drives; and
  - (ii) On at least one side of all Local Roads.
- (b) Giving priority to the completion of the pedestrian network in areas
where there is significant vehicular and pedestrian traffic and policy clause (a) her-in has not been met;

(c) Installing signalized pedestrian refuge median islands where warranted;

(d) Maintaining the structural integrity of all existing pedestrian network and walkway connections in neighbourhoods;

(e) Ensuring the natural surveillance of all existing pedestrian walkway connections in neighbourhoods to optimize safety such that the amount of unobservable space is minimized;

(f) Requiring street lighting;

(g) Requiring that all new residential subdivisions incorporate traffic calming measures consistent with the Traffic Calming Policy; and

(h) Providing special sidewalk treatments at all intersections to make visible the location of the pedestrian crossing to drivers and to provide a tactile warning to visually impaired pedestrians that they are about to cross a roadway.

**RESIDENTIAL AREAS** 7.2.6.18

Council shall encourage the development of a peaceful atmosphere in residential areas by:

(a) Maintaining an adequate system of Collector and Arterial roads to serve residential areas;

(b) Requiring the provision of appropriate noise control measures and off-street parking;

(c) Locating medium and high density residential development along Collector and Arterial roads; and

(d) Requiring the construction of sidewalks in accordance with policy 7.2.3.2;

(e) Requiring that traffic calming devices be included in the road design of any new residential subdivision in accordance with the Traffic Calming Policy;

(f) Applying the principles of the Traffic Calming Policy to existing roads in residential areas by ensuring that traffic calming is considered as part of any neighbourhood management plan and that traffic calming devices are placed where deemed to be necessary; and

(g) Requiring that the impact of noise and the feasibility of achieving noise control objectives must be considered as factors in determining the design of residential areas and that noise barriers be considered only when it has been demonstrated that alternate noise abatement solutions are not feasible.

**NEW DEVELOPMENT** 7.2.6.19

All proponents of development may be required to complete a Traffic Impact Study to support the feasibility of a proposal, and if feasible, identify appropriate traffic management measures, in accordance with the Procedures chapter of this Plan.
Traffic Calming in New Residential Subdivisions

7.2.6.20 Council shall require that all new residential subdivisions include traffic calming measures as an integral part of the road design. Administration will recommend appropriate traffic calming devices in all new subdivisions as follows:

(a) Traffic calming devices must permit and enhance safe movement by all non-vehicular modes of travel and by bicycle; and

(b) Traffic calming devices will conform with the provisions of the Traffic Calming Policy and will be considered within the context of the guidelines below:

(i) At the intersections of two local roads, roundabouts or traffic circles maybe utilized;

(ii) Curb extensions should be required at all intersections of Local and Collector Roads except where it is determined that they will have an adverse effect on transit or emergency services;

(iii) Within subdivisions, long straight-aways should be avoided. Chicanes should be utilized to avoid long straight-aways exceeding 300 metres in length.

Pollution Control Plants

7.3.4.4 Council shall protect pollution control plants from incompatible development in accordance with the Environment chapter of this Plan.

Chapter 8

8.7 Built Form

Infill Development

8.7.2.3 Council will ensure that proposed development within an established neighbourhood is designed to function as an integral and complementary part of that area’s existing development pattern by having regard for:

(a) massing;
(b) building height;
(c) architectural proportion;
(d) volumes of defined space;
(e) lot size;
(f) position relative to the road; and
(g) building area to site area ratios.

(h) the pattern, scale and character of existing development; and,
(Added by OPA #66–11/05/07-B/1.209-2007)
(i) exterior building appearance
(Added by OPA #66–11/05/07-B/1.209-2007)
9 Heritage Conservation

9.0 Preamble
A community’s identity and civic pride is rooted in physical and cultural links to its past. In order to celebrate Windsor’s rich history, Council is committed to recognizing, conserving and enhancing heritage resources.

This chapter of the Official Plan provides goals, objectives and policies to guide the conservation of Windsor’s heritage resources and should be read in conjunction with other parts of this Plan.

9.1 Goal

RECOGNIZE
CONSERVE & ENHANCE

9.1.1 The identification, recognition, protection, conservation, enhancement and proper management of heritage resources.

9.2 Objectives

CONSERVATION MANAGEMENT

9.2.1 To conserve Windsor’s heritage resources for the benefit of the community and posterity in a manner which respects their architectural, historical and contextual significance and ensures their future viability as functional components of Windsor’s urban environment.

INTEGRATE WITH PLANNING INITIATIVES

9.2.2 To integrate the conservation of heritage resources into comprehensive planning and urban design initiatives.

LEADERSHIP BY EXAMPLE

9.2.3 To lead the community in the protection, improvement, utilization and management of heritage resources by using municipally owned heritage properties as examples of proper conservation and stewardship.

PUBLIC AWARENESS & PARTICIPATION

9.2.4 To increase awareness and appreciation of Windsor’s heritage resources and encourage participation by individuals, organizations and other levels of government in heritage conservation.

9.3 Policies

9.3.1 General

CULTURAL HERITAGE RESOURCES DEFINITION

9.3.1.1 For the purpose of this Plan, heritage resources include built heritage resources and cultural heritage landscapes that Council has identified as being important to the community.
9.3.1.2 Built heritage resources include buildings, structures, monuments, installations or remains associated with architectural, social, political, economic or military history.

9.3.1.3 Cultural heritage landscapes are defined geographical areas of heritage significance, which have been modified by human activities such as archaeological sites, heritage conservation districts, parks/gardens, golf courses, neighbourhoods, cemeteries, trail ways, streets, street patterns and industrial complexes of cultural heritage value.

9.3.1.4 For the purpose of this Plan, a Heritage Area is an area or neighbourhood where there are collections of important heritage resources.

9.3.4 Protection of Heritage Resources

9.3.4.1 Council will protect heritage resources by:

(a) Requiring that development or infrastructure undertakings on lands containing potential archaeological resources avoid the destruction or alteration of these resources; or where this is not possible, requiring the proponent to conserve significant archaeological resources through documentation and removal or mitigation in advance of land disturbances, in accordance with the Ontario Heritage Act and the policies contained within the Windsor Archaeological Master Plan, its implementation manual and Schedule ‘C-1’: Development Constraint Areas – Archaeological Potential; ...
(b) Be advertised and be presented to the public and the views of the public ascertained at a public meeting to be held in accordance with the Planning Act; and,

(c) Be given due and thorough consideration by Council.

**EVALUATION CRITERIA** 11.4.2.3 Council will evaluate a plan of subdivision according to the following criteria:

(a) Provincial legislation, provincial policies and applicable provincial guidelines;

(b) Conformity with the policies of this Plan, Volume II: Secondary Plans and Special Policy Areas and other relevant municipal standards and guidelines;

(c) Conformity with the recommendations of any support studies prepared as part of the application;

(d) The continuation of an orderly development pattern;

(e) Impact of the development on adjacent properties; and

(f) The requirements or comments of Municipal departments and public agencies or authorities.

**ULTIMATE USE & ZONING** 11.4.2.4 The applicant shall be required to indicate the proposed uses for all lots, blocks and parcels in the subdivision and that the appropriate zoning classifications are approved or pending to reflect the intended use.

**CONDITIONS OF APPROVAL** 11.4.2.5 Council shall attach such conditions as it deems appropriate to the approval of a plan of subdivision. The applicant shall be required to satisfy these conditions, failing which, draft plan approval may be withdrawn. Such conditions may include, but are not limited to, the following:

(a) The fulfillment of any financial requirement to the Municipality;

(b) The conveyance of lands for public open space purposes or payments-in-lieu thereof in accordance with the Open Space policies of this Plan;

(c) The conveyance of lands for public highways or widenings as may be required, including pedestrian pathways, bicycle pathways and transit rights-of-ways;

(d) The conveyance of appropriate easements; and

(e) The construction of infrastructure.

**SUBDIVISION AGREEMENT** 11.4.2.6 All applicants shall be required to enter into a subdivision agreement with the Municipality in accordance with the Planning Act before final approval for a plan of subdivision is given by Council. All applicants shall be required to provide performance and maintenance securities to the Municipality to ensure the conditions of the subdivision agreement are fulfilled.
11.6.3  Zoning By-law Amendment Policies

**Amendments Must Conform**

11.6.3.1 All amendments to the Zoning By-law(s) shall conform with this Plan. The Municipality will, on each occasion of approval of a change to the zoning by-law(s), specify that conformity with the Official Plan is maintained or that the change will be in conformity upon the coming into effect of an amendment to the Official Plan.

**Review Procedure**

11.6.3.2 All applications for Zoning By-law amendments shall be processed in accordance with the provisions of the Planning Act, and regulations pursuant thereto, and the procedural requirements of this Plan. In general, after an applicant’s pre-application consultation meeting with municipal staff and submission of an application that is determined to be complete, all applications shall:

   Added by OPA 65 – 10/22/2007 – By-law 192-2007

(a) Be circulated to appropriate agencies and those agencies be provided with sufficient time to respond;  
   Added by OPA 65 – 10/22/2007 – By-law 192-2007

(b) Be advertised and be presented to the public and the views of the public ascertained at a public meeting to be held in accordance with the Planning Act; and  
   Added by OPA 65 – 10/22/2007 – By-law 192-2007

(c) Be given due and thorough consideration by Council.  
   Added by OPA 65 – 10/22/2007 – By-law 192-2007

**Evaluation Criteria**

11.6.3.3 When considering applications for Zoning By-law amendments, Council shall consider the policies of this Plan and will, without limiting the generality of the foregoing, consider such matters as the following:

(a) The relevant evaluation criteria contained in the Land Use Chapter of this Plan, Volume II: Secondary Plans & Special Policy Areas and other relevant standards and guidelines;

(b) Relevant support studies;

(c) The comments and recommendations from municipal staff and circularized agencies;

(d) Relevant provincial legislation, policies and appropriate guidelines; and

(e) The ramifications of the decision on the use of adjacent or similar lands.
APPENDIX C – EXCERPTS FROM ZONING BY-LAW 8600

SECTION 11 - RESIDENTIAL DISTRICTS 2. (RD2.)

11.1 RESIDENTIAL DISTRICT 2.1 (RD2.1)

11.1.1 PERMITTED USES

One Duplex Dwelling
One Semi-Detached Dwelling
One Single Unit Dwelling
Any use accessory to the preceding uses

11.1.5 PROVISIONS

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<tr>
<th>Use</th>
<th>Duplex Dwelling</th>
<th>Semi-Detached Dwelling</th>
<th>Single Unit Dwelling</th>
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<td>.1 Lot Width – minimum</td>
<td>12.0 m</td>
<td>15.0 m</td>
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<td>.2 Lot Area – minimum</td>
<td>360.0 m²</td>
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<td>45.0%</td>
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<td>.4 Main Building Height – maximum</td>
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<td>10.0 m</td>
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<td>6.0 m</td>
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<td>.6 Rear Yard Depth – minimum</td>
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</tr>
<tr>
<td>.7 Side Yard Width – minimum</td>
<td>1.20 m</td>
<td>1.20 m</td>
<td>1.20 m</td>
</tr>
</tbody>
</table>

SECTION 9 - GREEN DISTRICTS 1 (GD1.)

9.1 GREEN DISTRICT 1.1 (GD1.1)

9.1.1 PERMITTED USES

Child Care Centre
Public Park
Any use accessory to the preceding uses

9.1.5 PROVISIONS

<table>
<thead>
<tr>
<th>Use</th>
<th>Maximum</th>
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<td>.4 Building Height – maximum</td>
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<td>Lot having a lot area of less than 0.50 ha</td>
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<tr>
<td>Lot having a lot area of 0.50 ha or more</td>
<td>14.0 m</td>
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</table>
9.2 GREEN DISTRICT 1.2 (GD1.2)

9.2.1 PERMITTED USES

Child Care Centre
Club
Private Park
Public Park
Any use accessory to the preceding uses

9.2.5 PROVISIONS

.2 Lot Area – minimum 1,850.0 m²
.3 Lot Coverage – maximum 25.0%
.4 Building Height – maximum

Lot having a lot area of less than 0.5 ha 9.0 m
Lot having a lot area of 0.5 ha or more 14.0 m

9.3 GREEN DISTRICT 1.3 (GD1.3)

9.3.1 PERMITTED USES

Cemetery
Crematorium
Mausoleum
Any use accessory to the preceding uses

9.3.5 PROVISIONS

.2 Lot Area – minimum 10,000.0 m²
.3 Lot Coverage – maximum 25.0%
.4 Building Height – maximum 9.0 m

9.4 GREEN DISTRICT 1.4 (GD1.4)

9.4.1 PERMITTED USES

Natural Heritage Area
Any use accessory to the Natural Heritage Area

9.4.3 PROHIBITIONS

.1 Buildings or structures not accessory to the Natural Heritage Area are prohibited

9.4.5 PROVISIONS

.4 Building Height – maximum 8.0 m, except for an observation platform, deck or tower
9.5 GREEN DISTRICT 1.5 (GD1.5)

9.5.1 PERMITTED USES

Stormwater Management Facility
Any use accessory to the Stormwater Management Facility

9.5.5 PROVISIONS

.50 A Stormwater Management Facility shall be built in accordance with the terms of an agreement entered into with the Corporation of the City of Windsor

SECTION 3 – DEFINITIONS

3.10 DEFINITIONS

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

MAIN USE means the principal use or uses of a building, lot, premises or structure.

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

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

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

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

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

NATURAL HERITAGE AREA means an area designated as a Candidate Natural Heritage Site, Environmental Policy Area, Greenway System, Natural Heritage or Waterway Corridors in the City of Windsor Official Plan, any provincially or federally designated area of natural and scientific interest or significant wetland, or any other area reserved for the protection and conservation of environmentally significant and/or sensitive natural features, functions or processes.

STORM WATER MANAGEMENT FACILITY means an area designed to handle run-off, including surface water and other drainage, from a period of precipitation. It does not include the handling of sanitary wastewater.
APPENDIX D: CONSULTATIONS TABLE

Comments from Municipal Departments & External Agencies

BELL CANADA WSP - Ryan Courville, July 30, 2019

We have reviewed the circulation regarding the above noted application. The following paragraph is to be included as a condition of approval:

“The Owner shall indicate in the Agreement, in words satisfactory to Bell Canada, that it will grant to Bell Canada any easements that may be required, which may include a blanket easement, for communication/telecommunication infrastructure. In the event of any conflict with existing Bell Canada facilities or easements, the Owner shall be responsible for the relocation of such facilities or easements”.

We hereby advise the Developer to contact Bell Canada during detailed design to confirm the provision of communication/telecommunication infrastructure needed to service the development.

As you may be aware, Bell Canada is Ontario’s principal telecommunications infrastructure provider, developing and maintaining an essential public service. It is incumbent upon the Municipality and the Developer to ensure that the development is serviced with communication/telecommunication infrastructure. In fact, the 2014 Provincial Policy Statement (PPS) requires the development of coordinated, efficient and cost-effective infrastructure, including telecommunications systems (Section 1.6.1).

The Developer is hereby advised that prior to commencing any work, the Developer must confirm that sufficient wire-line communication/telecommunication infrastructure is available. In the event that such infrastructure is unavailable, the Developer shall be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure.

If the Developer elects not to pay for the above noted connection, then the Developer will be required to demonstrate to the satisfaction of the Municipality that sufficient alternative communication/telecommunication will be provided to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e., 911 Emergency Services).

WSP operates Bell Canada’s development tracking system, which includes the intake and processing of municipal circulations. Please note, however, that all responses to circulations and other requests, such as requests for clearance, come directly from Bell Canada, and not from WSP. WSP is not responsible for the provision of comments or other responses.
ENGINEERING - DEVELOPMENT, PROJECTS & ROW – Patrick Winters, August 9, 2019

The applicant is requesting a zoning amendment from Development Reserve District 1.1 (DRD1.1) to Residential District 2.1 (RD2.1) and Green District 1.1 (GD1.1) in order to facilitate the construction of single unit dwellings, semi-detached dwellings, as well as a block of parkland and a 20m site buffer area. We have reviewed the servicing requirements of the subject lands pertinent to this application, and offer the following comments:

ROADS AND RIGHTS-OF-WAY:

The section of Wyandotte Street East fronting the subject lands was constructed by the City in 2007 and currently has a right of way width of 24m; no conveyance is required. Florence Avenue, south of Wyandotte Street East is classified as a class 2 collector road and requires a right of way width of 22m. We note based on the information circulated that the existing open alley running parallel to Florence Avenue through the site is needed in order to achieve the required right of way. Through discussions with Planning and Transportation Planning we understand this alley will be closed and conveyed to the applicant for these purposes.

Corner cut offs are required [4.6mx4.6m] in the southeast and southwest corners of the Florence Avenue and Wyandotte Street East Intersection, as well as in the northwest and southwest corners where Florence Avenue intersects Streets A and B.

In accordance with the Official Plan sidewalks will be required on both sides of the Florence Avenue extension and on 1 side of any newly created Streets A and B. A cul-de-sac is also required at the westerly limit of Street A.

We agree that a cul-de-sac should be provided at the south limit of Florence. At this point we do not know the timing for the extension to the south.

SEWERS:

There are municipal storm and sanitary sewers within the abutting road ways, available to service the subject property as follows:

Wyandotte
Storm Sewer: 1950mm RCP

Elinor
Sanitary Sewer: 350mm Asbestos Cement

Florence
Sanitary: 1500mm Reinforced Concrete [south of development]

A servicing study is required for this development in order to confirm capacity exists in the proposed sewer outlets from this site. The City has recently completed a re-assessment study for the North Neighbourhood Pond, the findings of which the applicant will be required to comply with. We also note that this site lies within the 300m buffer required for the future expansion of the Little River Pollution Control Plant. The applicant is required to comply with set back requirements as specified by the Ministry of the Environment, Conservation and Parks.

**COST SHARING/OVERSIZING:**

The applicant is required to provide municipal services to the vacant lots fronting the east side of the Florence Avenue Extension. A 1ft reserve will be registered across the frontage of the these lots preventing access to the services until such time as the owners have paid their proportionate share of the cost of the infrastructure constructed.

The proposed development is also subject to cost sharing for the past construction of the trunk storm sewer on Wyandotte Street east and the North Neighbourhood. The City of Windsor has previously borne these costs in order to ensure the subject lands are able to be serviced.

In summary, we have no objections to this application, subject to the following conditions:

**SUBDIVISION AGREEMENT** – The applicant agrees to enter into a Subdivision Agreement with the Corporation of the City of Windsor with the General Provisions of Council Resolutions 233/98 and any other specific requirements.

**SERVICING STUDY** – The applicant shall agree to retain a consulting engineer to review the existing and proposed sewer system for this development to determine its affect on the municipal sewer system. The study shall be done to the satisfaction of the City Engineer and the Chief Building Official. The applicant is required to demonstrate that no negative impacts will be realized by the existing surrounding community, before the proposed development will be allowed to proceed.

**ALLEY CLOSING** – Prior to the issuance of a Building Permit, the applicant shall apply to the Street and Alley Closing Committee to close the existing alley adjacent to the subject property.

**CORNER CUT OFF** – The applicant(s) agree, prior to the issuance of a construction permit, to gratuitously convey corner cut offs at the following locations in accordance with City of Windsor Standard Drawing AS-230;

1. 4.6mx4.6m (15’x15’) corner cut off at the southeast and southwest corner of the Wyandotte Street East and Florence Avenue intersection;

2. 4.6mx4.6m (15’x15’) corner cut off at the northwest and southwest corner of the intersection between Florence Avenue and Street A; and
(3) 4.6mx4.6m (15’x15’) corner cut off at the northwest and southwest corner of the intersection between Florence Avenue and Street B;

**SIDEWALKS** – The applicant(s) agree to construct concrete sidewalks on both sides of Florence Avenue, and on one side of Streets A and B.

**OVERSIZING:**

(1) The Owner further agrees to pay to the Corporation, prior to the issuance of a construction permit, its share of the costs as determined by the City Engineer for previously oversized services that were constructed to ensure that the subject lands could be serviced.

(2) In the event that the Owner is required to oversize any services in order to service other vacant lands, it is agreed that any oversizing costs to be paid by the Corporation to the Owner shall be based on a cost-sharing scheme satisfactory to the City Engineer. Any cost-sharing scheme agreed to will be subject to the approval of the Corporation’s City Council.

**LITTLE RIVER POLLUTION CONTROL PLAN EXPANSION SET BACK** – The applicant(s) agree to comply with Ministry of the Environment, Conservation and Parks requirements relating to required set backs from the holding tanks to be constructed in the future when the Little River Pollution Control Plan is expanded.

**STREET A CUL-DE-SAC** – The applicant(s) agree to construct a cul-de-sac with a minimum radius of 9.5m at the westerly limit of Street A and another at the south limit of Florence.

If you have any questions or concerns, please contact Pat Winters at 519-255-6257, ext. 6462.

**ENVIRONMENTAL SERVICES** – Anne Marie Albidone, July 19, 2019
No concerns from Environmental Services

**ENVIRONMENTAL & SUSTAINABILITY COORDINATOR** - Averil Parent, Nov. 4, 2019 (Revised)
I realise the discussion about the trees in the middle coming down has already happened and I am aware that the type of trees they were was undesirable. However, from a climate change perspective, these mature trees would have provided stormwater retention and heat mitigation benefits to the development had they been left in place. My recommendation is that the following be a condition of approval of the draft plan of subdivision:

The owner/applicant shall agree to plant two new trees in blocks 26 to 34, one in the back and one in the front yards, as well as all other blocks having at least one new tree planted, to begin to compensate for this loss, to the satisfaction of the Executive Director of Parks.

I would also recommend that trees should be planted in the parkland allowance, subject to review by the Park department.
Also from a climate change perspective, new trees planted should incorporate native species and be adaptable to future climate models projecting increased hot days and average temperatures to 2050, to the satisfaction of the Executive Director of Parks.

