

## City Council Meeting Agenda

**Date:** Monday, April 28, 2025

**Time:** 10:00 o'clock a.m.

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

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

### **MEMBERS:**

Mayor Drew Dilkens

Ward 1 – Councillor Fred Francis

Ward 2 - Councillor Fabio Costante

Ward 3 - Councillor Renaldo Agostino

Ward 4 - Councillor Mark McKenzie

Ward 5 - Councillor Ed Sleiman

Ward 6 - Councillor Jo-Anne Gignac

Ward 7 - Councillor Angelo Marignani

Ward 8 - Councillor Gary Kaschak

Ward 9 - Councillor Kieran McKenzie

Ward 10 - Councillor Jim Morrison

## ORDER OF BUSINESS

Item #	Item Description
1.	<b>ORDER OF BUSINESS</b>

2.	<b>CALL TO ORDER - Playing of the National Anthem</b>
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READING OF LAND ACKNOWLEDGEMENT

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

3.	<b>DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF</b>
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4.	<b>ADOPTION OF THE MINUTES</b>
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5.	<b>NOTICE OF PROCLAMATIONS</b>
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6.	<b>COMMITTEE OF THE WHOLE</b>
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7.	<b>COMMUNICATIONS INFORMATION PACKAGE</b> (This includes both Correspondence and Communication Reports)
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7.1.	Correspondence 7.1.1 through 7.1.4 <b>(CMC 6/2025)</b>
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7.2.	Response to CQ 33-2023 – Regarding Municipal Planning Tools <b>(C 53/2025)</b>
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7.3.	2024 Annual Investment Compliance Report - City Wide <b>(C 49/2025)</b>
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## **8. CONSENT AGENDA**

### **CONSENT COMMITTEE REPORTS**

- 8.1. Minutes of the Windsor Licensing Commission of its meeting held December 5, 2024 **(SCM 88/2025) (SCM 28/2025)**
- 8.2. Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held January 7, 2025 **(SCM 89/2025) (SCM 69/2025)**
- 8.3. Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held February 4, 2025 **(SCM 90/2025) (SCM 71/2025)**
- 8.4. Proactive By-law Enforcement Strategies in Paved Alleys in Response to CQ 22-2023 - City Wide **(SCM 91/2025) (S 23/2025)**
- 8.5. Pedestrian Generator Sidewalk on Garden Court Drive (East Side) from Sumach Crescent (North) to Edgar Street - Ward 6 **(SCM 92/2025) (S 24/2025)**
- 8.6. Response to CQ 35-2024 – Removal of Underused Street Parking Meters **(SCM 93/2025) (S 29/2025)**
- 8.7. Windsor Deep Energy Efficiency Retrofit Program - City Wide **(SCM 94/2025) (S 100/2024)**
- 8.8. Transition of Transit Windsor Tunnel Bus Service - City Wide **(SCM 95/2025) (S 28/2025)**
- 8.9. Transition of Transit Windsor Tunnel Bus Service - City Wide - Additional Motion **(SCM 96/2025) (S 28/2025)**
- 8.10. Investing in Canada Infrastructure Program (ICIP) - Transit Windsor Support Projects Update - City Wide **(SCM 75/2025) (S 30/2025)**
- 8.11. 420 Rosedale Avenue (Sandwich HCD) – Request for Heritage Permit for New Erection (Ward 2) **(SCM 101/2025) (S 39/2025)**
- 8.12. 925 Cousineau Road, Holy Redeemer College – Request for Heritage Permit for New Addition (Ward 1) **(SCM 102/2025) (S 40/2025)**
- 8.13. 3975 Riverside Dr E, Frank H. Joyce House – Request for Heritage Permit for Demolition and Alteration (Ward 5) **(SCM 103/2025) (S 41/2025)**
- 8.14. Rezoning – Home Discovery Group - 3161 Jefferson Blvd - Z-041/24 ZNG/7260 – Ward 8 **(SCM 104/2025) (S 19/2025)**

- 8.15. Official Plan Amendment and Zoning By-law Amendment Applications for 0 Wellington Avenue & 673 Wellington Avenue, Z-005/25 [ZNG-7284] & OPA 195 [OPA-7285], Ward 3 **(SCM 105/2025) (S 33/2025)**  
**Clerk's Note:** Administration is providing the *attached* additional information memo. **(AI 9/2025)**  
**Clerk's Note:** Appendix J available at [www.citywindsor.ca](http://www.citywindsor.ca) due to size
- 8.16. Official Plan & Zoning Bylaw Amendment Site specific regulations for Multiple Dwelling - Z 030-24 [ZNG-7234] & OPA 189 [OPA-7235] Lakefront Heights Inc. 0 Wyandotte St. E - Ward 7 **(SCM 106/2025) (S 34/2025)**
- 8.17. Zoning By-law Amendments- City of Windsor – File Z-06/25 ZNG/7288- City Wide **(SCM 107/2025) (S 38/2025)**
- 8.18. Rezoning - City of Windsor - Housekeeping Amendment 2025-1 - Z-015/24 ZNG/7205 - City Wide **(SCM 108/2025) (S 38/2025)**
- 8.19. Sandwich CIP, 420 Rosedale Avenue; Owner: Wei Li; Ward 2 **(SCM 109/2025) (S 35/2025)**
- 8.20. Downtown Community Improvement Plan Grant Application made by 2835039 Ontario Inc. for 557 Pelissier Street, Ward 3 **(SCM 110/2025) (S 42/2025)**
- 8.21. Amendment to CR141/2023 for Closure of E. C. Row Avenue East right-of-way, west of Banwell Road, Ward 9, SAS-6835 **(SCM 111/2025) (S 31/2025)**
- 8.22. Closure of north/south alley located between Algonquin Street and Totten Street, Ward 10, SAA-7092 **(SCM 112/2025) (S 32/2025)**
- 8.23. Main Street CIP Application for 415 Devonshire Road, Owner: AALTEN GROUP INC. (C/O: Chris Stronks), Ward 4 **(SCM 113/2025) (S 36/2025)**
- 8.24. Response to CQ26/2023 Models of Pre-Approved Building Plans Utilized by Different Municipalities in North America – City Wide **(SCM 114/2025) (S 22/2025)**

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

## **10. PRESENTATIONS AND DELEGATIONS**

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

- 11.1. Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9 **(SCM 211/2024) (S 71/2024)**  
**Clerk's Note:** Administration is providing the *attached* additional information memo. **(AI 6/2025)**
- 11.2. Declaration of a Vacant Alley at the Eastern Boundary of Superior Park (1700 Totten Street) Previously Closed for Parks Purposes Surplus and Authority to Offer for Sale – Ward 10 **(C 55/2025)**
- 11.3. Reimagined Adie Knox Herman Recreation Complex Project Tender Update - Ward 2 **(C 57/2025)**
- 11.4. 2024 Year-End Operating Budget Variance Report - City Wide **(C 52/2025)**

**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)

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

- 13.1. **By-law 76-2025** - A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 4.36 METRE EAST/WEST ALLEY SOUTH OF WYANDOTTE STREET EAST, EAST OF BELLEPERCHE PLACE AND WEST OF FAIRVIEW BOULEVARD, CITY OF WINDSOR, authorized by CR401/2024, dated September 23, 2024.
- 13.2. **By-law 77-2025** - A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.36 METRE EAST/WEST ALLEY SOUTH OF WYANDOTTE STREET EAST, EAST OF BELLEPERCHE PLACE AND WEST OF FAIRVIEW BOULEVARD, CITY OF WINDSOR, authorized by CR401/2024, dated September 23, 2024.
- 13.3. **By-law 78-2025** - A BY-LAW TO PROVIDE THAT PART-LOT CONTROL SHALL NOT APPLY TO CERTAIN LAND THAT IS WITHIN PLANS 12M676 and 12M719 IN THE CITY OF WINDSOR, authorized by By-law 139-2013, dated August 26, 2013.
- 13.4. **By-law 79-2025** - A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS LAUZON PARKWAY, IN THE CITY OF WINDSOR, authorized by CR76/2011, dated September 28, 2011.
- 13.5. **By-law 80-2025** - A BY-LAW TO AMEND BY-LAW NUMBER 15-2010 BEING A BY-LAW TO APPOINT CHIEF BUILDING OFFICIAL, DEPUTY CHIEF BUILDING

OFFICIALS AND INSPECTORS TO ENFORCE THE BUILDING CODE ACT AND REGULATIONS IN WINDSOR, authorized by By-law 98-2011, Section 27.1 (l)(i), dated June 7, 2011.

- 13.6. **By-law 81-2025** - A BY-LAW TO AMEND BY-LAW NUMBER 208-2008, BEING A BY-LAW TO DELEGATE TO ADMINISTRATION THE AUTHORITY TO PROCESS, MAKE DECISIONS ON, AND TO EXECUTE AGREEMENTS FOR CERTAIN MATTERS, authorized by CR329/2023, dated August 8, 2023.
- 13.7. **By-law 82-2025** - A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 28<sup>TH</sup> DAY OF APRIL, 2025.

**14. MOVE BACK INTO FORMAL SESSION**

**15. NOTICES OF MOTION**

- 15.1. Moved by: Councillor Kieran McKenzie  
Seconded by: \_\_\_\_\_

**WHEREAS** the Province of Ontario, through O. Reg. 530/22 under the Municipal Act, 2001, designated the City of Windsor as a “Strong Mayor” community, granting enhanced powers to the Mayor effective July 1, 2023; and,

**WHEREAS** the Strong Mayor powers significantly alter the balance of governance at the municipal level, undermining the role of Council in decision-making and weakening the fundamental democratic principle of majority rule; and,

**WHEREAS** the City of Windsor has a long history of collaborative, transparent, and accountable local governance built upon a foundation of Council-debate and shared decision-making; and,

**WHEREAS** several members of Windsor City Council, as well as municipally elected officials across the province and members of the public have expressed significant concern regarding the imposition of these powers; and,

**WHEREAS** the City of Windsor did not formally request or express a desire to be designated under the Strong Mayor framework; and,

**WHEREAS** a growing number of municipalities and elected officials across Ontario are questioning the appropriateness of the Strong Mayor system and are calling for its reconsideration or repeal; and therefore,

**BE IT RESOLVED** that Windsor City Council **FORMALLY REQUEST** that the Premier of Ontario and the Minister of Municipal Affairs and Housing immediately **REMOVE** the

City of Windsor from the list of municipalities designated under the Strong Mayor legislation; and,

**BE IT FURTHER RESOLVED** that a copy of this resolution **BE SENT** to the Premier of Ontario, the Minister of Municipal Affairs and Housing, all regional Members of Provincial Parliament, all Ontario municipalities, and the Association of Municipalities of Ontario (AMO) for their awareness and support.

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

Third & Final Reading: By-law 76-2025 through 82-2025 inclusive

**17. PETITIONS**

**18. QUESTION PERIOD**

**19. STATEMENTS BY MEMBERS**

**20. UPCOMING MEETINGS**

Environment, Transportation, and Public Safety Standing Committee  
Wednesday, April 30, 2025  
4:30 p.m., Council Chambers

Environment, Transportation, and Public Safety Standing Committee  
Sitting as the Transit Windsor Board of Directors  
Wednesday, April 30, 2025  
Immediately following the Environment, Transportation & Public Safety Standing Committee meeting, Room 139, 350 City Hall Square West

Development & Heritage Standing Committee  
Monday, May 5, 2025  
4:30 p.m., Council Chambers

Community Services Standing Committee  
Wednesday, May 7, 2025  
9:00 a.m., Council Chambers

Community Public Art Working Group  
Wednesday, May 7, 2025

5:00 p.m., Room 140, 350 City Hall Square West

City Council Meeting

Monday, May 12, 2025

10:00 a.m., Council Chambers

**21. ADJOURNMENT**



## Correspondence Report: CMC 6/2025

### ATTACHMENTS

#### Subject: Correspondence for Monday, April 28, 2025 City Council Meeting

No.	Sender	Subject
7.1.1.	CIMA+  and  Windsor Utilities Commission  and  Union Water Supply System	Notice of Commencement of Municipal Class Environmental Assessment for Union-WUC Water System Interconnection Project   Commissioner, Infrastructure Services & City Engineer Executive Director Pollution Control Executive Director of Public Works Operations E12025 Note & File
7.1.2	City Planner / Executive Director	Application for Zoning Amendment and Official Plan Amendment, 593067 Ontario Ltd. (Victor Wolanski), 960 Hanna Street East, to allow for administrative/ operational office for a maintenance company and to add an industrial facility with specific activities as additional permitted main uses.   City Planner Z/14939 & Z/14940 Note & File
7.1.3	Committee of Adjustment	Applications to be heard by the Committee of Adjustment/Consent Authority on April 24, 2025   Z2025 Note & File
7.1.4	Committee of Adjustment	Applications to be heard by the Committee of Adjustment/Consent Authority on May 8, 2025   Z2025 Note & File



WINDSOR  
UTILITIES  
COMMISSION



# NOTICE OF COMMENCEMENT

**Project:** Municipal Class Environmental Assessment for Union-WUC Water System Interconnection

The Union Water Supply System (UWSS) owns and operates the water system servicing the Town of Kingsville, Town of Essex, Municipality of Leamington, and Municipality of Lakeshore. The Windsor Utilities Commission (WUC) operates the water system servicing the City of Windsor, the Town of LaSalle, and the Town of Tecumseh. Currently, these two independent water systems each have one supply source. The UWSS and WUC have identified an opportunity to improve supply resilience by connecting the two systems. Water supply resiliency is increasingly important for water utility emergency preparedness as climate change introduces more uncertainty in supply quality and quantity. An environmental assessment study is being undertaken to identify strategy alternatives, evaluate the potential environmental impacts, and seek input from the public and other interested parties. Figure 1 shows a map of the areas serviced by the two water systems to be connected.

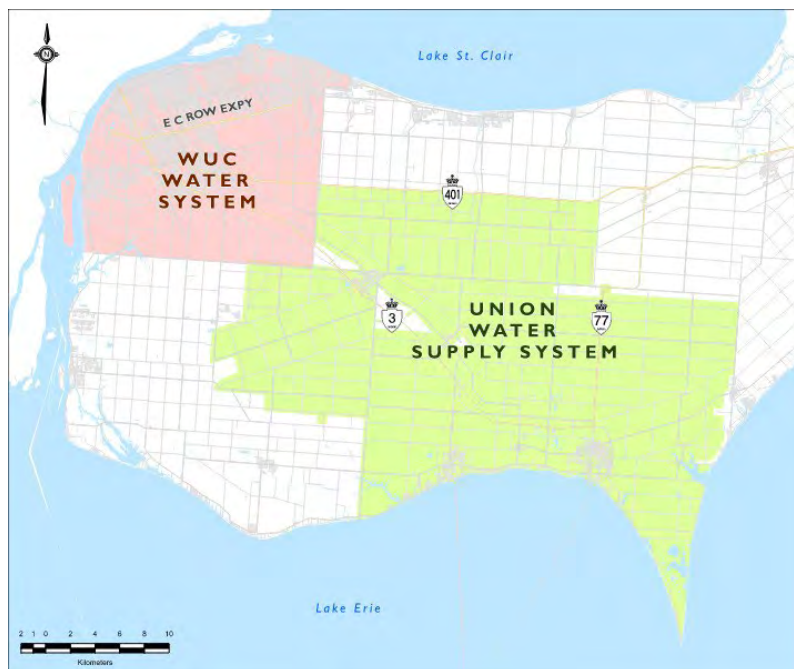


Figure 1: Service Areas of the WUC and Union Water Supply Systems

This project shall be subject to the Municipal Class Environmental Assessment (MCEA) process in accordance with requirements under the Ontario *Environmental Assessment Act*. As this project shall involve modifications to existing water systems, it is anticipated to be classified as Schedule B and will therefore meet all requirements for Phase I and II of the MCEA process. Additional public consultation points are also planned.



### Public Consultation Opportunities

Members of the public, agencies, Indigenous communities and other interested persons are encouraged to actively participate in the planning process by attending consultation opportunities or contacting staff directly with comments or questions. At this time, all questions or comments regarding this Class EA, requests for further information, and requests to be added to the project contact list can be directed to the following project contacts:

Consultant Project Manager – CIMA+ – Matt Phillips, [matt.phillips@cima.ca](mailto:matt.phillips@cima.ca), 226-338-2367  
900-101 Frederick St, Kitchener, ON, N2H 6R2

Union Water Supply System (UWSS) – Andrew Plancke, [aplancke@unionwater.ca](mailto:aplancke@unionwater.ca)  
1615 Union Ave, Box 340, Ruthven, ON, N0P 2G0

ENWIN Utilities, on behalf of WUC – Christopher Manzoni, [cmanzon@enwin.com](mailto:cmanzon@enwin.com)  
4545 Rhodes Drive, P.O. Box 1625 Station A, Windsor, Ontario, N8W 5T1

Input and comments from interested parties are welcome. Public Information Centres shall be held at two points throughout the project, with details to be announced to the public once available.

A project webpage is under development to provide a publicly accessible repository for project information as well as a channel for the public to provide comments. Once ready, a link to the project webpage will be made available at <https://www.unionwater.ca/news-alerts-studies/projects/> and <https://www.enwin.com/projects/water-projects-and-construction>.

### Section 16 Order Requests

Interested parties may request a Section 16 Order to require an Individual EA or to mandate that the project proponent meet requirements in addition to those for the Class EA. Section 16 Order requests may be made on the grounds that the requested order may prevent, mitigate, or remedy adverse impacts on constitutionally protected Aboriginal and treaty rights. Requests are submitted to the following contacts:

Minister  
Ministry of the Environment, Conservation and Parks  
777 Bay Street, 5<sup>th</sup> Floor  
Toronto ON M7A 2J3  
[minister.mecp@ontario.ca](mailto:minister.mecp@ontario.ca)

Director, Environmental Assessment Branch (EAB)  
Ministry of the Environment, Conservation and Parks  
135 St. Clair Avenue West, 1<sup>st</sup> Floor  
Toronto ON M4V 1P5  
[EABDirector@ontario.ca](mailto:EABDirector@ontario.ca)

Project Proponents Contact  
Union Water Supply System (UWSS) – Andrew Plancke, [aplancke@unionwater.ca](mailto:aplancke@unionwater.ca)  
1615 Union Ave, Box 340, Ruthven, ON, N0P 2G0  
ENWIN Utilities, on behalf of WUC – Christopher Manzoni, [cmanzon@enwin.com](mailto:cmanzon@enwin.com)  
4545 Rhodes Drive, P.O. Box 1625 Station A, Windsor, Ontario, N8W 5T1

### **Notice of Collection**

All personal information included in a submission or request – such as name, address, telephone number and property location – is collected under the authority of section 30 of the *Environmental Assessment Act* and is collected and maintained for the purpose of creating a record that is available to the general public, as well as for consultation about the Schedule “B” Class Environmental Assessment described herein. As this information is collected for the purpose of a public record, the protection of personal information provided in the Freedom of Information and Protection of Privacy Act (FIPPA) does not apply (s.37). Personal information you submit will become part of a public record that is available to the general public unless you request that your personal information remain confidential.

*Notice issued on April 4, 2025.*



PLANNING AND DEVELOPMENT SERVICES

**Memo**

**To:** City Clerk  
**From:** City Planner/Executive Director  
**Date:** April 4, 2025  
**Subject:** TRANSMITTAL OF NEW FILE  
**Our File Number:** OPA 193 [OPA/7277] & Z-004/25 [ZNG/7276]  
**RE:** Application For: (X) Zoning Amendment (X) Official Plan Amendment  
( ) Part Lot Control ( ) Draft Plan of Subdivision/Condominium

Applicant: 593067 ONTARIO LTD.  
Location: 960 HANNA ST. E.  
Description: Application to amend the City of Windsor Official Plan and Zoning By-law 8600 to allow for administrative/operational office for a maintenance company and to add an industrial facility with specific activities as additional permitted main uses.

The OFFICIAL PLAN AMENDMENT and ZONING BY-LAW AMENDMENT applications submitted on JANUARY 15, 2025, by 593067 ONTARIO LTD. for 960 HANNA ST. E. was deemed complete on FEBRUARY 5, 2025.

Enclosures:

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

Neil Robertson, MCIP, RPP  
City Planner/Executive Director

NR/nm

March 3, 2025

Kal & Co. Design Group  
c/o Bob Tomoski  
85 East Pike Creek  
Windsor, ON N8N 3Z2

Dear Agent,

**Re: ZONING BY-LAW AMENDMENT & OFFICIAL PLAN AMENDMENT APPLICATIONS**

**APPLICANT: 593067 ONTARIO LTD.**

**LOCATION: 960 HANNA ST. E.**

**FILE NO.: Z-004/25 [ZNG/7276] & OPA 193 [OPA-7277]**

I acknowledge receipt of a Zoning By-law Amendment and Official Plan Amendment Applications. Per the delegation authority in By-Law 139-2013, the required information and material submitted on January 15, 2025 was deemed COMPLETE on February 5, 2025. Processing has begun.

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

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

Sincerely,



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Adam Szymczak  
Senior Planner – Development Review

AS/nm

## OFFICIAL PLAN AMENDMENT APPLICATION

### INSTRUCTIONS

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Verify that you are using the most current application form.

- Section 1: Before this application can be submitted, you must complete both Stage 1 and Stage 2 Planning Consultation Applications.
- Section 2: During the Stage 2 process, any required studies must be completed and submitted for review and comment. The final studies for Stage 2 must be included with this application and the proposal must remain unchanged..
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting companion applications with this application. Please note that an application to amend the Zoning By-law or an application for Plan of Subdivision/Condominium are the only applications that will be accepted for processing concurrently with an Official Plan Amendment.
- Section 5: Provide information about the subject land. This information is used to determine or confirm supporting information requirements and to assist in the review of the application.
- Section 6: Describe the amendment and answer all questions. If some of this information is in a Planning Rationale Report, check the box beside "See Planning Rationale Report".
- Section 7: Provide details about any other Planning Act applications by the applicant for the subject land or any land within 120 metres.
- Section 8: Provide information about water service and sanitary sewage disposal.
- Section 9: Complete this section using the information provided in the Planning Consultation Stage 2 letter.
- Section 10: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 11: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Schedules: Read and complete Schedule A in full and sign.

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

Any timelines noted in this application form are subject to change.

The application is reviewed to ensure all prescribed information and the required fee have been submitted. Within 30 days of the receipt of the application, the applicant will be notified in writing that the application is deemed complete. If deemed incomplete, the application and fee will be returned. If deemed complete, the application fee is not refundable.

The applicant, agent and all other interested parties will be notified by Council Services of the date, time, and location of the Development & Heritage Standing Committee (DHSC) meeting and the Council meeting.

An application will be terminated without notice after 60 days of inactivity.

**DATE RECEIVED STAMP**

### CONTACT INFORMATION

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Planning & Development Services  
Suite 210  
350 City Hall Square West  
Windsor ON N9A 6S1

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

# OFFICIAL PLAN AMENDMENT APPLICATION

## 1. PLANNING CONSULTATION – Completion of Stage 2

Planning Consultation (Stage 2 Application) must be completed before this application can be submitted.

Has the Planning Consultation Stage 2 Application been completed?

NO ☐ YES ☒ File Number: PC-119/24

*Staff Use Only*

Signature of Staff Planner

Date of Consultation

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Jim Abbs      | <input type="checkbox"/> Kevin Alexander | <input type="checkbox"/> Tracy Tang    | <input type="checkbox"/> Frank Garardo |
| <input type="checkbox"/> Brian Nagata  | <input type="checkbox"/> Justina Nwaesei | <input type="checkbox"/> Simona Simion | <input type="checkbox"/> Laura Strahl  |
| <input type="checkbox"/> Adam Szymczak | <input type="checkbox"/> _____           |  |  |

## 2. REQUIRED SUPPORTING INFORMATION as Identified in the Planning Consultation Stage 2 Process:

For each document, provide one paper copy, and where possible, one digital copy on a USB flash drive or by email. All drawings or plans shall be in letter size (8.5 x 11 inches) in JPG and PDF format. All other document shall be provided in Word and PDF format. Please ensure that all PDF documents are 'flattened' and contain no layers.

The City of Windsor reserves the right to require additional supporting information during the processing of the application. All supporting information submitted is made available for public review.

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

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

# OFFICIAL PLAN AMENDMENT APPLICATION

## 3. APPLICANT, REGISTERED OWNER AND AGENT INFORMATION

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

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

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

### Applicant

Name: 593067 Ont Ltd Contact: Victor Wolanski  
*Name of Contact Person*  
Address: 5101 South National St,  
Address: Windsor, ON Postal Code: N8Y 4Z5  
Phone: 519-995-4949 Fax: 519-944-4851  
Email: victorw@bell.net

### Registered Owner ☒ Same as Applicant

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

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

Name: Kal & Co. Design Group Contact: Bob Tomoski  
*Name of Contact Person*  
Address: 85 East Pike Creek,  
Address: Windsor, ON Postal Code: N8N 3Z2  
Phone: 519-903-0033 Fax: \_\_\_\_\_  
Email: kalandcodesigngroup@gmail.com

## 4. COMPANION APPLICATIONS

Are you submitting a companion Zoning Amendment application? NO ☐ YES ☒

Are you submitting a companion Plan of Subdivision/Condominium application? NO ☒ YES ☐

Please note that if a development proposal requires site plan approval, that application can only be submitted after the zoning amendment has been considered by City Council and the appeal period has concluded.

# OFFICIAL PLAN AMENDMENT APPLICATION

## 5. SUBJECT LAND INFORMATION

Municipal Address	960 Hanna Street E		
	Windsor, ON		
Legal Description	Plan 430 Lots 64 to 67		
	N Lot 68		
Assessment Roll Number	37-39-030-440-04700-0000		
Frontage (m)	39.66 m	Depth (m)	45.49 m
		Area (sq m)	1,804.13 m2
Current Official Plan Designation	Residential, Schedule D, Land Use		
What land uses are permitted by the Official Plan Designation?	Residential is a permitted land use		

## 6. DESCRIPTION OF OFFICIAL PLAN AMENDMENT (OPA)

Name of Official Plan proposed to be amended: *The City of Windsor Official Plan*

Amendment to Official Plan from Residential to Site specific Residential

Purpose of the proposed OPA: \_\_\_\_\_

It is proposed to maintain the existing land use designation and request that the proposed development be added as an additional permitted use.

What land uses will the proposed official plan amendment (OPA) authorize? \_\_\_\_\_

The existing land use is requested to be permitted.

Does the proposed OPA change, replace or delete a policy in the Official Plan? No ☒ Yes ☐

If yes, the policy to be changed, replaced or deleted: \_\_\_\_\_

Does the proposed OPA add a policy to the Official Plan? No ☐ Yes ☒



# OFFICIAL PLAN AMENDMENT APPLICATION

## 6. DESCRIPTION OF OFFICIAL PLAN AMENDMENT (OPA) - Continued

Does the proposed OPA change or replace a designation in the Official Plan? No ☒ Yes ☐

If yes, the designation to be changed or replaced: \_\_\_\_\_  
\_\_\_\_\_

If a policy is being changed, replaced or deleted or if a policy is being added, the text of the proposed OPA:

☐ Not Applicable ☒ See Planning Rationale Report ☐ See Attached

\_\_\_\_\_

If the proposed OPA changes or replaces a schedule in the Official Plan, the requested schedule and the text that accompanies it:

☐ Not Applicable ☒ See Planning Rationale Report ☐ See Attached

\_\_\_\_\_

If the proposed OPA alters all or any part of the boundary of an area of a settlement or establishes a new area of settlement, the current official policies, if any, dealing with the alteration or establishment of an area of settlement:

☐ Not Applicable ☒ See Planning Rationale Report ☐ See Attached

\_\_\_\_\_

If the proposed OPA removes the subject land from an area of employment, the current Official Plan policies, if any, dealing with the removal of land from an area of employment:

☐ Not Applicable ☒ See Planning Rationale Report ☐ See Attached

\_\_\_\_\_

Explain how the proposed OPA is consistent with the Provincial Policy Statement:

☒ See Planning Rationale Report ☐ See Attached

# OFFICIAL PLAN AMENDMENT APPLICATION

## 7. OTHER APPLICATION INFORMATION

Is the subject land or land within 120 metres the subject of an application by the applicant under the Planning Act for:

A Minor Variance or Consent? No ☒ Yes ☐

File number: \_\_\_\_\_ Status: \_\_\_\_\_

Approval authority: \_\_\_\_\_

Affected lands: \_\_\_\_\_

Purpose of Minor Variance or Consent: \_\_\_\_\_

Effect on the proposed OPA: \_\_\_\_\_

An amendment to an Official Plan, a Zoning By-law or a Minister's Zoning Order? No ☐ Yes ☒

File number: TBD Status: To be submitted concurrently

Approval authority: City of Windsor

Affected lands: Subject lands

Purpose of OP or ZBL amendment or Zoning Order: It is proposed to maintain the existing CD2.2 zoning category and request that the proposed development be added as an additional permitted use.

Effect on the proposed OPA: the ZBA will permit the proposed development

Approval of a plan of subdivision or a site plan? No ☒ Yes ☐

File number: \_\_\_\_\_ Status: \_\_\_\_\_

Approval authority: \_\_\_\_\_

Affected lands: \_\_\_\_\_

Purpose of plan of subdivision or site plan: \_\_\_\_\_

Effect on the proposed OPA: \_\_\_\_\_

# OFFICIAL PLAN AMENDMENT APPLICATION

## 8. WATER & SANITARY SEWAGE DISPOSAL

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

- ☒ Publicly owned & operated piped water system ☐ A lake or other water body  
☐ Privately owned & operated individual well ☐ Other means: \_\_\_\_\_  
☐ Privately owned & operated communal well

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

- ☒ Publicly owned & operated sanitary sewage system ☐ A privy  
☐ Privately owned & operated individual septic system ☐ Other means: \_\_\_\_\_  
☐ Privately owned & operated communal septic system

If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed submit a Servicing Options Report and a Hydrogeological Report.

## 9. TYPE OF AMENDMENT, APPLICATION FEE & OTHER FEES

### TYPE OF OFFICIAL PLAN AMENDMENT (OPA)

The amendment type and corresponding application fees are identified in the Planning Consultation Stage 2 process.

Fees may be subject to change and are not refundable once the application is deemed complete. Method of payment: Cash, Mastercard, Visa or Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor. If paying by Mastercard or Visa, contact the Senior Steno Clerk for further direction at [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca) or 519-255-6543.

**Minor OPA:** A minor revision to the text of the Official Plan or a Site Specific Policy direction.

**Major OPA:** A change from one land use designation to another land use designation, a change to any Schedule in the City of Windsor Official Plan, or any other amendment not described above.

### APPLICATION FEE

	Code	<input type="checkbox"/> Minor OPA	<input checked="" type="checkbox"/> Major OPA
Base Fee	63003	\$2,258.40	\$8,112.35
GIS Fee	63024	+ \$50.00	+ \$50.00
Essex Region Conservation Authority Fee	53023	+ \$200.00	+ \$300.00
<b>Total Application Fee</b>		<b>= \$2,508.40</b>	<b>= \$8,462.35</b>

The following fees are provided for information purposes. They are not due at this time but may be assessed depending on the type(s) of applications associated with the development proposal

### OTHER FEES

**Re-Notification/Deferral Fee** 53016 \$2,258.40

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

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

An appeal is made through Council Services (519-255-6211 or [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)). Fees, forms, and processes are subject to change. Visit <https://olt.gov.on.ca> for additional information.

# OFFICIAL PLAN AMENDMENT APPLICATION

## 10. PROPOSED PUBLIC CONSULTATION STRATEGY

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

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

☒ Open House    ☒ Website    ☐ Other \_\_\_\_\_

An open house was held on August 15, 2024, hosted by the Applicant

## 11. SWORN DECLARATION OF APPLICANT

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

I, Victor Wolanski, solemnly declare that the information required under Schedule 1 to Ontario Regulation 543/06 and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with Ontario Regulation 431/20, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

X 

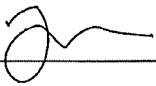
Signature of Applicant

*Sign in the presence of a Commissioner  
For Taking Affidavits*

City of Windsor

Location of Applicant at time of declaration

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

Declared before me  at the Municipality of Chatham-Kent

Signature of Commissioner

Location of Commissioner

this 11th day of January, 2025

day

month

year

PLACE AN IMPRINT OF YOUR STAMP BELOW

Tracey Lynn Cecilia Pillon-Abbs, a Commissioner, etc.,  
Province of Ontario, for Pillon Abbs Inc.  
Expires August 4, 2026

**READ & COMPLETE SCHEDULE A IN FULL & SIGN**

# OFFICIAL PLAN AMENDMENT APPLICATION

## SCHEDULE A – Authorizations & Acknowledgement

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

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

I, Victor Wolanski, am the registered owner of the land that is  
*name of registered owner*

subject of this application for an amendment to the City of Windsor Official Plan and I authorize

Bob Tomoski to make this application on my behalf.  
*name of agent*

X   
Signature of Registered Owner


January 11, 2025

Date

If Corporation - I have authority to bind the corporation

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

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

X   
Signature of Registered Owner

January 11, 2025

Date

If Corporation – I have authority to bind the corporation

**SCHEDULE A CONTINUES ON NEXT PAGE**

# OFFICIAL PLAN AMENDMENT APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements - Continued

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### A3. Acknowledgements

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

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

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

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

#### Species at Risk

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

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

Additional information can be found at:

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

or by contacting MECP at SAROntario@ontario.ca

#### Acknowledgement

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

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

January 11, 2025

\_\_\_\_\_  
Date

END OF SCHEDULE A

# OFFICIAL PLAN AMENDMENT APPLICATION

DO NOT COMPLETE BELOW – STAFF USE ONLY

## Receipt and Assignment of Application

Date Received Stamp

This application has been assigned to:

- |   |   |
|---|---|
| <input type="checkbox"/> Adam Szymczak (AS)   | <input type="checkbox"/> Brian Nagata (BN)    |
| <input type="checkbox"/> Frank Garardo (FG)   | <input type="checkbox"/> Tracy Tang (TT)      |
| <input type="checkbox"/> Jim Abbs (JA)        | <input type="checkbox"/> Justina Nwaesei (JN) |
| <input type="checkbox"/> Kevin Alexander (KA) | <input type="checkbox"/> Laura Strahl (LS)    |
| <input type="checkbox"/> Simona Simion (SS)   | <input type="checkbox"/> _____                |

## Complete Application

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

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

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Neil Robertson, MCIP, RPP<br>Manager of Urban Design | <input type="checkbox"/> Greg Atkinson, MCIP, RPP<br>Manager of Development | <input type="checkbox"/> Thom Hunt, MCIP, RPP<br>City Planner & Executive Director |
|---|---|--|

## Internal Information

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

Payment Type: ☐ Cash ☐ Certified Cheque ☐ Credit Card ☐ Personal Cheque

NEW File No. OPA/ \_\_\_\_\_

Previous OPA File No. OPA/ \_\_\_\_\_

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

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

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

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

## ZONING BY-LAW AMENDMENT APPLICATION

### INSTRUCTIONS

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Verify that you are using the most current application form.

- Section 1: Before this application can be submitted, you must complete both Stage 1 and Stage 2 Planning Consultation Applications.
- Section 2: During the Stage 2 process, any required studies must be completed and submitted for review and comment. The final studies for Stage 2 must be included with this application and the proposal must remain unchanged.
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name. Include the full name of the contact person. If there is more than one person, corporation, or registered owner, use additional sheets.
- Section 4: Indicate if you are submitting other companion applications with this application. Please note that an application to amend the Official Plan or an application for Plan of Subdivision/Condominium are the only applications that will be accepted for processing concurrently with a Zoning Amendment.
- Section 5: Provide information about the subject land. This information is used to determine supporting information requirements and to assist in the review of the application.
- Section 6: Indicate the amendment, proposed uses and describe the nature and extent of the amendment being requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan.
- Section 7: If there are any existing buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows this information.
- Section 8: If you propose to build any buildings or structures on the subject land, provide the required information or submit a sketch, drawing or plan that shows the information.
- Section 9: Indicate how the property is accessed. Check all boxes that apply.
- Section 10: Provide information about water service, sanitary sewage disposal, and storm drainage.
- Section 11: Provide a sketch of the subject land showing, in metric units, the items listed or indicate if this information is provided on an existing plan or a conceptual site plan.
- Section 12: Please refer to the Stage 2 Planning Consultation letter for details regarding the fees needing to be paid.
- Section 13: Explain your proposed strategy for consulting with the public with respect to the application.
- Section 14: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Other: Read, complete in full, and sign Schedules A & E.

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

### TYPE OF REZONING AMENDMENT

### DATE RECEIVED STAMP

The type of amendment is stated in the Stage 2 Consultation letter.

#### Minor Zoning Amendment:

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

**Major Zoning Amendment:** Any other amendment not listed as minor.



# ZONING BY-LAW AMENDMENT APPLICATION

## ZONING BY-LAW AMENDMENT PROCESS

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

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

## CONTACT INFORMATION

Planning & Development Services  
Suite 210  
350 City Hall Square West  
Windsor ON N9A 6S1

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

# ZONING BY-LAW AMENDMENT APPLICATION

## 1. PLANNING CONSULTATION – Completion of Stage 2

Planning Consultation (Stage 2 Application) must be completed before this application can be submitted.

Has the Planning Consultation Stage 2 Application been completed? NO ☐ YES ☒ File Number: PC-119/24

*Staff Use Only*

Signature of Staff Planner		Date of Consultation	
<input type="checkbox"/> Jim Abbs	<input type="checkbox"/> Kevin Alexander	<input type="checkbox"/> Tracy Tang	<input type="checkbox"/> Frank Garardo
<input type="checkbox"/> Brian Nagata	<input type="checkbox"/> Justina Nwaesei	<input type="checkbox"/> Simona Simion	<input type="checkbox"/> Laura Strahl
<input type="checkbox"/> Adam Szymczak	<input type="checkbox"/> _____		

## 2. REQUIRED SUPPORTING INFORMATION as Identified in the Planning Consultation Stage 2 Process:

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

The City of Windsor reserves the right to require additional supporting information during the processing of the application. All supporting information submitted is made available for public review.

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

*Staff Use Only*

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

## ZONING BY-LAW AMENDMENT APPLICATION

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

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

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

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

#### Applicant

Name: 593067 Ont Ltd Contact: Victor Wolanski  
*Name of Contact Person*

Address: 5101 South National St,

Address: Windsor, ON Postal Code: N8Y 4Z5

Phone: 519-995-4949 Fax: 519-944-4851

Email: victorw@bell.net

#### Registered Owner ☒ Same as Applicant

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

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

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

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

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

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

Name: Kal & Co. Design Group Contact: Bob Tomoski  
*Name of Contact Person*

Address: 85 East Pike Creek,

Address: Windsor, ON Postal Code: N8N 3Z2

Phone: 519-903-0033 Fax: \_\_\_\_\_

Email: kalandcodesigngroup@gmail.com

### 4. COMPANION APPLICATIONS

Are you submitting a companion Official Plan Amendment application? NO ☐ YES ☒

Are you submitting a companion Plan of Subdivision/Condominium application? NO ☒ YES ☐

Please note that if a development proposal requires site plan approval, that application can only be submitted after the zoning amendment has been considered by City Council and the appeal period has concluded.

# ZONING BY-LAW AMENDMENT APPLICATION

## 5. SUBJECT LAND INFORMATION

Municipal Address	960 Hanna Street E Windsor, ON
Legal Description	Plan 430 Lots 64 to 67 N Lot 68
Assessment Roll Number	37-39-030-440-04700-0000

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

Frontage (m) 39.66 m Depth (m) 45.49 m Area (sq m) 1,804.13 m2

Official Plan Designation Residential, Schedule D, Land Use

Current Zoning Commercial District 2.2 (CD2.2) category  
Map 7

Existing Uses Currently vacant

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

Previous Uses upholstery shop and warehouse

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

N/A

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

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

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

An application for a Plan of Subdivision or Consent: NO ☐ YES ☐ File: \_\_\_\_\_

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

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

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

# ZONING BY-LAW AMENDMENT APPLICATION

## 6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: Commercial District 2.2 (CD2.2) category  
to: site specific Commercial District 2.2 (CD2.2) category  
Proposed uses of subject land: Proposed to use the Site for the administration / operational offices  
for a maintenance company with storage and allow for manufacturing uses.

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

The request is that the proposed development be added as an additional permitted use.  
Relief is also required to confirm the number of existing parking spaces (7 total).

Why is this amendment or these amendments being requested?

The reason for the ZBA to to allow the use of the existing building for a new  
operation.

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

☒ See Planning Rationale Report

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

☒ See Planning Rationale Report

☐ See Official Plan Amendment

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

☒ See Planning Rationale Report

# ZONING BY-LAW AMENDMENT APPLICATION

## 7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

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Are there any buildings or structures on the subject land?

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

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## 8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

---

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

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

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# ZONING BY-LAW AMENDMENT APPLICATION

## 9. ACCESS TO SUBJECT LAND

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

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

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## 10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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

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

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

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

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

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

- ☒ Sewers                      ☐ Ditches                      ☐ Swales                      ☐ Other \_\_\_\_\_

# ZONING BY-LAW AMENDMENT APPLICATION

## 11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

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

## 12. APPLICATION FEE & OTHER FEES

The amendment type and corresponding application fees are identified in the Planning Consultation Stage 2 process.

Fees may be subject to change and are not refundable once the application is deemed complete. Method of payment: Cash, Mastercard, Visa or Certified Cheque or Personal Cheque payable to The Corporation of the City of Windsor. If paying by Mastercard or Visa, contact the Senior Steno Clerk for further direction at [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca) or 519-255-6543.

### APPLICATION FEE

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

The following fees are provided for information purposes. They are not due at this time but may be assessed depending on the type(s) of applications associated with the development proposal

### OTHER FEES

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



# ZONING BY-LAW AMENDMENT APPLICATION

## 13. PROPOSED PUBLIC CONSULTATION STRATEGY

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

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

☒ Open House

☒ Website

☐ Other

An open house was held on August 15, 2024, hosted by the Applicant

## 14. SWORN DECLARATION OF APPLICANT

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

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

X



Signature of Applicant

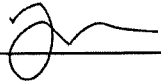
Sign in the presence of a Commissioner  
For Taking Affidavits

City of Windsor

Location of Applicant at time of declaration

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

Declared before me



at the

Municipality of Chatham-Kent

Signature of Commissioner

Location of Commissioner

this 11th day of January, 2025  
day month year

PLACE AN IMPRINT OF YOUR STAMP BELOW

Tracey Lynn Ceclia Pillon-Abbs, a Commissioner, etc.,  
Province of Ontario, for Pillon Abbs Inc.  
Expires August 4, 2026

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

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements

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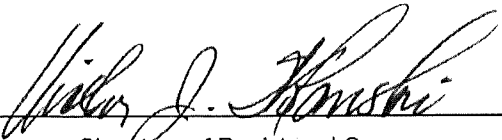
### A1. Authorization of Registered Owner for Agent to Make the Application

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

I, Victor Wolanski, am the registered owner of the land that is  
*Name of Registered Owner*

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

Bob Tomoski to make this application on my behalf.  
*Name of Agent*

X   
*Signature of Registered Owner*

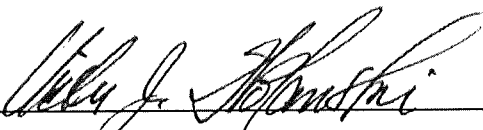
January 11, 2025  
Date

If Corporation - I have authority to bind the corporation

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

I, Victor Wolanski,  
*Name of Registered Owner*

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

X   
*Signature of Registered Owner*

January 11, 2025  
Date

If Corporation – I have authority to bind the corporation

**SCHEDULE A CONTINUES ON NEXT PAGE**

# ZONING BY-LAW AMENDMENT APPLICATION

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

### A3. Acknowledgements

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

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

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

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

#### Species at Risk

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

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

Additional information can be found at:

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

or by contacting MECP at SAROntario@ontario.ca

#### Acknowledgement

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

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

January 11, 2025

\_\_\_\_\_  
Date

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

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE E – Environmental Site Screening Questionnaire

---

### Previous Use of Property

- |                                       |                                     |  |  |
|---------------------------------------|-------------------------------------|--|--|
| <input type="checkbox"/> Residential  | <input type="checkbox"/> Industrial | <input checked="" type="checkbox"/> Commercial | <input type="checkbox"/> Institutional |
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Parkland   | <input type="checkbox"/> Vacant                | <input type="checkbox"/> Other _____   |

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

**SCHEDULE E CONTINUES ON NEXT PAGE**

# ZONING BY-LAW AMENDMENT APPLICATION

## SCHEDULE E - CONTINUED

### Acknowledgement Clause

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

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

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

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

Victor Wolanski

Name of Applicant (print)

X   
Signature of Applicant

January 11, 2025

Date

Bob Tomoski

Name of Agent (print)

X   
Signature of Agent

January 11, 2025

Date

**END OF SCHEDULE E**

# ZONING BY-LAW AMENDMENT APPLICATION

## DO NOT COMPLETE BELOW – STAFF USE ONLY

### Receipt and Assignment of Application

Date Received Stamp

This application has been assigned to:

- |   |   |
|---|---|
| <input type="checkbox"/> Adam Szymczak (AS)   | <input type="checkbox"/> Brian Nagata (BN)    |
| <input type="checkbox"/> Frank Garardo (FG)   | <input type="checkbox"/> Tracy Tang (TT)      |
| <input type="checkbox"/> Jim Abbs (JA)        | <input type="checkbox"/> Justina Nwaesei (JN) |
| <input type="checkbox"/> Kevin Alexander (KA) | <input type="checkbox"/> Laura Strahl (LS)    |
| <input type="checkbox"/> Simona Simion (SS)   | <input type="checkbox"/> _____                |

### Complete Application

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

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

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Neil Robertson, MCIP, RPP<br>Manager of Urban Design | <input type="checkbox"/> Greg Atkinson, MCIP, RPP<br>Manager of Development | <input type="checkbox"/> Thom Hunt, MCIP, RPP<br>City Planner & Executive Director |
|---|---|--|

### Internal Information

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

Payment Type: ☐ Cash ☐ Certified Cheque ☐ Credit Card ☐ Personal Cheque

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

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

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

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

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

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

### COMMITTEE OF ADJUSTMENT/CONSENT AUTHORITY AGENDA RECORD

PLEASE BE ADVISED THIS MEETING IS CONDUCTED ELECTRONICALLY.

The following applications are scheduled to be heard by the Committee of Adjustment/Consent Authority on Thursday, April 24, 2025 in the order stated below.

**LOCATION:** Via Electronic Participation

ITEM	TIME	ROLL #	FILE #	APPLICANT	LOCATION	REQUEST	RESULT
1	3:30 PM	3739070420035000000	A-029/25	MARCEL HUOT, JODY HUOT	2793 PILLETTE RD	<b>RELIEF:</b> Proposed single unit dwelling with increased maximum encroachment of an Architectural feature into a required side yard (north side) and reduced minimum north side yard width for retained parcel and reduced minimum lot width for severed parcel.	
2	3:30 PM	3739070420035000000	B-023/25	MARCEL HUOT, JODY HUOT	2793 PILLETTE RD	<b>CONSENT:</b> Create a new Lot	
3	3:30 PM	3739060130033020000	A-030/25	RAY ANTHONY LENARDUZZI	1290 JEFFERSON BLVD	<b>RELIEF:</b> New Lot with reduced minimum lot width for the severed lot.	
4	3:30 PM	3739060130033020000	B-024/25	RAY ANTHONY LENARDUZZI	1290 JEFFERSON BLVD	<b>CONSENT:</b> Create a new lot.	
5	3:30 PM	3739070840116000000	A-031/25	STEVEN PIMISKERN, JULIE MOORE	2947 APPLE LANE	<b>RELIEF:</b> Proposed construction of a detached garage requesting relief from the increased maximum lot coverage for all accessory buildings.	
6	3:30 PM	3739070250067000000	B-026/25	TRAVIS FRICKEY	3539 BYNG RD	<b>CONSENT:</b> Alley Severance.	
7	3:30 PM	3739070240116000000	A-032/25	DYLAN KWATKOWSKI, MIKAELA KWATKOWSKI	3353 BYNG RD	<b>RELIEF:</b> The creation of a new lot with reduced minimum lot width and area.	
8	3:30 PM	3739070240116000000	B-025/25	DYLAN KWATKOWSKI, MIKAELA KWATKOWSKI	3353 BYNG RD	<b>CONSENT:</b> Create a new lot.	

Committee of Adjustment before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

In addition, if you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed applications, you must make a written request to the Committee of Adjustment at the address shown below with the specific file number please email [COAdjustment@citywindor.ca](mailto:COAdjustment@citywindor.ca). **NOTE:** To access the Agenda Record, Comments for the upcoming meetings, and past Committee of Adjustment Minutes, please visit our website at: [Committee of Adjustment Meeting Agenda \(citywindor.ca\)](http://Committee of Adjustment Meeting Agenda (citywindor.ca))

## COMMITTEE OF ADJUSTMENT/CONSENT AUTHORITY AGENDA RECORD

PLEASE BE ADVISED THIS MEETING IS CONDUCTED ELECTRONICALLY.

The following applications are scheduled to be heard by the Committee of Adjustment/Consent Authority on Thursday, May 8, 2025 in the order stated below.  
LOCATION: Via Electronic Participation

1	3:30 PM	3739080510038040000	A-033/25	2434233 ONTARIO LTD	2142 & 2144 DAYTONA AVE  and additional dwelling unit (ADU) with increased maximum main building gross floor area and accessory building gross floor area.
2	3:30 PM	3739080510038030000	A-034/25	2434233 ONTARIO LTD	2150 DAYTONA AVE  and additional dwelling unit (ADU) with increased maximum main building gross floor area and accessory building gross floor area.
3	3:30 PM	3739040600129030000	B-027/25		245 TECUMSEH RD E  <b>CONSENT:</b> Create a New Lot.
4	3:30 PM	3739070420061020000	B-028/25	JOHN ATWAN	2609-2611 PILLETTE RD  along the common wall of a semi-attached dwelling, for the purpose of creating a new dwelling.
5	3:30 PM	3739020240046050000	A-035/25	JOSEPH PASSA	2001 SENECA ST  maximum building height and front yard
6	3:30 PM	3739070890035000000	B-029/25	MARIA DIPROSPERO	3090 ROBINET RD  <b>CONSENT:</b> Create a New Lot.
7	3:30 PM	3739070301008000000	B-030/25	DANZIG GROUP LIMITED	4000 RHODES DR  <b>CONSENT:</b> Create a New Lot.
8	3:30 PM	3739070240099000000	A-036/25	YAFEI CORPORATION	3376 BYNG RD  minimum side yard width for the retained lot, and reduced minimum lot width and lot area
9	3:30 PM	3739070240099000000	B-031/25	YAFEI CORPORATION	3376 BYNG RD  <b>CONSENT:</b> Create a New Lot.

If a person or public body that files an appeal of a decision of the Committee of Adjustment in respect of the proposed consent does not make written submissions to the Committee of Adjustment before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

In addition, if you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed applications, you must make a written request to the Committee of Adjustment at the address shown below with the specific file number please email [COAdjustment@citywindsor.ca](mailto:COAdjustment@citywindsor.ca). **NOTE:** To access the Agenda Record, Comments for the upcoming meeting, and past Committee of Adjustment Minutes, please visit our website at: [Committee of Adjustment Meeting Agenda \(citywindsor.ca\)](http://Committee of Adjustment Meeting Agenda (citywindsor.ca))





**Council Report: C 53/2025**

**Subject: Response to CQ 33-2023 – Regarding Municipal Planning Tools**

**Reference:**

Date to Council: April 28, 2025  
Author: Frank Garardo, MCIP, RPP  
Planner III - Policy and Special Studies  
T. (519) 255-6543 x 6446

Planning & Building Services  
Report Date: 4/8/2025  
Clerk's File #: SPL2025

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

**Recommendation:**

- I. THAT Report C53/2025 responding to Council question CQ33-2023 regarding municipal planning tools **BE RECEIVED** for information.

**Background:**

On October 30, 2023, Council approved the following question (CQ33-2023) by Councillor Gignac and directed administration to proceed with the necessary actions to respond to the Council Question in the form of a written report, consistent with Council's instructions and in accordance with Section 17.1 of Procedure By-law 98-2011.

Councillor Gignac requested that:

*..."administration report back with tools that we, as a municipality, have to protect areas of our city that we have designated or identified, such as historic districts, historic neighbourhoods or even roadways, such as the Riverside Vista, as developments and intensification occurs in order to ensure that these developments complement these identified areas. (CQ33-23)"*

**Discussion:**

The City of Windsor, under provincial legislation including the *Planning Act* and *Ontario Heritage Act*, has several tools and strategies available to enhance key areas of the City including historic districts, historic neighbourhoods, and identified roadways. These tools are primarily focused on maintaining the aesthetic, cultural, and functional qualities of key areas while accommodating growth and development. The tools include implementing policies within the official plan, zoning by-laws, site plan control, and providing financial incentive programs. Below is a summary of the available tools in Windsor:

## **Official Plans**

The Official Plan is a guiding document that sets the municipalities overall planning goals and policies for future land use and development. It establishes a framework for guidance on key areas such as designated heritage districts, secondary plans, civic areas, identified roads, and community improvement plans. Additionally, it helps manage zoning and site plan control.

In the City of Windsor, the Official Plan currently designates two heritage conservation districts (Sandwich and Prado Place), two heritage policy areas (Victoria Avenue and Walkerville) and several community improvement plan areas (Downtown CIP, Ford City CIP, Sandwich CIP, Main street CIP, and University/Wyandotte St W CIP). Additionally, the Official Plan also designates important roadways, such as gateways, scenic routes (Riverside Drive), civic ways, and main streets with the goal to promote a sense of place and high quality design.

These designations help identify key areas within the city that hold particular significance, and the corresponding policies and guidelines outline goals for ensuring that new developments are complementary to the aesthetic and functional quality of these areas.

By designating key areas and implementing targeted policies, the Official Plan can be an effective tool for ensuring high quality development standards in the city's most important areas.

Additionally, the Official Plan refers to the City of Windsor Intensification/Design Guidelines which provide best practices for future development and complementary design.

### **City of Windsor Intensification Guidelines (Design Guidelines)**

The City of Windsor Intensification Guidelines is a tool that is used by administration, developers, architects, and planners to determine and evaluate future development proposals. These guidelines provide a reference tool for best practices in urban design for infill and intensification projects.

The intensification guidelines build on the principles of 'compatible' development and are guided by the policies articulated in the Official Plan (OP). The design guidelines are intended to guide new development to become distinctive, while relating harmoniously to the use, scale, architecture, streetscapes, and neighbourhoods of Windsor.

Both the Official Plan and intensification guidelines serve as tools to establish criteria for evaluating future development proposals.

## **Zoning By-Laws**

Zoning by-laws regulate land use and the form of development, and they play a critical role in maintaining the character of designated areas. These by-laws regulate the use of land and buildings within a municipality, specifying permitted uses, built form and other development standards.

Zoning by-laws can be tailored to key areas within the City's significant corridors. For example, special zoning may apply to ensure that any new development within heritage districts complies with specific setback or building design guidelines that respect the historical and aesthetic character of the area.

In some cases, a zoning by-law amendment will be required by applicants and the Zoning by-law amendment process provides for a formal review and assessing development proposals to ensure they conform with the City of Windsor Official Plan policies and City of Windsor Intensification Guidelines prior to Council consideration. As part of the Zoning amendment process, applicants are required to hold public open house events to engage with the local community to address any concerns at the early stages of the proposal.

### **Ontario Heritage Act – Individual Designations**

The Ontario Heritage Act allows municipalities to individually designate properties of cultural heritage value or interest. Properties in Windsor that meet criteria for designation outlined in the Ontario Heritage Act can be designated as heritage properties. Designated properties may contain built heritage resources or cultural heritage landscapes, which would be protected from demolition or inappropriate alterations. Proposed alterations to designated properties require the property owner/applicant to obtain a heritage permit to ensure appropriateness, compatibility, and adherence to the Standards & Guidelines for the Conservation of Historic Places in Canada.

Recent provincial legislation has introduced strict timelines requiring that all properties listed on the heritage register either be removed or designated by January 1, 2027. Recognizing that not all register listed properties can be evaluated within the timeframe, this effectively reduces the level of protection for heritage properties as development pressures continue to rise. Municipalities are now under significant time constraints to evaluate and determine the appropriateness of designations.

### **Heritage Conservation Districts (HCD) – Collective Designations**

The Ontario Heritage Act allows municipalities to designate Heritage Conservation Districts (HCD). A HCD is a defined area that must meet the Ministry's criteria under the Ontario Heritage Act for designation, namely recognized for possessing its architectural, historical, and/or contextual significance. It provides legal protection for the properties within the district boundaries and their identified features of value or interest by requiring new development to comply with specific guidelines when making changes to the properties. In these areas, specific guidelines apply to alterations, demolitions, and new developments to preserve and maintain the area's heritage character.

Within a HCD, alterations, demolitions, and new developments may trigger a heritage permit requiring approval by the standing committee and municipal council to ensure they complement the district's character. The tool of designating a HCD with guidelines helps to provide clear direction and guidance for building alterations, design, materials, contextually appropriate growth, and change.

## **Financial Incentives and Grants - Community Improvement Plans (CIP)**

A Community Improvement Plan (CIP) is a planning tool used by municipalities that can help revitalize designated areas within a community. It can include the creation of targeted policies, such as design guidelines and financial programs to support the improvement of certain areas.

CIPs are voluntary initiatives that offer financial incentives to developers and property owners. In return, participants are expected to ensure that their building improvements meet certain key design standards and contribute to the overall revitalization of the areas.

These financial incentive tools are particularly effective in achieving complementary intensification and promoting community investment.

## **Demolition Control**

Demolition control is a tool which allows municipalities to regulate the demolition of residential buildings. The Planning act specifies what building types can be subject to demolition control, how applications are considered, and conditions that municipalities can include as part of a demolition permit. The act permits a municipality to designate an area of the city as a demolition control area by by-law such that a residential property cannot be demolished until a demolition permit has been issued by Council. This gives administration an opportunity to obtain necessary redevelopment information from an applicant and conduct a full review to ensure that the demolition is following the appropriate requirements. This tool helps prevent the loss of residential units and the loss of buildings with historical significance during redevelopment projects.

## **Site Plan Control**

Site Plan Control refers to the process by which the City reviews and approves development in accordance with the physical planning, built form and operational objectives identified within the Official Plan. Under Section 41 of the Ontario Planning Act, all development in Windsor is subject to Site Plan Control. This is to ensure that development will:

- Be compatible with adjacent or nearby properties;
- Have safe and easy access for pedestrians and vehicles;
- Have adequate landscaping, parking and servicing;
- Be built and maintained in the manner by which the proposal was approved.

The Site Plan Review process takes into account input from various departments and agencies towards the preparation of a Site Plan Approval Agreement. The Site Plan Approval Agreement is a binding contract between the Corporation of the City of Windsor and the applicant/owner. The agreement consists of conditions of development, is registered on title of the property and is a prerequisite to the building permit application process.

## Challenges and Limitations

In 2023, the Province of Ontario introduced *Bill 23: More Homes Built Faster Act, 2022* which had significant implications for municipalities in Ontario, particularly in how they regulate and manage development. Bill 23 (*More Homes Built Faster Act, 2022*) standardized zoning regulations for low-density residential areas, allowing as of right up to three dwelling units on a single parcel of land.

The bill also made several changes to the Planning Act and Site Plan Control framework, by limiting the municipality's ability to review the exterior design of buildings. The removal of exterior design review from Site Plan Control is a major challenge, as it restricts the city's ability to mitigate some of the compatibility issues through design solutions. Furthermore, the bill also exempted developments with ten (10) or fewer residential units from requiring site plan control approval.

These provincial regulations take precedence over municipal by-laws, limiting the tools available for municipalities to review and manage new developments.

## Opportunities

The above municipal tools are valuable for guiding and assessing new development projects in the City of Windsor. By tailoring these tools to the needs of designated areas, the City of Windsor can provide a framework that encourages complementary intensification while accommodating growth. Continued updates to various policies and guidelines will further strengthen these tools and enhance the unique character of the City. Key opportunities include:

- Official Plan: reviewing the Official Plan to meet current and future needs. This could involve adding new special policies or revisiting existing ones to support complementary intensification and growth.
- Special Policy Areas: Identifying areas that are key for intensification, such as frequent transit corridors or underutilized lands, and creating special policies and guideline plans in those areas. This can assist in ensuring growth can be complementary to the surrounding areas.
- Refinement of Intensification Priority Areas: Focus on mixed use corridors and other intensification priority areas to determine appropriate scale and types of development.
- Updates to the Intensification Guidelines: Revisiting and refining guidelines for intensification. This could include specifying height, built form and integration with surrounding uses to ensure new developments are complementary.
- Heritage areas: Preserving heritage areas while exploring provisions for compatible development within these areas.
- CIP programs and grants: Include further incentives to encourage redevelopment and revitalization. This could involve creating policies and design standards to ensure the success of the programs.

- Zoning By-laws: Reviewing and updating zoning by-laws to reflect the latest planning policies, trends and needs. This could include adjusting allowable land uses, setbacks, parking requirements, etc.

**Risk Analysis:**

The report is for information purposes only and does not provide any recommendations to Council, therefore it is low risk.

**Climate Change Mitigation:** N/A

**Climate Change Adaptation:** N/A

**Financial Matters:**

This report is for information purposes and does not include any financial considerations.

**Consultations:**

Tracy Tang – Heritage Planner (A)

Brian Velocci - Site Plan Officer

**Conclusion:**

In summary, the City of Windsor has various tools available to assist with managing intensification in key designated areas such as historic districts, historic neighbourhoods, and significant roads, while still accommodating growth and new development. However, recent changes to provincial legislation have reduced municipal tools in certain respects. The most significant changes come from the provincial framework, which removes site plan control for residential developments with fewer than ten (10) units and the as-of-right additional residential unit framework. Despite these limitations, ongoing updates to the Official Plan, Zoning by-laws, and Community Improvement Plans will remain essential in guiding new developments to ensure they complement the key designated areas in the City of Windsor.

It is recommended that Council receive this report for information.

**Approvals:**

<b>Name</b>	<b>Title</b>
Jason Campigotto	Deputy City Planner - Growth
Greg Atkinson	Deputy City Planner - Development
Greg Atkinson	City Planner/Executive Director of Planning and Building Services (A)
Aaron Farough	Senior Legal Counsel, Legal Services & Real Estate
Jelena Payne	Commissioner, Economic Development
Ray Mensour acting for Joe Mancina	Chief Administrative Officer

**Notifications:**

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

**Appendices:**

N/A



**Council Report: C 49/2025**

**Subject: 2024 Annual Investment Compliance Report - City Wide**

**Reference:**

Date to Council: 4/14/2025

Author: Lorie Gregg

Deputy Treasurer, Taxation, Treasury and Financial Projects

(519) 255 6100 Ext. 6522

lgregg@citywindsor.ca

Taxation & Financial Projects

Report Date: 3/26/2025

Clerk's File #: AF2025

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

**Recommendation:**

THAT the 2024 Annual Investment Compliance Report for the year ending December 31, 2024, **BE RECEIVED** for information.

**Executive Summary:** N/A

**Background:**

Part XIII of the Ontario Municipal Act, 2001 (the Act) governs municipal activity with regards to the issuance of debt and the placement of investments. More specifically, Section 418 of the Act and Ontario Regulation 438/97, as amended, establish the general parameters that allow municipalities to place monies, which are not required immediately, in various financial instruments for the purpose of earning investment income. Section 418.1, Prudent Investor provision, provides an alternative for municipalities to invest money that is not required immediately in any security. Municipalities are not limited to those financial instruments prescribed under the Act to yield investment returns. Investment income in a broader sense can also be generated through the payment of dividends from subsidiary corporations, interest on the lending of funds to subsidiary corporations or others, and further, returns on investments, which can be structured through private, and other potential investment partnerships.

**Traditional Investment Portfolio Philosophy**

The City uses a number of operating, capital, reserve, trust and sinking accounts and/or funds to financially support various municipal programs and services as may be required during the year (i.e. operating programs) and over the course of time (i.e. capital projects). Due to the timing of when funds are received as compared to when



funds are required to be expended, there are cash balances which are defined at any set period as “excess cash flow” available. These available cash balances can be invested in accordance with the Sections 418/418.1 of the Act and Ontario Regulation 438/97, as amended, to generate additional revenue through investment income. These funds may also be used to generate alternative yields such as dividends and interest through the investment of funds into subsidiary corporations or the lending of funds to subsidiary corporations.

Further to the guidance as provided by the Act, an approved Investment Policy has been developed which outlines the City’s investment objectives and goals where funds are placed in prescribed investments. This Investment Policy provides direction to Administration with regards to the selection and placement of managed funds. Within the parameters of the current Investment Policy, Administration continues to develop a more robust investment strategy to fully maximize overall investment returns.

The basis for this report is to meet the statutory reporting requirements as prescribed by the Act when funds are placed into financial instruments in accordance with Section 418. As such, the information reported within this report may differ from that which has been provided in other reports and in the consolidated financial statements.

## **Discussion:**

### **Investment Policy**

The four primary objectives of the City’s current Investment Policy, in priority order, are summarized as follows:

- I. Legality of Investments
- II. Preservation of Capital
- III. Maintenance of Liquidity
- IV. Competitive Rates of Return

### **Legality of Investments**

All investment activities are governed by the Act, as amended. Any investments made by the City must be those deemed eligible under Ontario Regulation 438/97 or as authorized by subsequent provincial regulations unless limited further by the City’s Investment Policy.

### **Preservation of Capital**

All investment activities will minimize the risk of incurring a capital loss and of preserving the value of the invested principal. This is accomplished by investing in properly rated financial instruments as per the legislation, by limiting the types of investments to a maximum recommended percentage of the total portfolio, and by limiting the amount invested within individual institutions to a maximum percentage of the total portfolio as per the City’s Investment Policy.

## **Maintenance of Liquidity**

The term liquidity implies a high degree of marketability and a high level of price stability. The portfolio is structured to maintain a proportionate ratio of short, medium, and longer-term maturities to meet the funding requirements of the Corporation. To date, the general investment portfolio has remained sufficiently liquid to meet all operating or cash flow requirements so as not to require temporary borrowings. This has been done, where possible, by structuring the portfolio such that securities mature concurrent with anticipated cash demands.

## **Competitive Rates of Return**

Investment yields can only be sought within the boundaries set by the foregoing objectives. Higher yields are best obtained by taking advantage of the interest rate curve of the capital market, which normally yields higher rates of return for longer-term investments. Yields will also fluctuate by institution as per individual credit ratings (greater risk confirmed by a lower credit rating) and by the type of capital instrument invested in. For example, an instrument of a small trust company would normally have a slightly higher yield than a major bank, and capital instruments that are non-callable will have a lower yield than instruments that are callable.

## **Scope of Portfolio**

The investment portfolio is comprised of:

- I. Excess Operating and Capital Cash Flow Balances
- II. Reserve Accounts and Reserve Funds
- III. Trust Funds
- IV. Sinking Funds

The scope of the Investment Policy applies to all investments made by the City on its own behalf and on behalf of its agencies, boards, commissions, and wholly owned subsidiaries including any new funds created by the City unless specifically directed otherwise by City Council.

## **2024 Investment - Current Fund Performance**

The purpose of this report is to provide an annual update with regards to the investment activity for 2024. For purposes of the forgoing analysis, investment balances are presented as at December 31, 2024, and represent the book value of the investment plus accrued interest and/or realized market value gains and or losses, as appropriate. Investment yields represent the income earned for the year or part year thereof as described. Investment yield percentages are calculated based upon the average balance of the investment portfolio that was held during the year, not the year-end balance.

## City of Windsor General Investment Portfolio Performance – Appendix A

As of December 31, 2024, the General Investment Portfolio approximated \$556 million (\$530 million in 2023), of which \$459 million (\$470 million in 2023) was invested in various guaranteed investment and short-term deposit instruments. These investments complied with current legislation and the City's Investment Policy. In addition, a cash balance of \$97 million (\$60.8 million in 2023) was held in a general interest-bearing account.

Included within the deposit investments, Administration continued to retain a significant portion of the portfolio in a variable rate Notice Hold Investment Account as well as a variable rate Interest Bearing Business Account (IBBA). This action was taken to ensure that sufficient cash balances were available if required to support ongoing operations allowing for immediate access to the monies while at the same time yielding rates of return that were tied to changes in prime rates. Variable rate deposits tend to yield higher rates of return than fixed rate deposits, in markets where interest rates are rising. As interest rates decline, Administration will consider investing a greater portion of these deposits in fixed rate investments while maintaining sufficient liquidity to meet the City's operational requirements.

The year-end cash position amount excludes an additional \$10 million "cash cushion" which is traditionally held to address the projected cash low point which falls between the mid November (last tax instalment in 2024) and mid February (first tax instalment for 2025) of the following year. During this time, this cash cushion provides sufficient cash flow to fund expenditures avoiding the need to resort to short-term borrowing. This \$10 million is not included in the general investment portfolio.

For the year ending December 31, 2024, the City's general portfolio generated returns of \$23.5 million (\$21 million in 2023), an average yield of 4.97% (4.83% in 2023) on funds that were held in deposit investments with Schedule I Banks and Credit Unions. An additional \$5.6 million with a yield of 4.8% (\$6.1 million with a yield of 5.19% in 2023) was earned on the monies retained in the general bank account for an overall investment yield of 5.05% (4.91% in 2023).

The City has traditionally maintained a conservative investment approach when deciding on investment options and term lengths, which is premised upon two main factors:

- Reserve balances - the City's reserve balances, as a percentage of taxation and as a percentage of its' own source revenues.
- Internal financing of projects - the City operates on a pay as you go basis and until recently, does not typically issue debt to finance capital projects; therefore, internal cash balances are used (largely reserves) for short-term interim financing of projects.

This approach saves significant interest charges on external debt that would otherwise be incurred; however, it negatively impacts the ability to invest in longer term instruments which are, depending on economic conditions, one viable way to increase investment returns. Overall, there are significant net savings associated with this approach, as borrowing rates are generally much higher than investment yields.

Where longer-term instruments are recommended, a cashable component is considered as a risk mitigation measure where possible. This does however effectively lower the annual yield that would otherwise be achieved.

### **City of Windsor Trust Investment Portfolio Performance – Appendix B**

As of December 31, 2024, the City held \$10.3 million (\$15.2 million in 2023) In Trust. The investments held in Trust returned a total of \$603,568 in investment income in 2024 (\$593,294 in 2023), with an average yield of 4.07% (4.22% in 2023). This portfolio earned a slightly lower rate of return as compared to the general investment portfolio as a significant portion of the Trust portfolio was invested in long-term, non-redeemable investments, earning a lower rate of return. The year-over-year change in the Trust investment portfolio was primarily attributed to the maturity of \$5.1 million in Government of Canada bond in December of 2024, that was disbursed to satisfy the conditions of the trust agreement. Administration will continue to review the specific trust agreements and monitor opportunities to increase future yields while still providing sufficient funds to meet short-term capital investment needs.

### **Arts Endowment Fund Performance – Appendix C**

On December 4, 2017, City Council authorized (CR760/2017) the establishment of an Arts Endowment Trust to provide an ongoing funding source, available in perpetuity to support, in full or in part, public art related aspects of City capital projects. Reflective of the long-term nature of this Trust, the funds were invested within the ONE Investment program based upon an asset mix of 80% Universe Bond Fund and 20% Equity Fund on April 3, 2018. The use of the ONE Investment program professionally managed and is the only program where municipalities can access pooled funds such as money market, bond, or equity funds.

On December 23, 2024, consistent with Council's direction (CR151/2024), \$42,245 representing the minimum distribution of 1.5% of the investment income was withdrawn from the Trust and placed within a reserve account designated as a funding source for City art related capital projects. At December 31, 2024, the balance of the reserve account held \$43,514 that is available for use. The book value of the fund at December 31, 2024, was \$3,152,093 with a yield of 5.68% (\$3,021,875 in 2023, yield of 3.34%). The book value is inclusive of any realized income and unit increases due to dividend distribution and realized changes in market value of the fund for the period January 1, 2024, to December 31, 2024. By contrast, the market value of the fund at December 31, 2024, was \$3,207,367 (\$3,016,374 in 2023). The unrealized gain in

market value of \$55,275 for 2024 (loss of \$5,501 for 2023) would only be realized upon partial or full disposition of the underlying investments within the fund.

Unlike other types of investments such as GIC's where a guaranteed yield is paid at time of maturity, any gains, or losses due to market value increases are not realized until such time as units are redeemed. At any measurement point, market values may be higher or lower than the previous mark. The intent of the Arts Endowment Trust was to ensure that in perpetuity funds generated from investment yields would be available to support capital projects that have an arts related component. As such, preservation of the principal investment of \$2,750,000 is of upmost importance. However, of equal importance is the realization of any yields because of substantial market value gains through the redemption of units at a time when market values are high. This mitigates against the risk that those yields are not available should the funds be required. The timing of when to realize gains can never be known with any certainty. Market values can continue to rise and/or market values can decline overnight.

At this time, the funds held in this reserve are tracking upwards in a positive manner. Administration will continue to monitor the fund balances and report to Council should there be the need for alternative courses of action to preserve the principal investment.

### **Windsor-Essex Hospital Plan Portfolio Performance – Appendix D**

On April 25, 2016, per CR 282/2016, the City committed to fund its' share of the Windsor-Essex Hospital Systems Plan beginning with a one-time dedicated property tax levy increase of \$3,875,000 starting in 2016 and projected to continue through 2029 or earlier based on interest earned. Additional sources of funding were added annually which assisted to meet the City's obligatory share of the Windsor-Essex Hospital Plan estimated at a total of \$200 million to be jointly shared between the City and County based upon the latest available census data. Funds levied and invested since inception have been recorded to a separate reserve fund (Fund 203).

The financial projections provided to City Council in 2016 contained various estimates as it related to minimum investment yields over the term of the special levy based upon current economic forecasts. Given the projected accumulated value of the hospital reserve fund and the average value of the general investment portfolio, Administration was granted approval to treat the hospital reserve fund as a separate portfolio in terms of complying with maximum portfolio limitations (both sector and institutional). The portfolio is defined as the total projected future fund balance (estimated City share at \$108 million) as opposed to actual funds cumulatively available each year. This allows greater flexibility in each year to place funds in larger amounts with institutions offering higher yields and thereby increasing investment returns. Further to this, City Council also provided direction in 2020 that would allow for more flexibility in terms of institutional limits allowing for larger segments of the portfolio to be grouped with one or more financial institution for the purpose to maximize investment yields.

As indicated above, supplemental funds to the operating levy provided through capital contributions, was approved by Council under the 2023 10-year capital budget. This funding provided an additional principal amount of \$40.7M (capital project number CAO-002-18 - New Windsor-Essex Hospital System Plan) to be invested. The initial investment framework set aside annual contributions of \$6.9M beginning in 2023 through 2027 and \$6.2M in 2028 to be placed in deposit certificates.

The 2023 interest rate environment was driven by strong inflationary pressures that led to unprecedented high interest rates. To capitalize on record high interest rates and maximize investment returns, Administration obtained approval from Council (CR338/2023) to make \$27.6M of approved capital funds available for immediate investment and the remaining \$6.2M to be available for investment within the five-year funding window beginning in 2024. These amounts were considered as being pre-committed for purposes of the 2024 Capital Budget development and balancing. In the third quarter of 2023, a total of \$34.5M, which included \$6.9M initial contribution for 2023, plus \$27.6M of the pre-committed capital funds were invested in GICs at favourable rates. The remaining \$6.2M, was invested in the first quarter of 2024.

As of December 31, 2024, the City held \$87.6 million (\$72.5M in 2023) in the Windsor Essex Hospital Plan Portfolio. For 2024, the fund realized an overall return of \$4,288,658 (\$2,309,085 in 2023) for an average yield of 5.21% (5.17% in 2023). When compared to the original projections made in 2016, the overall fund is tracking on target to achieve the City's targeted municipal contribution by 2029. It should be noted due to the delays in the expected start of the hospital construction and inflationary pressures in the construction industry have significantly impacted development costs, the original target of \$200 million for the municipal contribution may need be amended. Administration is currently working with the development team at Windsor Regional hospital on revised cost projections and will bring information back to City Council on this matter when more information is known with certainty.. No changes have been proposed for the cost sharing methodology between the City and the County of Essex which will remain based upon population.

### **City Treasurer's Statement of Compliance**

As at December 31, 2024, all investments comprised within the City's investment portfolio were made in accordance with Act, more specifically, Section 418 and Ontario Regulation 438/97, as amended, and further, the investment policies and goals adopted by the municipality. All investments made during the year were in compliance with the minimum credit rating standards as outlined by the Investment Policy.

Per section 3.2.7 of the Investment Policy, the CFO/City Treasurer is authorized to invest above the recommended maximum thresholds for individual institutions and portfolio sector limitations. There were no occurrences of non-compliance to be reported as part of the annual investment report.

During 2024, funds within the City of Windsor General Investment Portfolio were placed with various institutions, which utilized the additional institutional room as authorized by section 3.2.7 of the Investment Policy to generate higher investment yields. Investments were placed for terms of 6 months or less in guaranteed investment certificates and deposits.

## **Risk Analysis**

In accordance with the Act, 2001, each Municipality shall have an Investment Policy. Failure to have an appropriate Investment Policy and reporting mechanism in place could expose the City to financial risks. This risk is mitigated to a large extent as the City's Investment Policy has been written to achieve the four stated objectives; ensuring that investments are made in accordance with prescribed legislative requirements, preservation of capital (credit/interest risk), maintenance of liquidity and to maximize investment yields and is considered to be more conservative than allowable within the Act.

## **2024 Market Summary**

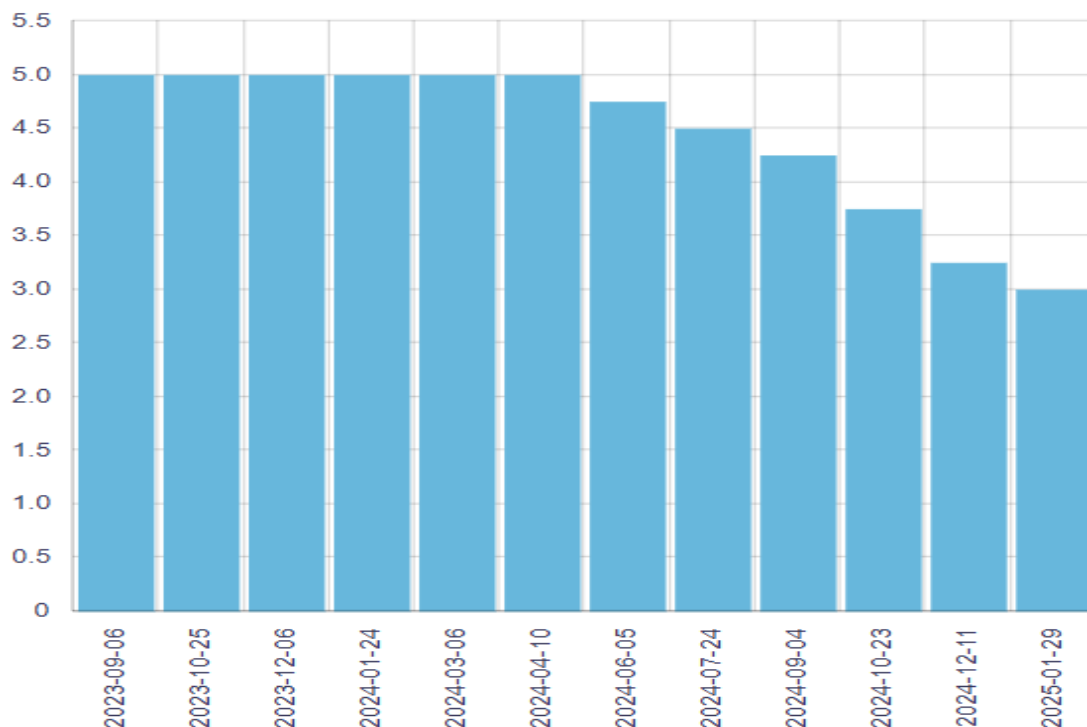
In a bid to maintain price stability and keep inflation close to the middle of 1% to 3% target range, the Bank of Canada (BoC) dropped policy interest rate a record five (5) times in 2024.

In contrast to 2023, where the BoC raised its policy interest rate three (3) times in a continued policy of quantitative tightening and to bring supply and demand back into balance and return inflation to target, 2024 initially saw policy interest rate drop from 5.00%, a rate that has held consistent from July 2023, to 4.75% in June 2024, marking the beginning of less restrictive monetary policies.

Subsequently, with decisions, guided by periodic assessments of the implications of inflation, balance between demand and supply in the economy, wage growth, corporate pricing behaviour, unemployment, and pressures from other parts of the economy, the BoC agreed that monetary policy no longer needed to be as restrictive and reduced the policy interest rate four (4) more times in 2024 by: 0.25 basis points (bps) in July, 0.25 bps in September, 0.50 bps in October and 0.50 bps in December 2024, to bring the target rate to 3.25%.

The BoC policy rate movements primarily affect the interest rates on various fixed income investments held by the City of Windsor, specifically guaranteed investment certificates (GICs) and bonds (held within the ONE investment program). Rates are also affected by other GIC features like term, with longer term investments usually offering higher returns than shorter terms, and non-redeemable investments offering higher returns than redeemable ones.

Figure below illustrates the movement in the BoC policy interest rate for the period September 2023 to January 2025:



Sources: Bank of Canada

Throughout 2024, Administration continued to actively monitor changes in policy interest rates, and, when appropriate, actioned fixed rate investments leveraging higher prevailing rates, to enhance the City's overall investment returns. In 2024, twenty-one (21) general fund investments having a total value of \$237 million matured. The average rate of return on the maturing investments were 5.08%. Administration renewed those maturities at a higher average rate of return of 5.19% over varying investment timeframes.

## 2025 Investment Outlook and Strategy

While economic data suggests surprising underlying momentum in Canada, extreme uncertainty from potential U.S. policy changes has intensified, tempering growth prospects in the short run.

At the January 29, 2025, meeting, the BoC projected economic growth in Canada to rise to around 1.8% in 2025 and 2026, outpacing potential output, as excess supply is gradually absorbed. Inflation was projected to remain close to the BoC's 2% target. These projections, however, do not contemplate the increased uncertainty related to tariffs between Canada and the United States. In January 2025, the policy interest rate was reduced 0.25 bps to 3.0%. A second reduction followed in March of 2025 of 0.25 bps to 2.75%.

In 2025, \$244 million of investments in the general investment portfolio are due to mature, of which \$74 million (30%) are in Q1, \$45 million (18%) in Q2, \$33 million (14%)



in Q3 and \$92 million (37%) Q4. Administration will continue to monitor economic and market conditions to inform investment decisions, in accordance with the Act and the parameters as established by the City's Investment Policy.

## **Financial Matters**

As indicated in the discussion section, the City uses a number of operating, capital, reserve, trust and sinking accounts and/or funds as a means to financially support various municipal programs and services as may be required during the year (i.e. operating programs) and over the course of time (i.e. capital projects). The annual operating budget includes a projection of investment income after an allocation is made to each of the reserve funds. The portion retained in the operating accounts assist in keeping the overall tax levy down. A conservative approach to the establishment of annual investment yields is taken in the development of budget estimates, as actual results are market based and difficult to project with any certainty. The development of an enhanced investment strategy, which incorporates both traditional investment activities through financial instruments as well as alternative investment options, will benefit the City through marginally overall higher returns and therefore less reliance upon the municipal tax base as a sole funding source.