**ENWIN UTILITIES (Hydro Engineering) - Cecile Dalgleish, August 9, 2019**

No Objection, provided adequate clearances are achieved and maintained. Enwin has existing underground infrastructure along the north limits of the site with 120/240 volt streetlight distribution.

Prior to working in these areas, we would suggest notifying your contractor and referring to the Occupational Health and Safety Act and Regulations for Construction Projects to confirm clearance requirements during construction. Also, we suggest referring to the Ontario Building Code for permanent required clearances for New Building Construction.

**ENWIN UTILITIES (Water Engineering) – Cecile Dalgleish, August 9, 2019**

Water Engineering has no objections.

**ESSEX REGION CONSERVATION AUTHORITY (ERCA) – AUGUST 9, 2019:**

[See comment on pages 8, 9 & 10 of this Appendix D]

**HERITAGE PLANNER– Kristina Tang, August 9, 2019**

The Archaeological Assessments provided must be reviewed and confirmed by the Ministry of Tourism Culture and Sport to be entered into the Ontario Public Register of Archaeological Reports.

There are several recommendations offered in the Stage 1 and 2 report.

The chosen strategy as proposed by the applicant is for parkland conveyance of the archaeological protection zone and other lands totaling to 0.52 ha/ 1.29 ac (shown as Block 35 on the Draft Plan of Subdivision) to the City of Windsor. This parkland conveyance has not been confirmed to be agreed to by the City. Decision on the parkland conveyance by the City will determine the subsequent steps necessary to fulfil the archaeological requirements as described in the Stage 1 & 2 Assessment. The recommendations and chosen strategy, as confirmed through MTCS’s review letter, will need to be followed and addressed.

**HYDRO ONE– Iwona Lipowski, July 29, 2019**

We are in receipt of your Plan of Subdivision application, SDN 003-19 dated July 19th, 2019. We have reviewed the documents concerning the noted Plan and have no comments or concerns at this time. Our preliminary review considers issues affecting Hydro One’s 'High Voltage Facilities and Corridor Lands' only.

For proposals affecting 'Low Voltage Distribution Facilities’ the Owner/Applicant should consult their local area Distribution Supplier. Where Hydro One is the local supplier the Owner/Applicant must contact the Hydro subdivision group at subdivision@Hydroone.com or 1-866-272-3330.

To confirm if Hydro One is your local distributor please follow the following link:
http://www.hydroone.com/StormCenter3/
Please select “Service Territory Overly” and locate address in question by entering the address or by zooming in and out of the map.

If you have any further questions or inquiries, please contact Customer Service at 1-888-664-9376 or e-mail CustomerCommunications@HydroOne.com to be connected to your Local Operations Centre.

**LANDSCAPE ARCHITECT** – Stefan Fediuk, August 20, 2019

In collaboration with Parks Department, there are no objections to the proposed development.

Parks approves of the parkland being conveyed to augment the parkland of the Little River Corridor Naturalized Area, since the proposed parkland has been identified by MNRF as naturally significant as well as the City’s Heritage Planner as archeologically significant. Parks intention is to acquire the lands are part of the inventory of green space to help preserve significantly important natural areas as per REDISCOVR OUR PARKS (the City of Windsor’s Parks and Outdoor Recreation Master Plan), however will ensure that the land remains in a natural setting.

In similar situations there has been evidence of encroachment by the abutting residences into such land. Therefore it is recommended, that in addition to the standard one tree per unit as proscribed by the current 4th edition of the City of Windsor’s Landscape Requirement for Development, and as required in section 4.8 Dedicated Parkland, Clause 4.8.15 Fencing the developer shall install a non-permeable (no gates) 1.8m (6ft) fence between the boundaries of the proposed residences and the proposed parkland (Block 35 of the Draft Plan: J-794′A’) and the existing parkland of Little river Corridor, as a Condition of the Subdivision development.

The developer is not required to develop the land however, Parkland Development Fees are to be collected as per the Planning Act.

**MINISTRY OF MUNICIPAL AFFAIRS & HOUSING (MMAH)** – Marion-Frances Cabral, Dec. 11, 2019

- MINISTRY OF ENVIRONMENT CONSERVATION & PARKS (MECP)
- MINISTRY OF NATURAL RESOURCES AND FORESTRY (MNRF)

[See pages 15 & 16 for Ministry comment received dated November 28, 2019]

**PROPERTY ASSESSMENT** – Jose Mejalli, July 22, 2019

We have no objection to the zoning amendment allowing residential development by way of plan of subdivision.

**TRANSIT WINDSOR** – Jason Scott, July 22, 2019

Transit Windsor has no objections to this development. We currently have one bus route servicing the portion of Wyandotte St E that this proposed subdivision is off of with 1 bus stop right at the corner of Florence. We are finalizing our transit master plan this fall, but service would only be enhanced in this area or maintained, not diminished.

**TRANSPORTATION PLANNER** – Juan Paramo, August 9, 2019
Overall, Transportation Planning supports the subject Zoning By-law amendment subject to the following requirements:

- As per Section 7.2.6.23 of the Official Plan, a gratuitous land conveyance for a 4.6m x 4.6m corner cut-off will be required at the following intersections:
  - Southeast and southwest corner of Florence Avenue and Wyandotte Street East
  - Northwest and southwest corner of Florence and “Street A”
  - Northwest and southwest corner of Florence and “Street B”

- Wyandotte Street East is a municipal roadway classified by the Official Plan as a Class II Arterial road. The Little River Crossing Environmental Assessment has been completed for this section of Wyandotte Street East and the approved design does not identify additional land requirements.

- As a condition of this application, the owner shall agree that sidewalks are to be constructed at the owner’s expense or contribute towards future construction of sidewalk along both sides of Florence Avenue and on one side of Street A and Street B.

- The westerly limit of Street A shall be terminated in a cul-de-sac that meets the City of Windsor Standards.

- All exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

- All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings

**WINDSOR FIRE & RESCUE SERVICES** – John Lee, July 22, 2019
No concerns from WFRS to rezone.

**WINDSOR POLICE SERVICE** - Barry Horrobin, September 5, 2019
I feel the proposed application to convert this currently vacant agricultural land parcel to a residential development represents a reasonable and appropriate form of infill development on the subject lands that will not negatively impact public safety. I would like to bring forward the following features of this plan of subdivision from the perspective of optimizing safety and security that should be considered as the application moves through the approval process:

The application calls for the construction of two different dwelling types (single detached and semi-detached dwellings). It is important to remember in new subdivisions such as this to ensure the resultant design will allow for each individual property to be easily identified in the event of an emergency. This is so that police responders can accurately locate the right address where an emergency call for assistance is required. Therefore, it is very important that each separate dwelling unit have a prominently displayed address number that is at least 5” high, is of a contrasting colour to the backdrop onto which it is mounted, and can be easily seen from the
adjacent roadway without obstruction. This will optimize the address number location and subsequent identification by the Police during an emergency response.

It is my understanding that Florence Avenue will eventually be opened up to continue southward from this property’s southern limits. This will ultimately help in establishing an additional view corridor into the natural green space area (Block 35) as a means to help detect suspicious activity that may go on there. In the meantime, as the space occupied by lots #5 through 12 gets developed, it will be important that side yard widths for those properties adhere to City standards to maintain some degree of observation connectivity to the natural area that abuts them.

Pedestrian safety is very important in all neighbourhoods; including an infill subdivision like what is being proposed here. In this regard, sidewalks need to be provided for the proper and safe movement of pedestrians, plus proper LED street lighting as well. Ideally, sidewalks should be placed with at least 3 feet of separation from the curb of the adjacent roadway to provide safe physical separation between vehicles and pedestrians. This separation distance also serves to enhance the driver’s field of view of the entire roadway environment (which includes adjacent sidewalk areas) as they are traveling down the road. The outcome from such a design that supports optimal public safety is a greater ability for drivers to safely stop suddenly if circumstances cause them to do so.

From an optimal public safety perspective, we are highly recommending the architectural design, for the majority of the new residential dwellings, not represent a “garage-thrusted” appearance. In such instances, the front entrance of the home is somewhat obscured from view from the abutting roadway due, at least in part, to the protrusion of the attached garage toward the front of the property at the street. Such a design de-emphasizes architectural orientation to the street, thereby reducing the level of natural citizen surveillance within the neighbourhood. Houses where the front door is not easily observable from the roadway can be more susceptible to criminalization since the limited observability of such offers criminals a greater degree of discretion. This request is consistent with section 1.1.1[c] of the Provincial Policy Statement (“Avoiding development and land use patterns which may cause environmental or public health and safety concerns”) and section 8.12.1.1 of the Official Plan (“Designs will be encouraged which enhance a sense of personal safety and to reduce the opportunity of crime”). The Windsor Police Service concedes to the fact this is not something that can be made a condition of the development but we are suggesting it nonetheless to promote an overall safe residential design. A reasonable solution to address this concern is to at least offer a mix of housing designs whereby not all of them feature garage-thrusted façades.
August 1, 2019

JUSTINA NWAELSEI
PLANNER
CITY OF WINDSOR
350 CITY HALL SQUARE W, SUITE 320
WINDSOR ON  N9A 6S1

Reference: ZNG-013/19 [ZNG/5875] AND SDN-003/19 [SDN/5831]

Dear Justina,

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

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

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

**Developer timeline and installation**
1. Please provide Canada Post with the excavation date for the first foundation/first phase as well as the date development work is scheduled to begin. Finally, please provide the expected installation date(s) for the CMB(s).

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

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

Additional Developer Requirements:
- The developer will consult with Canada Post to determine suitable permanent locations for the Community Mail Boxes. The developer will then indicate these locations on the appropriate servicing plans.
- The developer agrees, prior to offering any units for sale, to display a map on the wall of the sales office in a place readily accessible to potential homeowners that indicates the location of all Community Mail Boxes within the development, as approved by Canada Post.
- The developer agrees to include in all offers of purchase and sale a statement which advises the purchaser that mail will be delivered via Community Mail Box. The developer also agrees to note the locations of all Community Mail Boxes within the development, and to notify affected homeowners of any established easements granted to Canada Post to permit access to the Community Mail Box.
- The developer will provide a suitable and safe temporary site for a Community Mail Box until curbs, sidewalks and final grading are completed at the permanent Community Mail Box locations. Canada Post will provide mail delivery to new residents as soon as the homes are occupied.
- The developer agrees to provide the following for each Community Mail Box site and to include these requirements on the appropriate servicing plans:
  ▪ Any required walkway across the boulevard, per municipal standards
  ▪ Any required curb depressions for wheelchair access, with an opening of at least two metres (consult Canada Post for detailed specifications)
  ▪ A Community Mailbox concrete base pad per Canada Post specifications.
August 09, 2019

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

Dear Ms. Nwaesei:

WYANDOTTE (SW CORNER OF FLORENCE)
ARN 373906045006500; PIN: 015960820

The following is provided as a result of our review of Zoning By-Law Amendment Z-013-19, [ZNG-5875], and application for Draft Plan of Subdivision Approval SDN-003-19, [SDN-5831]. The applicant is requesting a zoning amendment for the subject lands from “Development Reserve District (DRD1.1) to “Residential District (RD2.1) and “Green District 1.1 (GD1.1) in order to permit the proposed development of a new residential subdivision. This subdivision is proposed to contain single detached units, and semi detached units to equal a total of 49 units. It is our understanding that a block will be created for parkland use, a hedgerow buffer area, and a stormwater management pond within the development. We also acknowledge that a holding zone symbol will be in place until a Final Plan of Subdivision can be registered.

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

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

We have reviewed this development proposal with regard to the natural hazard policies of the PPS and advise that flood risks pertaining to this property can be mitigated through our development review process. The above noted property is subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the Conservation Authorities Act (Ontario Regulation No. 158/06). As the parcel falls within the regulated area of the Little River and Lake St. Clair, the property owner will be required to obtain a Permit from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by the regulations.

We have reviewed the “Ingress and Egress Report” dated October 24, 2018, completed by Haddad Morgan & Associates Ltd, and are satisfied with the safe access routes identified during the 1:100 year
Ms. Nwaesei  
August 09, 2019

storm event. We would advise the applicant to submit an application for ERCA Development Review for this subdivision development at their earliest convenience.

**WATERSHED BASED RESOURCE MANAGEMENT AGENCY**

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

**SECTION 1.6.6.7 Stormwater Management (PPS, 2014)**

We are concerned with the potential impact of the quality and quantity of runoff, and overland flow routing with regards to the downstream watercourse. We therefore request the inclusion of the following conditions in the Draft Plan of Subdivision Development Agreement to satisfy our concerns:

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

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

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

It is our understanding that the subject property may support habitat of endangered species and threatened species. Section 2.1.7 of the PPS 2014 states "Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements." Upon review of the application information circulated, the applicant received correspondence from the Ministry of Natural Resources and Forestry (MNRF) informing of the potential presence of species at risk on the property. We acknowledge that MNRF advised that the retention of the hedge row feature located on the west and south side of the
Ms. Nwaesei  
August 09, 2019

property would be an adequate mitigation to comply with the Species at Risk Act and the Endangered Species Act. As the MNRF has found this proposal acceptable we would have no other concerns regarding the natural heritage polices of the PPS.

**FINAL RECOMMENDATION**

Provided that the above noted conditions are included in the Draft Plan of Subdivision Agreement we would have no objections to these applications for Zoning By-law Amendment or Draft Plan of Subdivision Approval.

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

Sincerely,

Corinne Chiasson  
Resource Planner  
/cor
November 28, 2019

Ms. Justina Nwasei
City of Windsor
350 City Hall Square West
Windsor, ON N9A 6S1

Subject: VGA Investment Inc.
Wyandotte St. and Florence Avenue
City of Windsor files: SDN 003/19 AND Z013/19

Dear Ms. Nwasei,

The Ministry received request for comments from the City of Windsor with regard to the above noted file. The City requested review by the Ministry of Natural Resources and Forestry (MNRF) and the Ministry of the Environment, Conservation and Parks (MECP).

In reviewing and making decisions on land use planning applications, all approval authorities are responsible for the consideration of the Provincial interests as set out in the Planning Act and the Provincial Policy Statement. In making the determination of whether the applications are consistent with the Provincial Policy Statement (“PPS”) we direct the Municipality’s attention to the following comments.

The MNRF has advised that staff have provided comment on this proposed development in July 2017 directly to the proponent. However, as you are aware the MECP assumed responsibility of the Endangered Species Act since that time.

MNRF understands that the surrounding forested areas of the subject property appear to be considered significant woodland, and no vegetation is planned to be removed as part of the proposed project. MNRF does not have any concerns with the proposed development at this time.

The MECP were also circulated and provide the following comments with regard to the conditions of Draft Approval. MECP recommends that the City of Windsor consider imposing is as follows:

1) “That the fully executed subdivision agreement between the Owner and the City of Windsor shall contain a provision requiring the Owner to design the subdivision such that the existing perimeter hedgerows are retained, and furthermore, that the shrub thicket to
the south will not be disturbed in anyway. These measures to be incorporated for the purpose of “Species at Risk/ Habitat Protection.”

MECP would prefer that the City of Windsor be the clearing agency for this proposed condition of draft approval prior to final approval. That is, the ministry does not need to provide written clearance to the City of Windsor of proposed condition of draft approval #1 above. The MECP does not feel it needs to confirm such prior to final approval as the MECP is confident that the City of Windsor will ensure this provision is incorporated into their own subdivision agreement with the proponent.

Should you have any questions, or require further comments please contact me by telephone at 519-873-4769 or by email at marion-frances.cabral@ontario.ca.

Yours truly,

Marion-Frances Cabral
Planner, Municipal Services Office – Western
No Comment was received from the following:

- COGECO CABLE
- WALPOLE ISLAND FIRST NATIONS
- CANADA MORTGAGE & HOUSING CORPORATION (CMHC)
- WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD (WECDSB)
- GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD (GECDSB)
- SITE PLAN APPROVAL OFFICER
- ENBRIDGE GAS (Formerly UNION GAS)
- WINDSOR ESSEX COUNTY HEALTH UNIT
NOTE: FOR INFORMATION ONLY. SEE LARGE SCALE DRAWINGS FOR FURTHER DETAILS.

DRAFT PLAN OF SUBDIVISION

MAP NO: SDN-003/19-1
APPLICANT: VGA INVESTMENTS INC.

CITY OF WINDSOR PLANNING DEPARTMENT

PREPARED BY: VERHAEGEN LAND SURVEYORS
PLAN CAD DATE: DEC. 10, 2019
PLAN FILE NO: 19-47-421-00

City Council Agenda - February 3, 2020
Page 182 of 324
NOTE: FOR INFORMATION ONLY. SEE LARGE SCALE DRAWINGS FOR FURTHER DETAILS.

**PROPOSED SITE LAYOUT**

**MAP NO:** SDN-003/19-2

**APPLICANT:** VGA INVESTMENTS INC.

**CITY OF WINDSOR PLANNING DEPARTMENT**

PREPARED BY: HADDAD, MORGAN & ASSOCIATES LTD.

DATE: DEC. 11, 2019

PROJECT NO.: 17-A176

DRAWING NO.: 5K-01-R1
WHEREAS it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March, 1986, as heretofore amended:

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

1. By-law Number 8600 is further amended by changing the Zoning District Maps or parts thereof referred to in Section 1, of the by-law and made part thereof, so that the zoning district symbol of the lands described in Column 3 shall be changed from that shown in Column 5 to that shown in Column 6:

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Zoning District Map Part</th>
<th>Lands Affected</th>
<th>Official Plan Amendment Number</th>
<th>Zoning Symbol</th>
<th>New Zoning Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>14</td>
<td>Part of Lot 138, Concession 1, described as Block 35 on Map No. SDN-003/19-1 (located on the southwest corner of Wyandotte Street East and Florence Avenue intersection)</td>
<td>-</td>
<td>DRD1.1</td>
<td>GD1.4</td>
</tr>
</tbody>
</table>

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

"383. **SOUTHWEST CORNER OF WYANDOTTE STREET EAST AND FLORENCE AVENUE**

“For the lands comprising Part of Lot 138, Concession 1, further described as Block 35 on Map No. SDN-003/19-1, sections 5.8.1 and 5.8.5 shall not apply, and site alteration is not permitted, except after the local Aboriginal communities are consulted and Ministry of Tourism, Culture & Sports (MTCS) has issued its clearance. [ZDM 14; ZNG/5875]"

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

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Zoning District Map Part</th>
<th>Lands Affected</th>
<th>Official Plan Amendment Number</th>
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<td>Part of Lot 138, Concession 1, described as Block 35 on Map No. SDN-003/19-1 (located on the southwest corner of Wyandotte Street East and Florence Avenue intersection)</td>
<td>-</td>
<td>S.20(1)383</td>
</tr>
</tbody>
</table>

4. By-law Number 8600 is further amended by changing the Zoning District Maps or parts thereof referred to in Section 1, of the by-law and made part thereof, so that the zoning district symbol of the lands described in Column 3 shall be changed from that shown in Column 5 to that shown in Column 6:

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<th>New Zoning Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>14</td>
<td>Part of Lot 138, Concession 1, described as Block 36 on Map No.</td>
<td>-</td>
<td>DRD1.1</td>
<td>GD1.5</td>
</tr>
</tbody>
</table>
5. By-law Number 8600 is further amended by changing the Zoning District Maps or parts thereof referred to in Section 1, of the by-law and made part thereof, so that the zoning district symbol of the lands described in Column 3 shall be changed from that shown in Column 5 to that shown in Column 6:

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<th>Official Plan Amendment Number</th>
<th>Zoning Symbol</th>
<th>New Zoning Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>14</td>
<td>Part of Lot 138, Concession 1, excluding lands described as Block 35 and Block 36 on Map No. SDN-003/19-1 (located on the southwest corner of Wyandotte Street East and Florence Avenue intersection)</td>
<td>-</td>
<td>DRD1.1</td>
<td>HRD2.1</td>
</tr>
</tbody>
</table>

4. That the holding ('H') symbol **BE REMOVED** when the applicant/owner submits an application to remove the 'H' symbol and the following conditions are satisfied:

   a) The Owner(s) apply to remove the hold provision; and

   b) Registration of a Final Plan of Subdivision.

DREW DILKENS, MAYOR

CLERK

First Reading - , 2020
Second Reading - , 2020
Third Reading - , 2020
SCHEDULE 2

1. By-law _________ has the following purpose and effect:

To amend the zoning of the lands described as Part of Lot 138, Concession 1, as in R1158427 save and except Part 1, Plan 12R-22261, along with the abutting north/south alley to be closed and acquired and be further described in a Reference Plan (located on the southwest corner of Wyandotte Street East and Florence Avenue intersection), by changing the zoning from Development Reserve District 1.1 (DRD1.1) to:

- Residential District 2.1 with an ‘H’ symbol (HRD2.1) on the subject land, excluding Blocks 35 & 36 – for residential development;
- Green District 1.4 (GD1.4) on Block 35 – for protection of existing hedgerows, existing cultural heritage value of the land and future treatment plan expansion buffer; and
- Green District 1.5 (GD1.5) on Block 36 – for storm water maintenance (dry pond).

This amendment facilitates the creation/development of 19 Lots for single detached dwellings and 15 blocks for semi-detached dwellings (resulting in 49 dwelling units, total) on the southwest corner of Wyandotte Street East and Florence Avenue intersection. This amendment supports a more compact development and helps optimize the use of existing municipal infrastructure and public facilities in the subject area. The amendment provides the opportunity to develop the subject underutilized lands.

2. Key map showing the location of the lands to which By-law _________ applies.

[Diagram of zoning map]
From: Omar
Sent: Friday, January 10, 2020 8:50 AM
To: Nwaesei, Justina <jnwaesei@citywindsor.ca>
Subject: Written submission for file number zng/5875&sdn/5831

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

Omar Abouhussein 581 Elinor st windsor

I'd like to enter into the record that when the development takes place at this land the flooding we experience on my street will increase. Elinor st doesn't have storm sewers therefore the road floods. In the winter the flooding causes ice which breaks up the road further. Before this zoning is approved I'd like to know what's the plan to upgrade the roads and sewers so as to handle the additional water and sewage? Furthermore do they intend to add to the parkland in the area so as to allow for the extra people in the area and flood mitigation?

In the past I have reached out to my city councilor and the mayor with regards to the roads to no avail.

Be advised that I will be seeking damages. If these questions go unanswered as has been the case in the past and if situation gets worse as additional homes are added.

If you require further detail you can contact me at 519 992 3576.

Thank you
Omar Abouhussein.

Get Outlook for Android
Committee Matters: SCM 16/2020

Subject: Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by 2605385 Ontario Inc. for 1200 University Avenue West (Ward 3)

Moved by: Councillor Holt
Seconded by: Councillor Sleiman

Decision Number: DHSC 127

I. THAT the request made by 2605385 Ontario Inc. on behalf of the property owner (i.e. AIPL Canada Holdings Inc.) to participate in the Brownfield Tax Assistance Program BE APPROVED for the proposed remediation and redevelopment at 1200 University Avenue West for up to 3 years pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan; and,

II. THAT the request made by 2605385 Ontario Inc. on behalf of the property owner (i.e. AIPL Canada Holdings Inc.) to participate in the Brownfield Rehabilitation Grant Program BE APPROVED for 70% of the municipal portion of the tax increment resulting from the proposed redevelopment at 1200 University Avenue West for up to 10 years or until 100% of the eligible costs are repaid pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan; and,

III. THAT, Administration BE DIRECTED to prepare a tax cancellation by-law to implement the Brownfield Tax Assistance Program in accordance with the Municipal Act and that the draft tax cancellation by-law and appropriate information and material be sent to the Provincial Government for approval and request matching education property tax assistance for 1200 University Avenue West in accordance with the Provincial Brownfield Financial Tax Incentive Program; and,

IV. THAT Administration BE DIRECTED to prepare an agreement between 2605385 Ontario Inc., AIPL Canada Holdings Inc., and/or persons or companies that have legally been assigned the right to receive grant payments and the City to implement the Brownfield Rehabilitation Grant Program in accordance with all applicable policies, requirements, and provisions contained within the Brownfield Redevelopment Community Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implications; and,
V. THAT the CAO and City Clerk BE AUTHORIZED to sign the Brownfield Tax Assistance and Rehabilitation Grant Agreements; and,

VI. THAT the approval to participate in the Brownfield Tax Assistance and Brownfield Rehabilitation Grant Program EXPIRE if the grant agreement is not signed by applicant within one year following Council approval. The City Planner may extend the deadline for up to one year upon request from the applicant.

Carried.

Report Number: S 190/2019
Clerk’s File: Z/8955

Clerk’s Note: the recommendation of the Standing Committee and Administration are the same.
Subject: Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by 2605385 Ontario Inc. for 1200 University Avenue West (Ward 3)

Reference:
Date to Council: January 13, 2020
Author: Greg Atkinson, Senior Planner
519-255-6543 ext. 6582
gatkinson@citywindsor.ca
Planning & Building Services
Report Date: October 16, 2019
Clerk’s File #: Z/8955

To: Mayor and Members of City Council

Recommendation:

I. THAT the request made by 2605385 Ontario Inc. on behalf of the property owner (i.e. AIPL Canada Holdings Inc.) to participate in the Brownfield Tax Assistance Program BE APPROVED for the proposed remediation and redevelopment at 1200 University Avenue West for up to 3 years pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan; and,

II. THAT the request made by 2605385 Ontario Inc. on behalf of the property owner (i.e. AIPL Canada Holdings Inc.) to participate in the Brownfield Rehabilitation Grant Program BE APPROVED for 70% of the municipal portion of the tax increment resulting from the proposed redevelopment at 1200 University Avenue West for up to 10 years or until 100% of the eligible costs are repaid pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan; and,

III. THAT, Administration BE DIRECTED to prepare a tax cancellation by-law to implement the Brownfield Tax Assistance Program in accordance with the Municipal Act and that the draft tax cancellation by-law and appropriate information and material be sent to the Provincial Government for approval and request matching education property tax assistance for 1200 University Avenue West in accordance with the Provincial Brownfield Financial Tax Incentive Program; and,
IV. THAT, Administration BE DIRECTED to prepare an agreement between 2605385 Ontario Inc., AIPL Canada Holdings Inc., and/or persons or companies that have legally been assigned the right to receive grant payments and the City to implement the Brownfield Rehabilitation Grant Program in accordance with all applicable policies, requirements, and provisions contained within the Brownfield Redevelopment Community Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implications; and,

V. THAT the CAO and City Clerk BE AUTHORIZED to sign the Brownfield Tax Assistance and Rehabilitation Grant Agreements; and,

VI. THAT the approval to participate in the Brownfield Tax Assistance and Brownfield Rehabilitation Grant Program EXPIRE if the grant agreement is not signed by applicant within one year following Council approval. The City Planner may extend the deadline for up to one year upon request from the applicant.

Executive Summary:
N/A

Background:

Brownfield Redevelopment Community Improvement Plan (CIP)
Brownfield sites are properties that may be contaminated due to previous industrial or commercial uses such as a manufacturing facility or gas station. City Council approved a Brownfield Redevelopment CIP at its April 19, 2010 meeting for the purpose of encouraging the study, clean-up, and redevelopment of contaminated properties. The approval of the CIP was the result of nearly five years of study and consultation, which began in October 2005.

Importance of Brownfield Redevelopment
In 2009 the City’s Planning Department identified 137 brownfield properties (i.e. 226 hectares or 559 acres) that are candidates for redevelopment. While the inventory is not exhaustive, it illustrates the significance of Windsor’s brownfield stock and the need to work with landowners to put these properties back into productive use.

Historically, there has been little interest in redeveloping brownfield sites due to the uncertainty surrounding the extent of contamination and the potential cost of clean-up.
The Brownfield Redevelopment CIP provides financial incentives to undertake the necessary studies and remedial work necessary to redevelop brownfield sites and reduce the potential negative impacts to the City's environment and neighbourhoods.

The benefits associated with brownfield redevelopment go far beyond the boundaries of the property. For example, they are often strategically located within existing built up areas of the City where services and other infrastructure, such as roads, schools, community facilities and public transit are already available, therefore additional infrastructure costs are not incurred to service these areas. The redevelopment of these sites also remove the negative stigma often associated with brownfield properties, which increases the value of the subject property and adjacent properties.

Brownfield sites also represent a significant underutilization of the land base. According to the National Round Table on the Environment and the Economy (2003), every hectare redeveloped through a brownfield project saves up to an estimated 4.5 hectares of greenfield land from being developed (i.e. agricultural land on the edge of the City); and for every dollar invested in a brownfield redevelopment, it is estimated that $3.80 is invested in the economy.

Site Background

The 0.9 hectare (2.3 acre) site is located at 1200 University Avenue West between Cameron Avenue and Elm Avenue (see Location Map). The property is designated Mixed Use in the Official Plan and zoned Commercial District (CD) 2.2, which permits a range of commercial uses and residential units within a mixed use building.

The property contains two existing buildings: 2,023 square metres (21,780 square feet) and 750 square metres (8,075 square feet) in size, respectively. The property was first developed in approximately 1783 as a horse-drawn passenger carriage operation. SW&A Street Railway (and later Hydro Electric Street Railway) operated at the property from approximately 1890 until 1947 as a trolley car (and bus) storage and maintenance operation.

MG Butler operated a hardware and industrial supply operation at 1220 University Avenue West from approximately 1951 until 2011. The building was renovated between 2012 and 2014 with plans for use as a restaurant and greenhouse, which did not materialize. 1200 University Avenue West was used as a roller skating rink, goods distribution, contractors office, and restaurant between 1949 and 2011. Both buildings are currently vacant. A building formerly located on north part of the property was occupied by manufacturing uses from the 1950s to 1980. It was demolished in 1987.

The property is recognized as a cultural heritage resource and is listed on the Municipal Heritage Registry.
An application under the Environmental Site Assessment Grant Program was approved by Council on April 15, 2019. The grant reimburses 50% of cost of Phase 2 Environmental Site Assessment work (e.g. soil and groundwater sampling)—in this case up to a maximum of $23,795.

The corporate directors for 2605385 Ontario Inc. (CIP applicant) are: Shabeg Singh, Dev Singh, and Sartaj S. Dhillon.

The corporate directors for AIPL Canada Holdings Inc. (property owner) are: Shabeg Singh and Dev Singh.

Discussion:

Proposed Brownfield Redevelopment

The redevelopment proposal includes a new six storey, multiple residential dwelling containing 148 dwelling units. The redevelopment plans also propose redevelopment of 1,737 square metres (or 18,700 square feet) of commercial space within the two existing buildings.

The Phase 2 Environmental Site Assessment study indicates remedial work is required in order to file a Record of Site Condition (RSC). A RSC documents the soil and groundwater quality relative to the prescribed standards for the proposed land uses. A remedial work plan prepared by the applicant’s environmental consultant proposes to remove 2,200 cubic metres of contaminated soil.

The total cost of the proposed soil remediation and filing a RSC is $400,000. The applicant also proposed to spend approximately $4,300,416 on other eligible costs such as:

- building rehabilitation and retrofit works;
- application and permit fees; and
- infrastructure upgrades.

The total project budget is $34,792,798. To offset the eligible costs the applicant has applied under the following Brownfield Redevelopment CIP programs:

Brownfield Property Tax Assistance Program
The Brownfields Property Tax Assistance Program may cancel any increase in municipal property taxes on a brownfield property for up to three years during rehabilitation and redevelopment. Through the municipality—applicants or property owners may also apply to the Province for a matching cancellation of any increase in education property taxes. Under the tax cancellation provision of the *Municipal Act* (i.e. section 365.1) the program may continue for up to three years while remediation and redevelopment are taking place.

The value of tax cancellation must be offset by eligible costs, which include any action taken to reduce the concentration of contaminants on, in, or under the property to permit a RSC to be filed (e.g. Phase II ESA, Risk Assessment, environmental remediation, placing of clean fill, installing environmental controls, monitoring, environmental insurance premiums, etc.).

To enact the program, Council must pass a tax cancellation by-law and make application to the Ministry of Municipal Affairs and Housing (i.e. on behalf of the applicant or owner) for cancellation of the education portion of the tax levy under the Provincial Brownfield Financial Tax Incentive Program (BFTIP). A tax cancellation agreement between the City, applicant, and owner is also required, which would cause any tax cancellation be repaid should a RSC not be filed. The tax cancellation agreement will be finalized prior to the passing of the tax cancellation by-law.

**Brownfield Rehabilitation Grant Program**

The Brownfield Rehabilitation Grant Program starts after the Brownfield Property Tax Assistance Program and Provincial BFTIP are complete. The purpose of the program is to encourage the remediation, rehabilitation and adaptive re-use of brownfield sites by providing grants to help pay for remediation costs not fully disbursed by the Brownfield Tax Assistance Program and BFTIP as well as non-environmental rehabilitation costs normally associated with brownfield site redevelopment (e.g. building rehabilitation, development application and building permit fees, and upgrading on-site /off-site infrastructure).

The program offers annual grants funded through the increase in municipal property tax levy created by the investment for up to 10 years to help offset eligible costs. In total the Tax Assistance and Rehabilitation Grant programs may offer up to 13 years of tax-based incentives. The annual grants are based on 70% of the difference between the municipal tax levy at the time of grant issuance and the date of approval to participate in the program. Annual grants are only paid out following the filing of a RSC, reassessment of the property, and the payment of the property taxes for the year in which the grant is to be provided.
The CIP specifies Brownfield Rehabilitation Grants will equal 70% of the municipal property tax increase for a project that employs standard construction methods and 100% of the municipal property tax increase for projects that achieve any level of Leadership in Energy and Environmental Design (LEED) certification. Should Council wish to approve less than the maximum Brownfield Rehabilitation Grant value it would achieve this by limiting how many years the grant payments would continue (i.e. between 1 and 10 years). Or a maximum grant limit may be imposed by Council.

Brownfield Development Charges Exemption Program

There is no application form for this program, however if approved under the Brownfield Rehabilitation Grant Program the applicant would automatically receive a 60% reduction in development charges owing in accordance with the Brownfield Redevelopment CIP and the City’s Development Charges By-law (No. 60-2015). Assuming the development employs standard construction methods—the reduction in development charges would be deducted from brownfield rehabilitation grants to be paid out. The reduction would be calculated based on already reduced core area development charges.

CIP Goals

City staff are supportive of the application as it meets all of the eligibility requirements specified within the Brownfield Redevelopment CIP. The proposed filing of a RSC and redevelopment of the former industrial property supports the following CIP goals:

- To promote the remediation, rehabilitation, adaptive re-use and redevelopment of brownfield sites throughout the City of Windsor in a fiscally responsible and sustainable manner over the long term;
- Improve the physical and visual quality of brownfield sites;
- Improve environmental health and public safety;
- Provide opportunities for new housing, employment uses, and commercial uses;
- Increase tax assessment and property tax revenues;
- Improving the land use compatibility of potential brownfield sites with surrounding land uses;
- Increase community awareness of the economic, environmental and social benefits of brownfield redevelopment; and
- Utilize public sector investment to leverage significant private sector investment in brownfield remediation, rehabilitation, adaptive re-use, and redevelopment.

Policy Support

The clean up and redevelopment of the site is supported by numerous policies within the 2014 Provincial Policy Statement, the City’s Official Plan, and the City’s Environmental Master Pan.
**Risk Analysis:**

There is little risk associated with the approval of the CIP applications in principle. Staff resources are required for the upfront administration of the grant programs, finalization of the legal agreements, and making application to the Province under the BFTIP.

Should Council refuse the request for financial incentives or approve an insufficient amount of incentives there is a risk of the project not moving forward. Should the clean up and redevelopment not occur the property would remain vacant and continue to negatively affect the surrounding properties and natural environment.

Approval to participate in the Tax Assistance Program is a prerequisite for participation in the Provincial Brownfield Financial Tax Incentive Program during the first three years of the project. Refusing the request to participate in this program would preclude the leverage of this Provincial tax cancellation.

**Financial Matters:**

Based on the proposed redevelopment plan submitted by the applicant, administration estimates the post-development property value assessment to be $23,172,000 (the current assessed value is $972,000). The post-development total annual tax levy is estimated to be $441,736, which is a significant increase from the current total (pre-development) annual levy of $44,490. The property owner has received a vacancy tax rebate for the past 13 years (e.g. 2018 vacancy tax rebate was $13,582).

The following is a summary of the maximum potential total grant value based on standard construction methods:

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Environmental Study Grants</td>
<td>$23,795</td>
</tr>
<tr>
<td>Reduction of Development Charges</td>
<td>$94,217</td>
</tr>
<tr>
<td>Tax Assistance Program/BFTIP (Year 1)</td>
<td>$397,245</td>
</tr>
<tr>
<td>Brownfield Rehabilitation Grants (standard construction) (Years 2-11)</td>
<td>$2,504,586</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,019,843</strong></td>
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The total grant value would offset an estimated 8.6% of the total project budget (i.e. $34,792,798) and 64% of the eligible costs under the Brownfield Redevelopment CIP (i.e. $4,700,416).
The Environmental Study Grant would be paid upon the submission of the Phase 2 ESA report and the development charges reduction would be provided at the time of building permit issuance. Both the Tax Assistance and Brownfield Redevelopment grants are provided after redevelopment has occurred, the property has been reassessed by MPAC, and the total taxes as it relates to the redevelopment have been paid to the City in full.

**Consultations:**

The development and approval of the Brownfield Redevelopment CIP was subject to extensive stakeholder and public consultation, which sought input from a wide range of stakeholders and internal City departments.

Planning staff have consulted with the applicant prior to accepting the Brownfield CIP applications. Staff from the Planning, Finance, and Legal Departments were consulted in the preparation of this report.

**Conclusion:**

Administration recommends that Council approve the requests from 2605385 Ontario Inc. on behalf of the property owner (i.e. AIPL Canada Holdings Inc.) to participate in the Tax Assistance and Brownfield Rehabilitation Grant Programs and direct Administration to make application to the Province under the BFTIP program on the applicant or owner’s behalf.

The proposed clean-up and redevelopment of this brownfield site conforms to the Brownfield Redevelopment CIP; assists the City in the achievement of a number of CIP, Official Plan, and Environmental Master Pan goals; and exemplifies the purpose for which the Brownfield Redevelopment Strategy was created.

**Planning Act Matters:**

N/A
Approvals:

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<tr>
<td>Don Nantais</td>
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<td>Michael Cooke</td>
<td>Manager of Planning Policy/Deputy City Planner</td>
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<td>Onorio Colucci</td>
<td>CAO</td>
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Notifications:

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<tr>
<th>Name</th>
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<tr>
<td>Shabeg Singh</td>
<td></td>
<td><a href="mailto:shabeg@advanceindia.co.in">shabeg@advanceindia.co.in</a></td>
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<td>Cindy McKee</td>
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</tr>
<tr>
<td>Vas Papadimantopoulos</td>
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<td><a href="mailto:vas@architecttura.com">vas@architecttura.com</a></td>
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Appendices:

1. Location Map
Subject: Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by Celernes Investment Partners Inc. for 374 Ouellette Ave (Ward 3)

Moved by: Councillor Holt
Seconded by: Councillor Sleiman

Decision Number: DHSC 128

I. THAT the request made by Celernes Investment Partners Inc. to participate in the Environmental Site Assessment Grant Program BE APPROVED for the completion of the proposed Phase II Environmental Site Assessment Study at 374 Ouellette Ave pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan; and,

II. THAT the City Treasurer BE AUTHORIZED to issue payment up to a maximum of $8,000 based upon the completion and submission of a Phase II Environmental Site Assessment Study completed in a form acceptable to the City Planner and City Solicitor.

Carried.

Report Number: S 234/2019
Clerk’s File: Z/8955

Clerk’s Note: the recommendation of the Standing Committee and Administration are the same.
Subject: Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by Celernus Investment Partners Inc. for 374 Ouellette Ave (Ward 3)

Reference:
Date to Council: January 13, 2020
Author: George Robinson, MCIP, RPP
Planner II- Revitalization & Policy Initiatives
Phone: 519-255-6543, ext. 6531
Email: grobinson@citywindsor.ca

Greg Atkinson, MCIP, RPP
Senior Planner- Economic Development
Phone: 519-255-6543 ext. 6582
Email: gatkinson@citywindsor.ca

Planning & Building Services
Report Date: December 4, 2019
Clerk’s File #: Z/8955

To: Mayor and Members of City Council

Recommendation:

I. THAT the request made by Celernus Investment Partners Inc. to participate in the Environmental Site Assessment Grant Program BE APPROVED for the completion of the proposed Phase II Environmental Site Assessment Study at 374 Ouellette Ave pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan; and,

II. THAT the City Treasurer BE AUTHORIZED to issue payment up to a maximum of $8,000 based upon the completion and submission of a Phase II Environmental Site Assessment Study completed in a form acceptable to the City Planner and City Solicitor.

Executive Summary:
N/A.
Background:

Brownfield Redevelopment Community Improvement Plan (CIP)

Brownfield sites are properties that may be contaminated due to previous industrial or commercial uses such as a manufacturing facility or gas station. City Council approved a Brownfield Redevelopment CIP at its April 19, 2010 meeting for the purpose of encouraging the study, clean-up, and redevelopment of contaminated properties. The approval of the CIP was the result of nearly five years of study and consultation, which began in October 2005.

Importance of Brownfield Redevelopment

In 2009 the City’s Planning Department identified 137 brownfield properties (i.e. 226 hectares or 559 acres) that are candidates for redevelopment. While the inventory is not exhaustive, it illustrates the significance of Windsor’s brownfield stock and the need to work with land owners to put these properties back into productive use.

Historically, there has been little interest in redeveloping brownfield sites due to the uncertainty surrounding the extent of contamination and the potential cost of clean-up. The Brownfield Redevelopment CIP provides financial incentives to undertake the necessary studies and remedial work necessary to redevelop brownfield sites and reduce the potential negative impacts to the City’s environment and neighbourhoods.

The benefits associated with brownfield redevelopment go far beyond the boundaries of the property. For example, they are often strategically located within existing built up areas of the City where services and other infrastructure, such as roads, schools, community facilities and public transit are already available, therefore additional infrastructure costs are not incurred to service these areas. The redevelopment of these sites also remove the negative stigma often associated with brownfield properties, which increases the value of the subject property and adjacent properties.

Brownfield sites also represent a significant underutilization of the land base. According to the National Round Table on the Environment and the Economy (2003), every hectare redeveloped through a brownfield project saves up to an estimated 4.5 hectares of greenfield land from being developed (i.e. agricultural land on the edge of the City); and for every dollar invested in a brownfield redevelopment, it is estimated that $3.80 is invested in the economy.
Site Background

The site is located in the Downtown neighbourhood on the east side of Ouellette Ave and north of Park Street (see Appendix A). The property has a frontage of 21m and an approximate land area of 0.07 hectare. It currently contains a 12 storey commercial building with a 2 storey mechanical penthouse that was completed in 1930, known as the Canada Building. According to the Phase I Environmental Site Assessment (ESA) report completed in November 2019, previous uses of the property have included a restaurant, beauty salon, barber shop, and retail on the main floor, and offices on the other floors. Historical uses surrounding the property have included retail, office, a former dry cleaning business, and a rifle range at the former Windsor Armory directly across the alley to the east.