## **Conclusion**

This report serves to meet the legislative reporting requirements of the Municipal Act and to seek approvals, which will facilitate investment related activities with a goal to maximize investment yields.

## **Consultations**

N/A

## **Approvals**

<b>Name</b>	<b>Title</b>
Janice Guthrie	Commissioner of Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

## **Appendices:**

- 1 Appendix A - General Investment Portfolio
- 2 Appendix B - Trust Portfolio
- 3 Appendix C - Arts Endowment Portfolio
- 4 Appendix D - Windsor Essex Hospital Plan Portfolio

## Appendix A

### General Investment Portfolio as at December 31, 2024

Sector	Total Dec 31, 2024	% of Portfolio Dec 31, 2024	2024 Return	2024 Average Yield
<b>Deposit Investments</b>				
Schedule I and II Banks	\$307,513,671	55.32%	\$15,721,371	4.95%
Credit Unions	\$151,207,173	27.21%	\$7,816,709	5.00%
	\$458,720,844	82.53%	\$23,538,080	4.97%
<b>Cash</b>				
Schedule I Bank	\$97,078,708	17.47%	\$5,612,715	4.80%
<b>Total</b>	<b>\$555,799,552</b>	<b>100.00%</b>	<b>\$29,150,795</b>	<b>5.05%</b>

\*Average yield calculated based upon average investment balance within portfolio during 2024.

## Appendix A

Details of specific deposit investments as at December 31, 2024 are listed below. Amounts stated reflect the principal investment **exclusive of accrued interest**.

Rate Type	Term Length	Description	Principal Balance Invested
Variable	30 Days Cashable	Notice Plan Investment Account, 4.95%	\$ 49,724,969
	Cashable	Interest Bearing Business Account, 4.85%	\$ 25,487,082
Fixed Term	6 Months ≤ 1 Year	GIC - 5 months, 4.65%, matures Jan 26, 2025	\$ 4,820,707
		GIC - 6 months, 5.45%, matures Jan 23, 2025	\$ 16,710,187
		GIC - 6 months, 4.85%, matures Feb 10, 2025	\$ 8,654,187
		GIC - 6 months, 4.15%, matures Apr 26, 2025	\$ 3,400,000
		GIC - 1 Years, 5.85%, matures Jan 16, 2025	\$ 21,000,000
		GIC - 1 Years, 5.82%, matures Feb 20, 2025	\$ 2,047,907
		GIC - 1 Years, 5.60%, matures Mar 25, 2025	\$ 17,299,414
		GIC - 1 Years, 5.57%, matures Apr 26, 2025	\$ 13,656,382
		GIC - 1 Years, 5.55%, matures May 19, 2025	\$ 733,005
		GIC - 1 Years, 5.85%, matures Jun 02, 2025	\$ 16,700,000
		GIC - 1 Years, 3.97%, matures Dec 01, 2025	\$ 41,373,786
	2 Years ≤ 10 Years	GIC - 2 Years, 5.50%, matures Feb 20, 2025	\$ 3,692,500
		GIC - 2 Years, 5.40%, matures Apr 24, 2025	\$ 10,541,479
		GIC - 2 Years, 5.45%, matures May 19, 2026	\$ 10,500,000
		GIC - 2 Years, 5.29%, matures May 22, 2026	\$ 4,606,090
		GIC - 3 Years, 5.15%, matures Aug 22, 2025	\$ 22,116,012
		GIC - 3 Years, 5.15%, matures Sep 27, 2025	\$ 11,221,221
		GIC - 3 Years, 5.40%, matures Nov 17, 2025	\$ 25,000,000
		GIC - 3 Years, 5.05%, matures Nov 17, 2025	\$ 25,000,000
		GIC - 5 Years, 4.55%, matures Feb 7, 2028	\$ 18,000,000
		GIC - 5 Years, 3.93%, matures Nov 1, 2029	\$ 3,207,185
		GIC - 5 Years, 4.02%, matures Nov 1, 2029	\$ 20,000,000
		GIC - 6 Years, 3.94%, matures Nov 5, 2029	\$ 33,635,620
		GIC - 6 Years, 4.57%, matures Feb 9, 2029	\$ 22,000,000
		GIC - 6 Years, 5.03%, matures Nov 29, 2029	\$ 11,000,000
Total Deposit Investments			\$ 442,127,733

## Trust Investment Portfolio

Sector	Balance as at December 31, 2024	% of Portfolio as at December 31, 2024	2024 Investment Return	2024 Average Yield*
<b>Bonds</b> Government of Canada, maturity December 1, 2024	\$484	0.00%	\$145,729	3.07%
<b>Deposit Investments</b>				
Credit Unions	\$2,175,014	21.02%	\$54,889	2.59%
Schedule I Bank	\$34,029	0.33%	\$624	1.65%
<b>Cash</b>				
Schedule I Bank	\$8,135,541	78.64%	\$402,326	5.08%
<b>Total</b>	<b>\$10,345,068</b>	<b>100%</b>	<b>\$603,568</b>	<b>4.07%</b>

\*Average yield calculated based upon average investment balance within portfolio during 2024.

Details of specific deposit investments as at December 31, 2024, are listed below. Amounts stated reflect the principal investment **exclusive of accrued interest**.

Description	Principal Balance invested as at December 31, 2024	%
GIC – 5 years, 2.60%, matures Sept 27, 2026	\$ 2,160,241	100.00%
<b>Total Deposit Investments</b>	<b>\$ 2,160,241</b>	<b>100.00%</b>

## Arts Endowment Investment Portfolio

Sector	Balance as at December 31, 2024	% of Portfolio as at December 31, 2024	2024 Investment Return	2024 Average Yield*
<b>ONE Investment Program</b>				
Universe Bond Fund	\$2,620,664	83.14%	\$66,066	2.55%
Equity Fund	\$531,429	16.86%	\$109,397	21.91%
<b>Total</b>	<b>\$3,152,093</b>	<b>100.00%</b>	<b>\$175,463</b>	<b>5.68%</b>

\*Average yield calculated based upon average investment balance within portfolio during 2024.

The fund is recorded at book value inclusive of realized investment income. The below noted chart compares the book value to the market value as at December 31, 2024. This value is only realized at the time that units are redeemed.

Sector	Balance as at December 31, 2024	Market Value as at December 31, 2024	2024 Unrealized Market Value Gain (Loss)
<b>ONE Investment Program</b>			
Universe Bond Fund	\$2,620,664	\$2,515,884	-\$104,780
Equity Fund	\$531,429	\$691,483	\$160,054
<b>Total</b>	<b>\$3,152,093</b>	<b>\$3,207,367</b>	<b>\$55,275</b>

**Windsor-Essex Hospital Plan Investment Portfolio as at December 31, 2024**

<b>Sector</b>	<b>Investment Balance</b>	<b>% of Portfolio December 31, 2024</b>	<b>2024 Return</b>	<b>2024 Average Yield</b>
<b>Deposit Investments</b>				
Schedule I	\$35,428,846	40.45%	\$1,532,296	4.60%
Credit Unions	\$52,157,931	59.55%	\$2,756,362	5.63%
<b>Total</b>	<b>\$87,586,777</b>	<b>100.00%</b>	<b>\$4,288,658</b>	<b>5.21%</b>

\*Average yield calculated based upon average investment balance within portfolio during 2024.

Details of specific deposit investments as at December 31, 2024, are listed below. Amounts stated reflect the principal investment **exclusive of accrued interest**.

<b>Description</b>	<b>Principal Balance Invested</b>
5 years, 3.65%, matures Apr 7, 2027	\$508,000
5 years, 4.75%, matures Jul 14, 2027	\$3,875,000
6 years, 3.00%, matures Jul 27, 2027	\$4,241,212
10 years, 7.75%, matures Aug 1, 2027	\$10,775,721
9 years, 3.42%, matures Aug 3, 2027	\$1,100,000
4 years, 7.95%, matures Aug 3, 2027	\$ 3,727,112
8 years, 2.60%, matures Aug 26, 2027	\$3,875,000
6.5 years, 3.00%, matures Sept 16, 2027	\$ 4,758,365
5 years, 5.50%, matures Feb 22, 2028	\$ 4,633,560
5 years, 5.58%, matures Sept 19, 2028	\$17,472,760
5 years, 6.02%, matures Sept 20, 2028	\$ 18,026,204
5 years, 5.15%, matures Feb 25, 2029	\$ 5,000,000
5 years, 4.89%, matures Mar 01, 2029	\$ 5,800,000
<b>Total Deposit Investments</b>	<b>\$ 83,792,934.00</b>



**Committee Matters: SCM 88/2025**

**Subject: Minutes of the Windsor Licensing Commission of its meeting held December 5, 2024**

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

Decision Number: ETPS 1046

THAT the minutes of the Windsor Licensing Commission meeting held December 5, 2024, **BE RECEIVED**.  
Carried.

Report Number: SCM 28/2025

**Clerk's Note:**

1. Please refer to Item 7.1 from the Environment, Transportation & Public Safety Standing Committee held on March 26, 2025.
2. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250326/-1/10547>



## **Committee Matters: SCM 28/2025**

**Subject: Minutes of the Windsor Licensing Commission of its meeting held  
December 5, 2024**



## **Windsor Licensing Commission**

Meeting held December 5, 2024

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

Councillor Ed Sleiman, Chair  
Councillor Renaldo Agostino  
Councillor Angelo Marignani  
Harbinder Gill  
Sam Sinjari

### ***Delegations in attendance:***

Mohammad Khan and Ajim Tash regarding Item 6(a)  
Walter Bezzina, General Manager, Vets Cab Company, regarding Item 6(a)

### ***Also present are the following resource personnel:***

Craig Robertson, Manager, Licensing & Enforcement, Deputy Licence Commissioner  
Rory Sturdy, Supervisor of By-law Enforcement  
Gabrielle Fillion, By-law Enforcement Officer  
Sandy Hansen, Senior Licence Issuer  
Karen Kadour, Committee Coordinator

## **1. Call to Order**

The Chair introduces and welcomes Sam Sinjari as a new member of the Windsor Licensing Commission.

The Chair calls the meeting to order at 9:40 o'clock a.m. and the Windsor Licensing Commission considers the Agenda being Schedule A, attached hereto, matters which are dealt with as follows:

Craig Robertson provides a brief overview of the Windsor Licensing Commission as follows:

- The City of Windsor issues business licences as well as public vehicle licences. Individuals that are applying for one of these licences have certain criteria that they must meet for the Commission to issue that licence.

- Once the licence is issued, there are certain regulations and standards that must be upheld.
- There may be conditions placed on business licences up to and leading to suspension or revocation.
- The authority of the Licensing Commissioner is to ensure that applications are submitted and that all requirements are met and if they need to take it the next level, the Licence Commissioner will make a recommendation to the Commission. The Windsor Licensing Commission is the body that hears the applications and holds these hearings and has full authority to make decisions that are recommended by Administration.
- The decisions made by the Commission are final.

**2. Disclosure of Interest**

None disclosed.

**3. Adoption of the Minutes**

Moved by Councillor Angelo Marignani, seconded by Councillor Renaldo Agostino, That the minutes of the meeting held August 28, 2024 **BE ADOPTED** as presented. Carried.

**4. Request for Deferrals, Referrals or Withdrawals**

None.

**5. Communications**

None.

**6. Licence Transfers**

- 6(a)** Mohammed Khan, (family member) for Transferor and Ajim Tash, Transferee appear before the Windsor Licensing Commission on behalf of The Estate of the late Saleem Raza regarding the transfer of Plate #133.

Walter Bezzina, General Manager, Vets Cab Company is also present.

Ajim Tash agrees with the requirements outlined in the recommendation.

Moved by Councillor Angelo Marignani, seconded by Harbinder Gill,

That the transfer of Taxicab Plate #133 from The Estate of the late Saleem Raza to Ajim Tash **BE APPROVED** with the following conditions:

- i. Ajim Tash be given thirty (30) days from the date of the approval to submit a vehicle for inspection that complies with Schedule 5 to By-Law 137 as amended, including a valid safety standards certificate.
  - ii. Ajim Tash be given thirty (30) days from the date of the approval to submit a Taxicab Plate Holder application and pay the associated fee.
  - iii. Ajim Tash be given thirty (30) days from the date of the approval to provide verification that full compensation has been made to Rubina Amjad in consideration of the transfer of Taxicab plate #133.
  - iv. Ajim Tash shall not lease Taxicab plate #133 for a one-year period as stated in Schedule 5, Section 21.3 of Licensing By-Law 137-2007 as amended.
- Carried.

## 7. Applications/Hearings

### (a) Tremor Entertainment Inc. o/a Rally Sport Collective

Craig Robertson advises that Garrett Seifarth, Tremor Entertainment Inc. o/a Rally Sport Collective is not present.

Craig Robertson advises this is a new livery business that includes higher standard vehicles with prearranged contract trips. There are different categories which include limousines and vans and in this case is a Class "C" Executive vehicle. He adds that the By-law does limit the number of vehicles to 15, and currently there are five (5) Class "C" vehicles. He recommends the approval of the application and requests that the owner provide valid insurance for this vehicle (which has not been provided) and requests that the By-law Enforcement Team inspect the vehicle and ensure it is up to standards.

Councillor Angelo Marignani asks if Class "C" or Class "D" vehicles can be used as a shuttle service in an international border crossing. Craig Robertson responds that any vehicle that holds more than 7 passengers is governed under the Province of Ontario.

Sam Sinjari asks if the history of the vehicle is checked by Carfax to ensure they were not salvaged or had been in a major accident. Craig Robertson responds that they do not check the history as his staff are not mechanics, however, they do require two annual Ontario Safety Standard Certificates and twice a year the vehicle goes through a mechanical fitness report. If there are complaints regarding a vehicle, the Licence Commissioner has the authority to ask for a new Ontario Safety Standard Certificate or that repairs be made and if repairs are not made, the vehicle can be pulled out of service. There are also periodic blitzes that are held with the Ministry of Transportation where they will haul in the cabs to look at them.

Harbinder Gill concurs with Mr. Sinjari and suggests a provision in the wording to say any vehicle that has a salvage title or rebuilt title should not be considered for

licensing. Craig Robertson responds that a recommendation to amend the bylaw could be considered by Council. He states that he will provide a verbal report for the next meeting of the Windsor Licensing Commission.

The Chair also requests that Administration report back at the next meeting regarding the dress code of cab drivers.

Moved by Councillor Angelo Marignani, seconded by Harbinder Gill,

That the livery vehicle plate holder application, submitted by Garrett Seifarth on behalf of Tremor Entertainment Inc. o/a Rally Sport Collective, 420 Kildare Street, Windsor, Ontario, N8Y 3G4, to operate one (1) Class “C” – Livery Vehicle, namely a 2023 Cadillac Escalade, **BE APPROVED** with the following conditions:

- Garrett Seifarth be given sixty (60) days from the date of this decision to submit a certificate of insurance that is satisfactory to Section 9.1 of Schedule 3 to By-law 137 as amended,
  - The vehicle must submit to and pass an inspection by the By-law Enforcement Unit.
- Carried.

## 8. Reports & Administrative Matters

### (a) Expired Application(s) for Business Licence

Moved by Councillor Renaldo Agostino, seconded by Sam Sinjari,

That the report of the Deputy Licence Commissioner dated November 12, 2024 entitled “Expired Application(s) for Business Licence” **BE RECEIVED**.  
Carried.

## 9. In Camera

No In Camera session is held.

## 10. Date of Next Meeting

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

## 11. Adjournment

There being no further business, the meeting is adjourned at 10:15 o'clock a.m.



**Committee Matters: SCM 89/2025**

**Subject: Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held January 7, 2025**

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

Decision Number: ETPS 1047

THAT the minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board meeting held January 7, 2025, **BE RECEIVED**.  
Carried.

Report Number: SCM 69/2025

**Clerk's Note:**

1. Please refer to Item 7.2 from the Environment, Transportation & Public Safety Standing Committee held on March 26, 2025.
2. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250326/-1/10547>



## **Committee Matters: SCM 69/2025**

**Subject: Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held January 7, 2025**



## Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Tuesday, January 7, 2025

Time: 4:00 PM

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

### Attendance

#### Board Members:

Gary McNamara – Chair	County of Essex
Hilda MacDonald	County of Essex
Michael Akpata	County of Essex
Rob Shepley	County of Essex
Kirk Walstedt	County of Essex
Gary Kaschak – Vice Chair	City of Windsor
Kieran McKenzie	City of Windsor
Jim Morrison	City of Windsor

#### EWSWA Staff:

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

#### City of Windsor Staff:

Tony Ardovini	Deputy Treasurer Financial Planning
Jim Leether	Manager of Environmental Services

#### County of Essex Staff:

Melissa Ryan	Director of Financial Services/Treasurer
David Sundin	Solicitor/Interim Director, Legislative and Community Services

#### Absent:

Drew Dilkens	City of Windsor (Ex-Officio)
Mark McKenzie	City of Windsor
Mark Spizzirri	Manager of Performance Management and Business Case Development

1. Call to Order

The General Manager called the meeting to order at 4:04 PM.

2. Board Composition for 2025

The General Manager welcomed returning Board Member, Kirk Walstedt. She thanked Board Member Fred Francis for his contributions to the Board in 2024. Mr. Francis will return to the Board in 2026.

3. Election of Chair and Vice Chair for 2025

The General Manager stated that per the agreement between the City of Windsor (City) and the County of Essex (County) that created the Authority, the positions of Chair and Vice Chair rotate between the City and the County on a yearly basis. She noted that for 2025, the Chair will be a County of Essex Board member and the Vice Chair will be a City of Windsor Board member.

In the event there are more than one nominee for each position, all Board members will vote by ballot.

The General Manager called for any declarations of pecuniary interest in regard to the elections of the Chair and Vice Chair. None were noted.

The General Manager called for nominations for the position of Board Chair.

Board Member Rob Shepley nominated Board Member Gary McNamara for Board Chair.

The General Manager called three (3) additional times for nominations for the position of Board Chair. There were no other nominations.

The General Manager asked Mr. McNamara if he would stand for the position of Board Chair.

Mr. McNamara accepted the nomination as Board Chair.

The General Manager declared Mr. McNamara as Chair for 2025.

The General Manager asked for a motion for the nominations for Chair to be closed.

Moved by Rob Shepley

Seconded by Kirk Walstedt

That Gary McNamara is named as Board Chair for the period ending December 31, 2025.



1-2025  
Carried

The General Manager called for nominations for Vice Chair.

Board Member Jim Morrison nominated Board Member Gary Kaschak for the position of Vice Chair.

The General Manager called three (3) additional times for nominations for the position of Board Vice Chair. There were no other nominations.

The General Manager asked Mr. Kaschak if he would stand for the position of Board Vice Chair.

Mr. Kaschak accepted the nomination of Board Vice Chair.

The General Manager declared Mr. Kaschak as Vice Chair for 2025.

The General Manager asked for a motion for the nominations of Vice Chair to be closed.

Moved by Kieran McKenzie

Seconded by Michael Akpata

That Gary Kaschak is named as Board Vice Chair for the period ending December 31, 2025.

2-2025  
Carried

#### 4. Motion to Move In-Camera

Moved by Gary Kaschak

Seconded by Kieran McKenzie

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

- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

3-2025  
Carried

Moved by Rob Shepley

Seconded by Kirk Walstedt

That the EWSWA Board rise from the Closed Meeting at 4:42 PM.

6-2025  
Carried

5. Declaration of Pecuniary Interest

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

6. Approval of the Minutes

Moved by Rob Shepley

Seconded by Gary Kaschak

That the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated November 5, 2024, be approved and adopted.

7-2025  
Carried

7. Business Arising from the Minutes

No items were raised for discussion.

8. Waste Diversion

A. Source Separated Organics Hauling at the Essex-Windsor Solid Waste Authority Facilities

The General Manager presented the report and recommended the Board approve the execution of the extension provision included within the existing contract with 1869096 Ontario Limited (operating as Canadian Transfer Essex Waste Depot (CT)) for the hauling of refuse to the Essex-Windsor Regional Landfill (RL) from the Windsor Transfer Station (TS1) and Transfer Station 2 (TS2) in Kingsville for a period of 5 years. Further, that the Board approve the amendment of the existing refuse hauling contract to include the provision of Source Separated Organics (SSO) hauling services from the Essex-Windsor Solid Waste Facilities to Seaclyff Energy (Seaclyff) located at 1200 Mersea Road 1 in Leamington, Ontario, or to another processing facility as directed by the Authority under the same terms and conditions of the base contract.

She explained that the Authority must retain a service provider to haul SSO material from Authority facilities to Seaclyff. Since CT is currently transferring waste for the Authority, Administration engaged in discussions with CT to amend the hauling contract for refuse from its sites to include the hauling of SSO from the Authority's new SSO Transfer to Seaclyff.

She noted that amending the contract with CT will offer synergies with refuse hauling and eliminate the need for a short-term contract. CT provides excellent service and the Authority is pleased with their work.

The General Manager asked if there were any questions. No questions were asked.

Moved by Kieran McKenzie

Seconded by Hilda MacDonald

1. THAT the Board approve the recommendation to execute the extension provisions included within the contract for refuse hauling to the Essex-Windsor Regional Landfill from the Windsor Transfer Station (TS1) and the Kingsville Transfer Station (TS2) with 1869096 Ontario Limited (operating as Canadian Transfer Essex Waste Depot) for the period of January 1, 2029 to December 31, 2033 per the original contract terms and agreement.
2. And further, THAT the Board approve the amendment of the existing refuse hauling contract to include the provision of Source Separated Organics hauling services from Essex-Windsor Solid Waste Facilities to Seaclyff Energy located at 1200 Mersea Road 1 in Leamington, Ontario, or to another processing facility as directed by the Authority under the same terms and conditions of the base contract.

8-2025  
Carried

**B. Promotion & Education Plan for the 2025 Green Bin Program Launch**

The Manager of Waste Diversion provided an update on the Promotion and Education (P&E) Program Plan for 2025 that Administration has developed to prepare Essex-Windsor for the Green Bin Program launch the week of October 21, 2025. This comprehensive plan will inform, engage, and connect local residents and partners to the launch of the Green Bin Program.

The report identified a number of communication campaigns that will be rolled out in 2025 through multiple media strategies and partnerships (e.g., municipal) including:

- Campaign 1: Grow Green in 2025 - This campaign will be initiated with the reveal of the new EWSWA Logo and ask partners and residents to go green in 2025 with the Authority.
- Campaign 2: Grow Green with the Green Team - The Green Team, a group of diverse Green Superheroes selected to help engage residents in the program and lighten the conversation around the program will be launched in Q2 (e.g., annual Earth Day event).
- Campaign 3: Bin Roll-out - The key message here is that the "Bins are coming!" and advise residents on when their Green Bin Kit will be delivered to their home.

- Campaign 4: Green Bin Launch: “How to be ready” - The key message is that the Green Bin Collection Program starts the week of October 21, 2025 for Phase 1 municipalities and many pieces of information on how residents can be ready for collection will be shared.
- Campaign 5: How Are We Doing?/Prep for Winter – This will provide feedback on Green Bin participation and opportunities to improve participation and/or usage of the program and provide tips for the winter.

Mr. Shepley asked if this information is being included in the 2025 collection calendar.

The Manager of Waste Diversion confirmed this information will be included in the 2025 calendars. She also noted that information for Phase 2 municipalities will also be included.

Mr. McKenzie asked if any groups inquired or expressed interest in participating in the public education.

The Manager of Waste Diversion stated no organizations have yet to reach out. The Authority is looking at a partnership with the migrant community and the Multicultural Council of Windsor to assist with language translation.

Mr. McKenzie believes that apprehension from residents is anticipated. He asked what type of message would assist with apprehension.

The Manager of Waste Diversion stated that Campaign #2 will focus on debunking any myths or apprehension regarding pests, cold weather situations and odours. The Authority will produce videos on how to use the system successfully. The Authority benchmarked other municipalities and it has been advised that apprehension should be addressed. The Authority will be working alongside the City of Windsor to align with their transition to bi-weekly garbage collection as well as looking for ambassadors to assist with P&E.

Mr. Kaschak asked if P&E will be conducted in grade schools.

The Manager of Waste Diversion stated that school education is not part of the first year of the rollout of the program. The Authority will reach out to teachers to engage with their students.

Mr. Kaschak asked if it has been decided which items will be accepted in the green bin.

The Manager of Waste Diversion stated that the items have been identified in order to award the processing contract.

There were no further questions.

Moved by Kieran McKenzie  
Seconded by Gary Kaschak  
That the Board receive the report as information.

9-2025  
Carried

## 9. Waste Disposal

### A. Board Appointment to the Landfill Liaison Committee for 2025

The Chair called for nominations to appoint a Board member to the Regional Landfill Liaison Committee.

Rob Shepley nominated Board member Kirk Walstedt.

The Chair called for other nominations.

There were no other nominations.

The Chair asked Mr. Walstedt if he accepted the nomination.

Mr. Walstedt accepted the nomination.

Moved by Rob Shepley  
Seconded by Hilda MacDonald  
That the Board appoint Kirk Walstedt, who is not a member of the Council of the Town of Essex, to the Landfill Liaison Committee for a one-year term for 2025.

10-2025  
Carried

### B. Regional Landfill Dozer Purchase

The Manager of Waste Disposal presented the report regarding the acquisition of a new Dozer to be utilized at the Regional Landfill. He recommended the acquisition be made through a Buying Group which will result in a discount off the list price of the Dozer. Additionally, he recommended the Authority enter into a MARC agreement with the supplier of the Dozer. Purchasing through a Buying Group is permitted per the Authority's Procurement Policy

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

Moved by Jim Morrison  
Seconded by Kirk Walstedt

1. That the Board approve the acquisition of the New Dozer through the Buying Group at a cost of \$1,511,089.20, plus applicable taxes.

2. That the Board approve the Authority entering into a MARC Agreement with the supplier of the New Dozer for a period of five (5) years or 12,000 hours (whichever occurs first), at a pre-tax rate of \$46.87 per hour.

11-2025  
Carried

## 10. Finance and Administration

### A. Approval Status of the 2025 EWSWA Budget

The Manager of Finance and Administration provided an update on the EWSWA 2025 Operational Plan and Budget approval process. On November 5, 2024, the Authority Board approved the 2025 recommendations.

As a part of the budget approval process, the Budget is referred to the County of Essex and the City of Windsor and their Councils for their consideration. On December 4, 2024, Administration attended Essex County Council to present the 2025 Budget, address questions and seek approval. Essex County Council resolved to approve the Authority's budget. Authority Administration will attend City of Windsor Council on January 27, 2025 to present the 2025 Budget.

Moved by Rob Shepley

Seconded by Hilda MacDonald

That the Board receive the report as information.

12-2025  
Carried

## 11. New Business

### A. Collection Calendar

In light of the recent issues with garbage collection in the Town of Essex during the holidays, Mr. Shepley requested that the Authority share the municipal collection calendar development process and provide a possible solution to ensure that this would not happen again.

The General Manager stated that this was an unfortunate situation because it was during the holiday season but was pleased that the Town of Essex was able to work with the contractor to provide a solution. She noted that the Authority does not have any legal right to deal with the contractor as the waste collection contract is between the municipality and the contractor, not the Authority. She referred to the Manager of Waste Diversion to explain the development process of the collection calendars.

The Manager of Waste Diversion provided a detailed explanation of the process that is guided by a Letter of Understanding (LOU) and a standardized data collection form. The process is led by the Authority's Communications

Coordinator. She noted that the Letter of Understanding was developed approximately 5 years ago as a result of timeline issues with some municipalities and to eliminate errors.

The Manager of Waste Diversion outlined the design process of the calendars:

- The first draft is sent to the municipal lead to verify yard waste, recycling and waste collection dates as well as any municipal information (i.e. Council dates) that the municipalities provided.
- The second draft is sent to the municipal lead in early October. As the first and second drafts are prepared, municipalities are working with their collection contractor.
- The third draft is sent to the municipal lead the second week of December. Municipalities are provided 3-4 weeks to review the last draft.

Although the collection dates are provided by the municipality, in an attempt to identify how the error occurred Administration discussed the situation with the municipality and after a review of the process, noted opportunities to ensure correct information is received. A suggestion to the municipalities is to have the contractor sign off on the final draft of the calendar. It was also noted that the Authority requests 3-4 revisions/drafts but actually 5-9 revisions are received.

While this process has been successful for many years and most municipalities for the 2024 calendar, as a result of the recent issues, Administration is reviewing the current process and looking for opportunities to enhance it to reduce staff resources and publication errors. Administration will be meeting with its municipal partners in the coming weeks to discuss opportunities that will form the 2026 calendar process. She noted that all municipalities should review the 2025 collection calendars upon receipt and before they are distributed to residents.

Mr. Shepley thanked Administration for the excellent description of the process. He appreciates the Authority for extending hours to receive the garbage.

The Chair asked if there were any further questions or new business. No further questions were asked.

## 12. Other Items

No other items raised for discussion.

### 13. By-Laws

#### A. By-Law 1-2025

Moved by Rob Shepley

Seconded by Kieran McKenzie

That By-Law 1-2025, Being a By-Law to authorize the Extension of an Agreement between the Essex-Windsor Solid Waste Authority and 1869096 Ontario Limited, operating as Canadian Transfer, for Refuse Hauling to the Essex-Windsor Regional Landfill from the Windsor Transfer Station (TS1) and the Kingsville Transfer Station (TS2) for the period of January 1, 2029 to December 31, 2033, and further, amend the existing Refuse Hauling contract to include the provision of Source Separated Organics.

13-2025  
Carried

#### B. By-Law 2-2025

Moved by Rob Shepley

Seconded by Kieran McKenzie

That By-Law 2-2025, Being a By-Law to authorize the acquisition of a New Dozer through the Buying Group at a cost of \$1,511,089.20, plus applicable taxes, and further, enter into a MARC Agreement with the supplier of the New Dozer for a period of five (5) years or 12,000 hours (whichever occurs first), at a pre-tax rate of \$46.87 per hour.

14-2025  
Carried

#### C. By-Law 3-2025

Moved by Hilda MacDonald

Seconded by Jim Morrison

That By-Law 3-2025, being a By-law to Confirm the Proceedings of the Board of the Essex-Windsor Solid Waste Authority be given three readings and be adopted this 7<sup>th</sup> day of January, 2025.

15-2025  
Carried



#### 14. Next Meeting Dates

Tuesday, February 4, 2025  
Tuesday, March 4, 2025  
Tuesday, April 1, 2025  
Tuesday, May 6, 2025  
Tuesday, June 3, 2025  
Wednesday, July 9, 2025  
Wednesday, August 13, 2025  
Wednesday, September 10, 2025  
Tuesday, October 7, 2025  
Tuesday, November 4, 2025  
Tuesday, December 2, 2025

#### 15. Adjournment

Moved by Kieran McKenzie  
Seconded by Rob Shepley  
**THAT** the Board stand **adjourned** at 5:36 PM.

**16-2025**  
**Carried**

All of which is respectfully submitted.



**Gary McNamara**  
**Chair**



**Michelle Bishop**  
**General Manager**



**Committee Matters: SCM 90/2025**

**Subject: Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held February 4, 2025**

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

Decision Number: ETPS 1048  
THAT the minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board meeting held February 4, 2025, **BE RECEIVED**.  
Carried.

Report Number: SCM 71/2025

**Clerk's Note:**

1. Please refer to Item 7.3 from the Environment, Transportation & Public Safety Standing Committee held on March 26, 2025.
2. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250326/-1/10547>



**Committee Matters: SCM 71/2025**

**Subject: Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held February 4, 2025**



## Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Tuesday, February 4, 2025

Time: 4:00 PM

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

### Attendance

#### Board Members:

Gary McNamara – Chair	County of Essex
Hilda MacDonald	County of Essex
Michael Akpata	County of Essex
Rob Shepley	County of Essex
Kirk Walstedt	County of Essex
Gary Kaschak – Vice Chair	City of Windsor
Kieran McKenzie	City of Windsor
Jim Morrison	City of Windsor

#### EWSWA Staff:

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

#### City of Windsor Staff:

Tony Ardovini	Deputy Treasurer Financial Planning
Jim Leether	Manager of Environmental Services

#### County of Essex Staff:

Melissa Ryan	Director of Financial Services/Treasurer
Claire Beddington	Deputy County Solicitor
David Sundin	Solicitor/Director, Legislative and Community Services

#### Absent:

Drew Dilkens	City of Windsor (Ex-Officio)
Mark McKenzie	City of Windsor
Mark Spizzirri	Manager of Performance Management and Business Case Development

1. Call to Order

The Chair called the meeting to order at 3:57 PM.

2. Declaration of Pecuniary Interest

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

3. Approval of the Minutes

Moved by Kirk Walstedt

Seconded by Hilda MacDonald

That the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated January 7, 2025, be approved and adopted.

17-2025  
Carried

4. Business Arising from the Minutes

No items were raised for discussion.

5. Waste Diversion

A. Tender Award for Windsor Source Separated Organics Transfer Station Retrofit

The General Manager presented the report and recommended that the Board award the request for tender to TCI Titan Contracting Inc. (TCI Titan). The tender closed January 16, 2025, and in total, five (5) bids were received with the lowest bid submitted by TCI Titan. A large increase over the expected budget of approximately \$800,000 was observed. She expressed that Administration used the engineering consultant (Stantec) to form the 2025 budget estimate.

The General Manager reminded the Board of the approved funding strategy. She noted that funds were earmarked within the Equipment Replacement Reserve for the replacement of recycling equipment however due to the windup of the recycling program, the equipment is considered surplus. The funds are to be redirected to fund the retrofit project. The balance of the costs will be funded by a loan from Authority reserves and repaid over a 20-year period. As a result of the additional cost, the annual loan repayment amount is estimated to increase by \$40,000 per year however the impact will not be realized until 2026.

The General Manager noted that bids did come in higher than budget however, all submissions were within 2-3% of the lowest bid. She added that Administration worked with Stantec to identify the reasons for the cost differential and the rationale was primarily caused by a lack of competition within the mechanical subcontractor bid item.

The General Manager indicated that the procurement policy allows Administration to enter into discussions with the lowest bidder to negotiate the terms of the Contract. As part of the negotiations, Administration will seek to identify potential cost savings with TCI Titan. She expressed and acknowledged that the costs are high.

The General Manager spoke to some cost-saving measures which included pausing on building the Essex SSO Transfer Station building. This original recommendation for constructing the Essex SSO Transfer Station building came from EXP's SSO Collection Strategic Plan report. Administration's rationale for postponing the project is attributable to having enough capacity to accept the program tonnages at the new Windsor facility with no significant impact on any contractual obligations between EWSWA and SSO curbside collection contractor (Miller Waste Systems).

The General Manager restated Administration's recommendation.

The Chair asked if there were any questions.

Mr. Morrison asked about the mechanical subcontractor and why there is no competition. Further, he asked what percentage of the costs made up the mechanical subcontracting portion and if Administration could look to identify further savings.

The General Manager expressed that the portion represented a significant amount, and further noted the general lack of skilled trades available in certain areas. Further, the General Manager explained that Administration had requested TCI Titan review the scope of work and identify any additional cost savings. Any savings would be brought back to the Board for information once more information is available.

Mr. Morrison expressed concern regarding the tight timeline and he does not want to hold up the approval for this project.

The General Manager noted that Administration is requesting that the Board approve the recommendation to award the RFT to TCI Titan and that any price adjustments would be brought back to the Board for information.

Mr. Kaschak agreed that TCI Titan was a good company to work with. He asked if the Authority is still taking red box material collected from the curb and delivering the material to the fibre building or are the recycling trucks combining the two stream materials. He asked what was happening with the material recovery facility (MRF) buildings.

The Manager of Waste Diversion responded that the fibre MRF building is now decommissioned and any materials arriving from the Non-Eligible Source program are being deposited in the container building. This fibre building will purely be an SSO transfer station building.

There were no further questions.

Moved by Gary Kaschak

Seconded by Jim Morrison

That the Board award the Request for Tender 2024-11-18 for the Source Separated Organics Transfer Station Retrofit to TCI Titan Contracting Inc. with an upset limit in the amount of \$4,516,709.44 (plus HST) and that the chair and General Manager be authorized to enter into an agreement in accordance with the tender documents.

18-2025  
Carried

## 6. Waste Disposal

### A. Regional Landfill Remaining Lifespan

The Manager of Waste Disposal presented the report regarding the remaining lifespan of the Regional Landfill. He spoke to the report noting that the original landfill was designed to accept waste for approximately 25 years from the time the Regional Landfill began accepting waste. He highlighted that waste diversion efforts have greatly prolonged the projected lifespan with the anticipated closing date being 2040.

The Manager of Waste Disposal spoke to the Regional Landfill's design and expressed that new technologies have aided waste compaction levels. He noted that the higher compaction also contributed to the added life of the landfill.

He brought attention to select graphs and charts located within the report. He concluded by expressing that the 2040 closure date does not take into consideration the impact of the new green bin program and/or an increase in the region's population. This report presents no financial implications.

Mr. McKenzie acknowledged Administration's efforts to divert waste and assist with prolonging the life of the landfill. He asked if there is anything the Authority is not doing and what might be the next things the Authority can do to extend the life of the Regional Landfill.

The Manager of Waste Disposal explained that other diversion methods could be expanded. The example provided was the recycling of mattresses as he explained, the waste material type is problematic for landfilling operations. Another notable way to expand the life of the landfill is by educating the public on best diversion practices. He reiterated that all recycling efforts preserve the life of the landfill.



The Manager of Waste Diversion added that communication about diversion may result in behavioural changes. The launch of the Green Bin program should aid in the efforts to promote waste diversion. She anticipates the Green Bin promotion and education campaigns should aid in promoting diversion keep waste out of the landfill.

Mr. Morrison asked if Administration is comfortable with extending the anticipated 2040 closing date of the landfill. He wondered how the organic efforts would impact the closing date.

The General Manager stated that the landfilling tonnages have fluctuated more over recent years. She highlighted that the Regional Landfill received fewer vines in 2024 than in past years. Adding that the Green Bin participation levels will be more challenging in 2025 however, tonnages will be better understood in 2026 given the program rollout dates. She expressed that the landfill closing date is a moving target and Administration will bring new figures forward to the Board when Administration is prepared to do so.

Mr. Akpata joined the meeting at 4:22 pm.

The Chair expressed that if the population in the region continues to grow the anticipated 2040 closing date may still reign true but did agree that the Green Bin program will help divert landfill tonnages thereby prolonging its life.

There were no further questions.

Moved by Rob Shepley

Seconded by Kirk Walstedt

That the Board receive this report as information.

19-2025  
Carried

#### **B. Operational Update: Reverse Osmosis Plant at the Regional Landfill**

The Manager of Waste Disposal presented an update on the Reverse Osmosis Plant at the Regional Landfill. The Reverse Osmosis leachate treatment plant at the Essex-Windsor Regional Landfill began full-scale operation in April 2024 with Rochem providing technical assistance as needed. Operational improvements and targets for 2025 were discussed. A permeate retention pond was built for the purpose of holding more capacity.

The long-term leachate plan is to discharge permeate to the stormwater system eliminating the current need to truck and treat the leachate. The Authority has retained the contractor RWDI to assist with this project.

There was no financial impact as the costs were included in the 2024 and 2025 operational budgets. He brought the Board's attention to the financial chart highlighting that permeate trucking and treating will continue until the Ministry



of Environment and Parks approves the discharge to the stormwater system. The Windsor pollution control agreed to accept more permeate loads at the plant.

Mr. Shepley asked if in the future the Authority will need a larger plant.

The Manager of Waste Disposal stated that in order to meet the current leachate volumes, multiple larger plants would need to be considered. He expressed that potentially two (2) 75,000 Gal units would be needed to manage the current leachate volumes. The existing plant is smaller at only 50,000 Gal.

Mr. Shepley acknowledged that Regional Landfill continues to produce leachate so he believes it is a wise investment.

The Manager of Waste Disposal reminded the Board that the Regional Landfill is estimated to produce leachate for an estimated 100-years based on the contaminating life span reports performed at closed landfills 2 and 3.

There were no further questions.

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

20-2025  
Carried

## 7. Finance and Administration

### A. Approval Status of the 2025 EWSWA Budget

The Manager of Finance and Administration presented the approval status of the EWSWA 2025 budget. The budget was fully approved by the Windsor City Council at the January 27, 2025 meeting.

Moved by Gary Kaschak  
Seconded by Michael Akpata  
That the Board receive the report as information.

21-2025  
Carried

## 8. New Business

No new business presented.

## 9. Other Items

No other items raised for discussion.

10. By-Laws

A. By-Law 4-2025

Moved by Rob Shepley

Seconded by Kieran McKenzie

That By-Law 4-2025, Being a By-Law to authorize the Execution of an Agreement with TCI Titan Contracting Inc. for the Source Separated organics Transfer Station Retrofit with an upset limit in the amount of \$4,516,709.11 (plus HST).

22-2025  
Carried

B. By-Law 5-2025

Moved by Rob Shepley

Seconded by Kieran McKenzie

That By-Law 5-2025, being a By-law to Confirm the Proceedings of the Board of the Essex-Windsor Solid Waste Authority be given three readings and be adopted this 4<sup>th</sup> day of February, 2025.

23-2025  
Carried

11. Next Meeting Dates

Tuesday, March 4, 2025

Tuesday, April 1, 2025

Tuesday, May 6, 2025

Tuesday, June 3, 2025

Wednesday, July 9, 2025

Wednesday, August 13, 2025

Wednesday, September 10, 2025

Tuesday, October 7, 2025

Tuesday, November 4, 2025

Tuesday, December 2, 2025

12. Adjournment

Moved by Gary Kaschak

Seconded by Michael Akpata

THAT the Board stand adjourned at 4:34 PM.

24-2025  
Carried

All of which is respectfully submitted.



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**Gary McNamara**  
**Chair**



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**Michelle Bishop**  
**General Manager**



**Committee Matters: SCM 91/2025**

**Subject: Proactive By-law Enforcement Strategies in Paved Alleys in Response to CQ 22-2023 - City Wide**

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

Decision Number: ETPS 1049

THAT the report of the Manager of Licensing and Enforcement & Deputy Licence Commissioner dated February 21, 2025, entitled "Proactive By-law Enforcement Strategies in Paved Alleys in Response to CQ 22-2023" **BE RECEIVED** for information; and,

THAT City Council **SUPPORT** the proactive initiatives and deployment plan of By-law Enforcement resources to address issues in paved alleys and other areas in the City that may require a similar targeted approach.  
Carried.

Report Number: S 23/2025  
Clerk's File: SW2025

**Clerk's Note:**

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.
2. Please refer to Item 8.2 from the Environment, Transportation & Public Safety Standing Committee held on March 26, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250326/-1/10547>

**Subject: Proactive By-law Enforcement Strategies in Paved Alleys in Response to CQ 22-2023 - City Wide**

**Reference:**

Date to Council:

Author: Craig Robertson

Manager of Licensing and Enforcement & Deputy Licence Commissioner

519-255-6100 ext 6869

crobertson@citywindsor.ca

Policy, Gaming, Licensing & By-Law Enforcement

Report Date: 2/21/2025

Clerk's File #: SW2025

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

**Recommendation:**

**THAT** City Council **RECEIVE** the report entitled 'Proactive By-law Enforcement Strategies in Paved Alleys in Response to CQ 22-2023' and;

**THAT** City Council **SUPPORT** the proactive initiatives and deployment plan of By-law Enforcement resources to address issues in paved alleys and other areas in the City that may require a similar targeted approach.

**Executive Summary:**

N/A

**Background**

At the July 10, 2023 meeting of City Council, the following Council Question was registered by Councillor Mark McKenzie;

*CQ 22-2023:*

*Assigned to: Commissioner of Legal & Legislative Services*

*Asks that Administration be directed to provide options on targeted and pro-active enforcement in paved alleys to address garbage, vandalism, encampments, and land maintenance concerns up to and including any possible collaborative efforts that can be initiated with other City departments and resources.*

There have been recent administrative reports to Council that speak to alley maintenance and enforcement to some degree. These reports have addressed matters such as the approval of the Downtown Revitalization Plan, the creation of an Ad-Hoc

Alley Standards Committee, changes to municipal recycling services and the removal of residential refuse collection from certain alleys to the curbside. All these initiatives could have impacts on how alley maintenance and enforcement in our municipality will look in the future.

Conversations have been underway between the relevant departments assigned to the Ad-Hoc Alley Standards Committee. The City Departments include, but are not limited to, Operations, Public Works, Environmental, Parks, Planning and By-law Enforcement. A future report to Council from this committee will provide various options and the required resources for consideration to address alley maintenance and standards across the city which will also include a plan for compliance & enforcement services to be provided.

This specific report provides Council with some strategies that Licensing & Enforcement Administration (Council Services Department) proposes to implement in the meantime, while utilizing existing resources, to address non-compliant matters in paved alleys and/or other areas across the City that may require a similar targeted approach from the service area.

### **Discussion:**

The By-law Enforcement Division in the Council Services Department is responsible to ensure compliance with the City's regulatory and licensing by-laws. The service area currently has twelve (12) regular full-time By-Law Enforcement Officers, one (1) regular full-time By-law Enforcement Clerk and one (1) regular full-time Supervisor.

In 2024, the By-law Enforcement Officers responded to approximately 16,000 service requests. Given this high demand for service, the By-law Enforcement Division primarily operates a complaint driven model, limiting proactive services that could be provided to the community.

Officers will often proactively address other major concerns observed when in the area of an assigned service call in progress. The By-law Enforcement Division also conducts random blitzes when called upon to address problematic issues. To name a few; habitual noise complaints, unleashed dogs in parks, alley standards, hot spots for illegal dumping or improperly discarded furniture near the University area (end of school year). The ability for the Division to conduct more frequent proactive work or increase targeted blitzes is a goal that has been set by the Department.

Licensing and Enforcement Administration recognized a need to explore new ideas and initiatives to enhance by-law enforcement services and how it can engage the community through public awareness and education to proactively gain voluntary compliance. Rather than requesting additional resources, Administration is first examining how to better allocate existing resources to achieve maximal results.

Administration networked with other municipalities to determine how they deliver by-law enforcement services and to seek initiatives they may have implemented to increase the frequency of proactive inspections and/or blitzes in targeted areas. It was discovered that most municipalities operate a complaint driven model however, there was a consensus that a proactive community-based enforcement model would be more effective by engaging the public through education and awareness campaigns rather

than issuing automatic fines and penalties through staff resourced blitzes. In addition, by-law prioritization was a strategy identified to comprehensively manage performance and to focus staff's efforts on the enforcement issues deemed by Council to be most important to the community.

The implementation of some initiatives along with operational changes could likely improve the delivery of by-law enforcement services, increase voluntary compliance and potentially free up staff resources to increase proactive responses to Council and community priorities such as but not limited to the enforcement of paved alley conditions. Administration provides an overview below.

### ***By-law Enforcement Officer Deployment***

The staff compliment of twelve (12) Officers for By-law Enforcement has undergone a number of different staff deployment strategies over the past twenty years.

In 2022, Officer deployment was divided between the East and West Divisions Based on individual call volumes, the ten (10) political Ward boundaries were administratively split into two (2) Divisions which consisted of six (6) Officers each. Administration believes there is an opportunity to further enhance this particular model and ensure by-law enforcement staff resources are being utilized to its full potential. Administration is planning to utilize the data captured by the 311 Customer Contact Centre to analyze call volumes and the types of service requests being made by our residents. Officers will be deployed in concentrated areas based on where by-law enforcement services are needed and in anticipation of or proactively based on the calendar. This will be an opportunity for the Division to improve complaint time management and focus on seasonal and problematic issues raised by residents such as alley enforcement, yard maintenance and snow-covered sidewalks.

### ***Thresholds for Officer Response***

As previously mentioned, the By-law Enforcement Division operates a complaint driven model. Services are provided Monday to Friday between 8:30 am and 4:30 pm. The By-law Enforcement Officers are not immediately dispatched to a particular call. During peak seasons, it is often that Officers will respond to calls several days from the date the request for service is called in. Aside from service requests with obvious or visual violations like alley and yard maintenance issues, concerns such as noisy parties/music, excessive idling or even dogs found running at large are often dealt with after the fact and at times, the violation no longer exists, or the matter has resolved itself. This approach has been identified as problematic. An evaluation of the work and the development of specific thresholds for response from a By-law Enforcement Officer may be necessary to improve service delivery and free up Officer time to proactively focus on Councillor and resident priorities like unmaintained alleys. Service calls involving priority matters with obvious violations or habitual offenders would still require the response from an Officer, however, calls of less significance or involving first time offenders could potentially be resolved by means of an educational letter or literature issued by enforcement clerical staff upon receipt of the complaint. This would then free up valuable Officer resources to attend higher priority calls.

Preliminary analysis of thresholds and identifying priority work for this initiative has commenced. It should be known that it will take some time to fully implement this process as the Department will also need to liaise with 311 to ensure that the Customer Contact Centre, City Council and the public is aware of how complaints will be dealt with and prioritized.

### ***Councillor & Community Feedback & Engagement***

As previously mentioned, each political Ward boundary has its own set of unique circumstances that require different levels of attention or response from By-law Enforcement. In combination with utilizing 311 data to deploy officer resources where needed, Administration from Licensing & Enforcement is committing to meet individually with each City Councillor on a regularly scheduled basis to identify problematic areas and where the by-law enforcement priorities exist within their Ward based on the feedback from residents and their constituents (ex. paved alley maintenance). In addition, Administration will be reaching out to the individual Business Improvement Areas (BIAs) to schedule meetings with their representatives to receive feedback on any by-law enforcement concerns in their areas they may experience on a regular basis.

This initiative will be implemented in the spring of 2025. As a result of these meetings, By-law Enforcement would strategize a plan to address the priority and problematic areas within the Councillor's Ward boundary.

### ***Education Campaigns***

Proactive enforcement can be achieved by simply engaging the community and making it aware of the municipality's rules and regulations. It is imperative that existing and new residents are made aware of municipal by-law regulations. Administration also envisions reaching out to the various local school boards to develop scholastic programs, similar to that of Police & Fire services to engage our community's youth population in municipal by-law enforcement regulations.

Together, with the City's Communication Department, Licensing & Enforcement Administration has initiated a social media campaign which provides residents with timely valuable tips and responsibilities based on the City's by-laws to make Windsor a better and cleaner place to call home. The campaign will be on-going, and fluid based on seasonal concerns.

Administration is planning to initiate, in the second quarter of 2025, the implementation of a long term "Walk In Your Ward" program where enforcement resources would be deployed to conduct organized enforcement efforts to target specific issues at hand, provide education and community outreach. This initiative would go hand in hand based on the Councillor and community feedback mentioned above. They would be advertised in advance so that residents know when this specific outreach will be happening. It is hopeful that this program would eventually become routine for our community over time and provide recognition to neighbourhoods with positive results.

The education and public awareness initiatives already in place by Licensing & Enforcement Administration will continue. The implementation of the "Walk in Your



Ward” plan will certainly take some time to fully implement and coordinate but will coincide with Administration’s individual Councillor consultations mentioned above.

### ***Department Collaboration***

When it comes to “municipal by-law enforcement services”, there are several City departments that fall under this label that may be called upon to initiate their individual expertise. In addition, there may be times for departments to work in collaboration or to call upon third party resources to deal with a specific issue when it falls outside the scope of a municipal officer or inspector’s jurisdiction. As a result, this can cause some confusion with residents as to the responsibility of a particular department of how their concern will be addressed, compliances processes and time frames for resolution.

In spring of 2022, Licensing & Enforcement Administration, under the guidance of the City Clerk, established an administrative working group of municipal enforcement partners comprised of staff representatives from By-law Enforcement, Building, Public Works, Parks, Fire, Police, Environmental Services and Customer Service/311. The purpose of this working group was to bring together the municipality’s enforcement partners to understand each other’s responsibilities, compliance processes, collaboratively deal with community issues and minimize the perception of silo work.

Due to a variety of departmental priorities across the group, meetings amongst the enforcement partners have been stalled. The intent is to resurrect the working group in the third quarter of 2025 to continue discussions. The objective is to continue collaborative approaches to all by-law enforcement matters across the City.

### ***Bylaw Amendments & Officer Discretion***

Municipal by-laws can become outdated needing amendments to apply effective and efficient services to the community. As part of Administration’s review of the by-law enforcement operations in the Council Services Department, a need was identified to recommend changes to certain bylaws to remove barriers from staff performing their duties and to improve service delivery.

As part of the top to bottom review of operations, the Management Team tasked the By-law Enforcement Officers to provide feedback and a list of by-laws that they felt required updating or amendments to potentially remove the barriers based on challenges in the field they face and their “boots on the ground” experience. For example, officers have recommended changes to the City’s Land Maintenance By-law (Dirty Yards) to improve service delivery, resolution techniques and compliance standards.

Management has reviewed these recommendations from the Officers and will work with Legal to formalize and improve the municipality’s regulations. Amendments to current regulatory by-laws will be presented to City Council for consideration and approval.

### ***Risk Analysis:***

There is minimal risk by implementing or exploring improvements to the delivery of by-law enforcement services within the Council Services Department that are identified in this report.

## **Climate Change Risks**

### **Climate Change Mitigation:**

N/A

### **Climate Change Adaptation:**

N/A

### **Financial Matters:**

There are currently no financial implications by supporting the content of this report. In addition, Licensing and Enforcement Administration does not recommend additional staff resources to implement the initiatives identified in this report. There could be some future cost associated with marketing and advertising however, it would be conducted in-house and would fall under existing budget allotments.

### **Consultations:**

Ad-Hoc Alley Standards Committee Members

By-law Enforcement Services (various regional and provincial municipalities)

Carrie MacInnes, Customer Contact Centre Manager (A)

Rosa Maria Scalia, Financial Planning Administrator

### **Conclusion:**

As previously mentioned, the future of the municipality's alley maintenance and enforcement standards will be based on the priorities identified and desired by City Council. The creation of the Ad-Hoc Advisory Committee will provide for a collaborative approach from a number of City Departments and partners who will bring forward options for City Council's consideration.

The Licensing & Enforcement Administration has completed a two (2) year review of operations and will continue to make operational changes to the delivery of by-law enforcement services and engage our citizens through various education opportunities and awareness campaigns to encourage voluntary compliance and allow enforcement personnel to potentially spend more time on Council and community priorities such as but not limited to paved alley standards.

### **Planning Act Matters:**

N/A

**Approvals:**

<b>Name</b>	<b>Title</b>
Craig Robertson	Manager of Licensing and Enforcement & Deputy Licence Commissioner
Steve Vlachodimos	City Clerk & Licence Commissioner
Dana Paladino	Acting Senior Executive Director of Corporate Services
Ray Mensour	Commissioner of Community & Corporate Services
Joe Mancina	Chief Administrative Officer

**Notifications:**

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

**Appendices:**



**Committee Matters: SCM 92/2025**

**Subject: Pedestrian Generator Sidewalk on Garden Court Drive (East Side) from Sumach Crescent (North) to Edgar Street - Ward 6**

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Gary Kaschak

Decision Number: ETPS 1050

- I. THAT Council **APPROVE** the construction of a Pedestrian Generator Sidewalk on the east side of Garden Court Drive from Sumach Crescent (North) to Edgar Street as proposed in this report and outlined in Council Drawing C-3846 attached as Appendix B; and further,
- II. THAT costs related to the construction (estimated at \$56,400, excluding taxes) **BE CHARGED** to the Pedestrian Safety Improvements Project (Project No. 7045034); and further,
- III. THAT Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary related to this project, provided that the procurement(s) are within the approved budget, pursuant to the Purchasing By-Law 93-2012 and amendments thereto satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and in technical content to the City Engineer; and further,

- IV. THAT Administration **BE AUTHORIZED** to take any other steps as may be required to bring effect to these resolutions, and that the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any required documentation/agreement(s) for that purpose, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and technical content to the City Engineer.  
Carried.

Report Number: S 24/2025  
Clerk's File: SW2025

**Clerk's Note:**

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.
2. Please refer to Item 8.3 from the Environment, Transportation & Public Safety Standing Committee held on March 26, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250326/-1/10547>

**Subject: Pedestrian Generator Sidewalk on Garden Court Drive (East Side) from Sumach Crescent (North) to Edgar Street - Ward 6**

**Reference:**

Date to Council: March 26, 2025

Author: Pierfrancesco Ruggeri

Technologist III

(519) 255-6257 Ext. 6506

[pruggeri@citywindsor.ca](mailto:pruggeri@citywindsor.ca)

Engineering - Design

Report Date: 2/25/2025

Clerk's File #: SW2025

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

**Recommendation:**

- I. THAT Council **APPROVE** the construction of a Pedestrian Generator Sidewalk on the east side of Garden Court Drive from Sumach Crescent (North) to Edgar Street as proposed in this report and outlined in Council Drawing C-3846 attached as Appendix B; and further,
- II. THAT costs related to the construction (estimated at \$56,400, excluding taxes) **BE CHARGED** to the Pedestrian Safety Improvements Project (Project No. 7045034); and further,
- III. THAT Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary related to this project, provided that the procurement(s) are within the approved budget, pursuant to the Purchasing By-Law 93-2012 and amendments thereto satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and in technical content to the City Engineer; and further,
- IV. THAT Administration **BE AUTHORIZED** to take any other steps as may be required to bring effect to these resolutions, and that the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any required documentation/agreement(s) for that purpose, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and technical content to the City Engineer.

**Background:**

A request was received from an area resident to investigate the need for a new sidewalk on Garden Court Drive to provide a connection to Edgar Street to increase pedestrian/student safety.

Administration has determined that this section of Garden Court Drive qualifies under the Pedestrian Generator Sidewalk Policy, as established by CR 120/2024. This policy allows for the construction of sidewalks on local roads and school approach streets, at no cost to the abutting property owners.

**Discussion:****Pedestrian Generator Sidewalk Policy**

The definition of a Pedestrian Generator Sidewalk is contained within the Pedestrian Generator Sidewalk Policy adopted by CR 120/2024 on March 18, 2024, and reads as follows:

- 1.2A** Pedestrian Generator Sidewalk and related pedestrian facilities may be warranted where any of the following conditions exist:
  - 1.2.1** It is located on a route leading to significant pedestrian destination(s);
  - 1.2.2** It serves more than the abutting properties, including institutional and parkland access;
  - 1.2.3** Where separation of pedestrians from vehicles is lacking in the road cross-section in the community;
  - 1.2.4** It is requested or endorsed by the significant pedestrian operator; or,
  - 1.2.5** It would be inequitable to charge the full cost of the sidewalk to the abutting property owners.

The evaluation below is based on the above definition confirming that this section qualifies as a Pedestrian Generator Sidewalk.

1. The proposed sidewalk is on a route that leads to the following pedestrian generating locations all within 1 kilometer of the Garden Court Drive and Edgar Street intersection:

**Heavy Pedestrian Generators:**

École Élémentaire Catholique Georges-P.-Vanier  
Dr. David Suzuki Public School  
Princess Elizabeth Public School  
St. Rose Catholic Elementary School  
Riverside Business Improvement Area

**Moderate Pedestrian Generators:**

Realtor Park  
Thompson Park  
Homesite Park

Esdras Park  
Riverside Baseball Park  
Tranby Park  
2 Bus Routes (Crosstown 2 and Ottawa 4)  
Several High-Density Residential Properties

2. The proposed sidewalk would connect directly to Edgar Street and is in very close proximity to both École Élémentaire Catholique Georges-P.-Vanier and Dr. David Suzuki Public School.
3. Garden Court Drive is considered a school approach street as it provides pedestrian access to Edgar Street and the schools listed above.
4. The pavement width of 7.3 metres on Garden Court Drive carries two-way traffic (50km/h speed limit) and on-street parking on the west side. This leaves insufficient level space to accommodate pedestrians within the cross-section. There is no existing physical space for pedestrians to travel that is separate from vehicles which increases the probability of a pedestrian-vehicle conflict.
5. Conseil Scolaire Catholique Providence (French Catholic School Board) has submitted a letter of support for the construction of this sidewalk to ensure the safety of the students and residents while travelling to École Élémentaire Catholique Georges-P.-Vanier. This letter is attached as Appendix A.
6. This sidewalk would serve the surrounding community as shown above. Thus, it would be inequitable to charge the abutting property owners for this project.

Additionally, the Active Transportation Master Plan has identified this section of Garden Court Drive as requiring sidewalk improvements.

Administration has determined that this section of Garden Court Drive qualifies under the Pedestrian Generator Sidewalk Policy, as established by CR 120/2024.

### **Risk Analysis:**

Associated risks to the City resulting from the undertaking of this project include risks typical of construction projects, such as bodily injury, property damage, and matters arising from violations of the Occupational Health and Safety Act.

These risks will be transferred to the successful Contractor through the contract entered into with the City. As part of the contract with the successful Contractor, the Contractor will be required to provide proof of insurance to the City, as well as indemnify the City from any claims which may arise from their work during or after construction.

Risks associated with not undertaking this project include the possibility of pedestrian and vehicle conflicts during peak traffic times (student drop-off/pick-up).



## **Climate Change Risks:**

### **Climate Change Mitigation**

Construction will result in GHG emissions that are accounted for within the Community GHG emissions inventory.

### **Climate Change Adaptation**

The life and service levels of the sidewalk may be impacted by several climate variables including temperature extremes and precipitation. Proper drainage shall be incorporated into the design.

## **Financial Matters:**

Costs associated with this project will be charged to Project 7045034 – Pedestrian Safety Improvements, which has been established to address projects based on warrant and priority analysis. The estimated cost of the work, including design, construction is 56,400 (excluding non-recoverable taxes of approximately \$923).

There is approximately \$296,000 in available funding within this project, which will be sufficient for this project to proceed, if approved.

## **Consultations:**

Kathy Buis	Financial Planning Administrator
Michael Dennis	Manager, Strategic Capital Budget Development and Control
Aaron Farough	Senior Legal Counsel

## **Conclusion:**

Administration recommends that Council approve the construction of the proposed sidewalk on Garden Court Drive in accordance with the Pedestrian Generator Sidewalk Policy (CR 120/2024).

## **Planning Act Matters:**

N/A

**Approvals:**

<b>Name</b>	<b>Title</b>
Mark Spizzirri	Manager, Performance Measurement and Business Case Development
Fahd Mikhael	Manager of Design
Stacey McGuire	Executive Director of Engineering/Deputy City Engineer
David Simpson	Commissioner, Infrastructure Services and City Engineer
Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner, Finance and City Treasurer
Joe Mancina	Chief Administrative Officer

**Notifications:**

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

**Appendices:**

- 1 Appendix A: Letter of Support from Conseil Scolaire Catholique Providence (French Catholic School Board)
- 2 Appendix B: C-3846 - Proposed Pedestrian Generator Sidewalk on the East Side of Garden Court Drive from Sumach Crescent to Edgar Street

Pierfrancesco Ruggeri  
Engineering Department  
Design Division  
City of Windsor  
350 City Hall Square West, 3<sup>rd</sup> Floor Suite 310  
Windsor, ON N9A 6S1

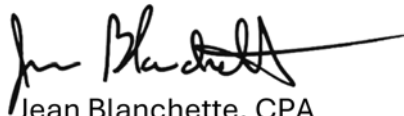
Mr. Ruggeri,

On behalf of the Conseil scolaire catholique Providence, I am submitting this letter of support for the proposed sidewalk on Garden Court Drive, between Sumach Crescent (North) and Edgar Street, in the city of Windsor.

One of our schools, École élémentaire catholique Georges-P. Vanier located at 6200 Edgar Street, Windsor is in this immediate vicinity, where many of our students walk to and from school every day. It would be safer for them and all pedestrians to have this sidewalk available to them.

Thank you in advance for your consideration of this project.

Sincerely,



Jean Blanchette, CPA  
Superintendent of Business and Board Treasurer

/ds

**SIÈGE SOCIAL**

7515, promenade Forest Glade  
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**BUREAU SATELLITE DE  
CHATHAM-KENT**

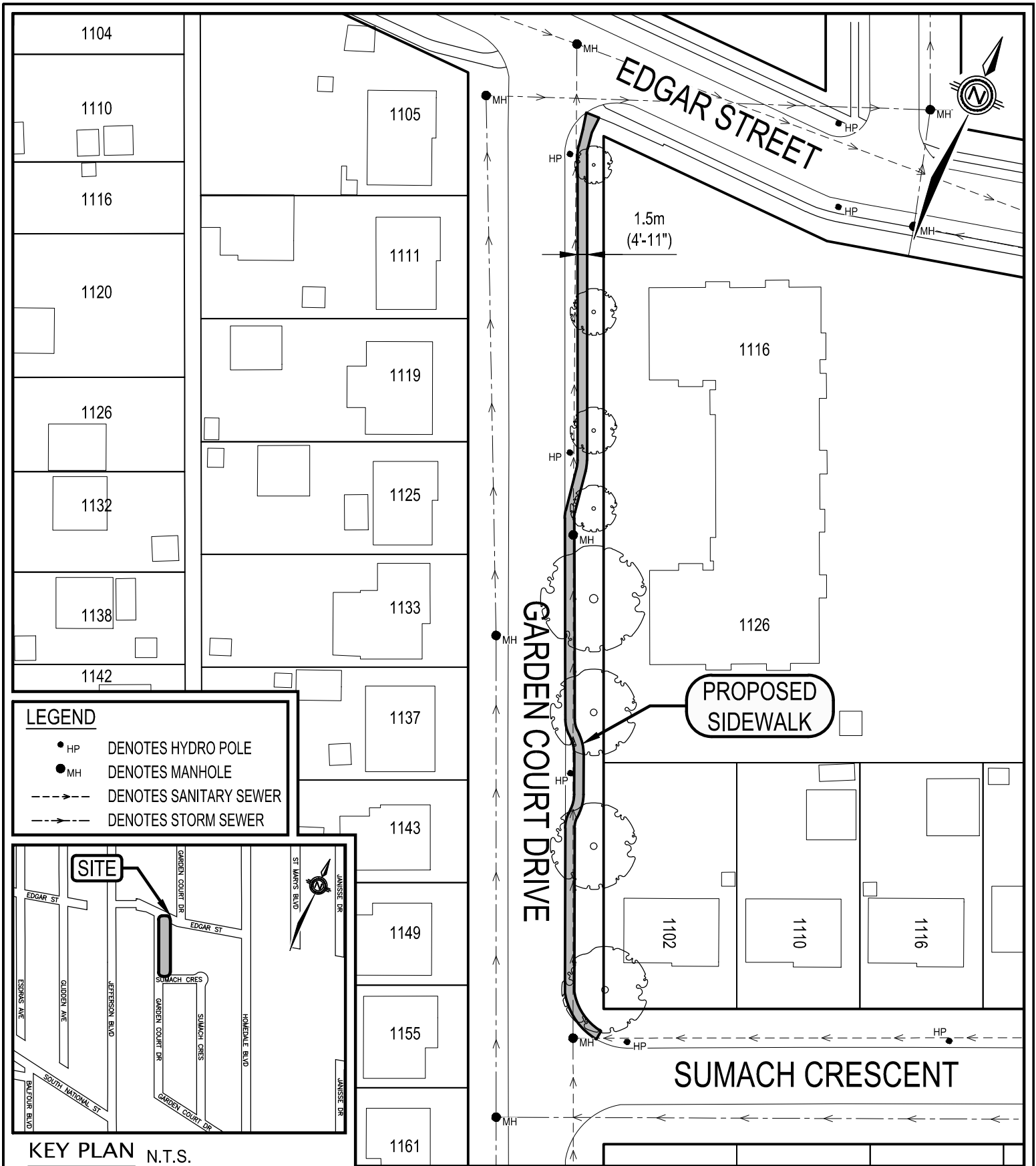
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**télécopieur** 519-673-1924



THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT

## Proposed Pedestrian Generator Sidewalk on the East Side of Garden Court Drive from Sumach Crescent to Edgar Street

*Kirk Tamm*

Kirk Tamm, Manager of Geomatics

SCALE: 1:750

DATE: JAN 2025

REVISED: -

DWG. NO.

City Council Meeting Agenda - Monday, April 28, 2025  
OWNED BY: PUJ / PR  
Page 110 of 1110

REVISION NO.: -

C-3846



**Committee Matters: SCM 93/2025**

**Subject: Response to CQ 35-2024 – Removal of Underused Street Parking Meters**

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

Decision Number: ETPS 1051

THAT the report of the Coordinator, Parking Services dated March 5, 2025, entitled “CQ 35-2024 – Removal of Underused Street Parking Meters” **BE RECEIVED** for information.

Carried.

Report Number: S 29/2025  
Clerk’s File: SW2025

**Clerk’s Note:**

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.
2. Please refer to Item 8.4 from the Environment, Transportation & Public Safety Standing Committee held on March 26, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250326/-1/10547>

**Subject: Response to CQ 35-2024 – Removal of Underused Street Parking Meters**

**Reference:**

Date to Council: March 26, 2025  
Author: Bill Kralovensky  
Coordinator, Parking Services  
(519)-255-6247 ext. 6103  
bkralovensky@citywindsor.ca  
Report Date: 3/5/2025  
Clerk's File #: SW2025

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

**Recommendation:**

THAT report S 29/2024, "CQ 35-2024 – Removal of Underused Street Parking Meters",  
**BE RECEIVED** for information.

**Executive Summary:**

N/A

**Background:**

On Monday, July 22, 2024, Councillor Mark McKenzie asked the following Council Question:

**CQ 35-2024:** *Administration report back to Council on the potential of removing underused street parking meters including, but not limited to, Tecumseh Road East.*  
This report is provided in response to CQ 35-2024.

**Discussion:**

The City currently has approximately 1,440 on-street parking meters throughout Windsor. These meters are located within the borders of Tecumseh Road, northerly to Riverside Drive, and Walker Road, westerly to Huron Church Road.

This report focuses on the on-street parking meters located on Tecumseh Road East from Windermere Westerly to Hall Avenue (both north and south sides of the street). These meters, known as walk #8 for collection reporting purposes, have a total of 54 meters and are not within a recognized Business Improvement Area (BIA). Most businesses in this area are of a "Pick up – Drop off" variety, with no long-term parking needed.

If Council so directs the removal of these meters, a 2-hour parking restriction would be recommended by the administration as a replacement for the “paid for parking” street spaces. As opposed to no parking restrictions at all in this area, 2-hour restrictions continue the transient nature of parking turnover, which is encouraged via on-street parking meters. This restriction should mimic the enforcement times of street meters, which is 9:00am to 7:00pm beginning in 2025. This will allow for continued residential parking for the many residential occupants located above the majority of the businesses in the area. Residents can continue to park in these spaces for the overnight hours. If Council directs these changes, one dedicated space on each side of the street in each block should be made as an Accessible parking space to ensure parking is available for permitted accessible vehicles.

Removal of on-street parking meters may also give present and prospective new businesses the appearance of a boost to visiting customers in this area as this is a form of “Free Parking” for this area.

If adopted by Council, a policy for the removal of other underused on-street parking meters should be developed. This policy should include a baseline low-end threshold of revenue that is not attained on a previous yearly average before a group of meters can be removed. The policy should also include information about who may bring the request forward and the procedure for presenting this to the administration and or Council. This policy would also allow for consistent application of said policy on a City-Wide basis.

### **Risk Analysis:**

If a time-based restriction is approved as a replacement for on-street parking meters, enforcement contractors may have the appearance of “hovering” or “targeting” the area, as they must spend more time checking the violators of the restriction. A Parking Enforcement Officer must electronically mark the initial contact with a vehicle, then return at the appropriate time later to either clear the marking or lay the infraction.

With the replacement of this large group (54) of meters, the marking of vehicles in this area may pull contracted parking enforcement resources away from other areas where simple parking meter reading (enforcement) is undertaken. The diversion of increased enforcement time within this area may ultimately lead to reduced (under) enforcement in other areas of the City.

### **Climate Change Risks**

#### **Climate Change Mitigation:**

N/A

#### **Climate Change Adaptation:**

N/A

### **Financial Matters:**

If Council directs the removal of on-street parking meters and a time-restricted parking replacement, appropriate signage must be installed. A minimum of 40 signs over the 10 blocks would result in signage costs of approximately \$4,850, which includes the manufacture of the new signs and installation by the Traffic Operations Signs and Markings Division. In addition, there would be one-time costs of approximately \$2,600 incurred for the removal of space identifying paint markings on the pavement. All costs for new signage and removal of paint markings would be absorbed through the On-Off Street Parking operating budget.

Based on available 2024 data summarized in the table below, the expected loss of annual revenue resulting from the removal of the proposed meters on Tecumseh Road East would be approximately \$20,250, based on the average revenue per meter in that specific area. The total amount of revenue brought in through all on-street parking meters based on the 2024 data below was approximately \$1.4 million.

<b>Metered Area</b>	<b>Average Revenue per Meter per Month</b>	<b>Average Hours of Meter Usage per Month</b>
Walk #8 (Tecumseh Rd E): <b>54 meters</b>	\$31.25 per meter/month	15.62 hours/month
Remainder of City-wide: <b>1,386 Meters</b>	\$83.75 per meter/month	41.87 hours/month

Lost revenue resulting in a variance would be included and reported through the quarterly operating variance reports for 2025, should Council direction be to remove the underused street parking meters within this specified area.

### **Consultations:**

Cindy Becker, Financial Planning Administrator – Public Works.

### **Conclusion:**

In consideration of the loss of annual revenue, the cost of installation of new signage and removal of paint markings, Administration is not recommending policy alteration.



**Approvals:**

<b>Name</b>	<b>Title</b>
Mark Spizzirri	Manager Performance Measurement and Business Case Development
Ian Day	Senior Manager, Traffic and Parking
Phong Nguy	(A) Deputy City Engineer / Executive Director of Operations
David Simpson	Commissioner, Infrastructure Services and City Engineer
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour acting for Joe Mancina	Chief Administrative Officer

**Notifications:**

N/A

**Appendices:**



**Committee Matters: SCM 94/2025**

**Subject: Windsor Deep Energy Efficiency Retrofit Program - City Wide**

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

Decision Number: ETPS 1052

THAT City Council **RECEIVE FOR INFORMATION** the Residential Deep Energy Efficiency Retrofit Program Design Study, and the Residential Deep Energy Efficiency Retrofit Market Validation Study; and further,

THAT City Council **AUTHORIZE** Administration to **SUBMIT** the Residential Deep Energy Efficiency Retrofit (R-DEER) Design Study to the Federation of Canadian Municipalities' Green Municipal Fund in accordance with the grant criteria and to meet the deadline of May 15, 2025; and further,

THAT City Council **SUPPORT** the recommendation that the City of Windsor does not apply for the Community Efficiency Financing (CEF) "Capital Program: Loan or Credit Enhancement for Local Home-energy Upgrade Financing Program" for funding for the R-DEER program due to the requirements for municipal cost-sharing and ongoing expectation of municipal funding; and further,

THAT City Council **APPROVE** the transfer of any remaining monies in Deep Energy Efficiency Retrofit ("DEER") Business Plan Project ID # 7224001, once all expenses are paid, to the Climate Change Reserve Fund (#223); and further,

THAT the Mayor and City Council issue a letter to the federal Minister of Environment and Climate Change to **ADVOCATE** for long-term federal funding to support municipal actions to reduce greenhouse gas emissions and improve energy efficiency, without the requirement for municipal cost-sharing, and;

THAT Administration **BE DIRECTED** to continue to explore grant funding opportunities and to report back to Council when appropriate.

Carried.

Councillor Kieran McKenzie voting nay.

Report Number: S 100/2024  
Clerk's File: EI/10822

**Clerk's Note:**

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are **not** the same.
2. Please refer to Item 8.5 from the Environment, Transportation & Public Safety Standing Committee held on March 26, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250326/-1/10547>

**Subject: Windsor Deep Energy Efficiency Retrofit Program - City Wide**

**Reference:**

Date to Council: March 26, 2025  
Author: Michelle Moxley-Peltier  
Community Energy Plan Project Administrator  
Environmental Sustainability and Climate Change  
519-255-6100 ext. 6109  
mmoxleypeltier@citywindsor.ca

Co-author: Sandra Bradt  
Executive Initiatives Coordinator  
Economic Development  
519-255-6100 ext. 6445  
sbradt@citywindsor.ca

Economic Development & Innovation  
Report Date: February 24, 2025  
Clerk's File #: E/10822

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

**Recommendation:**

THAT City Council **RECEIVE FOR INFORMATION** the Residential Deep Energy Efficiency Retrofit Program Design Study, and the Residential Deep Energy Efficiency Retrofit Market Validation Study; and further,

THAT City Council **AUTHORIZE** Administration to **SUBMIT** the Residential Deep Energy Efficiency Retrofit (R-DEER) Design Study to the Federation of Canadian Municipalities' Green Municipal Fund in accordance with the grant criteria and to meet the deadline of May 15, 2025; and further,

THAT City Council **SUPPORT** the recommendation that the City of Windsor does not apply for the Community Efficiency Financing (CEF) "Capital Program: Loan or Credit Enhancement for Local Home-energy Upgrade Financing Program" for funding for the R-DEER program due to the requirements for municipal cost-sharing and ongoing expectation of municipal funding; and further,

THAT City Council **APPROVE** the transfer of any remaining monies in Deep Energy Efficiency Retrofit ("DEER") Business Plan Project ID # 7224001, once all expenses are paid, to the Climate Change Reserve Fund (#223); and further,

THAT the Mayor and City Council issue a letter to the federal Minister of Environment and Climate Change to **ADVOCATE** for long-term federal funding to support municipal actions to reduce greenhouse gas emissions and improve energy efficiency, without the requirement for municipal cost-sharing.

## **Executive Summary:**

The City of Windsor's history with climate change mitigation commenced in 2016 with the development of the Community Energy Plan (CEP). The CEP was developed over the course of eighteen months under the guidance of a multi-stakeholder task force representing the major sectors in the Windsor community to address climate change through mitigation actions. In 2017, the City approved a Community Energy Plan (CR 426/2017).

Implementing actions to reduce greenhouse gas (GHG) emissions is vital to limiting the rate and extent of climate change. Through the CEP, the City set ambitious reduction targets and identified strategies to meet them. Targets were created to align with best practices (Paris Agreement, and Government of Canada and Ontario mandates).

The CEP set ambitious and transformative community-wide targets to reduce:

1. Greenhouse gas (GHG) emissions by 40% of 2014 levels by 2041; and
2. Per-capita energy consumption by 40% of 2014 levels by 2041.

The City of Windsor is at a critical juncture in its efforts to address GHG emissions. Community emissions are currently trending downward as a result of increased awareness, energy-efficiency programs, and sustainability initiatives adopted by residents and supported through a variety of programs.

Since 2017, the City has undertaken two studies to determine the feasibility of creating a deep energy retrofit program for existing buildings.

1. Windsor Residential Deep Energy Efficiency Retrofit (R-DEER) Business Case (CR 425/2018) to investigate the feasibility of the home energy retrofit strategy;
2. Windsor Deep Energy Efficiency Retrofit Program Grant Opportunity (CR466/2020) to develop a home energy retrofit program rationale and design study for use as a guideline for program implementation; and
3. Residential Deep Energy Efficiency Retrofit market validation Study to confirm program viability and achievement of the established targets.

Administration formed a Project Working Team (PWT) in early 2022 to investigate R-DEER program design opportunities. Over the course of thirty months, the multi-disciplinary team collaborated with internal and external stakeholders to gain knowledge and insight into home energy retrofit programs, and explore how Windsor's program could be positioned to meet local needs, build capacity, and overcome barriers.

Using CEP Strategy #1: Create a Deep Energy Retrofit Program for Existing Homes as a benchmark, the PWT developed a program framework, complete with proposals for program uptake, delivery, and financing that support the CEP target to deep-retrofit 80% of Windsor's existing homes by 2041 (or 2050), and improving energy efficiency by up

to 50%. This translates to approximately 57,200 homes saving an estimated 0.235MTCO<sub>2e</sub> annually by 2041 (or 2050).

The R-DEER Program explored by the PWT incorporated the following features:

1. Energy Coaching services. Program participants will have access to an energy coach and education materials to aid in the retrofit journey. An administration fee could be considered to cover the cost of this service, which may be offset by program grants and incentives.
2. Program grants and incentives. Participants who are not covered for a similar grant under another energy efficiency or retrofit program would be considered eligible. Grants included are the Audit grant and Low-income grant. Both grants are designed to encourage program participation by reducing upfront costs. Performance incentives are proposed for participants who demonstrate significant energy or GHG emissions reductions.
3. Flexible financing options. Program participants are provided with the option of financing home energy retrofits through a City Local Improvement Charge (LIC) or an unsecured loan with a financial institution. In this design, 25% of participants were anticipated to select the LIC option, with the majority (75%) utilizing an alternative (i.e. personal loan, loan provided from Canada Greener Homes Program).
4. Eligible measures include those focusing on energy and/or GHG reductions (excludes fossil fuel equipment), resiliency (i.e. flooding prevention, health and safety), and electrification (i.e. renewables, EV charging).
5. Program duration is expected to cover a period of 25 years (2026-2050).

The R-DEER program design study clearly indicated that a significant amount of human and financial resources would be required to implement the program in a manner that achieved the intended goals and targets. Subsequent to the completion of the R-DEER study, Administration secured the services of Posterity Group consulting to undertake a Residential Deep Energy Efficiency Retrofit Market Validation Study to confirm program viability and achievement of the established targets.

A significant capital investment would be essential for R-DEER to reach the scale required to achieve its GHG emission reduction target. Financing a loan program is the greatest barrier to launching R-DEER. Significant monies are required to encourage the level of participation required to meet climate change mitigation goals and to secure the projected 10 FTE staff positions required to administer the program. Municipalities are ill equipped to afford the long-term program costs alone.

Implementation of R-DEER requires multiple funding sources. Financial partnerships with financial institutions and investors are anticipated requirements to sustain an R-DEER program long-term. The Federation of Canadian Municipalities' (FCM), through its CEF program, offers municipalities loans and grants with which to implement programs and support the initial development and deployment of residential energy efficiency programs. However, as these programs are finite and program implementation would also require a significant municipal contribution, Administration does not recommend proceeding with the program at this time.

## Background:

The Community Energy Plan's (CEP) Strategy #1: Create a Deep Energy Retrofit Program for Existing Homes set a target to deep-retrofit 80% of Windsor's existing homes by 2041, improving energy efficiency by 30 to 50%, depending on the age and type of home.

The Federation of Canadian Municipalities' (FCM) Municipal Climate Innovation Program (MCIP) offered financial support for municipalities to develop a feasibility study and market analysis study to create a potential home energy retrofit programs. An application for this funding was approved in 2017 as part of CR 714/2017. The grant covered 80% of eligible costs, up to a maximum of \$125,000.

In 2018, City Council approved the development of a Windsor Residential Deep Energy Efficiency Retrofit (R-DEER) Business Case to investigate the feasibility of a home energy retrofit strategy (CR 425/2018). A project Working Team (PWT) was tasked to oversee the project, engage stakeholders and report back to Council.

This work investigated the feasibility (or Business Case) of establishing an Entity to deliver high quality, standardized residential energy efficiency retrofit packages to most Windsor homes. The Business Case proposed to achieve this target through:

- The creation of an Entity to deliver retrofits standardized by home age and type;
- Collaboration with local contractors, material suppliers and investors to transform the energy retrofit market; and
- The use of Local Improvement Charge (LIC) financing and standardized pricing approaches to create scale.

In 2020, City Council accepted the Windsor Residential Deep Energy Efficiency Retrofit (R-DEER) Business Case report (CR 112/2020). Also in 2020, City Council directed administration to apply to FCM's CEF program for funding to develop a program rationale and design study (CR 466/2020).

Upon completion of the draft R-DEER Design Study, Administration engaged the Posterity Group to review and validate key program assumptions including forecasted uptake, methodology, expenditures, and contractor capacity. Their Market Validation Study also provides recommendations to align with other municipal retrofit programs and improve participation rates.