The Canada Building was added to the Windsor Heritage Register as a designated property in 2008. Designed by architect Albert H. McPhail in the Arts and Crafts style, at the time of its completion in 1930 it was the tallest building in southwestern Ontario. Important elements in the heritage designation include the stonework on the western facade facing Ouellette, marble flooring in the first and second floor lobby areas, and ornate limestone detailing along the roofline of all four facades.

The subject property is located in the City Centre Planning District (Schedule E of the Official Plan). The land is designated ‘Mixed Use’ in the City’s Official Plan and it is zoned Commercial District (CD) 3.1, which permits a wide range of retail and service commercial uses, office uses, as well as dwelling units in a combined use building.

This grant application was made by Jackie Lassaline of Lassaline Planning Consultants, which has been authorized by the owner to act as agent for this application. The purchasers of the property are Celernus Investment Partners Inc., which is owned by Gordon Martin.

Discussion:

Environmental Site Assessment Grant Program

The Environmental Site Assessment (ESA) Grant Program offers a matching grant to property owners of brownfield sites to conduct environmental studies that provide information on the type and extent of contamination and potential remediation costs. The program offers 50% of the cost of an eligible study up to a maximum grant of $15,000.

The owner has redeveloped the ground floor for restaurant use (i.e. Mazaar). While a Record of Site Condition (RSC) is not required for regulatory purposes, the owner is undertaking a Phase II ESA study to determine if the subject property has been
impacted by uses that have historically surrounding the property. The Phase I ESA also identified potential environmental concern from former on-site coal use as a fuel source. Phase I and II ESA reports are often required to obtain traditional financing and insurance.

Clearly identifying the type and delineating the extent of any contamination is an essential step in moving forward with redevelopment plans. Upon completion the City would retain a copy of the final study report.

**Downtown CIP**

This property is also located in the Downtown Community Improvement Plan area. No applications for any program funds from the Downtown CIP have been received at this time, but the applicant has been advised of additional programs that are available for their project. Administration anticipates additional applications in the future.

**CIP Goals**

City staff is supportive of the application as it meets all of the eligibility requirements specified within the Brownfield Redevelopment CIP. The proposed study of 374 Ouellette Ave also supports the following CIP goals:

- To promote the remediation, rehabilitation, adaptive re-use and redevelopment of brownfield sites throughout the City of Windsor in a fiscally responsible and sustainable manner over the long term;
- Improve the physical and visual quality of brownfield sites;
- Improve environmental health and public safety;
- Provide opportunities for new housing, employment uses, and commercial uses;
- Increase tax assessment and property tax revenues;
- Promote Smart Growth, including the reduction of urban sprawl and its related costs;
- Increase community awareness of the economic, environmental and social benefits of brownfield redevelopment; and
- Utilize public sector investment to leverage significant private sector investment in brownfield remediation, rehabilitation, adaptive re-use, and redevelopment.

**Policy Support**

The study of brownfield sites to support clean up and redevelopment is supported by policies within the 2014 Provincial Policy Statement, the City’s Official Plan and the City's Environmental Master Plan.
Risk Analysis:

As with all brownfield sites, there is a degree of risk associated related to the potential presence of contamination. There is also risk associated with the inability to obtain a traditional mortgage for the property. The proposed study will assist in mitigating these risks. As already indicated, the City would retain a copy of the study for future reference.

Financial Matters:

The cost estimate (excluding HST) for completing the proposed Phase II ESA is $16,000. If approved the requested grant programs would provide a maximum of $8,000 toward the completion of the study. Should the actual costs of the study be less than what has been estimated the grant payments would be based on the lower amount. The grants would be paid out of the Brownfield Strategy/Remediation Account (project # 7069003), which has a current uncommitted balance of $633,083.

Consultations:

The development and approval of the Brownfield Redevelopment CIP was subject to extensive stakeholder and public consultation, which sought input from a wide range of stakeholders and internal City departments.

Planning staff have consulted with the applicant prior to accepting the application for the Environmental Study Grant programs. Staff from the Planning, Finance, and Legal Departments were consulted in the preparation of this report.

Conclusion:

City Staff recommend Council approve the request from Celernus Investment Partners Inc. to participate in the Environmental Site Assessment Grant Program. In the opinion of planning staff, the proposed study conforms to the Brownfield Redevelopment CIP and assists the City in the achievement of a number of the CIP goals.

Planning Act Matters:

N/A
Approvals:

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<tr>
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<tr>
<td>Jackie Lassaline</td>
<td></td>
<td><a href="mailto:jackie@lassalineplan.ca">jackie@lassalineplan.ca</a></td>
</tr>
<tr>
<td>Rhys Trenhaile</td>
<td></td>
<td><a href="mailto:rhys@thevanguardteam.com">rhys@thevanguardteam.com</a></td>
</tr>
<tr>
<td>Cindy Mckee</td>
<td></td>
<td><a href="mailto:cindy.mckee@woodplc.com">cindy.mckee@woodplc.com</a></td>
</tr>
<tr>
<td>Gordon Martin</td>
<td></td>
<td><a href="mailto:gmartin@celernus.com">gmartin@celernus.com</a></td>
</tr>
</tbody>
</table>

Appendices:

Appendix A – Location Map for 374 Ouellette Ave
Subject: Downtown CIP Grant Applications made by St. Clair Rhodes Development Corp. for 119 Chatham Street and 149 Chatham Street East, Ward 3

Moved by: Councillor Holt
Seconded by: Councillor Morrison

Decision Number: DHSC 129

I. THAT the request made by 2637283 Ontario Inc. (Owner) for the proposed development at 119 Chatham Street to participate in:
   a. the Building/Property Improvement Tax Increment Grant Program BE APPROVED for 100% of the municipal portion of the tax increment resulting from the proposed development for five (5) years in accordance with the Downtown Windsor Enhancement Strategy and Community Improvement Plan; and,
   b. the Commercial/Mixed Use Building Facade Improvement Grant Program BE APPROVED for a 50% matching grant to a maximum of $30,000 towards eligible costs pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan.

II. THAT the request made by St. Clair Rhodes Development Corp. (Owner) for the proposed development at 149 Chatham Street to participate in:
   a. the Building/Property Improvement Tax Increment Grant Program BE APPROVED for 100% of the municipal portion of the tax increment resulting from the proposed development for five (5) years in accordance with the Downtown Windsor Enhancement Strategy and Community Improvement Plan; and,
   b. the Commercial/Mixed Use Building Facade Improvement Grant Program BE APPROVED for a 50% matching grant to a maximum of $20,000 towards eligible costs pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan.

III. THAT Administration BE DIRECTED to prepare the agreements between the City and St. Clair Rhodes Development Corp. and 2637283 Ontario Inc. (Owners) to implement the Building/Property Improvement Tax Increment Grant Program in accordance with all applicable policies, requirements, and provisions contained within the Downtown Windsor Enhancement Strategy and Community Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implications.
IV. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Grant Agreements.

V. THAT the grant under the Commercial/Mixed Use Building Facade Improvement Grant Program for 119 Chatham Street and 149 Chatham Street **BE PAID** to St. Clair Rhodes Development Corp. and 2637283 Ontario Inc. upon completion of the facade improvements as shown in Appendix B to Report S233/2019 within one (1) year of Council approval subject to the satisfaction of the City Planner and Chief Building Official. Grant funds to come from the City Centre Community Development Planning Fund (Project #7011022).

VI. THAT should the facade improvements not be completed in one (1) year, City Council **AUTHORIZE** that the funds be uncommitted and made available for other applications.

Carried.

Report Number: S 233/2019  
Clerk’s File: Z/12916

Clerk’s Note: the recommendation of the Standing Committee and Administration are the same.
Subject: Downtown CIP Grant Applications made by St. Clair Rhodes Development Corp. for 119 Chatham Street and 149 Chatham Street East, Ward 3

Reference:
Date to Council: 1/13/2020
Author: Laura Diotte, MCIP, RPP
Planner III - Special Projects
519-255-6543 ext. 6396
lbdiotte@citywindsor.ca
Planning & Building Services
Report Date: 12/2/2019
Clerk’s File #: Z/12916

To: Mayor and Members of City Council

Recommendation:
I. THAT the request made by 2637283 Ontario Inc. (Owner) for the proposed development at 119 Chatham Street to participate in:

   a. the Building/Property Improvement Tax Increment Grant Program BE APPROVED for 100% of the municipal portion of the tax increment resulting from the proposed development for five (5) years in accordance with the Downtown Windsor Enhancement Strategy and Community Improvement Plan; and,

   b. the Commercial/Mixed Use Building Facade Improvement Grant Program BE APPROVED for a 50% matching grant to a maximum of $30,000 towards eligible costs pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan.

II. THAT the request made by St. Clair Rhodes Development Corp. (Owner) for the proposed development at 149 Chatham Street to participate in:

   a. the Building/Property Improvement Tax Increment Grant Program BE APPROVED for 100% of the municipal portion of the tax increment resulting from the proposed development for five (5) years in accordance with the Downtown Windsor Enhancement Strategy and Community Improvement Plan; and,

   b. the Commercial/Mixed Use Building Facade Improvement Grant Program BE APPROVED for a 50% matching grant to a maximum of $20,000
towards eligible costs pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan.

III. THAT Administration be directed to prepare the agreements between the City and St. Clair Rhodes Development Corp. and 2637283 Ontario Inc. (Owners) to implement the Building/Property Improvement Tax Increment Grant Program in accordance with all applicable policies, requirements, and provisions contained within the Downtown Windsor Enhancement Strategy and Community Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implications.

IV. THAT the CAO and City Clerk be authorized to sign the Grant Agreements.

V. THAT the grant under the Commercial/Mixed Use Building Facade Improvement Grant Program for 119 Chatham Street and 149 Chatham Street be paid to St. Clair Rhodes Development Corp. and 2637283 Ontario Inc. upon completion of the facade improvements as shown in Appendix B to Report S233/2019 within one (1) year of Council approval subject to the satisfaction of the City Planner and Chief Building Official. Grant funds to come from the City Centre Community Development Planning Fund (Project #7011022).

VI. THAT should the facade improvements not be completed in one (1) year, City Council authorize that the funds be uncommitted and made available for other applications.

Executive Summary:

N/A

Background:

The Downtown Windsor Enhancement Strategy and Community Improvement Plan (Downtown CIP) was adopted by City Council on September 29, 2017 and an adopting by-law was passed by City Council on October 16, 2017.

The Downtown CIP provides financial incentives to encourage new residential development, retail investment, facade improvements, and building/property improvements.

St. Clair Rhodes Development Corp. has applied for the Building/Property Improvement Tax Increment Grant Program and Commercial/Mixed Use Building Facade Improvement Grant Program under the Downtown CIP for the properties located at 119-149 Chatham Street (as shown on Appendix A).

The existing five (5) storey building at 119 Chatham Street contains ground floor commercial and four (4) storeys of existing residential apartments. The existing two (2) storey building at 149 Chatham Street contains ground floor commercial and one storey of existing residential. The ground floor commercial of both buildings was renovated to for Windsor Essex Economic Development Corporation offices. The owner is currently
completing all the interior and facade improvements and the new ground floor tenant has moved in. The application for these properties was submitted on May 7, 2019, and the proposed facade improvements were reviewed internally and agreed upon. The applicant needed to submit supporting documentation (i.e. – quotes for the proposed work), and therefore the City did not proceed to the Development and Heritage Standing Committee/Council. The applicant has completed the submission requirements and therefore the application can now proceed to Committee/Council.

Applicant Information:

119 Chatham Street Owner/Applicant: 2637283 Ontario Inc.
Principles Owners of 2637283 Ontario Inc.: Dino Maggio, Brian Schwab, Stephen Savage and John Savage

149 Chatham Street Owner/Applicant: St. Clair Rhodes Development Corp.
Principles Owners of St. Clair Rhodes Development Corp.: Dino Maggio, Brian Schwab, Stephen Savage and John Savage

Discussion:
Commercial/Mixed Use Building Facade Improvement Grant Program

This program is intended to encourage the redesign, renovation or restoration of commercial and mixed-use building facades in Downtown Windsor by providing a financial incentive to offset some of the costs associated with the improvement of commercial facades.

The program will consist of a grant whereby property owners will be eligible to receive a grant for 50% of the eligible costs of the facade improvements, up to a maximum of $20,000. Where facade improvements are proposed on a corner building, an additional $10,000 in grant funds can be applied for.

Appendix B contains a rendering of the proposed facade improvements, Appendix C contains photograph of the current building and Appendix D contains before photographs of the building. The owner’s estimated eligible costs for facade improvements are $600,000.

Building/Property Improvement Tax Increment Grant Program

This program is intended to provide economic incentive for the development, rehabilitation and redevelopment of properties in Downtown Windsor. The program provides an annual grant equal to 100% of the increase in municipal property taxes for five years, with the possibility of an extension up to a total of ten (10) years, after the project is completed and reassessed to help offset the costs of rehabilitating and redeveloping properties, as long as such development results in an increase in assessment and therefore an increase in property taxes.

The proposed improvements to the building are anticipated to increase the assessed value and therefore increase municipal taxes. This project qualifies for the Building/Property Improvement Tax Increment Grant and the Financial Matters section of this report discusses the estimated grant amount.
Risk Analysis:
There is low risk associated with the approval of the subject Downtown CIP grant applications. An agreement between the City and owner will be prepared to ensure the Building/Property Improvement Tax Increment Grant Program requirements and provisions of the Downtown Windsor Enhancement Strategy and Community Improvement are met. The Commercial/Mixed Use Building Facade Improvement Grant will only be paid after the work is complete to the satisfaction of the City Planner.

Financial Matters:
As mentioned in the discussion section of the report the proposed redevelopment is eligible for:

- 119 Chatham Street: fifty percent (50%) of the costs of facade improvements to the maximum amount of $30,000 ($20,000, plus $10,000 for a corner building).
- 149 Chatham Street: fifty percent (50%) of the costs of facade improvements to the maximum amount of $20,000.

If approved, the funds would come from the City Centre Community Development Planning Fund (Project #7011022) in the maximum amount of $50,000. The uncommitted balance in this fund is $138,158.

Building/Property Improvement Tax Increment Grant Program
The program provides an annual grant equal to 100% of the increase in municipal property taxes for five (5) years, with the possibility of a five (5) year extension, up to a total of ten (10) years if the project is considered a Catalyst Project.

The base rate from which the grant is calculated is the total amount of municipal taxes payable in the calendar year that City Council approves the financial incentives for the eligible works. The Downtown CIP stipulates that the base rate may be reduced to reflect a Vacancy Tax Rebate where such a rebate was issued for the previous tax year and the subject property, or a portion thereof, is vacant at the time of application.

Council will recall in June 2017, amendments to the vacancy rebate program within the DWBIA were approved and as such, for commercial properties, the annual amount of rebate is to be phased out over a 3 year period.

As it relates to the subject properties, vacancy rebate applications have been received consecutively for the past several years dating back to 2014 for 119 Chatham St. and 2011 for 149 Chatham St. No further tax relief is available under this program for either property. Given the longstanding vacancy of both properties, Administration supports a further reduction be provided in what is used for purposes of the base municipal property tax. The average of the previous Vacancy Tax Rebates was subtracted from the Pre-Development Municipal Taxes, and is referred to as the Vacancy Rebate Allowance. This approach creates a more attractive grant package compared to the project being considered a Catalyst Project and receiving an annual grant for a period of ten (10) year without the Vacancy Rebate Allowance. Therefore, staff only recommended approval for an annual grant for a five (5) year period.
The estimated value of the grant represents 100% of the increase in the municipal portion of property taxes for a period of 5 years. The Downtown CIP stipulates that the grant cannot be more than the eligible costs. The estimated total tax increment grant of $131,872, plus the $50,000 from the Commercial/Mixed Use Building Facade Improvement Grant, the total grant funds equals $181,872 over 5 years. The applicant estimates $2,355,000 in investment into properties including the interior fit up for the tenant. The grant represents approximately 7.7% of the estimated investment for this development.

119 Chatham Street

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<th>Year of Grant</th>
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<th>Post Development</th>
<th>Municipal Taxes</th>
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<td>Total Grant Estimate</td>
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Assumptions

- Current Property Value Assessment (2019 - Commercial): $610,155
- Current Municipal Tax Levy (2019): $44,396.68
- Estimate Post Development Property Assessment (Commercial): $671,171
- Estimate Post Development Property Assessment (Residential): $822,080
- Estimate Post Development Municipal Taxes (Commercial New Construction): $22,063
- Estimate Post Development Municipal Taxes (Multi-Residential): $26,773
- Municipal Multi-Residential Tax Rate: 0.03256788
- Municipal Commercial Tax Rate: 0.03287237
- Vacancy Rebate Allowance: $6,664
149 Chatham Street

Estimate Property/Building Improvement Tax Increment Grant Calculation 149 Chatham Street West

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<th>Year of Grant</th>
<th>Pre Development Municipal Taxes (less Vacancy Rebate Allowance)</th>
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<td><strong>Total Grant Estimate</strong> $ 76,354</td>
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Assumptions

- Current Property Value Assessment (2019 - Commercial) $ 684,900
- Current Property Value Assessment (2019 - Residential) $ 176,575
- Current Municipal Tax Levy (2019) $ 25,389.00
- Estimate Post Development Property Assessment (Commercial) $ 753,390
- Estimate Post Development Property Assessment (Residential) $ 194,233
- Estimate Post Development Municipal Taxes (Commercial New Construction) $ 24,766
- Estimate Post Development Municipal Taxes (Multi-Residential) $ 6,326
- Municipal Multi-Residential Tax Rate 0.03256788
- Municipal Commercial Tax Rate 0.03287237
- Vacancy Rebate Allowance $ 9,569

Because the Grant Program does not cancel taxes, the owner must pay the full amount of property taxes annually and will subsequently receive a grant for the difference between the pre and post-development municipal taxes. The City will retain the amount of pre-development (base) municipal taxes throughout the lifespan of the grant program; however will be foregoing any incremental property taxes which could otherwise be used to offset future budget pressures.

Consultations:

The Downtown CIP was subject to stakeholder and public consultation as part of the approval process, including public meetings, a statutory public meeting and circulation among internal City staff and the Province.

Planning staff have consulted with the owner prior to accepting the application. Staff from the Planning and Building Division were consulted in the preparation of this report. Additionally, the following staff were consulted in the preparation of this report:

Don Nantais, Financial Planning Admin.

Carolyn Nelson, Manager of Property Valuations and Admin.
Conclusion:
Staff recommends that the application for the Commercial/Mixed Use Building Facade Improvement Grant Program and Building/Property Improvement Tax Increment Grant be approved.

Planning Act Matters:
N/A

Approvals:

<table>
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<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neil Robertson</td>
<td>Manager of Urban Design</td>
</tr>
<tr>
<td>Thom Hunt</td>
<td>City Planner/Executive Director of Planning and Building Services</td>
</tr>
<tr>
<td>Wira Vendrasco</td>
<td>Deputy City Solicitor</td>
</tr>
<tr>
<td>Shelby Askin Hager</td>
<td>City Solicitor</td>
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<tr>
<td>Don Nantais</td>
<td>Financial Planning Admin.</td>
</tr>
<tr>
<td>Janice Guthrie</td>
<td>Deputy Treasurer Taxation and Financial Planning</td>
</tr>
<tr>
<td>Joe Mancina</td>
<td>Chief Financial Officer/City Treasurer</td>
</tr>
<tr>
<td>Onorio Colucci</td>
<td>Chief Administrative Officer</td>
</tr>
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Notifications:

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<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>ADA Inc Architect (Jerry Kavanaugh)</td>
<td></td>
<td><a href="mailto:jkavanaugh@ada-architect.ca">jkavanaugh@ada-architect.ca</a></td>
</tr>
<tr>
<td>St.Clair Rhodes Development Corp.</td>
<td></td>
<td><a href="mailto:shelia@midsouth.ca">shelia@midsouth.ca</a></td>
</tr>
</tbody>
</table>

Appendices:
1. Appendix A - Location Map
2. Appendix B - Proposed Facade Improvements
3. Appendix C - Current Photographs
4. Appendix D - Before Photographs
Appendix C – Current Photographs

119 Chatham Street - Current

149 Chatham Street - Current
Subject: International Relations Committee - 2019 Annual Report

Moved by: Councillor Sleiman
Seconded by: Councillor Morrison

Decision Number: DHSC 130
THAT the 2019 Annual Report of the International Relations Committee BE APPROVED.
Carried.

Report Number: SCM 460/2019
Clerk’s File: MB2019

Clerk’s Note: the recommendation of the Advisory Committee and Standing Committee are the same.
Subject: International Relations Committee - 2019 Annual Report
International Relations Committee – 2019 Annual Report

Membership

Councillor Fred Francis, Chairperson
Councillor Fabio Costante
Councillor Gary Kaschak
Councillor Ed Sleiman
Mr. Daniel Ableser
Ms. Maria Belenkova
Mr. Jerry Barycki
Mr. Scott Despins
Mr. Ronnie Haidar
Mr. William Ma
Mr. Steven Spagnuolo
Mr. L.T. Zhao

Mandate

- Support the efforts of the Mayor and Council in the enhancement of Windsor's international image
- Promote and enhance our relationship with current twin cities
- Support international education, cultural, sport and economic initiatives

The International Relations Committee continues to promote Windsor's international interests and image through its focus on strengthening the current community based twin city relationships both abroad and in the local community. This is achieved through the committee's continued support towards educational, cultural, social and economic based exchanges. The committee also devotes its energies towards the exploration of potential new or emerging twin city relationships where there is a desire to twin based on a strong local community commitment, and where long term, valuable exchanges are realized.

This new members of the Committee, for the 2018-2022 term, met three times in 2019, giving them the opportunity to get to know each other and become familiar with their experience and expertise through introductions and sharing of information. The members had numerous opportunities to take part in events throughout the year, as evidenced in the following report.
Fujisawa Marathon

On January 27th, 2019 our Twin City of Fujisawa, Japan held their 2019 Shonan Fujisawa Citizens marathon. While no one from our City was able to take part in this event, the City of Windsor was once again very well represented. A City of Windsor display was set up, twin cities were introduced during the prize presentation ceremony and the 1st and 2nd place winners of the race were presented with swag from the City of Windsor.

Visiting Delegation from Saltillo, Mexico

The City of Windsor and the International Relations Committee (IRC) hosted a delegation from Saltillo Mexico from July 14th through July 16th, 2019, to commemorate the milestone 25th anniversary of our sister city relationship. The delegation included Mayor Manolo Jiménez Salinas, Liliana Salinas, DIF President, Oscar Pimentel, Director of the Municipal Planning Institute of Saltillo and Gabriel Elizondo, Private Secretary for the Mayor. The delegates were invited to City Hall for the opening of the 3rd Annual Children’s Art Exhibition, which included art from children of Saltillo. During their short stay they attended a luncheon focusing on Tourism and Economic Development, participated in an informative tour of the St. Clair College Ford Centre For Excellence in Manufacturing and attended an Official dinner at Willistead Manor to celebrate 25 years of our sister city relationship. Mayor Dilkens and Mayor Jiménez Salinas signed a symbolic agreement re-committing to the existing twin city bond between our two communities.
3rd Annual Children’s Art Exchange

The International Relations Committee held the City of Windsor’s third Children’s Art Exchange, which included art from children between the ages of 6-12 years old from Windsor, Changchun, China, Fujisawa, Japan, Gunsan, South Korea and Saltillo, Mexico. The art was displayed from July 15th through July 23rd in the lobby of Windsor’s City Hall with the assistance of Cathy Masterson, Manager of Cultural Affairs, and her wonderful staff. The Exhibition was extremely successful and well received by all, including our visitors from Saltillo and the Misono Jogakuin High School exchange students from Fujisawa.

Children’s Art Exchange - Fujisawa

From October 17th through October 24th, 2019, a Children’s Art Exchange was held in Fujisawa, Japan and along with some of Fujisawa’s twin cities, the City of Windsor sent the art from local children to be displayed during the exhibit. This was the first time that Fujisawa has participated in this exchange. It is our hope that one day all of our twin cities will host a similar event, which will serve to celebrate and strengthen our twin city connections through children’s artwork.
Children’s Art Exchange - Gunsan

Our twin city of Gunsan, South Korea held their Children’s Art Exchange from December 16th through December 22nd, 2019 at the Gunsan Arts Centre. The City of Windsor once again participated in this wonderful event sending drawings from local children for display.

Fujisawa Japan: Misono Jogakuin High School Exchange Students

The International Relations Committee once again welcomed a group of students from Windsor’s twin city of Fujisawa, Japan. The group from the Misono Jogakuin High School, which included 27 exchange students, 2 teachers and 2 escorts, were in Windsor from July 20th through August 2nd, 2019. On Monday, July 22nd they were greeted in Council Chambers by Mayor Drew Dilkens as well as some members of the International Relations Committee. After some welcoming remarks, several photos and a cake to celebrate their visit, the group visited the Children’s Art Exhibit, explored the grounds at City Hall and took some pictures next to the tree that was planted by the very first Misono School Group that visited in 2009. During their two-week stay, the group will also have the opportunity to experience Adventure Bay, Willistead Manor, Point Pelee National Park and more.
Medal Presentation from Lublin

On July 1, 2019, International Relations Board Member and President of the Polish Canadian Business and Professional Association of Windsor was in Lublin, Poland, a twin city since 2000, and received a medal presented by Mayor Krzysztof Żuk, to the City of Windsor. The Medal was presented to Mayor Drew Dilkens during the City Council meeting on October 7, 2019.

On November 22rd, 2019, some members of the International Relations Committee attended the 24th Annual Polish-Canadian Society Dinner.

The City of Windsor has three twinning anniversaries scheduled in 2020, which include:

1. Gunsan, South Korea: 15 years
2. Lublin, Poland: 20 years
3. Mannheim, Germany: 40 years

As a result, the committee anticipates an increase in correspondence and the potential for both in-bound and out-bound delegations to and from these cities during that calendar year.
Subject: Heritage Alteration Permit for 2161 Riverside Drive - Exterior alterations to the Ross-Struthers House (Ward 2)

Moved by: Councillor Holt
Seconded by: Member Miller

Decision Number: DHSC 112
I. THAT a Heritage Alteration Permit for installation of the glass railing balcony above the front enclosed porch of the Ross-Struthers House, 2161 Riverside Drive West, in Appendix B - September Council Report S 159/2019, BE GRANTED on condition that the Owner reconstruct designated heritage attributes as per attached drawings in Appendix B for building permit issuances; and,

II. THAT further minor alterations to the request BE DELEGATED to the City Planner for final approval.

Carried.

Report Number: S 229/2019
Clerk’s File: MBA/11185

Clerk’s Note: the recommendation of the Standing Committee and Administration are not the same.
Subject: Heritage Alteration Permit for 2161 Riverside Drive - Exterior alterations to the Ross-Struthers House (Ward 2)

Reference:
Date to Council: December 9, 2019
Author: Kristina Tang, MCIP, RPP
Heritage Planner
ktang@citywindsor.ca
519-255-6543 X 6179

George Robinson, MCIP, RPP
Planner II- Revitalization & Policy Initiatives
519-255-6543, ext. 6531
GRobinson@citywindsor.ca

Planning & Building Services
Report Date: November 22, 2019
Clerk’s File #: MBA/11185

To: Mayor and Members of City Council

Recommendation:

I. THAT a Heritage Alteration Permit be permitted for as-built alterations made to the raised sculpted parapet with stucco coping along parapet edge and aluminum railings, above the front enclosed porch of the Ross-Struthers House, 2161 Riverside Drive West, per Appendix A to this report, BE GRANTED; OR

II. THAT a Heritage Alteration Permit for installation of the glass railing balcony above the front enclosed porch of the Ross-Struthers House, 2161 Riverside Drive West, in Appendix B - September Council Report S 159/2019, BE GRANTED on condition that the Owner reconstruct designated heritage attributes as per attached drawings in Appendix B for building permit issuances; OR

III. THAT a Heritage Alteration Permit for installation of the aluminum railing balcony above the front enclosed porch of the Ross-Struthers House, 2161 Riverside Drive West, in Appendix B – September Council Report S 159/2019, BE GRANTED on condition that the Owner reconstruct designated heritage attributes as per attached drawings in Appendix B for building permit issuances; and,

IV. THAT further minor alterations to the request BE DELEGATED to the City Planner for final approval; OR
V. THAT the Heritage Alteration Permit for alterations proposed to the sculpted parapet with stucco coping along parapet edge above the front enclosed porch of the Ross-Struthers House, 2161 Riverside Drive West, BE REFUSED and the Owner be directed to reconstruct the designated heritage attributes to the satisfaction of the City Planner and Chief Building Official for heritage and building code compliances;

**Executive Summary:** N/A

**Background:**

This Mission Revival style property has been on the Windsor Municipal Heritage Register since 2008. The current owners requested for heritage designation of the property which was designated by City Council through By-law No. 12-2012 on January 23, 2012. (The Statement of Significance from the Designation by-law is included as Appendix ‘C’.)

![Photo of property at time of designation.](image)

A report from a member of the public alerted City staff of changes that were undergoing at this individually designated property. Since then and over the past few months, there has been ongoing discussion between the owner, Planning and Building Department staff, and particularly the heritage planner about the renovations and repairs conducted and proposed for the property.

![Photo of property in May 2019 (on left), June 2019 (Middle photo taken in June was supplied by a member of the public), and July 2019 (on right).](image)
Water penetration problem from the leaking flat roof above the enclosed porch had been described by the owners to have been ongoing for several years, damaging the stucco and windows. The owners proceeded to replace the windows and doors and in the course of those repairs, the sculpted parapet in the front elevation, stucco coping, the compound arches between the first floor piers, and the roof drains were removed without permission from Heritage Committee/Council. In July and August 2019, the Owners worked with the Heritage Planner to discuss repairs to reinstate all of these heritage attributes, as well as the repairs to the stucco with a new colour and finish. The repairs to the stucco with the earthly toned colour scheme, and with the “free-style” finish (a texture imitating the original stucco and suitable for Mission Revival Style building) were determined as acceptable. Since the house had already been cladded in the past with the “modern” types of stucco and underwent a number of previous alterations, the repair to the stucco (colour and finish) was not considered to require a formal Heritage Alteration Permit application.

The recreation of removed designated heritage attributes however, was discussed and agreed upon to be a requirement of the Heritage Alteration Permit for additional proposed work to the balcony area over the front enclosed porch. The Owners submitted two drawings to the City as part of the previous Council Report S 159/2019 (Appendix B), which had been scheduled on the agenda for September 16, 2019 Development and Heritage Standing Committee Meeting. However, Administration was made aware on September 11, 2019 that changes were being made to the property that were not reflected in the Owner submitted drawings. On staff recommendation, the Development and Heritage Standing Committee deferred the item to allow Administration to review changes that may be required to the application.

The Owner has through this time continued to complete changes to the property without both Heritage Approvals and Building Permits. The owner provided new drawings to reflect the changes and any additional Building Code required changes to the City on November 19, 2019 (Appendix A). This report now reflects the options originally proposed by the Owners, and also the new request by the Owners based on what has been built without approvals, with additional railings to be added at a later date. A heritage alteration permit is necessary as any new work would have an effect and disturbance on the appearance of the designated property, and the changes that have been made without approval has also significantly altered the designated heritage attributes.

Please see Appendix D for photo documentation of alterations made without permits.

Discussion:

Property Description:
This Mission/Spanish Colonial Revival property is located on the south side of Riverside Drive West, between Rankin Avenue and Randolph Place. The house underwent a number of alterations over the past decades. Originally constructed of lime rich stucco, the building still retains the stucco appearance with a projected one-storey porch across the full width of the house, and sculpted parapet on the second floor and above the first floor enclosed porch.
Proposal:

The proposal is to allow for a balcony at the front street-facing elevation of the property.

Legal Provisions:

The designation by-law includes heritage attributes (see Appendix ‘C’). In accordance with the Ontario Heritage Act, changes to designated property that affect the property’s heritage attributes must be considered for approval by City Council, after consulting with the municipal Heritage Committee [Section 33(1)]. Section 33 (2) states “The application is to be accompanied by a detailed plan and shall set out such information as the council may require”. Council, after consultation with its municipal heritage committee, can consent (with or without terms and conditions) or refuse the application [Section 33(4)].

Heritage Conservation Considerations:

The Standards & Guidelines for Conservation of Historic Places (S&G) provide direction where new work is contemplated. Most pertinent from the Standards are:

1. Conserve the heritage value of an historic place. Do not remove, replace or substantially alter its intact or repairable character-defining elements. Do not move a part of an historic place if its current location is a character-defining element.

3. Conserve heritage value by adopting an approach calling for minimal intervention.
10. Repair rather than replace *character-defining elements*. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the *historic place*.

11. Conserve the *heritage value* and *character-defining elements* when creating any new additions to an *historic place* or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.

12. Create any new additions or related new construction so that the essential form and integrity of an *historic place* will not be impaired if the new work is removed in the future.

Also important is Section 4.3.6 on Entrances, Porches and Balconies.

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<td>Enclosing a porch or balcony in a manner that has a negative impact on the building’s heritage value.</td>
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<td>Removing character-defining entrances, porches or balconies that are no longer needed for the new use.</td>
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<td>Constructing an addition that requires the loss of a character-defining entrance, porch, or balcony.</td>
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Based on historical photo documentation of the property in earlier decades, there was originally no balcony on the second floor of the property. However, at the time of designation of the property in 2012, there was already a thin metal balcony in place which was not code compliant.

RECOMMENDATION I

On September 11, 2019, staff observed that the front sculpted parapet wall of this designated heritage property had been heightened, and had altered the proportions of the building, as well as the depths/profiles of the front “porch”. Since the changes were a substantial change to the heritage attributes, as described in the designation bylaw, and is a deviation as well from the drawings submitted as part of the Heritage Alteration Permit request, staff requested to defer the item to deal with the changes.

The completed alterations resulted in dramatic changes to the appearance of the building through change in form and will result in an inauthentic look for the building. The new work alters the heritage value of the property by substantially altering its heritage attribute, notably, the sculpted parapet in the front elevation with the stucco coping along the parapet edge. The parapet has been visibly raised, the articulation of the stucco coping has been simplified, the shape of sculpting has been flattened rather than angled, and surface planes/depths of stucco parapet wall has also been altered. These changes deviates from the minimal intervention approach that is referenced in Heritage Standards. The new parapet with coping has not been replicated to match the original form or detailing of the original. It has affected the form and integrity of the historic building.

The proposal in Appendix A of the as-built alterations would include aluminum railings (the same type as Recommendation III) that have yet to be installed. This option is not the preferred option according to Heritage Standards.

RECOMMENDATION II & III

Through earlier discussions in July and August 2019, the owner expressed a desire to have a balcony redone as part of the new work. Staff attempted to direct the owners
towards the most ideal new balcony which would be to propose for thin metal railings that would appear light and discreet, while being compatible with the Mission Revival Style. However, these thin railings (potentially of ¼” balusters and thin guards) are not available unless custom fabricated, which would require an Engineer to prepare the drawings and specialized fabrication. This option was not preferred by the Owner due to associated costs and was not explored.

In August 2019, the Owner instead provided two options with either an Aluminum Railing systems through Ironex or a Durarail Glass railing system that would be available pre-engineered/fabricated. Based on information about pricing, the owner had then further indicated a strong preference for the aluminum railing system.

The Ironex aluminum railing system is a regular railing system which would be very visible due to the width of each baluster (5/8”) at a height of 3’6” above the balcony floor, and Code requirements for the balusters to be no more than 4” apart, with top guard of 1.5”. Approximately 12” of the balcony vertical guard would be hidden behind the parapet.

The Durarail glass railing, while inevitably would introduce a modern look to the property and reflection from the glass, but could be considered more discreet due to its transparency, therefore more recommended than the aluminum railing system. The posts for the glass railing system however are 2.5” by 2.5” (not reflected to scale on the drawings), which would be visible from the street. The number of posts required between glass panels are also not reflected to scale on the drawings. A topless glass railing system was also sought but the owner informed that discussion with the railing supplier indicated that a topless glass railing system was not suitable for the subject property due to wind concerns.

The owner was accepting of railings with a dark bronze colour or a colour closely matching the main stucco walls. While it may be recommended that the colour of the railing system be matching with the new colour for the main stucco wall in order to be camouflaged to some extent, it will have to be confirmed through samples to be finalized on site.

Although the options provided are not the most preferred ones, at the time of designation this building had a form of balcony which was not original to the building, and not up to Building Code safety standards. The proposal now could be considered a replacement of the former non-original balcony. (The formerly white coloured thin metal balcony was removed in recent months.) This new work would be done to meet the Ontario Building Code.

The proposed new work, if removed in the future, would still allow the heritage attributes of the property to stay in-tact.

**RECOMMENDATION V**

Reverting back to original, this option is more respectful of Heritage Standards although is undesirable from the perspective of the owners. There may be unresolved Building Code issues that would need to be resolved with the Building Department if this option is selected.
Official Plan Policy:

The Windsor Official Plan includes protection of heritage resources (9.3.4.1). “Council will protect heritage resources by: (b) Requiring any person who proposes to demolish or alter a designated heritage property to submit plans to Council for approval under the Ontario Heritage Act; (c) Requiring that, prior to approval of any alteration, partial demolition, removal or change in use of a designated heritage property, the applicant demonstrate that the proposal will not adversely impact the heritage significance of the property (d) Requiring that, prior to approval of any alteration, partial demolition, removal or change in use of a designated heritage property, the applicant prepare, to the satisfaction of the Municipality, an archival record for submission to the municipal archives;”.

Risk Analysis:

The owner has already completed work without permits. The proposed work to add a railing or to revert to earlier versions of the plan will have an impact on the heritage appearance of the property. Prior to heritage designation, an unoriginal balcony also existed on the property. Approval of Recommendation I would allow the installation of a required railing and facilitate building permit review and inspections of work already conducted. Approval of Recommendation II, III, or V would require the applicant to alter the completed parapet feature. Further enforcement action by the Planning & Building department would be required if no Heritage Alteration Permit is issued. Implementation of an approved Heritage Alteration Permit can take place alongside Building Permit review processes that are also required.

The risk of allowing an alteration that is not up to Heritage Standards may set a precedent for others who may attempt to make alterations to properties without permits.

Financial Matters:

The property owner is responsible for the full cost of alterations and required repairs to reinstate the heritage attributes.

Consultations:

Heritage Planning staff have communicated with the owners and visited the subject property, and also consulted with Building Department staff regarding plans review and Building Permit requirements.

Conclusion:

Council can choose to approve the Heritage Alteration Permit request of the owners of 2161 Riverside Drive West to include a new balcony to the property, or require the reconstruction of the designated heritage attributes.

Planning Act Matters: N/A
## Approvals:

<table>
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<td>Michael Cooke</td>
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## Appendices:

1. Appendix A- As-built plans received November 19, 2019
2. Appendix B- September version of Council Report S 159/2019
3. Appendix C- Statement of Significance from Designation Bylaw 12-2012
4. Appendix D- Photos of work conducted at subject property
NEW METAL PICKET GUARD SYSTEM, INSTALLED AS PER MANUFACTURES SPECIFICATIONS

EXISTING SCUPPER DETAIL TO REMAIN

STUCCO ARCH OVER WINDOWS

TOP OF ROOF

TOP OF EXISTING PARAPET

TOP OF GUARD

TOP OF ROOF

TOP OF NEW PARAPET

STUCCO ARCH OVER WINDOWS

I Ashley Kozachanko declare that I take responsibility for the design of this plan. I am qualified and registered with the Ministry of Municipal Affairs and Housing.
EXISTING CEILING

EXISTING WALL

EXISTING FLOOR JOISTS AND ROOFING MATERIAL REMOVED AND REPLACED WITH NEW 2X10 JOISTS @ 16" O/C, 5/8" T&G PLYWOOD SHEETING WITH ROLLED FLAT ROOFING MATERIAL

2X10 RIM JOIST BOLTED TO EXISTING RIM JOISTS WITH 1/2" LEG BOLTS @ 24" O/C. FLOOR JOISTS HUNG OFF RIM WITH JOIST HANGERS

EXISTING FLOOR JOISTS AND ROOFING MATERIAL REMOVED AND REPLACED WITH NEW 2X10 JOISTS @ 16" O/C, 5/8" T&G PLYWOOD SHEETING WITH ROLLED FLAT ROOFING MATERIAL

NEW 36" HIGH PRE-ENGINEERED GUARD SYSTEM FASTEN TO TOP OF LOWER PARAPET AS PER MANUFACTURES SPECIFICATIONS

UPPER PARAPET
2X6 WOOD STUDS @ 16" O/C WRAPPED WITH 7/16" PLYWOOD SHEETING COVERED WITH 2" FOAM INSULATION ON FRONT & 1/2" FOAM ON THE BACK WITH STUCCO FINISH

LOWER PARAPET
2 ROWS OF 2X6 WOOD STUDS @ 16" O/C WRAPPED WITH 7/16" PLYWOOD SHEETING COVERED WITH 2" FOAM INSULATION ON FRONT & 1/2" FOAM ON THE BACK WITH STUCCO FINISH

I Ashley Kozachanko declare that I take responsibility for the design of this plan. I am qualified and registered with the Ministry of Municipal Affairs and Housing.

Phone: 519-965-7176
Individual BCIN: 37168
Firm BCIN: 43361

City Council Agenda - February 3, 2020
Page 240 of 324
IRONEX
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ROSE
SCROLL

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City Council Agenda - February 3, 2020
Page 241 of 324
Subject: Ross-Struthers House, 2161 Riverside Drive West – Heritage Alteration Permit Request (Ward 2)

Reference:
Date to Council: September 16, 2019
Author: Kristina Tang
Heritage Planner
ktang@citywindsor.ca
519-255-6543 X 6179
Planning & Building Services
Report Date: August 27, 2019
Clerk’s File #: MBA/11185

To: Mayor and Members of City Council

Recommendation:
I. THAT a Heritage Alteration Permit for installation of the glass railing balcony above the front enclose porch of the Ross-Struthers House, 2161 Riverside Drive West, **BE GRANTED** on condition that the Owner reconstruct designated heritage attributes as per attached drawings for building permit issuances; OR

II. THAT a Heritage Alteration Permit for installation of the aluminum railing balcony above the front enclose porch of the Ross-Struthers House, 2161 Riverside Drive West, **BE GRANTED** on condition that the Owner reconstruct designated heritage attributes as per attached drawings for building permit issuances; and

III. THAT further minor alterations to the request **BE DELEGATED** to the City Planner for final approval.

Executive Summary: N/A

Background:
This Mission Revival style property has been on the Windsor Municipal Heritage Register since 2008. The current owners requested for heritage designation of the property which was designated by City Council through By-law No. 12-2012 on January 23, 2012. (The Statement of Significance from the Designation by-law is included as Appendix ‘A’.)
A report from a member of the public alerted City staff of changes that were undergoing at this individually designated property. Since then and over the past few months, there has been ongoing discussion between the owner, Planning and Building Department staff, and particularly the heritage planner about the renovations and repairs conducted and proposed for the property.