## Discussion:

The City of Windsor is at a critical juncture in its efforts to address greenhouse gas (GHG) emissions. Our community emissions are trending downward, thanks to increased awareness, energy-efficient programs, and sustainability initiatives adopted by residents and supported through programs like:

1. **Home Efficiency Retrofit Orientation (HERO):** HERO was developed by Humber College in partnership with Enbridge Gas and delivered in collaboration with different Ontario municipalities. HERO helps homeowners incorporate best practice energy-efficiency upgrades in home renovations that improve comfort,

resilience, peace of mind, GHG reductions, and lower energy costs. Overviews of current government, or utility programs offering incentives or loans are presented. By making improvements, residents can lower their energy consumption, reduce greenhouse gas emissions, and save on utility bills.

2. **Windsor Basement Flooding Protection Subsidy Program:** This program offers financial support to homeowners to help protect their homes from basement flooding, which is becoming more common due to increased extreme weather events. Eligible improvements include installing sump pumps, backwater valves, and disconnecting downspouts to prevent water from entering the sewer system, thus reducing flood risks.
3. **Residential Stormwater Management Programs:** Windsor residents can take advantage of programs that provide guidance and incentives for managing stormwater on their property. Options like rain barrels, permeable paving, and rain gardens help reduce the amount of stormwater runoff, minimizing the strain on the city's sewer system and lowering flood risks.
4. **Green Bin Program (Upcoming 2025):** Windsor is launching a green bin program aimed at diverting organic waste from landfills. This program allows residents to compost their organic waste, helping reduce methane emissions from landfills and promoting more sustainable waste management practices.
5. **Home Renovation Savings:** Since January 2025, Enbridge Gas and IESO's Save on Energy, with support from the Ontario Government, offers the Home Renovation Savings™ program to help Ontarians improve home energy efficiency and comfort. This includes rebates for home energy assessments, and installing measures such as heat pumps, windows and doors, and insulation, all of which help reduce energy costs and lower emissions.
6. **Canada Greener Homes Loan:** The federal Canada Greener Homes Loan provides up to \$40,000 in interest free loan financing to support energy-efficient home upgrades like insulation, air sealing, and the installation of heat pumps or solar panels. These improvements help reduce household energy use, lower emissions, and make homes more climate-resilient.
7. **Tree Planting Programs:** Windsor offers several tree planting initiatives that encourage residents to plant trees on their properties. Trees provide numerous environmental benefits, such as absorbing carbon dioxide, offering shade that reduces cooling costs, and managing stormwater through natural absorption.
8. **Windsor Review of Community Improvement Program (Upcoming – Date TBD):** An upcoming program in Windsor may offer incentives to residents/business who install energy efficient upgrades as part of their development. This initiative aligns with the above city efforts to increase the use of renewable energy, reduce reliance on fossil fuels, and help residents lower their energy bills while contributing to climate mitigation efforts.

Windsor's 2022 Community and Corporate Greenhouse Gas and Energy Monitoring Report (CR 165/2024) reported residential GHG emissions as 0.305 MTCO<sub>2e</sub>, which represents approximately 21% of Windsor's community-wide emissions.

An R-DEER program was identified in the Community Energy Plan as a key strategy in Windsor's effort to further reduce GHG emissions within the community. Assisting residents to lower their energy consumption and implement low-carbon measures like



renewable energy and energy-efficient upgrades, contributes to a positive downward trend.

Once funding through FCM's Community Efficiency Financing (CEF) program was confirmed, a PWT was assembled to explore the design of the R-DEER program. Led by Environmental Sustainability and Climate Change, the PWT included representatives from Building, Communications, Finance, Legal, and Planning.

As per the FCM grant requirements, the PWT engaged with the community and industry partners in person (i.e. Earth Day, Windsor Home Show, malls, and libraries) and virtually using the Let's Talk Windsor website. The R-DEER page on Let's Talk Windsor hosted homeowner and contractor surveys with outcomes forming the foundation of program design.

### **Overview of R-DEER Rationale and Design Study**

The PWT was tasked to investigate what a home energy retrofit program to reduce energy consumption and GHG emissions could look like for Windsor.

The design study used an accessibility lens focusing on equity, diversity, and inclusion, and considered collaboration with local organizations serving marginalized communities. By focusing on inclusivity, the program could help those facing access barriers to lower energy costs and improve living conditions.

The section below provides a summary of the ideal aspirational program design for R-DEER. It proposes program requirements and eligibility criteria, the specific measures that could be implemented, and the staff and resources needed to ensure effective delivery and broad community impact.

#### ***Program Eligibility***

R-DEER would be a voluntary program open to Windsor residents. Applicants must meet the following requirements:

1. Homeowner Eligibility: All legal owners of property must agree to participate and are deemed creditworthy (allows for both owned and rental properties to participate in the program);
2. Dwelling type: Detached, semi-detached, and row / townhouse; and
3. Dwelling Age: Minimum of 20 years old at the time of application.

Potential Eligible measures focus on reducing energy and GHG emissions, improving climate resilience, and enhancing electrical system reliability through electrification and renewable energy adoption. A list of eligible measures is provided in Figure 1. Participants would be required to adopt core eligible measures before accessing funding to proceed with premium and resiliency measures.



**Figure 1:** List of R-DEER Eligible Energy and Non-Energy Related Measures

The proposed offering can be adapted to meet participant need and market conditions.

### ***Program Features***

#### **1. Energy Coaching Services**

Energy coaching services are a key proposed feature to provide guidance to participants. One-on-one and group sessions, in several formats and languages, are proposed for participants to seek out information on available measures and financing options, or receive guidance on measure selection, contractor selection, and contractor quotes.

An administration fee could be accessed per participating property for long term program viability. The fee would be used to first offset costs associated with offering energy coaching services and any surplus revenue could be returned to participants in the form of program grants or incentives.

#### **2. Program Grants and Incentives**

R-DEER proposes offering two grants and a performance incentive to facilitate program uptake. These could be offered to eligible participants who are not covered by a similar grant under another energy efficiency or retrofit program (i.e. Enbridge Gas Inc., Canada Greener Homes, etc.). An audit and low-income grant are designed to encourage program participation by reducing upfront costs. Participants who

demonstrate significant energy or GHG emission reductions could be eligible to receive a performance incentive to be paid once savings have been validated. A funding source would be required where grant uptake exceed revenue received through fees.

### **3. Flexible Financing Options**

The homeowner survey results showed that a majority of homeowners would use their own means to finance home energy retrofits, such as lines of credit, home improvement loans, or savings.

The program proposes that the City could offer, as an alternative, a financing mechanism through a Local Improvement Charge (LIC). A LIC loan offers the advantages of being tied to the property and repaid through property taxes, providing long-term financing with affordable fixed rates, enabling low-income households to qualify, and addressing energy efficiency, resiliency, and home comfort needs in a single project.

If the home is sold, the LIC loan would be tied to the property and would be paid in full at time of sale, or it could be assumed by the new owner. A by-law is required to issue LIC loans as well as the development of a robust financing strategy to support the loan, or other program loans (i.e. Canada Greener Homes Loan program).

The Design Study assumes 25% of participants would select the LIC option, with the majority (75%) utilizing an alternative (i.e. homeowner's line of credit, personal loan, or other program loans (i.e. Canada Greener Homes Loan)).

### **4. Extended Program Duration**

The Rationale and Design Study was completed assuming a program duration of 25 years, covering a period of 2026 to 2050.

## ***Program Delivery***

### **1. Program Staffing**

The Design Study was developed assuming R-DEER is staffed by City of Windsor personnel. Table 1 outlines R-DEER's staffing recommendations at three program stages: pre-launch, launch, and at full capacity, measured in Full Time Equivalents (FTEs). R-DEER responsibilities would require the creation of new positions within the Corporation. For example, the R-DEER Program Administrator and Energy Coach(es) positions would be new full-time positions, with 100% of their time dedicated to the program. As indicated in Table 1, staffing could be scalable to meet program demand.

**Table 1: R-DEER's Staffing Recommendations**

Area	FTE's at Pre-Launch	FTE's at Launch	FTE's at Full Scale
<b>R-DEER Program Administrator</b>	0.75	1.0	1.0
<b>Energy Coach(es)</b>	0.0	0.5	3.0
<b>Communications and Marketing Coordinator</b>	0.1	0.5	1.0
<b>Program Analyst</b>	0.0	0.50	2.0
<b>Legal Counsel (Contracts)</b>	0.15	0.5	1.0
<b>Measurement and Verification (M&amp;V) Professional</b>	0	0.25	1.0
<b>Total</b>	<b>1.0</b>	<b>3.25</b>	<b>10.0</b>

The City could consider pursuing a partnership with a Program Delivery Agent (PDA) to deliver the program, with a review and selection process determined through an Expression of Interest (EOI) or Request for Proposal (RFP).

#### Program Uptake Target

To determine the scope of the R-DEER program, the PWT explored several program uptake targets. CEP Strategy #1 was used as the starting point for the analysis, as it represents what is required to meet the City's approved GHG Emission targets by 2041. It is recognized that meeting CEP Strategy #1 is the ultimate target, and that reaching it will be extremely challenging.

As part of the program development, the PWT contracted a consultant to conduct a Market Validation Study (MVS). The purpose of the MVS was to review and validate key program assumptions including forecasted uptake, methodology, expenditures, and contractor capacity. These assumptions were compared with municipal, utility, and government home retrofit programs. The MVS also provided actionable recommendations to align with other municipal retrofit programs and improve participation rates.

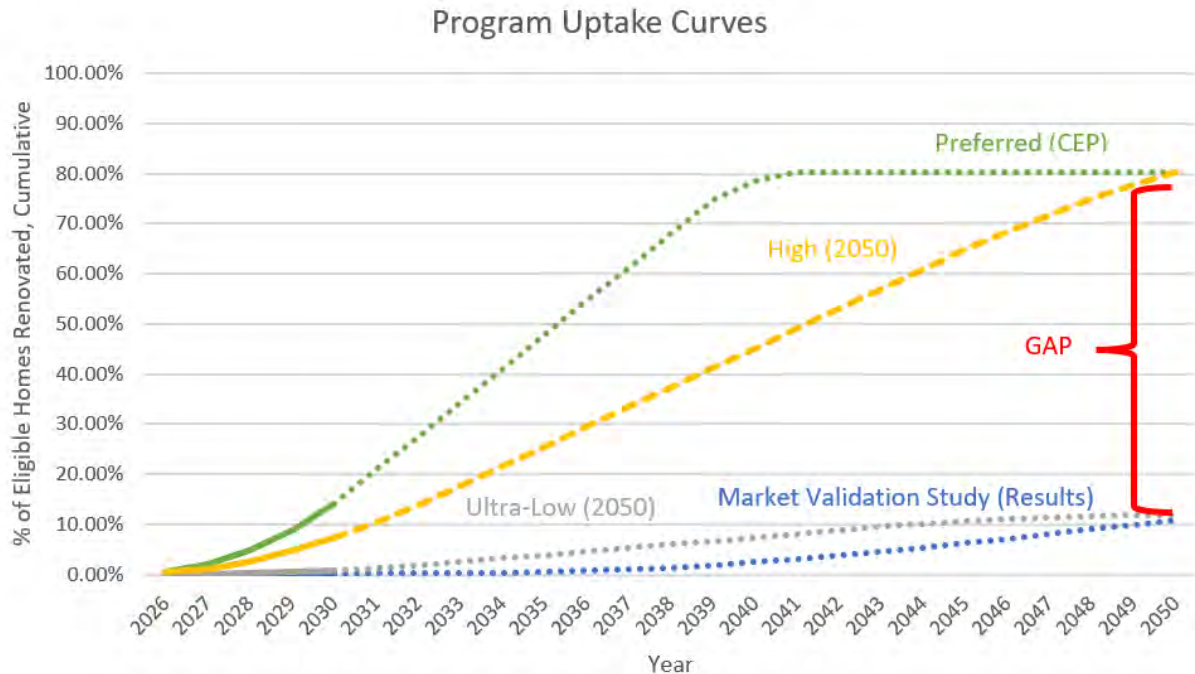
Overall, the proposed R-DEER program aligned favourably with other municipal and utility retrofit programs in the Ontario market. The consultant found the proposed R-DEER uptake curves to be overly aggressive, as they overestimated participation when compared with utility and government retrofit programs. The study did recognize that sufficient contractor capacity and community interest existed to make the program feasible in Windsor, if program uptake was re-assessed periodically (3-4 years) to adapt projections based on Windsor specific data.

A key finding from the MVS:

*"Our findings suggest that accelerating the rate of deep retrofits in Windsor (and Canada) will require substantial investments from federal and provincial governments. Windsor is currently on track to miss the climate targets set out in its Community Energy Plan and will struggle to meet them without further*

*investment in residential deep retrofit incentive programs like Canada Greener Homes. Increased federal, provincial, and utility investment in energy efficiency programs would help the City meet its climate targets faster.”*

Figure 2 highlights a select number of program uptake curves, including the uptake curve recommended by Posterity Group (Market Validation Study (Results)).



**Figure 2:** Program Uptake Curves

- **The Preferred (CEP) Curve:** represents the program uptake required to meet the CEP Target of 80% of homes retrofitted by 2041;
- **The Aspirational (High (2050)) Curve:** represents the program uptake required to meet the CEP Target of 80% of homes retrofitted by 2050;
- **The Ultra-Low (2050) Curve:** represents the program uptake required to meet 15% of the CEP Target by 2050; and
- **The Market Validation Study (Results) Curve:** represents the program uptake recommended by Posterity Group, which is consistent with the actual program uptake from other home-retrofit programs offered in Ontario from municipal, utility, or government sources, assuming a business-as-usual forecast model (utilizing current investments in deep retrofit programs).

The graph represents the percentage of Eligible Homes renovated as compared to the total number of eligible homes. Following the Market Validation Study (Results) uptake curve will result in the City missing the targets set out for CEP Strategy #1 (identified as GAP), leaving Windsor struggling to make up the shortfall. The time needed to retrofit 57,200 homes by following the Market Validation Study (Results) curve is 100 years.

## **2. Program Community Engagement and Marketing**

Communication is an ongoing activity for any program that serves, depends upon, or interacts with the community. The purpose, audience, message, and communication channels may change, but the need to maintain relationships with the media and with key community stakeholders remain. As a result, a communication plan that incorporates community engagement and marketing would be required and should be revised periodically based on program experience, and feedback received.

Administration remains committed to championing environmental sustainability and facilitating positive change through education and communication. Funding opportunities that support the city to reach its environmental goals and targets without adding to the burden on the municipal tax base will be aggressively pursued.

### **Risk Analysis:**

At this stage there is no risk associated with tabling the R-DEER Design Study report, as it fulfills the requirements of the GMF 17571 grant.

The aspirational R-DEER program design considered a phased implementation, providing opportunities to suspend the endeavor if deemed unattractive or potentially exposing the city to an unacceptable level of risk. However, additional human resources would still be required for implementation, and FCM is only supporting the most ambitious and transformative climate change mitigation programs. A modest or phased approach does not deliver the results required to achieve the city's greenhouse gas emission reduction goals, and may result in receiving less than maximum funding.

Additional risks are outlined below.

### **Current Resource Risks**

The Environmental Sustainability and Climate Change (ESCC) department has helped make the environment a part of decision making for the City of Windsor since 2005. The ESCC is responsible for spearheading the following environmentally focused plans:

- Environmental Master Plan (2017)
- Community Energy Plan (2017)
- Corporate Climate Action Plan (2017)
- Climate Change Adaptation Plan (2020)

There are nearly 500 recommendations and action items contained in these plans and other associated plans and policies. Tasks and actions for the department approved by Council with identified sources of funding (budget, grants) have been completed. In 2023 the organizational structure of the City was amended and the Environmental Sustainability and Climate Change team was moved under the Commissioner of Economic Development. An Executive Director of Economic Development and Climate Change was hired in early 2024. As part of a new portfolio, the Executive Director will undertake a comprehensive review of the guiding documents to identify priority items within the City's sphere of control and explore resourcing options. The results of that review and proposed projects will be the subject of future reports to Council.

There are limited human resources available in the Environmental Sustainability and Climate Change department. Other departments are also constrained in their ability to support an R-DEER program in addition to their existing commitments to Council.

### **Financial Risk**

Financing a loan program is the greatest barrier to an R-DEER program. Significant monies are required to encourage the level of participation required to meet climate change mitigation goals. Municipalities are ill equipped to afford the long-term program costs alone, given the inherent competition for scarce financial resources.

There is a risk that any grant funding programs may be oversubscribed, resulting in less funding available and/or funding available for shorter timeframes.

Several municipal home energy retrofit programs have temporarily paused application intake, as applications have outpaced available program funding. Programs relying on CEF funding and municipal in-kind contributions quickly saw their loan or rebate funds fully allocated within weeks or months, as opposed to the four years indicated in their CEF applications. Some municipalities pivoted and entered into partnerships with third-party lenders to supplement budgets.

FCM funding for this program expires in February 2026. At time of writing, no replacement program has been announced.

### **Reputational Risk**

A home retrofit program is identified as the number one strategy for emissions reductions in the 2017 Community Energy Plan. Stakeholders are expecting that the city reduce emissions, create jobs and establish a smart energy future in Windsor by implementing the strategies from the Community Energy Plan. Social awareness of the dangers of climate change and the importance of climate change mitigation through emissions reduction has increased significantly since 2017, as demonstrated by climate strikes and the recent climate emergency declaration. Despite action in other areas to advance environmental sustainability, there is reputational risk to the city if it does not proceed with this major strategy as outlined in the Community Energy Plan and CEP emission reduction targets are not met.

Many programs across sectors are funded by upper levels of government, but delivered in partnership with municipalities. When priorities change and programs are altered or cancelled, it is often the municipal government that shoulders the blame for circumstances beyond their control. There is an expectation that municipalities will allocate funding to ensure the programs continue. There may be further reputational risk should any program be introduced and subsequently cancelled due to lack of funding.

### **Staffing Risk**

There are several risks associated with the staff complement required to implement the R-DEER program. The program is projected to require at least 10 FTE positions. Recruiting qualified individuals to take on the identified roles takes time, and there is a

risk of missed milestones if hiring is delayed. Without sufficient and sustainable funding to maintain the program, the staff positions will be eliminated. In the event that union positions are eliminated, staff may exercise their bumping rights as contained in the collective agreement, which has the potential to impact other departments in the corporation.

### **Timing Risk**

In addition to the financial risk posed by the expiry of the FCM funding program in February 2026, the deadline also poses a timing risk. Elements of the design study, particularly the development of an RFP or EOI to secure a Program Delivery Agent (PDA) and the recruitment of up to 10 additional FTE's, take months to execute. Administration would be significantly challenged to finalize these details before the end of the funding, and even if successful, there is no guarantee that the PDA and recruits would be in place by February 2026.

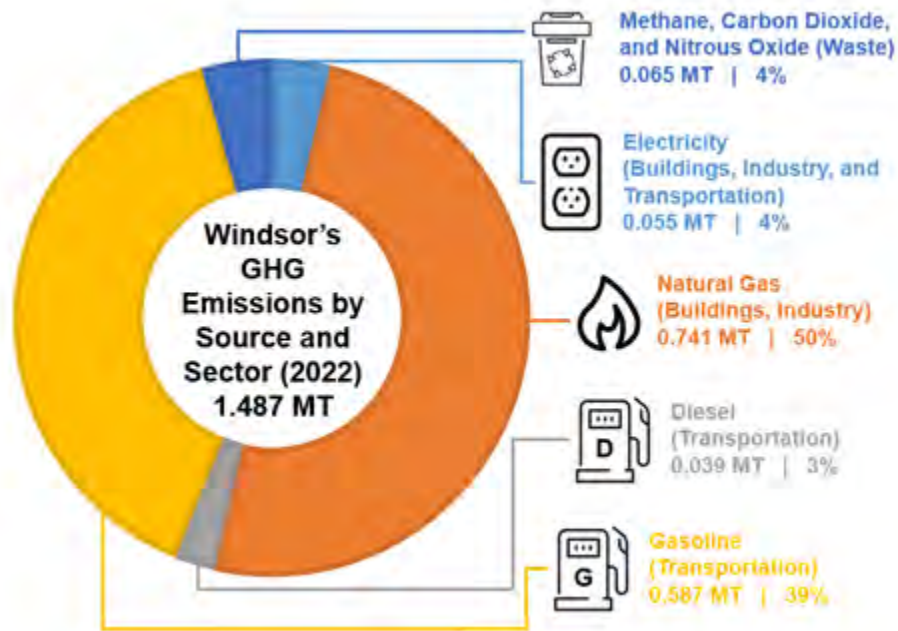
The project working team has undertaken extensive due diligence to determine the feasibility of implementing an R-DEER program and designing what such a program could potentially look like for Windsor. To proceed towards implementation would require extensive work to develop the grant and loan parameters, the funding strategy and program delivery details which limit the impact on the municipal tax base. Unfortunately, the program is not sustainable at this time.

### **Climate Change Risks**

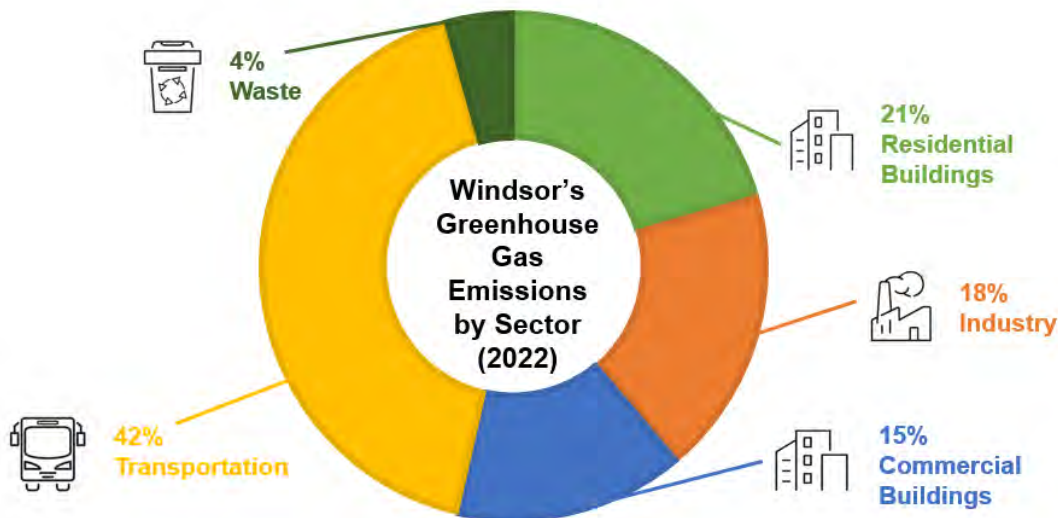
#### **Climate Change Mitigation:**

The purpose of R-DEER is to reduce energy consumption and GHG emissions in the residential sector through energy conservation and the reduction of fossil fuel usage for space and water heating. The use of natural gas in Windsor represents a significant source of GHG emissions community-wide, as noted in Figure 3. Figure 4 shows that the residential sector is responsible for approximately 21% of community GHG emissions.



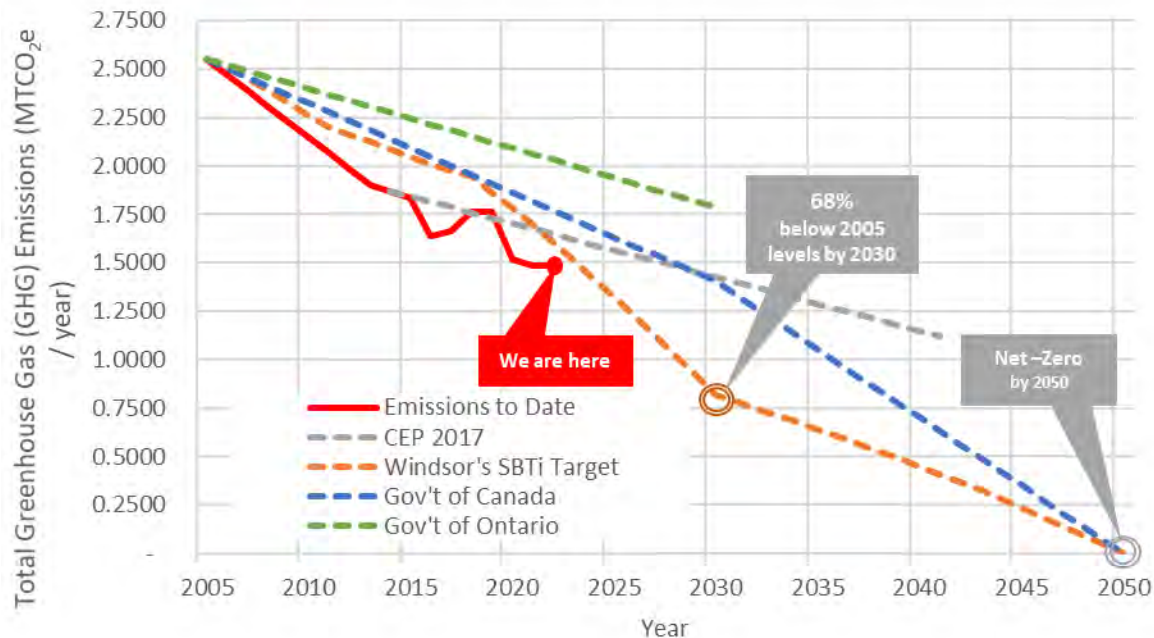


**Figure 3:** Emissions by Source – Percentage (2022 data)



**Figure 4:** Emissions by Sector – Percentage (2022 data)

To date, Windsor's Community-wide GHG Emissions are tracking favourably against targets set forth in the CEP and Science Based Targets for GHG Reduction (CR 209/2022 ETPS 893), as shown in Figure 5. With an estimated GHG Emissions reduction of 0.235MTCO<sub>2</sub>e/yr. (2050) attributed to R-DEER, failing to implement the program will result in the City not meeting it's GHG reduction targets in the medium- (i.e. 2028-2030) to long- term (2031-2050).



**Figure 5:** Windsor's Community-wide GHG emissions and GHG emissions targets (2022 data)

### Climate Change Adaptation:

By integrating energy efficiency into climate adaptation strategies, communities can enhance their resilience while contributing to broader climate goals.

R-DEER is a crucial component of climate change adaptation efforts in several ways:

- **Improved Resilience to Energy Disruptions:** Efficient systems require less energy, making communities less vulnerable to energy supply disruptions caused by extreme weather events. This resilience is vital as climate change increases the frequency and intensity of such events.
- **Enhanced Comfort and Safety:** Improved energy efficiency often leads to better indoor environments, maintaining comfort and safety during extreme temperatures, which is increasingly important in a changing climate.
- **Supporting Adoption of Renewable Energy:** Energy efficiency complements renewable energy initiatives. By reducing demand, it allows for a smoother transition to renewable sources, which is essential for long-term sustainability and adaptation.

### Financial Matters:

#### Financial Projections to Fund R-DEER

Implementation of R-DEER requires multiple funding sources. It is anticipated that financial partnerships with financial institutions and investors would be required for long-term sustainability of R-DEER. FCM, through its CEF program, offers municipalities loans and grants to a maximum of \$10 million, with which to implement programs and support the initial development and deployment of residential energy efficiency

programs, which is projected to support the first four years of operation. Thereafter, failing additional financial supports, it would be incumbent upon the municipality to continue to provide full funding for the program.

Municipalities have the option of partnering with financial institutions or investors for additional funding (including loans). This option provides participants with funds, while limiting municipality financial risk. Financing partners may also have limited funds available which could impact program participation rates and program viability. Utilization of financing partners to support LIC loans will have an impact of the affordable rate offered to homeowners. Third-party financing would be essential for the long-term viability of the program.

Administration has modelled several financing options based on multiple program scenarios all of which result in a significant financial commitment by the municipality. For illustrative purposes included in this report is the option that would be needed to fully maximize the program outcomes meeting the city's goals and emission reduction targets.

R-DEER's program budget was projected using a number of assumptions, and incorporated program flexibility. Assumptions include, but are not limited to:

- R-DEER would receive the maximum loan available as part of FCM CEF Capital program: Loan or credit enhancement for local home-energy upgrade financing program (up to \$10 million);
- Program participation follows the Aspirational (High (2050)) uptake curve;
- 100% of the forecasted participants would apply to participate and make use of services and education provided by Energy Coaches;
- Participants would be assessed an administrative fee to offset program costs;
- The design rationale assumes 25% of total participants would use the LIC option, with the remaining participants utilizing personal funding options such as personal savings, lines of credit, banks loans etc.; and
- Windsor City Council would approve the creation and funding of an R-DEER LIC Fund to assist in providing LIC loans to participants in need or in emergency situations.

Table 2 projects R-DEER's program costs for the first four years of program implementation.

- City In-Kind expenditures consider a combination of administrative costs (i.e. payroll and benefits) and capital outlays from existing city programs (i.e. Basement Flooding Prevention Subsidy Program (BFPSP));
- Revenues in italics are estimates to ensure program budget is balanced; and
- Program shortfalls may be mitigated through the creation of municipal budget funds or levies, or through municipal loans, and would be undertaken at the direction of Council.

**Table 2:** Proposed R-DEER Budget (Pre-launch to Year 4)

	Pre-Launch	Year 1	Year 2	Year 3	Year 4	Total
Number of Homes Upgraded		300	500	1,050	1,500	3,350
Number of Homes Financed Through LIC (25%)		75	125	263	375	838
<b>Expenses</b>						
Administrative Costs	1,200,000	900,000	870,000	900,000	1,120,000	4,990,000
Loan Disbursements	0	3,000,000	5,000,000	10,520,000	15,000,000	33,520,000
Rebates / Incentives	0	400,000	850,000	1,950,000	2,925,000	6,125,000
<b>Total Program Expenses</b>	<b>1,200,000</b>	<b>4,300,000</b>	<b>6,720,000</b>	<b>13,370,000</b>	<b>19,045,000</b>	<b>44,635,000</b>
<b>Revenues</b>						
Customer Fees	0	90,000	150,000	315,000	450,000	1,005,000
<b>FCM Funding</b>						
FCM (Loan)	0	650,000	1,200,000	1,400,000	1,750,000	5,000,000
FCM (Grant)	1,050,000	1,750,000	1,200,000	750,000	250,000	5,000,000
Municipal Funding	150,000	1,810,000	4,170,000	10,905,000	16,595,000	33,630,000
<b>Total Program Revenues</b>	<b>1,200,000</b>	<b>4,300,000</b>	<b>6,720,000</b>	<b>13,370,000</b>	<b>19,045,000</b>	<b>44,635,000</b>
Portion covered by non-FCM sources	12.5%	44.2%	64.3%	83.9%	89.5%	77.6%

CEF's loan and grant offerings are designed to allow municipalities to spearhead a market transformation by undertaking the initial development and deployment of home energy retrofit programs. CEF is looking to support municipal programs that focus on long term sustainability, that is, programs designed to outlast the duration of CEF's funding (i.e. greater than 4 years). In this regard, Administration has extrapolated the financial projection for years 5 to 9, Table 3.

**Table 3:** Proforma R-DEER Budget (Year 5 to Year 9)

	Year 5	Year 6	Year 7	Year 8	Year 9	Grand Total
Number of Homes Upgraded	1,800	2,200	2,450	2,800	2,800	15,400
Number of Homes Financed Through LIC (25%)	450	550	613	700	700	3,851
<b>Expenses</b>						
Administrative Costs	1,225,000	1,250,000	1,340,000	1,360,000	1,475,000	11,640,000
Loan Disbursements	18,000,000	22,000,000	24,520,000	28,000,000	28,000,000	154,040,000
Rebates / Incentives	3,990,000	4,860,000	6,000,000	6,825,000	7,000,000	34,800,000
<b>Total Program Expenses</b>	<b>23,215,000</b>	<b>28,110,000</b>	<b>31,860,000</b>	<b>36,185,000</b>	<b>36,475,000</b>	<b>200,480,000</b>
<b>Revenues</b>						
Customer Fees	540,000	660,000	735,000	840,000	840,000	4,620,000
<b>FCM Funding</b>						
FCM (Loan)	0	0	0	0	0	5,000,000
FCM (Grant)	0	0	0	0	0	5,000,000
Municipal Funding	22,675,000	27,450,000	31,125,000	35,345,000	35,635,000	185,860,000
<b>Total Program Revenues</b>	<b>23,215,000</b>	<b>28,110,000</b>	<b>31,860,000</b>	<b>36,185,000</b>	<b>36,475,000</b>	<b>200,480,000</b>
Portion covered by non-FCM sources	100%	100%	100%	100%	100%	95%

The budgets illustrated above recognizes that any financial resource allocation through the municipality or applications for FCM funding are not guaranteed. The budgets assume that after the first four years, the program would no longer receive FCM funding. While initial funding for pre-launch and early years (Years 1 and 2 of the program) may be available from internal working capital reserves, any long-term funding strategy would require the need for third-party capital provider(s) and lender(s). Third parties could include financial institutions like credit unions, investment bank(s) or consumer bank(s). This type of borrowing, would be considered debt for purposes of financial statement reporting and while funded from non-tax levy repayments would impact the City's ability to leverage debt financing for other capital projects and initiatives that have been projected in the current 10-year capital plan.

### **FCM GMF Program Grant**

The budget for the R-DEER Program Design Project was estimated at \$247,700. The City of Windsor was awarded an FCM GMF grant (GMF 17571 grant) equal to \$175,000 or 80% of the eligible costs which ever is less. Remaining project funds of \$72,700 were transferred from the Community Climate Change Mitigation (Project ID #7159001) to the DEER Program Design (Project ID # 7224001) (CR 466/2020 ETPS779).

Effective February 28, 2025, the project has spent or committed approximately \$195,473 (includes non-recoverable HST). As the grant completion date is May 15, 2025, administration has forecasted additional expenses of approximately \$3,000 to cover staff remuneration between March 1, 2025, and June 30, 2025. With estimated final eligible expenses totalling \$203,983, the City is eligible to receive approximately \$163,100 in grant funding. The City's contribution is estimated at \$56,964, which will be funded by the available funding capital project # 7224001. Any remaining monies in Deep Energy Efficiency Retrofit ("DEER") Business Plan Project ID # 7224001, once all expenses are paid, is requested to be transferred to the Climate Change Reserve Fund (#223).

Grant disbursement for GMF 17571 grant will be provided to the City, within 30 days of confirming that the City has met all FCM's conditions, to FCM's satisfaction. The City has a deadline of May 15, 2025 to submit a project completion report to meet the project close out date of June 30, 2025.

### **Consultations:**

- Karina Richters – Supervisor, Environmental Sustainability and Climate Change (former)
- Mirella Allison – Engineer Plan Examiner, Building Services
- Greg Atkinson – Deputy City Planner – Development, Planning and Development Services
- Jill Braido – Corporate Marketing & Communications Officer, Communications and Customer Service
- Stephen Cipkar – Manager Financing Accounting, Financial Accounting and Corporate Controls
- Barbara Lamoure – Environmental Sustainability Coordinator, Environmental Sustainability and Climate Change (former)
- Joshua Meloche – Senior Legal Council, Legal, Real Estate and Risk Management
- Kate Tracey – Senior Legal Council, Legal, Real Estate and Risk Management
- Josie Gualtieri – Financial Planning Administrator
- Natasha Gabbana – Senior Manager, Asset Planning

### **Conclusion:**

Administration continues to explore ways to address climate change and make progress towards the targets established in the Community Energy Plan. A Residential Deep Energy Efficiency Retrofit (R-DEER) program is an aspirational measure studied, as support for homeowners to improve energy efficiency and reduce their GHG emissions would assist Windsor in its efforts towards Net-Zero and show leadership on climate action.

However, the R-DEER program funding requirements are substantial, and no federal funding is available after 2026. There is too much financial risk to the City of Windsor to proceed with the program and apply for additional funding. To continue would put pressure on already constrained human and financial resources.

After a review of the action plans guiding the work of the Environmental Sustainability and Climate Change department, any opportunities to action identified priorities while reducing the financial burden on the municipal tax levy will be explored and brought to City Council for consideration.

**Planning Act Matters:**

N/A

**Approvals:**

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Michelle Moxley-Peltier	Community Energy Plan Project Administrator
Emilie Dunnigan	Manager Development Revenue & Financial Administration
Matthew Johnson	Executive Director, Economic Development & Climate Change
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Jelena Payne	Commissioner, Economic Development
Ray Mensour acting for Joe Mancina	Chief Administrative Officer

**Notifications:**

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

**Appendices:**

R-DEER Design Study  
R-DEER Design Study – Appendices  
R-DEER Market Validation Report



# Residential Deep Energy Efficiency Retrofits Design Study





### Funding/Financial Support

The preparation of this study was carried out with assistance from the Green Municipal Fund, a Fund financed by the Government of Canada and administered by the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accepts no responsibility for them.



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## Acknowledgements

The Windsor Residential Deep Energy Efficiency Retrofit (R-DEER) design study was developed with the oversight of a Project Working Team consisting of members from City staff.

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Joanna Melnyk	Modelling and Analysis Lead, Posterity Group

We would also like to acknowledge the effort of the stakeholders who gave their time and shared their expertise to provide meaningful feedback to the development of this Design Study, including members of the local contractor community, Windsor residents and homeowners, along with individuals from the investment community.

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## List of Acronyms

BFPSP: Basement Flooding Protection Subsidy Program

CCAP: Corporate Climate Action Plan

CEF: Community Efficiency Financing

CEP: Community Energy Plan

CLT: Corporate Leadership Team

CMVP: Certified Measurement and Verification Professional

CTF: Community Task Force

CUSP: Canadian Urban Sustainability Practitioners

ERS: EnerGuide Rating System

FCM: Federation of Canadian Municipalities

FSA: Forward Sortation Area

GHG: Greenhouse Gas

GMF: Green Municipal Fund

LIC: Local Improvement Charge

LLR: Loan Loss Reserve

MCIP: Municipal Climate Innovation Program

MTCO<sub>2</sub>e: Mega Tonnes of Carbon Dioxide Equivalent

M&V: Measurement and Verification

NRCan: Natural Resources Canada

PACE: Property Assessed Clean Energy

PCP: Partners for Climate Protection

PDA: Program Delivery Agent

PWT: Project Working Team

R-DEER: Residential Deep Energy Efficiency Retrofits

## Executive Summary

The City of Windsor (City) released its Community Energy Plan (CEP) in 2017<sup>[1]</sup>, setting targets to reduce greenhouse gas (GHG) emissions and per-capita energy consumption by 40% below 2014 levels by 2041. The first strategy identified in the CEP to achieve significant GHG reductions and improve energy affordability, thereby meeting its targets, was a Deep Energy Efficiency Retrofit Program for existing homes.

Through their Municipal Climate Innovation Program, the Federation of Canadian Municipalities (FCM) offered financial support for municipalities to explore home energy retrofit programs, covering 80% of eligible costs up to a maximum of \$125,000. The City secured grant funding to assess the feasibility of a comprehensive residential energy retrofit program. City Council received the Windsor Residential Deep Energy Efficiency Retrofit (R-DEER) program Business Case report in 2020. Subsequently City Council directed administration to apply to FCM's Community Efficiency Financing (CEF) program under its Green Municipal Fund (GMF) to investigate options for program design, with consideration for the financing required for home energy retrofits. The CEF program covered 80% of eligible costs up to a maximum of \$175,000.

The program design study was completed primarily by a project working team (PWT) comprised of city staff who worked to administer a homeowner survey, model environmental benefits, and develop the financial and legal elements of the program. Program elements were validated through external collaboration, which included energy, financial, and legal consultations, as well as a market validation report<sup>[2]</sup>.

Fundamental to the study's development was consideration of:

- Financing Models: Exploring grants, loans, and Local Improvement Charges (LICs) to reduce financial barriers for homeowners.
- Stakeholder Engagement: Leveraging partnerships with contractors, financial institutions, and community organizations to enhance program delivery and accessibility.
- Barriers and Solutions: Addressing challenges such as affordability, complexity, and trust through education, energy coaching, and tailored program incentives.

Key components included in the program design for Windsor include:

- Energy Coaching Services
- Grants and Incentives (performance based)
- Flexible financing
- Eligible measures include resiliency (i.e. flood mitigation), home comfort, and emerging trends for homes (i.e. EV and renewables)

The R-DEER program supports energy savings and greenhouse gas reductions by focusing on deep residential retrofits, with a goal of retrofitting 80% of Windsor's existing homes to achieve 30-50% energy savings per home, and up to an 80% reduction in GHG emissions, depending on the age and type of the home.



The design study builds on the business case by refining program elements, including financing options, incentives, and local economic impacts. The design study further outlines the program's potential structure and long-term sustainability, in alignment with Windsor's broader climate objectives. Program targets are explored, including potential uptake scenarios, with hypothetical targets ranging from moderate to ambitious participation rates extended to 2041 and 2050. These targets are included for illustrative purposes as the program is dependent on future approvals and funding.

Public engagement and survey findings have provided valuable insights into homeowner preferences and contractor capacity, highlighting key areas for program consideration.

This report summarizes the exploratory work conducted by the project working team, fulfilling the requirements of the grant from FCM. Recognizing that each municipality's circumstances are unique, this report provides an analysis from a Windsor perspective, outlining potential participation scenarios, indicative cost estimates, and considerations for program governance.

Windsor's R-DEER program includes several key differentiators. The inclusion of Energy Coaching Services ensures homeowners receive personalized guidance throughout their retrofit journey. The program also offers performance-based grants and incentives, rewarding homeowners for achieving significant energy savings and GHG reductions. Flexible financing options make it easier for residents to participate, while eligible measures extend beyond energy efficiency to include resiliency improvements like flood mitigation, enhanced home comfort, and the integration of emerging trends such as electric vehicle (EV) charging and renewable energy solutions.

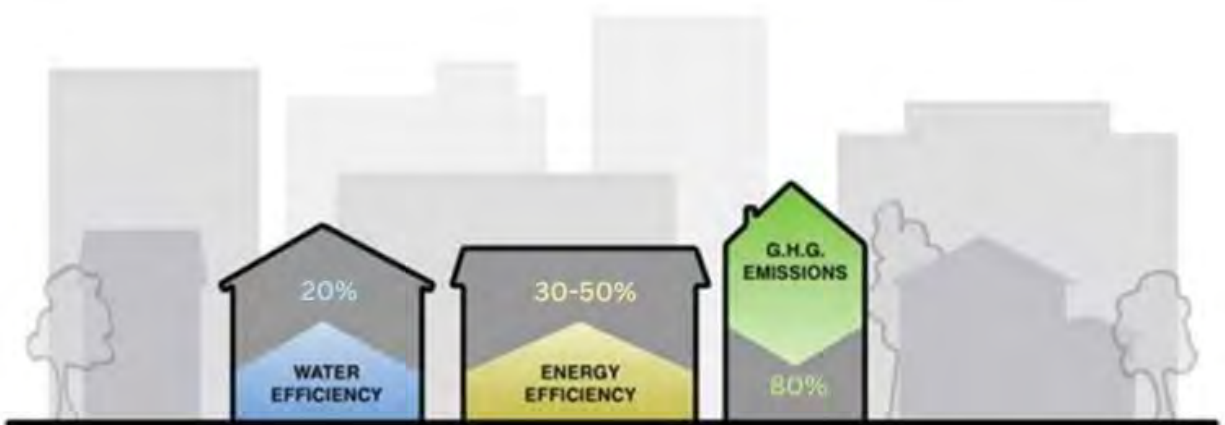
## Introduction

The City of Windsor has been one of the Federation of Canadian Municipalities (FCM) Partners for Climate Protection (PCP) since 2002. For over twenty years the City has taken action to address climate change and promote environmental sustainability. In 2017, Windsor City Council approved a Community Energy Plan (CEP) <sup>[1]</sup> and associated Corporate Climate Action Plan (CCAP) <sup>[3]</sup>.

The vision of the CEP is to create economic advantage, mitigate climate change, and improve energy performance. It strives to position Windsor as an energy centre of excellence that boasts efficient, innovative, and reliable energy systems that contribute to the quality of life for residents and businesses.

The CEP included a community-wide goal to reduce GHG emissions by 40% of 2014 levels and to reduce per-capita energy consumption by 40% by 2041. As Windsor has one of the oldest building stocks in the province, and older homes use more energy and produce more emissions, home energy retrofits were identified as a pathway in reducing energy consumption and GHG emissions at the community-wide level.

The CEP set a very ambitious target to deep-retrofit 80% of Windsor's existing homes by 2041, achieving an efficiency gain between 30 and 50% per retrofit, and up to an 80% reduction<sup>1</sup> in GHG emissions depending on the age and type of home, as shown in Figure 1.



*Figure 1: CEP's Deep Energy Efficiency Retrofit program for Existing Homes – Targets*

The CEP also noted that the residential sector would require comprehensive strategies to address energy consumption and GHG emissions. It was identified through public engagement that many residents had not undertaken any home energy retrofit program for one of two reasons:

1. Insufficient upfront capital to complete the work.
2. Uncertainty regarding if they would remain in their homes long enough to see a payback.

<sup>1</sup> Corresponds to a GHG emissions reduction of 0.235MTCO<sub>2</sub>e as calculated by City of Windsor Staff

In 2020, City Council received a supplementary report called Acceleration of Climate Change Actions in Response to the Climate Change Emergency Declaration <sup>[4]</sup> that prioritized the development of a Residential Deep Energy Efficiency Retrofit (R-DEER) program.

Funding through the FCM's Municipal Climate Innovation Program (MCIP) provided financial support to determine if the City's strategy for home energy retrofits would meet community and economic goals.

This study concluded that a Residential Deep Energy Efficiency Retrofit (R-DEER) program could assist in meeting the City's goals and in 2020, City Council directed administration to apply to FCM's Community Efficiency Financing program for funding to explore the options required to design and finance an R-DEER program.

The grant provided the opportunity:

- To evaluate options to establish a municipal service corporation to deliver the program.
- Explore energy retrofit packages.
- Investigate financing models.
- Develop a homeowner engagement tool.
- Share information with other municipalities.

## Program Rationale

Windsor has one of the oldest residential building stocks in the province, with the average home constructed in 1960 as compared to the Ontario average of 1981 <sup>[5]</sup>. Older homes tend to experience more energy loss through drafts and leaks due to poor air sealing, insufficient levels of insulation in walls, floors, and attics, and the prevalence of single-paned windows.

Table 1 compares Windsor’s baseline indicators for energy consumption and GHG emissions for residential to Canada’s average, Ontario’s average, and international best practices using a common reporting year of 2014. The comparisons highlight room for improvement.

*Table 1: Windsor’s Energy and Emissions Benchmarking*

Item	Windsor Baseline	Canada Average	Ontario Average	Comparable Best Practice <sup>2</sup>
Utility/household (GJ)	142	106	107	68 <sup>a</sup>
Utility/m <sup>2</sup> (Res) (GJ)	1.00	0.79		0.29 <sup>b</sup>
Utility/m <sup>2</sup> (non-res) (GJ)	1.61	1.65		0.72 <sup>c</sup>
GHG/person (tonnes CO <sub>2</sub> e)	8.8	9.7	6.2	3.5 <sup>d</sup>

More recent calculations indicate that the energy consumed to heat, cool, and power homes represents an estimated 21% of Windsor’s community-wide GHG emissions in 2022<sup>3</sup> <sup>[6]</sup>. Like many municipalities, Windsor is actively pursuing the reduction of energy consumption and greenhouse gas (GHG) emissions from its residential buildings.

To provide a comprehensive starting point for program design, key housing information, utility data, and GHG emissions information were collected for Windsor residences, specifically detached homes, semi-detached homes, and row townhouses. **Appendix A – Baseline Data** provides further details regarding the Windsor specific data which informed program design. The following information summarizes important Windsor housing information relevant to the program:

- Approximately 93% of the City’s housing stock is at least 18 years old.
- Approximately 76% of the City’s housing stock would be eligible for the program, as they fall within the “residential” definition of detached, semi-detached, row townhomes that are no larger than triplexes <sup>[5]</sup>.
- 35% of residents facing energy cost burdens that exceed 6% of their income, thus limiting their ability to invest in energy-saving upgrades.
- Approximately 11% of Windsorites have an income below the poverty line.

<sup>2</sup> Superscripts: (a) Use per home is 35 per cent above Ontario average and more than twice Danish average; (b) Use per square meter of home 20 per cent higher than Ontario average which is more than 3 times the typical German A-rated home which represents about 30 per cent of the current new construction market; (c) Use per square meter of non-residential is comparable to the Canadian average but more than twice German average; and (d) GHG/capita is comparable to Canada average but nearly 3 times the average per capita emissions for the City of Copenhagen.

<sup>3</sup> Corresponds to community-wide GHG emissions of 1.487MTCO<sub>2</sub>e as calculated by City of Windsor Staff

- In 2022, Natural gas consumption represented 94% of residential GHG emissions<sup>4</sup>

## Equity, Diversity, and Inclusion Considerations

In addition to considering specific measures to ensure Windsor's R-DEER program is accessible to residents with modest incomes, the program also considers specific measures that focus on equity, diversity, and inclusion. Outreach to underrepresented groups, information provided in multiple languages, and resources tailored to meet diverse needs have been considered for program inclusion. Collaboration with local organizations that serve marginalized communities is crucial in ensuring that their voices are heard in program development. R-DEER aims to create equitable opportunities for home retrofits that promote energy efficiency and GHG emission reductions.

R-DEER aims to address equity and affordability by providing access to resources and support for home energy retrofits. Financial incentives, such as grants or rebates, aimed at low- to moderate-income households, would make upgrades more affordable.

Additionally, R-DEER may offer educational resources to help residents understand the benefits of energy efficiency, assisting community members to make informed decisions. By focusing on inclusivity, the program could reduce energy costs and improve living conditions for everyone, particularly those who may face barriers in accessing such opportunities. The design study considers program affordability and financing options that meet the needs of residents across all social, cultural and economic groups. Refer to **Appendix B: Triple Bottom Line Economic Analysis** for additional details.

## Energy Poverty and Affordability

High home energy costs place a burden on households and impact housing affordability. The Canadian Urban Sustainability Practitioners (CUSP) notes that the median Canadian household spends less than 3% of its after-tax income to pay for their home energy consumption. Households that spend more than twice this value on home energy services can be considered as experiencing high home energy cost burdens. CUSP uses a 6% home energy cost burden to identify the high threshold, 10% as the very high threshold, and 15% as the extreme threshold.

Energy poverty occurs when a household must reduce its energy consumption to a degree that negatively impacts the inhabitants' health and wellbeing. It is mainly driven by three root causes, a high proportion of household income spent on energy, low-income, and low energy performance of buildings and appliances<sup>[7]</sup>.

CUSP assessed energy poverty for communities across Ontario and Canada, including Windsor. Windsor's assessment noted that:

- 23% of Windsor CYA households are experiencing low energy cost burden (<3%)
- 42% of Windsor CYA households are experiencing medium energy cost burden (3%-6%)
- 35% of Windsor CYA households are experiencing high energy cost burden (6%+)
- 14% of Windsor CYA households are experiencing very high energy cost burden (10%+)

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<sup>4</sup> Based on residential energy consumption and excludes transportation fuels

- 7% of Windsor CYA households are experiencing extreme energy cost burden (15%+)

Recommendations made throughout this report consider how energy poverty at all stages within Windsor can be alleviated. There is an inherent challenge of reducing emissions from homes while also reducing utility bills.

## Stakeholder Engagement

The R-DEER Project Working Team (PWT) collaborated with internal and external stakeholders to draft a program framework that meets CEP targets, and provides suggestions for program uptake, delivery, and financing that could support program adoption. A summary of the work undertaken by the PWT to complete this work includes:

- A detailed background review of the City's documents and data, including those referenced above.
- Workshops with the Corporate Leadership Team.
- Regular Project Working Team meetings which included representatives from Building, Communications, Environmental Sustainability and Climate Change, Finance, Legal, and Planning.
- Reviewing the responses to an online homeowners' survey questionnaire for Windsor residents.
- Reviewing responses to an online contractors' survey questionnaire.
- Fourteen in-person community pop-up events to promote the surveys and answer questions to gather feedback on program design from Windsor citizens and homeowners.
- Targeted interviews with five major stakeholder groups to obtain feedback on design choices and explore partnership opportunities.
- Targeted interviews with local contractors and energy advisors to solicit feedback.
- Review of 11 municipal home retrofit programs, as well as 14 federal, provincial, and utility retrofit or residential energy efficiency programs.
- Conducting lessons-learned interviews with personnel from five municipal home retrofit programs under design or active in market.
- Participation in detailed bimonthly meetings with Enbridge to explore program synergies and sharing of resources, or marketing and promotions.
- Analyses of program uptake and cost estimates under three scenarios.

These efforts have provided guidance as the project working team considered options for the design of an R-DEER program for Windsor.

## Homeowner Engagement

As noted above, several public engagement activities were undertaken to help inform program design and delivery options. An R-DEER homeowner survey, focused on gathering feedback surrounding interest in home upgrades, current knowledge, preferred financing, and eligible measures, was also open to Windsor residents through the *Let's Talk Windsor* online engagement platform.

A total of 294 surveys were completed, with approximately 90% of respondents living in a single detached home. The majority (98%) of respondents owned their home.

Homeowners are looking for programs that:

- Are easy to navigate.
- Provide guidance, education, and knowledgeable customer service.
- Provide peace of mind when interacting with contractor partners.
- Deliver on stated benefits to participants (i.e. increased comfort, energy savings, reduced utility bills, etc.).

While homeowners do consider benefits that are beyond payback periods and return on investment, most will not invest in their homes for the sole purpose of reducing GHG emissions, as they are unable to quantify the impact of a retrofit on energy savings, cost savings and / or GHG emissions. Homeowners are more likely to put emphasis on retrofits that improve comfort, improve aesthetics (i.e. indoor and curb appeal), and/or increase resiliency and safety.

### General Home Statistics

The survey contained several questions related to the age of homes and owner resale intentions.

- 29% of homeowners indicated that their home was built prior to 1940.
- 85% of homeowners indicated that their home was built prior to 1981.
- 92% of homeowners indicated that their home is heated by natural gas.

### Previous Experience with Home Energy Retrofits

Previous experience with home energy upgrades / retrofits provided the project team with valuable insight into the existing demand for energy upgrades / retrofits at the residential level.

- 56% of homeowners either have not undertaken a retrofit, or don't know if the home has had an energy retrofit in the past.
- 21% of homeowners have indicated that an energy retrofit has happened more than 5 years ago.
- Respondents indicate that they have installed the following measures:
  - 35% Furnace or Air conditioner upgrade
  - 25% Windows and doors upgrade
  - 24% Water Heater replacement
  - 21% did not make upgrades

The top 3 motivations of homeowners when completing home energy retrofits:

- Saving money on utility bills (31%)
- Improving home comfort (24%)
- Climate change concerns (13%)

Of note, 73% of all retrofits were completed without accessing a rebate or incentive.

## Future Home Energy Retrofit Plans

Several survey questions probed homeowners on their plans for future home energy retrofits with 72% of homeowners planning to complete a home energy retrofit within the next three years.

Homeowners were presented with several possible eligible measures and were asked how likely they would be to complete the upgrade<sup>5</sup>. Top measures homeowners are considering include:

- 72% Weatherization and Air Sealing
- 70% Insulation Upgrade (attic/walls/basement)
- 70% Window/Door Replacement

Measures with low homeowner interest include:

- 58% Smart Thermostats
- 56% Sump Pump installation
- 49% Furnace Upgrade

These measures have high adoption rates which could account for the low level of interest. There are several measures that homeowners are unsure about. These measures offer an opportunity to provide added education and guidance, as they are new applications or poorly understood.

- Energy Recovery Ventilation Systems
- Heat Recovery Ventilation Systems
- Installation of Air Source or Ground Source Heat Pumps

## Program Features

Homeowners were asked to indicate their preferences for program features.

- 30% of homeowners think the municipality should provide grants and / or incentives to help reduce the costs of retrofits.
- 21% of homeowners think the municipality should provide support to homeowners for retrofits (i.e. help to find and choose contractors, answer questions, streamline application to other rebate programs, etc.).
- Preferred features for a program include:
  - Support in finding a qualified contractor (88% agree).
  - Support in finding money (financing and rebates) to cover the cost of upgrades (87% agree).
  - Support to understand the costs, savings, and time required to do the retrofits (86% agree).

There is interest among respondents, with 57% saying they would very likely use an R-DEER program, with an additional 32% saying they would be somewhat likely to use such a program.

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<sup>5</sup> Survey was created and released prior to changes to Greener Homes Canada and Enbridge programs making natural gas upgrades ineligible for incentive, rebates, and loans.



## Financing Preferences

78% of homeowners are willing to spend less than \$20,000 for home energy retrofits, with 29% indicating that it is too difficult to estimate their limit currently.

- 96% of homeowners would take advantage of equipment rebates or utility rebates to help pay for upgrades, with 63% of homeowners interested in taking out a low interest loan tied to their property tax bill for assistance.
- Low interest rates on a financing option, coupled with an ability to pay off the loan at anytime without penalty, are the top financing options most important to homeowners.
- Homeowners were in favour of a tiered performance-based incentive approach with 60% favouring:
  - \$1,000 incentive for energy / GHG reduction between 20 and 24%
  - \$2,000 incentive for energy / GHG reduction between 25 and 29%
  - \$4,000 incentive for energy / GHG reduction greater than or equal to 30%

## Contractor Engagement

Contractors have a crucial role in ensuring the success of a home retrofit program. It is important that the local workforce is qualified and adequately staffed to meet anticipated participant demand. To help inform program design and delivery, the project working team conducted interviews with targeted contractors, in addition to offering an online R-DEER contractor survey to Windsor area contractors. The survey focused on gathering contractor feedback surrounding interest in home upgrades, current knowledge, current capacity, and eligible measures. Survey results were collected through the *Let's Talk Windsor* online engagement platform.

Insights from the contractor survey and one-on-one conversations with contractors:

- Respondents indicated that there is enough capacity currently in the home energy retrofit workforce in Windsor-Essex to support an R-DEER initial goal of 300-500 additional home energy retrofits annually.
- Challenges would exist for the skilled workforce required to support a peak goal of 2,000 to 2,500 additional home energy retrofits annually.
- Training or certification of skilled trades may need to significantly increase, along with a shift towards building science training and new low-carbon solutions (i.e. heat pumps).
- Homeowner education is crucial for the success of a home energy retrofit program. Contractors find that homeowners lack the following knowledge:
  - Technical knowledge of eligible measures
  - Environmental impacts of recommended retrofits
  - GHG emission reductions, how the potential reductions change depending on energy source
  - Cost benefit / or payback analysis
- Certified Energy Advisors are currently tasked with assisting homeowners to navigate existing programs like Canada Greener Homes Grant/Loan and Enbridge HER+.

- EnerGuide Energy Assessments evaluate building energy usage and proposed savings using energy units (GJ) and generally do not provide insights on bill savings to homeowners.
- Contractors see the value in working with Energy Coaches to help deliver retrofits. These proposed positions take on the role of educator and independent authority to provide information and answer questions relating to home energy retrofits.

Similar to homeowners, contractors are more likely to participate in programs that:

- Have a long-term outlook
- Are easy to navigate
- Complement existing operating models
- Provide guidance, training, and assists with customer service

Municipalities can support contractor capacity and increase the probability of program success through the following actions:

- Understanding the current workforce landscape
- Understanding the needs for a skilled local workforce
- Identifying opportunities and partner organizations for additional training and education
- Providing homeowner peace of mind through contractor vetting

Contractors for home energy retrofits can be divided into two categories:

- Certified Energy Advisors
- Contractors / Renovators / Skilled Trades

Both contractor categories could assist homeowners in navigating program requirements by providing qualified advice, quality work, and customer protections that safeguard homeowner investments in energy efficiency measures.

### Certified Energy Advisors

Certified Energy Advisors complete the first and last steps of a home energy retrofit project. They are certified by Natural Resources Canada (NRCan) and conduct the pre-retrofit and post-retrofit EnerGuide evaluations that are generally required for incentive programs. The pre-retrofit EnerGuide evaluation explores the current state of a home and recommends upgrades to reduce energy consumption and GHG emissions. The post-retrofit EnerGuide evaluation documents the changes to energy consumption and GHG emissions once retrofits have been completed.

Certified Energy Advisors can take a system-based whole home approach to viewing energy deficiencies and can assist homeowners to:

- Measure the current performance of the home (pre-retrofit EnerGuide evaluation)
- Access the potential impacts of various energy efficiency measures (recommendations from pre-retrofit EnerGuide evaluation)
- Provide advice, guidance, and / or education to homeowners

- Verify and validate energy and GHG savings by measuring the future performance of the home (post-retrofit EnerGuide evaluation)

### Contractors / Renovators / Skilled Trades

Contractors, renovators, and skilled trades are contracted by homeowners to install the energy efficiency retrofits once the pre-retrofit EnerGuide audit and the selection of retrofits are complete. Contractors, renovators, and skilled trades can meet homeowner renovation needs utilizing technical and people skills, and providing:

- Quality work to renovate homes considering equipment and techniques to achieve higher energy performance.
- Assurances to homeowners that work completed is done correctly at a reasonable price and will achieve energy efficiency goals.

### Contractor Capacity Skills

Contractors and renovators require a range of skills and capabilities to meet homeowners' home energy retrofit needs, and to ensure the success of retrofit projects and the goals of the home energy retrofit program. Contractors and renovators need to:

- Understand the technical and craftsmanship skills necessary to complete the work.
- Understand building science methodologies that help achieve energy efficiency and high-performance in homes.
- Understand and exhibit the necessary people skills to ensure customer satisfaction and efficient homeowner/contractor collaboration.

It is important that the local workforce is qualified and adequately staffed to meet anticipated demand. Three key considerations are detailed below.

### Ensuring Consumer Protection

A retrofit program should endeavour to facilitate trust between participating homeowners and contractors by incorporating program features aimed at ensuring consumer protection. Home energy retrofit programs can leverage training certifications, trade designations or memberships to prequalify contractors, ensuring homeowners have the necessary knowledge and guidance to select a contractor to complete their home energy retrofit projects.

Using an industry-led contractor directory instead of a municipal preferred vendor list could help minimize liability risk for the municipality. As an example, Toronto's Home Energy Loan Program (HELP) uses RenoMark to pre-qualify contractors. RenoMark is a program delivered in partnership with local Canadian Home Builders Associations that connects homeowners with contractors who have agreed to abide by a renovation-specific Code of Conduct <sup>[8]</sup>.

### Support for Local Companies

Supporting a local qualified workforce can help in developing or expanding the capacity of the contractor network. Benefits could include retrofit cost reductions due to minimized time and travel costs for

contractors. In addition, companies specializing in equipment and materials may establish offices or facilities in the area to support the supply chain and contributing scope 3 GHG reductions due to transportation, if the program is designed to increase participation above previous uptake levels.

### **Increasing Contractor Capacity**

Contractors, renovators, and skilled trades are required to perform home retrofit work under R-DEER programs. To meet the aspirational targets of this design, the number of these professionals would need to increase to meet program demand, both in terms of number of annual retrofits and skills required.

Municipalities could assist local contractors in growing their capacity to meet the anticipated growing demand for home energy retrofits by promoting training, education, or other enabling strategies.

#### *Leveraging of Existing Programs*

Existing college programs and certificates could be used to address the need for low-carbon design skills, and provide training in renewable energy technologies, building design and renovation, and heating, refrigeration and air conditioning techniques.

Colleges are valuable partners and are open to partnerships focused on the development of supplementary courses through their Continuing education departments. Courses could be offered individually or as part of a micro credential which bundles a handful of related courses and provides a specialized certificate.

Utilities are another valuable partner in energy-based training programs. IESO's Save ON Energy and Enbridge Gas have courses, or incentives that can offer additional training and support to contractors.

Industry and training organizations can also provide support through advocacy, training, education, or with enabling strategies. These organizations can offer a broad range of programming (webinars, workshops, formalized training) to cover subjects such as HVAC systems, insulation and envelope fundamentals, building controls, passive house design, building re/commissioning, renovation fundamentals, etc.

### **Other Stakeholder Engagement**

In addition to the local in-person and online engagement as noted above, the project working team conducted additional research and program reviews. They analyzed home energy retrofit programs being offered in other communities and spoke with representatives to understand lessons learned. The team also benchmarked existing energy conservation programs to understand best practices.

Windsor's experience mirrors that of other municipalities striving to meet their long-term climate and GHG reduction goals. Building on the lessons learned from similar programs in other communities, R-DEER is designed to support affordability and address knowledge gaps. The program proposes flexible financing options, grant structures, and contractor partnerships to make it easier for homeowners to participate, contributing to the program's success. R-DEER offers a critical step forward in Windsor's journey towards achieving its climate goals, creating a more sustainable future for residents, and setting a model for progress in the fight against climate change.

Based on primary and secondary research conducted to design a home retrofit program, the main barriers for residents to implement energy improvements within their homes include:

- Affordability
- Knowledge
- Complexity
- Trust

Table 2 summarizes the main barriers to participation from the perspective of homeowners, contractors, and program partners (including financing, education, or institutional organizations or groups)

*Table 2: Program Barriers to Participation*

Category	Homeowners	Contractors	Program Partners
<b>Affordability</b>	<p>Upfront costs to improve energy efficiency is often prohibitive</p> <ul style="list-style-type: none"> <li>• Lack of available capital</li> <li>• Lack of access to low-cost borrowing options</li> </ul> <p>Long payback duration for retrofits in relation to resident's home ownership</p> <p>Homeowners may resort to low cost, less efficient measures</p>	<p>Upfront costs to provide energy efficiency services can be prohibitive</p> <ul style="list-style-type: none"> <li>• Equipment costs</li> <li>• Training and certification of personnel</li> </ul> <p>Contractors may require financing options to expand to serve market</p> <p>Concern around stranding assets</p>	<p>Upfront and ongoing costs to run program and manage debt is often prohibitive.</p> <ul style="list-style-type: none"> <li>• Debt from loans</li> <li>• Loan default rates</li> <li>• Staff training</li> <li>• IT support</li> </ul> <p>Lending or mortgage providers</p> <ul style="list-style-type: none"> <li>• Credit worthiness of participants (i.e. priority liens)</li> <li>• Homeowner debt capacity</li> </ul> <p>Loan default rates</p>
<b>Knowledge</b>	<p>Understanding of the value of energy retrofits</p> <p>Understanding bids from various contractors is burdensome</p> <p>Reliance on homeowner knowledge in navigating program requirements, selecting contractors, securing funding/loans, and applying for rebates</p>	<p>Understanding of the value of energy retrofits</p> <p>Lack of certifications for whole home retrofit or building sciences knowledge</p> <p>Adequately sized, engaged, reputable, and skilled local workforce to meet consumer demand</p>	<p>Understanding of the value of energy retrofits</p>
<b>Complexity</b>	<p>Low-income households may not own their home and have no authority to make improvements</p>		<p>Low-income households may not own their home and have no authority to make improvements</p>

Category	Homeowners	Contractors	Program Partners
Trust	<p>Trust in contractors to complete retrofits at a reasonable price and quality (homeowner protections)</p> <p>Trust in program provider that program will continue long-term and not be cancelled prematurely (i.e. Save on Energy and Canada Greener Homes)</p>	<p>Trust in program provider that program will continue long-term and not be cancelled prematurely</p>	<p>Trust in that homeowners pay back loans in a timely manner</p> <p>Trust in program provider that program will continue long-term and not be cancelled prematurely</p>

Substantial engagement, along with primary and secondary research has been undertaken to inform program design. A summary of existing energy conservation programs is attached as **Appendix C – Existing Energy Conservation Programs**, and other retrofit programs as **Appendix D – Summary of Home Energy Retrofit Programs**.

The Residential Deep Energy Efficiency Retrofit (R-DEER) program design outlined below offers Windsor a potential, long-term solution to address the challenges to achieving progress towards the city's climate and GHG reduction targets. By focusing on deep retrofits, which can achieve energy savings of 30-50% per home, R-DEER as designed may help reduce GHG emissions in the residential sector, aligning with Windsor's climate goals. These retrofits could include upgrades such as better insulation, energy-efficient heating systems, and renewable energy solutions, which support Windsor in meeting its targets, while also helping residents save on energy costs in the long run.

The R-DEER program not only supports Windsor's climate goals but also offers an opportunity to stimulate the local economy. By creating demand for skilled trades, energy auditors, and contractors, the program is anticipated to contribute to the growth of Windsor's green economy and local workforce. In addition, by reducing energy consumption in homes, R-DEER may help avoid the need for costly energy infrastructure investments in the future.

## Program Design

Residential Energy Efficiency Retrofit Program developers are tasked with deciding the appropriate level of energy savings and GHG reductions required from their program to achieve their desired objectives. Energy efficiency retrofitting allows the participant to perform an energy audit/assessment on their existing energy usage and determine a pathway to reduce energy consumption, GHG emissions, and operational costs.

### Approaches to Residential Energy Efficiency Retrofit Program Development

Historical and existing residential energy efficiency programs fall into one of two categories, either Shallow Retrofits or Deep Retrofits. Shallow retrofits, also known as minor retrofits, typically consist of low-cost, simple-to-implement changes that reduce energy consumption between 10 and 30%, and can involve one or a few of the following upgrades:

- Air sealing around windows, doors, wall cracks, and cavities with caulking or spray foam
- Adding insulation into attics, walls, and crawl spaces
- Replacing bulbs and lighting fixtures
- Adding low-flow faucet aerators and showerheads

While shallow retrofits typically involve a lower initial investment, there is a cost to delaying energy efficiency upgrades, and such actions typically do not assist to reach long term energy and GHG goals<sup>[9]</sup>.

Deep retrofits, also known as major retrofits, typically involve high-cost, complex items to implement changes. Deep retrofits are more cost effective in the long run. They address issues with the building envelope and integrate necessary upgrades to allow for energy efficient heating and air conditioning. Typically, as walls and ceilings are opened to access wiring, ductwork, and piping, multiple upgrades are completed at the same time. Deep retrofits aim to reduce a home's energy consumption by 50% or more, and can involve combining multiple upgrades including:

- Upgrading heating, cooling, and ventilation systems with a higher efficiency, non GHG emitting, and/or renewable energy options
- Substituting natural gas hot water systems with a higher efficiency, non-GHG emitting, and/or renewable energy options
- Replacing existing windows with higher performance models
- Adding insulation to walls, floors, and ceilings
- Using environmentally friendly materials and practices wherever possible, such as low embodied carbon options for insulation
- Installing low-flow toilets and high-performance appliances

Whole home is an approach used in deep retrofits that looks at the entire home as an energy system with interdependent parts. Taking a whole home approach allows homeowners, contractors, and energy advisors to develop a retrofit plan that includes energy conservation, energy efficiency, and/ or renewable energy strategies that can assist homeowners in making informed decisions about their retrofit journey



<sup>[10]</sup>. A retrofit plan considers all areas of the home, providing a roadmap on the retrofits recommended to reduce energy consumption and GHG emissions.

Planning out retrofits has an added benefit of mitigating upfront costs, as homeowners have a clear understanding of the entire process and can schedule upgrades so that retrofits can be staged to maximize benefits (i.e. building envelop and insulation projects completed prior to upgrades to HVAC equipment).

A retrofit plan will consider:

- Energy Conservation measures – reduced energy consumption through behavioural changes (adjusting temperature setpoints, turning off equipment not in use, etc.). These measures are typically no-cost, low-cost and are the easiest to implement.
- Energy Efficiency – leverages technology to reduce the amount of energy use for a specific function (i.e. LED lightbulbs, more efficient appliances).
- Renewable Energy measures – incorporates the use of non-emitting energy sources to build upon energy and GHG reductions. Allows for the transition of energy to cleaner, more sustainable sources.
- Net-Zero Transition – identifies opportunities to reduce or eliminate reliance on fossil fuel energy sources used predominantly for space heating and domestic hot water. The NetZero transition is a critical component in order to reach GHG reduction targets.

In general, the whole home approach leads to higher GHG reductions per home, as multiple upgrades are made in one large renovation, but there are some drawbacks to this approach, including:

- A potentially higher price tag for homeowners that can limit program interest
- The need for a larger number of contractors and added logistics
- Higher levels of inconvenience
- Longer construction periods

### Experience in Other Municipalities

Several municipalities across Ontario, Canada, and North America are offering home energy efficiency (aka retrofit) programs. Funding for home energy retrofit programs has historically been fixed to government policy through legislation and budgetary sources. Mandate changes, ruling political party changeovers, and exhaustion of budgetary sources have proven to be very detrimental to program longevity, with many programs suspended or cancelled before reaching their full potential.

Municipal programs in Ontario are relatively new with most operating for less than three years. It is too soon to say whether these programs will experience similar challenges in the future.

The PWT conducted a review of several historical and current home energy retrofit programs focusing on program eligibility, measures offered, program features, delivery methodologies, and financing. A combination of literature reviews and one-on-one interviews with municipal staff were conducted to gather relevant information. These program comparisons are attached as **Appendix D – Summary of Home Energy Retrofit Programs**. Several themes emerged that could be considered in any R-DEER program design, mainly:



- Long-term program viability
- Limited funds impacting on program scope
- Criteria homeowners utilize to justify participation<sup>6</sup>
- Contractor requirements<sup>7</sup>

#### *Long-Term Program Viability*

Many home energy efficiency programs are linked to a government directive or source of funding. As such, these programs are subject to changes in policy or government direction. Programs can be suspended or lose funding depending on government priorities. Government grants may be exhausted, discontinued, or reallocated, making it a challenge for programs to continue.

As programs enter and exit the market, it becomes a challenge for future programs to attract participants. Innovators and early adopters will recognize new opportunities and quickly benefit, whereas later participants may be skeptical that programs will stay in the market long enough to benefit them. Program design should consider program duration.

#### *Limited Funds Impact Project Scope*

Municipalities may see the benefit of promoting home retrofit programs but are not necessarily in the position to offer funds in the form of grants or loans to support homeowners. As the decision to finance programs at scale is often cost prohibitive for municipalities, many municipal programs have engaged third party lenders in providing financing options to participants. Programs must make tough decisions regarding the program's target market and the program features offered considering the amount of funds they have access to.

FCM provides funding through its Green Municipal Fund to assist municipalities to start up a home retrofit program and is intended to offset project costs for the first four years. As funding dwindles, FCM is looking at innovative programs that address local needs. The expectation is that programs become self-sufficient and continue once the one-time funding ends.

Of late, some third-party lenders (i.e. banks, credit unions, mortgage providers, and investment firms) are seeking to invest in programs promoting "green" initiatives like home retrofit programs and look to loan money to municipalities as these programs are aligned with Environmental mitigation targets and have an added benefit of certainty of repayment. Considerations are given to programs with the following key features:

- **Quantifiable Energy Savings:** Clear metrics demonstrating potential energy savings and reductions in utility costs are essential, helping investors assess the program's financial viability.
- **Robust Financial Models:** Transparent financial structures, including cost-benefit analyses and payback periods, are critical. Investors want to understand the return on investment (ROI) and risk profiles.
- **Scalability:** Programs that can be scaled across multiple building types or municipalities / regions tend to attract interest. Investors seek models that can be replicated efficiently.

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<sup>6</sup> Discussed as part of Homeowner Engagement

<sup>7</sup> Discussed as part of Contractor Engagement

- Strong Market Demand: Evidence of demand for home energy retrofits, such as regulatory drivers, incentives, or market trends, may enhance the attractiveness of a program.
- Comprehensive Solutions: Programs offering a range of measures as they address multiple aspects of energy efficiency.
- Innovative Financing Options: Creative financing solutions, such as LIC financing, or performance-based contracts, may make projects more attractive.
- Monitoring and Reporting: Features that allow for ongoing monitoring of energy savings and program effectiveness are important for accountability and continuous improvement.
- Education and Awareness: Programs that include elements of education and training for homeowners or contractors and service providers may enhance participation and long-term success.

As it relates to homeowner financing, most programs recognized the importance of offering flexible financing options to meet homeowner needs. A suite of grants, rebates, tax incentives, and loans are crucial in providing the funds required for participants to install retrofits providing the most benefit.

Collaboration and engagement with lenders (i.e. banks, credit unions, mortgage lenders) should address issues around lender consent and LIC disclosure. Programs have learned that requiring homeowners with a mortgage to acquire consent from their lender before participating in the program reduces uptake. Failure to obtain lender consent is one of the greatest reasons applications are denied.

Flexibility in financing terms and interest rates are other areas where municipalities could address local needs. Balance is required between the loan term length and the lifecycle of measures. Programs should aim for loan repayment to occur prior to the end of life of measures. Several existing programs allow fixed financing terms for up to 20 years on qualifying projects given historic low interest rates. This strategy was put in place to accommodate deep retrofits that have a longer payback period (i.e. solar PV, geothermal and air source heat pumps). With the recent increases in interest rates since spring 2023, affordability of capital has emerged as a potential barrier to participation.

Program design should consider how to best allocate program funds to maximize program participation. The project team heard from a variety of sources that preferential financing options alone are not sufficient to influence homeowner participation rates. Consideration should be given to expenditures that will provide the greatest benefit including:

- Grant vs. loan offerings
- LIC loan vs. Personal loan
- Application / user fees
- Funding single measures (i.e. cold weather air source heat pump)
- Income specific programming (i.e. low income)
- Program pilot which limits the number of participants (i.e. 50 retrofits to 500 retrofits total)
- Alignment with existing programs with funding options to avoid double incentives

## R-DEER Program Features

The R-DEER Program explored by Windsor's project working team incorporated the following features:

1. Energy Coaching services. Access to an energy coach and education materials to aid in the retrofit journey. An administration fee of approximately \$300 could be considered to cover the cost of this service, which could be offset by program grants and incentives.
2. Program grants and incentives. Participants who are not covered for a similar grant under another energy efficiency or retrofit program would be considered eligible. Grants included are the Audit grant and Low-income grant. Both grants are designed to encourage program participation by reducing upfront costs. Performance incentives are proposed for participants who demonstrate significant energy or GHG emissions reductions.
3. Flexible financing options. Program participants are provided with the option of financing home energy retrofits through a City Local Improvement Charge (LIC) or an unsecured loan with a financial institution. In this design, 25% of participants were anticipated to select the LIC option, with the majority (75%) utilizing an alternative (i.e. personal loan, loan provided from Canada Greener Homes Program).
4. Eligible measures include those focusing on energy and/or GHG reductions (excludes fossil fuel equipment), resiliency (i.e. flooding prevention, health and safety), and electrification (i.e. renewables, EV charging).
5. Program duration is projected to cover a period of 25 years (2026-2050).

The R-DEER Program could drive transformative reductions in energy end-use and GHG emissions and could stimulate local job creation by keeping energy dollars local. In addition, the R-DEER program design would be expected to address barriers to participation by:

- Encouraging home upgrade projects with high GHG reductions
- Promoting equity for low-income homeowners
- Promoting transparency and consumer choice
- Instilling market confidence for home upgrades
- Promoting high uptake
- Preventing unintended harm to tenants
- Addressing gaps in existing home upgrade programs and incentives
- Providing options that balance GHG reductions and that alleviate high upfront costs
- Providing flexibility in program options
- Limiting inconvenience for homeowners and contractor

### Program Theory Logic Model (PTLM)

A program theory logic model provides a visual representation of the program and the links between barriers, activities, and expected outcomes.

The program theory logic model, as illustrated in Figure 2, makes several assumptions about existing conditions/actions needed for program success, including:

- Funding available from FCM and other source capital
- Sufficient internal / external resources to deliver the program
- Robust financing and other enabling strategies

- Homeowners will use the supports and services available through the program

There are also external factors/influences that may impact outcomes, including:

- Competing City of Windsor priorities
- Additional staffing required for any new municipally-led program
- Municipal funding allocations may impact the tax levy
- Incentives / other program changes
- Program implementer/partner changes
- Supply chain constraints
- Risks associated with managing a financial lending program

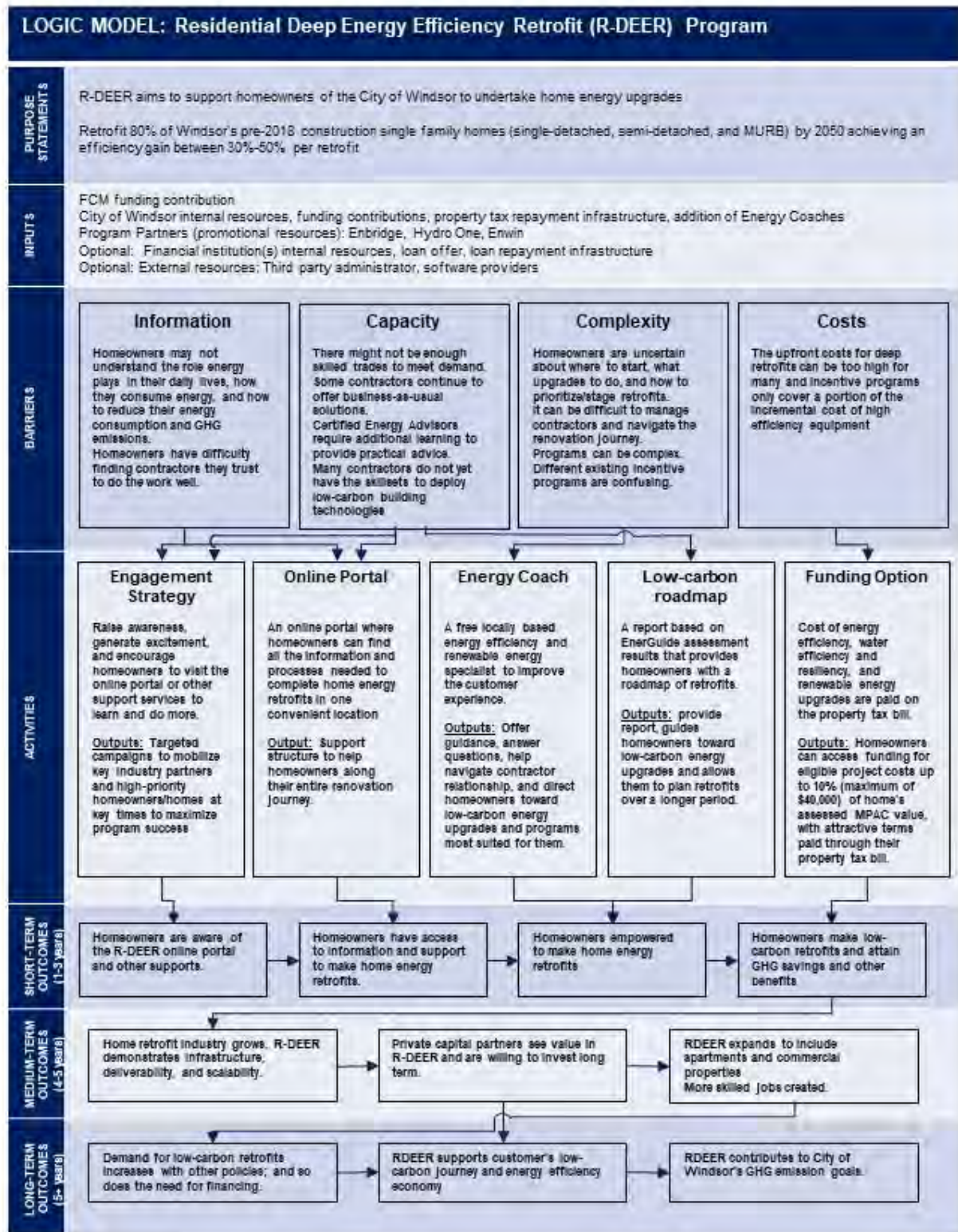


Figure 2: R-DEER program theory logic model



Below are program design elements considered for Windsor's Residential Deep Energy Efficiency Retrofit Program.