Water penetration problem from the leaking flat roof above the enclosed porch had been described by the owners to have been ongoing for several years, damaging the stucco and windows. The owners proceeded to replace the windows and doors and in the course of those repairs, the sculpted parapet in the front elevation, stucco coping, the compound arches between the first floor piers, and the roof drains were removed without permission from Heritage Committee/Council. However, the Owners have since worked with city staff to discuss repairs to reinstate all of these heritage attributes, as well as the repairs to the stucco with a new colour. The repairs to the stucco will be updated with an earthly toned colour scheme, and with the “free-style” finish that would be a texture imitating the original stucco and suitable for Mission Revival Style building. Since the house had already been cladded in the past with the “modern” types of stucco and underwent a number of previous alterations, and because the more recent disturbances have already taken place, these exercises was not considered to require a
formal Heritage Alteration Permit application. The recreation of removed heritage attributes however, will be a requirement of this application as per provided drawings.

Additionally, the Owners are proposing a balcony over the front enclosed porch area, which would be considered as a heritage alteration since the new work would have an effect and disturbance on the appearance of the designated property. The owner provided a Heritage Alteration Permit application to the City (Appendix B).

**Discussion:**

**Property Description:**
This Mission/Spanish Colonial Revival property is located at the south side of Riverside Drive West, between Rankin Avenue and Randolph Place. The house underwent a number of alterations over the past decades. Originally constructed of lime rich stucco, the building still retains the stucco appearance with a projected one-storey porch across the full width of the house, and sculpted parapet on the second floor and above the first floor enclosed porch.

1924 Photo from International Metropolis (on left), and photo of property from the 1950s (on right)

**Proposal:**

The proposal is to allow for a balcony at the front street-facing elevation of the property.

**Legal Provisions:**

The designation by-law includes heritage attributes (see Appendix ‘A’). In accordance with the *Ontario Heritage Act*, changes to designated property that affect the property’s heritage attributes must be considered for approval by City Council, after consulting with the municipal Heritage Committee [Section 33(1)]. Section 33 (2) states “The application is to be accompanied by a detailed plan and shall set out such information as the council may require”. Council, after consultation with its municipal heritage committee, can consent (with or without terms and conditions) or refuse the application [Section 33(4)].

**Heritage Conservation Considerations:**

The *Standards & Guidelines for Conservation of Historic Places* (S&G) provide direction where new work is contemplated. Most pertinent from the *Standards* are:
Standard 11: “Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.”

“Standard 12: “Create any new additions or related new construction so that the essential form and integrity of an historic place will not be impaired if the new work is removed in the future.”

Also important is Section 4.3.6 on Entrances, Porches and Balconies.

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| HEALTH, SAFETY AND SECURITY CONSIDERATIONS |
|----------------|----------------|
| **18** | Adding new features to meet health, safety and security requirements, such as a new handrail, in a manner that conserves the heritage value of the entrance, porch or balcony and minimizes impact on its character-defining elements. | Damaging or destroying an entrance, porch or balcony while making modifications to comply with health, safety and security requirements. |

Thin black railings are common in the Mission Revival Style. The most ideal new balcony in this case would be to propose for thin metal railings that would appear light and discreet, while being compatible with the Mission Revival Style. However, these thin railings (potentially of ¼” balusters and thin guards) are not available unless custom fabricated, which would require an Engineer to prepare the drawings and specialized fabrication. This option was not preferred by the Owner due to associated costs and was not explored.

The Owner instead provided two options with either an Aluminum Railing systems through Ironex or a Durarail Glass railing system that would be available pre-
engineered/fabricated. Based on recent information about pricing, the owner has further indicated that their strong preference would be for the aluminum railing system.

The Ironex aluminum railing system is a regular railing system which would be very visible due to the width of each baluster (5/8") at standard height (42"), and Code requirements for the balusters to be no more than 4" apart, with top guard of 1.5". Approximately 12" of the balcony vertical guard would be hidden behind the parapet.

The Durarail glass railing, while inevitably would introduce a modern look to the property and reflection from the glass, but could be considered more discreet due to its transparency, therefore more recommended than the aluminum railing system. The posts for the glass railing system however are 2.5" by 2.5" (not reflected to scale on the drawings), which would be visible from the street. The number of posts required between glass panels are also not reflected to scale on the drawings. A topless glass railing system was also sought but the owner informed that discussion with the railing supplier indicated that a topless glass railing system was not suitable for the subject property due to wind concerns.

The owner is accepting of railings with a dark bronze colour or a colour closely matching the main stucco walls. While it may be recommended that the colour of the railing system be matching with the new colour for the main stucco wall in order to be camouflaged to some extent, it will have to be confirmed through samples to be finalized on site.

Although the options provided are not the most preferred ones, at the time of designation this building had a form of balcony which was not original to the building, and not up to Building Code safety standards. The proposal now could be considered a replacement of the former non-original balcony. (The formerly white coloured thin metal balcony was removed in recent months.) This new work would be done to meet the Ontario Building Code.

The proposed new work, if removed in the future, should still allow the heritage attributes of the property to stay in-tact.

**Official Plan Policy:**

The Windsor Official Plan includes protection of heritage resources (9.3.4.1). “Council will protect heritage resources by: (b) Requiring any person who proposes to demolish or alter a designated heritage property to submit plans to Council for approval under the Ontario Heritage Act; (c) Requiring that, prior to approval of any alteration, partial demolition, removal or change in use of a designated heritage property, the applicant demonstrate that the proposal will not adversely impact the heritage significance of the property (d) Requiring that, prior to approval of any alteration, partial demolition, removal or change in use of a designated heritage property, the applicant prepare, to the satisfaction of the Municipality, an archival record for submission to the municipal archives;”.

**Risk Analysis:**

The owner is awaiting the approvals of the Heritage Alteration Permit to reinstate some of the removed heritage attributes (sculpted parapet edge on the front enclosed porch).
The proposed work will have an impact on the heritage appearance of the property, although prior to heritage designation, an unoriginal balcony also existed on the property. Approvals would allow the recreation of these heritage attributes to advance.

**Financial Matters:**
The property owner is responsible for the full cost of alterations and required repairs to reinstate the heritage attributes.

**Consultations:**
The owner and heritage planner have communicated often in recent months. Dan Lunardi, Manager of Inspections/Deputy CBO, and Adam Coates, Planner III- Senior Urban Designer were also consulted.

**Conclusion:**
Council can choose to approve the Heritage Alteration Permit request of the owners of 2161 Riverside Drive West to include a new balcony to the property, and require the reconstruction of the designated heritage attributes.

**Planning Act Matters:** N/A

**Approvals:**

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**Appendices:**
1. Appendix A- Statement of Significance from Designation Bylaw 12-2012
2. Appendix B- Heritage Alteration Permit Application
Appendix A
By-Law 12-2012, passed by Council January 23, 2012

Statement of Significance
Ross Struthers House, 2161 Riverside Dr W

DESCRIPTION OF HISTORIC PLACE

The Ross-Struthers House is on the south side of Riverside Drive West between Rankin Avenue and Randolph Place. The house was built c1906 in the Mission/Spanish Colonial Revival style, converted to multiple-family in the 1950s, and has been in continuous use.

HISTORICAL VALUE

This house was built c1906 when the town of Sandwich was growing toward Windsor (the boundary was two blocks east). The first occupant was Edward H. Ross, who in 1914 was a signer of the surrounding plat used for prominent houses. In the 1920s and 1930s the resident was E.R.C. Struthers, proprietor of Concrete Bumper Company. The present owners acquired it in 1989.

DESIGN VALUE

This house is stucco, two-storey, with a flat roof and a façade that is almost symmetrical. A projecting one-storey porch is across the full width; it has four piers with wide arches between, and a sculpted parapet with compound arches; original roof drains remain at the corners. The second floor has wide arched windows similar to the porch, all with stucco surrounds. The roofline above the second floor has an arch on the front right corner similar to the porch; on the left front it is castellated. Stucco coping is along parapet edges on both floors.

The style is “Mission” or “Spanish Colonial Revival”. Typical style elements include stucco walls, curved parapets with coping, wide porches, and tile roofs; symmetry is a common feature. The identity of the original designer is unknown.

CONTEXTUAL VALUE

This location is in the former town of Sandwich, built fronting the river-front road, Sandwich Street (now Riverside Drive West in Windsor). The sides of the c1906 house are perpendicular to the river’s edge, and the front is set far back from the street (see aerial photo).

In contrast, the 1914 platted lot lines of Registered Plan 766 (and the sides of adjacent houses) are parallel to the farm lot edges, at 28 degrees west of magnetic north or several degrees more northerly than the older house. The plat includes both sides of what is now Randolph Place (formerly Park Place and Casgrain Place) between Riverside Drive and University Avenue West (formerly London Street). That block has several large homes, including Register-listed properties at 205 and 218 Randolph Place.
CHARACTER DEFINING ELEMENTS

Feature that contributes to the historical value of the Ross-Struthers House include:

- Its association with Edward H. Ross, involved with surrounding development in the municipality of Sandwich, and with Windsor business owner E.R.C. Struthers.

Exterior features that contribute to the architectural value of the Ross-Struthers House include:

- Mission/Spanish Colonial Revival style, constructed c1906.
- Stucco finish.
- Two storeys, flat roof.
- One-storey porch across the full width, with four piers with wide arches between sculpted parapet with compound arches, original roof drains at the corners, and: flat roof.
- Stucco coping along parapet edges on both floors.
- Stucco surrounds for windows and porch openings.
- Second-floor wide arched windows.
- Second-floor roofline has an arch on the front right corner similar to the porch; on the left front it is castellated.

Characteristic that contributes to the contextual value of Ross-Struthers House include:

- Its location along Riverside Drive West at an angle to its newer neighbours, and set back further from the street.
1. Applicant, Agent and Registered Owner Information

Provide in full the name of the applicant, registered owner and agent, the name of the contact person, and address, postal code, phone number, fax number and email address. If the applicant or registered owner is a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application.

APPLICANT
Contact Name(s) Frank Massimino
Company or Organization 535 Kenwood Blvd, LeSalle ON, N7
Mailing Address

Email massimino@stratusplastics.com
Postal Code N9B 1A8
Phone(s) 519-259-2723

REGISTERED OWNER IF NOT APPLICANT
Contact Name(s)
Company or Organization
Mailing Address

Email
Postal Code
Phone(s)

AGENT AUTHORIZED BY REGISTERED OWNER TO FILE THE APPLICATION
Contact Name(s)
Company or Organization
Mailing Address

Email
Postal Code
Phone(s)

Who is the primary contact?

✓ Applicant □ Registered Owner □ Agent
HERITAGE ALTERATION PERMIT APPLICATION – page 2 of 4

Address of Work 2161 Riverside Dr W, Windsor ON, N9B 1A8

Designation By-Law No. or District

2. TYPE OF APPLICATION Check all that apply:
   ☐ Alteration ☐ Addition ☐ Demolition ☐ Construction
   ☐ Erection ☐ Maintenance ☐ Removal ☐ Repair

3. HERITAGE DESCRIPTION OF BUILDING (☐ attachments, if necessary) Describe the current design or appearance of locations on the building where work is requested. Include site plan, photographs, history, architectural description, number of storeys, style, features, etc.
   2nd level of home.

4. DESCRIPTION OF WORK (☐ attachments, if necessary) The description should be more detailed and extensive depending on the project. Include a written summary of work to be done along with any elevations, drawings, measurements, paint samples, information on building materials, window sizes and configurations, decorative details proposed.
   Add a railing to the balcony. Please see drawings.

5. NOTES FOR DECLARATION The applicant agrees that the proposed work shall be done in accordance with this application, including attachments, and understands that the issuance of the Heritage Alteration Permit under the Ontario Heritage Act shall not be a waiver of any of the provisions of any By-Law of the Corporation of the City of Windsor, or the requirements of the Building Code Act, RSO 1980, c51.

   The applicant acknowledges that in the event a permit is issued, any departure from the conditions imposed by the Council of the Corporation of the City of Windsor, or plans and specifications approved is prohibited and could result in the permit being revoked. The applicant further agrees that if the Heritage Alteration Permit is revoked for any cause of irregularity, in the relation to non-conformance with the said agreements, By-Laws, acts or regulations that, in consideration of the issuance of the permit, all claims against the City for any resultant loss or damage are hereby expressly waived.

   APPLICANT Signature(s) Shank Man Date 08/21/19
   Date ___
HERITAGE ALTERATION PERMIT APPLICATION – page 3 of 4
SCHEDULE A

A. Authorization of Registered Owner for Agent to Make the Application
If the applicant is not the registered owner of the land that is the subject of this application, the written authorization of the registered owner that the applicant is authorized to make the application must be included with this application form or the authorization below must be completed.

I, __________________________, am the registered owner of the land that is subject of this application for a Heritage Alteration Permit and I authorize __________________________ to make this application on my behalf.

______________________________
Signature of Registered Owner
If Corporation – I have authority to bind the corporation.

______________________________
Date

B. Consent to Enter Upon the Subject Lands and Premises
I, __________________________, hereby authorize the members of the Windsor Heritage Committee, Planning Standing Committee and City Council and staff of the Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 3 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject lands that may be required as condition of approval. This is their authority for doing so.

______________________________
Signature of Registered Owner
If Corporation – I have authority to bind the corporation.

______________________________
Date

C. Acknowledgement of Applicant
I understand that receipt of this application by the City of Windsor Planning Department does not guarantee it to be a complete application. Further review of the application will occur and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.
I further understand that pursuant to the provisions of the Ontario Heritage Act and the Municipal Freedom of Information and Protection of Privacy Act, this application and all material and information provided with this application are made available to the public.

______________________________
Signature of Applicant

08/21/19
Date
DO NOT COMPLETE BELOW – STAFF USE ONLY

Approval Record
Date Received by Heritage Planner: _____________________________
Building Permit Application Date, if needed: _____________________________
☐ Approval requiring City Council:
  Windsor Heritage Committee: _____________________________
  Planning & Economic Development Standing Committee: _____________________________
  City Council: _____________________________
☐ Approval requiring City Planner:
  Heritage Planner: _____________________________
  Staff Decision Appealed to City Council: _____________________________
  If so, Date to City Council: _____________________________
  Council Decision Appealed: _____________________________
  Additional Notes: _____________________________

DECISION
Heritage Permit No.: _____________________________ Date: _____________________________
Council Motion or City Planner’s Signature: _____________________________

CONTACT INFORMATION

Planning Department - Planning Policy
Corporation of the City of Windsor
Suite 320 - 350 City Hall Square West
Windsor ON  N9A 6S1
planningdept@citywindsor.ca
519-255-6543 x 6179
519-255-6544 (fax)
http://www.citywindsor.ca
OPTION 1 - LOWER PARAPET WITH METAL RAILING

- New metal roof guard system installed as per manufacturer's specifications
- Remove existing parapet down to existing roof level and build up parapets as required
- Existing scupper detail to remain
- Create stucco arch over windows

I, Ashley Kozachanko, declare that I take responsibility for the design of this plan. I am qualified and registered with the Ministry of Municipal Affairs and Housing.

Phone: 519-965-7176
Individual BCIN: 37168
Firm BCIN: 43361
IRONEX
ALUMINUM RAILING SYSTEMS

4630 Walker Road
Windsor, ON
N8V 5V6

Phone/Fax: (519) 972-9030
E-mail: cil@ironex.ca
www.ironex.ca

MAINTENANCE FREE
Aluminum Railings
NO RUST, NO PAINTING

ANODIZED ALUMINUM
GLASS RAILING
AND
HANDRAIL SYSTEMS

APPARTMENT BALCONY RAILINGS

KEY LOCK GATES
(NO PADLOCKS)

PUNCH

The Grate Enterance
and Hand Rail

PORCH RAILINGS & COLUMNS

CAST ALUMINUM DESIGNS
ROSE
SCROLL

City Council Agenda - February 3, 2020
Page 255 of 324
Hi Kristina,

Good afternoon! Please see attached for a copy of the application for the railings.

I have asked Ashley to send over a copy of the product specifications for the glass railing.

As for the metal railings:
The posts would be 42 inches high
The pickets on the fence would be 5/8 inch
The Cross bars would be 1 ½ inch

We are open to either railings that closely match the colour of the house or a dark bronze.

The product would be Anodized Aluminum

Let me know if you need any more info in regards to the metal railing. As I have given you all the info I have on it. There is not a website and no other product info on this railing.

Thanks
Wendy

Wendy Moore
LaSalle Travel Services Inc.
5841 Malden Rd Suite 118
LaSalle Ontario, N9H 1S3
(519) 972-5588 Phone
(519) 972-7619 Fax
wendylasalle@mdirect.net
www.lasalletravel.ca
TOP OF ROOF
TOP OF EXISTING PARAPET
TOP OF GUARD
1'
2'-6"
3'-6"
EXISTING SCUPPER DETAIL TO REMAIN
CREATE STUCCO ARCH OVER WINDOWS

NEW GLASS GUARD SYSTEM INSTALLED AS PER MANUFACTURES SPECIFICATIONS
REMOVE EXISTING PARAPET DOWN TO EXISTING ROOF LEVEL AND BUILD UP PARAPETS AS REQUIRED

OPTION 2 - LOWER PARAPET WITH GLASS RAILING

I Ashley Kozachanko declare that I take responsibility for the design of this plan. I am qualified and registered with the Ministry of Municipal Affairs and Housing.

CONTRACTOR MUST VERIFY ALL DIMENSIONS ON THE JOB AND REPORT ANY DISCREPANCY TO DESIGNER BEFORE PROCEEDING WITH WORK
THIS DESIGNER ASSUMES NO RESPONSIBILITY FOR OR LIABILITY FOR ERRORS OR OMISSIONS NOT REPORTED BY THE CONTRACTOR OR HIS SUBTRADES.
THIS DESIGNER ASSUMES NO RESPONSIBILITY FOR THE CONTRACTOR OR HIS SUBTRADES FAILURE TO CARRY OUT THE WORK ACCORDING TO THESE PLANS, SPECIFICATIONS AND RELATED DOCUMENTS.
CONSTRUCTION MUST COMPLY WITH THE LATEST STANDARDS OF THE ONTARIO BUILDING CODE AND ANY OTHER APPLICABLE LAWS.

EXTERIOR RESTORATION
2161 RIVERSIDE DRIVE WEST
Windsor, ON
FRONT ELEVATION

August 13, 2019
1/4" = 1'-0"
Individual BCIN: 37168
Firm BCIN: 43361
Phone: 519-965-7176
City Council Agenda - February 3, 2020
Page 257 of 324
Unobstructed views that are virtually maintenance free.

An open view, lots of light and virtually no maintenance - just beautifully defined spaces. Our standard glass railing systems meet current building codes and satisfy Green building requirements.

In-house fabrication of sturdy aluminum and non-VOC powder coating ensures the highest level of quality control

- Virtually maintenance free: No rust or corrosion.
- Environmentally friendly: Powder coated finish with no VOC’s.
- Stylish design: Ideal for residential, multi-residential, or commercial use.
- Color options: 9 popular standard colors and over 180 custom colors available.
- Meets IBC Requirements: Fully tested to AC273.
- Made to last: 20 year structural warranty and 5 year limited powder coating residential warranty.
**Endless design possibilities**

- Clear glass panels or frosted for privacy.
- 9 standard colors and 180+ custom colors.
- 4 top rail options.

### 4 top rail profiles:

- Round
- Square
- Heritage
- Port Royal

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<tr>
<td>EVERGREEN</td>
<td>GREY</td>
<td>TEXTURED BLACK</td>
<td>BLACK</td>
<td>180+ COLORS</td>
</tr>
</tbody>
</table>

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**Duradek US Inc.**  
1142 Clay Street  
North Kansas City, MO, USA, 64116  
duradekus@duradek.com  
T 816 421 5830 | TF 1 800 338 3568

**Duradek Canada Ltd.**  
8288 - 129 Street  
Surrey, BC, Canada V3W 0A6  
duradek@duradek.com  
T 604 591 5594 | TF 1 866 591 5594

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**City Council Agenda - February 3, 2020**  
Page 259 of 324  
Page 2 of 2  
durarail.com
Tang, Kristina

From: Wendy Moore - LaSalle Travel <wendylasalle@mdirect.net>
Sent: Monday, August 26, 2019 2:39 PM
To: Tang, Kristina
Subject: RE: 2161 Riverside Dr W- Railing

Follow Up Flag: Follow up
Flag Status: Flagged

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

Hi Kristina,

Good afternoon!

I spoke with the person would be doing out railing and the cost difference between glass railing vs aluminum railing is too big of a difference in order for our budget.

Aluminum railing is $6500.00 + taxes
Glass railing is $14 910 + taxes

Also for the glass railing I spoke to the railing person in regards to the topless glass and he would definitely not recommend this type of glass for our job as he said with the wind it would not work properly. Also with topless railing the posts would be larger than 2X2. The quote above for the glass railing is with stainless steel posts and top cross bar. The glass only comes in rectangles and squares.

Do you have everything you need in regards to the Aluminum railing to get this to the board?

I look forward to your response,

Thanks
Wendy

Wendy Moore
LaSalle Travel Services Inc.
5841 Malden Rd Suite 118
LaSalle Ontario, N9H 1S3
(519) 972-5588 Phone
(519) 972-7819 Fax
wendylasalle@mdirect.net
www.lasalletravel.ca

From: Tang, Kristina [mailto:ktang@citywindsor.ca]
Sent: Thursday, August 22, 2019 2:43 PM
To: 'Wendy Moore - LaSalle Travel' <wendylasalle@mdirect.net>
Subject: RE: 2161 Riverside Dr W- Railing
Appendix C

By-Law 12-2012, passed by Council January 23, 2012

Statement of Significance
Ross Struthers House, 2161 Riverside Dr W

DESCRIPTION OF HISTORIC PLACE

The Ross-Struthers House is on the south side of Riverside Drive West between Rankin Avenue and Randolph Place. The house was built c1906 in the Mission/Spanish Colonial Revival style, converted to multiple-family in the 1950s, and has been in continuous use.

HISTORICAL VALUE

This house was built c1906 when the town of Sandwich was growing toward Windsor (the boundary was two blocks east). The first occupant was Edward H. Ross, who in 1914 was a signer of the surrounding plat used for prominent houses. In the 1920s and 1930s the resident was E.R.C. Struthers, proprietor of Concrete Bumper Company. The present owners acquired it in 1989.