The following are suggested criteria for property eligibility:

- The home must be a low-rise residential property (e.g., detached, semi-detached, row housing and similar) three-storeys or less, on a permanent foundation with a space heating system and all windows and doors in place to be eligible for an EnerGuide assessment <sup>[11]</sup>.
- The home must be at least 20 years old at the time of application.
- The property must have a property tax account with the municipality and be in good standing (i.e. property taxes paid in full at time of application).

Participation in the program would be voluntary, and owner initiated. Suggested eligibility requirements are as follows:

- All registered owner(s) of the property must consent to participate in the program.
- The applicant must be the owner of the home in which energy improvements are made.
- Owner-occupants, landlords, and tenants with landlord approval would be eligible.
- There is no income level requirement.
- Retrofit work for which a loan would be used cannot start or have any materials purchased prior to approval by program administrator.


In line with R-DEER's goals, a list of potential eligible measures focusing on GHG reductions and electrification is provided in Figure 3. The final measures list should be determined prior to program implementation and/or as new technologies come on the market.

Energy and GHG reducing measures generally include HVAC equipment and control systems (heating, cooling, and ventilation), water heating, home insulation and air sealing, efficient windows and doors, renewables (solar PV, solar water heating), LED lighting, Energy Star® appliances, and smart thermostats. In alignment with the GHG abatement goals of the City of Windsor, natural gas furnaces, water heaters and appliances were not included as eligible measures in this proposed program.

### Core Eligible Measures


- Windows and doors
- Weatherizing/Air Sealing
- Insulation (attic, walls, other)
- Air-source/Ground-source heat pump for heating and/or cooling
- Electric Water Heater
- Air-source Water Heater

**\*fossil fuel equipment not eligible**



### Premium Eligible Measures

- EV Charging
- Solar Photovoltaic
- Solar Thermal
- Battery Storage
- HRV / ERV



### Resiliency Measures

- Sump Pump and overflow
- Backwater valve(s)
- Downspout disconnection
- Health and Safety Upgrades (i.e. electrical)




Figure 3: List of R-DEER Eligible Energy and Non-Energy Related Measures

The electrification of home heating (i.e. fuel switching from natural gas to electricity) for space or hot water heating offers a significant opportunity for GHG emission reductions. However, due to the low cost of natural gas, homeowners who switch to electricity may not see overall bill reductions (when considering utility bills and loan repayments), unless they obtain important rebates from ongoing programs. A recent report from the Canadian Climate Institute<sup>[12]</sup>, indicates that annual operating costs between a standard furnace and air conditioning package is comparable to a heat pump.

The program design suggests that any application that includes fuel switching from natural gas should involve a conversation with an Energy Coach to discuss the cost implications of these measures. The outreach should highlight both the advantages (i.e. emission reductions, air quality, insulating from future carbon pricing costs, opportunity to add air conditioning, etc.) and disadvantages (i.e. potential for increased homeowner costs).

The City of Windsor, as part of the grant application to FCM, introduced the concept of standardized retrofit packages, with the intention to simplify program offerings and reduce retrofit costs. A key learning emerging from stakeholder engagement is customer choice is paramount. Participants want the ability to select the measures that best fit their needs. There's a hesitancy among program stakeholders regarding selecting retrofits from a select number of packages with little to no opportunity for customization.

This program model is designed to offer participants options from any of the three categories (i.e. Core, Resiliency, and Premium). Retrofits should be made to the recommended levels (i.e., equipment performance standards, envelope upgrade levels, etc.) as outlined in the EnerGuide Pre-Retrofit Assessment. Program Energy Coaches are proposed to assist homeowners on their retrofit journey, including interpreting EnerGuide Assessments, selecting retrofit measures, contractor selection, etc.

In order to receive potential performance incentives, participants would need to complete one or more upgrade(s) that meet the energy reduction threshold of 30% to 50% and / or the GHG emission reduction threshold of up to 80%. Participants must address core measures before proceeding to resiliency and premium measures.

### Core Measures

Eligible retrofit measures indicated as Core measures form the basis of the proposed R-DEER Program. The replacement of older, less efficient, and predominantly fossil fuel equipment would assist in meeting targets. The program proposes a whole home approach to improving performance and not just the swapping of individual measures.

### Resiliency measures

Mitigation is one aspect to consider in the context of climate change. Climate adaptation and resilience (i.e. preparing and reducing a community's vulnerability to the severity of climate change related impacts) is also key as communities continue to feel the impacts of climate change.

Resiliency improvements may be viewed as highly valuable or even essential for homeowners to pursue home energy retrofits. In this R-DEER design, up to 30% of project funding is proposed for resiliency measures (which is aligned with FCM funding caps for non-energy measures). R-DEER program participants, through Energy Coaching services will have access to the City's existing resiliency programs:

- Basement Flooding Protection Subsidy Program (BFPSP)<sup>[13]</sup>.
- Downspout Disconnect Program<sup>[14]</sup>.

Each home is unique with different needs; thus, it is suggested that the homeowner use the non-energy improvement portion of the proposed loan for any items that fall within the allowable FCM categories, notably:

- Health and safety measures such as environmental remediation, electrical wiring improvements, and service upgrades that require undertaking to permit energy improvements.
- Water efficiency improvements such as low-flow fixtures.
- Climate adaptation improvements such as waterproofing basement and window wells, or sump pump battery back-ups and alarms.

### Premium measures

Premium measures include renewables, battery storage systems, heat recovery, and electric vehicle chargers. As new technology is introduced in the market, it would be assessed, and as applicable, added to the eligible premium measures list. Consultation with an Energy Coach is strongly encouraged for participants undertaking premium measures to ensure program goals are met.



Figure 4 illustrates the process a homeowner may follow in selecting retrofit measures to install.

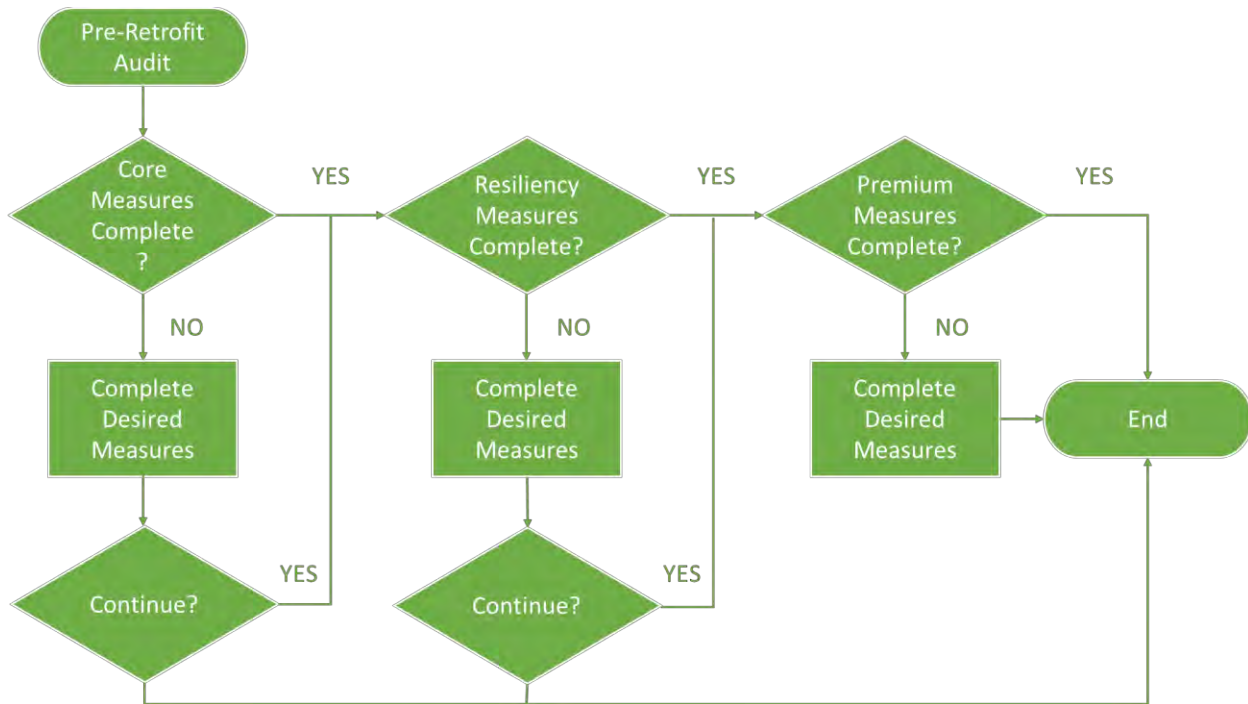


Figure 4: Measure Selection Flowchart

## Emergency Replacement Measures

Emergency replacement of space and water heating devices may be faced by homeowners. The R-DEER program proposes to offer an emergency replacement option for these items. Homeowners would engage with an Energy Coach to access information and additional funding options to assist with the selection of a higher efficiency, low-carbon replacements.

The following measures are eligible for emergency replacement measures:

- Primary (not secondary) space heating and cooling systems.
- Water heating systems.

A modified program could be offered, with no requirement for energy audits, with funding capped at \$10,000 per property. Submission of utility bills (electricity and natural gas) would be required for energy savings and GHG emission reduction calculations<sup>8</sup>.

## Contractor and Service Provider Eligibility

Contractors and service providers are a critical component of the R-DEER Program. While participants make the ultimate decision in contractor selection, the R-DEER program would outline criteria for contractors wishing to participate. R-DEER endeavours to balance the needs and address barriers faced by participants, contractors, and service providers.

<sup>8</sup> Minimum of 12 months of utility bills from pre and post installation

Contractors and service providers are attracted to programs with minimal program requirements that align with current operating models. While this R-DEER Program does not include providing a qualified contractor list, Table 3 below provides an overview of criteria contractors and service providers could expect to demonstrate for program participation. The purpose of the contractor and service provider criteria is to provide participants a measure of certainty that the contractors they engage are competent and reliable.

*Table 3: Contractor and Service Provider Criteria*

Contractor and Service Provider Criteria		
Mandatory	Recommended	Optional
Proof of Liability Insurance	Proof of professional Insurance	Membership in Windsor/Essex Home Builders Association
Company Licence / GST Number displayed on all quotes / invoices	Proof of applicable industry training for services offered (i.e. HRAI, NRCan)	Credentials / certifications as applicable for services offered
Completion of a City of Windsor sanctioned R-DEER Training session.	Complete Code of Conduct	

## Additional Program Feature Options

Consideration could be given to the inclusion of coaching or concierge services for participants and contractors, as lack of knowledge and project complexity are often cited as barriers to participation.

Another feature which could be included in programs revolves around the development of local partnerships which leverage in-kind contributions, whether advice for local experts on key program areas, development of post-secondary courses, opportunities for organizations to support the program through volunteer opportunities, etc.

## Contractor Networking

Pre-qualifying contractors could enable program success in that pre-qualification allows the program administrator to interact with contractors providing services to program participants. This pre-qualification can support both the contractors and the homeowners by:

- Ensuring consistent messaging in the market to promote customer awareness
- Supporting homeowners in finding contractors that have minimum qualifications
- Building relationships between the contractors and the program to identify opportunities to reduce costs and time requirements from the contractor.

## Technology

Technological advancements are rapidly increasing opportunities to reduce and manage home energy use. For example, smart thermostats and cold air heat pumps are now common upgrades that can manage a

home's thermal comfort even from a distance. The design of any energy efficiency retrofit program should be flexible enough to allow for recognized technology improvements.

Technology improvements are also incorporated into building codes and existing equipment to reduce the efficiency gap between the base and high efficiency models.

### Program Website / Portal

A website / portal could be the one place participants, contractors, and lenders can access that provides all relevant program information in a location that is easy to understand and navigate, as it would be the first point of contact with participants.

Program portals could include the following features:

- Step by step guide to assist participants in navigating the website
- Ability to interact with Energy Coach
- Educational content
- Checklists and forms
- Financial Resources
- Frequently Asked Questions
- Other resources deemed applicable

### Energy Coaching Services

Energy coaching services are a key proposed feature to provide guidance to participants. Energy coaches engage participants in one-on-one and / or group settings to:

- Build program awareness
- Answer questions
- Offer assistance in understanding Energy Audits, selecting measures, contractors, financing
- Provide peace of mind
- Share knowledge of other programs – provide assistance in off ramping and on ramping (incentive stacking).

Energy coaches could take the lead in providing participant education, allowing energy advisors and contractors to focus on their core responsibilities.

### Training

Training modules for participants and contractors in the form of webinars, workshops, continuing education courses and potentially micro credentials could be offered. Programming could be developed in collaboration with industry partners and post-secondary institutions. Formats may include in-person, virtual classroom, or asynchronous learning utilizing platforms such as YouTube.

### Program Steps

The R-DEER program framework developed by Windsor's project team aligns with FCM requirements, including the use of NRCan EnerGuide home rating systems for data collection and environmental

reporting. Figure 4 outlines R-DEER’s program steps, which are preliminary and subject to further refinement. They aim to reduce homeowner barriers while maintaining flexibility for potential integration with utility and government programs, should the program proceed to an implementation phase. Refer to **Appendix E: R-DEER Program Steps** for more detailed information.



*Figure 5: R-DEER Program Steps*

## Participation Forecast

The program uptake target is a hypothetical calculation aligned with CEP Strategy #1, which outlines an aspirational goal of retrofitting 80% of homes by 2041. As part of the R-DEER Business Case (2019), an analysis was conducted to forecast potential savings under this scenario (Table 4 below) <sup>[15]</sup>. Using the 2021 Census data, coupled with NRCan’s definition of a single-family home, the project team was able to set the maximum number of qualified homes at 71,265. 80% of the qualified number of homes was rounded to set the program uptake target at 57,200 homes. This target reflects the estimated number of eligible participants.

*Table 4: R-DEER Business Case Savings Metrics*

Savings Metric	Units	Savings
Electricity Saved	MWh/yr	690,000
Natural Gas Saved	MWh/yr	2,320,000
Water Saved	m <sup>3</sup> /yr	2,840,000
Total Energy Saved	MWh/yr	3,010,000
GHG Emissions Avoided	MTCO <sub>2</sub> e/yr	<b>0.235</b>

This analysis represents an estimated 64% reduction in residential GHG emission reductions, as compared to the 2014 baseline<sup>9</sup>.

To explore potential alignment with CEP and Net-Zero 2050 targets, the project team modeled and evaluated six hypothetical uptake curves.

- Option 1: Meet CEP Target of 80% of homes retrofitted by 2041 (High Uptake (CEP))
- Option 2: Meet 66.7% of CEP Target by 2041 (Mid Uptake (CEP))
- Option 3: Meet 33.3% of CEP Target by 2041 (Low Uptake (CEP))
- Option 4: Meet CEP Target of 80% of homes retrofitted by 2050 (High Uptake (2050))

<sup>9</sup> Corresponds to a GHG emission reduction of 0.366MTCO<sub>2</sub>e as calculated by City of Windsor Staff

- Option 5: Meet 66.7% of CEP Target by 2050 (Mid Uptake (2050))
- Option 6: Meet 33.3% of CEP Target by 2050 (Low Uptake (2050))

These uptake curves were evaluated as part of the R-DEER Market Validation Study conducted by Posterity Group. In discussions with the consultant, it was determined that the six identified uptake curves did not represent the actual uptake curves of other home energy efficiency programs offered in Ontario from municipal, utility or government sources. As a result, two additional options were developed and included in the analysis.

- Option 7: Meet 15% of CEP Target by 2041 (Ultra-Low Uptake (2041))
- Option 8: Meet 15% of CEP Target by 2050 (Ultra-Low Uptake (2050))

Figure 6 below highlights several program uptake curves, including the Market Validation Study (Results) uptake curve.

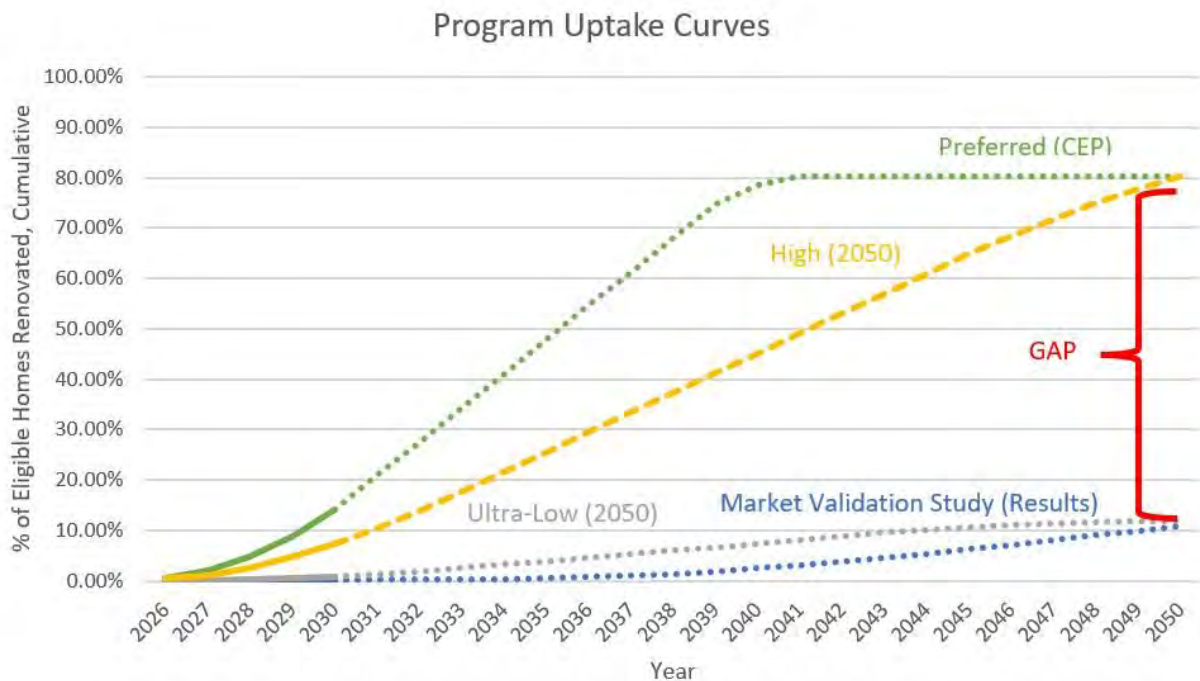


Figure 6: Program Uptake Curves

The graph represents the percentage of eligible homes renovated as compared to the total number of eligible homes. The Market Validation Study curve was suggested as part of the R-DEER Market Validation Study. Posterity Group benchmarked and evaluated uptake rates from a variety of municipal, utility, and government energy efficiency or energy retrofit programs, and developed a business-as-usual forecast model which aligns with the findings of the Market Validation Study, given the current levels of investment in deep retrofit programs <sup>[2]</sup>. In its findings, Posterity stated:

*An in-depth revision of the R-DEER program uptake forecasts determined that the R-DEER Ultra-Low (2050) Uptake forecast was the most reasonable estimate of program uptake rates compared to the other R-DEER uptake*

*scenarios but overestimated participation when compared with utility and government retrofit programs.*

The R-DEER program should include milestones at which time program uptake would be re-assessed to develop additional projections based on Windsor specific data. During the re-assessment, R-DEER would look to evolve the program to align with Windsor's climate targets and adapt to changes in the retrofit market (i.e. introduction of new utility or government programs).

### Aspirational Uptake Curve

To meet the target set out in the CEP, Windsor's R-DEER program would have to be designed using the High (2050) uptake curve, as illustrated in Table 5, while providing flexibility regarding program duration.

Table 5: Aspirational Uptake Curve (High (2050))

Year	Annual Homes Retrofitted	Cumulative Homes Retrofitted	Year	Annual Homes Retrofitted	Cumulative Homes Retrofitted
2026	300	300	2039	2,800	29,400
2027	500	800	2040	2,800	32,200
2028	1,050	1,850	2041	2,800	35,000
2029	1,500	3,350	2042	2,800	37,800
2030	1,800	5,150	2043	2,800	40,600
2031	2,200	7,350	2044	2,800	43,400
2032	2,450	9,800	2045	2,800	46,200
2033	2,800	12,600	2046	2,600	48,800
2034	2,800	15,400	2047	2,400	51,200
2035	2,800	18,200	2048	2,200	53,400
2036	2,800	21,000	2049	2,000	55,400
2037	2,800	23,800	2050	1,800	57,200
2038	2,800	26,600			

Reaching R-DEER's aspirational uptake curve would require substantial program investments from senior levels of governments and utilities.

## Financing Options

This section summarizes financing options that could be made available to participants to help increase program accessibility and participation.

Affordability of home upgrades is one of the most important program aspects that drives participation. Loans, grants, and incentives provide participants funds to undertake home retrofits without the need to fund the total cost of improvements in advance. Many programs in market provide financing options at the end of the project once the participant has validated installation through submission of invoices. The following items were considered when evaluating financing options:

- Recommendations from City legal and financing staff
- Appeal to residential homeowners
- Implementation experience from municipalities
- Ability to provide homeowner value

### Overview of Financing Options

Financing options for residential retrofit programs have been extensively studied by groups such as The Atmospheric Fund (TAF) <sup>[16]</sup>. These studies categorize tools into two main approaches: repayment mechanisms and credit enhancements. The R-DEER program framework explored the potential for administration fees to partially offset operational costs; however, the structure and extent of these fees would require further review and stakeholder engagement.

Programs should have the ability to provide additional value, flexibility, and be tailored to customer financing needs. Home upgrade programs typically offer one or more of the following financial incentives to homeowners.

- Grants and Rebates – non-repayable funds to participants to complete home energy retrofits. Programs can elect to provide grant funding upfront or after work is complete, with rebates provided only after work is complete. Providing grants upfront is seen as more inclusive, as those unable to pay upfront are still able to participate.
- Tax Incentives – reduced taxes (i.e. property) to incentivize program participation.
- (LIC) Loan – loans to property owners at favourable financing rates to pay for improvements that benefit property owners, which can include energy efficiency improvements, water upgrades, and climate action through home retrofits and improvements.

The table below provides a comparison of the three types of financial incentives that could be offered by municipal home energy retrofit programs.



Table 6: Comparison of Three Primary Financial Incentives Offered by Home-Retrofit Programs

		LIC	Grant/Rebate	Tax Incentive
Environment & Funding	GHG Reduction Potential	Highest	Lowest	Medium
	FCM Funding Available	Yes	Yes	No
City Supports	Count Towards municipal debt	Potential	N/A	N/A
	Repayment to City	Yes	No	No
	City personnel required	Yes	Yes	Yes
	Agreement with City required	Yes	Yes	Yes
Homeowner Needs	Homeowners required to pay upfront	No	Yes	Yes
	Supports Low-Income homeowners	No	Yes	No
	Available to a greater number of residents	Yes	No	Yes
	Repayments stay with the home	Yes	N/A	Potential
	Resale concerns	Potential	No	No
Other	Requires FTEs to administer	Yes	Yes	Yes
	Requires Marketing to run program	Yes	Yes	Yes
	Requires municipal by-law	Yes	Potential	Yes

Programs could have the option to assess administration fees. Although administration fees may pose a barrier for program participation, they may provide a mechanism to support program services. R-DEER proposes assessing a nominal administration fee for participants that may be partially or fully recovered by program incentives. The administration fee, which would be determined prior to program launch, is estimated to be in the range of \$100 to \$400 per application.

## Potential Financing Risks

Financing programs could have potential risks, for which mitigation strategies would be required. Mitigation strategies have been identified and are expected to be further fleshed out with program partners.

The potential impact for each of these risks are briefly examined in **Appendix F: Potential Financing Risks and Mitigation Strategies**



## Potential Financial Incentives

R-DEER could offer a portfolio of financing options, including grants, loans, and performance incentives.

### Grants

Grants could be offered to program participants provided that participants are not eligible for the same grant through participation in another program.

#### *Audit Grant*

Municipal programs like R-DEER accessing funding from the FCM's GMF CEF require pre- and post- retrofit energy audits to be completed by NRCan sanctioned Energy Advisors. Pre-Retrofit Energy Audits cost in the range of \$400 to \$700, with an additional \$200 - \$400 required for Post- Retrofit Energy Audits.

Several programs offer grants covering a portion of the costs of Energy Audits, provided that both the pre- and post- Energy Audit Reports are submitted to the program administrator. A grant of up to \$1,000<sup>10</sup> could be paid in two disbursements; up to 50% after submission of the preaudit, with the remaining after installation of a minimum of two (2) eligible measures as identified in the pre-Energy Audit is verified.

#### *Low-Income Grant*

As evidenced earlier in the report, many low income and/or marginalized communities may be challenged to participate in any retrofit programs due to costs. Low-income participants may require additional assistance to participate in the R-DEER program. A grant, up to \$2,000, may be considered in order to assist low-income participants with the installation of eligible measures, provided they are not eligible for similar incentives from other programs.

### Loans

While loans are a potential source of funding for the program, it is recognized that obtaining funding for loans poses a significant challenge for the program. Adjustments to funding sources and maximum loan amounts may be required as the program matures. An R-DEER program must ensure the long-term viability of loan funding. Capping annual loan expenditures, limiting eligibility based on income, or limiting eligible measures are options requiring additional consideration. To improve flexibility, R-DEER participants could also have the option of applying for a LIC or personal loan.

#### *Local Improvement Charge (LIC)*

Several groups such as TAF, Clean Air Partnership, and the Pembina institute have completed reports and analyses on the effectiveness of Local Improvement Charges as a tool to incentivize participation in municipal programs. In 2005, the Pembina institute released its "using Local Improvement Charges to Finance Energy Efficiency Improvements: Applicability Across Canada" <sup>[17]</sup> for the Office of Energy Efficiency. This report has been referenced by several municipal programs and outlines principles that could be incorporated into LIC programs such as:

- Participation is voluntary

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<sup>10</sup> Grant not to exceed the actual cost of the pre- and post- Energy Audits minus any applicable grants/rebates/incentives received from other programs

- Financing covers most or all of upgrade costs
- Long financing terms (up to 30 years)
- Financing can be combined with other programs
- Finances are permanently fixed to the property
- LIC agreement is retained on file with the local municipality as a lien on the property that can be transferred between owners

LICs could be considered as a low-risk way for municipalities to encourage investment in measures with long payback terms or community benefits by providing homeowners access to capital. The Ontario Municipal Act, 2001 (O. Reg. 586/06) allows municipalities to offer LIC loans to homeowners for infrastructure improvements and programs. This regulation has been used to facilitate the implementation of home upgrade programs by financing energy efficiency and renewable energy measures voluntarily carried out by individual property owners.

LIC loans are recoverable and do not directly impact a municipality's debt provided the municipality has sufficient working capital to fund the loans. In the event loan repayments are in arrears, the overdue amount can be recovered from the property(ies) using a special priority lien that takes precedence over other liens on the property, including mortgage liens. LIC's may also assist the municipality in obtaining private investment for programs by bundling upgrades or programs to meet private investment thresholds.

From the homeowner perspective, the capital provided from the LIC may be used to complete improvements that reduce energy consumption and flood risks, while improving home comfort. Utility bill or insurance premium savings may then be used to offset LIC repayments. Additional benefits to homeowners may include:

- Eliminates or minimizes the need of upfront capital to finance home energy retrofits, thereby allowing low-income individuals to upgrade their homes
- Loan is attached with the property, and can be paid in full or transferred upon sale of a home ensuring homeowner does not continue to payback a loan for a home they are no longer living in

From a program design perspective, LICs offer an effective financing tool with the potential to increase program participation. When homeowners have a source of financing that reduces or eliminates the need for upfront capital, they may be more likely to complete upgrades that are more complex and expensive and contribute to greater GHG emission reductions. Municipalities often have the ability to arrange for longer term, low interest financing based on the municipality's credit rating.

Refer to **Appendix G: Local Improvement Charges** for more details.

#### R-DEER LIC Eligibility

To limit the municipal funding which would be required to support an LIC program under the proposed framework, it is proposed that R-DEER LIC loans be capped, for example, at the lesser of \$40,000 or 10% of the MPAC-assessed value of a participating property. Eligibility criteria and minimum upgrade costs, such as a \$10,000 threshold, could also be taken under consideration.

### Personal Loan Eligibility

To be eligible for a Personal Loan Stream, this study proposed that applicants must meet the program eligibility criteria, along with the requirements required by local lender(s). The applicant must agree to abide by R-DEER reporting requirements.

### Performance Incentives

R-DEER could also offer performance incentives for retrofit projects that meet a performance target, either energy savings (in GJ) or GHG emissions reduction (in tCO<sub>2</sub>e). Future performance incentives could include Community Improvement Plans (CIPs) and incentives for the installation of solar, EV chargers, or other measures.

## Program Delivery

Partnerships between several organizations are anticipated to be required to deliver an R-DEER program successfully. A Program Delivery Agent (PDA) could be responsible for program implementation and administration. The type of organization tasked with program delivery could include municipal, utility, and / or nongovernment organizations (NGO) (i.e. community groups, non-profits, 3<sup>rd</sup> party administrators).

This section proposes roles and responsibilities for successful delivery of an R-DEER Program, including:

- PDA core responsibilities
- PDA selection criteria
- Staffing
- Long Term Goals

The PDA would be responsible for program implementation including activities for:

- Initial set-up
- Management and/or coordination
- Day to day operations
- Other activities as applicable

### PDA Core Responsibilities

The core responsibility for the PDA would be to administer the R-DEER program and address identified barriers to participation through streamlining processes, targeted guidance, and building trust-based relationships between homeowners, contractors, the PDA, local stakeholders, and others. Lack of knowledge has highlighted the need for ongoing education and guidance to improve program interest and uptake. This need stems from homeowner and contractor confusion regarding the energy retrofit market, namely:

- Constant changes to programs by utilities or upper levels of government.
  - Understanding how homeowners can leverage multiple programs to increase financial incentives.
  - Technological advances that impact retrofit eligibility.
- Lack of consistent messaging on the benefits of home energy retrofits.
- Assessing the best options for home energy retrofits based on homeowner needs.

A PDA could help build the required relationships between local stakeholders, contractors, and service providers to increase interest and program participation. Coordinating with existing programs offered by utilities and upper levels of government would allow a delivery agent to develop a complementary program to achieve meaningful GHG emission reductions. The PDA should prioritize:

- Exceptional customer service geared towards improving participant and contractor experience. This may include items such as setting up energy audits, gathering contractor quotes, identifying paperwork that needs to be submitted for grants, and other tasks deemed essential.

- Understanding current market offerings. This may include understanding requirements and financing options available through other programs, so participants can take advantage of rebates, incentives, grants, loans, etc.
- Building trust through accountability, honesty, and transparency to create a positive reputation. Note these services are customer focused, not operations focused.
- Provide awareness of other programs available through other groups, such as climate adaptation programming.

Table 7 provides an overview of the core PDA responsibilities and the program barriers they address.

*Table 7: Core PDA Responsibilities*

Focus	Responsibilities	Barrier(s) Addressed
<b>Program Process</b>	<ul style="list-style-type: none"> <li>• Helping homeowners coordinate baseline GHG analysis, such as helping to gather data, communicating with energy advisors to set up energy audits, etc.</li> <li>• Identifying local contractors available to complete work.</li> <li>• Point of contact for contractor and homeowner.</li> </ul>	<ul style="list-style-type: none"> <li>• Homeowner and contractor capacity.</li> <li>• Technical knowledge required by homeowner.</li> <li>• Construction inconveniences.</li> <li>• Customer distrust.</li> </ul>
<b>Funding and financial support</b>	<ul style="list-style-type: none"> <li>• Identifying funding opportunities that align with home energy retrofit goals.</li> <li>• Source for funding inquiries.</li> <li>• Support funding submissions that may be required.</li> </ul>	<ul style="list-style-type: none"> <li>• Linking retrofits to financial incentives.</li> <li>• Low Return on Investment (ROI).</li> </ul>
<b>Home Energy Use</b>	<ul style="list-style-type: none"> <li>• After baseline is complete, homeowner is guided through how their home is using energy, retrofit options (home as a system).</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of awareness regarding retrofit benefits.</li> </ul>
<b>Home Retrofit Options</b>	<ul style="list-style-type: none"> <li>• Communicating options for homeowner based on their end goals and needs at their level of understanding.</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of understanding for retrofit options.</li> <li>• ROI</li> </ul>
<b>Financial Assistance</b>	<ul style="list-style-type: none"> <li>• Understanding options available, eligible retrofits, submission requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of knowledge navigating programs</li> </ul>

Consideration should be given to the following administrative responsibilities undertaken by the PDA:

- Screening homeowners for eligibility.
- Home energy retrofit education.
- Contractor coordination including training and contractor compliance.

Energy coaching services, including guiding program participants through process, answering questions, and aiding with accessing financing options (i.e. loans or incentives) and completing applications.

- Coordinating with municipal personnel<sup>11</sup>.
- Pairing non-GHG related offers with more aesthetic or functional incentives additional value can support uptake.
- Conducting post-retrofit inspection and arranging homeowner sign-off.
- Program measurement and verification activities.
- Marketing to grow applicant base, which is expanded upon below.

## PDA Selection Criteria

The R-DEER PWT explored several delivery options that other municipalities have chosen to administer home energy retrofit programs, focusing on PDA definitions, and the advantages and disadvantages for each. A summary of PDA delivery types is provided in Table 8. Refer to in **Appendix I: Advantages and Disadvantages of Program Delivery Agent Options** for additional information on the advantages and disadvantages of each PDA type<sup>[18]</sup>.

Table 8: PDA Delivery Type Options

Delivery Type	Description	Additional Information
<b>Public Sector</b>	Government entity organizes and coordinates program and secures or supports funding	<ul style="list-style-type: none"> <li>• Easy to implement</li> <li>• Municipal processes utilized (i.e. procurement, By-law, LIC)</li> <li>• Option to implement in partnership with other programs (i.e. social housing)</li> </ul>
<b>Community-Led (Not for Profit)</b>	Community-owned program focusing on impacts and community needs	<ul style="list-style-type: none"> <li>• Decision based approach that balances profits and needs of participants</li> <li>• Favours community goals (i.e. renewable energy)</li> </ul>
<b>Market-Based (For Profit)</b>	Minimal government intervention, free-market approach	<ul style="list-style-type: none"> <li>• Increased potential for profit</li> <li>• Requires consumer protections to protect against predatory sales tactics</li> <li>• Seen in programs with large scale uptake</li> </ul>

## Long-Term PDA Goals

The requirements to support significant GHG reductions in a financially sustainable manner would likely change over time as the program grows. To ensure the long-term stability of the program the following are offered for future consideration:

- Partner with other municipalities to streamline program offerings to reduce confusion and financial needs

<sup>11</sup> LIC retrofit loans must be managed by the City of Windsor. Ontario law requires municipalities be responsible for registering LICs and collecting payments through property taxes.

- Give consideration to other entity options that can support key areas of the project, such as marketing
- Program scaling based on technology improvements, pricing changes, and customer wants

## Community Engagement and Marketing

Communication is an ongoing activity for any program that serves, depends upon, or interacts with the community. The purpose, audience, message, and communication channels may change, but the need to maintain relationships with the media and with key community stakeholders remain. As a result, a communication plan that incorporates community engagement and marketing should be considered and revised periodically based on program experience, and feedback received.

Effective program marketing and community engagement are essential to ensure any R-DEER program is reaching its target audience. Common barriers to the success of home energy retrofit programs are ineffective marketing and knowledge sharing.

### Community and Engagement Marketing Plan Components

At a high level, a marketing and communications plan<sup>[19]</sup> should:

- Identify program audience or stakeholder groups
- Identify key messages
- Plan and design the message
- Consider resources
- Plan for obstacles or emergencies
- Strategies for media and identifying those who can help spread message
- Create Action Plan
- Evaluate plan effectiveness

### Identify Program Audience / Stakeholder Groups

The City of Windsor engaged a consultant to conduct a Market Validation Study<sup>[2]</sup> as part of the R-DEER program development to provide assistance in identifying homeowner personas likely to participate in the program. Personas are fictional, generalized representations of an ideal participant. The personas provide insights into homeowner thoughts and motivations and help with programming, as it enables programs to create targeted marketing and communications for different segments of the population.

Each R-DEER persona developed includes a persona biography, summary of motivations, and challenges faced. This information is used to understand typical profiles of program participants. Key participant personas identified include:

- Price Conscious Homeowners, including DIYers
- Low Income Homeowners, including Seniors
- Environmentally Minded Homeowners

In addition to program participants, there may be other stakeholder groups interacting with the program and requiring program marketing and communications. Key stakeholder groups include:

- Contractors, Suppliers, Service Providers
- Realtors and Homebuilding Associations



- Financial Institutions
- Environmental Organizations
- Educational Providers (i.e. organizations, post-secondary institutions)
- Other groups as appropriate

As stakeholders have unique needs and motivations, consideration should be given to the following when completing a community engagement and marketing plan.

- Program branding. A strong brand would help in identifying the program and reinforce high quality service offerings from trusted sources.
- Program benefits. People will participate in the program for a variety of reasons.
- Program marketing and communications should touch on all the benefits and target multiple stakeholder groups. For example, some participants will take part in the program as it meets environmental targets, or because equipment needs replacement, while others will be looking for benefits to aesthetics, home comfort, cost savings, and resale value.
- Simple, concise language to communicate the program to all stakeholders.
- Education and outreach.

### Identify Key Messages

To increase uptake from homeowners and service providers, these messages could be communicated effectively:

- Program benefits that are concise and appeal to key stakeholders.
  - Comfort is a more universally accepted motivator for program uptake, as compared to energy use, climate, or environmental impact
  - Home upgrades improve home comfort, not just energy efficiency
  - Efficient homes are less likely to face mold and drafts, making for healthier air quality
  - Home upgrades can future-proof a home, increasing market value. Upgraded homes are more resilient to power outages and climate change

Key messages can be communicated through coordinated and repetitive messaging using trusted sources. Engagement touchpoints with homeowners, contractors and community stakeholders are also effective in communicating key messages.

### Consider Resources

The Community Engagement and Marketing Plan should consider the personnel and budgetary resources required, and detail the funds and personnel required to launch and implement an effective community engagement and marketing plan.

### Strategies for Media

The Community Engagement and Marketing Plan should include strategies for establishing, building, and maintaining relationships with local media outlets, including TV, radio, and print media. These relationships would assist the program in getting the message out to the community stakeholders that R-DEER would need to reach.

Aside from traditional media, word of mouth is a low-cost way to get the message out. Contacts with local individuals, including community leaders, business leaders, community activists, etc. will each have access to members of the community that can be called upon to deliver key messages.

### Create Action Plan

This step puts all the components together in a clear and concise document with roles, responsibilities, tactics and actions. Refer to **Appendix J: Tactics and Actions for Community and Engagement and Marketing Plan** for additional information.

### Evaluation

The Community Engagement and Marketing Plan should undergo an evaluation to rate successes and obstacles to identify future improvements.

## Program Governance

The proposed R-DEER program framework explores the potential roles of a Program Advisory Group and a Program Delivery Agent to facilitate governance and execution. These entities are envisioned to collaborate with the City of Windsor to ensure alignment with program objectives. The governance structure outlined is a preliminary concept and may evolve based on stakeholder feedback and further refinement.

The proposed governance model outlines potential roles and responsibilities for stakeholders to support transparency and accountability. Final decisions regarding ultimate governance structures would depend on further deliberations by City Council.

Upon review of several options, the project working team suggests that any municipality considering an R-DEER program could issue an Expression of Interest and invite interested entities to provide proposals to become the PDA for the implementation of R-DEER. The following groups could be called upon to provide input for program governance:

- Municipal Staff
- Program Advisory Committee
- Program Delivery Agent

Depending on the outcome of an EOI/RFP for the PDA, responsibilities could fall under a municipal department, a Municipal Services Corporation affiliated with the municipality, or a 3<sup>rd</sup> party entity. Responsibility considerations are outlined in Table 9 below.

*Table 9: Key Groups in Home Retrofit Program Delivery and Associated Responsibilities*

Group	Responsibilities
<b>Municipality</b>	<ul style="list-style-type: none"> <li>• Formal decision-making authority and issuance of directives</li> <li>• Responsible for staffing decisions regarding PDA leadership</li> <li>• Work with PDA with application processing, approvals, and LIC loans</li> <li>• Reporting to Council, as needed</li> </ul>
<b>Program Advisory Group (PAG)</b>	<ul style="list-style-type: none"> <li>• No formal decision-making power and cannot issue directives</li> <li>• Provides recommendations, expertise, and supports program goals</li> <li>• Act as program ambassador</li> <li>• Evaluates program performance and metrics</li> <li>• Reviews program metrics and feedback to support program or strategy changes</li> <li>• Act as an independent and unbiased sounding board</li> </ul>
<b>Program Delivery Agent (PDA)</b>	<ul style="list-style-type: none"> <li>• Leader responsible for staff hiring and training</li> <li>• All aspects of program implementation</li> <li>• Reporting to Advisory Group and City Environmental Sustainability and Climate Change staff</li> <li>• Reporting to Council, as needed</li> </ul>

Key groups should interact with each other regularly to ensure performance goals are met and to ensure transparency and accountability.

## Program Advisory Group

A Program Advisory Group (PAG) is proposed that would meet monthly or bi-monthly to provide advice, feedback, and program accountability. Representatives could include:

- A citizen representative from each municipality where the program is offered, should the program be offered regionally.
- Relevant municipal staff from each municipality where the program is offered. This may be environment sustainability staff, with guest invitations to building, communications, finance, legal, planning and other relevant groups, as needed.

In addition to the criteria above, the PAG should endeavour to include individuals with different knowledge and skills. This ensures that all program areas and impacts are considered when decisions are made. PAG may include members from:

- Diverse populations (i.e. communities of colour, Indigenous peoples, social service organizations with experience with immigrants and/or low-income populations)
- Local businesses with technical expertise
- Local Homebuilding Association
- Local environmental groups
- Utilities
- Chambers of Commerce, or BIAs
- Educational institutions

## Program Delivery Agent

Depending on the structure of the PDA, the ongoing relationship with the municipality could include:

- Consistent contact between PDA and municipal staff regarding program direction, feedback, and how City departments support the program.
- City serves as link to other municipalities for discussion, input, and planning for any program aggregation opportunities.
- PDA works within budget as approved by the City.
- PDA and City work together in reporting to Council, as needed.

## Program Partnership Strategy

The draft framework suggests that partnerships with local contractors, financial institutions, and community organizations could enhance program delivery. The development of any formal agreements would be contingent on council approval and further negotiations to ensure alignment with municipal priorities and community needs.

Partnerships provide value by enhancing the impact and effectiveness of program actions through a combined and more efficient use of resources and funds. The enhanced value must be realized by all

partners involved. A clear understanding of the expertise, capabilities, and roles of all partners is important for partnership success. The draft framework proposes to achieve the following goals:

- Identify partners to financially support the program through long-term partnerships that are beneficial to both parties
- Collaborate with local businesses, groups, and organizations with similar interests, or end goals that could increase outreach through cross-promotion of program materials etc.
- Aggregate program delivery with neighbouring municipalities to share resources
- Identify partnerships that further incentivize participation that also benefits the partner

The partnership strategy should focus on developing objectives, strategies, and tactics through collaboration and regular communications. Table 10 outlines considerations for partnership planning.

*Table 10: Outline of Recommended Suggested Steps to Developing a Partnership Plan*

Step	Description
<b>Identify type of partnership(s) desired</b>	What purpose / goal is the partnership looking to fulfill? Is funding available? Does an outreach network exist? Strategies and tactics for engagement?
<b>Identify partner interests</b>	When developing the value proposition for partners, an assessment of partner interests. Outcomes may be used to identify goals, skill gaps, vision statements, and assist in reducing duplication of effort.
<b>Donor Timing</b>	As applicable, plan out timing for funding, understand funding cycles, and identification of key dates
<b>Develop Value Proposition</b>	Once partners have been selected, start building relationships based on interests and value added

The following table provides an overview of the strategic goals and priorities of the R-DEER's partnership strategy, which could also assist in the development of a financing strategy while striving to achieve the program goals.

Table 11: Partnership Strategy – Goals and Priorities

Categories	Goals	Priorities
Diverse Relationships	Ongoing In-kind support to fill program and delivery gaps	Identify how post-secondary institutions can assist in filling knowledge gaps and expand capacity
	Facilitate Sponsorship Opportunities	Establish list of local businesses, organizations, and community groups that can support education and promotion efforts
	Partnerships focusing on home comfort will be established during pre-launch	Establish volunteer network to support program
Financial Collaboration	Program launches with a single municipal partner, with plans to expand by year 5 as applicable	Identify other local municipalities that would be interested in collaborating in a regional program
	Additional financing options and partners identified by year 3 to support increased uptake	Research funding options and grants that focus on affordable housing or multi unit residential buildings
		Stakeholder outreach for third-party financing, creation of green bonds, etc.
Program Value and Impacts	Develop key performance metrics (quantitative and qualitative) for annual reporting tailored for each partner	Collaboration with partners to identify information and metrics for reporting
		Create template for partners to report annually on the impacts of their support

The strategies and priorities proposed are expected to change and evolve over time. The table below highlights tactics that could be completed in the short (1-4 year), medium (5-7 years) and long-term (8+ years). The tactics address funding (including staff resourcing), improving program uptake through marketing and outreach, and adding additional value for participants.

Table 12: Partnership Tactics to Increase Program Funding

Timeline	Tactics	Rationale	Examples
Short Term	Sponsorships	Work to reduce municipal contribution (%)	Home Builder Association, utilities, local companies, insurance groups
		Justifies interest in program	
	Program Uptake through marketing and outreach	Outreach is crucial for program uptake	Local non-profits and groups with similar programs for cross-promotion
		Partners assist in expanding reach and saving marketing dollars	
	Local Business partnership	Provide value add to business owner and participant	
Medium Term	Collaboration with additional municipality	Work to reduce municipal contribution (%)	PACE Atlantic
		Streamline processes and reduce confusion in region	
	Explore options for green bonds	Raise significant long-term funding	Green Bonds Toronto
Long Term	Incorporate private funding	Support program scaling	Municipal programs with provisions for 3 <sup>rd</sup> party loans (i.e. Durham, Peterborough)
		Potential for additional business development	

## Staffing

Personnel resources would be required to oversee program delivery. The number of program personnel could be scaled by combining roles at launch and expanded as program participation increases.

A potential staffing structure outlining key staff positions and proposed program responsibilities based on lessons learned from other programs are noted below. Staffing requirements would be expected to change over time in response to program progression and may involve onboarding of additional staff with specialized skills in customer experience and education, marketing and communications, and partnership development.

Table 13: R-DEER's Staffing Proposal

Area	FTEs at Pre-Launch	FTEs at Launch	FTEs at Full Scale
<b>R-DEER Program Administrator</b>	0.75	1.0	1.0
<b>Energy Coach(es)</b>	0.0	0.5	3.0
<b>Communications and Marketing Coordinator</b>	0.1	0.5	1.0
<b>Program Analysts</b>	0.0	0.5	3.0
<b>Legal Counsel (Contracts)</b>	0.15	0.5	1.0
<b>Measurement and Verification (M&amp;V) Professional</b>	0	0.25	1.0
<b>Total</b>	<b>1.0</b>	<b>3.25</b>	<b>10.0</b>

### R-DEER Program Administrator

The R-DEER Program Administrator would be responsible for program oversight and day to day operations.

### Energy Coaches

Energy Coaches are proposed to be the principle contact for homeowners and responsible for providing education, expert guidance and quantifying program savings.

### Marketing and Communications Coordinator

A Marketing and Communications Coordinator is proposed to develop marketing and promotional materials, and program communications. Relied on heavily during program pre-launch, responsibilities may include:

- Developing media releases and promotional campaigns
- Assisting the development of program brochures
- Creating video content for You Tube and other platforms
- Assisting in the development of program logos, and branding

### Program Analyst

Program Analyst positions should be allocated to provide program oversight as it relates to financing and budgetary tasks associated with program implementation, with particular focus on setting up and administering LIC accounts on behalf of participants.

### Legal Counsel

Legal Counsel is another potential R-DEER role whose participation may vary depending on the number of active participants. Their primary role is to coordinate legal reviews and completion of legal documents between all participants as required.

### Measurement and Verification Professional

A Measurement and Verification Professional could be secured to measure individual and program progress and report on program key performance indicators / metrics.



## Program Budget

R-DEER's program budget has been projected assuming a gradual participation uptake for the first couple of years, and includes allocations for administration of the program, and grants, incentives and loans.

It is crucial to consider that, according to the Market Validation Study commissioned by the project team, substantial investments from federal and provincial governments are required to meet home energy retrofit goals. Municipalities cannot afford the long-term program costs alone.

## Administrative Budget

For any R-DEER program to be successful, a robust administrative structure is required. This report outlines the budget considering the option of the City as the Program Delivery Agent with full responsibility for program delivery, although alternative program delivery agents could be secured through an Expression of Interest process. The administrative budget consists of payroll and program costs.

R-DEER's staffing proposals at launch and at full capacity, measured in Full Time Equivalents (FTEs) are outlined in Table 13. R-DEER responsibilities would likely require the creation of new roles. For example, the R-DEER Program Administrator and Energy Coach(es) positions would dedicate 100% of their time to the program.

Below is an overview of R-DEER Program costs, including highlights of cost allocations and departmental leads.

Table 14: R-DEER Program Cost Areas

Area	Description	Cost Allocations	Department Lead	Frequency
<b>By-law pre-work</b>	Preparing by-law and completing due diligence for LIC financing	Municipal staff time to draft by-law and complete due diligence review	Municipal legal, financing, and ESCC staff	One-time
<b>Program set-up</b>	Securing capital funding to issue loans, Creating administration components for program delivery	Municipal staff time to review and prepare documentation and processes Municipality staff time to complete Program Delivery Agent selection	Municipal ESCC, communications, legal, and financing staff	One-time
<b>Web Portal Development</b>		Purchase of platform or equipment Consultant or municipal staff time to set-up, configure, and monitor portal	Municipal IT, communications, and ESCC staff	One-time
<b>Program Launch</b>	Planning launch details Developing program logo and branding	Municipal staff time to develop processes and operation procedures Consultant time to develop program name, logo, and branding	Municipal ESCC Staff  Marketing Consultant	One-time
<b>Communications, Marketing, and Training</b>	Developing promotional materials Developing training materials in collaboration with education partners	Municipal staff time to develop and review communications, marketing, and promotional material Municipal and educational partner time to develop and implement training modules	Municipal ESCC, and Communications Staff Education partner	Ongoing
<b>Operating costs</b>	Ongoing costs needed to deliver the program Includes equipment and supplies	All aspects of program implementation (staffing, communications, day to day costs)	Municipal ESCC Staff	Ongoing
<b>Individual participant costs</b>	Costs incurred to enroll participant in LIC Includes collection of Application Fees	Municipal staff time to create, review, and process LIC documents and contracts	Municipal ESCC, Legal, and Tax Staff	Ongoing

## Grant / Incentive Budget

The R-DEER program offers participants one or more available grant and incentive payments. Estimates are presented below for grant and performance incentive disbursements for the program's first four years.

Table 15: Grant and Performance Incentive Disbursements (Proposed)

Grant	Expenditures (\$)			
	Year 1	Year 2	Year 3	Year 4
<b>Audit Grant</b>	145,000	400,000	775,000	1,275,000
<b>Low Income Grant</b>	15,000	50,000	105,000	150,000
<b>Grant Totals</b>	160,000	450,000	880,000	1,425,000
<b>Performance Incentives</b>				
<b>Energy Consumption / GHG Emissions</b>	240,000	400,000	1,070,000	1,500,000
<b>Total Grant and Incentive Budget</b>	400,000	850,000	1,950,000	2,925,000

#### *Loan Budget*

The loan budget for R-DEER was estimated assuming that 25% of program participants would select the LIC financing option, while remaining program participants would fund their home energy retrofits through homeowner lines of credit, or personal loans. The budget presented illustrates the scope of the funding required to meet forecasted participation. Strategies and partnerships required to meet financial shortfalls would need to be explored further in R-DEER's Capital program: Home-energy upgrade financing program application.

R-DEER's program costs for the first four (4) years of program implementation, which align with FCM's CEF Capital Project Funding for Home-energy upgrade financing, are highlighted below.

The following is a list of assumptions utilized to create the program budget:

- 100% of the forecasted participants will apply to participate and make use of services and education provided by Energy Coaches.
- Participants will be assessed a \$300 administrative fee which will help to offset program costs.
- The design rationale assumes 25% of total participants will use the LIC option, as the homeowner survey indicated personal funding options such as personal savings, lines of credit, banks loans etc. are the preferred payment methods for home energy retrofits.
- A portion of the budget from the BFPSP will be shared with R-DEER for properties participating in both programs simultaneously.

Table 16: R-DEER Program Budget with Four-Year Financial Support from FCM's Loan and Grant Capital Program

FCM + Municipal Support						
		Pre Launch	Year 1	Year 2	Year 3	Year 4
Number of Homes upgraded			300	500	1,050	1,500
Number of Homes Financed through LIC (25)			75	125	236	375
<b>Expenses</b>						
		Pre Launch	Year 1	Year 2	Year 3	Year 4
Payment Type	Frequency	Amount(\$)	Amount(\$)	Amount(\$)	Amount(\$)	Amount(\$)
Payroll	Annual	150,000	450,000	670,000	775,000	1,000,000
Program Costs	Annual	1,050,000	450,000	200,000	125,000	120,000
LIC Loan Disbursements	Annual	0	3,000,000	5,000,000	10,520,000	15,000,000
Rebates / Incentives	Annual	0	400,000	850,000	1,950,000	2,925,000
<b>Total Program Expenses</b>		<b>1,200,000</b>	<b>4,300,000</b>	<b>6,720,000</b>	<b>13,370,000</b>	<b>19,045,000</b>
<b>Revenue</b>						
		Pre Launch	Year 1	Year 2	Year 3	Year 4
Funding Source	Frequency	Amount(\$)	Amount(\$)	Amount(\$)	Amount(\$)	Amount(\$)
Customer Administration Fees	Ongoing	0	90,000	150,000	315,000	450,000
<b>FCM Funding</b>						
Grant	One-Time	1,050,000	12,750,000	1,200,000	750,000	250,000
Loan Loss Reserve (5% of FCM Loan)		0	125,000	125,000	125,000	125,000
FCM Loan Capital	One-Time	0	525,000	1,075,000	1,275,000	1,625,000
<b>Total FCM Funding</b>		<b>1,050,000</b>	<b>2,400,000</b>	<b>2,400,000</b>	<b>2,150,000</b>	<b>2,000,000</b>
<b>Municipal Funding</b>	Ongoing	150,000	1,900,000	4,320,000	11,220,000	17,045,000
<b>Total Program Revenue</b>		<b>1,200,000</b>	<b>4,300,000</b>	<b>6,720,000</b>	<b>13,370,000</b>	<b>19,045,000</b>

The federal government provided funding to the Federation of Canadian Municipalities (FCM) that administers the Green Municipal Fund (GMF) and provides Community Efficiency Financing (CEF) grants. This fund aims to help local governments switch to sustainable practices faster by accelerating a transformation to resilient, Net-Zero communities. CEF provides funding options targeting residential retrofits, and provides resources for grants, loans, innovative financing, leveraged investments, capacity building, and strategic support.

The budget illustrated above recognizes that any financial resource allocation through the municipality or applications for FCM funding are not guaranteed. The budget outlined assumes that after the first four years, the program would no longer receive FCM funding and would likely result in the need for third-party capital providers and lenders. Third parties could include financial institutions like credit unions, investment banks or consumer banks. At this stage, the Loan Loss Reserve can be supported by FCM funding. The LLR can reduce third-party risk in exchange for improved homeowner lending terms.

The chart below details how capital could flow between actors. This would need to be confirmed as part of program set-up and in collaboration with all parties and the contracted third-party program administrators once selected.

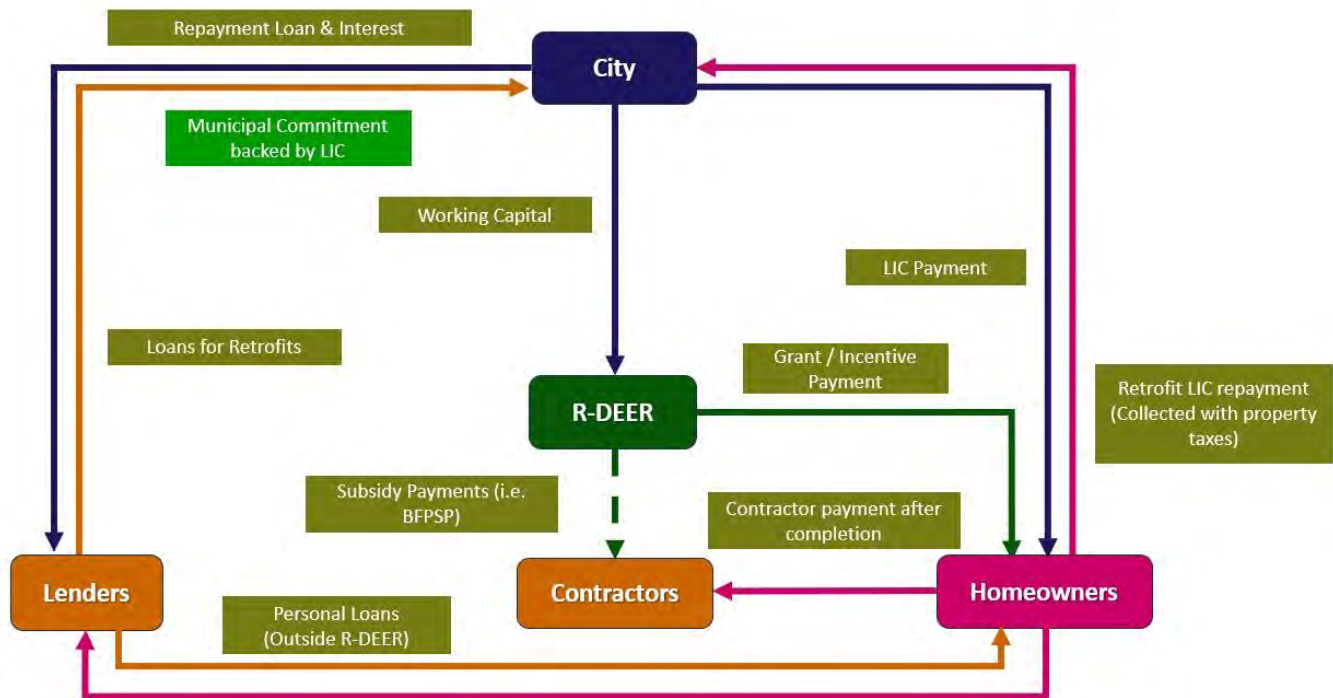


Figure 7: R-DEER Potential Capital Flow and Actors

## Program Monitoring and Evaluation

As a final component of Program Governance, R-DEER would follow a monitoring and evaluation (ME) framework to assess program performance. The proposed program ME framework is meant to balance time spent on data framework and aims to be:

- Flexible - Able to be modified as program offerings evolve.
- Simple - Identify SMART goals that are incorporated into the program.

The framework will follow a basic continuous improvement loop of plan, do, check, act. Refer to **Appendix K: Program Monitoring and Evaluation** for additional details.

## Conclusion

The Residential Deep Energy Efficiency Retrofit (R-DEER) program design study provides a comprehensive framework to explore how retrofitting residential properties may address local energy consumption, greenhouse gas (GHG) emissions, and energy affordability challenges. By aligning with national and global climate objectives, the proposed program presents an opportunity to foster environmental sustainability, and community well-being.

This study reflects an exploratory approach and highlights potential strategies, costs, and benefits based on local data and stakeholder engagement.

Future program discussions will most certainly consider that following the Market Validation Study uptake curve will result in Windsor missing the climate targets set out in the Community Energy Plan. The time needed to retrofit 57,200 homes by following the Market Validation Study curve is 100 years. Accelerating R-DEER's program uptake (as well as other programs across Ontario and Canada) would require substantial investments from federal and provincial governments.

While the report outlines a preliminary framework, it emphasizes that future steps will require careful consideration of funding availability, community readiness, and alignment with municipal priorities.

## Next Steps

The findings of this study will be presented to Windsor City Council to provide a comprehensive overview of the Residential Deep Energy Efficiency Retrofit (R-DEER) program framework. Council will also be provided the Market Feasibility Study ensuring a comprehensive analysis of the program.

The goal of the report is to provide Council with a clear understanding of the program's potential benefits, challenges, and opportunities, while outlining the steps that would be required for further potential development as detailed in **Appendix L: Considerations for the Implementation of a Municipally Led Program**. A formal acknowledgment of the FCM grant will be included, highlighting how their funding enabled the municipality to explore innovative solutions for residential energy efficiency.

A copy of the Residential Deep Energy Efficiency Retrofit (R-DEER) program framework will be submitted to the Federation of Canadian Municipalities (FCM). The study fulfills the requirements of the FCM grant.

Any requests for supplemental information or clarifications from FCM will be addressed at our earliest opportunity.

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# Residential Deep Energy Efficiency Retrofits Design Study - Appendices



### Funding/Financial Support

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## Acknowledgements

The Windsor Residential Deep Energy Efficiency Retrofit (R-DEER) design study was developed with the oversight of a Project Working Team consisting of members from City staff.

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## Appendix A: Baseline Data

This section summarizes key housing, utility, and GHG emissions data to inform Windsor's program development and marketing tactics.

### Windsor Demographics

Windsor's total population from the most recent Census (2021) is 229,660 with an average resident age of 42.0 years old. This is consistent with the average Canadian (41.9). As shown in Figure A-1, 59.6% (136,855) of Windsor residents are in the working age bracket of 20 to 64 years old, which correlates to a prime target market for home energy retrofits.

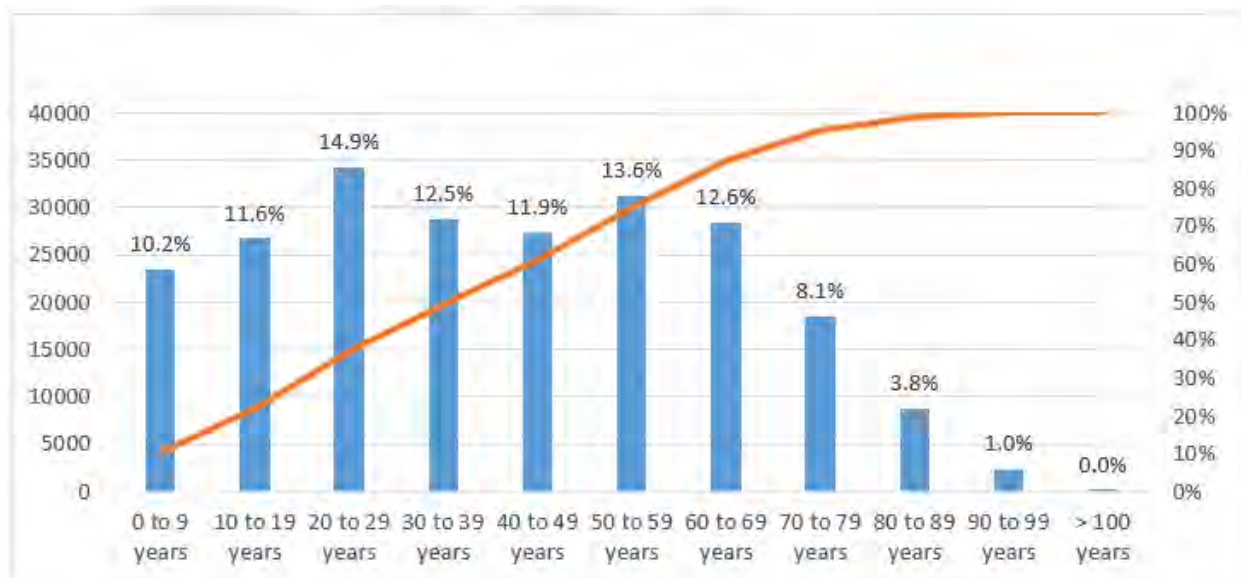


Figure A-1: Windsor Population – Age Brackets

Although the average household income in Windsor was \$86,800 in 2020, the 2020 median household income in Windsor was \$70,000, which is 27% lower than the 2020 Canadian median household income of \$96,220 [1]. As shown in Figure A-2, household incomes vary greatly in Windsor. While 50% of households had an income below \$70,000, almost 31% of households had an income above \$100,000 in 2020.

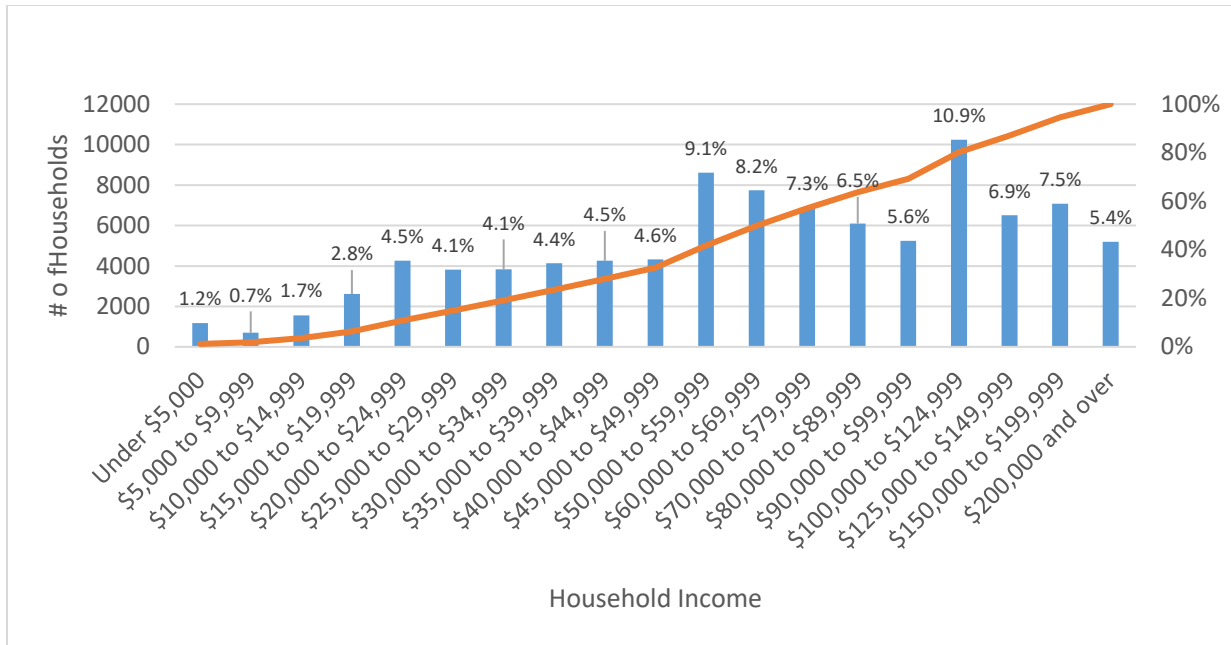


Figure A-2: Household Income – Income Bracket Distribution

Approximately 11% of Windsorites have an income below the poverty line as measured against Canada’s official measure of poverty, the Market Basket Measure [2]. Many low-income programs utilize a before tax income calculation based on the number of people within a household to determine eligibility. Table Appendix A-1 illustrates the low-income cap as found on Enbridge Gas Inc’s Home Winterproofing webpage [3].

Table A-1: Enbridge Gas Inc’s Home Winterproofing Program Income Table to Qualify Low-Income Participants<sup>1</sup>

Number of people in the home	Before-tax household income
1	\$45,322
2	\$64,095
3	\$78,499
4	\$90,643
5	\$101,343
6	\$111,015
7	\$119,910

## Windsor Housing Stock

The energy efficiency and GHG emissions savings potential was determined by characterizing Windsor’s housing stock. The housing market was divided into segments with similar characteristics (e.g., age, type, size, and space & water heating/cooling) to identify which measures and building types offer the greatest potential for energy efficiency improvement and GHG emissions savings. Demographic data provided by

<sup>1</sup> 2024 values

Census Canada was then applied to determine which households are most likely to participate in a home energy efficiency program.

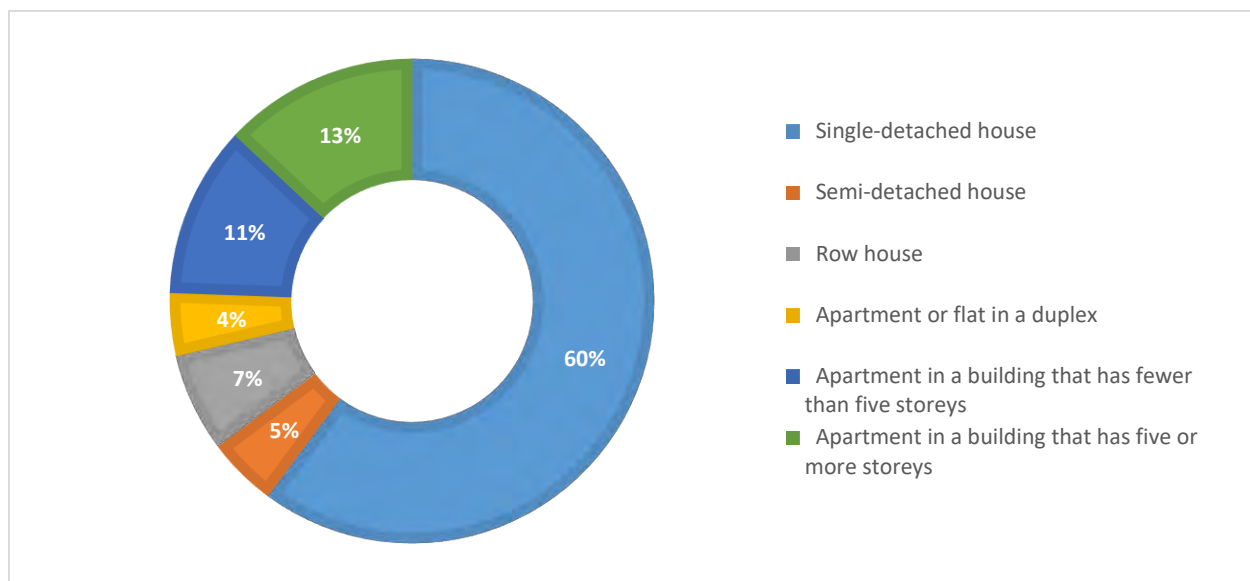
### Characteristics of existing dwellings

Statistics Canada's 2021 census identified 94,275 private dwellings within Windsor organized into eight housing types, five of which are eligible home types for a home upgrade program, and denoted with an asterisk (\*):

- Single-detached home\*
- Semi-detached home\*
- Row house\*
- Other single-attached house\*
- Apartment in duplex\*
- Apartment with 5 or more storeys
- Apartment with fewer than 5 storeys
- Movable home

Within A housing stock, 71,265 dwellings would be eligible for program participation, as they fall within the "residential" definition of detached, semi-detached, row townhomes that are no larger than triplexes, yielding a potential market of approximately 57,000 single-family homes in Windsor.

Figures A-3 and A-4 summarize key elements of Windsor's housing stock.



*Figure A-3: Windsor Housing Stock Breakdown (per 2021 Census)*

The latest Census Canada data for Windsor indicates that approximately 39% of dwellings in Windsor were constructed prior to 1960, 36% between 1961 and 1990, and 25% were constructed after 1990 [1]. While older dwellings are typically less energy efficient than newer dwellings, without further knowledge of home's renovation history, a dwelling's age alone cannot be used to assess the degree at which a dwelling could benefit from home energy efficiency retrofits.



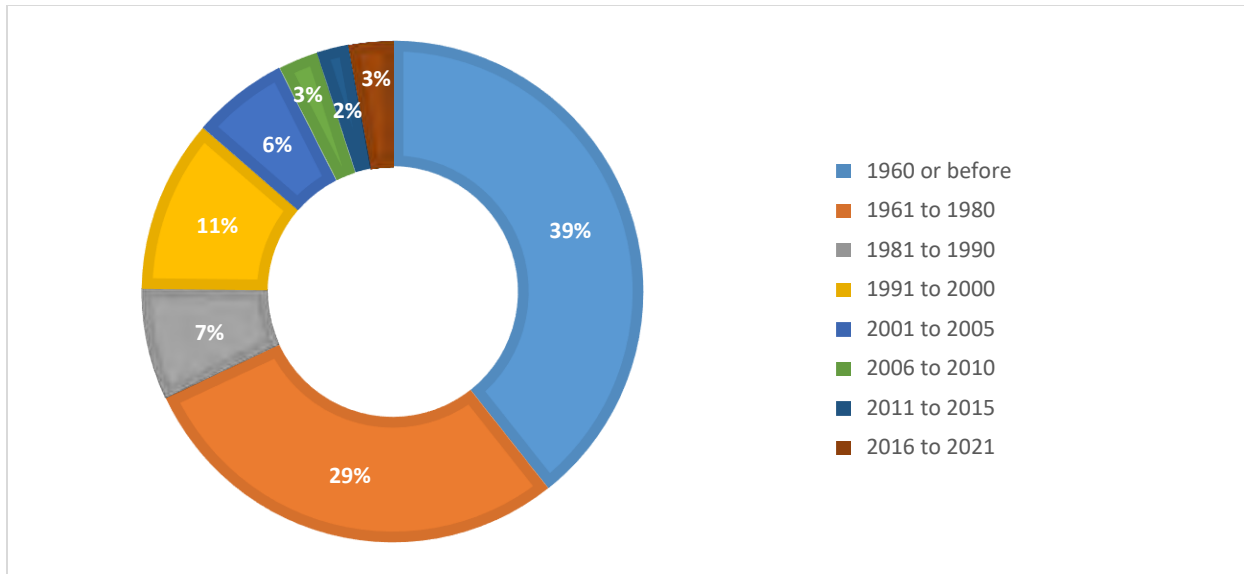


Figure A-4: Windsor Housing Stock by Construction Period (per 2021 Census)

### Postal Code Breakdown

The City of Windsor is divided into thirteen Forward Sortation Areas (FSAs, i.e. the first three digits of a postal code) depicted in Figure A-5. Including FSAs, adds further detail for utility analysis, as utility data is provided by FSA, which can be linked to homeowner survey responses and drive areas of emphasis when recruiting program participants.

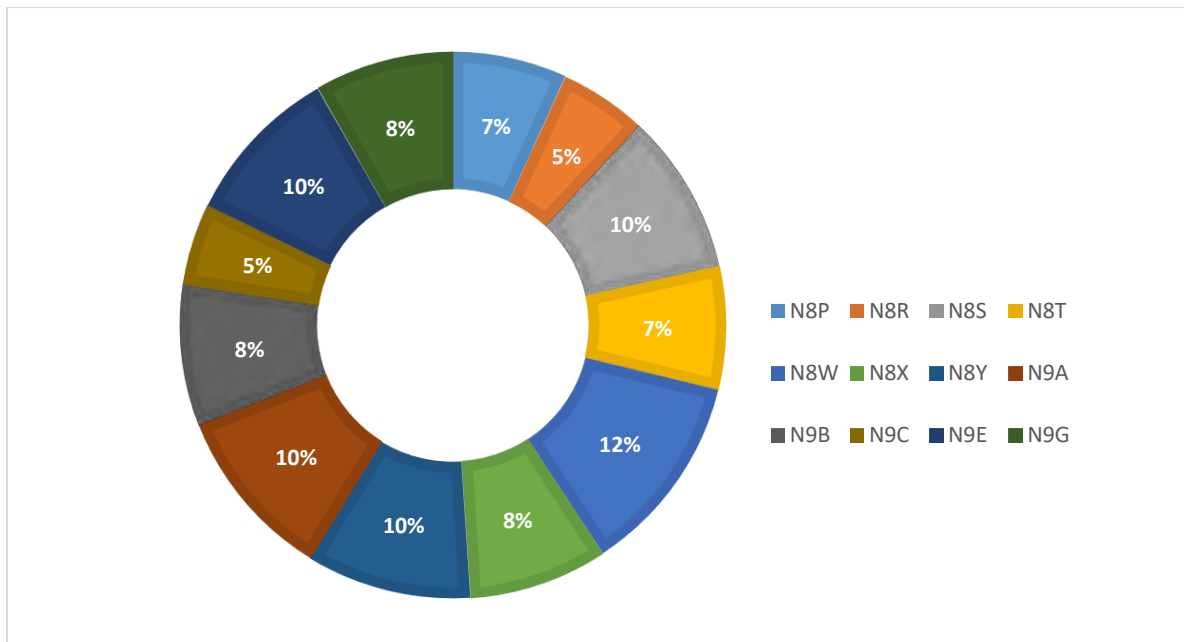


Figure A-5: Proportion of homes within each Windsor<sup>2</sup> [4]

<sup>2</sup> Note: this includes electricity consumption for all residential types (i.e. single family, apartment buildings, condominiums etc.)

Windsor’s utility (electricity and natural gas) consumption was analyzed for all home types for the years of 2019 and 2021 to identify potential significant changes due to COVID-19. The analysis did not find any significant differences, therefore only 2019 data will be presented below as this is more representative of typical consumption. Utility consumption for each FSA is summarized in Figure A-6.

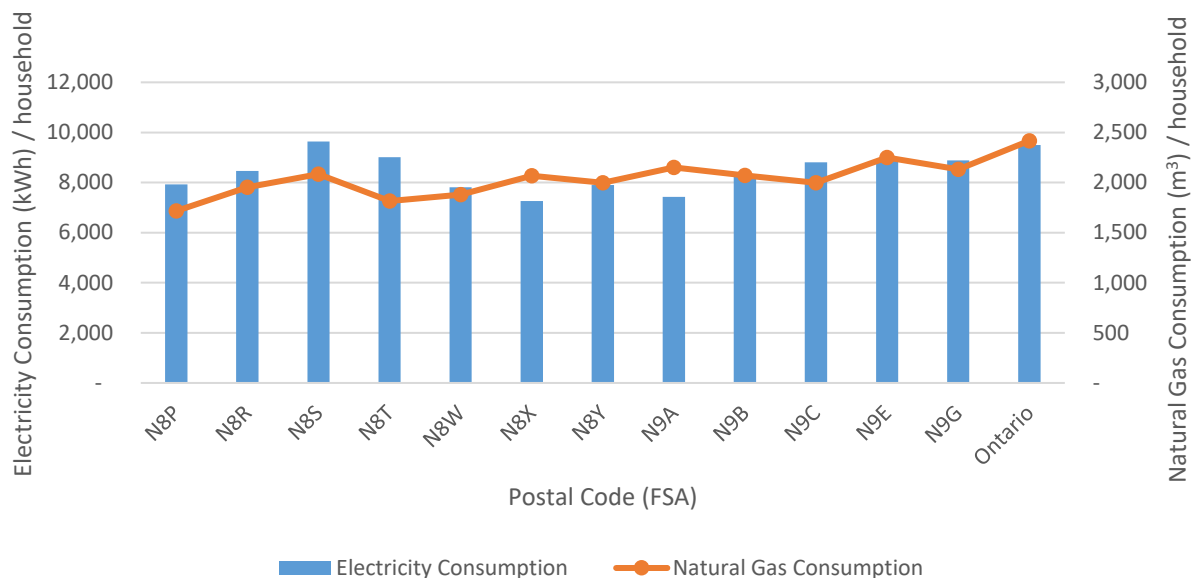
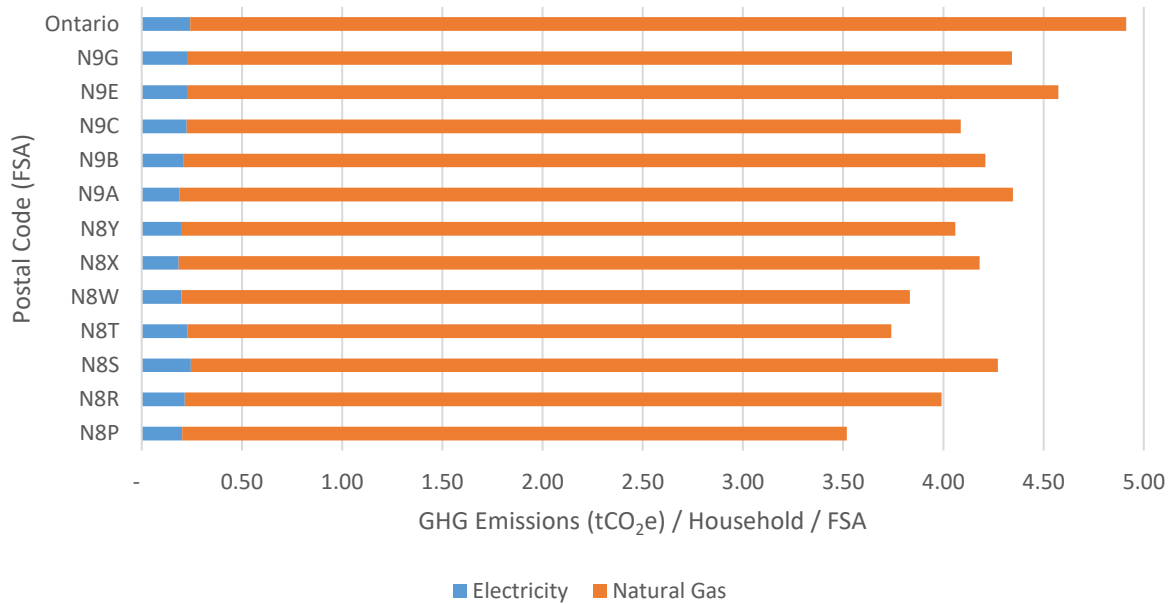


Figure A-6: Average 2022 utility use per Windsor FSA with Ontario as a comparison (Electricity and Natural Gas)

### Greenhouse Gas Emissions

2022 utility data (natural gas and electricity) was used to calculate approximate GHG emission from Windsor homes. Figure A-7 illustrates that most residential emissions are generated from natural gas (94%) with electricity (6%) a distant second. On average, Windsor residents account for **4.1 tCO<sub>2</sub>e per residential unit per year**<sup>3</sup>.

<sup>3</sup> Only includes GHG emissions from electricity and natural gas usage in homes. Does not include GHG emissions from transportation or industry sources.



*Figure A-7: Residential Emissions per Windsor FSA for Electricity and Natural Gas Consumption, with Ontario as a comparison (2022)*

Electricity consumption generates less GHG emissions than natural gas. Ontario's emission factor for electricity generation is tied to its supply mix. Recent procurements coupled with increased reliance on the use of natural gas for generation to fill supply gaps (nuclear refurbishments and retirements), have increased overall GHG intensities for electricity generation, however, electricity will remain the lower carbon energy alternative.

## Utility Costs and Carbon Tax

Average utility costs broken down by individual cities in Ontario is not typically reported, though the Financial Accountability Office of Ontario identified that in 2019 the average Ontario home spent 2.6% of after-tax income on home energy costs (\$2,165), which is broken down in Table A-2, and excludes carbon tax payments [5].

*Table A-2: Average Utility cost in Ontario (2019)*

Utility	Ontario Average (\$)	% Total
Electricity	1,195	55
Natural Gas	842	38
Other	128	7
<b>TOTAL</b>	<b>2,165</b>	<b>100</b>

According to the United Nations, fossil fuels, such as coal, oil and gas, are the largest contributor to global climate change, accounting for over 75% of global greenhouse gas (GHG) emissions and 90% of carbon dioxide emissions.

The Government of Canada has implemented a carbon tax to incentivize Canadians to use less fossil fuels and to switch to greener forms of energy, such as using heat pumps or taking public transit, to reduce greenhouse gas emissions that cause climate change. The federal carbon tax (i.e. a tax on carbon emissions), sets the minimum price on carbon in the country with every jurisdiction entitled to run its own pricing system. Jurisdictions without a carbon pricing system (including Ontario) use the federal program.

The Carbon Tax was introduced in 2019 and set the price of carbon at \$20 per tonne. The price increases annually on April 1 and is currently \$80 per tonne as of April 1, 2024. The carbon tax is scheduled to increase another \$15 each year until it reaches \$170 a tonne in 2030, as shown in Table Appendix A-3. This yearly increase is intended to help Canada reach its emissions target while giving Canadians time to make greener fuel choices [6].

*Table Appendix A-3: Federal Carbon Tax*

Year	Carbon Tax (\$/tCO <sub>2</sub> e)	Year	Carbon Tax (\$/tCO <sub>2</sub> e)
<b>2019</b>	20	<b>2025</b>	95
<b>2020</b>	30	<b>2026</b>	110
<b>2021</b>	40	<b>2027</b>	125
<b>2022</b>	50	<b>2028</b>	140
<b>2023</b>	65	<b>2029</b>	155
<b>2024</b>	80	<b>2030</b>	170

The average natural gas heated home in Windsor spent approximately \$177 in Carbon Tax for 2022 (based on 4.1 tCO<sub>2</sub>e GHG emissions) and are projected to spend an average of \$623 in 2030 when the carbon tax reaches \$170/tCO<sub>2</sub>e under a business-as-usual scenario (Figure A-8). Participants that complete the program are estimated to save \$2,841 (70% reduction) in carbon-tax spending between 2022-2030 (Table A-4). The savings from reduced carbon emissions related to home heating will encourage homeowners to select cleaner energy sources, by reducing the pricing gap between electricity as a heating source and natural gas.

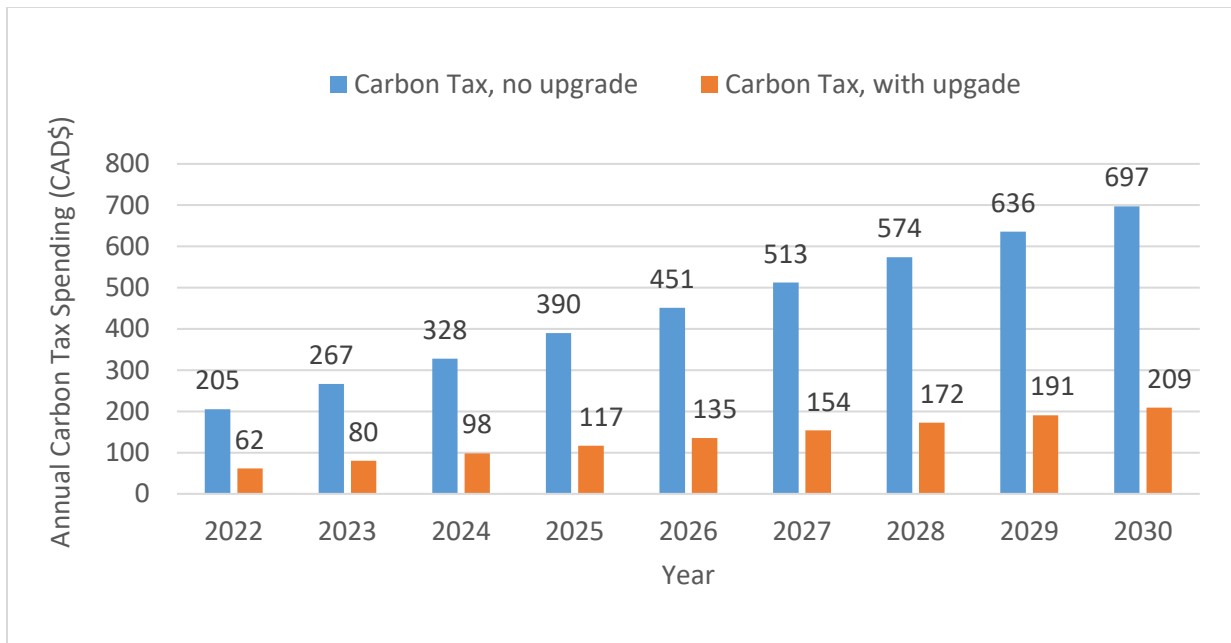


Figure A-8: Windsorite carbon tax payments over time under a business-as-usual scenario (i.e. no upgrades completed)<sup>4</sup>

Table A-4: 2022-2030 carbon tax spending comparison

Carbon Spending	No Upgrade (CAD \$)	Upgrade Completed (CAD \$)
<b>2022</b>	205	62
<b>2030</b>	697	209
<b>Cumulative 2022-2030</b>	\$4,059	\$1,218
<b>Savings</b>	<b>\$2,841 (70%)</b>	

Note that the calculations provided in Figure A-8 and Table A-4 do not include annual payments from the Canada Carbon Rebate (CCR). The CCR (formerly known as the Climate Action Incentive Payment (CAIP)) is a tax-free amount to help eligible individuals and families offset the cost of the federal pollution pricing for home heating and transportation. It consists of a basic amount and a supplement for residents of small and rural communities. The payments made quarterly are intended to offset increases in carbon tax rates. As an example, a family of 4 in Ontario could expect annual CCR payments totalling between \$1,120 and \$1,344 in 2024

## Available Energy Audit Data

Natural Resources Canada (NRCan) provided energy audit data for audits using the updated EnerGuide Rating System (ERS) GJ rating. Analysis was conducted on pre- and post-energy audit data collected

<sup>4</sup> Payments reflect carbon tax payments based on 2019 natural gas consumption and implementation of recommended home upgrades within this report

between May 2017 and December 2022. The NRCan data provided insights into housing details (home age, total windows and doors, energy efficiency, fuel sources etc.), energy use, and GHG emissions from homes. Energy audit information is first gathered and then organized into different housing categories (archetypes) that allows for a complete understanding of the type and quantity of homes within Windsor that have completed energy assessments. More specifically, PWT completed:

- A **City-Wide Analysis** outlining the number of single-family dwellings, and heating systems.
- A **GHG Analysis** of previously completed audits to determine which archetypes represent the greatest opportunity for GHG reductions.

Key findings from the analysis are listed below:

- Windsor has identified three (3) primary housing archetypes (or categories) that represent 75.6% of residential dwellings.
- Most homes are heated with natural gas, though electricity is also used.
- GHG emissions vary greatly (3.8 – 8.5 tCO<sub>2</sub>e/home/yr.) depending on archetype.
- Capturing carbon savings by focusing on certain archetypes is an important first step in reducing GHG emission.

NRCan EnerGuide data from 5,703 pre-retrofit evaluations completed between 2017 and 2022 shows that 98% of Windsor's participating dwellings used natural gas as their primary energy source for space heating, followed by electricity (2%). These results align with information gleaned from the 2021 Census and the results from Windsor's R-DEER Homeowner Survey.

The predominance of natural gas shows opportunity for fuel-switching to electricity to drive GHG emissions reduction. All heating sources can also benefit from insulation and other thermal resistance measures which will drive down heating requirements.

Figure A-9 shows the number of NRCan Pre- and Post- Retrofit Audits performed in Windsor between 2017 and 2022. Uptake between 2017 and 2019 can be tied to programs and rebates offered for electrical (IESO's Save on Energy) or Natural Gas (Enbridge Gas Inc. or equipment manufacturers). Historically, the percentage of homes undertaking retrofits were slightly higher in Windsor (89%) than in other Canadian jurisdictions (~80%) as highlighted by the number of post-retrofit audits completed.<sup>5</sup>

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<sup>5</sup> Post-Retrofit Audits are not necessarily completed in the same year as their corresponding Pre-Retrofit Audits.

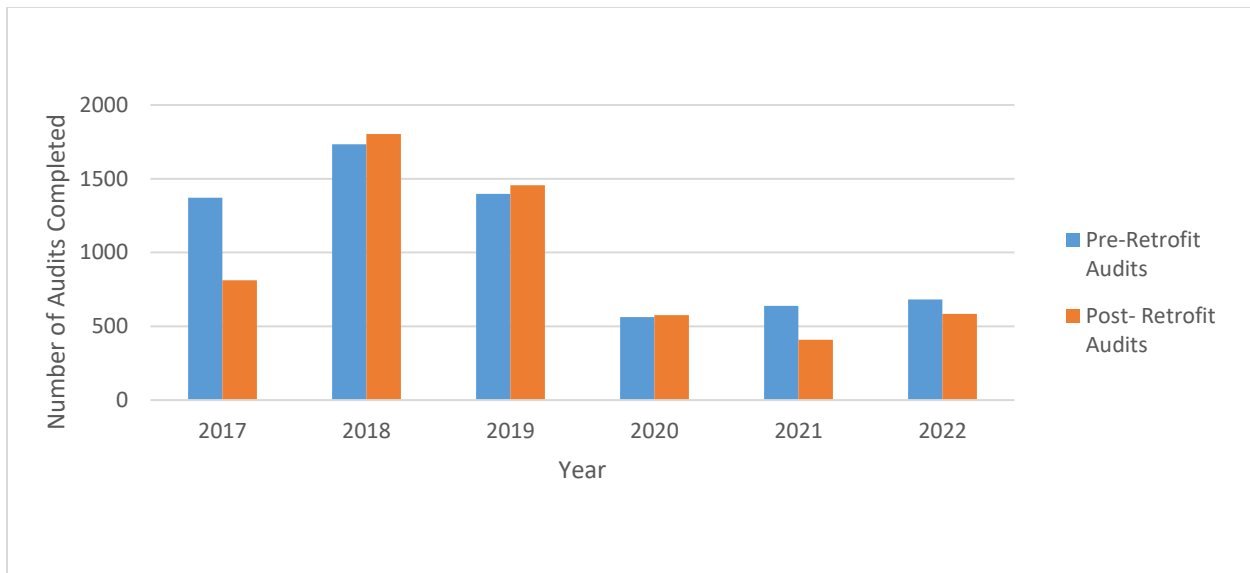
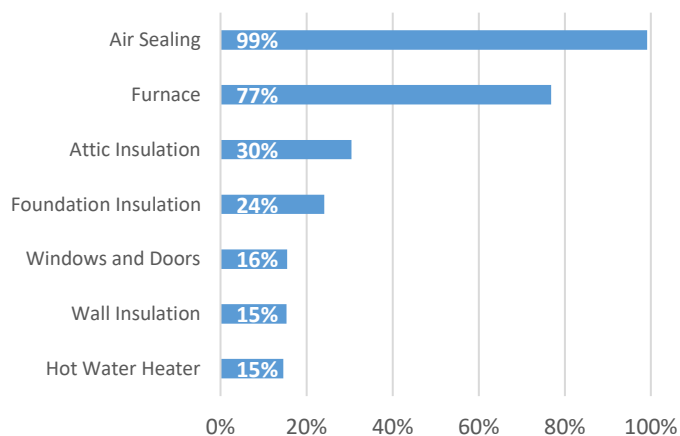


Figure A-9: EnerGuide Pre and Post Audits in Windsor (May 2017 to December 2022)

A total of 5,058 post-retrofit audits could be analyzed for the breakdown of the types of measures installed and their energy savings. From those 5,058, a total of 14,466 measures were installed with most of the projects (62%) installing 2 or more measures per dwelling. The most common measure was air sealing upgrades (99%), followed by space heating equipment upgrades (77%) Other installed measures included thermal insulation measures, including envelope insulation upgrade (walls, foundation, exposed floor, and ceiling), energy efficient windows and doors, and water heating equipment as illustrated in Figure A-10.

### Most Installed Measures



### Number of Installed Measures

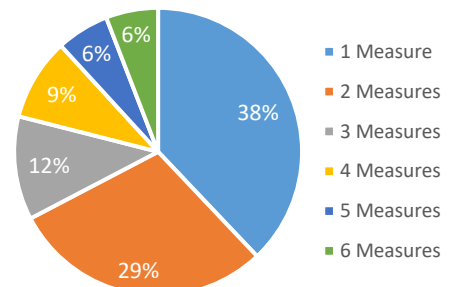


Figure A-10: Most Installed Measures and Number of Measures Installed per Home

On average, homeowners achieved 73% energy savings by retrofitting their homes. Less efficient homes (i.e. higher EnerGuide rating value) are typically older (>30 years) and have more opportunities achieve greater savings. Figure A-11 highlights the potential energy savings for homes, based on pre-retrofit ERS rating ranges.

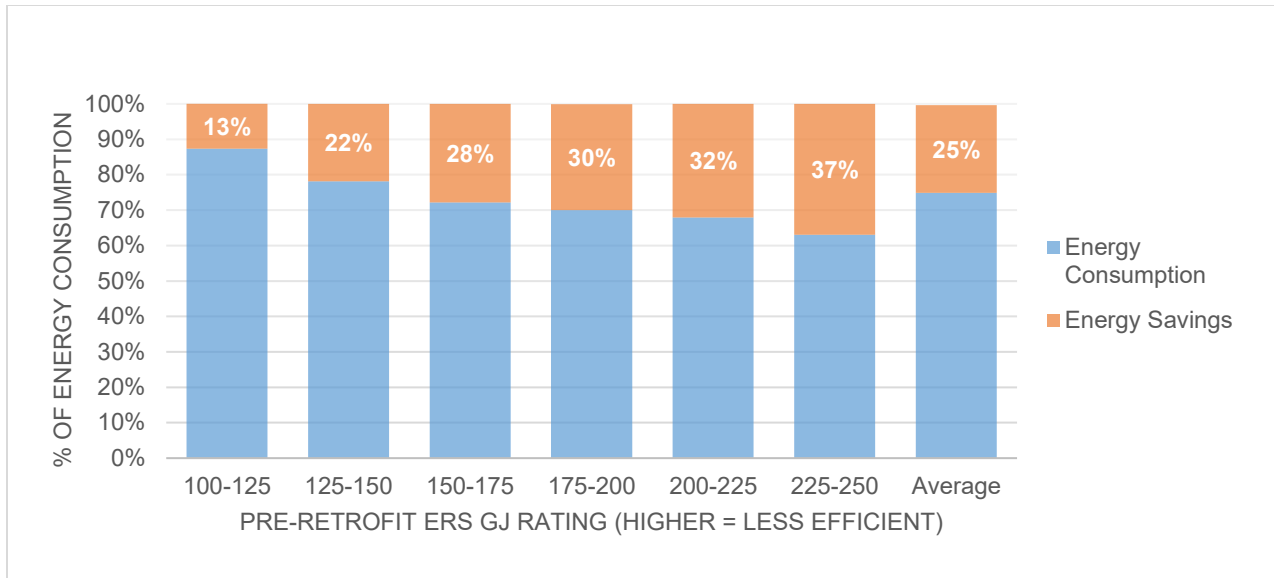


Figure A-11: Energy Savings Achieved by Windsor Homeowners, by Pre-Retrofit ERS Rating<sup>6</sup>

## Archetypes, GHG reduction potential




Based on NRCan EnerGuide data and MPAC data, three archetypes of homes can be found in Windsor. They are illustrated in Table A-5 below.

- 1. Very old and inefficient homes:** Homes built before 1950, using natural gas as their main source of energy for space heating.
- 2. Old and inefficient homes:** Homes built between 1950 and 1990, using natural gas as their main source of energy for space heating.
- 3. Newer homes and electrically heated:** This archetype integrate homes built after 1990 as well as homes that are heated with electricity. This categorisation of typical home archetype has been confirmed through multiple engagement opportunities, with program partners, homeowners, and contractors.

<sup>6</sup> ERS stands for EnerGuide Rating System, a consumption-based rating system measured in GJ/year used in EnerGuide evaluations; lower numbers are better.



Table A-5: Windsor home archetypes

			
	Very old and inefficient	Old and inefficient	Newer homes and electric
Type	Single family home	Single family home	Single family home
Built	Before 1950	Between 1950 and 1990	After 1990 (or heated by electricity)
Stories and area	2 stories 219 m <sup>2</sup>	1-1.5 stories 218 m <sup>2</sup>	1-1.5 stories 217 m <sup>2</sup>
Space heating source	Natural gas	Natural gas	Natural gas or electricity
Annual energy consumption (% for space heating)	275 GJ (70%)	150 GJ (55%)	100 GJ (50%)
Annual GHG emissions	8.5 tCO <sub>2</sub> e	5.6 tCO <sub>2</sub> e	3.8 tCO <sub>2</sub> e
Estimated annual GHG emissions reduction from cost-effective upgrades	0.4-6.2 tCO <sub>2</sub> e	0.4-3.9 tCO <sub>2</sub> e	0.1-1.5 tCO <sub>2</sub> e

## Appendix B: Triple Bottom Line Economic Analysis

Community facing programs like R-DEER undergo a triple bottom line economic analysis that considers social and environmental impacts of a program, in addition to traditional economic impacts. Key considerations for home energy retrofit programs include:

- Social:
  - Ensuring equitable access to retrofits for Windsor homeowners (i.e. low-income and marginalized communities).
  - Creating opportunities for job creation and training in green energy and construction sectors.
  - Enhancing residents' health and comfort through improved indoor air quality and energy efficiency.
- Environment:
  - Reducing greenhouse gas emissions by improving home energy efficiency.
  - Promoting the use of sustainable materials and / or renewable and climate resiliency measures.
  - Diverting waste from landfill through recycling and material reuse.

Achieving the goals set out in the CEP and other climate action plans requires community participation. Adapting to the changing environment through behavioural change plays a critical role in reducing energy consumption, GHG emissions and transforming the local economy to support the development of a green economy, by:

- Driving significant investment in the local economy.
- Creating demand for skilled trades workers.
- Improving housing affordability through reduced operating expenses.
- Offsetting energy infrastructure and climate change investments through energy conservation and resiliency.

### Significant Investment in the Local Economy

Successful implementation of a residential home retrofit program requires significant investment in the local economy. Achieving a retrofit rate of 80% of homes, will result in increased opportunities for equipment installers, skilled trades, and energy assessment service providers to build their businesses and clientele. At its peak, R-DEER is forecasted to complete between 2,500 and 3,500 deep energy retrofits annually. Significant investment in the local economy will increase the number of:

- Skilled trades, contractors, equipment installers, and audit service providers.
- Supply chain participants (i.e. manufacturers and distributors) of energy and retrofit related products and equipment.
- Post-secondary programs focusing on skill development to grow the labour force to deliver this program.
- Local jobs created.

## Creating Demand for Skilled Trades

A skilled workforce is essential to the success of a residential home retrofit program. Knowledge has been identified as a significant program barrier. The breadth and depth of knowledge required to design, educate, install, and evaluate cost effective home energy retrofits successfully requires a specialized group of skills that incorporates people and technical skills including:

- Educate homeowners on their specific home energy retrofit needs. Communicate in terms that are easily understood.
- Incorporate building science principles that evaluates the home as a system and optimizes the individual components (i.e. HVAC, insulation, building envelop) for best overall performance.
- Develop training programs (certificates, diplomas, micro credentials).

## Improved Home Affordability

The purchase price of a home is one component in determining its affordability. Operational and maintenance costs also play a role. Utility costs are ongoing expenditures required to operate a home safely and comfortably. Electricity, water, and home heating (i.e. natural gas, propane, geothermal, etc.) are consumed and billed on a per unit basis with some billings based on time of use. Maintenance costs relate to the cost of repairing or replacing systems or equipment within the home. The goal of the R-DEER is to assist homeowners in:

- Reducing energy consumption and ghg emissions.
- Reducing energy costs and poverty through the reduction of the percentage of disposable income spent on energy (i.e. utility) expenses.
- Increasing homeowners' energy literacy to make more informed decisions about the costs of home ownership.

## Offsetting Energy Infrastructure and Climate Change investments

Home energy retrofits are an avenue homeowners can use for energy conservation. Reducing energy consumption from existing buildings will assist in offsetting the expected growth in new construction and the electrification of home heating, transportation, and industry. There is a finite level of capacity on the utility systems that once exceeded, triggers infrastructure investments for system expansion. The costs associated with utility system expansions are typically in the magnitude of hundreds of millions of dollars and are funded through consumer rates.

System expansions may be triggered by the Independent Electricity System Operator (IESO) through their planning processes, or by utilities like Local Distribution Companies (electric utilities) or Enbridge Gas Inc. (natural gas utility).

Currently, the IESO, through its Windsor Essex Regional Planning IRRP has identified a significant increase in electrical demand over the planning horizon of 2023 to 2044. The electrification of home space and water heating, and the transition to electric vehicles are among the sectors experiencing increase in demand. Enbridge Gas Inc. has identified a significant increase in natural gas demand and is planning to expand its Panhandle System to meet the growing need for natural gas in residential, agricultural, and industrial sectors.

Aside from energy infrastructure investments, society will also contribute investment dollars related to climate resilience. Climate resilience describes what communities are doing to prepare for the impacts of climate change, many which are already happening. More specifically, the word “resilience” means preparing for issues that are multi-faceted and change over time [7]. As an example, Windsor-Essex annually experiences an increasing number of days with temperatures above 30°C. To improve resilience to changing climate changes, investments in improved building energy efficiency including investments in on-site energy storage technology can reduce impacts and costs associated with extreme weather events and associated power outages. It is important to note that without climate change mitigation strategies such as home retrofits that reduce ghg emissions, the impacts of climate change will be higher.

### The Cost of Doing Nothing

The CEP projected that between 2014 and 2041 that energy costs will increase by 120 per cent at the lower risk range and by 280 per cent at the higher risk range. This would increase annual energy costs from \$842 million per year to \$1.8 billion and \$3.1 billion per year in 2041 respectively **Error! Reference source not found.** This poses significant cost risk for all sectors in Windsor as Figure B-1 illustrates the escalation of utility pricing over the 2018 to 2041 planning window. It does not reflect carbon pricing implemented after 2019. R-DEER is a solution to address energy costs in Windsor, by keeping more energy dollars in Windsor. This creates an economic advantage through attractive energy solutions that help to retain existing businesses and attract new ones to the community.

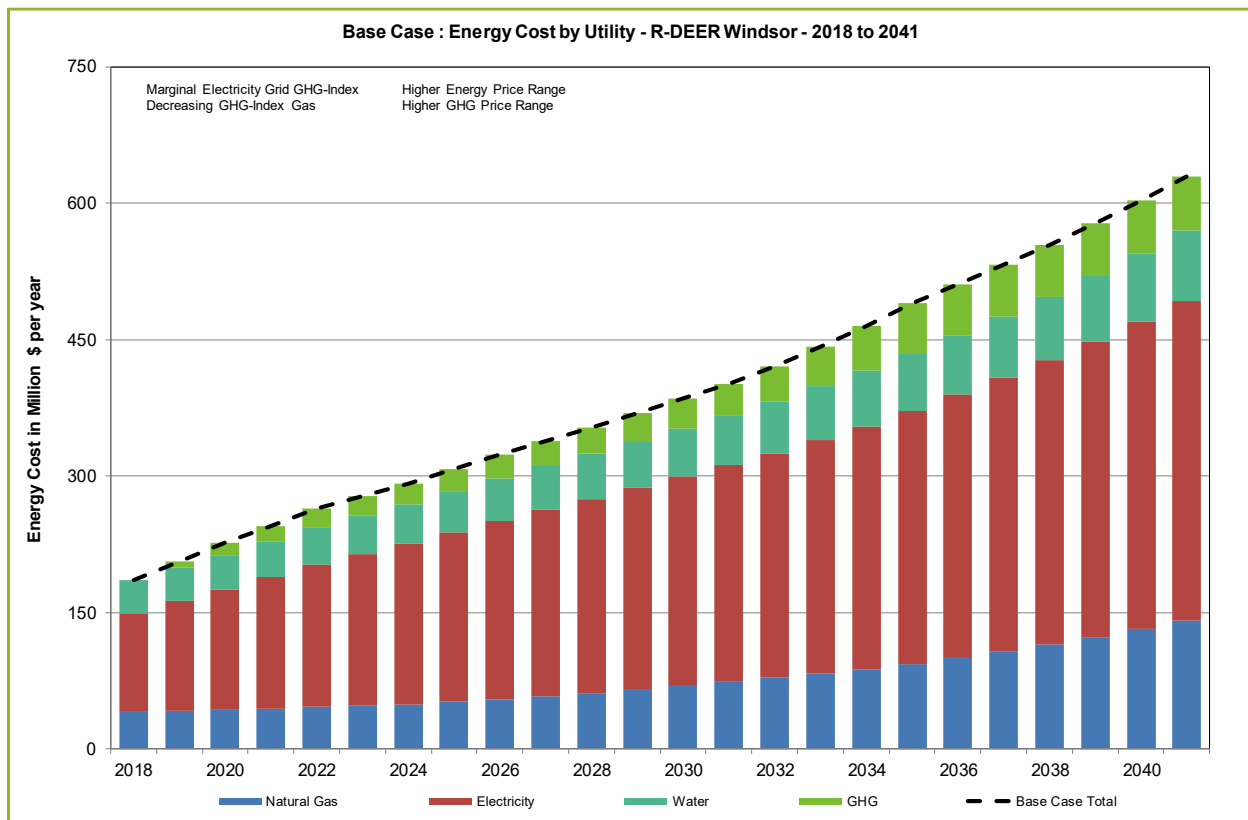


Figure B-1: Estimate of Energy Costs by Utility 2018-2041

## Appendix C: Existing Energy Conservation Programs<sup>7</sup>

Table C-1 summarizes existing home energy programs available to Windsor residents regardless of income.

Table C-1: Existing Home Energy Programs








Program	Type	Description
 Home Efficiency Rebate Program	Incentives	<ul style="list-style-type: none"> <li>• Up to \$5,000 for eligible measures including \$600 for EnerGuide evaluation</li> <li>• Minimum 2 upgrades within 120 days.</li> <li>• Incentives on hold until January 2025.</li> </ul>
 Canada Greener Homes Loan	Loan	<ul style="list-style-type: none"> <li>• Up to \$40,000 interest free loans for energy efficiency home retrofits</li> </ul>

Table C-2 summarizes the income-eligible programs and rebates currently available to Windsor residents.

Table C-2: Existing Income-Eligible Home Energy Programs

Program	Type	Description
 Winterproofing Program	Direct Install	<ul style="list-style-type: none"> <li>• Income eligible homeowners who are Enbridge customers receive a home energy assessment and energy efficient measures at no cost</li> </ul>
 Energy Affordability program	Direct Install	<ul style="list-style-type: none"> <li>• Income eligible homeowners may receive a free EnerGuide evaluation, replacement of inefficient appliances, insulation and draft-proofing, water conservation measures, installation of cold climate air source heat pumps, OR a free energy saving kits.</li> </ul>
 Ontario Electricity Support Program (OESP)	Bill Assistance	<ul style="list-style-type: none"> <li>• Provides a monthly on-bill credit to reduce their electricity bill</li> <li>• Monthly credit amounts by household income level increased as of March 1, 2024.</li> </ul>
 Low-income Energy Assistance Program (LEAP)	Bill Assistance	<ul style="list-style-type: none"> <li>• Provides assistance to low-income customers who are in arrears and may face disconnection</li> </ul>
 Oil to Heat Pump Affordability Program (OHPA)	Incentive	<ul style="list-style-type: none"> <li>• Provides upfront incentive to low-income customers to switch from oil heating to new, energy-efficient heat pumps</li> </ul>

<sup>7</sup> As January 21, 2025. New Program: Home Renovation Savings Program which launched on January 28, 2025 is a partnership between Save on Energy and Enbridge Gas Inc.

Table C-3 summarizes eligible measures from Enbridge's Home Efficiency Rebate Program

*Table C-3: Eligible Carbon Reducing Improvement Measures*

Eligible Measure	Minimum Eligibility Criteria	Enbridge Rebate
Windows, Doors, Skylights and Sliding Doors	<ul style="list-style-type: none"> <li>A minimum of 3 windows or 1 door or 1 skylight or 1 sliding door are required to be upgraded to count as one Qualified Measure</li> <li>ENERGY STAR® certified</li> </ul>	\$50 per rough opening
Exposed Floor Insulation	<ul style="list-style-type: none"> <li>Insulate the entire exposed floor area (minimum area of 11 square meters or 120 square feet).</li> <li>The exposed floor area may be composed of either one large, exposed floor area or multiple smaller areas.</li> <li>This can include overhangs and floors above unheated spaces such as an unheated garage.</li> <li>Crawl spaces are excluded as there are separate Rebates for crawl spaces.</li> <li>Minimum of R20</li> </ul>	\$300
Attic Insulation (Attic/Cathedral Ceiling/Flat roof)	<ul style="list-style-type: none"> <li>Insulate a minimum 20% of the total area of your roof assembly.</li> <li>You must increase the insulation value (Nominal R-value) as per the table below.</li> <li>Any additional insulation must be added to the same location as the insulation present at the time of the Pre-Audit. For example, if the attic floor was insulated, add insulation to the attic floor or if the attic ceiling was insulated, add insulation to the ceiling.</li> <li>Attic – minimum R50</li> <li>Cathedral – minimum R28</li> </ul>	\$312 - \$1,500
Exterior Wall Insulation	<ul style="list-style-type: none"> <li>Insulate a minimum 20% of your exterior wall area, excluding foundation walls.</li> <li>You must increase the insulation value (Nominal R-value) as per the table below.</li> <li>Add a minimum of R7.5 worth of insulation</li> </ul>	Prorated:  Maximum rebate: \$1,200 - \$3,600
Basement or Crawl Space Insulation	<ul style="list-style-type: none"> <li>Insulate a minimum of 20% of the basement wall area.</li> <li>Insulate a minimum 80% of your entire foundation header area.</li> <li>Note: Foundation header can be a basement header, a crawl space header, or a combination of these two.</li> <li>Insulate a minimum 50% of your entire basement slab area.</li> <li>If you are also insulating your exterior crawl space walls, the maximum you can receive for insulating both the exterior crawl space wall and basement wall areas is \$1,500.</li> </ul>	Prorated:  Maximum rebate: \$300-\$1,500

Eligible Measure	Minimum Eligibility Criteria	Enbridge Rebate
Air Sealing	<ul style="list-style-type: none"> <li>Audit report will provide a target to improve the airtightness of your home. Typically, the airtightness levels required for a Rebate would be achieved with the assistance of an air-sealing professional.</li> </ul>	Achieve Target: \$120  Achieve Target+10%: \$180
Ground Source Heat Pump	Install a ground source heat pump—full system that meets Canada’s Energy Efficiency Regulations: Energy Efficiency Regulations – technical specifications	\$3,000
	Replace a ground source heat pump—heat pump unit only with one that meets Canada’s Energy Efficiency Regulations: Energy Efficiency Regulations – technical specifications <b>Error! Reference source not found.</b>	\$1,500
Air Source Heat Pumps (ASHP) and Cold Climate Air Source Heat Pumps (ccASHP)	<ul style="list-style-type: none"> <li>ENERGY STAR® qualified</li> <li>Certified by Canadian Standards Association (CSA)</li> <li>Must be on NRCan’s list of eligible products</li> <li>Installed by a licensed refrigeration and air conditioning mechanic</li> </ul>	\$500 - \$1,500
Heat Pump Water Heaters	<ul style="list-style-type: none"> <li>ENERGY STAR® qualified</li> <li>Must be on NRCan’s list of eligible products</li> <li>Installed by a licensed refrigeration and air conditioning mechanic</li> </ul>	\$500

Table C-4 provides examples of Climate Resilience-Related Programming available to Windsor residents.

*Table C-4: Climate Resilience Programming*

Program	Description
<b>Basement Flooding Prevention Subsidy Program</b>	This program offers financial support for residents who make the necessary improvements on their homes to prevent storm water from entering the wastewater system and to reduce the risk of flooding from sewer backup. Programs include: <ul style="list-style-type: none"> <li>Downspout disconnection.</li> <li>Weeping tile disconnection and sump pump installation.</li> <li>Backwater valve insulation.</li> </ul>

## Appendix D: Summary of Home Energy Retrofit Programs

Table D-1: Overview of Municipal Programs [8]

		Better Homes Burlington	Durham Greener Homes	Guelph Greener Homes	Better Homes Hamilton	Better Homes Kingston	Better Homes Ottawa	Peterborough Home Energy Efficiency Program	Toronto Home Energy Loan Program
<b>Eligibility</b>	Detached	Y	Y	Y	Y	Y	Y	Y	Y
	Semi-detached	Y	Y	Y	Y	Y	Y	Y	Y
	Townhomes	Y	Y	Y	Y	Y	Y	Y	Y
<b>Offering</b>	Single Measure	Y	N	N	N	N	N	Y	N
	Multiple Measure	N	Y	Y	Y	Y	Y	Y	Y
	Resiliency measures	N	N	N	Y	N	Y	Y	N
	Energy Coach	N	Y	N	Y	Y	Y	Y	N
	Low Income Stream	N	N	N	N	Y	Y	Y	N
	Performance Incentive / Threshold	N	Y	N	N	Y	N	N	Y



		Better Homes Burlington	Durham Greener Homes	Guelph Greener Homes	Better Homes Hamilton	Better Homes Kingston	Better Homes Ottawa	Peterborough Home Energy Efficiency Program	Toronto Home Energy Loan Program
<b>Funding</b>	LIC	Y	N	Y	Y	Y	Y	Y	Y
	Personal Loan	N	Y	N	N	N	N	Y	N
	Maximum loan	10k	40k	50k	20k	40k	125k	125k	125k
<b>Program Delivery</b>	Not-for-profit delivery agent	Y	Y	N/A	N	Y	Y	Y	N
<b>Years of Operation</b>		2023+	2022+	2024+	2024+	2022+	2021+	Q4 2024	2014+
<b>Uptake (Target)</b>		510	1,100	625	50	6,100	283,029	1,861	292,632

## Appendix E – R-DEER Program Steps

The following steps outline a potential framework for R-DEER program delivery. The process is intended for illustrative purposes and would require further development prior to implementation. Table E-1 provides an overview of the program steps and identifies stakeholder groups that lead and offer support.

Table E-1: R-DEER Program Steps

Step Description	Lead	Support
<b>1.0 Application</b>		
Application filed online	Homeowner	Energy Coach
Application Reviewed <ul style="list-style-type: none"> <li>Could include guidance to homeowners and contractors</li> <li>Options for low-income households should be reviewed and if appropriate, recommended to other programs</li> </ul>	Energy Coach	Homeowner
<b>2.0 Pre-Retrofit Audit</b>		
Pre-retrofit audit would be completed and EnerGuide Report would be provided to R-DEER Program	Energy Advisor	Homeowner
<b>3.0 Qualification &amp; Funding Selection</b>		
Review pre-retrofit audit report and decide on options for energy efficiency measures	Homeowner	Energy Coach Energy Advisor
Participant would engage with contractors to receive quotes for proposed work	Homeowner	Contractor Energy Coach
Participant Decides on Financing Options <ul style="list-style-type: none"> <li>Personal loan</li> <li>Local Improvement Charge added to Property Tax Bill</li> <li>Other options as determined should program move forward</li> </ul>	Homeowner	Energy Coach 3 <sup>rd</sup> Party Lender City of Windsor
Upgrade Approval and calculation of LIC award (if offered) <ul style="list-style-type: none"> <li>Participant provides proof of quote(s) selected</li> <li>Partial disbursement of LIC as required</li> </ul>	Energy Coach City of Windsor	Homeowner
<b>4.0 Retrofit and Loan Disbursement</b>		
Participants would contract work and upgrades would be installed if the program proceeds	Homeowner	Contractor Energy Coach
Participant pays for contracted services	Homeowner	Contractor

Step Description	Lead	Support
Final disbursement of LIC <ul style="list-style-type: none"> <li>Participant provides proof of completed retrofits (i.e. invoices paid)</li> </ul>	Homeowner City of Windsor	Energy Coach
<b>5.0 Post-Retrofit Evaluation</b>		
Complete post-evaluation audit	Energy Advisor	Homeowner
Submit documentation to program as determined <ul style="list-style-type: none"> <li>Pre-Retrofit EnerGuide Audit report, Post-Retrofit EnerGuide Audit report</li> </ul>	Energy Advisor	Energy Coach
Emergency Repairs (if offered) - Homeowner provides electricity, natural gas, or other energy related utility bills for measurement and verification purposes <ul style="list-style-type: none"> <li><b>Up to 12 months of pre-retrofit bills</b> <ul style="list-style-type: none"> <li><b>Up to 12 month of post-retrofit bills (from last measure installed)</b></li> </ul> </li> </ul>	Homeowner	Energy Coach
Participants start repaying LIC loans if utilized as a financing option	Homeowner	City of Windsor
<b>6.0 Optional: Interaction with other programs (Concurrently with Step 5)</b>		
Submit documentation to other programs (i.e. Enbridge, Greener Homes Canada) as applicable	Energy Advisor	Administrator for other programs
Layer any incentives paid by other programs (i.e. Enbridge, Greener Homes Canada)	Administrator for other programs	Homeowner

This section expands upon the program steps.

## Step 1.0: Application

At the application phase, homeowners will complete a short online application to ensure eligibility. The following information will be gathered in accordance with privacy policy:

- Name(s) of homeowners.
- Occupancy type (i.e. owner occupied or tenant occupied).
- Property type (i.e. detached, semi detached, row or townhouse, duplex, triplex).
- Address of home.
- Age of Home / Year of Construction.

The energy coach will review the submitted applications for completeness. At this stage, the energy coach will contact homeowner to start the process and provide educational information regarding energy auditor selection, low-income options, incentives and rebates available from other programs, and

financing options, including Windsor's R-DEER LIC. Homeowners interested in LIC financing will be requested to provide their property tax roll number.

Participants actively enrolling in the R-DEER will be assessed an application fee. The actual application fee will depend on the number of applications. For the purpose of the Rationale and Design Study, the application fees is estimated as \$300.

Where applicable, the energy coach will assist homeowners access low-income programs, thereby providing coordination services with low-income programs. Eligible homeowners will be encouraged to access programs offering no-cost, low-cost options prior to accessing R-DEER.

## **Step 2.0: Pre-Retrofit Audit**

The pre-retrofit audit, conducted by a Certified Energy Auditor (CEA) will establish a baseline for each home participating in the program. It will ensure that a home's "starting point" as it relates to energy usage and GHG emissions are captured. Understanding the current state of participating homes allows for the creation of baselines to assist the program administrator in evaluating program impacts and ensure program accountability and transparency.

In Canada, home retrofit programs receiving funding from the federal government, require a baseline be established through an energy audit completed by a NRCAN Registered Energy Advisor. Energy audits evaluate all aspects of the home and follow a standardized process with recommendations that are independent and not aligned to a particular program or incentive offer. For consistency, R-DEER will follow NRCAN requirements.

During an audit, an Energy Advisor will spend between two and three hours on site gathering specific home information such as highlighted in Table E-2.

Table E-2: Data collected during Pre-Retrofit Evaluation

Description		
Pre-Retrofit Evaluation Data	Insulation	Type, location, thickness, etc.
	HVAC	nameplate
	Window	Type and age
	Door	Type and age
	Blower door test	A blower door test is a test to determine the airtightness of a building and to help find sources of air leakage. Once all exterior openings are sealed (i.e. windows, doors, etc.), a large fan is temporarily sealed into an exterior doorway. The fan sucks air out of the building, depressurizing it, which allows the auditor to identify any air leaks so they can be sealed <sup>Error! Reference source not found.</sup> .
	Thermographic Scan	A thermographic scan utilizes an infrared camera or video camera to measure surface temperatures on the heat spectrum. The images detail temperature variations and can be used to determine pathways for heat loss and whether additional insulation is required <sup>Error! Reference source not found.</sup> .
	Other	As applicable

Once the relevant information is gathered, the Energy Advisor generates a report for the homeowner which outlines:

- The homes EnerGuide Rating (a measure of a home's energy performance using the home's annual energy consumption represented in Gigajoules (GJ) per year. Homes with lower ratings are more efficient homes).
- Where energy is used and lost.
- Home energy use and emissions.
- Upgrade options.
- An estimated EnerGuide Rating and GHG reductions if upgrades were completed.

Though the energy audit process is a well known and comprehensive baselining method there are drawbacks, including those highlighted in Table E-3:

Table E-3: Homeowner Challenges

Homeowner Challenges	Description
	<b>Cost</b> <ul style="list-style-type: none"> <li>Audits cost between \$400-\$600 for pre-evaluation audit</li> <li>Programs offering rebates in Ontario have been suspended as of February 5, 2024</li> </ul>
	<b>Inconvenience</b> <ul style="list-style-type: none"> <li>Challenging to schedule Energy Advisors</li> <li>Long lead times may result as extended periods may occur between scheduling and completing audit (limited number of Certified Energy Advisors).</li> </ul>
	<b>Knowledge</b> <ul style="list-style-type: none"> <li>Homeowners may have difficulties interpreting energy assessment report, and may find it difficult to determine next steps and retain contractors</li> </ul>

The Energy Advisor provides the completed Pre-Retrofit Energy Audit to the homeowner.

### Step 3.0: Qualification & Funding Selection

Participants will make several decisions in step 3. With the completed EnerGuide Pre-Retrofit Audit, participants will have the opportunity to:

- Review pre-retrofit audit report recommendations.
- Create a retrofit plan.
- Select measures for installation.
- Engage contractors to submit quotes.
- Determine which funding option best suits their needs.
  - LIC loan through City of Windsor.
  - Personal loan with lender.
  - Program incentives.

Throughout this step, the Energy Coach is available to provide information, guidance, and answer questions. In this step, the Energy Coach will also be responsible for:

- Engaging participants in understanding their EnerGuide Energy Assessment Report.
- Assisting participants in developing a retrofit plan.
- Determining whether selected measures meet R-DEER program requirements for energy savings and / or GHG emission reductions.
  - Prioritizing high GHG reduction retrofits with affordable upfront costs to improve accessibility and uptake.
- Reviewing existing retrofit or energy efficiency programs for requirements and incentives, as R-DEER aims to fill gaps within existing programs, not offer duplicate incentives.

- Summarizing programs offered by utilities and / or other levels of government, including incentives, and funding options for participant consideration. R-DEER aims to fill gaps within existing programs to allow for program stacking.<sup>8</sup>
- Reviewing and approving contractor quotes.
- Determining and communicating LIC loan award as applicable.
- Conducting stakeholder outreach and / or education sessions geared to address identified barriers to participation and to promote R-DEER as a solution.

#### Pre-Retrofit Audit Report Review and Measure Selection

Participants will have an opportunity to meet with an Energy Coach to review the Pre-Retrofit Audit Report to understand the current state of their homes and how recommended retrofits will improve home comfort through energy savings and GHG emissions reductions. At this stage, it is recommended that a retrofit plan be co-developed by participants and the Energy Coach. The retrofit plan will detail the measures the participant wishes to implement, including a proposed project timeline.

Participants are encouraged to consider sequencing installations involving HVAC and Solar upgrades, as these upgrades tend to rely on the integration of multiple upgrades. For example, retrofits focusing on a home's building envelope (i.e. airtightness) should be completed prior to upgrading HVAC equipment, as existing HVAC equipment may be oversized. Similarly, solar systems should be sized to final electrical demand, so electrification of space and water heating, and transportation (EV charger installation), as well as any necessary electrical upgrades, should occur first.

Participants have access to Energy Coach and resources to provide guidance in the selection of a contractor, and questions to ask.

#### Participant Engages with Contractors to Receive Quotes for Proposed Work

Once participants have selected the measures they wish to install, they will engage contractors to provide quotes for proposed work. The R-DEER program will have resources available to assist homeowners in scoping, reviewing, and selecting contractors.

Municipal home retrofit programs have the option to provide homeowners with a list of qualified contractors, or information regarding tips and questions for contractor selection. These materials aim to assist participants in finding a reputable contractor with the required skills, quality assurance, and experience necessary to provide home retrofits. For example, Windsor's Basement Flooding Protection Subsidy Program (BFPSP) Backflow Prevention Program, participating contractors complete declarations and agree to abide by program rules in order to qualify as a qualified contractor.

Qualified contractor lists are typically available online, providing value to contractors in attracting new customers. Registration requirements for contractors should be limited in scope to encourage program participation.

Once participants receive contractor quotes, they have the option of selecting quotes independently or with the assistance of the Energy Coach.

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<sup>8</sup> R-DEER will not duplicate incentives from other sources.

## Participant Decides on Final Retrofit Scope and Financing Options

Participants select the measures to be retrofitted from received contractor quotes in accordance with their retrofit plan. The Energy Coach can be used as a resource in the decision process. Once the measures and retrofit budget have been established, R-DEER offers financial flexibility by allowing participants to select a financing option for their upgrades, based on their individual needs. Payback terms and interest rates may vary and homeowner will need to choose the option that best meets their needs. Financing options include:

- R-DEER Rebates and incentives;
- City of Windsor LIC Loan;
- Personal Loan or use of homeowner's line of credit with financial institutions; and / or
- Rebates or loans from other programs.

## Upgrade Approval and Calculation of LIC Award

The participant provides the Energy Coach with selected contractor quotes for approval prior to the start of the retrofit. The Energy Coach will review quotes for completeness and will provide approval as appropriate. The Energy Coach and Program Administrator will approve retrofit scopes of work prior to the start of work.

The Energy Coach will use the contractor costs to calculate the LIC award for the participant's work. The award is communicated to the participant. Homes utilizing the LIC loan option will be eligible for the lesser of 10% of MPAC assessed property value or \$40,000 lifetime. At this stage, the participant may request up to 30% of total LIC award be disbursed to cover contractor deposits. The participant will fill out a request form that will be reviewed and approved as appropriate by the Energy Coach based on financial need. The Energy Coach is responsible for coordinating with finance to ensure the appropriate paperwork is completed to add the LIC loan to the property tax bill.

## Step 4.0 Retrofit and Loan Disbursement

At this stage, the final agreement between the participant and the contractor is completed, work is scheduled, completed, and paid for. Once the work is completed, participants utilizing a LIC loan to finance retrofits will be requested to submit proof of completion in the form of paid invoices to the Energy Coach prior to receiving the final LIC loan disbursement.

## Step 5.0 Post-Retrofit Evaluation

Once the retrofit is completed, the program will need to monitor and track the improved performance of the home to verify equipment installation, as well as quantify energy and GHG performance changes.

The R-DEER program will include project and program level measurement and verification (M&V) to monitor, track, and validate energy and GHG reductions that can be attributed to the program. M&V is the process of planning, measuring, collecting, and analyzing data for the purpose of verifying and reporting energy savings resulting from the implementation of energy efficiency measures. Savings are determined by comparing measured energy use or GHG emissions before and after home energy retrofits [9].



R-DEER will utilize several strategies from CIET Canada's Certified Measurement and Verification Professional (CMVP) certification. They include:

- Determining baselines and estimated savings.
- Developing an M&V plan.
- Measuring post-installation energy and GHG savings.
- Developing annual M&V reports which track and report performance savings for the portfolio.

Data collection is crucial for developing baselines, estimated savings, monitoring quality of installation or equipment performance and tracking program performance. As part of the R-DEER program, participating homeowners will be required to provide access to the following for verification purposes:

- NRCan's EnerGuide Pre-Retrofit Energy Assessment (Audit) report.
- NRCan's EnerGuide Post-Retrofit Energy Assessment (Audit) report.
- Up to seven years (where available) of Electricity, Natural Gas or other energy related utility bills (i.e. propane, district energy).
  - Up to 12 months pre-retrofit.
  - Up to 12 months post-retrofit.

## Appendix F: Potential Financing Risks and Mitigation Strategies

Table F-1 highlights the Potential financing risks associated with R-DEER that will need to be managed to achieve success in meeting the R-DEER program goals and objectives. The potential impact for each of these risks are briefly examined here as well as probability where possible. Measures to decrease the probability and mitigate potential impacts are also included in summary form.

*Table F-1: Potential Financing Risks and Mitigations Strategies*

Potential Risk	Description	Mitigation Strategies
<b>Financial Risks</b>		
<b>Loan Defaults</b>	Homeowners may not complete their repayments, for a variety of reasons, which could lead to a default	<p>Development of a loan repayment process for homeowners focusing on loan repayment options and the implications of delinquency and default. The process will be available in program documentation, communicated and supported by Energy Coaches, and posted for reference on the Application portal.</p> <p>In the case of default on an unsecured loan, a Loan Loss Reserve may be made available to make the loan whole and reduce the Financial Institution risk.</p> <p>In the case of default on a LIC loan, LIC loans attached to the property tax roll exercise priority liens in the case of a tax sale, but only the payments in arrears are collected, reducing the City of Windsor's financial risk.</p>
<b>Loan Loss Reserve (LLR)</b>	Significant uptake from the personal loan stream could lead to insufficient funds available for the Loan Loss Reserve (based on FCM funding)	<p>The City has the option of committing some of its own funds to increase the amount available for the LLR.</p> <p>The City has the option to renegotiate the LLR terms. The leverage ratio of the LLR could be revised with the financial institution to benefit homeowners.</p>

Potential Risk	Description	Mitigation Strategies
<b>High set-up costs</b>	The City or the program administrator will need to either update or create software systems to manage their responsibilities in the program (e.g., property tax bill repayment, loan monitoring, one-stop window website and database, net zero pathway reporting, etc.). These costs are uncertain at this stage and will need to be refined based on features and functions selected.	Clear scoping of program software needs is required with consideration to simplify in areas, where possible, to reduce set-up costs (e.g., City may choose to issue a separate bill to collect repayments to avoid system upgrades for the beginning of the program until volume grows and/or the program expands to include multifamily and commercial properties). Project costs could include contingency budgets to further mitigate this risk.
<b>High operating costs</b>	LIC administration is intended to be cost-neutral; paid by participants. But that is not always the case if participation is low (i.e. Toronto HELP).	Keep fixed costs low, consider a third-party administrator to share costs and resources among program partners, and/or explore ways to collect more revenue (e.g., increasing uptake, apply or increase administration fees and/or interest rates).
<b>Balancing relaxed underwriting with consumer protection</b>	LIC programs are not typically the best option for lower income homeowners who are eligible for free or lower cost efficiency programs. The financing program should ensure that eligible homeowners can afford the payments and do not become over-leveraged. Further, without establishing consumer protection mechanisms, expensive loans may be pushed by aggressive contractors for projects with questionable savings.	Consumer protection must be a cornerstone of any financing program – especially in the residential sector. Impacts on potentially vulnerable participants (e.g., low-income, fixed income, heavily leveraged, underserved communities, seniors). are being considered in all design decisions. Financial literacy skills and transparency on the implications of investing in upgrades is integrated into enabling measures, balanced with the benefits of completing retrofits. The Energy Coach is also engaged to help income-eligible homeowners find appropriate programs and services. In the event of non-payment, the program offers enhanced flexibility before escalating the collections process.

Potential Risk	Description	Mitigation Strategies
<b>Market Risks</b>		
<b>Lack of Program Uptake</b>	Homeowner participation in program may lag estimates.	<p>Build in flexibility for higher or lower uptake into program design.</p> <ul style="list-style-type: none"> <li>• Low, medium, and high City staffing allocation levels to program support.</li> <li>• Periodic review of program features in the event uptake is lower than expected.</li> </ul> <p>Connect with program administrators of active Home Retrofit Programs to monitor uptake and estimate anticipated demand for R-DEER</p> <ul style="list-style-type: none"> <li>• Municipal</li> <li>• Utility</li> <li>• Government</li> </ul>
<b>High upfront interest from homeowners</b>	Municipal home retrofit programs in other cities have experienced a high number of applications from homeowners at the onset of their program, resulting in funding being quickly exhausted and/or a need to shut down the portal for new applications until existing applications could be processed.	<ul style="list-style-type: none"> <li>• Proactively setting expectations and clear communication: If the program experiences very large number of applications, communicate proactively regarding timelines and potential delays.</li> <li>• Use number of program inquiries as a market signal. Communicate proactively about the high number of applicants to market actors (contractors, EAs, NRCan and publicly) to foster interest in the related opportunities.</li> <li>• Plan ahead to scale resources: While setting up the program, engage with everyone involved in program delivery (finance department, buildings department, program administrator, financial institution, local service organisations, contractors). Develop contingency plans to allow rapid scale of the program. Identify potential pitfalls and steps to avoid them.</li> <li>• Pause intake: If the number of applications become unmanageable, the program can pause new intakes until the applications can be processed and the program partners can put their scale strategies in place.</li> </ul>

Potential Risk	Description	Mitigation Strategies
<b>Low uptake from homeowners</b>	Low uptake of the financing program requires leveraging the enabling strategies to increase awareness and uptake. This risk could be caused by many factors, including the sunseting of supporting rebate programs and market transformation initiatives. Risk associated with low uptake include a financial risk to the City if the loans from capital providers (FCM, other commercial loans) require interest repayment for capital that has not been disbursed to homeowners and hence, has not collected interest.	<p>Implement other enabling strategies to support the market, including other financial incentives (rebates) and non-finance activities such as:</p> <ul style="list-style-type: none"> <li>• Linking with other rebate programs. There are existing government and utility initiatives underway that should be factored into the development (e.g., Enbridge, Canada Greener Homes Loan)</li> <li>• Effective education and outreach including one-stop window, energy coach, and marketing efforts to raise awareness of program benefits, financing, and other programs available to support homeowners.</li> <li>• Creating a positive customer experience. Make it fast, simple and engaging by offering personalized support and/or a centralized call centre to help homeowners throughout the home renovation journey.</li> <li>• Revising program loan terms: some loan parameters (e.g., interest rates, loan amounts, loan repayment periods, etc.) could be a barrier to participation and could be revisited, particularly in the program evaluation process.</li> <li>• Engaging and training contractors. Contractors must be trained and equipped to market the program while in the home at point of sale. They are key influencers and crucial to success.</li> <li>• Supporting policy landscape. Financing becomes more important where there are more stringent policies or requirements. Home energy labelling and disclosure policies, retrofit building codes, and building performance standards can increase demand for retrofits and, thereby, financing.</li> </ul>

Potential Risk	Description	Mitigation Strategies
<b>Balancing relaxed underwriting with consumer protection</b>	<p>LIC programs are not typically the best option for lower income homeowners who are eligible for free or lower cost efficiency programs.</p> <p>The financing program should ensure that eligible homeowners can afford the payments and do not become over-leveraged.</p> <p>Establish consumer protection mechanisms, to protect homeowners from expensive loans, aggressive contractors, and projects with questionable savings.</p>	<p>Consumer protection must be a cornerstone of any financing program – especially in the residential sector. Impacts on potentially vulnerable participants (e.g., low-income, fixed income, heavily leveraged, underserved communities, seniors). are being considered in all design decisions.</p> <p>Financial literacy skills and transparency on the implications of investing in upgrades is integrated into enabling measures, balanced with the benefits of completing retrofits.</p> <p>The Energy Coach is also engaged to help income-eligible homeowners find appropriate programs and services. In the event of non-payment, the program offers enhanced flexibility before escalating the collections process.</p>
<b>Resourcing Risks</b>		
<b>Lack of qualified and/or available contractors and energy auditors in the area labour pool</b>	<p>Contractor capacity issues (i.e. availability of good contractors) and costs (i.e. trades from centres further away increase costs) and can create barriers to implementing home energy upgrades.</p>	<p>Support contractor training, including program- and trade-specific training</p> <p>Support efforts to upgrade training for existing contractors</p> <ul style="list-style-type: none"> <li>• Provide training venues;</li> <li>• Provide subsidies for training registration; and</li> <li>• Encourage new people to enter the field (i.e., women, new Canadians, etc.).</li> </ul>

Potential Risk	Description	Mitigation Strategies
<b>City and Program administration capacity</b>	<p>City staff may encounter capacity challenges to sufficient plan, design and implement program in addition to delivering other services.</p> <p>Lessons learned from similar programs:</p> <ul style="list-style-type: none"> <li>Programs in the first year or so after launch tend to experience significant uptake which can cause processing delays.</li> <li>Program Administrators need to adequately staff to meet demand</li> </ul>	<p>Where possible, streamline processes and provide workarounds.</p> <ul style="list-style-type: none"> <li>Budget preparation, year end, tax billing, and reporting are labour intensive activities sharing essential resources.</li> </ul> <p>Leverage external program partners and/or third-party administrators with financing expertise to help offset the burden placed on City of Windsor resources.</p> <p>FCM grant funds can be used to cover staff remuneration for existing or new employees dedicated to setting up and delivering the program.</p> <p>Plan for a soft launch (e.g., limit marketing, limit applications, restrict to specific groups / homeowner segments) to reduce the likelihood of long delays for early applicants.</p>
<b>Lack of dedicated resources assigned to lead</b>	<p>There is limited capacity and/or authority in leading organization to act as a program champion, gain the necessary government approvals, and to manage overall program oversight.</p>	<p>City of Windsor to obtain further Council support, budget and staff allocations required to lead program funding applications, set-up, delivery, and evaluation.</p>
<b>Other Risks</b>		
<b>Loss of Reputation</b>	<p>Financial Institution or City of Windsor receives backlash from the public due to rejected applications or delinquencies/defaults.</p>	<p>Have clear and transparent guidelines on eligibility, underwriting criteria, and program processes in the event of delinquencies and defaults.</p> <p>Have stricter underwriting criteria for LIC loans over a certain amount.</p> <p>Have clear guidelines for the Energy Coach to recognize and prevent service provider predatory behavior (i.e. have additional conversations with older homeowners on fixed income)</p> <p>Offer one point of contact (i.e. dedicated staff at City of Windsor) for all concerns from homeowners.</p>

Potential Risk	Description	Mitigation Strategies
<b>Go broad or go deep</b>	Key trade-off faced by program administrators is whether to focus on broad market applicability (but minimal complexity and value added) that encourages high loan volume versus a program that supports deeper savings per project and requires a savings to investment ratio of one or greater (i.e., larger, higher-quality projects) but may have limited uptake.	<ul style="list-style-type: none"> <li>• Allowing for a portion of the LIC to include non-energy related measures may be more attractive to homeowners that are planning larger home renovation projects and can incorporate Energy Efficiency.</li> <li>• Providing grants to homeowners to incentivize the measures that reduces GHG emissions the most, like insulation and fuel-switching.</li> </ul>
<b>Under Performing Contractors</b>	Unqualified contractors performing work can create a poor participant experience and may result in energy and GHG savings not materializing if measures are not installed correctly.	<ul style="list-style-type: none"> <li>• Leverage existing contractor lists and official trade directories (e.g., RenoMark, HRAI, etc.)</li> <li>• Establish an authorized contractor list and establish a disciplinary process that includes probation or expulsion of contractors from the program.</li> <li>• Manage, track, resolve and implement preventative actions in response to homeowner inquiries and complaints.</li> </ul>



## Appendix G: Local Improvement Charges

### LIC Considerations

As with any financing option, several considerations need to be understood prior to deciding to offer an LIC as an available financing option. When undertaking an LIC, the following require consideration:

- Capital funding required for loans.
- A Loan Loss Reserve (LLR) to mitigate risk.
- Staff to implement the program successfully, and other operational costs.
- Homeowners will incur larger property tax payments until the loan is paid off.
- Interest rates are determined at the time of borrowing and may fluctuate due to factors outside of City's control.
- An unpaid LIC loan may be a deterrent for potential buyers. This has not been an issue with other programs to date.
- Risk of property foreclosure can be mitigated through the development of a homeowner qualification:
  - Following the necessary financial policies relating to municipal debt.

### Capital Funding for Loans

A primary consideration for an LIC is determining the source of capital funding to be used to offer participants loans. Potential sources of capital funding include:

- Government grants or loans.
- Sponsorships and partnerships.
- Municipal funds.
- Program Administration fees.
- Funding partner investment.

Government grants or loans exist for home energy retrofits. Municipalities can access grants and or loans for assistance in developing and launching local programming, while homeowners may have access to grants and loans on an individual basis. In this section, we will focus on government grants or loans available to municipalities. It should be noted that grant and loan programs from provincial and federal governments are typically sporadic and provide limited funds.

Currently, municipalities are accessing funding from FCM, through its GMF. The CEF offers funding in the form of grants and loans to assist municipalities in implementing a capital project for home-energy upgrades. R-DEER proposes to apply for the Capital program: Loan or credit enhancement for local home-energy upgrade financing program. This program combines a capital loan and a grant, with a loan maximum of \$10 million and grant of up to a maximum of 50% of the loan amount to support start-up and operating costs. Combined, the loan and grant can cover up to 80% of total eligible program costs, with the remaining 20% covered by the municipality or a municipal partner. GMF CEF funding is intended to get programs started and is available for the first four years of a program.

Home energy retrofit programs can also access funding through sponsorships and partnerships. Sponsorship funding may come from groups with similar interests in home energy retrofit programs, such as utilities. Partnerships may include cooperation with groups offering similar programs, box stores offering equipment, supplies, and materials, or promotional or educational providers with opportunities for shared marketing, communications, and education initiatives.

Programs receiving GMF CEF funding are expected to operate beyond the government funding, which may require the outlay of municipal funds. Municipalities can provide program funding through:

- In kind contributions (i.e. payroll contributions).
- Operational Budget line item, Climate Change levy, or reserve fund.
- Green bonds.

City Council direction is required when allocating funds to programs and initiatives. Budget line items, climate change levy, or reserve funds are managed through the budget process. Through the budget process, municipalities can also elect to create and administer green bonds, which are income investments that can be used to fund projects that have positive environmental and/or climate benefits. Both the Government of Canada and the Province of Ontario have issued green bonds to help fund projects with environmental benefits.

Additional funding may be raised through the implementation of program administrative fees. Fees can be accessed to participating homeowners, or contractors at the time of application. As upfront costs tend to be a barrier to participation, the value of the administrative fees should remain affordable and be within the range of \$100 to \$500.

Lastly, municipalities have the option of engaging in partnerships with utilities or 3<sup>rd</sup> party financial institutions to fund an LIC. Municipal home retrofit programs have elected to use municipal funds when programs launch then transitioning to 3<sup>rd</sup> party financing. This approach provides municipalities with flexibility and additional oversight when in the beginning stages of program rollout. Municipalities can benefit from lower interest rates, longer financing terms, higher participation rates through the removal of mortgage lender consent requirements, stigma regarding poor sales tactics.

Table G-1 provides an overview of the advantages and disadvantages of a municipality implementing an LIC for a home energy retrofit program.

*Table G-1: Advantages and Disadvantages of Municipal LIC Program*

LIC Provider	Advantages	Disadvantages
<b>Municipality</b>	<ul style="list-style-type: none"> <li>• Added Control</li> <li>• Potential for lower interest rates and longer terms</li> <li>• Identified as trustworthy source</li> <li>• Aligns with other municipalities easier</li> <li>• Reduced predatory sales tactics</li> </ul>	<ul style="list-style-type: none"> <li>• Limits on total funding</li> <li>• Increased staff time needed</li> <li>• Processing LIC requests needs to be created</li> </ul>

## Loss Loan Reserve

LIC's have the option of creating a loan loss reserve as a risk mitigation tool. A loan loss reserve (LLR) is a type of credit enhancement that reduces credit risk by providing partial coverage in the event of loan

defaults. The LLR can assist municipalities in leveraging support of financial institutions or private investors.

A LLR may also facilitate program uptake by offering loans to a wider range of participants than with traditional loans (i.e. low-income), through reduced interest rates, and / or extended loan periods.

### LIC and City Capacity

When accessing LIC eligibility of participants, its recommended that a balanced approval process be applied to ensure risks are reduced for participants and municipality, while not creating obstacles that impact program participation. This is key in reducing the burden that LIC requirements may have on City finance and legal staff. Development and implementation of a LIC requires the municipal following staff resources:

- Legal:
  - Review of obligations in offering LIC's.
- Tax:
  - Create and implement process to register LIC's on the municipal tax roll.
  - Issue property tax bills with LIC repayment charges.

Table G-2 outlines recommendations on key financing recommendations, with Table G-3 outlining a recommended approval process for LIC participants. Although additional follow-up with financing is recommended, overall steps include:

1. Homeowner completes short application to ensure eligibility.
2. Application is reviewed by program staff and requests any additional information from the homeowner.
3. LIC is granted and set up on tax roll.
4. LIC repayment is completed via property tax roll.

Table G-2: LIC Financing Recommendations to Increase Program Participation

Suggestion	Rationale
Offer the minimum interest rate possible	Program should aim to be cost neutral to municipality. Any rates paid by municipality are also charged to participants.
Set a project financing minimum that is high enough to justify administration costs	Programs have recommended a loan minimum between \$5,000 and \$10,000.
Offer a 10 or 15-year financing term	Likely the biggest selling point during time of low interest rates
Identify maximum financing amount	This can be percent of property value, a fixed amount, capped at value of equity the owner has in the property, etc.

Table G-3: Requirements and Due Diligence Recommendations for LIC Approval

Eligibility Requirement	Required by Homeowner	Additional Information
<b>Verified by municipality (via MPAC and title search)</b>		
Participant is the property title holder	Yes	<ul style="list-style-type: none"> <li>All other owners listed on the title must provide signatures on the application</li> <li>Property is in Windsor</li> </ul>
Property taxes are not in arrears	Yes	<ul style="list-style-type: none"> <li>Applied to previous year or go back longer</li> </ul>
No involuntary liens on property	Yes	<ul style="list-style-type: none"> <li>No outstanding construction liens from past renovations on the property</li> </ul>
Property value assessed	No	<ul style="list-style-type: none"> <li>Only needed if financing limited are a percent of total home value or owner equity, which is not recommended</li> </ul>
<b>Provided by Applicant</b>		
Recent bankruptcy	Yes	<ul style="list-style-type: none"> <li>None in the last 3 years</li> </ul>
Mortgage in good standing	Yes	<ul style="list-style-type: none"> <li>No recent history of defaults</li> </ul>
Credit Check	No	<ul style="list-style-type: none"> <li>Adds extra layer of work that may not speak to current ability to pay</li> <li>May make homeowners uncomfortable</li> </ul>
Household income	No	<ul style="list-style-type: none"> <li>Not recommended to request participants to divulge annual income.</li> <li>Low-income stream may require this to align with other programs in the market</li> </ul>
Mortgage lender sign off	No	<ul style="list-style-type: none"> <li>Mortgage lender signoff has been identified as a significant barrier for program uptake</li> </ul>

		<ul style="list-style-type: none"> <li>Highly recommended that participants inform Mortgage lender of program participation</li> </ul>
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#### *LIC By-Law Template*

Although Ontario amended O. Reg 586/06 to allow for the creation of LIC programs within Municipalities, the City must enact a bylaw to allow for energy-related home upgrades on private residential property.

Clean Air Partnership's LIC toolkit is found in **Appendix H: Accelerating Home Energy Efficiency Retrofits Through Local Improvement Charge Programs: A Toolkit for Municipalities** and includes a sample municipal-bylaw template to enable a LIC program. The toolkit also provides guidance on LIC language and key features such as permitting municipal borrowing or issuance of bonds, establishing priority lien status, and creating an annual LIC roll.

#### *Windsor Debt Policy Alignment*

Implementation of the LIC mechanism must take into considerations the City's Debt Policy to ensure responsible debt management and align with the City's long-term framework.

LIC's are not included in the determination of the city's total reported provincial debt capacity. However, the debt issued under a proposed LIC program would still be a liability for the city should any loans fall into default and would still be part of the city's overall debt obligation.

## Appendix H: Accelerating Home Energy Efficiency Retrofits Through Local Improvement Charge Programs: A Toolkit for Municipalities

### Sample Municipal By-Law for Enabling LIC Retrofit Program

*\*Please note that this is just a sample by-law. Specific program details should be added, modified, or removed based on all applicable legislation, regulations, and local context.*

A by-law to authorize the undertaking of energy efficiency and water conservation works on private residential property as local improvements under the Residential Retrofit Program.

**Whereas** Part III of Ontario Regulation 586/06 authorizes Council to pass a by-law to undertake works on private residential property as local improvements for the purpose of raising all or part of the cost of the work by imposing special charges on lots upon which all or some part of the local improvement is or will be located; and

**Whereas** such a by-law may authorize the undertaking of works which satisfy the requirements of a [MUNICIPALITY] program; and

**Whereas** at its meeting of [XXXX], [MUNICIPALITY] Council adopted the [Residential Retrofit Program] pursuant to authority of Ontario Regulation 586/06;

The Council of [MUNICIPALITY] enacts:

1. Council authorizes the undertaking of energy efficiency and water conservation works on private residential property as local improvements under the Residential Retrofit Program, as set out in Appendix X to this By-law, for the purpose of raising all or part of the cost of the work by imposing special charges on lots upon which all or some part of the local improvement is or will be located.

**Enacted by [MUNICIPALITY] Council this XX day of XX, 20XX.**

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Mayor

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[MUNICIPALITY] Clerk

## Appendix: I: Advantages and Disadvantages of Program Delivery Agent Options

	Description	Advantages	Disadvantages
<b>Public Sector</b>	<ul style="list-style-type: none"> <li>All program aspects administered by the municipality.</li> </ul>	<ul style="list-style-type: none"> <li>One entity handles the program from start to finish.</li> <li>Program runs as a not-for-profit offering.</li> <li>Offer LIC as financing option,</li> </ul>	<ul style="list-style-type: none"> <li>Limited resources and/or expertise in program administration.</li> <li>Less flexibility due to legislative and bureaucratic requirements that may slow down program delivery</li> <li>May be impacted by political decisions.</li> <li>Limited to working within a municipal boundary</li> <li>Challenging in entering partnerships with other municipalities or with the private sector</li> <li>May require more time to set up and establish.</li> </ul>
<b>Municipal Services Corporation (owned by City as a subsidiary)</b>	<ul style="list-style-type: none"> <li>Program set-up and operations administered by MSC.</li> <li>LIC administration completed by municipality.</li> </ul>	<ul style="list-style-type: none"> <li>Not limited to work within municipal boundaries and can enter partnerships with other municipalities.</li> <li>Better positioned to enter partnerships with the private-sector than the municipality.</li> </ul>	<ul style="list-style-type: none"> <li>May be subject to some legislative and bureaucratic requirements, making program delivery less flexible.</li> <li>May take relatively more time to setup and establish.</li> <li>May be impacted by political decisions.</li> </ul>

	Description	Advantages	Disadvantages
Community Led	<ul style="list-style-type: none"> <li>Program setup and operations administered by Not-for-Profit.</li> <li>LIC administration completed by municipality.</li> </ul>	<ul style="list-style-type: none"> <li>May be more flexible in legislative and bureaucratic requirements than a municipality, speeding up program delivery.</li> <li>Program runs as a not-for-profit offering.</li> <li>Reduced conflict of interest as products and services are offered by others.</li> <li>Not limited to work within municipal boundaries and can enter into partnerships with other municipalities.</li> <li>Better positioned to enter partnerships with the private-sector than the municipality.</li> <li>May take less time to setup and establish.</li> </ul>	<ul style="list-style-type: none"> <li>Potential for limited expertise May take relatively more time to setup and establish.</li> </ul>
Market-Led	<ul style="list-style-type: none"> <li>Program setup and operations administered by For-Profit.</li> <li>LIC administration completed by municipality.</li> </ul>	<ul style="list-style-type: none"> <li>May be more flexible in legislative and bureaucratic requirements than a municipality, speeding up program delivery.</li> <li>Avoids impacts due to political decisions.</li> <li>Not limited to work within municipal boundaries and can enter into partnerships with other municipalities.</li> <li>Better positioned to enter partnerships with the private-sector than the municipality.</li> <li>May take less time to setup and establish.</li> </ul>	<ul style="list-style-type: none"> <li>Requires consumer protections to protect against predatory sales tactics</li> <li>May be less trusted by participants</li> </ul>
Utility Provider	<ul style="list-style-type: none"> <li>Program setup and operations administered by Utility</li> <li>LIC administration completed by municipality.</li> </ul>	<ul style="list-style-type: none"> <li>May be more flexible in legislative and bureaucratic requirements than a municipality, speeding up program delivery.</li> <li>Avoids impacts dur to political decisions.</li> <li>Not limited to work within municipal boundaries and can enter into partnerships with other municipalities.</li> <li>May take less time to setup and establish.</li> </ul>	<ul style="list-style-type: none"> <li>Potentially better positioned to enter into partnerships with the private sector than the municipality</li> <li>Reduced conflict of interest as products and services are offered by others.</li> <li>Potential for limited trust with business and customers.</li> </ul>



## Appendix J: Tactics and Actions for Community and Engagement and Marketing Plan

**Table J-1:** Recommendation – R-DEER Tactics and Actions for Community Engagement and Marketing Plan [10]

	Tactics	Recommended Actions
Stakeholder Outreach	<b>List of Stakeholders</b> <ul style="list-style-type: none"> <li>Develop a list of stakeholders and identify areas for engagement</li> </ul>	<ul style="list-style-type: none"> <li>Identify list of stakeholders and collect contact information</li> <li>Develop outreach strategy</li> <li>Define key target audiences for programming</li> <li>Identify desired outcomes for stakeholder groups</li> <li>Initiate and schedule consultations</li> </ul>
	<b>Stakeholder Consultations</b> <ul style="list-style-type: none"> <li>Engage stakeholders to better inform marketing actions</li> </ul>	
	<b>Homeowner Survey</b> <ul style="list-style-type: none"> <li>Gather input from community to understand barriers and opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Identify desired outcomes of survey</li> <li>Contract a trusted surveying consultant to deliver survey</li> <li>Deploy survey online and use strategies to advise target audience</li> </ul>
Virtual Support	<b>Website and Brand Identity</b> <ul style="list-style-type: none"> <li>Develop a website and brand identity to build credibility and awareness</li> </ul>	<ul style="list-style-type: none"> <li>Contract marketing service to support project branding and graphic design</li> <li>Engage stakeholders in brand development</li> </ul>
	<b>Virtual Resources and Materials</b> <ul style="list-style-type: none"> <li>Engage community through targeted social media to support project awareness</li> </ul>	<ul style="list-style-type: none"> <li>Develop roadmap for participants with process steps, timelines, and expectations</li> <li>Develop one-page documents focusing on Tips, FAQs, etc.</li> </ul>
Build Awareness	<b>Social Media</b> <ul style="list-style-type: none"> <li>Engage stakeholders through targeted social networking channels to build program awareness and support educational activities</li> </ul>	<ul style="list-style-type: none"> <li>Post actively on social media platforms (i.e. X, Facebook, Instagram, LinkedIn, etc.)</li> <li>Target key market segments through partner associations</li> <li>Utilize programmatic advertising to increase reach</li> <li>Incorporate infographics into media content</li> <li>Engage local influencer accounts (i.e. Mayor, Councillors, local media, etc.)</li> </ul>
	<b>Events and Outreach</b> <ul style="list-style-type: none"> <li>Engage and educate participants and key market stakeholders through in-person events</li> </ul>	<ul style="list-style-type: none"> <li>Utilize showrooms that offer homeowners insights into the realities of home retrofits</li> <li>Host pop up information sessions at events, stores, malls, and gatherings</li> </ul>

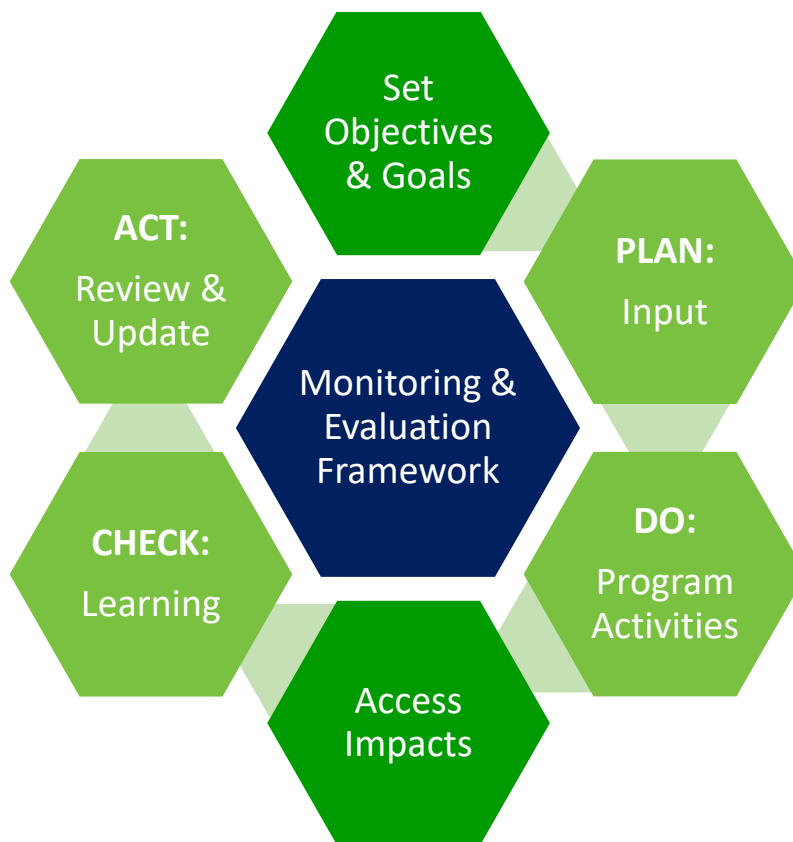
	<b>Webinars</b> <ul style="list-style-type: none"> <li>• Offer virtual seminars, lectures, and engagements to educate participants on programming and options for home energy retrofits</li> </ul>	<ul style="list-style-type: none"> <li>• Work with contractors, service providers, utilities, and educational partners to offer educational sessions</li> <li>• Host expert panels to offer insight and tips for home energy retrofits</li> <li>• Partner with other municipal programs</li> </ul>
	<b>Print Advertising</b> <ul style="list-style-type: none"> <li>• Engage community stakeholders through printed materials to support access and awareness of programming</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize existing mailout packages to include program handouts (i.e. property tax)</li> <li>• Offer branded material, and marketing guidelines to contractors and service providers to promote program to clients</li> <li>• Consider posters/billboards in community centres, libraries, recreation centres, transit hubs, etc.</li> <li>• Expand and display hand out material for events, information booths, public offices.</li> </ul>
	<b>Stakeholder Engagement Networks</b> <ul style="list-style-type: none"> <li>• Leverage existing networks to encourage referrals and word of mouth promotion</li> </ul>	<ul style="list-style-type: none"> <li>• Offer training sessions and webinars to approved contractors, service providers, and realtors to provide educational opportunities</li> <li>• Engage local influencers</li> <li>• Utilize newsletter mailing lists of local organizations</li> <li>• Consider internal updates through staff at large local employers, schools, etc.</li> </ul>
	<b>Progress Reports</b> <ul style="list-style-type: none"> <li>• Provide regular access to progress reports to ensure transparency of program progression</li> </ul>	<ul style="list-style-type: none"> <li>• Develop process for progress reporting</li> <li>• Publicly share key milestones, timelines, and strategies for communication</li> <li>• Record program progress to ensure thorough documentation and make interactions with city council available to all participants.</li> </ul>

## Appendix K: Program Monitoring and Evaluation

R-DEER will follow a monitoring and evaluation (ME) framework in assessing program performance and impact and provide an avenue for reporting program progress to achieving program goals and targets to community stakeholders. The proposed program ME framework is meant to balance time spent on data framework aims to be:

- Flexible - Able to be modified as program offerings evolve.
- Scalable - Able to be scaled throughout program changes and uptake rates.
- Simple - Identify SMART goals that are incorporated into the program.

The framework will follow a basic continuous improvement loop of plan, do, check, act (Figure K-1, Table K-1, Table K-2). It is recommended that ME activities focus on metrics associated with program goals (i.e. energy consumption and GHG emission reductions) and marketing and communications (i.e. outreach and education).



**Figure K-1:** Recommended Program Monitoring & Evaluation (ME) Framework

Table K-1: Description of ME Framework Steps

Step	Description
<b>Objectives / Goals</b>	Identify program goals and the “why” behind the program
<b>Input</b>	Identify what is needed and priorities for each area (sales, marketing, education, etc.)
<b>Program Activities</b>	Implement program
<b>Impacts</b>	Measure impacts through ME
<b>Learning</b>	Critically assess what is working, what is not, and why
<b>Review and Update</b>	Update objectives and reiterate

Table K-2: Sample Template – Framework Implementation

Metric	Definition (how is it calculated?)	Baseline	Target	Data Source (how to measure?)	Frequency (how often?)	Who Requires Information?
<b>Homes upgraded</b>	# of homes completing program in calendar year	Baseline number	Actuals % eligible	Total installations	Annual	Program Administrator, ESCC staff, Council
<b>Energy Efficiency Rating Improvement</b>	Completed by the Energy Advisor	Average Pre-audit	Actuals %change	Pre and Post Audit results	Annual	Program Administrator, ESCC staff, Council
<b>LIC Uptake</b>	# of LIC loans vs. total applications	Forecast	Actuals	Count of Applications and LIC loans	Quarterly	ESCC Staff, Finance, Council
<b>Energy Coach Engagement</b>	# of participants accessing Energy Coaching Services	Forecast	Actuals	Count of online and telephone inquiries	Monthly	Program Administrator, ESCC staff, Council
<b>Awareness and Outreach</b>	# of engagement activities # of education sessions hosted # of attendees	Forecast	Actuals Per capita	Count of activities, education sessions, number of attendees	Annual	Program Administrator, ESCC staff, Council

## Data Gathering

Effective ME requires quantitative and qualitative data gathering. Table 13-4 outlines data that can be gathered throughout the home retrofit process.

*Table K-3: Data Gathering Opportunities for ME*

Step	Purpose	How is Data Gathered?
<b>Initial Application</b>	Collect demographic information, understanding interest in participation, marketing and communications.	Included in online application
<b>Baseline</b>	Identify baseline GHGs, energy consumption, energy audits, and utility costs	Directly through customer, relevant utility, or NRCan pre-audit.
<b>Post-Installation</b>	Number of completed projects and types of measures implemented; loans issued by municipality; Identify changes in energy consumption, GHG changes, post-energy audits and utility costs	NRCan post-audit  Directly through customer and/or relevant utility.

## Appendix L: Considerations for the Implementation of a Municipally Led Program

Prior to any program launch there would be a significant level of pre-launch activities that would be required.

*Figure L-1: Key Steps Required Prior to Program Launch*

Item	Details	Lead
<b>Secure Approvals</b>	<ul style="list-style-type: none"> <li>Obtain Council approval for Program Design</li> <li>Assign dedicated resources to lead Implementation</li> <li>Request for City funding to match the contribution as required for the FCM funding application.</li> </ul>	City Staff
<b>Legal and Financial Review</b>	<ul style="list-style-type: none"> <li>Develop forms and procedures for LIC use</li> <li>Confirm source of capital dollars for LIC loans</li> <li>Confirm funding for operational costs</li> <li>Application and review process</li> <li>LIC interest rates and loan terms</li> </ul>	City Staff
<b>Risk Management Assessment</b>	<p>Complete risk assessment on the following factors:</p> <ul style="list-style-type: none"> <li>Financial (i.e. loan defaults, LIC liens, etc.)</li> <li>Market risk (i.e. lack of program uptake)</li> <li>Human resources (i.e. lack of qualified contractors and energy auditors)</li> <li>Technical</li> </ul>	City Staff
<b>Website Development and Launch</b>	<ul style="list-style-type: none"> <li>Launch website to engage community on the development and implementation of program</li> </ul>	City Staff / PDA
<b>Funding</b>	<ul style="list-style-type: none"> <li>Submit application to FCM to support overall program and delivery centre</li> <li>Explore partnerships with 3<sup>rd</sup> party lenders</li> <li>Explore partnerships with organizations interested in in-kind contributions or sponsorships</li> </ul>	City Staff
<b>Program Branding</b>	<ul style="list-style-type: none"> <li>Decide program name (i.e. Better Homes Windsor, Windsor Greener Homes)</li> <li>Develop program branding</li> </ul>	City Staff
<b>Draft Bylaw and Approval by Council</b>	<ul style="list-style-type: none"> <li>Creating bylaws to issue LIC loans in accordance with O. Reg. 586/06, including applicable forms, templates, applications</li> <li>Obtain Council Approval for LIC bylaws</li> </ul>	City Staff

<b>PDA Selection and Hiring</b>	<ul style="list-style-type: none"> <li>Draft requests for proposals for anticipated services</li> <li>City completed EOI or RFP process to hire PDA</li> </ul>	City Staff
<b>Program Setup</b>	<ul style="list-style-type: none"> <li>Pre-work required to launch Develop launch plan</li> </ul>	City Staff / PDA
<b>Program Launch</b>	<ul style="list-style-type: none"> <li>Execute launch plan</li> </ul>	City Staff / PDA
<b>Monitoring, Evaluation &amp; Reporting</b>	<ul style="list-style-type: none"> <li>Track Metrics and annual report (# of participants, # loans issues, GHG emissions reduced)</li> </ul>	City Staff / PDA

Aside from the pre-launch steps, R-DEER would require a Launch Plan. The launch plan should include strategies, tactics, and tasks for successful program implementation. Areas of focus may include:

- Infrastructure Development
- Program Forms / Guidance Documents
- Program Scaling
- Measurement and Verification

## Infrastructure Development

Infrastructure can be in the form of physical equipment or processes and frameworks that ensure R-DEER is successfully launched. The success of the program would rely on active partnerships with contractors, financial institutions, and local organizations. The framework assumes these partnerships can be established, but further engagement would be required to confirm stakeholder interest and capacity.