DESIGN VALUE

This house is stucco, two-storey, with a flat roof and a façade that is almost symmetrical. A projecting one-storey porch is across the full width; it has four piers with wide arches between, and a sculpted parapet with compound arches; original roof drains remain at the corners. The second floor has wide arched windows similar to the porch, all with stucco surrounds. The roofline above the second floor has an arch on the front right corner similar to the porch; on the left front it is castellated. Stucco coping is along parapet edges on both floors.

The style is “Mission” or “Spanish Colonial Revival”. Typical style elements include stucco walls, curved parapets with coping, wide porches, and tile roofs; symmetry is a common feature. The identity of the original designer is unknown.

 CONTEXTUAL VALUE

This location is in the former town of Sandwich, built fronting the river-front road, Sandwich Street (now Riverside Drive West in Windsor). The sides of the c1906 house are perpendicular to the river’s edge, and the front is set far back from the street (see aerial photo).

In contrast, the 1914 platted lot lines of Registered Plan 766 (and the sides of adjacent houses) are parallel to the farm lot edges, at 28 degrees west of magnetic north or several degrees more northerly than the older house. The plat includes both sides of what is now Randolph Place (formerly Park Place and Casgrain Place) between Riverside Drive and University Avenue West (formerly London Street). That block has several large homes, including Register-listed properties at 205 and 218 Randolph Place.
CHARACTER DEFINING ELEMENTS

Feature that contributes to the historical value of the Ross-Struthers House include:

- Its association with Edward H. Ross, involved with surrounding development in the municipality of Sandwich, and with Windsor business owner E.R.C. Struthers.

Exterior features that contribute to the architectural value of the Ross-Struthers House include:

- Mission/Spanish Colonial Revival style, constructed c1906.
- Stucco finish.
- Two storeys, flat roof.
- One-storey porch across the full width, with four piers with wide arches between sculpted parapet with compound arches, original roof drains at the corners, and flat roof.
- Stucco coping along parapet edges on both floors.
- Stucco surrounds for windows and porch openings.
- Second-floor wide arched windows.
- Second-floor roofline has an arch on the front right corner similar to the porch; on the left front it is castellated.

Characteristic that contributes to the contextual value of Ross-Struthers House include:

- Its location along Riverside Drive West at an angle to its newer neighbours, and set back further from the street.
Appendix D
Photos of 2161 Riverside Drive West - taken by City of Windsor Heritage Planner (Kristina Tang)

Photo taken on afternoon of June 24, 2019
Photos of 2161 Riverside Drive West - taken by City of Windsor Heritage Planner (Kristina Tang)

Photo taken on morning of July 17, 2019
Photos of 2161 Riverside Drive West - taken by City of Windsor Heritage Planner (Kristina Tang)

Photo taken on afternoon of September 11, 2019
Photos of 2161 Riverside Drive West- taken by City of Windsor Heritage Planner (Kristina Tang)

Photo taken on afternoon of September 11, 2019
Photos of 2161 Riverside Drive West- taken by City of Windsor Heritage Planner (Kristina Tang)

Photos taken on morning of October 29, 2019
Photos of 2161 Riverside Drive West- taken by City of Windsor Heritage Planner (Kristina Tang)

Photos taken on morning of October 29, 2019
Photos of 2161 Riverside Drive West- taken by City of Windsor Heritage Planner (Kristina Tang)

Photos taken on morning of October 29, 2019

Photo showing alteration of sculpted parapet with stucco coping along parapet edge

Articulation of stucco coping has been simplified

Surface planes/depths of stucco parapet wall indicate heightened modification
Photos of 2161 Riverside Drive West- taken by City of Windsor Heritage Planner (Kristina Tang)

Photos taken on morning of October 29, 2019

Shape of sculpting has been modified to be flattened rather than angled

Heightened parapet wall
Photos of 2161 Riverside Drive West - taken by City of Windsor Heritage Planner (Kristina Tang)

Photo showing visible change in height to parapet wall relative to balcony door
Subject: Minutes of the Development Charges Task Force of its meeting held December 5, 2019
Development Charges Task Force
Meeting held December 5, 2019

A meeting of the Development Charges Task Force is held this day commencing at 1:00 o'clock p.m. in Room 204, 350 City Hall Square West, there being present the following members:

Councillor Kieran McKenzie, Chair
Councillor Gary Kaschak
David Colle
Shane Mitchell
Jake Rondot

Regrets received from:

Councillor Chris Holt
Evangelo Kalmantis

Also present are the following resource personnel:

Craig Binning, Project Manager, HEMSON Consulting Ltd.
Julia Cziraky, Consultant, HEMSON Consulting Ltd.
Courtney King, Consultant, HEMSON Consulting Ltd.
Tony Ardovini, Deputy Treasurer, Financial Accounting
Dwayne Dawson, Executive Director Operations, Deputy City Engineer
John Revell, Chief Building Official
Karen Kadour, Committee Coordinator

Also present are members of the Technical Working Committee:

Joe Baker, Building
Anna Godo, Engineering
France Isabelle Tunks, Engineering
Mark Spizzirri, Finance
Mike Clement, Parks
Jim Abbs, Planning
Angela Marazita, Public Works - Environmental
Ed Valdez, Pollution Control
Shawna Boakes, Traffic
Pat Delmore, Transit Windsor
Kitty Pope, Windsor Public Library
1. **Call to Order**

The Chair calls the meeting to order at 1:09 o’clock p.m. and the Task Force considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. **Declaration of Conflict**

None disclosed.

3. **Adoption of the Minutes**

Moved by Councillor Kaschak, seconded by Councillor McKenzie,
That the minutes of the Development Charges Task Force of its meeting held September 26, 2019 **BE ADOPTED** as presented.
Carried.

4. **Presentation by HEMSON Consulting**

The Presentation entitled “City of Windsor 2020 Development Charges Study – Task Force Meeting #2” is distributed and **attached** as Appendix “A”. Craig Binning, Project Manager and Julia Cziraky, Consultant, HEMSON provide the salient points of the presentation as follows:

- In terms of Bill 108 and the Community Benefit Charges (CBC), the final regulations are yet to be released and adds the Windsor CBC strategy process is on hold until the regulations are made available.
- Preliminary development forecasts – Forecast of city-wide population, household and employment to 2029. Sandwich South area-specific forecast to 2041.
- 2020 DC Background Study includes: Fire, Police, Public Works, Transit, Waste Diversion, Roads, Sewage Treatment, Sanitary Sewer, Storm Sewer & Municipal Drains and Water
- 2020 Community Benefit Charges includes: General government, Library, Indoor Recreation, Park Development & Acquisition, Parking
- Transit: Ridership-Based approach – DCA requires Transit DC calculations to be based on a “planned” level of service. Continuing to work on “benefit to existing” and growth cost allocations based on City ridership data and targets.
- Sandwich South Draft Capital Programs – Generally consistent with 2018 DC amendment study, Costs adjusted to reflect current dollars.
- Capital programs have been developed in consultation with City staff – Key data sources: draft 8-year capital plan which includes – Fire Services, Police Services,

- Policy Directions include:
  - Area Rating – Maintain area-specific approach to engineered services rates for Sandwich South – Uniform general services DCs to apply to all development.
  - Adjust residential unit type definitions to align with zoning by-law – No change to rate structure proposed.
  - Annual DC Index date – Move from June 1 to November 1.

The document entitled “Development Related to Capital Program” is distributed and attached as Appendix “B”.

5. Questions and Discussion

T. Ardovini states assuming the regulations in Bill 108 are not released in the near future and this by-law expires in May 2020, will only the hard services remain in the by-law at that point? C. Binning responds the transitional rules have said if you have a by-law set to expire and it contains the discounted services, they can remain in force even if the by-law is expired until the earlier of 2 points – when the CBC by-law is passed or, by December 31, 2020. When we bring forward the new by-law for the engineering services, the city’s existing by-law will not be repealed, but will basically expire for everything except the soft services.

The Chair advises as it relates to Sandwich South, when doing estimates there is always a conservative or aggressive view and asks what the standard practice in this instance is. C. Binning responds that assigning that kind of language to our portion between Sandwich South and city wide depends on which area you’re developing and what the perspective is. If one is in Sandwich South, being conservative means less is being allocated to it with more to city wide. Historically, here in Windsor when it comes to apportioning project shares being development and the calculations of the ratio, we’ve been fairly conservative.

T. Ardovini adds we endeavour to provide the most actual cost. Initially, there are several high level engineering studies in order of magnitudes and as further studies are completed, the numbers become refined. Unfortunately at this point with Sandwich South, there are still high level engineering studies, however, as more detailed studies are completed, the actual cost may be refined higher or lower.

J. Revell reports that one of high priorities of Council is the Active Transportation Master Plan and he asks if this is included in the “Roads and Related” or if this is separate and apart from the development charges. J. Cziraky responds this is included in the road program.
J. Revell states that when projects are funded they have an active transportation fund with approximately $4 million for infill. He adds some of trails are not necessarily associated with the roads. So treating the active transportation network as a separate budget we’re bringing active transportation portions that will be charged with overseeing these projects as part of the construction. He recommends this be treated as part of the capital costs.

C. Binning adds the general approach across the province has been if the active transportation works are within the road right-of-way and sometimes adjacent, then we will capture those under the roads development charge. If they’re removed from the road right-of-way, they have to fall within what existed before the parks development side of this but will now be part of the CBC funding.

The Chair asks if the notion of having a separate category for active transportation whether or not it’s an existing roadway, and questions if it will go against current legislation. C. Binning responds the Development Charges Act is structured as being very prescriptive regarding what services are eligible for funding and there’s one called “services related to a highway” so his recommendation to municipalities is not to have a category of service that is specifically linked between the Development Charges Act but through the services related to the highway, They can have road construction active transpiration corridors and have the public works building fleet but they would need to be for purposes of the bylaw rolled up under that one category. There’s no reason that this couldn’t be tracked as a subset of that category.

J. Rondot states further to the current different rates between city wide and Sandwich South, will there also be two different rates relating to the CBC for Sandwich South and the City of Windsor. C. Binning responds the CBC regime does not have that structure of charge per unit because it will be capped as a percentage of land, so the structure may have different percentages for residential versus non-residential and high density uses such as condominiums and apartments. So if the rate is 50% in Windsor for residential uses, the CBC rate could be set at 50% of the land within the downtown core.

S. Mitchell questions if there have been successes regarding incentives that were provided or a geographical analysis. He adds it is worth looking at the boundary that should be expanded. J. Abbs reports the City Planner undertook a special study and states in order to expand that area, the study would have to be repeated to justify the changes.

S. Mitchell requests that the 2016 Core Study report be provided.

Moved by Councillor Kaschak, seconded by Councillor McKenzie, That the presentation entitled “City of Windsor 2020 Development Charges Study – Task Force Meeting #2” BE RECEIVED. Carried.
6. **Date of Next Meeting**

   The next meeting will be held on January 30, 2020 at 11:00 a.m. in a venue to be determined

7. **Adjournment**

   There being no further business, the meeting is adjourned at 2:25 o’clock p.m.

__________________________
CHAIR

__________________________
COMMITTEE COORDINATOR
City of Windsor
2020 Development Charges Study
Task Force Meeting #2

Thursday, December 5th, 2019
Today we will discuss...

• Update on Study Process and Approach
• Preliminary Development Forecast
• Draft Capital Programs
  – Non-discounted services
• Policy Considerations
• Next Steps
Study Process

- **Summer 2019**
  - Background Review & Info Requests
  - Staff Kick-off Meetings
  - Preliminary Service Level Analysis

- **September 2019**
  - Preliminary Development Forecasts
  - Task Force Meeting #1: Project Introduction
  - Individual Department Meetings

- **October 2019**
  - Finalize Development Forecasts
  - Finalize Service Level Analysis

- **Nov. – Dec. 2019**
  - Complete Draft Capital Programs
  - Task Force Meeting #2: Forecasts & Capital Programs

- **Jan. – Feb. 2020**
  - Preliminary DC Rate Calculation
  - Task Force Meeting #3: Draft Rates & Policy Recommendations
  - Council Info Session
  - Finalize DC Rates

- **Mar. – May 2020**
  - Release DC Background Study & By-law
  - Statutory Public Meeting
  - Respond to Written Submissions
  - Council Passage of DC By-law

- **TBD (2020)**
  - Prepare CBC Strategy & By-law
  - CBC By-law Passage
City of Windsor
DC & CBC Services

2020 DC Background Study

- Fire
- Police
- Public Works
- Transit
- Waste Diversion
- Roads & Related
- Sewage Treatment
- Sanitary Sewer
- Storm Sewer & Municipal Drains
- Water

2020 CBC Strategy

- General Government
- Library
- Indoor Recreation
- Park Development & Acquisition
- Parking
Bill 108 & Community Benefits Charges

• Final regulations still to be released
  – Will determine CBC strategy requirements

• Windsor CBC Strategy process on hold until regulations are made available

• DC Study process proceeding as planned
Scope of New Community Benefits Charges

Present (2019)
Current regime under the Development Charges Act and Planning Act

Future (2021)
New regime under the Planning Act

Community Benefits Charges

- Parkland Dedication and CII
- Development Charges for “Discounted Services”
- Section 37/Height & Density Bonusing
Preliminary Development Forecasts

• Forecast of City-wide population, household and employment to 2029
  – Forecast based on recent Statistics Canada data, CMHC data, and Hemson analyses
  – 10-year planning period for all City-wide services

• Sandwich South area-specific forecast to 2041
  – Covers East Pelton & County Road 42 Secondary Plan areas only
  – 2020-2041 planning period for area-specific engineered services DCs
## City-wide Forecast

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<tr>
<td>Employment</td>
<td>109,550</td>
</tr>
<tr>
<td>New Non-Res Building Space (sq.m)</td>
<td>194,420</td>
</tr>
</tbody>
</table>
Assume growth in Sandwich South to 2041 will occur within East Pelton & County Road 42 Secondary Plan areas.
## Sandwich South Forecast

<table>
<thead>
<tr>
<th></th>
<th>Growth 2020-2041</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Residential</strong></td>
<td></td>
</tr>
<tr>
<td>Dwelling Units</td>
<td>5,000</td>
</tr>
<tr>
<td>Population in New Dwellings</td>
<td>13,300</td>
</tr>
<tr>
<td><strong>Non-Residential</strong></td>
<td></td>
</tr>
<tr>
<td>Employment</td>
<td>9,470</td>
</tr>
<tr>
<td>New Non-Res Building Space (sq.m)</td>
<td>767,000</td>
</tr>
</tbody>
</table>
10-Year Historical Service Levels

- Maximum allowable charge for general services based on average service level provided in preceding 10 years
- Calculated by multiplying 10-year historical average service level by the forecast growth in the 10-year planning period
- Establishes a development charges ceiling & will inform allocation of costs
Transit: Ridership-Based Approach

- DCA requires Transit DC calculations to be based on a “planned” level of service.
- Continuing to work on “benefit to existing” & growth cost allocations based on City ridership data and targets.

<table>
<thead>
<tr>
<th>Year</th>
<th>Ridership</th>
<th>Rides/Capita</th>
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</thead>
<tbody>
<tr>
<td>2019</td>
<td>8,430,000</td>
<td>38.3</td>
</tr>
<tr>
<td>2020</td>
<td>8,510,000</td>
<td>38.5</td>
</tr>
<tr>
<td>2021</td>
<td>8,780,000</td>
<td>39.6</td>
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<tr>
<td>2022</td>
<td>9,220,000</td>
<td>41.4</td>
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<tr>
<td>2023</td>
<td>10,110,000</td>
<td>45.3</td>
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<tr>
<td>2024</td>
<td>10,570,000</td>
<td>47.3</td>
</tr>
<tr>
<td>2025</td>
<td>11,580,000</td>
<td>51.7</td>
</tr>
<tr>
<td>2026</td>
<td>12,035,205</td>
<td>53.6</td>
</tr>
<tr>
<td>2027</td>
<td>12,508,304</td>
<td>55.7</td>
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<tr>
<td>2028</td>
<td>13,000,000</td>
<td>57.8</td>
</tr>
<tr>
<td>2029</td>
<td>13,511,000</td>
<td>60.0</td>
</tr>
</tbody>
</table>

10-yr Growth: **5,081,000**

Source: 2019 Transit Master Plan
General Services
Draft Capital Programs

• Capital programs have been developed in consultation with City staff
  – Key data sources: draft 8-year capital plan; discussions with Finance and service area staff

• DC eligible costs are adjusted in accordance with legislation:
  – Grants, subsidies & contributions
  – Benefit to existing or replacement elements
  – Available DC reserve funds
  – “Post-period” benefit shares
    • Primarily based on funding envelope restrictions
Fire Services

<table>
<thead>
<tr>
<th>Total Capital Program</th>
<th>Grants / Subsidies</th>
<th>Benefit-to-Existing / Replacement</th>
<th>Development -Related</th>
</tr>
</thead>
<tbody>
<tr>
<td>$33,159,677</td>
<td>$177,290</td>
<td>$20,629,500</td>
<td>$12,352,887</td>
</tr>
</tbody>
</table>

- 2020-2029 Draft Capital Program:
  - Station #8 & EOC (remaining costs)
  - Fire Training Centre
  - Station 1 Replacement & Expansion
  - Additional Vehicles & Equipment
  - Fire Master Plan
## Police Services

### 2020-2029 Draft Capital Program:

- Collision Reporting Centre Expansion
- Expansion of Patrol Space
- Major Crimes Expansion
- Internet Crime Unit Expansion
- Equipment & Evidence Storage Handling Area Expansion
- Various equipment additions

### Capital Program Breakdown

<table>
<thead>
<tr>
<th>Total Capital Program</th>
<th>Grants / Subsidies</th>
<th>Benefit-to-Existing / Replacement</th>
<th>Development -Related</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8,020,388</td>
<td>$0</td>
<td>$6,093,349</td>
<td>$1,927,039</td>
</tr>
</tbody>
</table>
### 2020-2029 Draft Capital Program:

- **Purchase of Additional Fleet**

<table>
<thead>
<tr>
<th>Total Capital Program</th>
<th>Grants / Subsidies</th>
<th>Benefit-to-Existing / Replacement</th>
<th>Development-Related</th>
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<td>$1,741,431</td>
<td>$40,262</td>
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<td>$1,701,169</td>
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</table>
### Transit

- **2020-2029 Draft Capital Program:**
  - Smart Bus Technology – Phase 2 (remaining costs)
  - 35 Additional Buses
  - Garage Expansion to accommodate additional buses
  - West End Terminal – Phase 2 Expansion
  - Bus Stop Investment Program
  - Update to Bus Stop P&D Guidelines
  - Transit Priority Measures
  - Other Transit Master Plan Service Improvements

- Significant BTE share will be attributed – under evaluation

<table>
<thead>
<tr>
<th>Total Capital Program</th>
<th>Grants / Subsidies</th>
<th>Net Municipal Cost</th>
<th>Benefit-to-Existing</th>
<th>Development -Related</th>
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<tbody>
<tr>
<td>$81,944,769</td>
<td>$56,428,076</td>
<td>$25,516,693</td>
<td>TBD</td>
<td>TBD</td>
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</table>

City Council Agenda - February 3, 2020
Page 16
Waste Diversion

<table>
<thead>
<tr>
<th>Total Capital Program</th>
<th>Grants / Subsidies</th>
<th>Benefit-to-Existing / Replacement</th>
<th>Development-Related</th>
</tr>
</thead>
<tbody>
<tr>
<td>$45,210,329</td>
<td>$0</td>
<td>$42,962,853</td>
<td>$2,247,476</td>
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</tbody>
</table>

- **2020-2029 Draft Capital Program:**
  - Organic Waste Processing Facility
  - Additional Organic Waste Collection Vehicles
City-wide Engineered Services
Draft Capital Programs

• Capital programs have been developed in consultation with City staff

• DC eligible costs are adjusted in accordance with legislation:
  – Grants, subsidies & contributions
  – Benefit to existing or replacement elements
    • Largely from previous DC study
  – Sandwich South shares
  – Available DC reserve funds
  – “Post-period” benefit shares
    • Largely from previous DC study: 66% of projects occurring in 1-5 yrs; 85% of projects occurring 5-10 yrs; 100% of projects occurring 10+ yrs
    • Recognizes long planning and benefitting period
## Roads and Related

### 2020-2029 Draft Capital Program:

- Recovery of past roads and related projects
- Planned City-wide roads & related infrastructure projects
  - Note: Projects identified as 10+ years are allocated 100% post-period
- City-wide component of Sandwich South projects
- Transportation Master Plan & EA Studies

### Total Capital Program

<table>
<thead>
<tr>
<th>Total Capital Program</th>
<th>Grants / Subsidies</th>
<th>Benefit-to-Existing / Replacement</th>
<th>Sandwich South Share</th>
<th>City-Wide Development -Related</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,348,997,947</td>
<td>$26,512,851</td>
<td>$485,254,201</td>
<td>$335,893,375</td>
<td>$501,337,520</td>
</tr>
</tbody>
</table>

City Council Agenda - February 3, 2020
# Sewage Treatment

## 2020-2029 Draft Capital Program:

- Lou Romano Water Redemption Plant upgrade & expansion
- Little River Pollution Control Plant expansion
  - 100% post-period
- Pumping Station study

- **Note**: uniform charge to apply City-wide, including Sandwich South

### Total Capital Program

<table>
<thead>
<tr>
<th>Grants / Subsidies</th>
<th>Benefit-to-Existing / Replacement</th>
<th>Development-Related</th>
</tr>
</thead>
<tbody>
<tr>
<td>$53,000,000</td>
<td>$43,790,000</td>
<td>$282,373,000</td>
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<table>
<thead>
<tr>
<th>Total Capital Program</th>
<th>$379,163,000</th>
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**City Council Agenda - February 3, 2020**
Sanitary Sewers