Using these assumptions, the following summarizes items which would require development to effectively set up and deliver the program listed by role.

### General (all partners)

- Secure customer database allowing for the gathering, storing, monitoring, and reporting of program data.
- Secure file transfer services that are secure and reliable (process & infrastructure).

### Program Administrator

- Website-related processes & infrastructure allowing for easy file uploads or downloads.
- Process and infrastructure for training of participants, contractors, energy advisors, and energy coaches.
- Process, data, and infrastructure to support program evaluation.
- Process to direct customers to R-DEER program features (i.e. Energy Coach).

### Lender/Financial Institution

- Lender staff roles & responsibilities for the program.
- Infrastructure to monitor and report to City and/or Program Administrator on delinquencies, early payments, partial payments, or default.
- Infrastructure and process to request LLR funds.
- Efficient process and timeline to underwrite loans.
- Efficient process and accelerated timeline to underwrite loans for emergency replacement.

### **Municipal partner as lead**

- Program capital processes & infrastructure to receive capital from FCM and other sources, disburse capital to capital holder, and file tracking.
- Capital repayment to FCM and tracking capabilities.
- Hiring and supervising the program administrator and oversight of program administrator's operation of program components (i.e., Portal Window, Energy Coach, Net Zero Roadmap)
- Process & infrastructure to review customer loan applications, including program eligibility (i.e. address, home ownership, income, existing debt).
- Process & infrastructure to assign financing stream(s) and provide customer choice of streams where applicable (i.e. processes, loan terms, loan repayment, impact in case of non-payment, etc.)
- Process & infrastructure set-up for loan approval, including review of property tax bill payment history, and process for collecting explicit homeowner permission for this review and data sharing with the program administrator and/or lender.
- Disbursement of funds
  - Process & infrastructure to disburse funds
  - Process & infrastructure to track advance, full, and partial loan disbursement
  - Process & infrastructure to allocate payments or request Loan-Loss Reserve funds in the event of delinquencies, partial payments, or default.
- Calculator or process to determine scheduled fixed lump-sum payments for homeowners (incorporating amount borrowed, interest rate, and term).
- Process & infrastructure to collect partial payments/delinquencies for both streams.
- Process & infrastructure to access other program rebates on behalf of eligible homeowner.
- Process and penalties to address delinquencies, partial payments, or default for both streams.

## **Develop Required Forms**

The following forms may be needed for this program:

- Service and Privacy Agreement:
- Pre-qualification form: A simple 1-page document to confirm applicant eligibility and authorization to verify property tax bill history (to confirm in good standing).
- Pre-qualification notice to proceed: includes a Program reference number, information on available streams and terms, and offers homeowners guidance on next steps.
- Funding request form:
- Authorization to apply for other rebate programs:



- LIC agreement: The framework proposes the use of Local Improvement Charges (LICs) as a financing tool. An LIC Agreement is the funding agreement between the property owner(s) and the municipality specifying all terms and conditions. However, the implementation of LICs would require council approval, appropriate by-law amendments, and regulatory alignment, which may present additional challenges.
- Tenant Information Package:
- Participants who receive financing for an emergency replacement can apply to increase their loan to cover additional measures identified in their EnerGuide assessment. This application should be like the Funding Request Form but simplified based on the information already provided by the participant.
- Work Completion Form:
- Loan Schedule: Additional forms might be required for the unsecured personal loan stream, depending on the collaboration established with lenders.

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POSTERITY  
GROUP

# R-DEER Market Validation Study **Final Report**

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## 1 Introduction

The City of Windsor released its Community Energy Plan (CEP) in 2017, setting targets to reduce greenhouse gas (GHG) emissions and per-capita energy consumption by 40% below 2014 levels by 2041. The City's declaration of a Climate Change Emergency in 2019 highlighted the urgency of these efforts, prompting a call to update GHG emission targets to align with more aggressive reduction goals.

The City prioritized deep retrofitting Windsor's existing homes since approximately 20% of Windsor's community-wide emissions are from residential dwellings. In 2019, the City released the Windsor Residential Deep Energy Efficiency Retrofit (R-DEER) Business Case to explore the feasibility of this strategy, forming a Project Working Team (PWT) to oversee the process and engage stakeholders.

The R-DEER initiative will finance residential deep energy retrofits in the City of Windsor, reducing energy costs and community GHG emissions while increasing climate resilience. Supported by local improvement charge (LIC) financing, the initiative will streamline the retrofit process and make it accessible to a wide range of homeowners across all income levels. Through collaboration with local contractors, suppliers, and investors, the program will drive the retrofit market transformation and accelerate the rate of deep retrofits in the City.

The purpose of this study is to review and validate key program assumptions including forecasted uptake, methodology, expenditures, and contractor capacity. The study also provides actionable recommendations to align with other municipal retrofit programs and improve participation rates. The outcomes of this study will help the City of Windsor effectively plan, launch, and operate the R-DEER program successfully.

This report contains the following sections:

- *Section 2: R-DEER Program Review* – Summarizes the City of Windsor R-DEER Business Case and draft R-DEER Rationale and Design Study Report.
- *Section 3: Municipal Home Retrofit Program Review* – Outlines nine existing municipal home retrofit programs, highlighting key components of each initiative.
- *Section 4: Incentive Program Review* – Reviews and summarizes the complementary utility and government incentive programs currently available to Windsor's homeowners.
- *Section 5: Uptake Review* – Determines the achievability of the R-DEER uptake forecast scenarios in comparison to similar program uptake data and forecasts in other jurisdictions.
- *Section 6: R-DEER Program Methodology Assessment* – Assesses the City of Windsor R-DEER Business Case methodology and assumptions, comparing them to programs in other jurisdictions.
- *Section 7: Program Expenditure Review* – Validates the R-DEER financial expenditure assumptions for the administration of the program.
- *Section 8: Contractor Capacity Assessment* – Evaluates Windsor's contractor capacity to complete the target number of home energy retrofits.
- *Section 9: Findings* – Summarizes the findings of the study.





## 2 R-DEER Program Review

### 2.1 Background

The City of Windsor's housing stock is made up of over 94,000 private dwellings, with the average home dating back to around 1960. The predominant heating source in the region is natural gas, with fewer than 8% of homes using electricity. Windsor's homes face significant energy efficiency issues due to inadequate insulation and outdated heating systems. The Windsor Community Energy Plan reported that Windsor's homes use 35% more energy than the Ontario provincial average, resulting in high energy costs for residents. [1]

Despite a lower median household income compared to the Canadian average, surveys indicate a strong interest among homeowners in energy efficiency improvements, with many seeking support in finding contractors, financing options, and educational resources. Furthermore, a considerable proportion of homeowners are interested in low-interest loans tied to property, suggesting a potential opportunity for financing energy retrofits.

Many homeowners have been reluctant to pursue deep energy retrofits due to financial constraints and uncertainty about long-term residency, compounded by the prevalence of energy poverty affecting a substantial portion of households in the City. These barriers have prevented any substantial acceleration of deep energy retrofits in the City, presenting a need for a deep retrofit program.

### 2.2 Overview

The Windsor R-DEER program is a voluntary residential deep energy retrofit funding initiative designed to enhance property value, comfort, and energy efficiency in residential homes. Drawing from successful retrofit programs in other jurisdictions, the program will help homeowners understand the benefits of energy retrofits while making the administrative process as simple as possible.

When it launches, it will offer retrofit packages covering common high-energy end-uses such as space heating, water heating, insulation, lighting, doors, and windows, with optional premium upgrades including solar PV/thermal, EV charging, and energy/heat recovery ventilators (ERV/HRV). Climate resiliency measures such as the installation of a sump pump and backwater valves are also covered.

The program aims to finance retrofits in 80% of Windsor's homes by 2041, achieving an average of 30% to 50% increases in energy efficiency. The program also has several complementary goals:

- Support Windsor residents and reduce barriers to participation in other third-party energy efficient rebate and incentive programs.
- Reduce residential energy consumption and community GHG emissions.
- Increase the resiliency of Windsor's residential building stock.
- Maximize community engagement with the program.
- Accelerate residential deep retrofits and reduce retrofit costs.
- Stimulate the local retrofit economy.







## 2.3 Eligibility

In Windsor, around 71,000 dwellings (~76% of residential dwellings) are eligible for R-DEER program participation. Eligible residential building types include detached, semi-detached, townhomes, row homes, and multifamily buildings of three units or less which are at least 20 years old at the time of application. Homeowners may participate in the program multiple times but cannot exceed the lifetime borrowing limits. All members of the property ownership group must consent to participating in the program, and the home may be either owner or tenant occupied.

Exhibit 1 shows the eligible retrofit measures in the R-DEER program.

**Exhibit 1 – Eligible R-DEER Retrofit Measures**

Core Measures <sup>1</sup>	Resiliency Measures	Premium Measures
<ul style="list-style-type: none"> <li>• Energy Audit</li> <li>• Windows and Doors</li> <li>• Weatherizing / Air Sealing</li> <li>• Insulation</li> <li>• Air Source/Ground Source Heat Pumps</li> <li>• Electric Water Heater</li> <li>• Air Source Water Heater</li> <li>• LED Lighting</li> <li>• Smart Strips</li> <li>• Occupancy Sensors</li> <li>• Low-flow Faucets / Showerheads</li> <li>• WC Flow Regulator</li> </ul>	<ul style="list-style-type: none"> <li>• Sump Pump and Overflow</li> <li>• Backwater Valves</li> <li>• Downspout Disconnection</li> <li>• Health and Safety Upgrades (i.e. electrical)</li> </ul>	<ul style="list-style-type: none"> <li>• EV Charging</li> <li>• Solar Photovoltaic</li> <li>• Solar Thermal</li> <li>• Battery Storage</li> <li>• Heat/Energy Recovery Ventilators (HRV/ERV)</li> </ul>

Climate resiliency measures will be a mandatory component of the program if the dwelling has not previously participated in the Basement Flood Prevention Program and can receive up to 30% of project funding. Furthermore, to be eligible for the premium measures, core and resiliency measures must first be completed. The cost of each package will be dependent on the upgrade measures that are determined after the EnerGuide pre-audit.

## 2.4 Financing

Participants will be able to borrow between \$10,000 and up to 10% of their home's MPAC assessed property value (capped at \$40,000) and can cover up to 100% of the retrofit costs. The program will offer fixed-rate financing with favourable interest rates on terms of up to 10 years.<sup>2</sup> The program will also allow homeowners to access 50% of the estimated project value or 50% of loan value (whichever is

<sup>1</sup> Fossil fuel equipment is not eligible.

<sup>2</sup> Actual financing rate will be negotiated at the time of program launch.





lesser) in advance to cover the EnerGuide pre-audit, building permitting, and upfront contractor deposits. Homeowners will be able to stack R-DEER funding with other rebate and incentive programs (see Section 4).

The R-DEER program will offer two financing streams:

1. *Local Improvement Charge (LIC) Loan* – Participants will be eligible to receive an LIC secured loan which will be repaid on the homeowner's property tax bill. The charge remains with the property until the loan is fully repaid, regardless of property ownership.
2. *Unsecured Loan* – Participants will be able to access a personal loan administered by a third-party financial institution where the loan is paid back over time and is tied to the homeowner.

Most municipal residential deep retrofit programs we reviewed in this study also used LICs to finance their programs (see Section 3). There are several reasons why LICs are the preferred financing method for municipalities:

- LIC loans are viewed as recoverable, avoiding municipal debt increase.
- Minimal risk for municipalities due to priority lien on property, enabling reclaiming of overdue amounts.
- Gives homeowners access to fixed-cost, long-term financing from third parties. LICs allow the municipality to pass on favourable interest rates to program participants.
- LIC model's success is proven in other Ontario jurisdictions.

While there are many benefits to LICs, there are still some drawbacks to consider:

- The homeowner will have larger property tax payments.
- The LIC may deter potential buyers of the property, although this remains unproven to date.
- There is a potentially increased risk of foreclosure if due diligence is not performed on the property prior to the loan being issued. This risk is of particular concern to mortgage lenders.
- There is an increased administrative burden for the municipality who must process LIC requests.

It is the City of Windsor's opinion that the benefits of an LIC loan program far outweigh the potential risks, which can be mitigated through public education and marketing, as well as a loan loss reserve fund. The City will create a loan loss reserve worth 5% of total loan value to mitigate loan default risk and cover potential losses. This strategy has been proven to be successful in other jurisdictions and will help to calm mortgage lender concerns (in case of default, the LIC loan takes precedent over the mortgage which presents a risk to the mortgage lender).

The choice of loan will fall on the homeowner to decide on after they apply for the program. The administration costs and LIC loan capital will initially be provided by the Federation of Canadian Municipalities' (FCM) Community Efficiency Financing (CEF) initiative over the first four years of the





program.<sup>3</sup> However, the program intends to transition to third-party financing after the FCM funding is exhausted. FCM's funding is intended to drive market transformation in the program's first four years and should not be considered a long-term funding source. Subsequently, creating partnerships with financial institutions is key to extending and scaling the program.

## 2.5 Program Delivery

The Retrofit Delivery Centre (RDC) is proposed as part of the program's administration and will be overseen by a Program Delivery Agent (PDA). The RDC's role includes various administrative tasks, such as:

- Assisting homeowners with financing incentives and applications.
- Conducting post-retrofit inspections.
- Navigating incentive programs.
- Marketing to expand the applicant base.
- Monitoring and reporting program progress.
- Providing home retrofit education.
- Screening homeowners for eligibility.
- Training and maintaining a roster of qualified contractors.

The RDC will support participants throughout the retrofit process by offering coaching services which will help with audits, contractor selection, obtaining quotes, identifying incentives and other funding sources, while developing relationships and trust within the Windsor community.

The program process has yet to be finalized, but it will likely look similar the process shown in Exhibit 2.

### Exhibit 2 – R-DEER Program Process



<sup>3</sup> FCM's CEF program funding will cover up to 80% of eligible costs up to \$10 million, with a grant up to 50% of the loan amount. The remaining 20% of program costs will be covered by either the City of Windsor or through a partnership with a third-party lender. Funding is also available for a pilot program and loan loss reserves.



### 3 Municipal Home Retrofit Program Review

This section explores the municipal retrofit program landscape across Ontario (and Edmonton), providing a summary of each program, with a specific focus on:

- Characterizing program design elements.
- Understanding current program status (in-development, pilot, in-market).
- Characterizing uptake projections using publicly available data.
- Understanding environmental and financial impact projections.
- Understanding program activities and strategies designed to increase participation.

#### 3.1 Better Homes Burlington

In April 2019, Burlington declared a climate emergency, leading to the development of a Climate Action Plan (CAP) approved in April 2020. The CAP aims for net-zero carbon status by 2050 through programs like deep energy retrofits for homes, addressing 26% of the city's GHG emissions and promoting sustainability and innovation.

The Better Homes Burlington program is one of seven programs proposed in the CAP. The program is intended to incentivize home upgrade projects to drive a reduction in GHG emissions and is conducted with assistance from the FCM's GMF.

Exhibit 3 shows a summary of the Better Homes Burlington program and Exhibit 4 shows the estimated program uptake.

#### Exhibit 3 – Better Homes Burlington Program Summary [2]

##### Summary

<b>Offering</b>	<ul style="list-style-type: none"> <li>• Funds installation of air source heat pump and/or air sealing</li> <li>• Loans up to \$10,000 through the municipality</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Detached</li> <li>• Semi-detached</li> <li>• Townhomes</li> </ul>
<b>Housing Stock</b>	<ul style="list-style-type: none"> <li>• 71,353 private dwellings</li> <li>• 53,270 (74.6%) are eligible for program participation</li> </ul>
<b>Financing Mechanism</b>	<ul style="list-style-type: none"> <li>• Local improvement charge (LIC)</li> <li>• Loan loss reserve with 5% of total loan base coverage</li> <li>• FCM to fund first four years, transitioning to third-party financing to fill gaps</li> <li>• Program offers 0% interest financing</li> </ul>
<b>Program Delivery</b>	<ul style="list-style-type: none"> <li>• Local not-for-profit delivery agent</li> </ul>





### Summary

<b>Status</b>	<ul style="list-style-type: none"> <li>Pilot (2023-2024)</li> </ul>
<b>Uptake Estimates</b>	<ul style="list-style-type: none"> <li>20 homes upgraded in first year</li> <li>Conversion rate of 15% in first year</li> <li>Reach of 1000 potential participants</li> <li>See Exhibit 4</li> </ul>
<b>Environmental Impact</b>	<ul style="list-style-type: none"> <li>3 tCO<sub>2</sub>e reduced per home per year</li> </ul>
<b>Financial Impact</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Participation Strategies</b>	<ul style="list-style-type: none"> <li>Program provides coaching services to provide participants with application support, identify financing options, and navigate retrofit logistics</li> </ul>

### Exhibit 4 – Better Homes Burlington Program Uptake Estimates [2]

Year	Homes Upgraded per Year	Homes Upgraded	% Eligible Housing Stock	% Total Housing Stock
1	20	20	0.0%	0.0%
2	40	60	0.1%	0.1%
3	100	160	0.3%	0.2%
4	150	310	0.6%	0.4%
5	200	510	1.0%	0.7%
6	300	810	1.5%	1.1%
7	350	1160	2.2%	1.6%
8	400	1560	2.9%	2.2%

### 3.2 Durham Greener Homes

In January 2020, Durham Region declared a climate emergency and committed to reducing community GHG emissions to 80% below 2007 levels by 2050. To address emissions from the built environment in the Region, Durham Greener Homes was developed to help Durham homeowners finance and implement energy retrofits. [3]

The Durham Greener Homes Program pioneers a unique approach, using third-party lending instead of traditional Property Assessed Clean Energy (PACE) or LIC models. The is primarily because Durham





Region is an upper-tier municipality and has limited authority to implement LICs region-wide without cooperation from all its lower-tier municipalities.

The program partners with local credit unions to facilitate energy efficiency upgrades, renewable energy installations, and other home improvements. This innovation provides homeowners with unsecured loans at favorable rates, overcoming legislative barriers where PACE isn't permitted. [4]

Exhibit 5 shows a summary of the Durham Greener Homes program.

#### Exhibit 5 – Durham Greener Homes Program Summary [5] [6]

##### Summary

<b>Offering</b>	<ul style="list-style-type: none"> <li>Loans offered from \$5,000 up to \$40,000, with up to 10-year terms</li> <li>The loan allows financing for envelope upgrades, HVAC systems, solar PV, and EV charging infrastructure</li> <li>Complementary deep retrofit and heat pump rebate programs offer up to \$10,000 and \$2,000, respectively</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>Single-family owner-occupied homes (1-4 units)</li> </ul>
<b>Housing Stock</b>	<ul style="list-style-type: none"> <li>200,000 private dwellings</li> <li>92,000 (46%) are eligible for program participation</li> </ul>
<b>Financing Mechanism</b>	<ul style="list-style-type: none"> <li>Initial seed funding came from FCM and the Toronto Atmospheric Fund (TAF)</li> <li>Program is currently funded through third-party financiers</li> <li>Loans are available from Pathwise Credit Union and Rapport Credit Union</li> </ul>
<b>Program Delivery</b>	<ul style="list-style-type: none"> <li>Local not-for-profit delivery agent</li> </ul>
<b>Status</b>	<ul style="list-style-type: none"> <li>In-market since 2022</li> </ul>
<b>Uptake Estimates</b>	<ul style="list-style-type: none"> <li>Estimated to complete 1,066 projects from 2022-2024</li> </ul>
<b>Environmental Impact</b>	<ul style="list-style-type: none"> <li>Projected to save 3,411 tCO<sub>2</sub>e from 2022-2024</li> </ul>
<b>Financial Impact</b>	<ul style="list-style-type: none"> <li>\$52.9 million in overall economic output</li> <li>Create 244 full time equivalent jobs</li> </ul>
<b>Participation Strategies</b>	<ul style="list-style-type: none"> <li>Program is operated by delivery agent and run through home energy coaches who support the participant through the entire process</li> </ul>

### 3.3 Better Homes Kingston

Better Homes Kingston was initiated following Kingston's 2019-2022 Strategic Plan commitment to create a home energy retrofit program focusing on high-impact, capital-intensive improvements for







property owners. The City of Kingston is targeting 30% GHG emissions reductions below 2011 levels and carbon neutrality by 2040. [7]

Residential energy use makes up 14% of Kingston's community GHGs and residents collectively spend about \$100 million annually on home energy costs, so the Better Homes Kingston program is key to tackling emissions and affordability challenges in the City. Better Homes Kingston aims to retrofit 25% to 50% of pre-1991 single-family homes by 2040, targeting a 30% average carbon reduction per home. The program is conducted with assistance from the FCM's GMF. [8]

Exhibit 6 shows a summary of the Better Homes Kingston program and Exhibit 7 shows the estimated program uptake.

#### Exhibit 6 – Better Homes Kingston Program Summary [9] [8]

##### Summary

<b>Offering</b>	<ul style="list-style-type: none"> <li>• Offers interest free loans up to \$40,000 or 10% of the home's value (whichever is less)</li> <li>• Requires a minimum of 20% reduction in GHG emissions and/or equivalent reduction in energy consumption for electrically heated homes</li> <li>• Loan allows financing for envelope upgrades, HVAC systems, solar PV, and EV charging infrastructure</li> <li>• Funds health and safety measures and climate mitigation and adaptation improvements</li> <li>• Complementary energy audit rebate is offered for participants who do not qualify for utility or government incentive programs</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Detached</li> <li>• Semi-detached</li> <li>• Row houses</li> <li>• Primary and rental residences qualify</li> </ul>
<b>Housing Stock</b>	<ul style="list-style-type: none"> <li>• 54,000 private dwellings</li> <li>• 34,000 eligible for program participation</li> </ul>
<b>Financing Mechanism</b>	<ul style="list-style-type: none"> <li>• Local improvement charge (LIC)</li> <li>• Loan loss reserve with 5% of total loan base coverage</li> <li>• FCM to fund first four years, transitioning to third-party financing to fill gaps</li> <li>• Program offers 0% interest financing</li> <li>• Energy coaches can advise participants about accessing third-party financing</li> <li>• Will pay up to 30% of project costs upfront to cover contractor deposit fees (70% for income eligible participants)</li> </ul>



### Summary

<b>Program Delivery</b>	<ul style="list-style-type: none"> <li>Local not-for-profit delivery agent</li> </ul>
<b>Status</b>	<ul style="list-style-type: none"> <li>In-market since 2022</li> </ul>
<b>Uptake Estimates</b>	<ul style="list-style-type: none"> <li>As of August 2023, the program has completed 85 projects with a 64 percent energy reduction on average [10]</li> <li>Plan to complete 6,100 retrofits over 12-15 years</li> <li>See Exhibit 7.</li> </ul>
<b>Environmental Impact</b>	<ul style="list-style-type: none"> <li>18,000 tCO<sub>2</sub>e over 12-15 years</li> <li>1350-2400 tCO<sub>2</sub>e over first four years</li> </ul>
<b>Financial Impact</b>	<ul style="list-style-type: none"> <li>200 to 375 jobs over the first four years of the program</li> </ul>
<b>Participation Strategies</b>	<ul style="list-style-type: none"> <li>Program is operated by delivery agent and run through home energy coaches who support the participant through the entire process</li> </ul>

### Exhibit 7 – Better Homes Kingston Program Uptake Estimates [8]

Year	Third Party Financing	LIC Loans	Total (Range)	Total (Average)	% Eligible Housing Stock	% Total Housing Stock
1	25 - 50	50 - 100	75 - 150	113	0.3%	0.2%
2	50 - 100	100 -150	150 - 250	200	0.6%	0.4%
3	75 - 150	150 - 250	225 - 250	238	0.7%	0.4%
<b>Totals</b>	<b>150 - 300</b>	<b>300 - 500</b>	<b>450 - 800</b>	<b>625</b>	<b>1.8%</b>	<b>1.2%</b>

### 3.4 Peterborough Home Energy Efficiency Program

In 2019, the City of Peterborough declared a climate emergency and updated their community emissions reduction target to 45% below 2011 levels by 2030. Low-rise residential buildings account for 39% of Peterborough's community GHG emissions, so the City established the Home Energy Efficiency Program (HEEP) to help fund residential deep energy retrofits and reduce community GHG emissions. Other benefits of the program were to help residents reduce their energy costs, increase community engagement, reduce retrofit transaction costs, and stimulate the local economy.

Participants in the program will be able to access loans starting at \$1,000 all the way up to \$125,000. The program offers two financing streams to residents, who can choose either LICs or an unsecured loan from a financial institution partner. [11]







Exhibit 8 shows a summary of the Peterborough HEEP program and Exhibit 9 shows the estimated program uptake.

### Exhibit 8 – Peterborough Home Energy Efficiency Program Summary [11]

#### Summary

<b>Offering</b>	<ul style="list-style-type: none"> <li>• Offers LIC loans from \$15,000 to \$125,000</li> <li>• Offers unsecured loans from partner financial institutions starting at \$1,000</li> <li>• Loan allows financing for envelope upgrades, air source heat pumps, solar PV, and energy storage</li> <li>• Can finance non-energy related work like climate adaptation measures, health and safety, EV chargers, and cosmetic renovations up to 30% of the loan value</li> <li>• Program to run over four years</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Detached</li> <li>• Semi-detached</li> <li>• Row houses</li> </ul>
<b>Housing Stock</b>	<ul style="list-style-type: none"> <li>• 23,228 private dwellings</li> <li>• 16,492 eligible for program participation</li> </ul>
<b>Financing Mechanism</b>	<ul style="list-style-type: none"> <li>• Local improvement charge (LIC)</li> <li>• Loan loss reserve with 5% of total loan base coverage</li> <li>• FCM to fund first four years, transitioning to third-party financing to fill gaps</li> <li>• Third-party financing also available through unsecured loan with partnering financial institution</li> <li>• Will pay up to 50% of project costs upfront to cover contractor deposit fees</li> <li>• Alternative pathway to cover replacement of failed equipment</li> </ul>
<b>Program Delivery</b>	<ul style="list-style-type: none"> <li>• Local not-for-profit delivery agent</li> </ul>
<b>Status</b>	<ul style="list-style-type: none"> <li>• In-development, received funding to launch sometime in 2024</li> </ul>
<b>Uptake Estimates</b>	<ul style="list-style-type: none"> <li>• See Exhibit 9.</li> </ul>
<b>Environmental Impact</b>	<ul style="list-style-type: none"> <li>• 435-3,898 tCO<sub>2</sub>e over first four years</li> <li>• 3,688-18,787 tCO<sub>2</sub>e over first ten years</li> </ul>
<b>Financial Impact</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>





### Summary

<b>Participation Strategies</b>	<ul style="list-style-type: none"> <li>Program is operated by delivery agent and run through home energy coaches who support the participant through the entire process</li> </ul>
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### Exhibit 9 – Peterborough Home Energy Efficiency Program Uptake Estimates [11]

Uptake Scenario	First 4-year Average	First 10-year Average	Cumulative Adoption Year 4	Cumulative Adoption Year 10	% Eligible Housing Stock After Year 10	% Total Housing Stock After Year 10
Low	31	43	124	432	2.6%	1.9%
Medium	85	85	340	850	5.2%	3.7%
High	213	186	853	1861	11.3%	8.0%

## 3.5 Better Homes Ottawa

In 2019, the City of Ottawa declared a climate emergency. In response, the City released its Climate Change Master Plan in 2020, aiming for 68% GHG reductions by 2030, 96% by 2040, and achieving carbon neutrality by 2050, using 2012 levels as a baseline. With approximately 28% of the City's GHG emissions coming from residential homes, nearly all homes in Ottawa will need to undergo a deep energy retrofit by 2040. [12] [13]

The Better Homes Ottawa program was developed to fund residential deep energy retrofits in the City. Through this program, Ottawa homeowners can access low-interest loans for energy retrofits up to \$125,000 or 10% of the home's value. Financing is repaid through an LIC tied to the homeowner's property. [13]

Exhibit 10 shows a summary of the Better Homes Ottawa program.

### Exhibit 10 – Better Homes Ottawa Program Summary [13] [14] [15]

### Summary

<b>Offering</b>	<ul style="list-style-type: none"> <li>Offers LIC loans from \$10,000 up to \$125,000 or 10% of the home's value</li> <li>Several interest rates are available, with interest-free options available for low-income households</li> <li>Loan allows financing for envelope upgrades, HVAC systems, solar PV, and energy storage</li> <li>Can finance non-energy related work like climate adaptation measures, health and safety, EV chargers, and minor cosmetic renovations (paint, drywall, demolition, etc.) up to 30% of the loan value</li> </ul>
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### Summary

	<ul style="list-style-type: none"> <li>• Directly incentivize air source cold climate and ground source heat pumps</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Detached</li> <li>• Semi-detached</li> <li>• Townhouse</li> <li>• Multifamily of 3 stories or less (Part 9)</li> </ul>
<b>Housing Stock</b>	<ul style="list-style-type: none"> <li>• 385,074 eligible private dwellings</li> </ul>
<b>Financing Mechanism</b>	<ul style="list-style-type: none"> <li>• Local improvement charge (LIC)</li> <li>• Loans are available on 20-year terms</li> <li>• Loan loss reserve of \$1 million over first three years</li> <li>• Will pay up to 50% of project costs upfront to cover contractor deposit fees</li> <li>• Funding from FCM (\$12 million) and VanCity (\$30 million)</li> </ul>
<b>Program Delivery</b>	<ul style="list-style-type: none"> <li>• Local not-for-profit delivery agent</li> </ul>
<b>Status</b>	<ul style="list-style-type: none"> <li>• In-market since 2022</li> <li>• Average GHG reduction of 40%</li> </ul>
<b>Uptake Estimates</b>	<ul style="list-style-type: none"> <li>• As of May 2023, the program has provided funding for 176 applications at an average loan of \$38,086 [10]</li> <li>• As of May 2024, the program has completed 47 retrofits in Year 1, 108 retrofits in Year 2, and 51 in Year 3 with 150 more projected retrofits in Year 3 [15]</li> <li>• Targeting 77,977 by 2030 and 283,029 by 2040</li> </ul>
<b>Environmental Impact</b>	<ul style="list-style-type: none"> <li>• Average emissions reduction of 40% per retrofit [10]</li> </ul>
<b>Financial Impact</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Participation Strategies</b>	<ul style="list-style-type: none"> <li>• Program is operated by delivery agent and run through home energy coaches who support the participant through the entire process</li> </ul>

### 3.6 Guelph Greener Homes

The City of Guelph has pledged to reduce community GHG emissions by 63% below 2018 levels by 2030 and reach net-zero by 2050. Guelph's residential emissions account for 22% of community GHG emissions. In response, the City launched the Guelph Greener Homes program in 2023 to help homeowners reduce emissions through deep retrofits. [16]

Exhibit 11 shows a summary of the Guelph Greener Homes program.





## Exhibit 11 – Guelph Greener Homes Program Summary [17] [18]

### Summary

<b>Offering</b>	<ul style="list-style-type: none"> <li>• Offers interest free LIC loans from \$5,000 up to \$50,000</li> <li>• Loan allows financing for envelope upgrades, HVAC systems, controls, and solar PV</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Detached</li> <li>• Semi-detached</li> <li>• Townhouse</li> <li>• Rowhouse</li> </ul>
<b>Housing Stock</b>	<ul style="list-style-type: none"> <li>• 41,245 eligible private dwellings [19]</li> </ul>
<b>Financing Mechanism</b>	<ul style="list-style-type: none"> <li>• Local improvement charge (LIC)</li> <li>• Loans are available on 10-year terms</li> <li>• Loan loss reserve</li> <li>• Will pay up to 30% of project costs upfront to cover contractor deposit fees (up to \$10,000)</li> <li>• Funding from FCM (\$10 million loan and \$5 million grant) and City of Guelph (\$3.75 million)</li> </ul>
<b>Program Delivery</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Status</b>	<ul style="list-style-type: none"> <li>• In-market since 2023</li> </ul>
<b>Uptake Estimates</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Environmental Impact</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Financial Impact</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Participation Strategies</b>	<ul style="list-style-type: none"> <li>• There does not appear to be an energy coaching program in place.</li> </ul>

### 3.7 Better Homes Hamilton

In 2019, the City of Hamilton declared a climate change emergency and committed to achieving net-zero GHG emissions by 2050. Hamilton's industry operations account for 64% of the City's GHG emissions, while residential buildings account for 8%. Subsequently, the Better Homes Hamilton program pilot was launched in late 2023 to finance residential deep retrofits and inform future program offerings. The pilot offers the community up to \$1 million in interest-free loans to retrofit approximately 50 homes, with each property eligible for a maximum of \$20,000. [20]

Exhibit 12 shows a summary of the Better Home Hamilton program.





## Exhibit 12 – Better Homes Hamilton Program Summary [21] [20]

### Summary

<b>Offering</b>	<ul style="list-style-type: none"> <li>• Pilot program offered to 50 participants over two years</li> <li>• Offers interest-free LIC loans up to \$20,000, though future program offerings will unlikely be interest-free</li> <li>• Loan allows financing for envelope upgrades, HVAC systems (excluding domestic hot water), supporting infrastructure such as ductwork and breaker panel upgrades, and assessment costs</li> <li>• Does not require a home energy assessment</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Detached</li> <li>• Semi-detached</li> <li>• Townhouse</li> </ul>
<b>Housing Stock</b>	<ul style="list-style-type: none"> <li>• 222,805 private dwellings</li> <li>• 166,735 eligible dwellings (75%)</li> </ul>
<b>Financing Mechanism</b>	<ul style="list-style-type: none"> <li>• Local improvement charge (LIC)</li> <li>• Interest-free loans are available on 10-to-15-year terms</li> <li>• Loan loss reserve with 5% of total loan base coverage</li> <li>• Will pay up to 30% of project costs upfront to cover contractor deposit fees</li> <li>• \$1 million in funds from municipality</li> <li>• Will apply for FCM funding to support next four years after pilot, with higher interest rates</li> </ul>
<b>Program Delivery</b>	<ul style="list-style-type: none"> <li>• Municipality will deliver pilot</li> </ul>
<b>Status</b>	<ul style="list-style-type: none"> <li>• Pilot launched in late 2023</li> <li>• Application closed on March 31, 2024</li> </ul>
<b>Uptake Estimates</b>	<ul style="list-style-type: none"> <li>• To select 50 participants for pilot</li> <li>• Estimate that program could scale up to performing 120 retrofits per year in the fourth year (410 retrofits total)</li> </ul>
<b>Environmental Impact</b>	<ul style="list-style-type: none"> <li>• GHG reductions of City-wide emissions by 243.6 kCO<sub>2</sub>e (2.8%) by 2050</li> </ul>
<b>Financial Impact</b>	<ul style="list-style-type: none"> <li>• 1,600 new jobs by 2050</li> </ul>
<b>Participation Strategies</b>	<ul style="list-style-type: none"> <li>• Program is operated by municipality and run through home energy coaches who support the participant through the entire process</li> <li>• Contractor registry</li> </ul>





### 3.8 Toronto Home Energy Loan Program

The City of Toronto first launched its TransformTO climate action strategy in 2017. Then in 2019, the City declared a climate emergency, leading to the adoption of the Net Zero Strategy in 2021. This strategy outlines Toronto's pathway to reaching net zero emissions by 2050. As part of this strategy, the City is targeting cutting GHG emissions by 50% in all existing buildings by 2050. [22]

The Home Energy Loan Program (HELP) was initially launched in 2014 and has become a flagship program of TransformTO. The program offers low-interest LIC loans up to \$125,000 to fund residential deep energy retrofits. [23]

Exhibit 13 shows the shows a summary of the Toronto HELP program and Exhibit 14 shows the estimated program uptake needed to meet Toronto's net-zero goals.

#### Exhibit 13 – Toronto Home Energy Loan Program Summary [23] [24]

##### Summary

<b>Offering</b>	<ul style="list-style-type: none"> <li>• Offers low-interest LIC loans up to \$125,000 or 10% of the home's value (whichever is less)</li> <li>• Loan allows financing for envelope upgrades, HVAC systems, geothermal systems, solar PV, EV charging, and battery storage systems</li> <li>• Complementary deep retrofit, air-source heat pump, and solar PV incentive programs offer between \$1,000 to \$10,000</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Detached</li> <li>• Semi-detached</li> <li>• Rowhouse</li> </ul>
<b>Housing Stock</b>	<ul style="list-style-type: none"> <li>• 869,584 private dwellings</li> </ul>
<b>Financing Mechanism</b>	<ul style="list-style-type: none"> <li>• Local improvement charge (LIC)</li> <li>• Low-interest loans are available on 5 to 20-year terms</li> <li>• In 2022, 300 interest-free loans were offered using funding from FCM</li> <li>• Will pay up to 30% of project costs upfront to cover contractor deposit fees</li> <li>• Requires mortgage lenders to approve applicants before they are accepted to the program</li> </ul>
<b>Program Delivery</b>	<ul style="list-style-type: none"> <li>• Municipality delivers program</li> </ul>
<b>Status</b>	<ul style="list-style-type: none"> <li>• In-market since 2014</li> </ul>
<b>Uptake Estimates</b>	<ul style="list-style-type: none"> <li>• 236 retrofits completed from 2014 to 2021 (\$5.7 million in loans)</li> <li>• 506 funding offers</li> </ul>





#### Summary

	<ul style="list-style-type: none"> <li>Need to perform 29,000 residential retrofits per year to meet net-zero targets</li> <li>See Exhibit 14</li> </ul>
<b>Environmental Impact</b>	<ul style="list-style-type: none"> <li>Meeting net-zero will require retrofitting 100% of existing residential buildings, making up 10% of total emissions</li> </ul>
<b>Financial Impact</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Participation Strategies</b>	<ul style="list-style-type: none"> <li>Limited support for participants</li> </ul>

#### Exhibit 14 – Toronto Home Energy Loan Program Uptake Estimates [25]

Period	Number of Dwellings
2021-2025	128,059
2026-2030	150,012
2031-2040	298,881
2041-2050	292,632

### 3.9 Edmonton Clean Energy Improvement Program

The Clean Energy Improvement Program (CEIP) pilot launched in Edmonton in March 2022 and provides participants with low-cost financing for energy efficiency retrofits and renewable energy installations. The program is structured as a Property-Assessed Clean Energy (PACE) program, in which loans are attached to the property and paid back on the borrower's property tax bill and is essentially identical in structure to Ontario's LIC funding programs. The CEIP is administered by Alberta Municipalities and similar programs are currently available in 19 municipalities.

Edmonton's pilot program included residential and commercial CEIP streams, both of which support the City of Edmonton's broader Community Energy Transition Strategy. The next iteration of the CEIP program is a \$20M initiative which is due to launch in late 2024 and run until at least 2027.

Exhibit 15 shows a summary of Edmonton's CEIP.

#### Exhibit 15 – Edmonton Clean Energy Improvement Program Summary [26] [10]

#### Summary

<b>Offering</b>	<ul style="list-style-type: none"> <li>Offers low-interest loans from \$3,000 up to \$50,000</li> <li>Loan allows financing for envelope upgrades, HVAC systems, lighting, solar PV, and battery storage systems</li> <li>Must perform three or more eligible upgrades</li> </ul>
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### Summary

<b>Eligibility</b>	<ul style="list-style-type: none"><li>• Detached</li><li>• Semi-detached</li><li>• Rowhouse</li><li>• Townhouse</li><li>• Multi-unit residential building of four units or less</li></ul>
<b>Housing Stock</b>	<ul style="list-style-type: none"><li>• N/A</li></ul>
<b>Financing Mechanism</b>	<ul style="list-style-type: none"><li>• Property assessment clean energy (PACE) financing</li><li>• Low-interest loans (&lt;3.5%) are available on up to 20-year terms</li></ul>
<b>Program Delivery</b>	<ul style="list-style-type: none"><li>• Program is co-delivered by Alberta Municipalities and the City of Edmonton</li></ul>
<b>Status</b>	<ul style="list-style-type: none"><li>• In-market since 2022</li></ul>
<b>Uptake Estimates</b>	<ul style="list-style-type: none"><li>• As of May 2023, of the 125 applications submitted 43 remained open, 0 were wait-listed, 11 were declined by the program, 7 expired, and 59 applications were cancelled by applicants</li></ul>
<b>Environmental Impact</b>	<ul style="list-style-type: none"><li>• N/A</li></ul>
<b>Financial Impact</b>	<ul style="list-style-type: none"><li>• N/A</li></ul>
<b>Participation Strategies</b>	<ul style="list-style-type: none"><li>• Edmonton performed a study evaluating the need for a home energy coaching program and determined a coaching program was needed to improve uptake</li></ul>





## 4 Incentive Program Review

This section presents an overview of the rebate and incentive programs currently available in the City of Windsor.

The following programs are already fully subscribed and will not be explored as a result:

- Canada Greener Homes Grant
- Enbridge Home Efficiency Rebate Plus

### 4.1 Enbridge Home Winterproofing Program

The Enbridge Low Income Home Winterproofing Program finances energy savings upgrades for qualifying homeowners at no cost to the homeowner. To qualify, homeowners must have an Enbridge Gas account, have a home that is heated with a natural gas furnace or boiler, and meet low-income requirements.<sup>4</sup> Homeowners who qualify are then given a home energy assessment, which is used to evaluate the existing condition of the home and assess the energy savings potential.

Eligible homes qualify for the following free energy efficiency upgrades: [27]

- Wall, attic, and/or basement insulation
- Air sealing
- Smart thermostats

The program participants follow the process shown in Exhibit 16.

**Exhibit 16 – Home Winterproofing Program Process Chart**



The program is delivered by authorized delivery agents who oversee screening potential participants and homes. Homes which pass the screen are then eligible for energy efficiency upgrades. The entire project is financed and delivered on behalf of Enbridge, with limited homeowner involvement.

Homes are screened out under the following conditions: [28]

- Insulation is already code compliant.
- The measures required by the home are not offered by program.
- There are health and safety concerns which fall out of scope of the program.
- There is unfinished construction, hoarding, and/or infestation.

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<sup>4</sup> HWP requirements and low-income levels can be found [here](#).



Exhibit 17 shows the province-wide program participation levels and cumulative gas savings from 2016 to 2021.

**Exhibit 17 – Enbridge Home Winterproofing Program Participation and Gas Savings [29]**

Year	Participation	Annual Gas Savings (m <sup>3</sup> )
2016	1512	28,814,754
2017	1023	19,598,357
2018	692	15,978,390
2019	1425	27,618,723
2020	912	26,642,997
2021	1040	26,443,935

## 4.2 IESO Energy Affordability Program

The IESO Energy Affordability Program assists income-eligible electricity consumers in Ontario by reducing monthly electricity costs and improving home comfort. Eligibility is based on household income from the previous year or receipt of qualifying government benefits. Homeowners, renters, and social housing residents may qualify for advice and free energy-saving upgrades. The program is delivered through authorized Save on Energy delivery agents.

The program offers two types of support which depend on the income level of the applicant:

1. Comprehensive Support
2. Energy Saving Kits

Each level of support is explored in the following subsections. [30]

### 4.2.1 Comprehensive Support

Participants who qualify for comprehensive support receive a free energy needs assessment to help them find opportunities for saving energy. Measures such as insulation and smart thermostats are only available for homes heated by electricity.

Eligible free energy saving measures include: [30]

- Cold climate air source heat pump
- Window air conditioner
- LED lighting upgrades
- Basement and/or attic insulation
- Energy-efficient refrigerator
- Smart thermostats





- Weatherstripping
- Low-flow faucets and showerheads
- Clothesline
- Power strip

#### 4.2.2 Energy Saving Kits

Participants who do not qualify for comprehensive support may still qualify for a free energy saving kit which contains energy savings products which can be installed by the participant.

The free energy saving kit includes: [30]

- LED light bulbs and night light
- Weatherstripping
- Low-flow faucets and showerheads
- Clothesline

#### 4.2.3 Summary

Exhibit 18 shows the EAP participation levels and electricity savings for homes which underwent weatherization measures. Prior to the launch of the EAP in 2021, the IESO's Home Assistance Program (HAP) had a similar offering. Consequently, Exhibit 19 shows the HAP participation levels and electricity savings for homes which underwent weatherization measures.

#### **Exhibit 18 – IESO Energy Affordability Program Participation and Electricity Savings [31]**

Year	Participation	Electricity Savings (kWh)
2021	20	82,800
2022	117	213,800

#### **Exhibit 19 – IESO Home Assistance Program Participation and Electricity Savings<sup>5</sup> [31]**

Year	Participation	Electricity Savings (kWh)
2019	70	226,800
2020	278	1,011,000
2021	220	953,300

<sup>5</sup> The HAP was launched 2011 but public data was limited prior to 2019.



### 4.3 Canada Greener Homes Loan

The Canada Greener Homes Loan program was launched in 2022 and offers interest-free unsecured loans from \$5,000 up to \$40,000 on 10-year terms. The program is available Canada-wide to homeowners with good credit histories and who use their home as their primary residence. The program is available to homeowners in residential and low-rise multifamily buildings.

The following retrofit measures are eligible:

- Building envelope (insulation, air sealing, windows, and doors)
- Heat pumps
- Heat pump water heaters
- Smart thermostat
- Solar PV
- Resiliency measures

Exhibit 20 shows the applicant's journey through the Green Homes Loan Program.

#### Exhibit 20 – Canada Greener Homes Loan Program Process Chart



The program also has contingencies for Indigenous and Northern communities:

- *Indigenous group applicants* – Indigenous applicants can register multiple homes, if each home is occupied by an Indigenous household.
- *Northern and off-grid communities* – Homeowners in these communities are eligible for 30% higher retrofit amounts, replacement of fossil-fuel burning equipment, and additional insulation measures. [32]

As of January 2024, the program has approved over 53,000 in loans valued at approximately \$24,000 per loan. The most popular measures have been for heat pumps, followed by windows and solar PV. [33]

### 4.4 Other Programs

There are three other residential energy efficiency programs which are available to Windsor residents:

- *Enbridge Smart Thermostat Program* – Enbridge customers are eligible to receive a \$75 rebate on smart thermostats for their home. [34]
- *IESO Peak Perks* – Ontario homeowners with air conditioners and smart thermostats can receive \$75 to enroll in this demand response program. [35]
- *Oil to Heat Pump Affordability Program* – This program provides incentives between \$10,000 to \$15,000 to eligible Canadians to replace their oil heating equipment with a heat



pump. It is available to Canadian homeowners who use at least 500 L of oil per year and meet income eligibility requirements. [36]



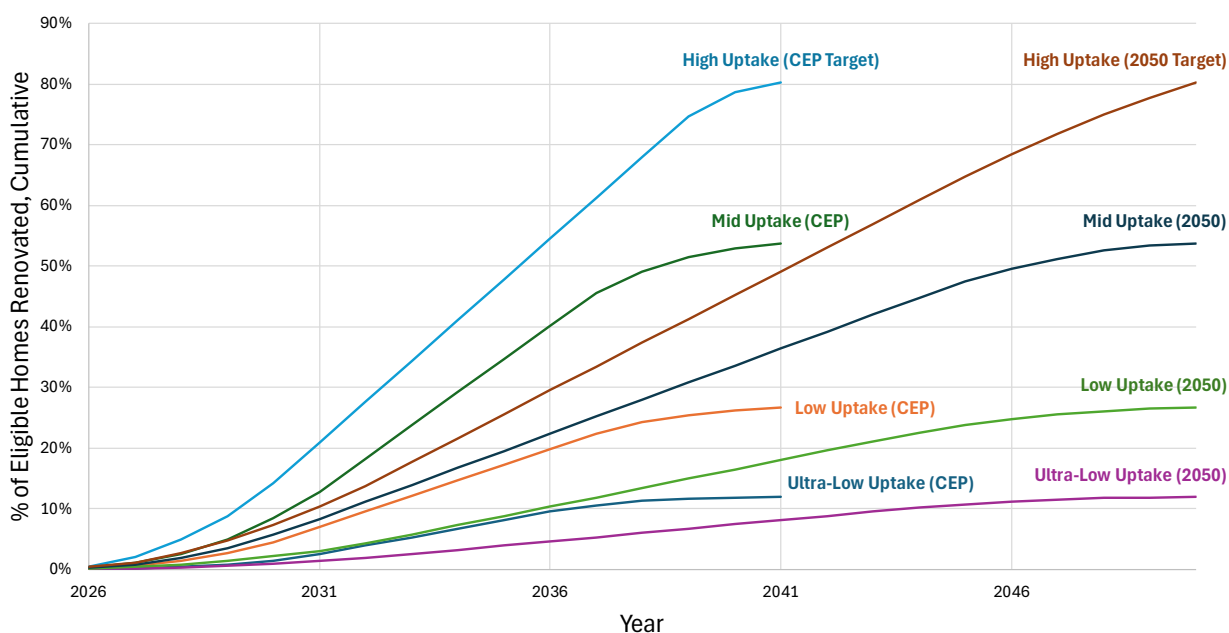
## 5 Uptake Review

The following section outlines our evaluation of the estimated project uptake and benefits potential included in the R-DEER program business case.

### 5.1 R-DEER Program Uptake Scenarios

The R-DEER program business case includes eight forecast uptake scenarios, shown in Exhibit 21.<sup>6</sup> Four of the uptake scenarios align with the program timeline outlined by the CEP (2026-2041), and four scenarios align with the extended program timeline (2026-2050).

**Exhibit 21 – R-DEER Program Uptake Scenarios**



The City of Windsor specified the High Uptake (CEP Target) scenario as the preferred scenario because it is aligned with meeting the City's emissions reduction target.

### 5.2 Uptake Review Methodology

We have undertaken a review of the forecast uptake scenarios presented in Exhibit 21 to evaluate their reasonableness in comparison to uptake for similar residential deep retrofit programs.

<sup>6</sup> The tabular uptake scenario forecast is included in Appendix A.



We conducted a jurisdictional scan of publicly available uptake and benefits data from retrofit programs in Canada, separating programs into the following categories:

1. Utility programs in Ontario (Enbridge and the IESO)
2. Canadian municipal programs
3. Canadian utility/government programs

We normalized each jurisdiction's uptake and benefits data on a per-eligible-home basis and compared these results to the City of Windsor's uptake forecast scenarios. We considered program nuances that could explain differences in program uptake and benefits and have provided recommendations to the City of Windsor regarding key program elements that may increase uptake and benefits.

Most publicly available uptake and benefits assumptions are projections and the underlying assumptions that inform these forecasts are subject to high levels of uncertainty. We have conducted an evaluation of the potential variables influencing residential deep retrofit program uptake and their potential impact and have recommended strategies to improve future uptake in the City of Windsor's R-DEER program.

### 5.3 Uptake Review Results

The following section outlines the results of the program uptake review for the three jurisdictional program categories listed in Section 5.2 and the associated sensitivity analysis.

#### 5.3.1 Ontario Residential Deep Retrofit Programs

The programs included in the Ontario-specific uptake and benefits review are:

- *Enbridge Gas Inc.* – Low-Income Home Winterproofing Program (HWP)
- *IESO* – Energy Affordability Program
- *IESO* – Home Assistance Program

Exhibit 17 to Exhibit 19 in Section 4 presented the raw uptake data and energy savings benefits for these programs.<sup>7</sup> Exhibit 22 summarizes the programs' eligible dwellings and environmental benefits, and Exhibit 23 illustrates how the cumulative percentage of eligible homes that are retrofitted compares to Windsor's R-DEER Ultra-Low Uptake scenarios.

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<sup>7</sup> All uptake data for these programs are real, not forecast.



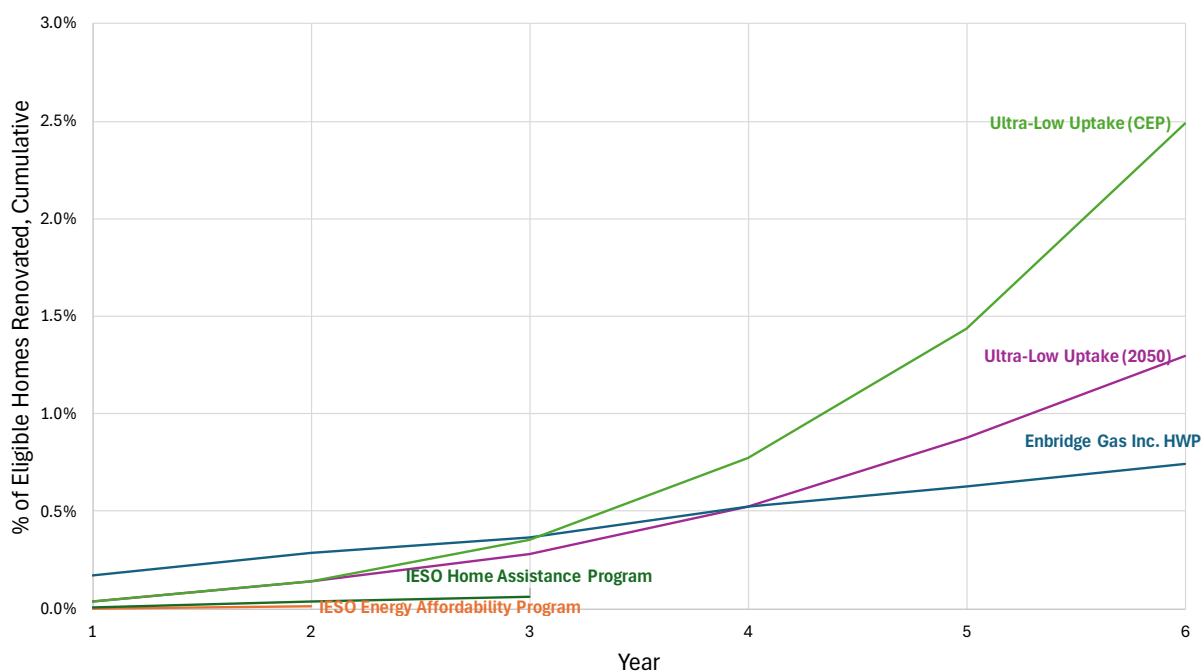




## Exhibit 22 – Ontario Residential Deep Retrofit Program Summary

Program Name	Eligible Dwellings	Environmental Benefit
Enbridge Home Winterproofing Program (HWP)	887,121	Average of 24,182,859 m <sup>3</sup> of natural gas saved per year (over 6 years). Average savings of 46,455 tCO <sub>2e</sub> per year (over 6 years).
IESO Energy Affordability Program	1,621,559	Average of 148,300 kWh of electricity saved per year (over 2 years). Average savings of 4 tCO <sub>2e</sub> per year (over 2 years).
IESO Home Assistance Program	1,621,559	Average of 730,367 kWh of electricity saved per year (over 2 years). Average savings of 18 tCO <sub>2e</sub> per year (over 2 years).

## Exhibit 23 – Ontario Residential Deep Retrofit Programs Uptake versus R-DEER Uptake Forecast



The IESO programs have significantly lower participation rates than the other scenarios shown in Exhibit 23. The Enbridge HWP has higher participation rates than the IESO programs, but after six years the participation rate is still lower than both R-DEER Ultra-Low Uptake scenarios. Both the IESO and Enbridge programs offer fully financed retrofits to low-income participants, optimizing program participation rates within low-income communities. The Windsor R-DEER program will involve significantly more homeowner involvement with limited funding, which will negatively impact program participation rates compared to these three low-income programs. Therefore, we expect that the





Windsor program would struggle to achieve similar uptake results to the utility programs shown above, which form the upper bound of potential participation.

### 5.3.2 Canadian Municipal Residential Deep Retrofit Programs

The programs included in the Canadian municipality uptake and benefits review are:

- *The City of Burlington* – Better Homes Burlington Program
- *The City of Kingston* – Better Homes Kingston Program
- *The City of Peterborough* – Peterborough Home Energy Efficiency Program
- *The City of Ottawa* – Better Homes Ottawa

Section 3 presented the raw uptake data and energy savings benefits for these programs.<sup>8</sup> Exhibit 24 summarizes the programs' eligible dwellings and environmental benefits, and Exhibit 25 illustrates how the cumulative percentage of eligible homes that are retrofitted compares to a less aggressive subset of the R-DEER program uptake forecast scenarios.

#### Exhibit 24 – Municipal Residential Deep Retrofit Program Summary

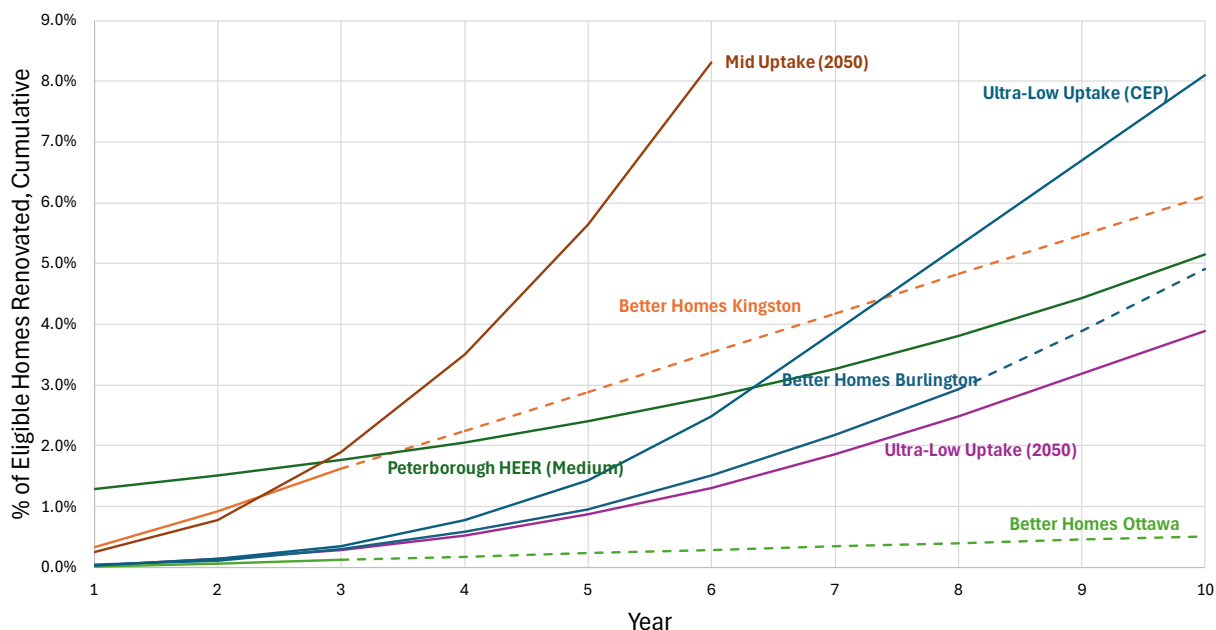
Program Name	Eligible Dwellings	Environmental Benefit
<b>Better Homes Burlington</b>	53,270	Estimated average savings of 1,700 tCO <sub>2e</sub> per year (over 8 years). This is calculated from 3 tCO <sub>2e</sub> per retrofitted home per year.
<b>Better Homes Kingston</b>	34,000	Estimated savings of 1,350 to 2,400 tCO <sub>2e</sub> over the first four years.
<b>Peterborough Home Energy Efficiency Program</b>	16,492	Estimated savings of 435 to 3,989 tCO <sub>2e</sub> over the first four years and 3,688 to 18,787 tCO <sub>2e</sub> over the first ten years.
<b>Better Homes Ottawa</b>	278,480	Estimated average of 40% emissions reduction per renovated home.

<sup>8</sup> The City of Burlington and the City of Kingston have verified their Year 1 uptake results, with forecast uptake for subsequent years. The City of Ottawa has verified their Year 1 and 2 uptake results and has forecast Year 3 uptake. The City of Peterborough has forecast all uptake estimates.





**Exhibit 25 – Municipal Residential Deep Retrofit Programs Uptake versus R-DEER Uptake Forecast<sup>9</sup>**



The R-DEER Mid Uptake (2050) forecast is aligned with Better Homes Kingston over the first three years of the program. After the third year, the Mid-Uptake forecast accelerates rapidly and appears to deviate drastically from Better Homes Kingston's trajectory. The R-DEER Ultra-Low Uptake (2050) forecast is aligned with Better Homes Ottawa (three years of forecast data) and Better Homes Burlington (eight years of forecast data), while the Ultra-Low Uptake (CEP) forecast deviates from those programs after the third year. The Peterborough HEER participation forecast is higher than the other municipal programs shown in Exhibit 25, however, forecasted participation is still lower than the Ultra-Low Uptake (CEP) forecast after the sixth year.

For three out of the four municipal programs depicted above, only one or two years of uptake data are verified results, with the remaining years being estimated.<sup>10</sup> Of the municipal programs with verified first year uptake data, Better Homes Kingston has the highest percentage of eligible buildings retrofitted in the first year of the program at 0.3% of eligible homes, versus 0.04% for Better Homes Burlington and 0.02% for Better Homes Ottawa. As outlined in Exhibit 6, this program offers interest free loans which allow financing for several retrofit activities and a complementary energy audit rebate for participants who do not qualify for other utility/government incentive programs. In contrast, Better Homes Ottawa only offers interest free loans to low-income participants which could be responsible for lower participation rates compared to Better Homes Kingston and would be more comparable to the R-DEER program.

<sup>9</sup> Cumulative uptake for the Peterborough HEER program was estimated for Year 4 and Year 10. We calibrated these two data points to an adoption S-curve to model expected uptake for all ten years. [43] Dotted lines represent PG's extension of program forecast data out to Year 10 for comparison purposes.

<sup>10</sup> The Peterborough HEER Program data is forecasted.



### 5.3.3 Canadian Utility/Government Residential Deep Retrofit Programs

The programs included in the Canadian utility/government uptake and benefits review are:

- *FortisBC Energy Inc. (FEI)* – 2024-2027 Demand Side Management Plan (Residential Whole Home Performance Measure) [37]
- *Government of Canada* – Canada Greener Homes [38]

Exhibit 26 and Exhibit 27 summarize the programs' eligible dwellings, environmental benefits, and uptake estimates/actuals. Exhibit 28 illustrates how the cumulative percentage of eligible homes that are retrofitted compares to a less aggressive subset of the R-DEER program uptake forecast scenarios.

#### Exhibit 26 – FEI Residential Whole Home Performance, Summary and Uptake Estimate

<b>Program Name</b>	Residential Whole Home Performance
<b>Eligible Dwellings</b>	854,218
<b>Environmental Benefit</b>	Estimated 32.8 GJ natural gas savings per year (for four years). Estimated savings of 1.7 tCO <sub>2e</sub> per year (for four years).

Year	Renovations in Year	Cumulative Renovations	% of Eligible Housing Stock
1	0	0	0.000%
2	40	40	0.005%
3	45	85	0.010%
4	50	135	0.016%

#### Exhibit 27 – Canada Greener Homes, Summary and Uptake Data<sup>11</sup>

<b>Program Name</b>	Canada Greener Homes
<b>Eligible Dwellings</b>	11,092,323
<b>Environmental Benefit</b>	An average of 61% GHG savings for deep retrofit projects (across three years of verified program results).

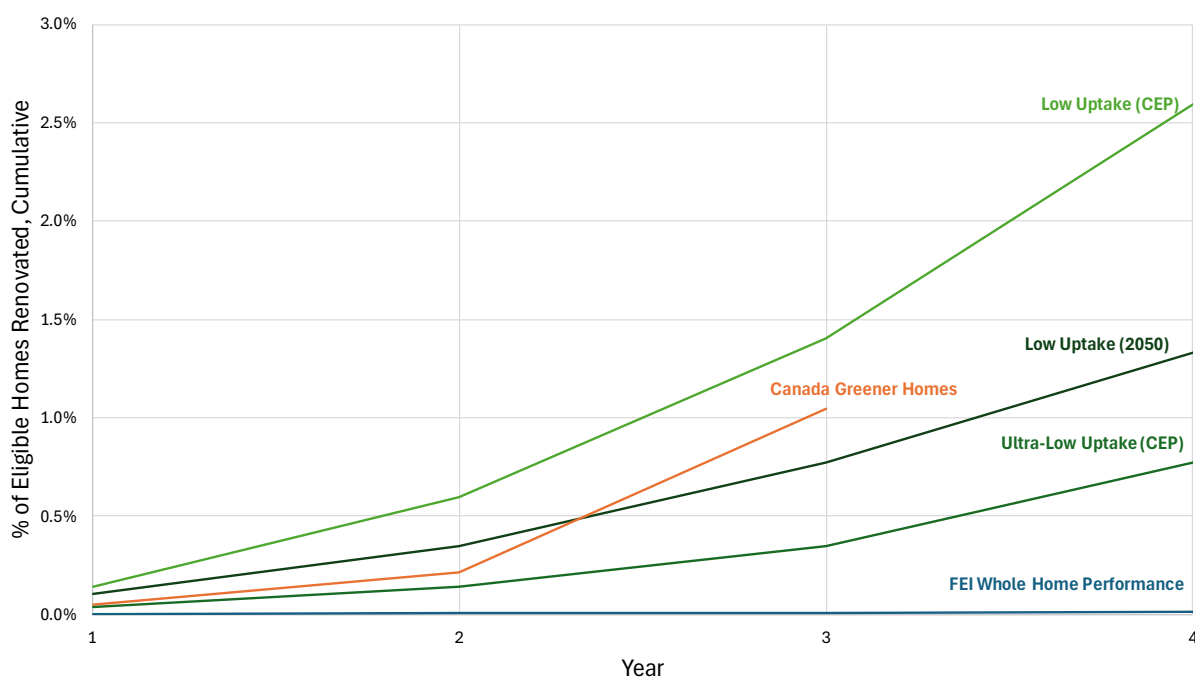
<sup>11</sup> Uptake data for this program are real, not forecast. Uptake data only include participants who undertook deep energy retrofits.





Year	Renovations in Year	Cumulative Renovations	% of Eligible Housing Stock
1	425	425	0.050%
2	1,399	1,824	0.214%
3	7,096	8,920	1.044%

**Exhibit 28 – Utility/Government Residential Deep Retrofit Programs Uptake versus R-DEER Uptake Forecast**



The FEI Whole Home Performance program’s estimated uptake is much lower than the least aggressive R-DEER program uptake forecasts. However, this program’s uptake forecast is from a DSM plan, which favours underestimated uptake to avoid claiming unrealized energy savings. This contrasts the methodology for developing the R-DEER uptake forecasts, which used energy and emissions reduction targets as the starting point.

The Canada Greener Homes program uptake (actuals) for the first three years of the program are within the same order of magnitude as the R-DEER Ultra-Low and Low Uptake forecast scenarios. However, the Canada Greener Homes program provided substantial incentives to program participants, which led to higher levels of participation. Therefore, it is unlikely that the R-DEER program would achieve the participation levels shown for the Canada Greener Homes program in Exhibit 28.

## 5.4 Proposed Uptake Model

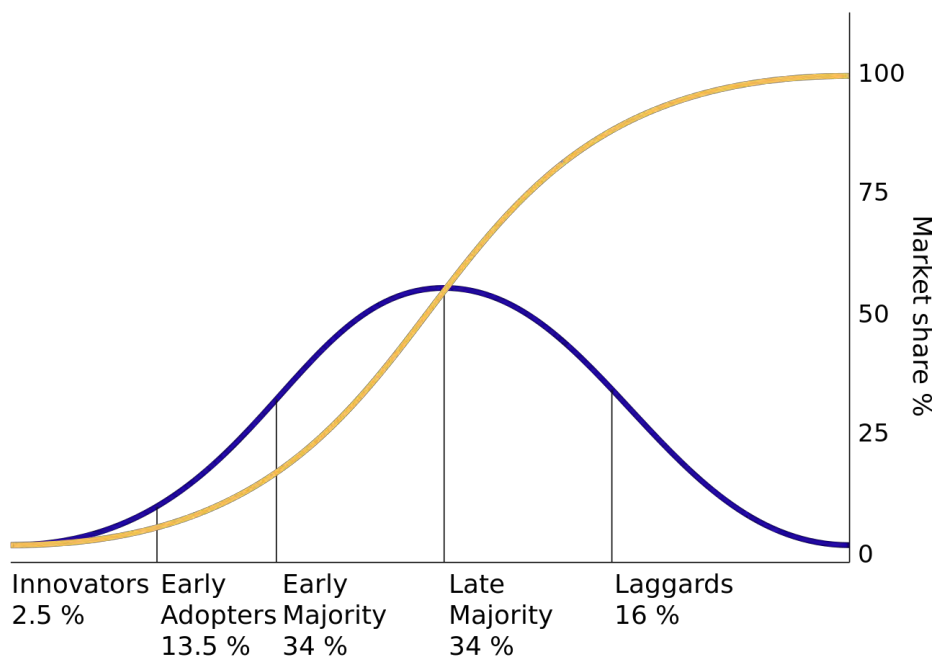
The uptake scenario comparisons in Section 5.3 demonstrate that the R-DEER Ultra-Low (2050) Uptake forecast is the most reasonable estimate of program uptake rates compared to the other R-DEER uptake



scenarios, but overestimates participation when compared to utility and government retrofit programs. The Ultra-Low Uptake scenario is better aligned with other municipal retrofit programs, notably the Better Homes Ottawa program.

To improve alignment with utility and government retrofit programs, we developed a forecast that follows the diffusion of innovation model shown in Exhibit 29. The diffusion of innovation model explains how new ideas and technologies spread through populations over time, categorizing adopters into groups such as innovators, early adopters, early majority, late majority, and laggards. [39]

**Exhibit 29 – Diffusion of Innovation Model [40]**



The following assumptions inform our proposed model: <sup>12</sup>

1. **Year 1** – Start with the Year 1 uptake assumption in the R-DEER Ultra-Low Uptake (2050) forecast. This uptake assumption is comparable to the Better Homes Kingston and Better Homes Ottawa programs' Year 1 uptake.
2. **Year 2 to Year 15** – Program participation rate accelerates from Year 1 to Year 15 at the same rate as the Enbridge HWP, forming the “Innovators” phase.
3. **Year 16 to Year 25** – Program participation rate accelerates slightly from Year 16 to Year 25, forming the “Early Adopters” phase.

The R-DEER Ultra-Low Uptake scenario follows an adoption curve that concludes in Year 25 after having retrofitted 12% of eligible homes. This model is unrealistic, as it assumes that no more homes would be retrofitted after Year 25. The Proposed Uptake scenario uses a similarly shaped model (over a longer

<sup>12</sup> A more detailed methodology is included in Appendix B.

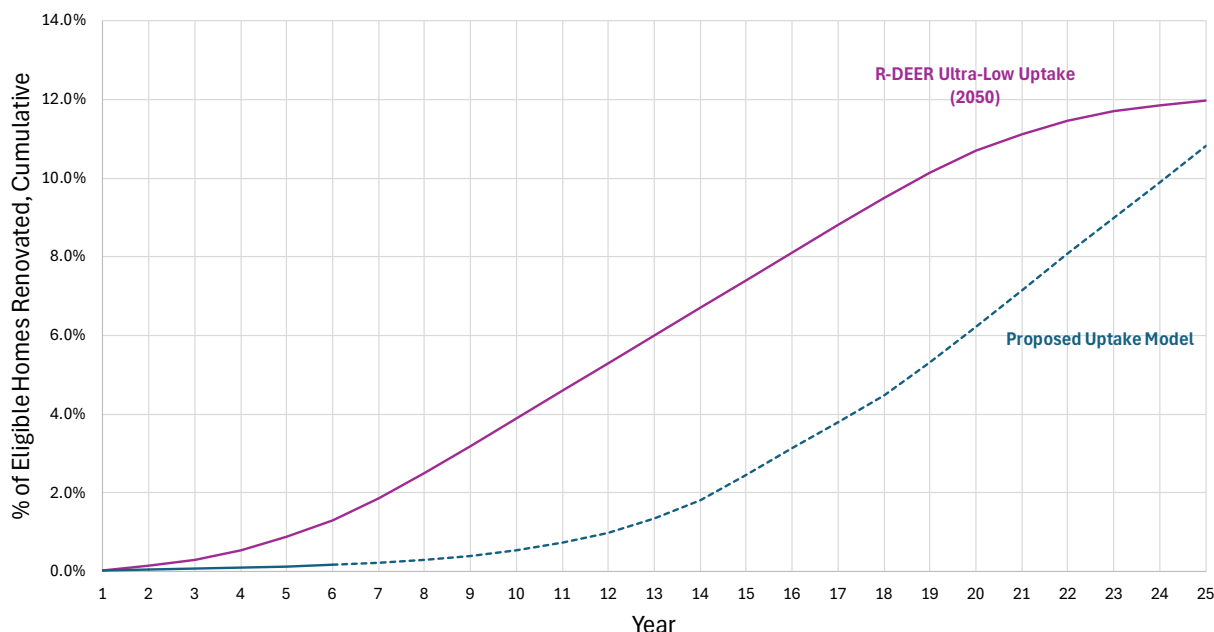




timeline) and assumes the program continues to grow after Year 25, achieving retrofits in 100% of eligible homes after around 100 years.

Exhibit 30 presents the Proposed Uptake scenario for the R-DEER program, with the R-DEER Ultra-Low Uptake forecast for reference. The Proposed Uptake scenario represents a “business as usual” approach, which assumes market conditions, incentive programs, and policies remain constant over time. Actual uptake is unpredictable and will vary as the market changes.

**Exhibit 30 – Proposed Uptake Scenario<sup>13</sup>**



The Proposed Uptake scenario achieves similar retrofit levels as the Ultra-Low Uptake scenario by Year 25 but follows the diffusion of innovation model. After Year 25, we predict that the demand for deep retrofits will continue to increase and eventually slow as the percentage of eligible renovated dwellings approaches 100%.

The Proposed Uptake scenario does not align with climate targets set by the City of Windsor. Based on program uptake achieved by similar programs in other jurisdictions, we believe that the proposed model represents a more achievable retrofit target.

## 5.5 Sensitivity Assessment

We performed a high-level assessment of the variables that may impact R-DEER program uptake. presents a list of those variables and our recommendations for overcoming the associated barriers and increasing program uptake.

<sup>13</sup> The dotted line represents future uncertainty.



Exhibit 31 presents a list of those variables and our recommendations for overcoming the associated barriers and increasing program uptake.<sup>14</sup>

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<sup>14</sup> Due to data availability constraints, we were unable to verifiably quantify the impact of the above sensitivity variables.





### Exhibit 31 – Sensitivity Assessment and Recommendations

Rank	Sensitivity Variable	Description	Recommendations
1	<b>Incentive Availability</b>	Availability of deep retrofit and energy efficiency incentives can significantly reduce retrofit costs and increase program participation.	<ul style="list-style-type: none"> <li>Align and coordinate R-DEER offering with existing incentive program offerings (e.g., Enbridge HWP).</li> <li>Consider leveraging FCM funding to create an R-DEER incentive program.</li> </ul>
2	<b>Retrofit Costs</b>	Costs for residential deep retrofits will change over time as the market undergoes transformation. As costs decrease, program participation is expected to increase.	<ul style="list-style-type: none"> <li>Monitor retrofit costs to determine if they are decreasing.</li> <li>Consider adjusting marketing strategies to reflect the increased accessibility of specific retrofit activities.</li> </ul>
3	<b>Community Engagement, Education, and Trust Building</b>	Effectively marketing the program to the community and disseminating educational material will foster trust, improve retrofit performance outcomes <sup>15</sup> , and increase participation rates.	<ul style="list-style-type: none"> <li>Implement an energy coaching program to educate and guide homeowners through the retrofit and R-DEER program process.</li> <li>Develop marketing material that focuses on the non-energy benefits of deep retrofits such as improved comfort, healthier homes, and increased property values.</li> <li>Engage with community organizations to spread awareness.</li> </ul>
4	<b>Climate Change</b>	Extreme weather stemming from climate change may lead to increased program participation, particularly for measures	<ul style="list-style-type: none"> <li>Coordinate disaster recovery efforts and financing with the R-DEER program.</li> <li>Leverage disaster recovery to also make energy efficiency improvements to the home.</li> </ul>

<sup>15</sup> Homeowners may pursue deeper retrofits given more information and support.





Rank	Sensitivity Variable	Description	Recommendations
		relevant to climate resiliency (e.g., mechanical cooling, flood proofing, etc.).	
5	Population Demographics	Changing demographics such as increased rates of poverty can impact program participation rates.	<ul style="list-style-type: none"> <li>• Target the low-income community through the R-DEER program or through collaboration with existing low-income programs.</li> <li>• Provide additional assistance and support for low-income homeowners such as more favourable interest rates, incentives, and full-service retrofit planning (see Section 6.2).</li> </ul>
6	Contractor Capacity	Contractor capacity and expertise are needed to meet retrofit demand. If there are insufficient contractors available to meet demand, program participation growth will be stalled.	<ul style="list-style-type: none"> <li>• Maintain active relationships with Windsor-Essex area contractors to monitor capacity conditions.</li> <li>• Develop educational material to engage and inform contractors on the R-DEER program and its benefits (i.e., increased revenue). [41]</li> </ul>



## 6 R-DEER Program Methodology Assessment

The Windsor R-DEER methodology was compared against other municipal residential retrofit programs presented in Section 3. The findings of this assessment are presented in this section.

### 6.1 Methodology Assessment

Exhibit 32 gives a comparison of the City of Windsor R-DEER program to other municipal retrofit offerings, and makes recommendations based on our findings.

**Exhibit 32 – Methodology Assessment and Recommendations**

	Windsor R-DEER	Other Programs	Recommendations
<b>Offering</b>	<ul style="list-style-type: none"> <li>Participants will be able to borrow between \$10,000 up to 10% of the property value of their home (capped at \$40,000).</li> <li>Climate resiliency measures will be a mandatory component of the program.</li> <li>To be eligible for the premium measures (i.e., solar PV, EV charging, etc.), core and resiliency measures must first be completed.</li> </ul>	<ul style="list-style-type: none"> <li>Climate resiliency measures are offered by several jurisdictions but are not mandatory.</li> <li>Solar PV is usually part of the core program offering.</li> <li>Several jurisdictions offer up to 30% of the loan value for non-energy related work.</li> <li>Programs like the Canada Greener Homes Grant and Enbridge's HER+ had a large impact on program offerings and participation rates.</li> <li>Better Homes Ottawa program offers \$200/ton per heat pump, resulting in incentives between \$600-\$1,000 per</li> </ul>	<ul style="list-style-type: none"> <li>Creating measure buckets (i.e., core, resiliency, premium) adds unnecessary complexity to the program and may negatively impact participation rates, as seen in the Edmonton CEIP program.<sup>16</sup> [10]</li> <li>If measure buckets cannot be dissolved, solar PV should be added to the core measures list.</li> <li>Remove mandatory requirement for climate resiliency measures as it will create a barrier to participation. Strongly recommended for homes in which resiliency measures have not yet been completed.</li> </ul>

<sup>16</sup> The Edmonton CEIP program requires participants to install a minimum of three eligible measures. Homeowners reported this as a significant barrier to participation in the program.

Windsor R-DEER		Other Programs	Recommendations
		<p>home. Durham Greener Homes offers up to \$2,000 per heat pump and \$10,000 per retrofit.</p> <ul style="list-style-type: none"> <li>Incentives are sometimes tied to minimum GHG reduction targets that must be achieved to receive funding and incentives, such as in Kingston and Durham.</li> </ul>	<ul style="list-style-type: none"> <li>Homes which undergo air sealing will require mechanical ventilation to maintain good indoor air quality. Consequently, the HRV/ERV measures should also be included in the program's core measure group.</li> <li>Instead of restrictive and complex measure bundling, implementing performance based GHG reduction targets can ensure community retrofit targets are met while allowing homeowners more flexibility.</li> <li>Designating a proportion of the loan value for non-energy related work may increase participation, as homeowners could bundle energy efficiency measures with home improvement projects.<sup>17</sup></li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>Detached, semi-detached, townhomes, row homes, and multifamily buildings of three units or less which are at least 20 years old at the time of application will be eligible.</li> </ul>	<ul style="list-style-type: none"> <li>Some programs exclude MURBs to align with the Canada Greener Homes Grant eligibility.</li> <li>MURBs have special certification requirements for energy auditors.</li> </ul>	<ul style="list-style-type: none"> <li>Exclude MURBs at launch due to added retrofit and program complexity.</li> <li>Maintain program alignment with future incentive programs to improve participation rates.</li> </ul>

<sup>17</sup> Combine with resiliency measure funding up to 30% of loan value.



	Windsor R-DEER	Other Programs	Recommendations
<b>Financing Mechanism</b>	<ul style="list-style-type: none"> <li>The homeowner will have the option of receiving an LIC loan or unsecured loan through a third-party financial institution.</li> <li>The program will offer fixed-rate financing at favourable interest rate on terms of up to 10 years.</li> <li>Will offer 50% of the loan value in advance to cover contractor deposits and EnerGuide pre-audit.</li> <li>FCM will provide LIC loan capital for the first four years of the program. Program will transition to third-party financing after FCM funding is exhausted.</li> </ul>	<ul style="list-style-type: none"> <li>The market scan indicated that loans provided by other jurisdictions range from \$5,000 - \$125,000.</li> <li>20-year loan terms are common in other programs.</li> <li>Many Toronto HELP participants repaid their LIC loan prior to selling their homes, eliminating the benefit of having an LIC loan attached to the property.</li> <li>Most programs require a mortgage lender notification, but the Toronto HELP program requires mortgage lender approval, resulting in lower uptake but less default risk.</li> <li>Durham Greener Homes allocated FCM funding towards incentives, energy coaching and administrative support, with all loans routed through third-party credit unions. Loans are issued upfront, and applicants do not need to wait for disbursement.</li> </ul>	<ul style="list-style-type: none"> <li>Windsor may choose to increase loan amounts if homeowners struggle to achieve deep retrofits under \$40,000.</li> <li>Windsor should consider extending the loan repayment term to align with other programs and enable homeowners to pursue deeper retrofits.</li> <li>Develop procedures to ensure a smooth transition during property transfer periods. Realtors will need to be educated on LIC loans.</li> <li>Consider mortgage lender approval, as this can reduce risk for the City.</li> <li>Windsor should prioritize the early involvement of third-party financial partners to grow and develop the program.</li> <li>Establishing a similar loan program to Durham Greener Homes would reduce the cost and administrative burden on the City and homeowner.</li> </ul>
<b>Program Delivery</b>	<ul style="list-style-type: none"> <li>Program will be delivered by a third-party delivery agent.</li> <li>Certain administrative aspects of the program will be managed by the City.</li> <li>Energy coaching services will be offered.</li> </ul>	<ul style="list-style-type: none"> <li>Municipal retrofit programs are often delivered through third party delivery agents.</li> <li>EnerGuide audits are conducted by Registered Energy Advisors (REAs) that</li> </ul>	<ul style="list-style-type: none"> <li>Ensure there is sufficient REA capacity as program scales up.</li> <li>Windsor may create mechanisms for the collection of additional data that is outside of the scope of a typical</li> </ul>



Windsor R-DEER		Other Programs	Recommendations
		<p>are registered with NRCan (NRCan maintains a directory).</p> <ul style="list-style-type: none"> <li>• Energy coaching is usually performed by external consultants.</li> </ul>	<p>EnerGuide evaluation (i.e., resiliency measures).</p> <ul style="list-style-type: none"> <li>• Energy coaching should be performed by an organization with proven knowledge of municipal and utility energy efficiency programs (see Section 6.2 for more details).</li> </ul>





## 6.2 Energy Coaching Review

Energy coaching services are an integral part of any residential deep retrofit program. Energy coaches simplify the program experience by diminishing the need for extensive technical knowledge and assisting participants in navigating the program's administrative procedures. Our work with the City of Edmonton's CEIP program identified three main barriers to participating and completing deep retrofit programs: [10]

- *Procedural Complexity* – Administrative complexities can leave participants feeling confused and overwhelmed. Addressing these complexities can improve participant confidence and completion rate.
- *Lack of Technical Knowledge* – The lack of technical knowledge among homeowners is a significant barrier to participation. Understanding EnerGuide audits and contractor quotes can be challenging for those without a background in the field, and participants need support to navigate these complexities and make informed choices.
- *Inconsistent Messaging* – Participants rely heavily on market actors such as contractors and energy advisors for information about the program. However, these market actors are sometimes unable to provide clear, accurate, consistent program information, resulting in confusion and mistrust.