<table>
<thead>
<tr>
<th>Total Capital Program</th>
<th>Grants / Subsidies</th>
<th>Benefit-to-Existing / Replacement</th>
<th>Sandwich South Share</th>
<th>City-Wide Development -Related</th>
</tr>
</thead>
<tbody>
<tr>
<td>$46,418,803</td>
<td>$23,456,000</td>
<td>$2,461,271</td>
<td>$10,921,250</td>
<td>$9,580,282</td>
</tr>
</tbody>
</table>

- **2020-2029 Draft Capital Program:**
  - City-wide linear infrastructure projects
  - City-wide component of Sandwich South projects
    - Incl. recovery of past projects not yet fully funded
Storm & Drains

- **2020-2029 Draft Capital Program:**
  - City-wide storm and drain projects
  - Recovery of past projects not yet fully funded
  - City-wide component of Sandwich South projects (Little River improvements)

<table>
<thead>
<tr>
<th>Total Capital Program</th>
<th>Grants / Subsidies</th>
<th>Benefit-to-Existing / Replacement</th>
<th>Sandwich South Share</th>
<th>City-Wide Development -Related</th>
</tr>
</thead>
<tbody>
<tr>
<td>$53,875,035</td>
<td>$5,427,162</td>
<td>$19,846,847</td>
<td>$99,195</td>
<td>$28,501,831</td>
</tr>
</tbody>
</table>
Water

• Capital program currently under review (ENWIN)

• Draft to be circulated to Task Force next week
Sandwich South
Draft Capital Programs

• Capital programs have been developed in consultation with City staff
  – Generally consistent with 2018 DC amendment study
  – Costs adjusted to reflect current dollars

• DC eligible costs are adjusted in accordance with legislation:
  – Grants, subsidies & contributions
  – Benefit to existing or replacement elements
  – City-wide shares
  – “Post-period” benefit shares
    • SSPD outside of East Pelton & County Road 42 (post-2041)
Roads and Related

<table>
<thead>
<tr>
<th>Total Capital Program</th>
<th>Grants &amp; Other Recoveries</th>
<th>Benefit to Existing</th>
<th>City-wide Shares</th>
<th>Sandwich South Development-Related</th>
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</thead>
<tbody>
<tr>
<td>$495,360,000</td>
<td>$0</td>
<td>$95,556,000</td>
<td>$59,335,625</td>
<td>$340,468,375</td>
</tr>
</tbody>
</table>

• 2020-2041 Draft Capital Program:
  
  • Urbanization of 7th, 8th, & 9th Concession, Baseline Rd., CR17
  
  • New road construction: Collector roads, Lauzon Parkway, CR42, E-W Arterial
  
  • EA studies & Functional Servicing Reports
### Sanitary Sewers

<table>
<thead>
<tr>
<th>Total Capital Program</th>
<th>Grants &amp; Other Recoveries</th>
<th>Benefit to Existing</th>
<th>City-wide Shares</th>
<th>Sandwich South Development-Related</th>
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</thead>
<tbody>
<tr>
<td>$64,653,644</td>
<td>$23,456,000</td>
<td>$0</td>
<td>$3,451,750</td>
<td>$37,745,894</td>
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</tbody>
</table>

- **2020-2041 Draft Capital Program:**
  - CR42, CR17, 9th Concession, & Legacy Park Drive sanitary sewer construction
  - Recoveries for previously completed SSPD sanitary sewers
### Storm Sewer & Municipal Drains

<table>
<thead>
<tr>
<th>Total Capital Program</th>
<th>Grants &amp; Other Recoveries</th>
<th>Benefit to Existing</th>
<th>City-wide Shares</th>
<th>Sandwich South Development-Related</th>
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</thead>
<tbody>
<tr>
<td>$224,058,000</td>
<td>$36,521,440</td>
<td>$753,950</td>
<td>$17,505</td>
<td>$186,765,105</td>
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</tbody>
</table>

- **2020-2041 Draft Capital Program:**
  - Upper Little River SWM Plan & Implementation
  - Little River Drain Improvements
  - Studies
### Water

<table>
<thead>
<tr>
<th>Total Capital Program</th>
<th>Grants &amp; Other Recoveries</th>
<th>Benefit to Existing</th>
<th>City-wide Shares</th>
<th>Sandwich South Development-Related</th>
</tr>
</thead>
<tbody>
<tr>
<td>$34,465,000</td>
<td>$0</td>
<td>$9,781,260</td>
<td>$0</td>
<td>$24,683,740</td>
</tr>
</tbody>
</table>

- Capital program and all adjustments as per WUC Water Servicing Plan Update 2018 – Sandwich South Planning District Area Development Charges
  - Draft report dated April 9, 2018
Policy Directions

1. Area rating
   • Maintain area-specific approach to engineered services rates for Sandwich South
     • Uniform general services DCs to apply to all development

2. Adjust residential unit type definitions to align with zoning by-law
   • No change to rate structure proposed

3. Annual DC index date
   • Move from June 1 to November 1
     • Less busy time of year
Next Steps

• Finalize development forecasts & capital programs: Dec. 2019

• Calculate draft DCs: Jan. 2020

• Task Force Meeting #3: Late Jan. 2020

• Council Info Session: Feb. 2020

• Preparation & Release of Background Study: Late Feb. / early March 2020

• Statutory Public Meeting: March/April 2020
Hemson Contacts

• Craig Binning, Project Manager
  • 416-593-5090 ext. 20; cbinning@hemson.com

• Julia Cziraky, Consultant
  • 416-593-5090 ext. 25; jcziraky@hemson.com

• Courtney King, Consultant
  • 416-593-5090 ext. 38; cking@hemson.com
## CITY OF WINDSOR
### DEVELOPMENT-RELATED CAPITAL PROGRAM
#### FIRE SERVICES

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Timing</th>
<th>Gross Project Cost</th>
<th>Grants/Subsidies/Other Recoveries</th>
<th>Net Municipal Cost</th>
<th>Ineligible Costs</th>
<th>0% Reduction</th>
<th>Total DC Eligible Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3.0 FIRE SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3.1 Buildings, Land &amp; Furnishings</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1.1 New Fire Hall Station #8 &amp; EOC (Remaining Costs)</td>
<td>2020</td>
<td>$6,790,699</td>
<td>$177,290</td>
<td>$6,613,409</td>
<td>$3,283,530</td>
<td>-</td>
<td>$3,319,879</td>
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<tr>
<td>3.1.2 Fire Training Centre</td>
<td>2028</td>
<td>$5,000,000</td>
<td>-</td>
<td>$5,000,000</td>
<td>$4,500,000</td>
<td>-</td>
<td>$500,000</td>
</tr>
<tr>
<td>3.1.4 Station 1 Replacement &amp; Expansion</td>
<td>2029</td>
<td>$20,000,000</td>
<td>-</td>
<td>$20,000,000</td>
<td>$12,500,000</td>
<td>-</td>
<td>$7,500,000</td>
</tr>
<tr>
<td><strong>Subtotal Buildings, Land &amp; Furnishings</strong></td>
<td></td>
<td>$31,790,699</td>
<td>$177,290</td>
<td>$31,613,409</td>
<td>$20,283,530</td>
<td>-</td>
<td>$11,319,879</td>
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<tr>
<td><strong>3.2 Vehicles &amp; Equipment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2.1 Additional Vehicles &amp; Equipment</td>
<td>Various</td>
<td>$995,678</td>
<td>-</td>
<td>$995,678</td>
<td>-</td>
<td>-</td>
<td>$995,678</td>
</tr>
<tr>
<td>3.2.2 Traffic Control System Overhaul</td>
<td>TBD</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Subtotal Vehicles &amp; Equipment</strong></td>
<td></td>
<td>$995,678</td>
<td>-</td>
<td>$995,678</td>
<td>-</td>
<td>-</td>
<td>$995,678</td>
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<tr>
<td><strong>3.3 Studies</strong></td>
<td></td>
<td></td>
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<tr>
<td>3.3.1 Fire Master Plan</td>
<td>2020</td>
<td>$373,300</td>
<td>-</td>
<td>$373,300</td>
<td>$335,970</td>
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<td><strong>Subtotal Studies</strong></td>
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<td>$373,300</td>
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<td>$373,300</td>
<td>$335,970</td>
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<tr>
<td><strong>TOTAL FIRE SERVICES</strong></td>
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<td>$33,159,677</td>
<td>$177,290</td>
<td>$32,982,387</td>
<td>$20,629,500</td>
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<td>$12,352,867</td>
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<tr>
<td>Project Description</td>
<td>Timing</td>
<td>Gross Project Cost</td>
<td>Grants/ Subsidies/Other Recoveries</td>
<td>Net Municipal Cost</td>
<td>Ineligible Costs</td>
<td>0% Reduction</td>
<td>Total DC Eligible Costs</td>
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<tr>
<td>---------------------</td>
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<td>------------------------------------</td>
<td>-------------------</td>
<td>-----------------</td>
<td>--------------</td>
<td>------------------------</td>
</tr>
<tr>
<td><strong>4.0 POLICE SERVICES</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.1 Buildings, Land &amp; Furnishings</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
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<tr>
<td>4.1.1 Internet Crime Unit Expansion</td>
<td>2020</td>
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<td>$50,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$50,000</td>
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<tr>
<td>4.1.2 Expansion of Patrol Space</td>
<td>2020</td>
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<td>$ -</td>
<td>$700,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$700,000</td>
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<tr>
<td>4.1.3 Major Crimes Expansion</td>
<td>2020</td>
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<td>$ -</td>
<td>$250,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$250,000</td>
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<tr>
<td>4.1.4 Equipment &amp; Evidence Storage Handling Area Expansion</td>
<td>2021</td>
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<td>$ -</td>
<td>$250,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$250,000</td>
</tr>
<tr>
<td>4.1.5 Collision Reporting Centre Expansion (5,400 sq.ft)</td>
<td>2020</td>
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<td>$ -</td>
<td>$4,701,249</td>
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<td>$5,951,249</td>
<td>$4,231,124</td>
<td>$ -</td>
<td>$1,720,125</td>
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<tr>
<td><strong>4.2 Equipment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2.1 Provision for Equipment for Additional Officers</td>
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<td>$219,139</td>
<td>$197,225</td>
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<tr>
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<td>$472,500</td>
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<td>$52,500</td>
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<tr>
<td>4.2.3 Training Equipment: Use of Force Simulator</td>
<td>2022</td>
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<td>$ -</td>
<td>$125,000</td>
<td>$112,500</td>
<td>$ -</td>
<td>$12,500</td>
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<tr>
<td>4.2.4 Body/In-Car Cameras for Uniformed Officers</td>
<td>2026</td>
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<td>$ -</td>
<td>$1,000,000</td>
<td>$900,000</td>
<td>$ -</td>
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<tr>
<td>4.2.5 Caribines for all Patrol Cruisers (Remaining Costs)</td>
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<td>$180,000</td>
<td>$ -</td>
<td>$20,000</td>
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<tr>
<td><strong>Subtotal Equipment</strong></td>
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<tr>
<td><strong>TOTAL POLICE SERVICES</strong></td>
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<td>$8,020,388</td>
<td>$6,093,249</td>
<td>$ -</td>
<td>$1,927,039</td>
</tr>
<tr>
<td>Project Description</td>
<td>Timing</td>
<td>Gross Project Cost</td>
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### WASTE DIVERSION

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<th>Ineligible Costs</th>
<th>Replacement &amp; BTE Shares</th>
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<td>Benefit to Existing Share</td>
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HEMSON
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<tr>
<td>49</td>
<td>Riverside Drive - Phase 2B</td>
<td>Fert Blvd</td>
<td>Laurier Road</td>
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<td>0%</td>
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<td>Riverside Drive - Phase 3B</td>
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<tr>
<td>52</td>
<td>Banwell Road</td>
<td>Tecumseh</td>
<td>Mulberry</td>
<td>2020+</td>
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<td>0%</td>
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<td>Banwell Road/Mulberry Roundabout</td>
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<tr>
<td>54</td>
<td>Cabana Road Improvements - Phase 1</td>
<td>Provincial Rd</td>
<td>Howard Ave.</td>
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<td>$6,900,000</td>
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<td>55</td>
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<td>Howard Ave.</td>
<td>Dougall Ave.</td>
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<td>$7,167,499</td>
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<td>56</td>
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<td>Dougall Ave.</td>
<td>Mt. Carmel Dr.</td>
<td>2020+</td>
<td>$12,249,729</td>
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<td>57</td>
<td>Cabana Road Improvements - Phase 4</td>
<td>Mt. Carmel Dr.</td>
<td>HWY 9</td>
<td>2020+</td>
<td>$12,821,549</td>
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<td>60%</td>
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<td>58</td>
<td>Cabana Road Improvements - Phase 5</td>
<td>Sixth Concession Rd</td>
<td>Walker Road</td>
<td>2020+</td>
<td>$7,628,023</td>
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<td>59</td>
<td>Provincial/Division Corridor Improvements - Phase 3A</td>
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<td>South of Lone Pine St.</td>
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<td>$14,904,286</td>
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<td>Provincial/Division Corridor Phase 5 &amp; plus</td>
<td>Howard Ave.</td>
<td>Clark Dr.</td>
<td>2020+</td>
<td>$46,673,100</td>
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<td>60%</td>
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<td>63</td>
<td>Sixth Conc. J.N. Talbot Rd. Infrastructure Improv.</td>
<td>Cabana / Howard</td>
<td>North Talbot / City Limit</td>
<td>2020+</td>
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<td>64</td>
<td>Banwell Corridor BA Study (Remaining Costs)</td>
<td>Tecumseh Road East</td>
<td>City Limits</td>
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<tr>
<td>65</td>
<td>Dominon Northwood Intersection</td>
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<td>66</td>
<td>Transportation Master Plan</td>
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<td>67</td>
<td>Dominion Road BA + N. of Obway</td>
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<td>Catherine Street BA</td>
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<tr>
<td>69</td>
<td>Wyndside Street</td>
<td>Banwell Road</td>
<td>Janis Avenue</td>
<td>2020+</td>
<td>$200,000</td>
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<td>Wyndside Extension</td>
<td>Dougall Ave.</td>
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<td>$29,300,000</td>
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Roads and Related Infrastructure

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<td>$1,391,129</td>
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<td>$3,064,831</td>
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<tr>
<td>$975,000</td>
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<td>$6,750,000</td>
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<tr>
<td>$981,871</td>
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<tr>
<td>$1,566,511</td>
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<tr>
<td>$212,251</td>
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<td>$7,442,149</td>
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<tr>
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</tr>
<tr>
<td>$50,000</td>
</tr>
<tr>
<td>$29,300,000</td>
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<td>72</td>
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<td>73</td>
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<td>82</td>
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<td>83</td>
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Subtotal Studies:

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<tr>
<th>Studies</th>
<th>Gross Cost</th>
<th>Percent</th>
<th>2020 - 2020</th>
<th>$346,750</th>
<th>75%</th>
<th>$260,063</th>
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<th>$186,687</th>
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<tr>
<td>84</td>
<td>Active Transportation Master Plan</td>
<td>2020 - 2020</td>
<td>$176,110</td>
<td>75%</td>
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<td>85</td>
<td>Tecumseh Road West ESR</td>
<td>2020 - 2020</td>
<td>$186,200</td>
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<tr>
<td>86</td>
<td>6th Concession / North Talbot ESR (Remaining Costs)</td>
<td>2020 - 2020</td>
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<td>$311,950</td>
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<tr>
<td>87</td>
<td>Central ESR (Remaining Costs)</td>
<td>2020 - 2024</td>
<td>$517,452</td>
<td>75%</td>
<td>$390,510</td>
<td>$0</td>
<td>$202,973</td>
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<td>88</td>
<td>E.C. Row Expressway ESR</td>
<td>2020 - 2029</td>
<td>$347,783</td>
<td>50%</td>
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<tr>
<td>89</td>
<td>Truck Route Study</td>
<td>2020 - 2029</td>
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Subtotal Studies:

$1,348,997,847 | $26,512,851 | $485,254,201 | $335,833,375 | $501,437,520 |
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<tr>
<th>NO.</th>
<th>Project Description</th>
<th>Timing</th>
<th>Estimated Project Costs</th>
<th>City-wide Development Related Capital Costs</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Gross Cost</td>
<td>Grants and Subsidies</td>
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<tr>
<td></td>
<td>Sewage Treatment Infrastructure</td>
<td></td>
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<tr>
<td></td>
<td>Lou Romano Water Reclamation Plant (Remaining Costs)</td>
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<tr>
<td>1</td>
<td>Plant Upgrade</td>
<td>2020 - 2020</td>
<td>$75,000,000</td>
<td>$32,000,000</td>
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<td>2</td>
<td>Plant Expansion</td>
<td>2020 - 2020</td>
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<td>$21,000,000</td>
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<td></td>
<td>Subtotal Lou Romano Water Reclamation Plant</td>
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<td>$110,000,000</td>
<td>$53,000,000</td>
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<td></td>
<td>Little River Pollution Control Plant</td>
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</tr>
<tr>
<td>1</td>
<td>Plant Expansion</td>
<td>2041+</td>
<td>$200,000,000</td>
<td>$0</td>
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<tr>
<td>2</td>
<td>Debenture Financing (growth share)</td>
<td>2041+</td>
<td>$68,863,000</td>
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<td>Subtotal Little River Pollution Control Plant</td>
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<td>Studies</td>
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<td>1</td>
<td>Pumping Station Study (East Marsh/Pontiac)</td>
<td>2020 - 2024</td>
<td>$300,000</td>
<td>$0</td>
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<tr>
<td></td>
<td>Subtotal Studies</td>
<td></td>
<td>$300,000</td>
<td>$0</td>
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<tr>
<td></td>
<td>Total Sewage Treatment</td>
<td></td>
<td>$379,163,000</td>
<td>$53,000,000</td>
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<tr>
<td>NO.</td>
<td>Road</td>
<td>From</td>
<td>To</td>
<td>Timing</td>
</tr>
<tr>
<td>-----</td>
<td>---------------------------</td>
<td>------------------</td>
<td>-------------------</td>
<td>--------</td>
</tr>
<tr>
<td>1</td>
<td>Maitland Rd</td>
<td>Amanda St</td>
<td>Talcott St</td>
<td>2020-2024</td>
</tr>
<tr>
<td>2</td>
<td>Maitland Rd</td>
<td>Talcott St</td>
<td>Sprucewood Ave</td>
<td>2020-2024</td>
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<tr>
<td>3</td>
<td>Maitland Rd</td>
<td>Kent St</td>
<td>City Limit</td>
<td>2030+</td>
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<tr>
<td>4</td>
<td>Kenora St</td>
<td>St Clair Ave</td>
<td>Everts Ave</td>
<td>2030+</td>
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<tr>
<td>5</td>
<td>Ducharme St (Remaining Costs)</td>
<td>Canaan St</td>
<td>Helsinki Cresc</td>
<td>2020-2020</td>
</tr>
<tr>
<td></td>
<td>Subtotal City-Wide Sewers</td>
<td></td>
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City-Wide Component of Sandwich South Projects

<table>
<thead>
<tr>
<th>NO.</th>
<th>Road</th>
<th>From</th>
<th>To</th>
<th>Timing</th>
<th>Gross Cost</th>
<th>Grants and Subsidies</th>
<th>Benefit to Existing Share</th>
<th>Sandwich South Share</th>
<th>City-wide Development Related Capital Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>County Rd 42</td>
<td>Peltor Spur</td>
<td>8th Concession</td>
<td>2020-2025</td>
<td>$1,895,000</td>
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<td>0%</td>
<td>$0</td>
<td>$1,810,750</td>
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<tr>
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<td>Sandwich South - Ph 1A, 1B, &amp; 3 (Remaining Costs)</td>
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<td>Sandwich South - Ph 2 &amp; 4-6 (Remaining Costs)</td>
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<td>Functional Servicing Reports</td>
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<td>Subtotal City-Wide Sewers</td>
<td></td>
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<td>$23,456,000</td>
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Total Sanitary Sewers

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<th>Gross Cost</th>
<th>Grants and Subsidies</th>
<th>Benefit to Existing Share</th>
<th>Sandwich South Share</th>
<th>City-wide Development Related Capital Costs</th>
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<tbody>
<tr>
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HEMSON
<table>
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<th>Timing</th>
<th>Gross Cost</th>
<th>Grants and Subsidies</th>
<th>Benefit to Existing Share</th>
<th>Sandwich South Share</th>
<th>City-wide Development Related Capital Costs</th>
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<tbody>
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<td>California Avenue</td>
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<td>Captain Wilson Park</td>
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<td>S. Cameron</td>
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Subtotal City-Wide Storm Sewers: $53,876,036

Total Storm Sewers: $53,876,036
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## SANDWICH SOUTH PLANNING DISTRICT
### DEVELOPMENT-RELATED CAPITAL PROGRAM
#### SANITARY SEWER 2020 - 2041

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<th>From</th>
<th>To</th>
<th>Timing</th>
<th>Gross Cost</th>
<th>Grants and Subsidies</th>
<th>Benefit to Existing Share</th>
<th>City-wide Shares</th>
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**Subtotal Sewer Infrastructure**

|                  | $64,429,644 | $23,456,000 | $0                | $3,416,800 | $37,547,844 |

**Studies and Other**

| Functional Servicing Reports | 2020 - 2022 | $233,000 | $0 | $0 | $34,950 | $198,050 |

**Subtotal Studies and Other**

|                  | $233,000 | $0 | $0 | $34,950 | $198,050 |

**Total Sandwich South Sanitary Sewers**

<p>|                  | $64,663,644 | $23,456,000 | $0 | $3,451,750 | $37,745,894 |</p>
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HEMSON
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