To address these challenges, retrofit programs have integrated energy coaching services into their offerings. There are four primary energy coaching service options: [10]

- *Email Coaching* – Offering participants personalized guidance through email exchanges, this method provides flexibility and convenience, allowing participants to progress at their own pace.
- *Group Coaching Sessions* – Facilitating collaborative workshops for participants with similar energy efficiency upgrade goals, these sessions encourage collective problem-solving, peer learning, and community support.
- *One-on-One Coaching* – Delivering personalized guidance through virtual or in-person meetings, this approach fosters direct interactions, real-time Q&A, and hands-on demonstrations.
- *Full-Service Retrofit Planning* – A comprehensive approach that streamlines the entire process, including energy assessment, contractor selection, and incentive applications, simplifying decision-making for participants.

Energy coaching leads to higher participation rates and improved deep retrofit performance outcomes, as homeowners are more likely to pursue deeper retrofits. Subsequently, we recommend that the City of Windsor incorporate energy coaching into their program. The following tasks can be undertaken by the energy coach:

- Screening homeowners for eligibility.
- Helping or advising on administrative tasks such as selecting contractors, requesting quotes, and other paperwork.
- Navigating incentive programs.
- Providing unbiased home retrofit education.
- Assisting homeowners with financing incentives and applications.





- Marketing to expand the applicant base in collaboration with the municipality.
- Monitoring and reporting program progress.
  - Specialized software tools can significantly reduce the time needed to complete this task.
- Training and maintaining a roster of qualified contractors.
  - For Better Homes Kingston, an external contractor developed training webinars for onboarding contractors.





## 7 Program Expenditure Review

This section presents our assessment of the R-DEER program expenditure assumptions outlined in its updated business case assumptions.

The R-DEER program payroll expenses at launch for the Low (2050) scenario are shown in Exhibit 33.

**Exhibit 33 – R-DEER Program Payroll Expenses (Low 2050)<sup>18</sup>**

Position	Full Time Equivalent at Launch (FTE)	Salary (2024 Base)	Equivalent Salary (2024 Base)
Energy Coaches	0.5	\$101,368	\$50,684
Contractor Coordinator	0.5	\$84,542	\$42,271
Program Administrator	1	\$110,998	\$110,998
Measurement and Verification Professional	0.25	\$101,368	\$25,342
Communications / Marketing	0.5	\$101,368	\$50,684
Financial Analyst	0.25	\$77,207	\$19,302
Tax Analyst	0.25	\$84,542	\$21,135
Legal Counsel (Contracts)	0.5	\$110,998	\$55,499
<b>Total</b>	<b>3.75</b>	<b>-</b>	<b>\$375,915</b>
Total (inflation adjusted with safety factor)	-	-	\$515,079

The proposed payroll expenditures include 3.75 full-time equivalent (FTE) positions. This is comparable to other municipal programs who have two to three FTE with support from external service organizations for energy coaching, auditing, etc. [42]

<sup>18</sup> Alternative budget for High CEP scenario is shown in Appendix C.







Exhibit 34, Exhibit 35, and Exhibit 36 compares the projected program costs for the R-DEER and other Ontario municipal retrofit programs.

#### Exhibit 34 – First Year Program Payroll Cost Comparison

Program	Payroll Expenses
Better Homes Burlington [2]	\$335,000
Durham Greener Homes [6]	\$350,000
Better Homes Kingston [8]	\$318,750
Peterborough Home Energy Efficiency Program [11]	\$330,000
Average	\$333,438
Windsor R-DEER	\$375,915

#### Exhibit 35 – Program Marketing and Outreach Cost Comparison

Year	Windsor R-DEER	Better Homes Burlington [2]	Peterborough Home Energy Efficiency Program [11]
1	\$50,000	\$58,000	\$60,000
2	\$50,000	\$52,000	\$40,000
3	\$50,000	\$82,000	\$30,000
4	\$50,000	\$82,000	\$30,000

#### Exhibit 36 – Program Start-up and Administration Cost Comparison

Year	Windsor R-DEER	Peterborough Home Energy Efficiency Program [11]
1	\$1,000,000	\$1,437,000
2	\$150,000	\$197,000
3	\$50,000	\$97,000
4	\$30,000	\$162,000





In each case, the cost assumptions made for the R-DEER business case are in the same order of magnitude as other Ontario retrofit programs. This confirms that the cost assumptions used in the R-DEER business case are valid.





## 8 Contractor Capacity Assessment

In this section we evaluated the capacity of the City of Windsor's contractor network to assess their ability to perform deep retrofits at scale.

### 8.1 Review of the City of Windsor Contractor Survey

A review of the *City of Windsor Contractor Survey* presented the following findings:

- Over half of the contractors surveyed believe that there is sufficient contractor capacity to support the program's initial goal of 300-500 retrofits per year. However, nearly three quarters believe that there is currently insufficient capacity to support the program's peak goal of 2,000-2,500 retrofits per year.
  - Contractors indicated that supply chains will create bottlenecks in accelerating the rate of retrofits.
- Air sealing and attic insulation were identified as some of the easier retrofits to deliver with wall insulation/siding upgrades and heat pump installations being more difficult.
  - Insulation and air sealing can be grouped together and offered as a standard package.
- Contractors said they spend between one and five hours per project educating homeowners on deep retrofits, incentive programs, and other related retrofit topics.
- Contractors do not provide turnkey retrofit services, though some surveyed contractors offer retrofit planning services.
- Incentive and grant programs are inconsistent, which makes capacity planning difficult for contractors.
- Respondents said that access to the following were most important to homeowners:
  - Information about the retrofit process.
  - Technical support to explain the benefits and costs of efficiency upgrades.
  - Support to answer questions and provide help throughout the process.
  - Assistance in selecting equipment for the retrofit.
- Contractors indicated that an energy coaching program would have several benefits:
  - Help educate homeowners on building science and how to manage a home retrofit.
  - Connect homeowners to reputable contractors and help them select qualifying equipment and review contractor quotes.
  - Provide a single point of contact for help and questions throughout the process.





## 8.2 Contractor Engagement Findings

We conducted virtual and in-person interviews with contractors (insulation, HVAC, and solar) to supplement the findings from the contractor survey. A summary of the findings from the contractor engagement are presented below:<sup>19</sup>

- *Ambitious Retrofit Targets* – Many doubt the feasibility of reaching 2,000 home retrofits per year given the current market conditions. They suggested lowering targets and setting more realistic expectations, especially in the first year of the program.
- *Scaling Up* – Contractors are confident in their ability to scale up their operations to meet increased retrofit demand and have had experience doing this for other grant and incentive programs.
- *Contractor Mistrust* – Homeowners distrust contractors due to a conflict of interest.
  - When offering technical advice and support, contractors also stand to profit from their recommendations.
- *Energy Coaching Services* – Contractors support the implementation of an energy coaching service because it will save them time and alleviates mistrust in the contractor and homeowner relationship.

Contractors had several suggestions for R-DEER program parameters:

- Design a performance-based program because it gives homeowners more flexibility.
- Emphasize air tightness improvements and mechanical ventilation.
- Mandate R-DEER education for all qualified contractors.

## 8.3 Contractor Capacity Review

A review of publicly available sources of contractor capacity information was conducted. We reviewed the NRCAN database of licensed service organizations who provide EnerGuide home energy evaluations, and the Windsor-Essex members of the Canadian Home Builder's Association (CHBA).

- Appendix D provides a summary of the NRCAN licensed service organizations operating in the Windsor-Essex region.
- Appendix E provides a summary of the members of the Windsor-Essex chapter of the Canadian Home Builder's Association (CHBA).

We found that there were 21 NRCAN licensed service organizations and 80 members of the CHBA in the Windsor-Essex region. The contractor survey and engagements indicated that this number of contractors is sufficient to meet short term R-DEER retrofit goals but will need to grow to continue to serve the program over time.

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<sup>19</sup> Detailed notes from each interview can be found in 0.





## 9 Findings

The R-DEER initiative will finance residential deep energy retrofits in the City of Windsor, reducing energy costs and community GHG emissions while increasing climate resilience. Deep retrofits can have significant non-energy benefits to the public:

- *Property Value* – Buildings which undergo deep retrofits are expected to experience a 4-14% increase in property value. Improved quality and durability of the home will also lead to reduced maintenance and replacement costs over the lifetime of the building. [43]
- *Health and Safety* – Deep retrofits help to address health and safety concerns such as poor indoor air quality, pest damage, asbestos, and more. [44]
- *Resilience and Durability* – Retrofitted homes have better resilience to extreme weather events such as heat waves, floods, and tornadoes. [45]
- *Economic* – Municipal retrofit programs create high quality jobs and generate millions of dollars in economic benefits. For every million dollars spent on energy efficiency, Windsor can expect to generate between 16-30 FTE jobs. [46]

This study reviewed and validated key R-DEER program assumptions including uptake forecasts, methodology, expenditures, and local contractor capacity. These assumptions were compared with municipal, utility, and government home retrofit programs.

An in-depth revision of the R-DEER program uptake forecasts determined that the R-DEER Ultra-Low (2050) Uptake forecast was the most reasonable estimate of program uptake rates compared to the other R-DEER uptake scenarios but overestimated participation when compared with utility and government retrofit programs. Subsequently, we developed a new business-as-usual forecast model which better aligns with the findings of our review given the current levels of investment in deep retrofit incentive programs (see Section 5.4).

Our findings suggest that accelerating the rate of deep retrofits in Windsor (and Canada) will require substantial investments from federal and provincial governments. Windsor is currently on track to miss the climate targets set out in its Community Energy Plan and will struggle to meet them without further investment in residential deep retrofit incentive programs like Canada Greener Homes. Increased federal, provincial, and utility investment in energy efficiency programs would help the City meet its climate targets faster.

The City of Windsor should pursue the following recommendations to improve program outcomes:

- Continue to allow homeowners to participate in the program multiple times, as it creates flexibility for participants pursuing deeper retrofits.
- Re-assess program uptake in three to four years to develop more accurate projections based on Windsor specific data.
- Continue to evolve and develop the program to align with the City's climate targets and adapt to the changing retrofit market.
- Maintain focus on low-income participants and continue collaboration with other low-income retrofit programs.





- Simplify program rules to reduce barriers to participation and improve retrofit outcomes by implementing performance-based program requirements.
- Exclude MURBs from program participation upon initial launch.
- Extend the loan repayment term to 20 years to align with other programs and enable homeowners to afford deeper retrofits.
- Prioritize the early involvement of third-party financial partners to grow and develop the program. Consider using a portion of the FCM funding to incentivize retrofits.
- Incorporate an energy coaching program to support program participants and increase uptake.

Our review of the R-DEER program expenditure assumptions revealed that they are aligned with other municipal programs. We also reviewed the capacity of contractors in the Windsor-Essex region and found that it is sufficient to meet short term R-DEER retrofit goals but will need to grow to continue to serve the program over time. Qualified contractors should have the appropriate accreditation for their trade, and we recommend that the City check all contractor quotes for valid license numbers.

The City of Windsor may launch the R-DEER program as soon as is feasible.





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## Appendix A R-DEER Uptake Scenario Assumptions

### Exhibit 37 – Ultra Low Uptake (CEP)

Year	Renovations in Year	Cumulative Renovations	% of Eligible, Cumulative
2026	25	25	0.0%
2027	75	100	0.1%
2028	150	250	0.4%
2029	300	550	0.8%
2030	475	1,025	1.4%
2031	750	1,775	2.5%
2032	1,000	2,775	3.9%
2033	1,000	3,775	5.3%
2034	1,000	4,775	6.7%
2035	1,000	5,775	8.1%
2036	1,000	6,775	9.5%
2037	750	7,525	10.6%
2038	475	8,000	11.2%
2039	300	8,300	11.6%
2040	150	8,450	11.9%
2041	75	8,525	12.0%





**Exhibit 38 – Low Uptake (CEP)**

<b>Year</b>	<b>Renovations in Year</b>	<b>Cumulative Renovations</b>	<b>% of Eligible, Cumulative</b>
2026	100	100	0.1%
2027	325	425	0.6%
2028	575	1,000	1.4%
2029	850	1,850	2.6%
2030	1,325	3,175	4.5%
2031	1,825	5,000	7.0%
2032	1,825	6,825	9.6%
2033	1,825	8,650	12.1%
2034	1,825	10,475	14.7%
2035	1,825	12,300	17.3%
2036	1,825	14,125	19.8%
2037	1,825	15,950	22.4%
2038	1,325	17,275	24.2%
2039	850	18,125	25.4%
2040	575	18,700	26.2%
2041	325	19,025	26.7%





**Exhibit 39 – Mid Uptake (CEP)**

<b>Year</b>	<b>Renovations in Year</b>	<b>Cumulative Renovations</b>	<b>% of Eligible, Cumulative</b>
2026	200	200	0.3%
2027	600	800	1.1%
2028	1,000	1,800	2.5%
2029	1,700	3,500	4.9%
2030	2,500	6,000	8.4%
2031	3,100	9,100	12.8%
2032	3,900	13,000	18.2%
2033	3,900	16,900	23.7%
2034	3,900	20,800	29.2%
2035	3,900	24,700	34.7%
2036	3,900	28,600	40.1%
2037	3,900	32,500	45.6%
2038	2,500	35,000	49.1%
2039	1,700	36,700	51.5%
2040	1,000	37,700	52.9%
2041	600	38,300	53.7%





**Exhibit 40 – High Uptake (CEP Target)**

<b>Year</b>	<b>Renovations in Year</b>	<b>Cumulative Renovations</b>	<b>% of Eligible, Cumulative</b>
<b>2026</b>	300	300	0.4%
<b>2027</b>	1,150	1,450	2.0%
<b>2028</b>	2,000	3,450	4.8%
<b>2029</b>	2,800	6,250	8.8%
<b>2030</b>	3,800	10,050	14.1%
<b>2031</b>	4,800	14,850	20.8%
<b>2032</b>	4,800	19,650	27.6%
<b>2033</b>	4,800	24,450	34.3%
<b>2034</b>	4,800	29,250	41.0%
<b>2035</b>	4,800	34,050	47.8%
<b>2036</b>	4,800	38,850	54.5%
<b>2037</b>	4,800	43,650	61.3%
<b>2038</b>	4,800	48,450	68.0%
<b>2039</b>	4,800	53,250	74.7%
<b>2040</b>	2,800	56,050	78.7%
<b>2041</b>	1,150	57,200	80.3%





Exhibit 41 – Ultra Low Uptake (2050)

Year	Renovations in Year	Cumulative Renovations	% of Eligible, Cumulative
2026	25	25	0.0%
2027	75	100	0.1%
2028	100	200	0.3%
2029	175	375	0.5%
2030	250	625	0.9%
2031	300	925	1.3%
2032	400	1,325	1.9%
2033	450	1,775	2.5%
2034	500	2,275	3.2%
2035	500	2,775	3.9%
2036	500	3,275	4.6%
2037	500	3,775	5.3%
2038	500	4,275	6.0%
2039	500	4,775	6.7%
2040	500	5,275	7.4%
2041	500	5,775	8.1%
2042	500	6,275	8.8%
2043	500	6,775	9.5%
2044	450	7,225	10.1%
2045	400	7,625	10.7%
2046	300	7,925	11.1%
2047	250	8,175	11.5%
2048	175	8,350	11.7%
2049	100	8,450	11.9%
2050	75	8,525	12.0%







**Exhibit 42 – Low Uptake (2050)**

<b>Year</b>	<b>Renovations in Year</b>	<b>Cumulative Renovations</b>	<b>% of Eligible, Cumulative</b>
2026	75	75	0.1%
2027	175	250	0.4%
2028	300	550	0.8%
2029	400	950	1.3%
2030	550	1,500	2.1%
2031	650	2,150	3.0%
2032	900	3,050	4.3%
2033	1,000	4,050	5.7%
2034	1,100	5,150	7.2%
2035	1,100	6,250	8.8%
2036	1,100	7,350	10.3%
2037	1,100	8,450	11.9%
2038	1,100	9,550	13.4%
2039	1,100	10,650	14.9%
2040	1,100	11,750	16.5%
2041	1,100	12,850	18.0%
2042	1,100	13,950	19.6%
2043	1,100	15,050	21.1%
2044	1,000	16,050	22.5%
2045	900	16,950	23.8%
2046	650	17,600	24.7%
2047	550	18,150	25.5%
2048	400	18,550	26.0%
2049	300	18,850	26.5%
2050	175	19,025	26.7%





**Exhibit 43 – Mid Uptake (2050)**

<b>Year</b>	<b>Renovations in Year</b>	<b>Cumulative Renovations</b>	<b>% of Eligible, Cumulative</b>
2026	175	175	0.2%
2027	375	550	0.8%
2028	800	1,350	1.9%
2029	1,150	2,500	3.5%
2030	1,525	4,025	5.6%
2031	1,900	5,925	8.3%
2032	2,000	7,925	11.1%
2033	2,000	9,925	13.9%
2034	2,000	11,925	16.7%
2035	2,000	13,925	19.5%
2036	2,000	15,925	22.3%
2037	2,000	17,925	25.2%
2038	2,000	19,925	28.0%
2039	2,000	21,925	30.8%
2040	2,000	23,925	33.6%
2041	2,000	25,925	36.4%
2042	2,000	27,925	39.2%
2043	2,000	29,925	42.0%
2044	2,000	31,925	44.8%
2045	1,900	33,825	47.5%
2046	1,525	35,350	49.6%
2047	1,150	36,500	51.2%
2048	1,000	37,500	52.6%
2049	500	38,000	53.3%
2050	300	38,300	53.7%





**Exhibit 44 – High Uptake (2050 Target)**

<b>Year</b>	<b>Renovations in Year</b>	<b>Cumulative Renovations</b>	<b>% of Eligible, Cumulative</b>
2026	300	300	0.4%
2027	500	800	1.1%
2028	1,050	1,850	2.6%
2029	1,500	3,350	4.7%
2030	1,800	5,150	7.2%
2031	2,200	7,350	10.3%
2032	2,450	9,800	13.8%
2033	2,800	12,600	17.7%
2034	2,800	15,400	21.6%
2035	2,800	18,200	25.5%
2036	2,800	21,000	29.5%
2037	2,800	23,800	33.4%
2038	2,800	26,600	37.3%
2039	2,800	29,400	41.3%
2040	2,800	32,200	45.2%
2041	2,800	35,000	49.1%
2042	2,800	37,800	53.0%
2043	2,800	40,600	57.0%
2044	2,800	43,400	60.9%
2045	2,800	46,200	64.8%
2046	2,600	48,800	68.5%
2047	2,400	51,200	71.8%
2048	2,200	53,400	74.9%
2049	2,000	55,400	77.7%
2050	1,800	57,200	80.3%





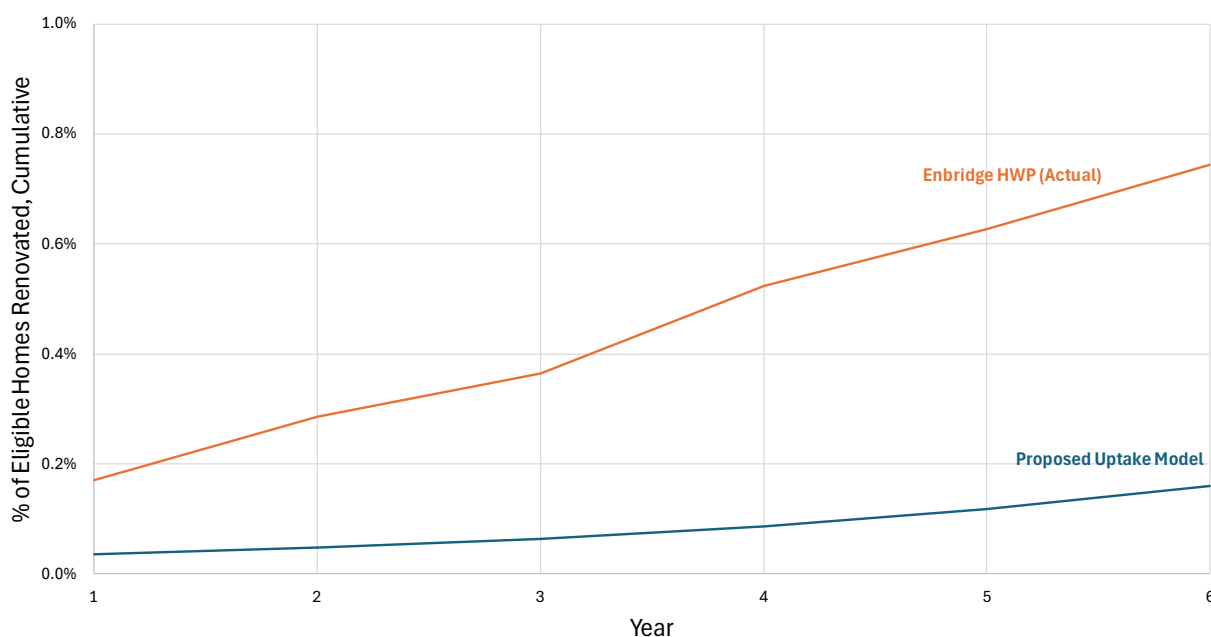
## Appendix B Proposed Uptake Model Methodology

The following assumptions inform our proposed model:

4. **Year 1** – Start with the Year 1 uptake assumption in the R-DEER Ultra-Low Uptake (2050) forecast. This uptake assumption is comparable to the Better Homes Kingston and Better Homes Ottawa programs' Year 1 uptake.
5. **Year 2 to Year 15** – Program participation accelerates from Year 1 to Year 15 at the same rate as the Enbridge HWP. This program has been in the market for over a decade and has shown relatively linear cumulative uptake (see Exhibit 17).
6. **Year 16 to Year 25** – Program participation grows at a constant rate from Year 16 to Year 25 (i.e., similar number of retrofits performed year over year).

Exhibit 45 shows the actual cumulative uptake for the Enbridge HWP program, alongside the first six years of the Proposed Uptake Model. The Proposed Ultra-Low Uptake forecast applies the same annual growth rate as the Enbridge HWP program, starting from a lower Year 1 uptake value (based on the R-DEER Ultra Low forecast).

**Exhibit 45 – Proposed Ultra-Low Uptake Forecast versus Enbridge HWP**



After applying this growth rate for Year 2 through Year 15, we used the Microsoft Excel built-in Solver function to fit the uptake rate for Year 16 to Year 25 to meet the Year 25 target outlined in the R-DEER Ultra Low forecast, assuming that uptake growth will slow after Year 15, as per the diffusion of innovations model. This fit method and curve smoothing produced an uptake model that achieves 11% of eligible dwellings uptake by Year 25.<sup>20</sup>

<sup>20</sup> The full 25-year model is shown in Exhibit 30 in Section 5.4.



Exhibit 46 below shows the annual rate of completed renovations through 2050.

**Exhibit 46 – Proposed Uptake Model**

Year	Renovations in Year	Cumulative Renovations	% of Eligible, Cumulative
2026	25	25	0.04%
2027	9	34	0.05%
2028	12	46	0.06%
2029	16	62	0.09%
2030	22	84	0.12%
2031	30	114	0.16%
2032	40	155	0.22%
2033	55	209	0.29%
2034	74	284	0.40%
2035	101	384	0.54%
2036	136	520	0.73%
2037	185	705	0.99%
2038	250	955	1.34%
2039	339	1,294	1.82%
2040	459	1,753	2.46%
2041	489	2,242	3.15%
2042	456	2,698	3.79%
2043	493	3,191	4.48%
2044	591	3,782	5.31%
2045	657	4,439	6.23%
2046	657	5,096	7.15%
2047	655	5,752	8.07%
2048	650	6,402	8.98%
2049	650	7,052	9.90%
2050	657	7,709	10.82%





*Appendix C R-DEER Program Administration (High 2050)*

**Exhibit 47 – R-DEER Program Administration Costs (High 2050)**

Position	Full Time Equivalent at Launch (FTE)	Salary (2024 Base)	Equivalent Salary (2024 Base)
Energy Coaches	1	\$101,368	\$101,368
Contractor Coordinator	1	\$84,542	\$84,542
Program Administrator	1	\$110,998	\$110,998
Measurement and Verification Professional	0.5	\$101,368	\$50,684
Communications / Marketing	0.5	\$101,368	\$50,684
Financial Analyst	0.25	\$77,207	\$19,302
Tax Analyst	0.5	\$84,542	\$42,271
Legal Counsel (Contracts)	0.5	\$110,998	\$55,499
<b>Total</b>	<b>5.25</b>	<b>-</b>	<b>\$515,347</b>
Total (inflation adjusted with safety factor)	-	-	<b>\$706,129</b>



## Appendix D NRCan Service Organizations In Windsor

Exhibit 48 – NRCan Service Organizations Serving Windsor<sup>21</sup>

Service Organization	Contact	Website
A1 NRGwise Consulting	<a href="tel:519-914-5472">519-914-5472</a>	<a href="#">Link</a>
Acadia Engineering Ltd.	<a href="tel:416-402-5230">416-402-5230</a>	<a href="#">Link</a>
All Season Inspection Inc.	<a href="tel:416-276-1346">416-276-1346</a>	<a href="#">Link</a>
AmeriSpec of Canada	<a href="tel:519-739-1010">519-739-1010</a>	<a href="#">Link</a>
Canada Energy Audit Ltd.	<a href="tel:1-888-298-9458">1-888-298-9458</a>	<a href="#">Link</a>
Clean Energy Solutions Inc.	<a href="tel:647-425-4842">647-425-4842</a>	<a href="#">Link</a>
Eco Advantage Energy Advisors Inc.	<a href="tel:905-349-2387">905-349-2387</a>	<a href="#">Link</a>
EcoLogic Energy Advisors	<a href="tel:1-866-517-5530">1-866-517-5530</a>	<a href="#">Link</a>
ecoPlus Services	<a href="tel:413-623-4332">413-623-4332</a>	<a href="#">Link</a>
Energuy Holdings Ltd.	<a href="tel:1-888-442-9577">1-888-442-9577</a>	<a href="#">Link</a>
Energy Werx Corp	<a href="tel:844-820-3361">844-820-3361</a>	<a href="#">Link</a>
Enerhome Consulting Ltd.	<a href="tel:1-778-744-5295">1-778-744-5295</a>	<a href="#">Link</a>
EnerSolution Inc.	<a href="tel:1-800-203-4395">1-800-203-4395</a>	<a href="#">Link</a>
EnviroCentre	<a href="tel:613-656-0100">613-656-0100</a>	<a href="#">Link</a>
ER Energy Solutions	<a href="tel:844-835-2593">844-835-2593</a>	<a href="#">Link</a>
Greenbrain Inc.	<a href="tel:1-866-848-4998">1-866-848-4998</a>	<a href="#">Link</a>
Homesol Building Solutions	<a href="tel:613-466-0664">613-466-0664</a>	<a href="#">Link</a>
MAP Energy Inc.	<a href="tel:1-855-397-9116">1-855-397-9116</a>	
Method Engineering and Building Services Ltd.	<a href="tel:250-590-1999">250-590-1999</a>	<a href="#">Link</a>
The Home Inspectors Group Inc.	<a href="tel:866-907-9206">866-907-9206</a>	<a href="#">Link</a>
Next Level Consulting	<a href="tel:416-402-5230">416-402-5230</a>	<a href="#">Link</a>

<sup>21</sup> The most up to date list can be found on NRCan's website.





## Appendix E Windsor-Essex Home Builders Association Members (WEHBA)

### Exhibit 49 – Windsor-Essex Home Builders Association Members (WEHBA)<sup>22</sup>

Organization	Category	Contact	Website
Orion Homes Inc.	Developer, Builder	(519) 970-9279	<a href="#">Link</a>
Owen Flooring Design Centre	Supplier	(519) 437-9663	<a href="#">Link</a>
Dimanti Countertops	Trade Contractor	(519) 737-1155	<a href="#">Link</a>
Everjonge Homes	Developer, Builder	(519) 727-5832	<a href="#">Link</a>
LFX Supply Centre	Supplier	(519) 739-1454	<a href="#">Link</a>
Geml Construction Inc.	Developer, Builder	(519) 981-4365	<a href="#">Link</a>
Custom Quality Built IHOMES Inc.	Builder	(519) 818-2709	
Enercare Inc.	Supplier	(647) 473-6671	<a href="#">Link</a>
Eco Insulation Inc.	Supplier	(519) 809-2586	<a href="#">Link</a>
Cremasco Fine Cabinetry	Trade Contractor	(519) 734-8289	<a href="#">Link</a>
Success Seekers: Realstone Systems	Supplier	(519) 257-0304	<a href="#">Link</a>
VLC Custom Homes	Developer, Builder	(519) 977-3557	<a href="#">Link</a>
Ives Insurance Brokers Ltd.	Financial/Insurance	(519) 776-7371	<a href="#">Link</a>
Federated Insurance	Financial/Insurance	(519) 796-3681	<a href="#">Link</a>
EMCO Corporation	Supplier	(519) 948-8131	<a href="#">Link</a>
Greenwood Contracting	Renovator	(519) 259-9058	<a href="#">Link</a>
Eagle Heating and Cooling	Trade Contractor	(519) 737-7778	<a href="#">Link</a>
Torreón Land Design + Build Inc.	Developer, Builder	(519) 647-7481	<a href="#">Link</a>
J. Rauti Custom Homes	Developer, Builder	(519) 978-9562	<a href="#">Link</a>
Coulson Design Build	Developer, Builder	519-818-6601	<a href="#">Link</a>
The Corporation of the Town of Lakeshore	Professional Services	(519) 728-2818	<a href="#">Link</a>

<sup>22</sup> The most up to date list can be found on WEHBA's website.







Organization	Category	Contact	Website
Rose City Tile Inc.	Supplier	(519) 734-7911	<a href="#">Link</a>
GS Engineering Consultants	Professional Services	(519) 737-9162	<a href="#">Link</a>
Lakepoint Homes	Developer, Builder	(519) 735-1720	
Nor-Built Construction	Developer, Builder	(519) 736-1892	<a href="#">Link</a>
Tac Group	Developer, Builder	(519) 816-1876	<a href="#">Link</a>
Felix Culpa Architecture	Professional Services	(519) 890-5773	<a href="#">Link</a>
James Hardie	Supplier	(519) 661-8597	<a href="#">Link</a>
Valente Contracting Inc.	Developer, Builder	(519) 735-4476	<a href="#">Link</a>
Bell Canada	Professional Services	(226) 378-9042	<a href="#">Link</a>
Libro Credit Union	Financial/Insurance	(519) 329-4423	<a href="#">Link</a>
Coco Group	Developer, Builder	(519) 948-7133	<a href="#">Link</a>
Windsor Factory Supply Ltd.	Supplier	(519) 966-2202	<a href="#">Link</a>
Summerfield Construction Ltd.	Developer, Builder	(226) 347-6687	<a href="#">Link</a>
Evola Builders	Developer, Builder	(519) 978-0408	<a href="#">Link</a>
Syles Mechanical Services	Trade Contractor	(519) 979-2090	<a href="#">Link</a>
ANR Concrete Studio Inc.	Supplier	(519) 981-6610	<a href="#">Link</a>
Metal Roof Outlet	Supplier	(519) 688-2512	<a href="#">Link</a>
Noah Homes	Developer, Builder	(519) 733-3332	<a href="#">Link</a>
Farhat & Associates Law Firm	Professional Services	(519) 255-4382	<a href="#">Link</a>
Wayne's Custom Woodcraft Ltd.	Supplier, Trade Contractor	(519) 723-4141	<a href="#">Link</a>
SS Fine Homes Ltd.	Developer, Builder	(519) 566-8587	<a href="#">Link</a>
Mastercraft Homes Windsor	Developer, Builder	(519) 966-8100	<a href="#">Link</a>
Windmill Cabinet Shop Ltd.	Professional Services, Trade Contractor	(519) 354-4649	<a href="#">Link</a>
Alpine Construction	Developer, Builder	(519) 737-0500	<a href="#">Link</a>
Philip Fernandes Designs Inc.	Professional Services	(519) 254-4949	<a href="#">Link</a>
Yvon Building Supply	Supplier	(519) 737-2127	<a href="#">Link</a>





Organization	Category	Contact	Website
Sunset Luxury Homes	Developer, Builder	<a href="tel:(519)962-6045">(519) 962-6045</a>	<a href="#">Link</a>
Pollard Windows & Doors	Supplier	<a href="tel:(905)634-2365">(905) 634-2365</a>	<a href="#">Link</a>
Dayus Roofing	Renovator	<a href="tel:(519)737-1920">(519) 737-1920</a>	<a href="#">Link</a>
Great Floors	Supplier	<a href="tel:(519)735-7530">(519) 735-7530</a>	<a href="#">Link</a>
Kimball Lumber	Supplier	<a href="tel:(519)776-6404">(519) 776-6404</a>	<a href="#">Link</a>
SBT Construction	Developer, Builder	<a href="tel:(519)727-5551">(519) 727-5551</a>	<a href="#">Link</a>
Encore Mechanical & Building Services Inc.	Trade Contractor	<a href="tel:(519)979-3572">(519) 979-3572</a>	<a href="#">Link</a>
South West Piling Inc.	Professional Services	<a href="tel:(519)551-5581">(519) 551-5581</a>	<a href="#">Link</a>
Arriscraft/Canada brick	Supplier	<a href="tel:(519)494-0381">(519) 494-0381</a>	<a href="#">Link</a>
Azar Homes Ltd.	Developer, Builder	<a href="tel:(519)735-2144">(519) 735-2144</a>	<a href="#">Link</a>
Distinctive Homes & Real Estate Ltd. Brokerage	Professional Services	<a href="tel:(519)259-5800">(519) 259-5800</a>	<a href="#">Link</a>
Valente Home Development Corporation	Developer, Builder	<a href="tel:(519)966-7777">(519) 966-7777</a>	<a href="#">Link</a>
BK Cornerstone Design Build Ltd.	Developer, Builder	<a href="tel:(519)728-3664">(519) 728-3664</a>	<a href="#">Link</a>
Timberland Homes	Developer, Builder	<a href="tel:(519)978-3877">(519) 978-3877</a>	<a href="#">Link</a>
Target Building Materials	Supplier	<a href="tel:(519)966-6000">(519) 966-6000</a>	<a href="#">Link</a>
Bart Digiovanni Construction Ltd.	Developer, Builder	<a href="tel:(519)726-5263">(519) 726-5263</a>	<a href="#">Link</a>
The Planning Centre	Supplier	<a href="tel:(519)737-9011">(519) 737-9011</a>	<a href="#">Link</a>
Gintar Homes	Developer, Builder	<a href="tel:(519)252-0419">(519) 252-0419</a>	<a href="#">Link</a>
Reliance Home Comfort	Professional Services, Trade Contractor	<a href="tel:(289)230-6492">(289) 230-6492</a>	<a href="#">Link</a>
Habitat for Humanity, Windsor-Essex	Developer, Builder	<a href="tel:(519)969-3762">(519) 969-3762</a>	<a href="#">Link</a>
Pulito Services	Professional Services	<a href="tel:(519)992-3998">(519) 992-3998</a>	<a href="#">Link</a>
Santerra Stonecraft	Supplier	<a href="tel:(519)796-2526">(519) 796-2526</a>	<a href="#">Link</a>
Dor-Co Garage Doors Sales & Service	Trade Contractor	<a href="tel:(519)737-6915">(519) 737-6915</a>	<a href="#">Link</a>





Organization	Category	Contact	Website
WFCU Credit Union	Financial/Insurance	(519) 890-7716	<a href="#">Link</a>
RBC	Financial/Insurance	(519) 255-0155	<a href="#">Link</a>
Windsor-Essex County Association of Realtors	Professional Services	(519) 966-6432	<a href="#">Link</a>
Index Design Studio	Professional Services	(519) 351-4661	<a href="#">Link</a>
Create Rental Solutions Inc.	Professional Services	(888) 533-3309	<a href="#">Link</a>
Surveyors on Site	Professional Services	(519) 258-4166	<a href="#">Link</a>
Portable Storage.ca	Supplier	(519) 692-9696	<a href="#">Link</a>
PC Homes	Developer, Builder	(519) 796-4944	<a href="#">Link</a>
Enbridge Gas Inc.: Operating as Union Gas Ltd.	Professional Services	(519) 564-7943	<a href="#">Link</a>
Cutting Edge Insulation	Trade Contractor	(519) 890-4715	<a href="#">Link</a>



## Appendix F Contractor Interviews

### Exhibit 50 – Takeaways from Contractor Interviews

Interviewee	Company	Role	Takeaways
<b>Bob Tellier</b>	All Green Energy Consultants Inc.	Registered Energy Advisor (REA)	<ul style="list-style-type: none"> <li>Concerned about trust issues between homeowners and contractors. <ul style="list-style-type: none"> <li>Suggested mandatory training for contractors in the R-DEER program to improve communication and trust.</li> </ul> </li> <li>Advocated for more homeowner support, such as a central body for consultation and coordination.</li> <li>Language barriers could present issues for residents who speak English as a second language.</li> </ul>
<b>Rick Miller</b>	EnergyWerx	VP and Service Organization Manager	<ul style="list-style-type: none"> <li>Highlighted the importance of an energy coach in verifying equipment eligibility for various programs in the planning phase.</li> <li>Placed an emphasis on use-friendly designs to address barriers, particularly for elderly homeowners. <ul style="list-style-type: none"> <li>This includes encouraging smaller, more effective measures over retrofits that are more costly and complex.</li> </ul> </li> <li>Concerned about contractors' profit motivation potentially leading to misinformation.</li> </ul>
<b>James Knebler</b>	Various	Owner	<ul style="list-style-type: none"> <li>Expressed frustration with current rebate programs, saying they are not use-friendly and lack support for homeowners.</li> <li>Called for an impartial third party to validate REA and contractor findings to ensure that homeowners are not exploited.</li> <li>Recommended using dedicated auditors and identifying reputable service providers to maintain integrity.</li> </ul>
<b>Tom Grochmal</b>	Trim Tab Energy Retrofit	Owner	<ul style="list-style-type: none"> <li>Highlighted that homeowners currently receive little support or guidance when applying for energy efficiency rebate or loan programs.</li> <li>Noted that existing programs often fail to address homeowners' primary concerns, such as home comfort and air quality.</li> <li>Stressed the need to have knowledgeable support to help guide homeowners through the process.</li> </ul>



Interviewee	Company	Role	Takeaways
			<ul style="list-style-type: none"> <li>While also acknowledging that this extensive support could affect the program's ability to scale up the number of retrofits performed per year.</li> </ul>
<b>Robert Iseppi</b>	Amerispec Inspections	Franchise Owner	<ul style="list-style-type: none"> <li>Raised concerns about potential conflicts of interest in contractor payments.               <ul style="list-style-type: none"> <li>Suggested controlled payment methods like other city programs and requiring multiple contractor quotes to prevent bias.</li> </ul> </li> <li>Suggested creating a tailored data collection form for audits, specifically designed to ensure accurate energy savings predictions.</li> </ul>
<b>Sean Zim</b>		REA	<ul style="list-style-type: none"> <li>Emphasized the need for measurement &amp; verification and projected that pre- and post-retrofit energy audits would be possible due to a high availability of REAs in Windsor.</li> </ul>
<b>Klaus Dohring</b>	Green Sun Rising		<ul style="list-style-type: none"> <li>Emphasized the role of solar retrofits in keeping retrofits affordable as electricity costs continuing to rise.</li> <li>Suggested a policy supporting Virtual Net-Metering to expand access to solar benefits and simplify operational costs for the City.</li> <li>Recommended combining solar installations with heat pumps to mitigate the increased cost of fuel switching.</li> </ul>
<b>Andrew Hazzard</b>	Absolute Comfort		<ul style="list-style-type: none"> <li>Suggested additional verification measures for REAs to ensure correct equipment installation and tuning.</li> <li>Noted that contractors often set the changeover temperature too high, which reduces GHG reductions, and highlights that modern Cold Climate Heat Pumps can operate efficiently at temperatures below -20°C.</li> <li>Recommended that quoting requirements be shared with contractors for feedback before program launch.               <ul style="list-style-type: none"> <li>Advocated for requiring heat pump sizing calculations in quotes.</li> </ul> </li> </ul>
<b>Michelle Bergeron</b>	Bryant Heating & Air Conditioning		<ul style="list-style-type: none"> <li>Pointed to the company's existing loan, incentive, and competitive financing programs.</li> <li>Unwilling to share information about operations and capacity.</li> </ul>





**Committee Matters: SCM 95/2025**

**Subject: Transition of Transit Windsor Tunnel Bus Service - City Wide**

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

Decision Number: TWB 10

THAT the Environment, Transportation and Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors:

- i. **RECOMMEND** to City Council to terminate the regular weekly, Tunnel Bus, effective August 31<sup>st</sup>, 2025; and,
- ii. **RECOMMEND** to City Council to continue offering Special Events services through December 20<sup>th</sup>, 2025; and further,
- iii. THAT City Council **APPROVE** the termination of the regular weekly, Tunnel Bus, effective August 31<sup>st</sup>, 2025; and further,
- iv. THAT City Council **APPROVE** to continue offering the Special Events services through December 20<sup>th</sup>, 2025; and further,
- v. **DIRECT** the Acting Executive Director of Transit Windsor to issue notification to the Amalgamated Transit Union, Local 616 (ATU 616) of the effective date of elimination; and further,

- vi. **ACKNOWLEDGE** that Administration is undertaking all necessary actions, including operational, and administrative actions, to support the transition of Transit Windsor away from its current status as a federally regulated service provider, ensuring compliance with all applicable legislation and labour requirements.

Carried.

Councillor Kieran McKenzie voting nay.

Report Number: S 28/2025  
Clerk's File: MT/13708 and AF/14854

**Clerk's Note:**

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors and Administration are the same.
2. Please refer to Item 9.1 from the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors held on March 26, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250326/-1/10547>

**Subject: Transition of Transit Windsor Tunnel Bus Service - City Wide**

**Reference:**

Date to Council: March 26, 2025  
Author: Stephan Habrun  
Executive Director (A)  
519-944-4141 ext 2226  
shabrun@citywindsor.ca

Transit Windsor  
Report Date: March 4, 2025  
Clerk's File #: MT/13708 and AF/14854

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

**Recommendation:**

THAT the Environment, Transportation and Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors

- i. **RECOMMEND** to City Council to terminate the regular weekly, Tunnel Bus, effective August 31<sup>st</sup>, 2025; and,
- ii. **RECOMMEND** to City Council to continue offering Special Events services through December 20<sup>th</sup>, 2025; and further,
- iii. **THAT** City Council **APPROVE** the termination of the regular weekly, Tunnel Bus, effective August 31<sup>st</sup>, 2025; and further,
- iv. **THAT** City Council **APPROVE** to continue offering the Special Events services through December 20<sup>th</sup>, 2025; and further,
- v. **DIRECT** the Acting Executive Director of Transit Windsor to issue notification to the Amalgamated Transit Union, Local 616 (ATU 616) of the effective date of elimination; and further,
- vi. **ACKNOWLEDGE** that Administration is undertaking all necessary actions, including operational, and administrative actions, to support the transition of Transit Windsor away from its current status as a federally regulated service provider, ensuring compliance with all applicable legislation and labour requirements.



## **Executive Summary:**

N/A.

## **Background:**

At the Special Meeting of City Council, held on February 21<sup>st</sup>, 2025, Mayoral Decision (MD 06-2025) was upheld to eliminate the Tunnel Bus/Special Events service, per budget item number 2025-0369. As a result of this decision, the City of Windsor and Transit Windsor Administration must notify various stakeholders about the elimination of this service, and the termination of Transit Windsor's status as a federally regulated employer.

## **Discussion:**

In 1979, Windsor Chartabus Inc. was incorporated to operate cross-border bus services on behalf of Transit Windsor, with the intent that this corporate organization would shield Transit Windsor's labour relations from falling under federal jurisdiction. However, in 1993, the Ontario Labour Relations Board (OLRB) ruled that the operations of Transit Windsor and its wholly owned subsidiary, Windsor Chartabus Inc., were highly integrated. As a result, Transit Windsor fell under federal jurisdiction instead of provincial jurisdiction.

With the elimination of Transit Windsor's entire cross-border operations, including daily tunnel bus and special events service, Transit Windsor will no longer be subject to federal labour legislation. Administration, in collaboration with the Board of Directors, is seeking City Council's approval and direction as outlined in the Recommendations of this report.

Administration recommends discontinuing the Tunnel Bus service effective August 31<sup>st</sup>, 2025, with the route operating for the last time on August 30<sup>th</sup>, 2025. This timeline aligns with the transit operator's shift sign-up process for new pieces of work, and the implementation of the new service plan in September. A shift sign-up is a process where a transit operator, based on seniority selects their desired work shift from available work schedules. Bus operators select their work strictly in accordance with seniority during five regular sign-ups of approximately equal duration throughout the year as outlined in the Collective Agreement. Service changes are aligned with any of the five sign-ups throughout a year. By reallocating resources from the Tunnel Bus, Administration can address service challenges and enhance transit operations where needed.

It is further recommended that the Special Events service continue to operate past the discontinuation date of the regular weekly tunnel service. Since this service does not operate during peak operating hours or in conflict with other city events, Administration does not anticipate any challenges with resources or operational needs. While this service is not available on Canadian statutory holidays, it would remain in operation until December 20<sup>th</sup>, 2025. Extending this service through the fall would allow the city to generate revenue from events, helping to offset the expected variance and cost

pressures in the 2025 Transit Windsor operating budget as a result of the Paid Medical Leave (PML) days.

City Administration has recently learned that the United States Customs and Border Protection (CBP) is planning for the introduction of a new border pre-clearance requirement for bus carriers entering the United States. The new requirements will be voluntary in 2025 but are set to become mandatory nationwide in 2026. Known as the Advance Passenger Information System (APIS) program, this initiative requires all bus passengers to be pre-screened through a manifest submitted by the transit operator prior to departure. CBP has confirmed that it will apply to all cross-border services, including public transit providers. The process involves collecting detailed personal and travel information from each passenger and submitting it to CBP at least 30 minutes before entering the U.S.

This change poses significant operational challenges for the Tunnel Bus service. As a fixed-route, public transit operation with multiple stops and frequent service, the Tunnel Bus is not equipped to function like a charter bus requiring advance passenger manifests. Implementing this requirement would either force the elimination of all but one bus stop or require costly staffing to manually collect and process passenger information in advance of each trip. Without substantial investment in staff and technology, the City would have been unable to maintain a scheduled Tunnel Bus service under the new requirements. The proposed end date of December 20th, 2025, for the tunnel bus service means the City will not be required to implement the operational changes that would have been necessary to meet the new APIS requirements.

Should the recommendations as detailed within this report be approved, the Acting Executive Director of Transit Windsor will issue written notification of same to ATU local 616. Although no specific clause within the Collective Agreement references the notification period required when routes are discontinued, there is a requirement for Management to provide reasonable notice in situations where there is a business change that results in different labour and employee legislation governing labour and employment relations. Administration deems a 90-day notification period reasonable notice.

This timeline would also allow sufficient time to inform the affected parties and enable Administration to implement the necessary process changes for transitioning out of federal jurisdiction.

### **Risk Analysis:**

There are several key risks that must be proactively managed to support a smooth and efficient realignment of services:

#### **Legislative Changes:**

The transition of Transit Windsor from federal jurisdiction involves regulatory complexities that require careful navigation to ensure compliance with all applicable labour and operational requirements.

#### **Labour Relations:**

As a result of business changes, Transit Windsor will inform the union within a reasonable timeframe of any relevant changes and provide information as required.

#### **Communication and Stakeholder Engagement:**

Timely, transparent, and consistent communication with internal and external stakeholders including staff, transit riders, union partners, and the public is essential. Inadequate communication strategies may result in confusion, resistance to change, or reputational risk.

#### **Resource Optimization and Financial Considerations:**

The reallocation of Transit Windsor resources (e.g. buses and operators) must be strategically planned to ensure system-wide efficiency. Financially, while extending the Special Events service through December 2025 allows the City to offset some revenue losses, the projected revenues will not fully compensate for the expected variance in the Transit Windsor operating budget during 2025.

Proper planning, stakeholder engagement, and clear communication will be critical in minimizing these risks and ensuring a smooth transition.

### **Climate Change Risks**

#### **Climate Change Mitigation:**

N/A.

#### **Climate Change Adaption:**

N/A.

### **Financial Matters:**

As previously mentioned in this report, at a special meeting of City Council on February 21<sup>st</sup>, 2025, Mayoral Decision (MD 06-2025) was upheld to eliminate the Tunnel Bus/Special Events service. Given the timing of this decision in early 2025, Transit Windsor employees are still entitled to use the personal medical leave (PML) days provided to them for the calendar year, as Transit Windsor was still a federally regulated service provider as of January 1, 2025. Based on past usage of the PML days, it is expected that this cost of approximately \$1.4M to \$1.6M will be incurred regardless of the proposed termination date for the tunnel bus & special events service.

Furthermore, any additional projected expenses for items such as wages, fuel, bus maintenance, etc. related to providing Tunnel Bus & Special Events service in 2025 to generate additional revenue are expenditures that still would be incurred by Transit Windsor whether or not this service operates this year. If the service was terminated immediately, these resources would be strategically re-deployed within Transit Windsor's operations to support regular transit services and improve system-wide efficiency.

As a result, by extending the tunnel bus service to operate until August 31, 2025, and Special Events service to operate until December 20, 2025, it provides Transit Windsor

with an opportunity to generate additional revenues to attempt to offset a portion of these expenses that are certain to be incurred in 2025.

The projected revenues for running the Tunnel Bus service until August 31, 2025, and Special Events service until December 20, 2025, are as follows:

<b>2025 Projected Revenues for Tunnel &amp; Special Events Service</b>		<b>Amount</b>
Projected Tunnel Service Revenues until August 31, 2025		\$410,800
Projected Special Events Revenue until December 20, 2025		\$228,000
<b>Projected 2025 Tunnel &amp; Special Events Revenue</b>		<b>\$638,800</b>

By operating the Tunnel Bus and Special Event services until the end dates outlined in the report, additional revenue of approximately \$638,800 is projected to be generated to help offset a portion of the personal medical leave (PML) expense that will occur in 2025.

It should be noted that the revenues projected are based on the current rate remaining in place of \$10 per trip, each way. Although there is a possibility of ridership partially declining as each of the services nears its termination date, the revenues projected are based on ridership figures from 2024 and pro-rated to the estimated end date of operations.

### **Consultations:**

Sandra Bradt – Executives Initiatives Coordinator

Tina Moore – Executives Initiatives Coordinator

Poorvangi Raval – Financial Planning Administrator

Mark Nazarewich – Deputy City Solicitor

### **Conclusion:**

The recommendation to cease the regular, weekly Tunnel Bus service by August 31st, 2025, while continuing the Special Events service until at least December 20th, 2025, represents a strategic decision aimed at optimizing Transit Windsor's resources and

operations.

**Planning Act Matters:**

N/A.

**Approvals:**

<b>Name</b>	<b>Title</b>
Mark Spizzirri	Manager, Performance Measurement & Business Case Development
Stephan Habrun	Executive Director, Transit Windsor (A)
Jelena Payne	Commissioner, Economic Development
Janice Guthrie	Commissioner, Finance/City Treasurer
Ray Mensour acting for Joe Mancina	Chief Administrative Officer

**Notifications:**

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

**Appendices:**



**Committee Matters: SCM 96/2025**

**Subject: Transition of Transit Windsor Tunnel Bus Service - City Wide -  
Additional Motion**

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

Decision Number: TWB 11

THAT Administration **BE DIRECTED** to allocate any additional resources and funding available from the wind down of the tunnel bus service to support the transition associated with the discontinuation of the School Bus Extra Program if required.

Carried.

Clerk's File: MT/13708 and AF/14854

**Clerk's Note:**

1. Please refer to Item 9.1 from the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors held on March 26, 2025.
2. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250326/-1/10547>



**Committee Matters: SCM 75/2025**

**Subject: Investing in Canada Infrastructure Program (ICIP) - Transit Windsor Support Projects Update - City Wide**

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

Decision Number: TWB 12

- I. THAT the Environment, Transportation & Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors, **RECEIVE FOR INFORMATION** the project update outlined in this report; and further,
- II. THAT the Environment, Transportation and Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors, and City Council, in accordance with Section 151 of the Purchasing By-Law, **AUTHORIZE** Transit Windsor to consider all viable propulsion options for the remaining purchases under the Annual Bus Replacement Program; and further,
- III. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any required documentation/agreement(s) under the Investing in Canada Infrastructure Program (ICIP) for that purpose, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and technical content to the Commissioner of Economic Development and the City Engineer; and further,
- IV. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and technical content to the Commissioner of Economic Development and the City Engineer; and further,

- V. THAT Administration **BE AUTHORIZED** to use available funds within the project budget for any amendment(s) or change requirement(s)/directive(s) and additional documents relating to executed agreement(s), pursuant to the Purchasing By-Law 93-2012 and amendments thereto, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer, and in technical content to the Commissioner of Economic Development and the City Engineer.

Carried.

Report Number: S 30/2025

Clerk's File: MT/13478

**Clerk's Note:**

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors and Administration are the same.
2. Please refer to Item 9.2 from the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors held on March 26, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250326/-1/10547>



**Subject: Investing in Canada Infrastructure Program (ICIP) - Transit Windsor Support Projects Update – City Wide**

**Reference:**

Date to Council: March 26, 2025  
Author: Monika Grant  
Director of Fleet and Facility Development  
(519) 944-4141 Ext. 2332  
[mgrant@citywindsor.ca](mailto:mgrant@citywindsor.ca)  
Transit Windsor

Co-Author: Tracy Beadow  
Project Administrator  
(519) 255-6100 Ext. 1734  
[tbeadow@citywindsor.ca](mailto:tbeadow@citywindsor.ca)  
Corporate Projects – Engineering

Report Date: 3/7/2025  
Clerk's File #: MT/13478

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

**Recommendation:**

- I. THAT the Environment, Transportation & Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors, **RECEIVE FOR INFORMATION** the project update outlined in this report; and further,
- II. THAT the Environment, Transportation and Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors, and City Council, in accordance with Section 151 of the Purchasing By-Law, **AUTHORIZE** Transit Windsor to consider all viable propulsion options for the remaining purchases under the Annual Bus Replacement Program; and further,
- III. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any required documentation/agreement(s) under the Investing in Canada Infrastructure Program (ICIP) for that purpose, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and technical content to the Commissioner of Economic Development and the City Engineer; and further,
- IV. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts, satisfactory in legal content to the City

Solicitor, in financial content to the City Treasurer and technical content to the Commissioner of Economic Development and the City Engineer; and further,

- V. THAT Administration **BE AUTHORIZED** to use available funds within the project budget for any amendment(s) or change requirement(s)/directive(s) and additional documents relating to executed agreement(s), pursuant to the Purchasing By-Law 93-2012 and amendments thereto, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer, and in technical content to the Commissioner of Economic Development and the City Engineer.

### **Executive Summary:**

N/A

### **Background:**

At the November 28, 2022 Council meeting via CR501/2022, Council endorsed a series of projects for inclusion in the third intake of the Investing in Canada Infrastructure Program (ICIP) Grant Program (the "Transit Support Projects"). In December 2022, Administration submitted eight (8) applications to the ICIP program that included all Transit Support Projects outlined in the Council Report (C 191/2022). From August 2, 2023 to December 22, 2023, the City received approval notifications for all eight (8) applications. On March 27, 2024, the corresponding Transfer Payment Agreement (TPA) was finalized.

### **Discussion:**

An update on each of the Transit Support Projects is provided in the following sections.

#### **Transit Garage (Equipment Replacement, Building Upgrades, Building Expansion)**

In May 2024, a Request for Proposal (RFP) for architectural design services was awarded to Architectura Inc. to complete the design of a small building expansion, upgrades, and equipment replacement at the Transit Garage. Numerous site evaluations of existing conditions have been completed leading to a conceptual design to meet the needs of the expanded facility. Detailed design is currently underway. A Request for Tender (RFT) for construction is anticipated to be released in Summer 2025, with construction expected to begin in the Fall of 2025.

#### **Terminal Upgrades**

In February 2024, an RFP for architectural design services was awarded to Dillon Consulting Limited to complete the design of a new East End Transit Terminal and an expansion to the Hotel Dieu Grace HealthCare (HDGH) Terminal in the west end. Detailed design is underway. The RFT for construction of the new East End and HDGH

Terminals is anticipated to be released in Spring 2025, with construction expected to begin in the Summer of 2025. The HDGH Terminal is expected to be completed and ready for occupancy by Winter 2025/2026, and the East End Transit Terminal is expected to be completed and ready for occupancy by Summer 2026.

Upgrades to the St. Clair College Terminal are currently pending further discussions with St. Clair College administration.

### **Other Master Plan Items**

In January 2025, an RFP was awarded to Cubic Transportation Systems Inc. for replacement of the Automated Fare Collection (AFC) system on all buses. Design and configuration of the new system is currently underway, with replacement work expected to begin in Spring 2025.

Additional consultations and evaluations have been completed about technologies that support and enhance the transit system. The Computer-Aided Dispatch / Automatic Vehicle Location (CAD/AVL) system has recently been identified as a critical technology that requires replacement as soon as possible to meet the future needs of the required service delivery. Replacement of the CAD/AVL was identified as a requirement in the 2019 Transit Windsor Master Plan (TWMP). With implementation of a new AVL system, the support technology originally contemplated to implement a pilot On-Demand program would no longer be needed and can be replaced with the new AVL technology.

The Transit Support Projects included the re-evaluation of the TWMP in order to determine the improvement in services that can be provided using currently budgeted resources. To this end, Transit Windsor is currently implementing a new scheduling software that will allow administration to complete evaluations of all existing routes and potential new/revised routes as detailed in the TWMP and run scenarios to maximize efficiencies and determine which routes could be implemented without the need for additional resources. The scheduling software is expected to be fully operational to coincide with the opening of the new East End Terminal by Summer 2026. A modification request form has been submitted to the Ministry of Transportation to request approval for the modifications to the On-Demand and AVL Technologies.

### **Route Enhancements**

Improvements to existing bus stops and shelters have been completed at various locations throughout the City. Additional improvements will be completed throughout 2025 and 2026.

### **Fleet Replacement Program**

The November 2022 Council Report included the replacement of 34 aging diesel and hybrid buses with new fuel-efficient Hybrid Electric Vehicles (HEV) over a period of four (4) years. Eighteen (18) of the 34 hybrid buses have been ordered and are scheduled to be delivered by March 2025. The remaining buses were originally planned to be ordered in 2025 (6 buses), 2026 (5 buses) and 2027 (5 buses). Based on updated costs of HEV buses, the project budget does not have sufficient funds to purchase 34 HEV buses as originally planned.

Since the original ICIP submission, the industry landscape has encountered significant changes that have impacted Transit Windsor's ability to execute the Fleet Replacement Program. One significant change is the price increases resulting from supply chain pressures experienced throughout the industry in recent years. A price increase for a base bus increased by 4.84% in 2022 with a further increase of 15.91% in 2023. Further, the announcement by Nova Bus Inc. to cease production of diesel and HEV buses by 2024 leaves New Flyer as the only remaining supplier of HEV buses reducing pricing advantages normally attained through competitive bidding.

These changes will restrict the number of buses that Transit Windsor is able to purchase with the remaining available funds. To mitigate these conditions, Transit Windsor will need to consider all available propulsion systems for the remaining allocations in the replacement program. The industry is in a state of change, with new emerging propulsion technologies becoming available and new data on fuel efficiencies, greenhouse gas (GHG) emissions, and other key metrics constantly being updated. Therefore, Transit Windsor is requesting that Council provide Transit Windsor with the flexibility and ability to consider all available propulsion systems in order to ensure the selected technology optimizes the benefits for the City of Windsor, while maximizing available funding.

### **Overall ICIP Program**

Progress Reports with updates on the construction progress, fiscal year cashflow projections, any issues/risks and mitigation measures, etc., are due twice per year over the life of the Program

**The full ICIP Program of projects must be completed prior to March 31, 2035.**

### **Risk Analysis:**

#### **Climate Change Risks**

##### ***Climate Change Mitigation:***

The Corporate Climate Action Plan (CR426/2017) recommends that Transit Windsor continue with advancing vehicle replacement and to explore alternative propulsion vehicles. Starting after 2030, this Plan proposes that 80% of buses be converted to alternative fuels by 2041 to support a low-carbon transportation system, based on the availability, cost, and reliability of new models. Potential additional GHG reductions are possible from the implementation of the Automatic Fare Collection system and route enhancement platforms, as they can reduce vehicle idling time.

##### ***Climate Change Adaptation:***

The City's Climate Change Adaptation Plan: Degrees of Change (CR 305/2020), recognizes the role that Transit Windsor may play in responding to natural disasters as well as increasing the resiliency of the community to climate. As such, alternative propulsion systems shall include an assessment of possible climate change impacts and opportunities to reduce the risk to the service. As required by ICIP, Transit Windsor previously submitted a Climate Lens Assessment for the projected purchase of HEV's. If an alternative propulsion system is pursued, another assessment may be required by ICIP.

## **Financial Matters:**

The budget for the Transit Support Projects, as approved by CR501/2022 and CR238/2023, totals \$100.02M, including \$70.62M in funding from the Federal and Provincial governments, and \$29.40M in Municipal funding. Allocated funding has been assigned to the individual projects based on high level cost estimates.

In September 2024, the Ministry of Transportation (MTO), who administers the ICIP Grant Program, advised the City that recipients with approved ICIP Public Transit stream projects have an opportunity to re-allocate funding from within their existing projects to other approved ICIP projects. On January 29, 2025, Administration submitted modification forms for three (3) applications based on updated project costing information. The modification forms are currently under Federal review. The intended scope of work, per the original ICIP Support Projects applications and subsequent approval, has not changed. The pre-committed funds for the overall project have not been modified or moved.

## **Consultations:**

Michael Dennis - Manager, Strategic Capital Budget Development and Control

Poorvangi Raval – Financial Planning Administrator

Tony Ardovini – Deputy Treasurer Financial Planning

Sue Grimmett – Program Manager

Josie Liburdi – Project Coordinator

Jason Scott – Manager, Transit Planning, Transit Windsor

Donna Desantis – Maintenance Manager – Facility, Transit Windsor

Sean McCorkell – Business Analyst

Trevor Bennet – Manager, Business Process Modernization

Michelle Moxley-Peltier – Community Energy Plan Project Administrator

## **Conclusion:**

Significant progress has been made to advance the implementation of the Transit Support Projects. Detailed design is underway for improvements at the Transit Garage and is nearing completion at the East End and HDGH Transit Terminals. Technology enhancements including Automatic Passenger Counters will be installed soon, and additional technology upgrades are underway. Some bus stop and shelter upgrades have been completed with more to be completed. Transit Windsor is scheduled to receive all eighteen HEV buses ordered in 2024 by the Spring of 2025. Due to significant changes in the bus manufacturing industry, Administration recommends that all propulsion systems be evaluated for future bus purchases to ensure the selected technology optimizes the benefits for the City of Windsor and maximizes the available funding.

**Planning Act Matters:**

N/A

**Approvals:**

<b>Name</b>	<b>Title</b>
Mark Spizzirri	Manager, Performance Measurement and Business Case Development
Natasha Gabbana	Senior Manager of Asset Planning
Stephan Habrun	Executive Director, Transit Windsor (A)
Colleen Middaugh	Manager of Corporate Projects
Stacey McGuire	Executive Director Engineering / Deputy City Engineer
David Simpson	Commissioner, Infrastructure Services and City Engineer
Jelena Payne	Commissioner, Economic Development
Lorie Gregg	On behalf of Commissioner of Finance and City Treasurer
Ray Mensour acting for Joe Mancina	Chief Administrative Officer

**Notifications:**

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

**Appendices:**



**Committee Matters: SCM 101/2025**

**Subject: 420 Rosedale Avenue (Sandwich HCD) – Request for Heritage Permit for New Erection (Ward 2)**

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 718**

- I. THAT the request for a Heritage Permit under Section 42 (1) 2. of the *Ontario Heritage Act* for the erection of one residential, three-unit dwelling at 420 Rosedale Avenue **BE GRANTED** as per plans in Appendix 'A' of this report;
  - II. THAT the Heritage Permit approval **BE SUBJECT** to the following approval conditions to the satisfaction of the City Planner or designate prior to work start:
    - a. Submission of satisfactory product details and samples (including material and colour selections);
    - b. Determination that the work is satisfactory to meet Building Code compliance; and
    - c. Determination by the City Planner or designate that the work adheres to the details and plans as outlined in the Heritage Permit application; and
  - III. THAT the City Planner or designate **BE DELEGATED** the authority to approve any further proposed changes associated with the proposed scope of work for the erection of one residential, three-unit dwelling.
- Carried.

Report Number: S 39/2025

Clerk's File: MBA/9191

**Clerk's Note:**

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 10.1 from the Development & Heritage Standing Committee held on April 7, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250407/-1/10548>

**Subject: 420 Rosedale Avenue (Sandwich HCD) – Request for Heritage Permit for New Erection (Ward 2)**

**Reference:**

Date to Council: April 7, 2025  
Author: Tracy Tang, MCIP, RPP  
Planner III – Heritage (Acting)  
ttang@citywindsor.ca  
519-255-6543 X 6179

Sophia Di Blasi, M. Arch  
Planner II – Research & Policy Support  
sdibiasi@citywindsor.ca  
519-255-6543 X 6820  
Planning & Building Services  
Report Date: 3/17/2025  
Clerk's File #: MBA/9191

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

**Recommendation:**

- I. THAT the request for a Heritage Permit under Section 42 (1) 2. of the *Ontario Heritage Act* for the erection of one residential, three-unit dwelling at 420 Rosedale Avenue **BE GRANTED** as per plans in Appendix 'A' of this report;
- II. THAT the Heritage Permit approval **BE SUBJECT** to the following approval conditions to the satisfaction of the City Planner or designate prior to work start:
  - a. Submission of satisfactory product details and samples (including material and colour selections);
  - b. Determination that the work is satisfactory to meet Building Code compliance; and
  - c. Determination by the City Planner or designate that the work adheres to the details and plans as outlined in the Heritage Permit application; and
- III. THAT the City Planner or designate **BE DELEGATED** the authority to approve any further proposed changes associated with the proposed scope of work for the erection of one residential, three-unit dwelling.



## **Executive Summary: N/A**

### **Background:**

City Council passed the Sandwich Heritage Conservation District (HCD) in January 2009. The Designation and related by-laws became effective on October 19, 2012. The subject property is a standard sized vacant residential lot located within the Sandwich HCD and therefore designated under Part V of the *Ontario Heritage Act*.

The Property Owners are proposing a new two storey, three-unit dwelling to be erected on the vacant lot. A Heritage Permit is required for the erection of a new residential dwelling at 420 Rosedale Avenue. The Owners submitted a Heritage Permit application with architectural drawings, elevations, and floor plans, which was accepted as complete on March 4, 2025. The proposal has undergone a zoning compliance review. The Heritage Permit application package can be found in Appendix 'A'.



Vacant lot at 420 Rosedale Avenue

### **Legal Provisions:**

As authorized by Section 42 of the *Ontario Heritage Act* and provided by the Sandwich HCD guidelines, a Heritage Permit is to be reviewed by the Windsor Heritage Committee followed by City Council consideration and decision for major projects such as proposed demolitions, new buildings, and major alterations. The *Ontario Heritage Act* requires Council to make a decision to grant or refuse the permit applied for, with terms and conditions attached, within 90 days of the City providing the Property Owner notice that it has received the information necessary to make a decision. Heritage designations apply to the entire real property and new constructions such as the proposal have the potential to impact the heritage character of the HCD and thus need to be evaluated.

### **Discussion:**

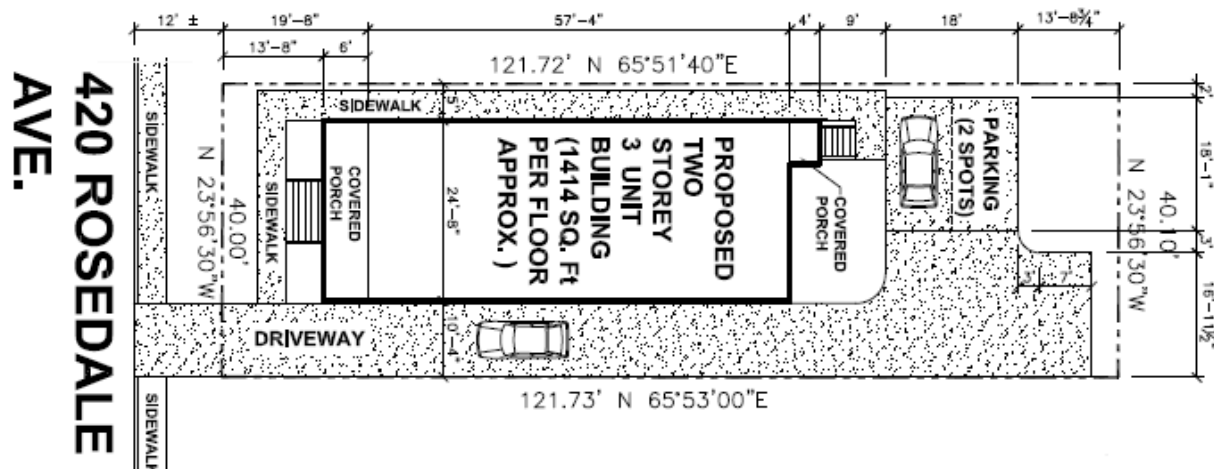
#### **Property Description:**

The subject property is a vacant residential lot located in the Sandwich Town neighbourhood, on the east side of Rosedale Avenue south of Peter Street. The subject property was severed from 416 Rosedale Avenue (PLAN 982 LOT 33 & 34) between 2019 and 2024 through the previous owner's solicitor. The properties are now addressed as 416 Rosedale Avenue (PLAN 982 LOT 33) and 420 Rosedale Avenue (PLAN 982 LOT 34).

Formerly when it was still part of 416 Rosedale Avenue, 420 Rosedale Avenue contained an in-ground swimming pool erected in 1966 by the owners of the time. The swimming pool has since been removed and infilled, leaving the property at 420 Rosedale Avenue as a blank slate for new construction. See Appendix 'B' for additional photos of the property.

## Proposal:

The Heritage Permit application for 420 Rosedale Avenue is for the erection of a new detached two-storey, three-unit residential dwelling on vacant property. The dwelling is as proposed in the drawings within Appendix 'A'.

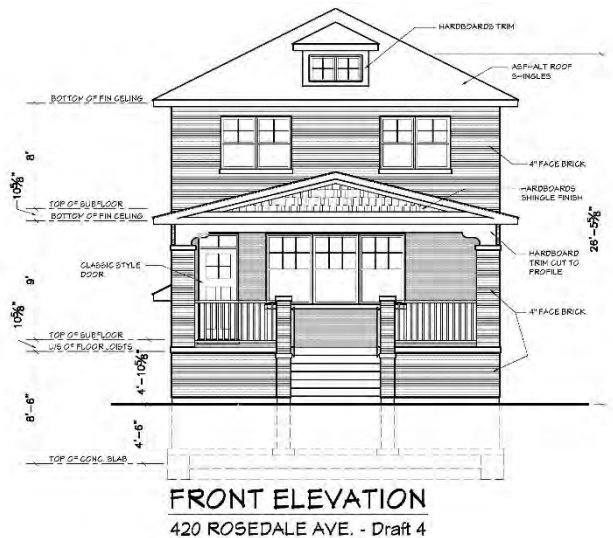


Site Plan view of proposed residential dwelling at 420 Rosedale Ave.

The proposed 3-unit residential dwelling is approximately 1,414 square feet per floor and complies with the zoning regulations of Residential District 2.1 (RD2.1) in Zoning By-law 8600. The Property Owners are proposing a front (west-facing) façade that is stylistic of a vernacular American Foursquare with craftsman elements. It features an offset entrance door, a pitched front gable porch roof with a shingle finish, and brick columns. The design is balanced with centred porch steps and evenly spaced windows. The combination of face brick, hardboard trim, and a hipped roof adds to the craftsman aesthetic. The form and siting of the proposed structure on the vacant property is cohesive with the massing and visual character of the neighbourhood.

## Heritage Considerations:

For the proposed residential three-unit dwelling, the most relevant references from the *Standards & Guidelines for Conservation of Historic Places* have been considered.



Front elevation of proposed residential dwelling.

- 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.

The following section of the Sandwich HCD Plan were also provided to the Property Owners for their reference in the design of the new residential dwelling:

Sandwich HCD Plan-Section 7.6 New Buildings - Residential:

*Recommendations & Guidelines*

- *Where the streetscape is not uniform, new buildings should be aligned with the building that represents the most common setback on the street;*
- *Respect the neighbouring properties in setback, footprint, size and massing;*
- *New buildings and entrances must be oriented to the street and are encouraged, to have individual expressions of architectural interest to contribute to the visual appeal of the neighbourhood;*
- *Unique conditions or location, such as corner properties, can provide opportunity to increase architectural interest and details on both street facing facades;*
- *Use roof shapes and major design elements that are complementary to surrounding buildings and heritage patterns;*
- *Size, shape, proportion, number and placement of windows and doors should, reflect common building patterns and styles of other buildings in the immediate area;*
- *Use materials and colours that represent the texture and palette of the Sandwich Neighbourhood;*
- *Where appropriate, incorporate in a contemporary way some of the traditional details that are standard elements in the principal facades of properties in the Sandwich neighbourhood. Such details include transoms and sidelights at doors and windows and decorative details to add character that complement the original appearance of the neighbourhood, and add value to the individual property;*
- *Front drive garages are strongly discouraged. Garages should be located in the rear yard whenever possible and will be subject to the design guidelines of the Heritage Conservation District Plan;*
- *New buildings should not be any lower than the lowest residential heritage building on the block or taller than the highest residential heritage building on the same block;*

The proposal has considered the *Standards & Guidelines for Conservation of Historic Places* and the Sandwich HCD Plan and does not appear to adversely impact the Sandwich HCD or Mature Neighbourhood vernacular. The Property Owners have actively collaborated with City Administration to best ensure the proposal is a compatible fit in the Mature Neighbourhood. The conditions recommended with the approval would allow for verification of the proposal further along the design process. Other than the required Heritage Permit application, there are no *Planning Act* processes that apply to the proposal. A Building Permit is required for the new construction, which the Owners may proceed with should Council approve the request for a Heritage Permit application. Heritage Planning Staff would also continue the discussion about material and colour selections and require satisfactory final product information to be provided as a condition of the approval.

### **Official Plan Policy:**

The Windsor Official Plan states “Council will enhance heritage resources by: Ensuring that within any Heritage Area or Heritage Conservation District that: Development be of compatible height, massing, scale, setback and architectural style.” (9.3.5.1(a)(ii)). Furthermore, the property is located within a Mature Neighbourhood as per Schedule A-1 Special Policy Areas of the Official Plan. As per Policy 1.51.1 of Volume II, Chapter I Special Policy Areas: Infill and intensification within Mature Neighbourhoods shall be consistent with the built form, height, massing, architectural and landscape of the area.

As it is located within the Sandwich Heritage Conservation District (HCD) and Sandwich Community Improvement Plan (CIP) area, the following are some of the relevant policies and considerations:

Sandwich HCD Plan – Section 4.3 New Buildings:

- *New buildings will respect and be compatible with the heritage character of the Sandwich area, through attention to height, built form, setback, massing, material and other architectural elements such as doors, windows, roof lines.* (4.3 (a))
- *Design guidelines provided in Section 7 of this Plan will be used to review and evaluate proposals for new buildings to ensure that new development is compatible with the adjacent context.* (4.3 (b))

HCD and CIP policies and Design Guidelines apply when considering new development. The above policies were used as the main basis for information requirements to be submitted for Council's consideration for the Heritage Permit application.

### **Risk Analysis:**

Risk of inappropriate new erections within the Sandwich HCD is being mitigated through the Heritage Permit application process and conditions. The current Owners have submitted a redevelopment plan and indicated their willingness to follow through with it. The conditions recommended along with the new development are intended to guide the new construction to produce a cohesive exterior appearance and make heritage sensitive material selections.

## **Climate Change Risks**

**Climate Change Mitigation: N/A**

**Climate Change Adaptation: N/A**

## **Financial Matters:**

There is no cost to the City; the Property Owners are paying the full cost of the proposal for the construction of the new residential dwelling. The proposed work may increase the assessed value of the property and inspire future investment in Sandwich HCD as well.

The subject property is located in the Sandwich CIP area where properties that meet the CIP incentive program criteria are eligible for applying for financial incentives. The Property Owners have expressed interest in the Sandwich CIP and have submitted an application, which is the subject of a separate concurrent CIP report.

## **Consultations:**

Heritage Planning Staff have been in discussion with the Property Owners and their agents since October 2024. Kevin Alexander, Senior Planner, Planning Department, Kate Tracey, Senior Legal Counsel, Legal Department, and Building Department Staff were consulted in the preparation of this report.

## **Conclusion:**

The Heritage Permit request for the erection of a new residential three-unit dwelling at 420 Rosedale Avenue is recommended for approval, subject to conditions. Delegated Authority to the City Planner or designate to direct any further minor changes as needed will provide expediency on application processing and confirm that the development proposed would not have a negative impact on the heritage character of the Sandwich HCD.

**Planning Act Matters: N/A**

## **Approvals:**

<b>Name</b>	<b>Title</b>
Tracy Tang	Planner III – Heritage (A)
Jason Campigotto	Deputy City Planner – Growth (A)
Neil Robertson	City Planner / Executive Director Planning & Building
Kate Tracey	Senior Legal Counsel
Jelena Payne	Commissioner of Economic Development

<b>Name</b>	<b>Title</b>
Joe Mancina	Chief Administrative Officer

**Notifications:**

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

**Appendices:**

- 1 Appendix A - Heritage Permit Application
- 2 Appendix B - Additional Photos of 420 Rosedale Avenue

## APPLICATION TYPE

☐ **Minor Heritage Permit**  
(Delegated Authority Approval)

☐ **Major Heritage Permit**  
(City Council Approval)

☐ **Demolition**

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

Provide in full the name of the applicant, registered owner and agent, the name of the contact person, and address, postal code, phone number, 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) Shan Xue  
Company or Organization BDB Development Inc.  
Mailing Address 3635 Huntington Ave.  
City, Province Windsor, ON Postal Code N9E3N2  
Email bdbdevelopmentinc@gmail.com Phone(s) 5199823908

#### REGISTERED OWNER IF NOT APPLICANT

Contact Name(s) Wei Li  
Company or Organization BDB Development Inc.  
Mailing Address 3635 Huntington Ave.  
City, Province Windsor, ON Postal Code N9E3N2  
Email lwei691125@gmail.com Phone(s) 5199820719

#### AGENT AUTHORIZED BY REGISTERED OWNER TO FILE THE APPLICATION

Contact Name(s) Shan Xue  
Company or Organization BDB Development Inc.  
Mailing Address 3635 Huntington Ave.  
City, Province Windsor, ON Postal Code N9E3N2  
Email bdbdevelopmentinc@gmail.com Phone(s) 5199823908

#### Who is the primary contact?

☒ Applicant

☐ Registered Owner

☐ Agent

## 2. SUBJECT PROPERTY

Municipal Address: 420 Rosedale Ave.

Legal Description (if known): PLAN 982 LOT 33 TOWN OF SANDWICH; WINDSOR

Building/Structure Type:

☒ Residential      ☐ Commercial      ☐ Industrial      ☐ Institutional

Heritage Designation:

☐ Part IV (Individual)      ☒ Part V (Heritage Conservation District)

By-law #: \_\_\_\_\_ District: Sandwich Heritage Conservation District

Is the property subject to a Heritage Easement or Agreement?

☐ Yes      ☒ No

## 3. TYPE OF APPLICATION

Check all that apply:

☐ Demolition/Removal of heritage attributes      ☐ Addition      ☒ Erection      ☐ Alteration\*  
☐ Demolition/Removal of building or structure      ☐ Signage      ☐ Lighting

\*The Ontario Heritage Act's definition of "alter" means to change in any manner and includes to restore, renovate, repair or disturb.

## 4. HERITAGE DESCRIPTION OF BUILDING

Describe the existing design or appearance of buildings, structures, and heritage attributes where work is requested. Include site layout, history, architectural description, number of storeys, style, features, etc..

Currently this address is a vacant lot, both side of this lot is residential building.

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**5. PROPOSED WORK**

Provide a detailed written description of work to be done, including any conservation methods you plan to use. Provide details, drawings, and written specifications such as building materials, measurements, window sizes and configurations, decorative details, etc.. Attach site plans, elevations, product spec sheets, etc. to illustrate, if necessary.

---

Proposed two storey 3 unit building (1414 Sq.ft per unit approx.)

---

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Site plan, floor plan, elevation attached

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---

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**6. HERITAGE PERMIT RATIONALE**

Explain the reasons for undertaking the proposed work and why it is necessary.

Since it's in a residential area and it is a vacant lot, this proposed work will have no harm to the Sandwich Heritage Conservation District, but also provide more living opportunity into this beautiful heritage area.

---

Describe the potential impacts to the heritage attributes of the property.

As mentioned before, it is in a residential area, both side of this lot is residential house, so it will have no impact to the heritage attributes.

---

**7. CHECKLIST OF MATERIALS SUBMITTED** Check all that apply:

Required:

- ☒ Photographs (showing the current condition and context of existing buildings, structures, and heritage attributes that are affected by the application)
- ☒ Site plan/ Sketch (showing buildings on the property and location of proposed work(s))
- ☒ Architectural drawings of proposed work(s) (e.g. existing and proposed elevations, floor plans, roof plans, etc., as determined by Heritage Planning staff)
- ☐ Specifications of proposed work(s) (e.g. construction specification details)

Potentially required (to be determined by Heritage Planning staff):

- ☐ Registered survey
- ☒ Material samples, brochures, product data sheets etc.
- ☐ Cultural Heritage Evaluation Report
- ☐ Heritage Impact Assessment (HIA)
- ☐ Heritage Conservation Plan
- ☐ Building Condition Assessment

## 8. NOTES FOR DECLARATION

*The applicant hereby declares that the statements made herein and information provided are, to the best of their belief and knowledge, a true and complete representation of the purpose and intent of this application.*

*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.*

*Shan Xue*

Signature of Applicant(s)

2025/02/10

Date

Signature of Applicant(s)

Date

**HERITAGE PERMIT  
APPLICATION**

Revised 11/2023

**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, Wei Li, am the registered owner of the land that is  
name of registered owner

subject of this application for a Heritage Alteration Permit and I authorize

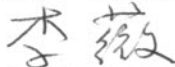
Shan Xue to make this application on my behalf.  
name of agent

 2025/02/10  
Signature of Registered Owner Date

If Corporation – I have authority to bind the corporation.

**B. Consent to Enter Upon the Subject Lands and Premises**

I, Wei Li, hereby authorize the members of the Windsor Heritage 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.

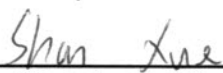
 2025/02/10  
Signature of Registered Owner Date

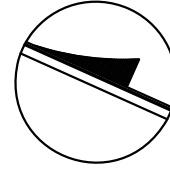
If Corporation – I have authority to bind the corporation.

**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.

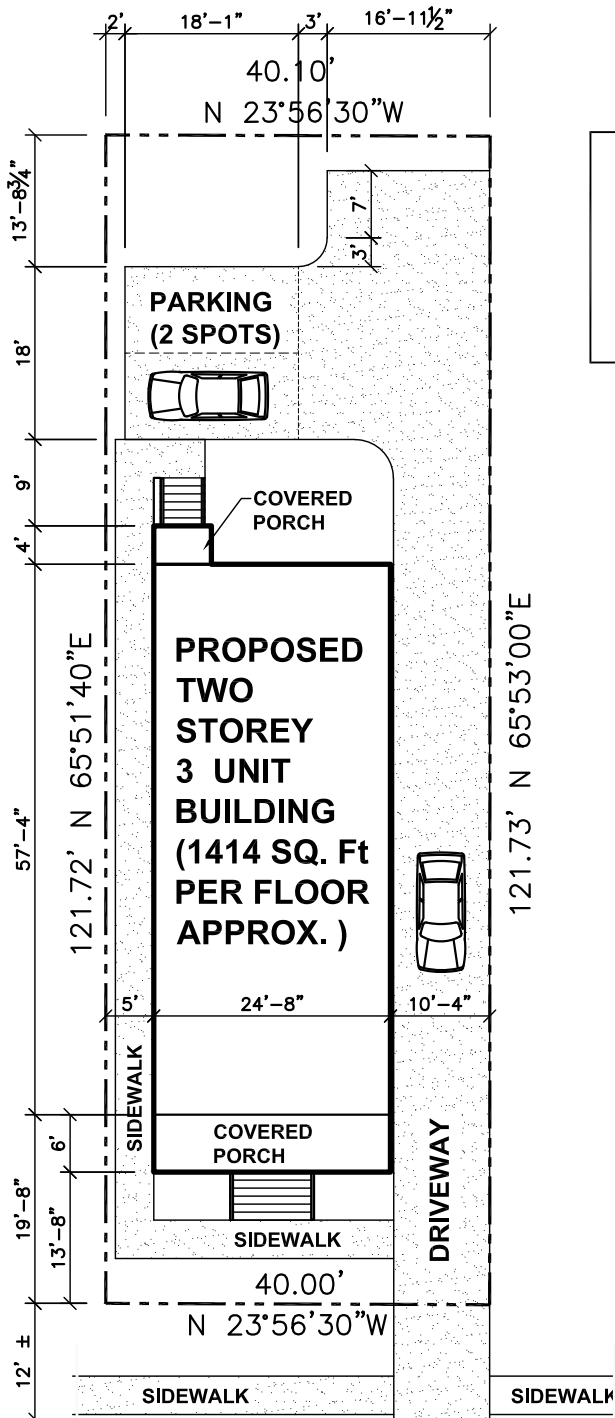
 2025/02/10  
Signature of Applicant Date



SITE PLAN  
PLAN 982, LOTS 33-34  
CITY OF WINDSOR

**TOTAL LOT AREA:** 4871.85 Sq' Ft. ±  
**HOUSE AREA:** 1586.23 Sq' Ft.

**LOT COVERAGE:** 32.53 % ±



**420 ROSEDALE  
AVE.**

**✚ MATTHEWS**  
design

6 - 2557 Dougall Ave, Suite 1600  
WINDSOR ONTARIO, CANADA  
N8X 1T5

(519) 915 - 3275

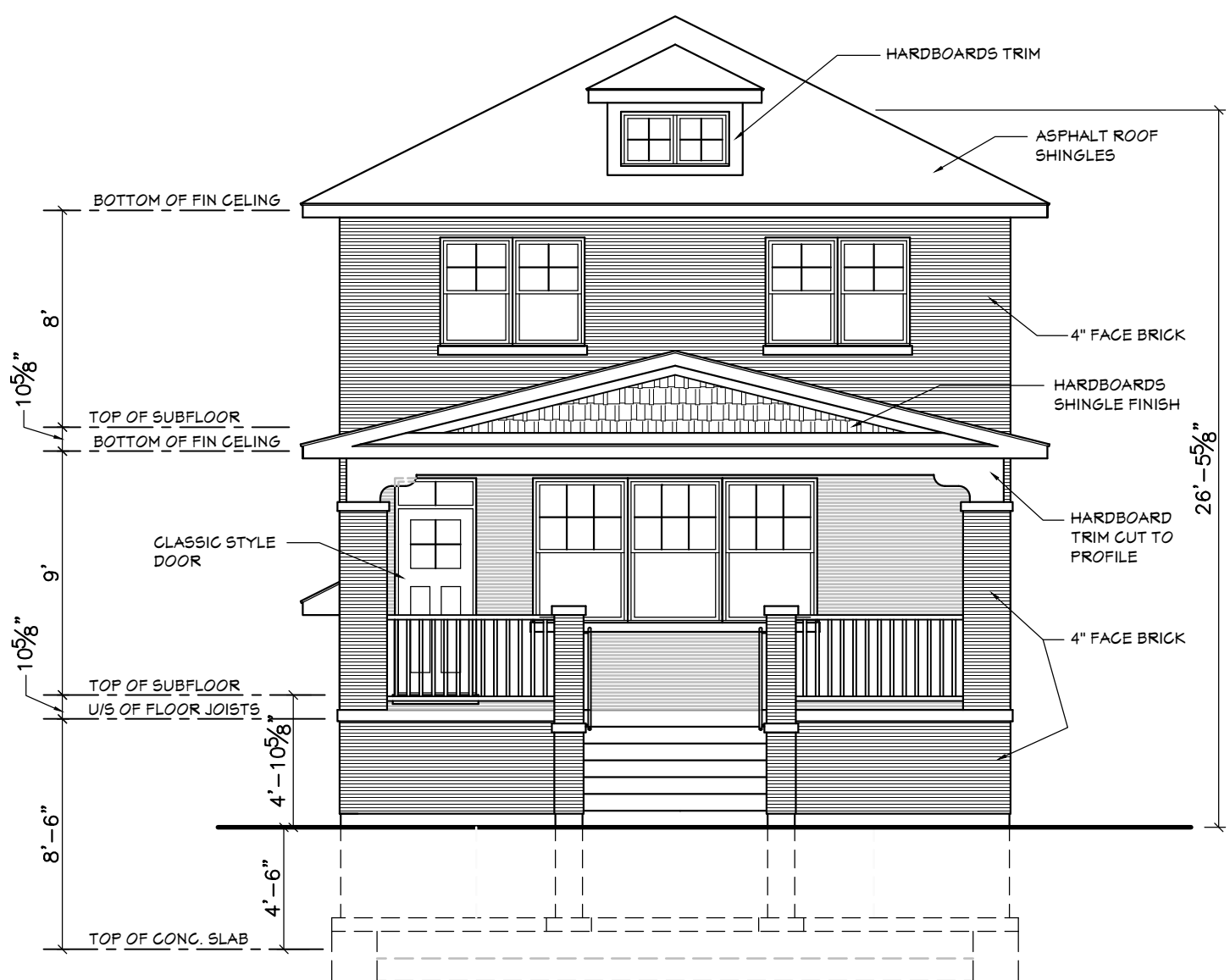
E-MAIL: cmatthewsdesignwindsor@gmail.com

**BCIN**  
38359

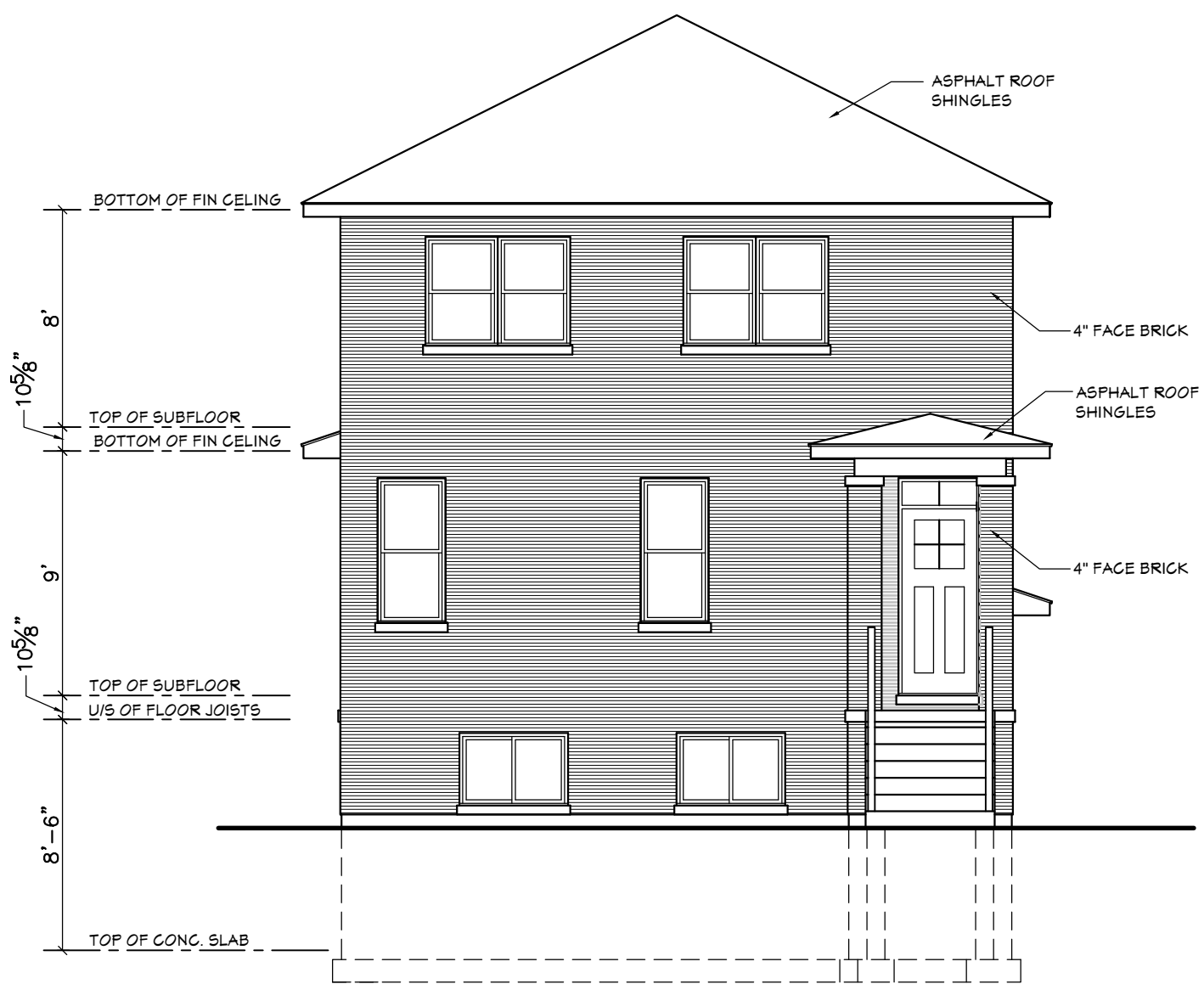
**SITE PLAN-4**

**FOR: BDB DEVELOPEMENTS**

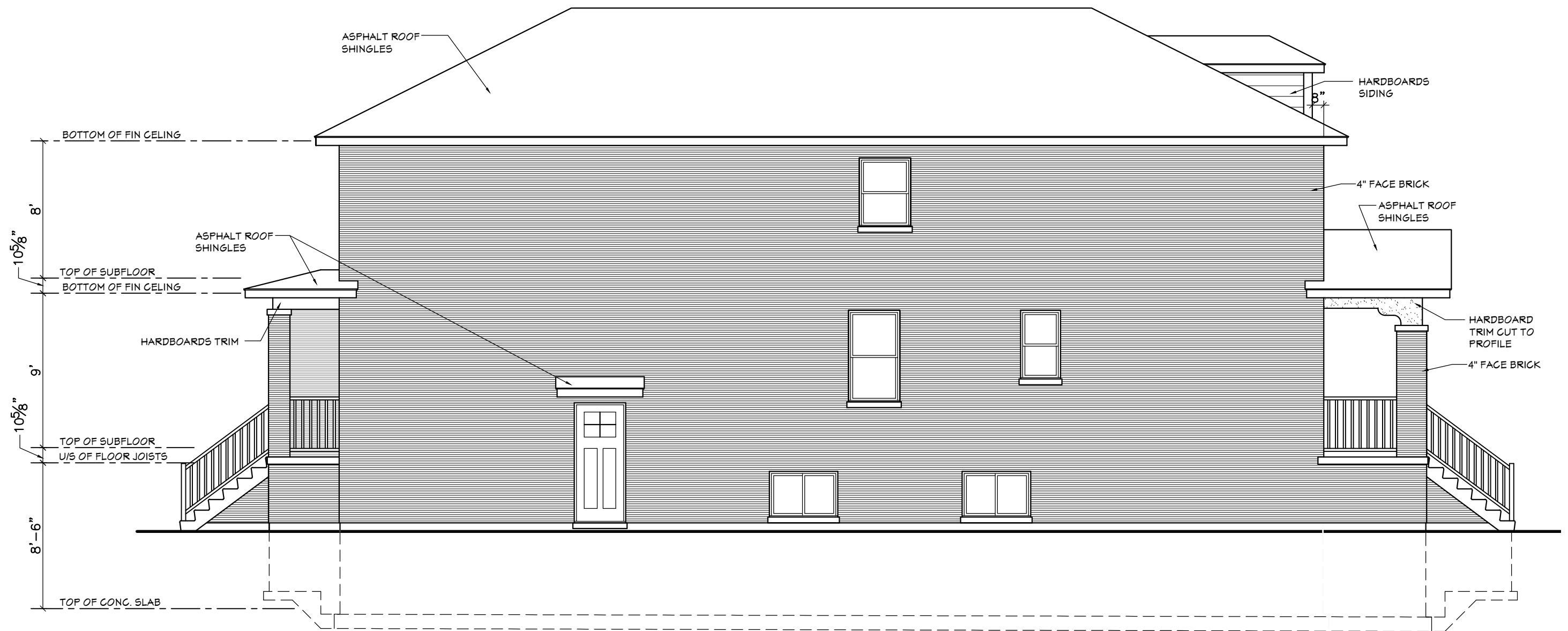
**DATE: Jan. 06, 2025**



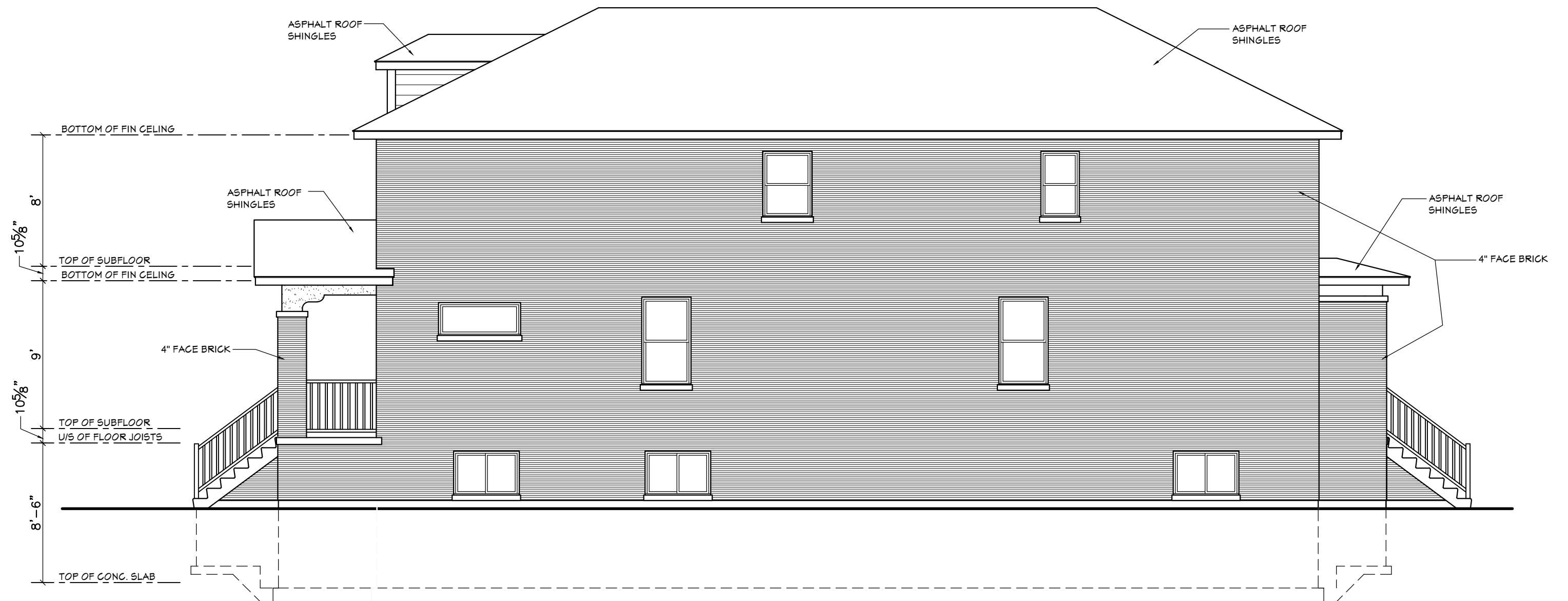
**FRONT ELEVATION**  
420 ROSEDALE AVE. - Draft 4



**REAR ELEVATION**  
420 ROSEDALE AVE. - Draft 4



**LEFT ELEVATION**  
 420 ROSEDALE AVE. - Draft 4



**RIGHT ELEVATION**  
 420 ROSEDALE AVE. - Draft 4

## Asphalt Roof Shingle Material and Colours Options:

**IKO** Dynasty Performance Shingles

Homeowners Professionals Products About

**Dynasty Performance Shingles**

IKO® Dynasty® high-performance laminated shingles provide peace of mind to the weather-conscious homeowner. With **True Square Advantage** shingle spacing, a wider ArmourZone® nailing surface, and a Class 3 impact resistance rating against hail, Dynasty shingles are made to stand up to inclement weather. Plus, they come in a wide range of high-definition color blends to enhance curb appeal and may even boost home value.

Impact Rating Disclaimer ⓘ

ZIP / Postal Code: N9C 2N7 [View Colors](#)

Color / Finish: **Glacier**

[Find a ROOFPRO® Contractor](#)

**IKO** Dynasty Performance Shingles

Homeowners Professionals Products About

**Dynasty Performance Shingles**

IKO® Dynasty® high-performance laminated shingles provide peace of mind to the weather-conscious homeowner. With **True Square Advantage** shingle spacing, a wider ArmourZone® nailing surface, and a Class 3 impact resistance rating against hail, Dynasty shingles are made to stand up to inclement weather. Plus, they come in a wide range of high-definition color blends to enhance curb appeal and may even boost home value.

Impact Rating Disclaimer ⓘ

ZIP / Postal Code: N9C 2N7 [View Colors](#)

Color / Finish: **Granite Black**

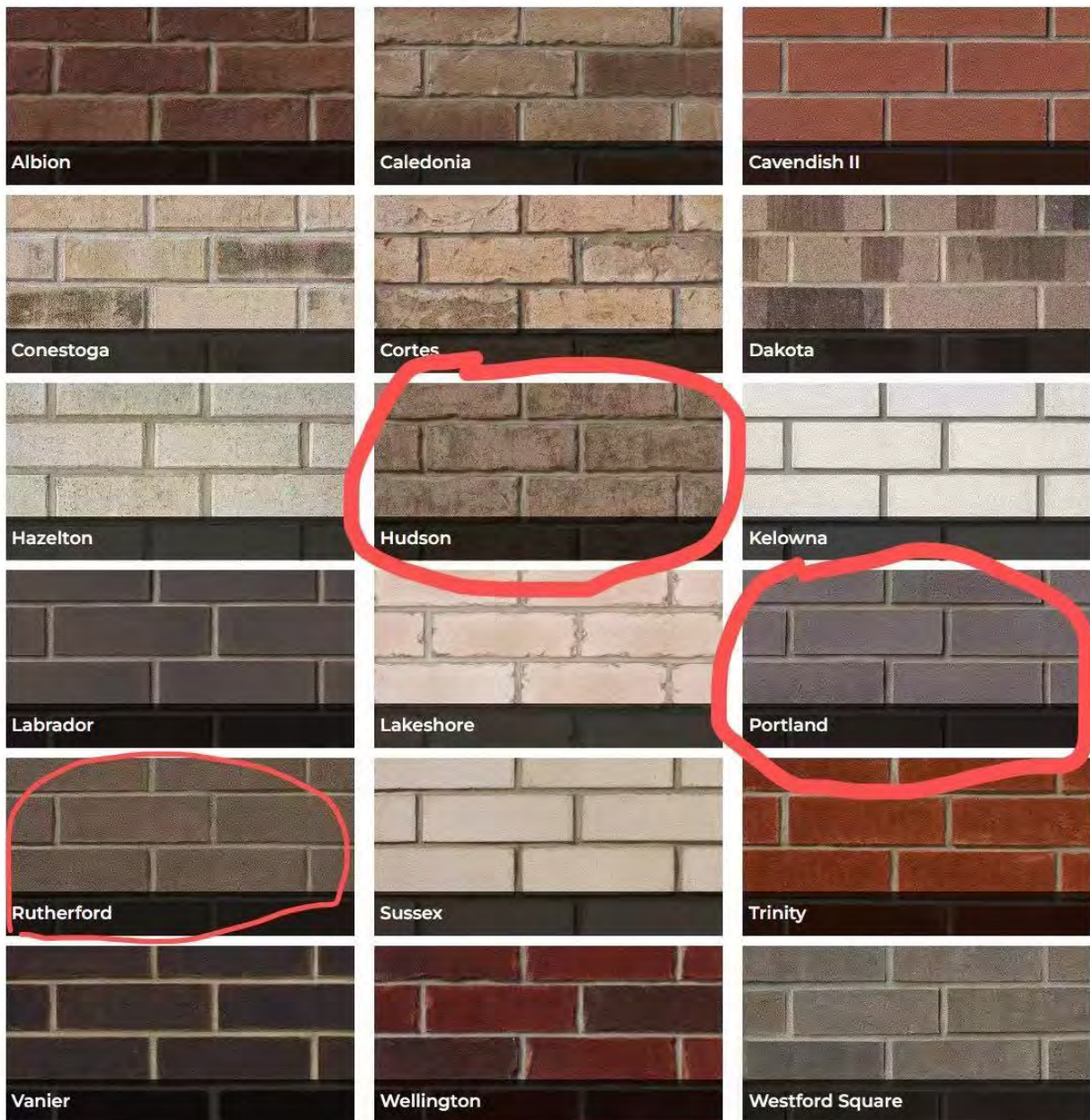
[Find a ROOFPRO® Contractor](#)

## Hardboard Shingle Material and Colours Options:





Face Brick Material and Colours Options:





## Appendix B – Additional Photos of 420 Rosedale Avenue



420 Rosedale Avenue facing slightly north (left photo) and slightly south (right photo) (Taken by City Staff on March 11, 2025)



Perspective of Rosedale Avenue looking north towards Peter Street. The vacant property at 420 Rosedale Avenue is on the right (Taken by City Staff on March 11, 2025)



**Committee Matters: SCM 102/2025**

**Subject: 925 Cousineau Road, Holy Redeemer College – Request for Heritage Permit for New Addition (Ward 1)**

Moved by: Councillor Fred Francis  
Seconded by: Councillor Kieran McKenzie

Decision Number: **DHSC 719**

- I. THAT the request for a Heritage Permit under Section 33 of the *Ontario Heritage Act* for the construction of an arena addition at 925 Cousineau Road, formerly Holy Redeemer College, **BE GRANTED** to the Property Owner Académie Ste-Cécile International School as outlined in Appendix 'B' of this report;
- II. THAT the Heritage Permit approval **BE SUBJECT** to the following approval conditions to the satisfaction of the City Planner or designate prior to work start:
  - a. Submission of satisfactory product details and samples (including material and colour selections);
  - b. Determination by the City Planner or designate that the work adheres to the details and plans as outlined in the Heritage Permit application; and,
- III. THAT the City Planner or designate **BE DELEGATED** the authority to approve any further proposed changes associated with the proposed scope of work for the arena addition.

Carried.

Report Number: S 40/2025  
Clerk's File: MBA/9829

**Clerk's Note:**

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 10.2 from the Development & Heritage Standing Committee held on April 7, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250407/-1/10548>

**Subject: 925 Cousineau Road, Holy Redeemer College – Request for Heritage Permit for New Addition (Ward 1)**

**Reference:**

Date to Council: April 7, 2025  
Author: Tracy Tang, MCIP, RPP  
Planner III – Heritage (Acting)  
519-255-6543 x 6179  
ttang@citywindsor.ca

Sophia Di Blasi, M. Arch  
Planner II – Research & Policy Support  
519-255-6543 x 6820  
sdibiasi@citywindsor.ca  
Planning & Building Services  
Report Date: 3/17/2025  
Clerk's File #: MBA/9829

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

**Recommendation:**

- I. THAT the request for a Heritage Permit under Section 33 of the *Ontario Heritage Act* for the construction of an arena addition at 925 Cousineau Road, formerly Holy Redeemer College, **BE GRANTED** to the Property Owner Académie Ste-Cécile International School as outlined in Appendix 'B' of this report;
- II. THAT the Heritage Permit approval **BE SUBJECT** to the following approval conditions to the satisfaction of the City Planner or designate prior to work start:
  - a. Submission of satisfactory product details and samples (including material and colour selections);
  - b. Determination by the City Planner or designate that the work adheres to the details and plans as outlined in the Heritage Permit application; and,
- III. THAT the City Planner or designate **BE DELEGATED** the authority to approve any further proposed changes associated with the proposed scope of work for the arena addition.

## **Executive Summary: N/A**

### **Background:**

The property at 925 Cousineau Road was designated by City Council under Part IV of the *Ontario Heritage Act* on February 11, 2008 through By-law No. 28-2008. It is identified on the Windsor Municipal Heritage Register as the Holy Redeemer College, a prairie-style college designed by architect F. Barry Byrne and built in 1957. The Statement of Cultural Heritage Value or Interest from By-law No. 28-2008 is attached as Appendix 'A'.

In October 2024, John Bortolotti of Sfera Architectural Associates Inc. (applicant on behalf of the Owner Académie Ste-Cécile International School) submitted a Stage 1 Pre-Consultation Site Plan Control application to construct an addition to the south-west side of the existing gymnasium. The proposed addition is to accommodate a new arena, which will attach to the existing gymnasium and connect to the former Seminarians' Wing. Through the development review process, Heritage Planning Staff advised the applicant of the requirement to apply for a Heritage Permit for the new addition.

The applicant has engaged with City Administration regarding the arena addition. Administration advised the applicant of suggested modifications based on the *Standards & Guidelines for the Conservation of Historic Places in Canada*, the By-law No. 28-2008, and Heritage Planning best practices, namely the incorporation of heritage-compatible materials particularly buff brick with stone trim to match the existing heritage building. The Owner intends to clad the exterior of the arena addition in beige-coloured corrugated metal panels with buff-beige face brick on the first storey. A complete Major Heritage Permit application for the proposed area addition was received on March 10, 2025.

### **Legal Provisions:**

The *Ontario Heritage Act (OHA)* requires the Owner of a heritage designated property to apply to Council to alter the property (per Section 33 of the *OHA*). The designation by-law includes heritage attributes (see Appendix 'A'). In accordance with the *OHA*, changes to a designated property that are likely to affect the property's heritage attributes must be considered by City Council after consulting with its municipal Heritage Committee. Council has the option of granting consent with or without terms and conditions or refusing the application within 90 days of notice of complete application. Heritage designations apply to the entire real property and new constructions such as the proposal have the potential to impact the heritage attributes of a designated property, and thus need to be evaluated.

### **Discussion:**

#### **Property Description:**

The Holy Redeemer College site spans 25 acres in South Windsor. Built in 1957 as a teaching seminary for the Redemptorist Fathers, it was affiliated with Assumption University (later the University of Windsor). The Mid-20th-Century Modernist building, designed in a pinwheel plan, is a significant work of F. Barry Byrne (1883-1967), a



renowned Prairie School architect who studied under Frank Lloyd Wright. This is Byrne's largest built project, and it remains the only example of his work in Windsor.



*Front (north) façade of 925 Cousineau Road*

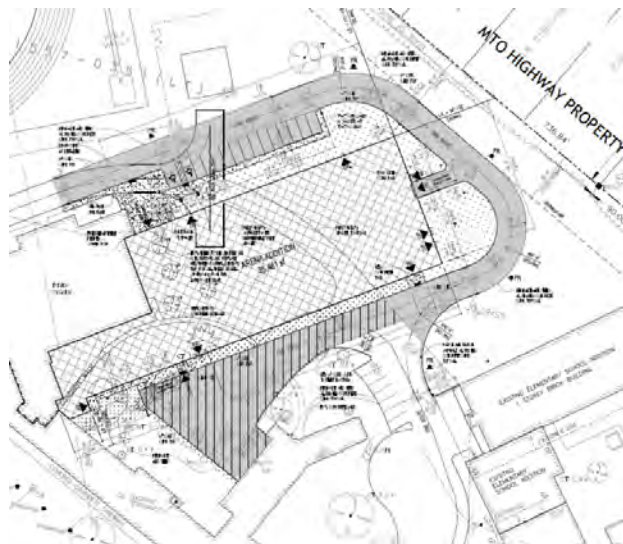
Originally, the complex consisted of seven interconnected wings, housing various functions such as classrooms, a library, residences, a kitchen, a gymnasium, and the T-shaped chapel. Each wing features distinctive corner detailing and window configurations. The designation by-law includes the "pinwheel design with six buildings - each with a different function and design", the "unifying use of buff brick with stone trim, brick piers, pilasters", and "un-obscured public views of this neighbourhood landmark from Cousineau Road".

Académie Ste-Cécile International School acquired the site in 1995 and has since undertaken a series of additions and alterations to the property. These include a separate elementary school building to the west in 2004; a northeast wing in 2005; a gymnasium addition in 2010; a dramatic arts wing in 2019; an elementary school addition in 2020; and three two-storey dormitories in between. Additional photographs of the subject property are found in Appendix 'C'.

### **Proposal:**

The applicant proposes to construct a new arena addition on the south-west side of the building, connecting to the gymnasium and former seminarians' wing. The arena will mostly abut the exterior wall of the 2010 gymnasium addition, with a small portion abutting the exterior wall of the Seminarians' Wing. Minimal demolition is required to connect the new arena to the existing structure. The arena addition project consists of two components:

- A two-storey, brick-clad structure measuring 24'-1" (7.341m) in height. It will house 4 dressing rooms on the first floor and a 6,030sf (560m<sup>2</sup>) exercise room on the second floor.



Site Plan drawing of the arena addition

The structure will feature a flat roof finished with metal cap flashing. A portion of the existing exterior wall of the Seminarians' Wing is proposed to be removed to provide a new stair access into the basement of the building.

- A prefabricated arena shell, measuring 42'-6" (12.95m) in height to the peak of the roof. This arena structure will house a 200' x 85' (60.96m x 25.9m) National Hockey League standard size ice pad, 4 additional dressing rooms, and mechanical equipment rooms. The arena will be clad in buff-beige brick on the first storey, measuring 10'-8" (3.251m) in height. The remainder of the arena will be finished with beige-coloured corrugated metal wall panels. The prefabricated arena will feature a curved roof, finished with white corrugated metal panels.

## Heritage Considerations:

For the proposed arena addition, the most relevant references from the *Standards & Guidelines for Conservation of Historic Places* have been considered.

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.

Section 4.3.1 Exterior Form in the *Standards & Guidelines for the Conservation of Historic Places in Canada* also provides direction for the best heritage practices when dealing with additions.

## GENERAL GUIDELINES FOR PRESERVATION, REHABILITATION AND RESTORATION

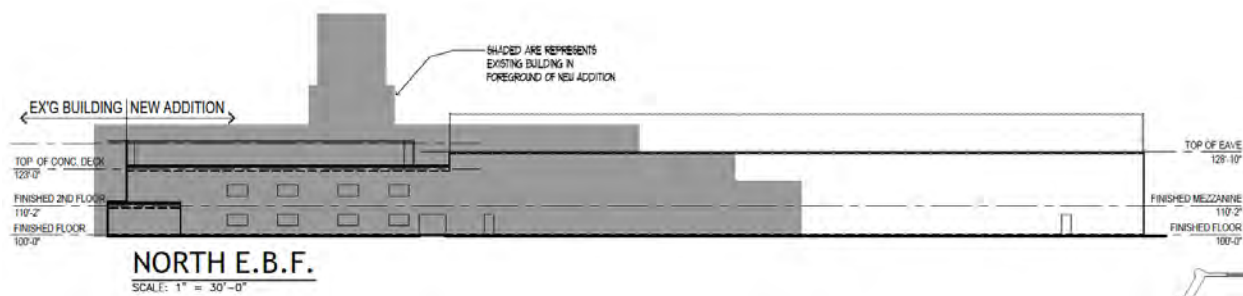
	Recommended	Not Recommended
6	<b>Retaining</b> the exterior form by maintaining proportions, colour and massing, and the spatial relationships with adjacent buildings.	
8	<b>Protecting</b> adjacent character-defining elements from accidental damage or exposure to damaging materials during maintenance or repair work.	
9	<b>Documenting</b> all interventions that affect the exterior form, and ensuring that the documentation is available to those responsible for future interventions.	

	Recommended	Not Recommended
<b>ADDITIONS OR ALTERATIONS TO THE EXTERIOR FORM</b>		
<b>13</b>	<b>Selecting</b> the location for a new addition that ensures that the heritage value of the place is maintained.	Constructing a new addition that obscures, damages or destroys character-defining features of the historic building, such as relocating the main entrance.
<b>14</b>	<b>Designing</b> a new addition in a manner that draws a clear distinction between what is historic and what is new.	Duplicating the exact form, material, style and detailing of the original building in a way that makes the distinction between old and new unclear.
<b>15</b>	<b>Designing</b> an addition that is compatible in terms of materials and massing with the exterior form of the historic building and its setting.	Designing a new addition that has a negative impact on the heritage value of the historic building.

Built heritage concerns include: how the proposed addition would affect the pinwheel design; how the height of the proposed arena compares to the height of the existing heritage structure; and how visible the arena will be from the front street (Cousineau Road) and surrounding locations.

The proposed arena addition is mostly connected to the 2010 gymnasium addition, a non-heritage element. It is slightly connected to the Seminarians' Wing of the original pinwheel layout, with a minimal removal of the exterior wall proposed to connect the arena addition with the existing structure through a stair access.

This arena addition has potential to be highly visible along a large stretch of the property's frontage on Cousineau Road. While the arena addition is proposed to be located far from the front street and behind the historic Fathers' and Brothers' Wing, it will be visible due to its National Hockey League standard size, height and massing. Some notable areas of high visibility are over the Fathers' and Brothers' Wing and in the gap between the Fathers' and Brothers' Wing and the detached one-storey elementary school on the west side of the subject property. The greatest change will be the view of the property from the south, where the large arena addition will obscure parts of the heritage building from some points in the city, namely the Matthew Rodzik Park, Ontario Highway 3 (Talbot Road), Ontario Highway 401 (Rt. Hon. Herb Grey Parkway), and the Rt. Hon. Herb Gray Parkway Trail.



North elevation demonstrating height of the proposed arena addition compared to the existing heritage building in shaded grey





Perspective of the property looking south, where the arena addition is proposed behind the existing building

The arena addition proposal by the Owner does not adhere to the *Standards & Guidelines for the Conservation of Historic Places in Canada* with regards to maintaining proportions, massing, or spatial relationships. However, understanding that a standard arena has predetermined dimensions and cannot be easily modified through its massing, the Applicant has attempted to reduce potential negative impacts to the designated heritage property by siting the arena addition at the southwest side of the property behind the existing building. The Owner and Applicant have received Heritage Planning Staff's recommendation to incorporate buff-beige brick – matching the existing structures – into the design of the desired prefabricated structure for visual cohesiveness with the Holy Redeemer College campus.



Coloured architectural rendering illustrating the proposed arena addition on the property

### **Official Plan Policy:**

The Windsor Official Plan states “Council will recognize Windsor’s heritage resources by: Designating individual buildings, structures, sites and landscapes as heritage properties under the Ontario Heritage Act.” (9.3.3.1(a))

The Plan includes protection (9.3.4.1). “Council will protect heritage resources by: (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 ...”

### **Risk Analysis:**

The risk of inappropriate new additions on the heritage designated property is being mitigated through the Heritage Permit application process and conditions prior to work commencement.

### **Climate Change Risks**

**Climate Change Mitigation: N/A**

**Climate Change Adaptation: N/A**

### **Financial Matters:**

There is no cost to the City; the Property Owner is paying the full cost of the proposal for the construction of the arena addition. The proposed work may increase the assessed value of the property.

### **Consultations:**

Heritage Planning Staff have been in discussion with the Applicant since October 2024, had an in-person meeting on March 3, 2025, and conducted a site visit on March 11, 2025. The Applicant and Property Owner have consulted with Dr. Vincent L. Michael of the School of the Art Institute Chicago; he has extensive knowledge of designs of the original architect and provided a letter of recommendation (Appendix ‘B’). Kate Tracey, Senior Legal Counsel, Legal Department, and Building Department Staff were consulted in the preparation of this report.

### **Conclusion:**

The proposed arena addition at 925 Cousineau Road (Holy Redeemer College) is an alteration to a designated heritage property and thus requires a Heritage Permit application. The Heritage Permit request is recommended for approval, subject to conditions, due to the Owner and Applicant being receptive to Heritage Planning Staff’s recommendation to incorporate matching buff-beige brick cladding and a similar colour palette for the prefabricated arena structure. The delegation of final details, namely product information and material colour samples prior to work start, would be more expediently handled through Staff review and approval.

**Planning Act Matters: N/A**

### **Approvals:**

Name	Title
Tracy Tang	Planner III – Heritage (A)

<b>Name</b>	<b>Title</b>
Jason Campigotto	Deputy City Planner – Growth (A)
Neil Robertson	City Planner / Executive Director Planning & Building
Kate Tracey	Senior Legal Counsel
Jelena Payne	Commissioner of Economic Development
Joe Mancina	Chief Administrative Officer

**Notifications:**

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

**Appendices:**

- 1 Appendix A – Reasons for Designation from Designation Bylaw 28-2008
- 2 Appendix B – Heritage Permit Application
- 3 Appendix C – Additional Photos of 925 Cousineau Road

From By-law No. 28-2008, February 11, 2008:

## **SCHEDULE "B"**

### **Reasons for Designation Académie Ste. Cécile The former Holy Redeemer College 925 Cousineau Road (Con 5, Pt Lot 3, Pt Lot 4)**

#### **Description of Historic Place**

The former Holy Redeemer College (now Académie Ste. Cécile International School) is located on a 25-acre site at 925 Cousineau Road between Highway 3 and Howard Ave. in south Windsor. Built in 1957, it is a low profile buff brick Mid-Century Modernist style building with a pinwheel plan and dominant tower. It is the largest built work of renowned Prairie School architect Francis Barry Byrne.

#### **Heritage Value**

##### **Historic Value**

Holy Redeemer College was built for the Redemptorist Fathers in 1957 as a teaching seminary affiliated with Assumption University, later the University of Windsor. The seminary prepared missionaries for Canada and Japan. It later evolved into a religious retreat center. It was purchased in 1995 by Académie Ste. Cécile International School, an interfaith, international private elementary and secondary school based on Roman Catholic principles.

##### **Architectural Value**

Holy Redeemer College is Windsor's only example of the work of Prairie School architect Francis Barry Byrne. This internationally renowned architect (1883-1967) began his architectural career with Frank Lloyd Wright. Using Wright's teachings as the basis for developing a personal style, Byrne set new precedents in modern ecclesiastical architecture. Holy Redeemer College, in the Mid-Century Modernist style, is considered one of Byrne's greatest works and is his largest built work.

The sprawling pinwheel design of the six connected buildings is anchored in the dominant tower at the center. Each wing of the building housed a different function that was reflected in the individual building form and different window treatments. The common buff brick cladding with stone trim serves as a unifying element as does the repeated use of the T form, brick piers, and glass block. The entrance proscenium boasts splayed knee walls and a crest over the recessed doors, accessed by a stone staircase.

The T shaped chapel is considered one of Byrne's best ecclesiastical spaces. On the exterior is a large stone cross and brick dancettes. Glass-block-filled tall altar windows are all but invisible from the outside, behind brick piers. These windows serve to direct diffused light to the marble altar, surmounted by the large crucifix. The remaining clerestory windows are coloured art glass by Cremin Byrne: deep blue lower nave windows and upper blue to yellow-green upper windows in non-figurative vertical patterns. Fixtures including lamps, pulpit, and candleholders are original. Wooden pews have metal armrests/trim. Figurative glass windows (angel and Mary) and a marble altar adorn the small Lady (or Madonna) side chapel at the rear. A wood beamed ceiling panel adds warmth and colour. A pipe organ is housed on the upper portion of the entrance wall.

##### **Contextual Value**

When Holy Redeemer College was constructed in 1957 it lay in a largely rural area outside the boundaries of Windsor, in the former Town of Sandwich West, amalgamated with the City of Windsor in 1966. Residential (largely single family) suburban development now surrounds the property. Un-observed public views of this neighbourhood landmark are from Cousineau Road, a two-lane collector street that runs the short distance from Highway 3 to Howard Avenue. Because of limited traffic volumes on Cousineau Road, the building is still in a relatively secluded location, with limited public exposure.

## **Character Defining Elements**

### **Items that contribute to the historical value of Holy Redeemer College include:**

- Its association with the Redemptorist Fathers who had the former educational seminary, associated with Assumption University, constructed in 1957, and who held the property until 1995, when it was sold to Académie Ste. Cécile International School.

### **Exterior features that contribute to the architectural value of Holy Redeemer College include:**

- Its design by Francis Barry Byrne, internationally renowned Prairie School architect who began his architectural career with Frank Lloyd Wright. It is considered one of his most important signature buildings, and is Bryne's largest built work.
- Its overall Mid-Century Modernist design including elements such as the following:
  - Its unifying use of buff brick with stone trim, brick piers, pilasters
  - Its use of glass block, T forms, metal window frames
  - Its pinwheel design with six buildings - each with a different function and design, including:
    - Its Central Tower with strong vertical elements and a metal cross on top
    - Its Chapel wing with a T shape, hidden glass-block vertical windows, large cross with dancettes
    - Its Reception wing with main entrance with flanking knee walls, stone steps, recessed metal double door with vertical windows, large Holy Redeemer Crest over door and stone cornice.
    - Its Library wing with tall vertical windows with T-shaped sills

### **Interior features that contribute to the architectural value of Holy Redeemer College include:**

- Its basic T shaped Chapel including:
  - Its glass-block-filled tall altar windows behind brick piers
  - Its marble altar, surmounted by the large crucifix.
  - Its clerestory windows of coloured art glass by Annette Cremin Byrne: deep blue lower nave windows and upper blue to yellow-green upper windows in non-figurative vertical patterns.
  - Its fixtures including lamps, pulpit, and candleholders.
  - Its wooden pews with metal armrests/trim.
  - Its wood beamed ceiling panel.
  - Its pipe organ.
  - Its Lady (or Madonna) side chapel with figurative glass windows (angel and Mary) and a marble altar.

### **Characteristics that contribute to the contextual value of Holy Redeemer College include:**

- Its location on a large (approximately 25 acre) site in suburban south Windsor
- Its status as a neighbourhood landmark

Its status as the only Barry Byrne designed building in Windsor.

# HERITAGE PERMIT APPLICATION

Revised 11/2023

## APPLICATION TYPE

☐ Minor Heritage Permit  
(Delegated Authority Approval)

☒ Major Heritage Permit  
(City Council Approval)

☐ Demolition

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

Provide in full the name of the applicant, registered owner and agent, the name of the contact person, and address, postal code, phone number, 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) Therese Gadoury  
Company or Organization Académie Ste-Cécile International School  
Mailing Address 925 Cousineau Road  
City, Province Windsor, ON Postal Code N9G 1V8  
Email tgadoury@stececile.ca Phone(s) 519-969-1291

#### REGISTERED OWNER IF NOT APPLICANT

Contact Name(s) \_\_\_\_\_  
Company or Organization \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Email \_\_\_\_\_ Phone(s) \_\_\_\_\_

#### AGENT AUTHORIZED BY REGISTERED OWNER TO FILE THE APPLICATION

Contact Name(s) John Bortolotti  
Company or Organization Sfera Architectural Associates Architects Inc.  
Mailing Address 4510 Rhodes Dr. Unit 220  
City, Province Windsor, ON Postal Code N9E 3N3  
Email jbortolotti@sferaarch.com Phone(s) 519-254-2600

#### Who is the primary contact?

☐ Applicant

☐ Registered Owner

☒ Agent



## HERITAGE PERMIT APPLICATION

Revised 11/2023

### 2. SUBJECT PROPERTY

Municipal Address: 925 Cousineau Rd, Windsor, ON N9G 1V8

Legal Description (if known): Part of Lots 3 and 4, Concession 5

Building/Structure Type:

☐ Residential

☐ Commercial

☐ Industrial

☒ Institutional

Heritage Designation:

☒ Part IV (Individual)

☐ Part V (Heritage Conservation District)

By-law #: 28-2008

District: \_\_\_\_\_

Is the property subject to a Heritage Easement or Agreement?

☒ Yes

☐ No

### 3. TYPE OF APPLICATION

Check all that apply:

☐ Demolition/Removal of heritage  
attributes

☒ Addition

☒ Erection

☐ Alteration\*

☐ Demolition/Removal of building  
or structure

☐ Signage

☐ Lighting

\*The Ontario Heritage Act's definition of "alter" means to change in any manner and includes to restore, renovate, repair or disturb.

### 4. HERITAGE DESCRIPTION OF BUILDING

Describe the existing design or appearance of buildings, structures, and heritage attributes where work is requested. Include site layout, history, architectural description, number of storeys, style, features, etc..

The existing Holy Redeemer College now Académie Ste. Cécile International School  
was designed by Architect Francis Barry Byrne in the Mid-Century Modernist style.

The sprawling pinwheel design of the six connected buildings is anchored in the  
dominant tower at the center. Each wing of the building housed a different function  
and design. The common buff brick cladding with stone trim serves as a unifying  
element as does the repeated use of the T form, brick piers, and glass block.

The entrance proscenium boasts splayed knee walls and is accessed by a stone  
staircase.

**5. PROPOSED WORK**

Provide a detailed written description of work to be done, including any conservation methods you plan to use. Provide details, drawings, and written specifications such as building materials, measurements, window sizes and configurations, decorative details, etc. Attach site plans, elevations, product spec sheets, etc. to illustrate, if necessary.

The new arena addition is planned to be constructed at the South end of the property which places it behind the historic building as not to overpower the original building when observed from Cousineau Road (North). Dr. Vincent Michael (the North America authority for Barry Byrne-Frank Lloyd Wright), commented that: "the form of the new building echoes the bowstring truss shape that Byrne used as early as 1928 for a church gym facility in Momence, Illinois... the scale of this building and location seems to successfully preserve the visual legacy of the original complex."

**6. HERITAGE PERMIT RATIONALE**

Explain the reasons for undertaking the proposed work and why it is necessary.

The school has a Hockey program as part of the school and with six active teams the requirement of the single pad arena at the rear of the property.

Describe the potential impacts to the heritage attributes of the property

This project is at the rear of the private school property and from Cousineau Road would have minimal visual impact on the site. The new arena addition would be behind

**7. CHECKLIST OF MATERIALS SUBMITTED** Check all that apply.

Required:

- ☒ Photographs (showing the current condition and context of existing buildings, structures, and heritage attributes that are affected by the application)
- ☒ Site plan/ Sketch (showing buildings on the property and location of proposed work(s))
- ☒ Architectural drawings of proposed work(s) (e.g. existing and proposed elevations, floor plans, roof plans, etc., as determined by Heritage Planning staff)
- ☐ Specifications of proposed work(s) (e.g. construction specification details)

*Handwritten signature/initials*



## HERITAGE PERMIT APPLICATION

Revised 11/2023

Potentially required (to be determined by Heritage Planning staff)


- ☐ Registered survey
- ☐ Material samples, brochures, product data sheets etc.
- ☐ Cultural Heritage Evaluation Report
- ☐ Heritage Impact Assessment (HIA)
- ☐ Heritage Conservation Plan
- ☐ Building Condition Assessment

### 8. NOTES FOR DECLARATION

*The applicant hereby declares that the statements made herein and information provided are, to the best of their belief and knowledge, a true and complete representation of the purpose and intent of this application.*

*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.*

	_____ Date
Signature of Applicant(s)	
<i>Authorised to bind ASCIS</i>	<i>Founding Directrice THERESE H. GADOURY</i>
Signature of Applicant(s)	<i>February 8 2025</i> Date

**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, TERESE H. GADOURY, am the registered owner of the land that is  
name of registered owner

subject of this application for a Heritage Alteration Permit and I authorize  
John Bortolotti to make this application on my behalf.  
name of agent

Therese H. Gadoury  
Signature of Registered Owner

February 8, 2025  
Date

If Corporation -- I have authority to bind the corporation.

**B. Consent to Enter Upon the Subject Lands and Premises**

I, TERESE H. GADOURY, hereby authorize the members of the Windsor Heritage 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.

Therese H. Gadoury / ASC's  
Signature of Registered Owner / *Founding Director*

February 8, 2025  
Date

If Corporation -- I have authority to bind the corporation.

**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.

John Bortolotti  
Signature of Applicant

January 29, 2025  
Date

7 March 2025

John Bortolotti  
Sfera Architectural Associates  
Windsor, Ontario

Dear John:

I have reviewed the plans and renderings for the Arena addition to the Academie Ste Cecile in Windsor and am enthusiastic about their implementation.

My name is Vincent Michael and I have a PhD in architectural history from the University of Illinois at Chicago. In 2013 I authored the only book on the architect Barry Byrne, who designed the Holy Redeemer College and Seminary in Windsor in the 1950s. I have visited the site on more than one occasion and the building complex occupies a place of importance in the work of Barry Byrne and in my book. I also have 42 years of experience in heritage conservation (historic preservation) in the United States, Canada, South America, Asia and Europe. I regularly review changes and additions to historic buildings and have frequently served as an expert witness in this regard.

I would also like to state for the record that I am receiving no compensation monetary or otherwise for expressing my opinion.

It is my considered opinion that this addition is appropriate and does not detract from the architectural importance and impact of the original complex designed by Barry Byrne. The siting of the building is very sensitive to preserving almost all of the essential views of the complex, notably the original clerical residential wing which is canted in plan. The siting of the arena takes pains to separate it from the main complex, preserving its visual importance and primacy. In general, the form of the new building echoes the bowstring truss shape that Byrne used as early as 1928 for a church gym facility in Momence, Illinois. While he chose a more rectilinear form for the gym at Windsor, the scale, massing and location of this building are appropriate and do not detract from the architectural significance of the historic building.

Please let me know if I can answer any questions.

Sincerely,

A handwritten signature in dark ink, appearing to read "Vincent L. Michael". The signature is fluid and cursive, with the first name "Vincent" being more prominent and the last name "Michael" written in a more compact, flowing style.

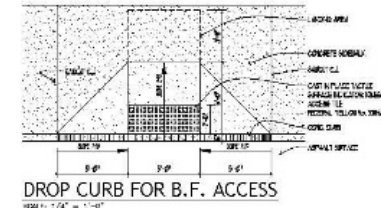
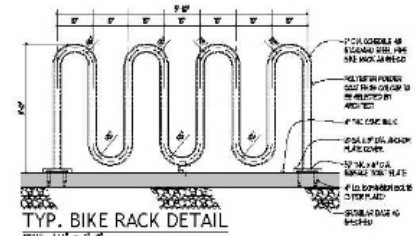
Vincent L. Michael, PhD  
826 W Craig Place  
San Antonio, TX 78212  
vincemichaelcom@gmail.com







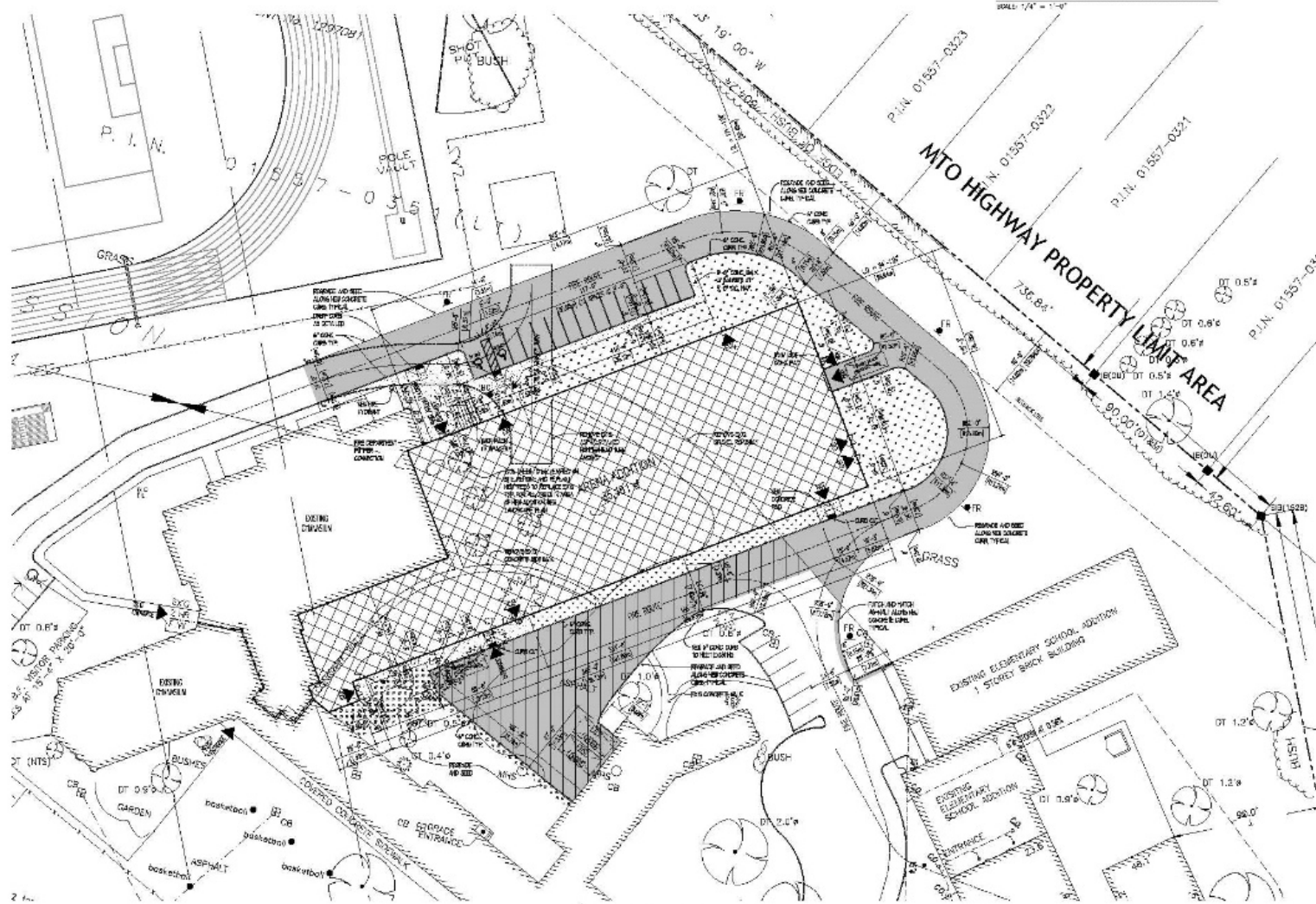
WINDSOR ONTARIO T 519.334.2802  
F 519.334.2872



NOTE: SERVICE HOUSING LAMP AND FLOOD LIGHTS SHALL BE PLACED TO MAINTAIN UNOBSTRUCTED ACCESS TO THE SIGN.

REPAIR SIGNAGE AND FOR CONCRETE REPAIRS AND FOR FINISHES SPACE FOR PLACEMENT OF SIGN. ATTENTION TO SIGN POST 4" DIA. FOR SIGN SPACE.

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ALL CHANGES TO THE WORK SHOWN ON THE PLAN SHALL BE MADE BY THE ARCHITECT AND SHALL BE SHOWN ON A REVISION SHEET. ANY CHANGES TO THE WORK SHOWN ON THE PLAN SHALL BE MADE BY THE ARCHITECT AND SHALL BE SHOWN ON A REVISION SHEET.

A. DETAIL NO.  
B. DETAIL NO.

ISSUE DATE: ISSUED FOR:

S.T.C. SUBMISSIONS  
SEP. 26, 2024 FOR: PERMITS  
OCT. 4, 2024 FOR: PERMITS  
OCT. 1, 2024 FOR: PERMITS

PROJECT:  
**ARENA ADDITION**  
FOR:  
ACADEMIC STE. COLE  
INTERNATIONAL, INC.  
222 DUNDAS ST. W.  
WINDSOR, ONTARIO

DRAWING TITLE:  
**ENLARGED SITE PLAN  
AND DETAILS**

DRAWING DATE: APR. 15, 2024

DRAWN BY:

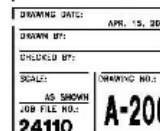
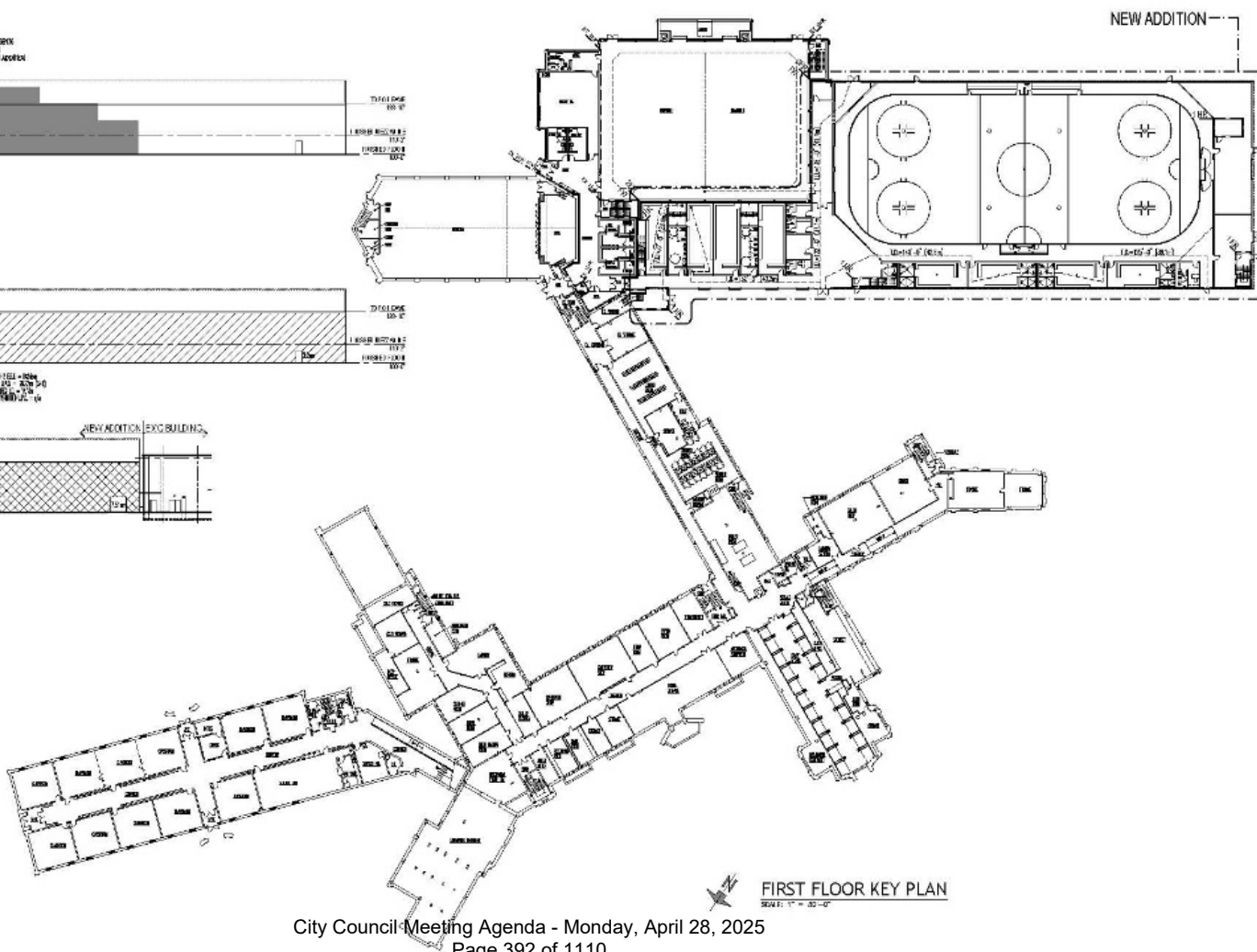
CHECKED BY:

SCALE: DRAWING NO. 1

AS SHOWN

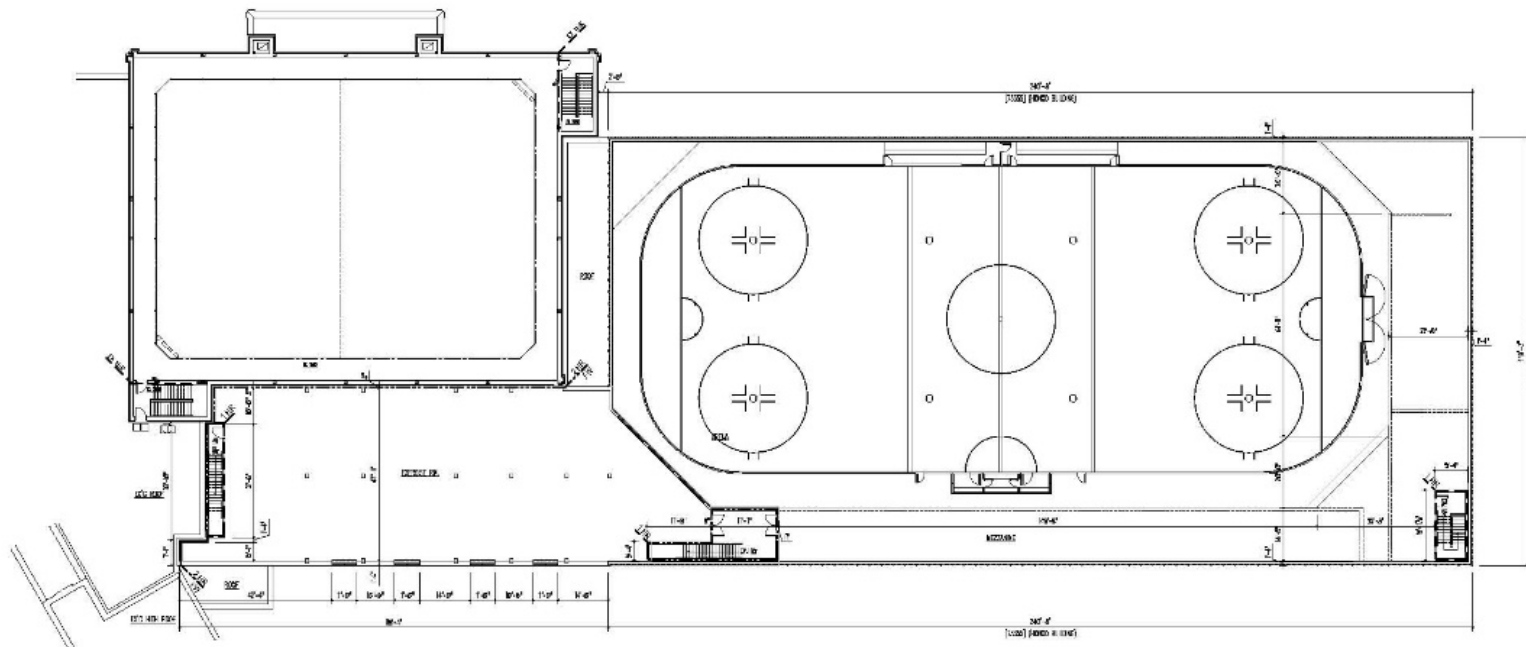
JOB FILE NO. 24110

**A-101**

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WINDBORNE  
DRAWING  
519.234.2600  
519.234.2670



# SECOND FLOOR PLAN

SCALE: 1/16" = 1'-0"

All drawings are subject to the design and construction of the building and shall not be used for any other purpose without the written consent of the architect.

A	A. DETAIL NO.
B	B. DETAIL NO.

ISSUE DATE: 55-00 FOR

S.P.C. SUMMARY	REVISION
REV. 1, 2024	ISSUED FOR
REV. 2, 2024	ISSUED FOR
REV. 3, 2024	ISSUED FOR

PROJECT:

**ARENA ADDITION**  
FOR  
ACADEMIC STE. COOLE  
INTERMEDIATE, 200 CO.  
245 COLLEGE BL.  
WINDBORNE

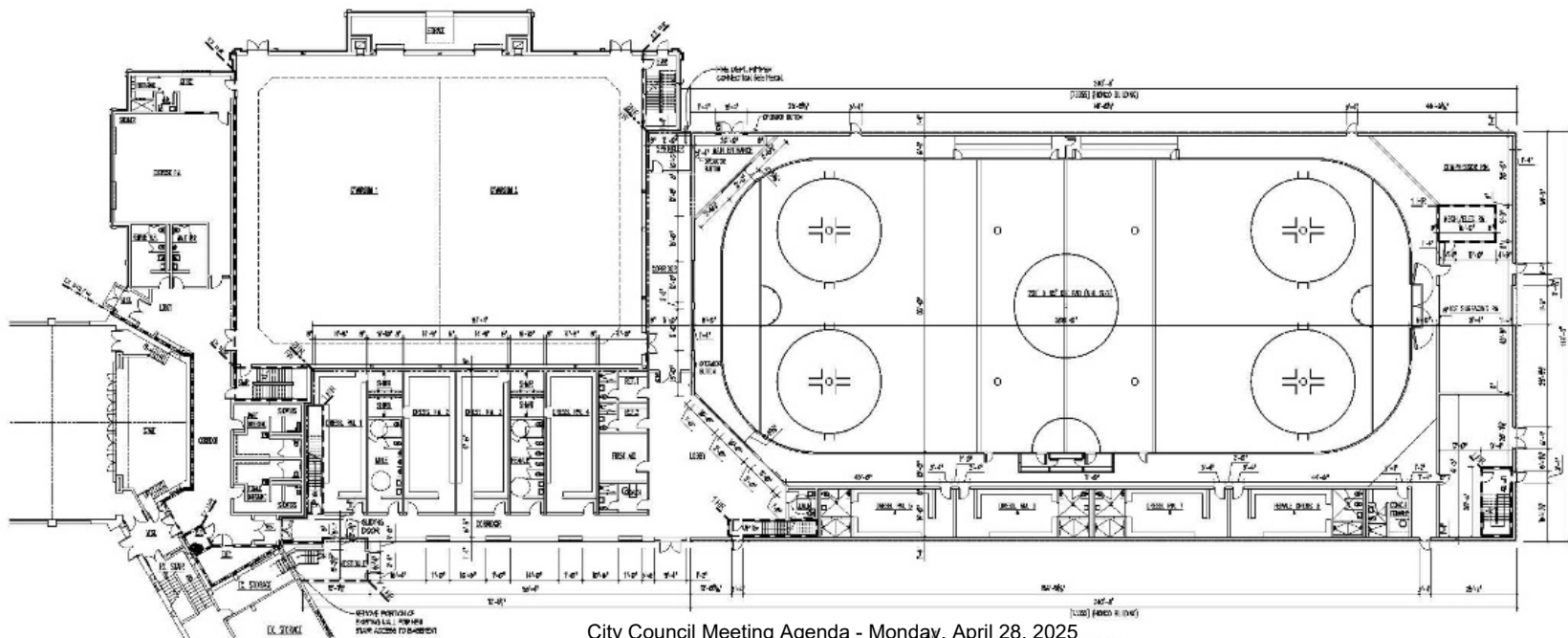
DRAWING TITLE:

**FLOOR PLAN**

DRAWING DATE: APR. 15, 2024

DRAWN BY: UNCHECKED BY:

SCALE: AS SHOWN  
JOB FILE NO.: 24110  
DRAWING NO.: A-201



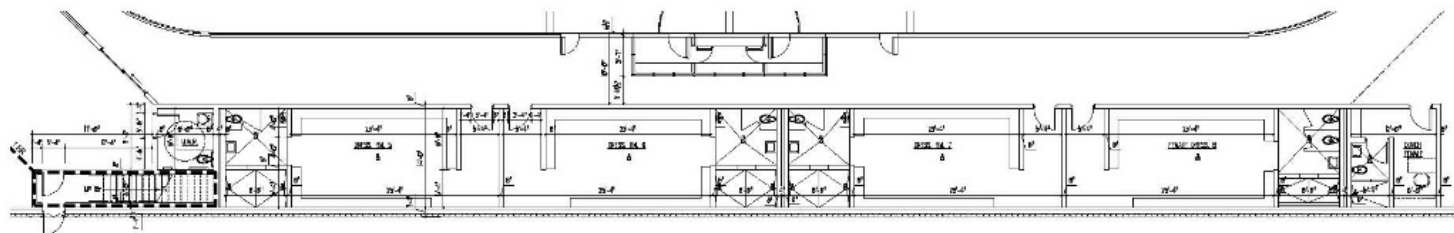
# FIRST FLOOR PLAN

SCALE: 1/16" = 1'-0"



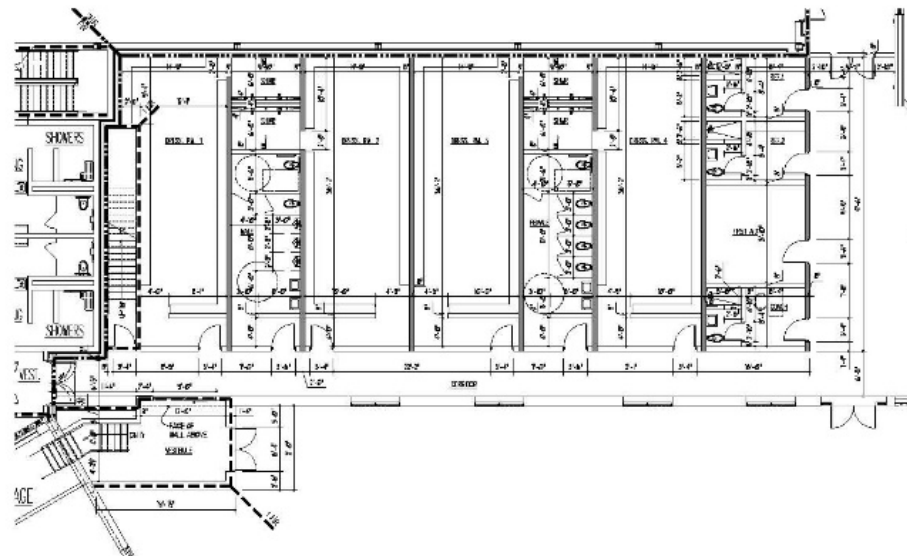
WPA/SDH  
DN/MSD

1 519.234.2802  
F 519.234.2872



ENLARGED FIRST FLOOR PLAN ARENA DRESSING ROOMS 5-8

SCALE: 1/8" = 1'-0"



ENLARGED FIRST FLOOR PLAN DRESSING ROOMS 1-4

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A. DETAIL NO.  
B. DETAIL NO.

ISSUE DATE: ISSUE FOR:

S.F.C. SUBMISSIONS

30% 20, 2024 PLANNING

40% 4, 2024 PERMIT REVIEW

60% 10, 2024 SUBMISSION 1

80% 7, 2024 PERMIT REVIEW

PROJECT:

**ARENA ADDITION**

FOR

ACADEMIC STE. COLE

INTERNATIONAL, 301 COL.

400 COLUMBIA RD.

WILSON, ONTARIO

DRAWING TITLE:

**ENLARGED PLANS**

DRAWING DATE: APR. 15, 2024

DRAWN BY:

CHECKED BY:

SCALE: AS SHOWN

JOB FILE NO.: 24110

DRAWING NO.: A-202





WINDSOR ON N6H0  
 519.254.2602  
 519.254.2672

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A. DETAIL NO.  
 B. DETAIL NO.

ISSUE DATE ISSUED FOR

S.P.C. DRAWING NO.  
 2024.04.28.2024  
 2024.04.28.2024  
 2024.04.28.2024  
 2024.04.28.2024

PROJECT

**ARENA ADDITION**  
 FOR  
 ACADEMIC SITE, CECILE  
 INTERNATIONAL SCHOOL  
 2024.04.28.2024  
 2024.04.28.2024

DRAWING TITLE

**FLOOR PLAN**

DRAWING DATE: APR. 15, 2024

DRAWN BY:

CHECKED BY:

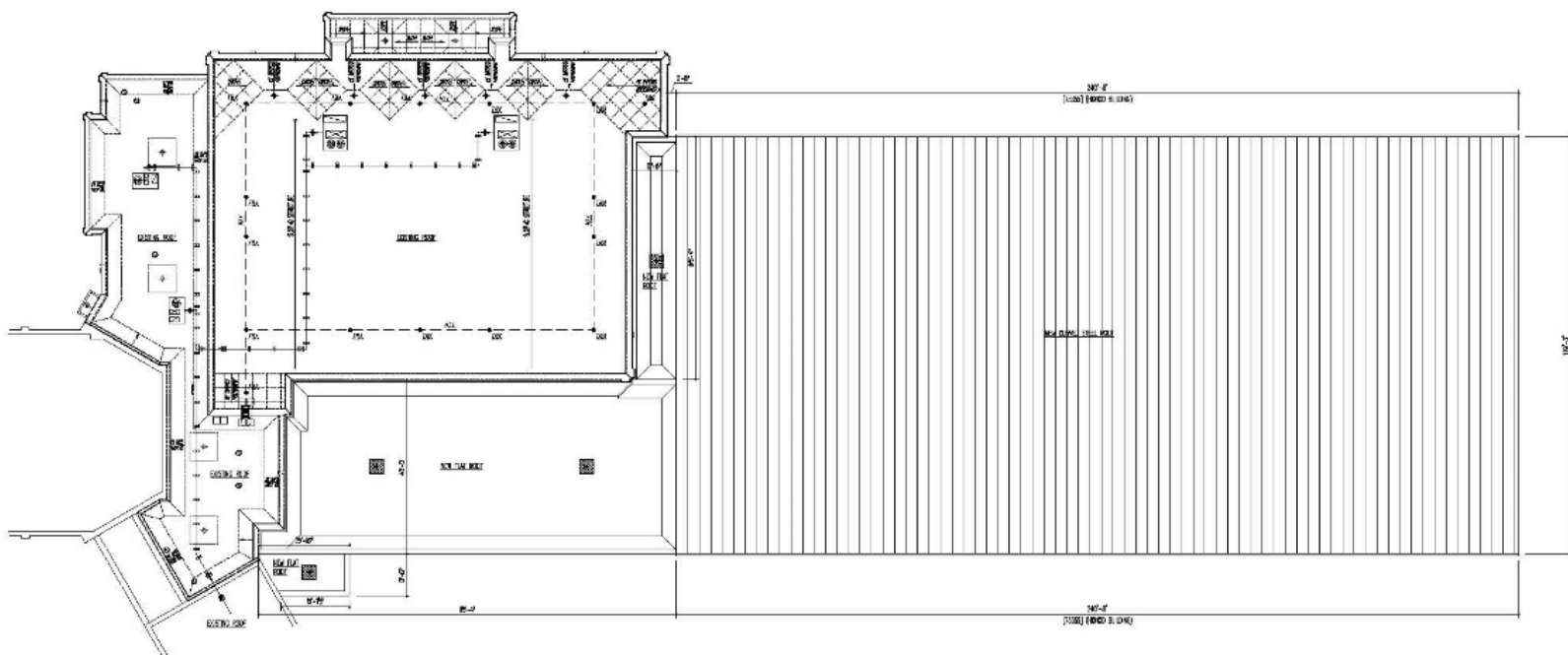
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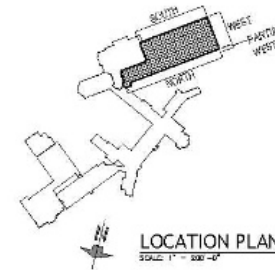
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JOB FILE NO.:

**24110**

**A-203**



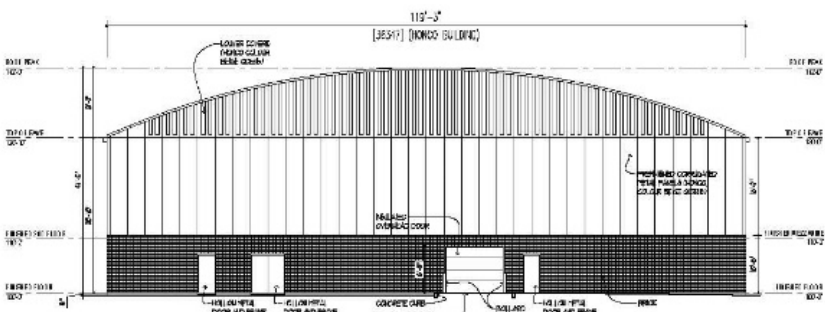


EXTERIOR MATERIALS	
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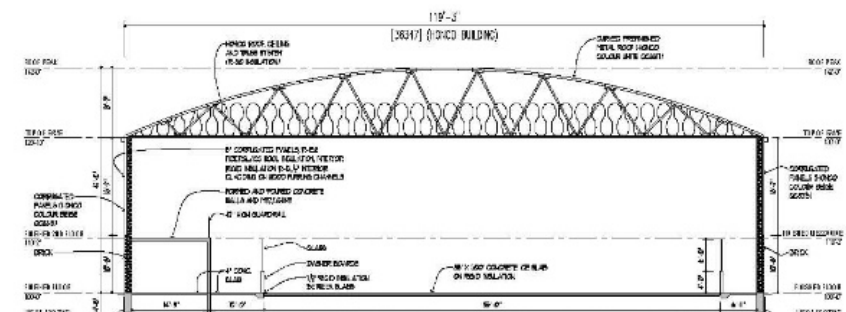


WINDSON  
ON HAWAII

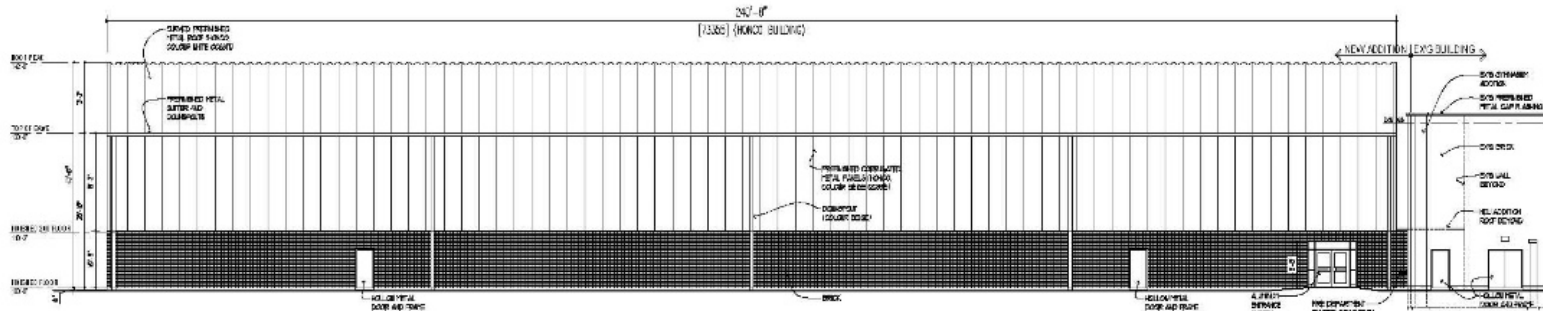
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WEST ELEVATION  
SCALE: 3/32" = 1'-0"



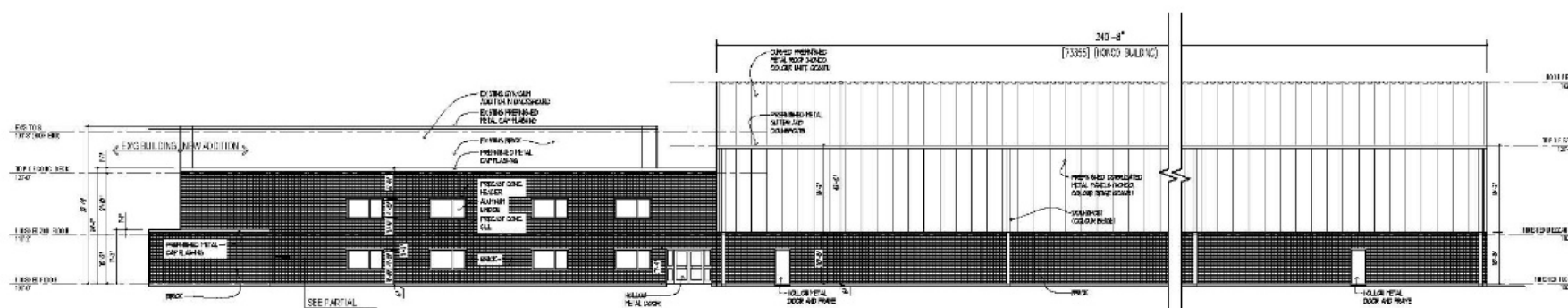
CROSS SECTION  
SCALE: 3/32" = 1'-0"



SOUTH ELEVATION  
SCALE: 3/32" = 1'-0"



PARTIAL WEST ELEVATION  
SCALE: 3/32" = 1'-0"



NORTH ELEVATION  
SCALE: 3/32" = 1'-0"

ALL CHANGES TO THIS DRAWING SHALL BE MADE BY THE ARCHITECT. NO CHANGES SHALL BE MADE BY THE OWNER OR ANY OTHER PARTY WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT.

A. DETAIL NO.  
B. DETAIL NO.

ISSUE DATE: 04/15/2024

ISSUED FOR:

S.P.C. DESIGN SERVICES  
04/15/2024  
04/15/2024  
04/15/2024

PREPARED BY:

ARENA ADDITION  
FOR  
ACADEMIC STE. COOLE  
INTERNATIONAL, INC. COO.  
AND CO-OWNERS  
WINDSON, HAWAII

DRAWING TITLE:

ELEVATIONS  
ARENA CROSS SECTION

DRAWING DATE: APR. 15, 2024

DRAWN BY:

CHECKED BY:

SCALE:

AS SHOWN

JOB FILE NO.

24110

DRAWING NO.

A-400



ACADEMIE STE. CECILE ARENA - VIEW 1 FROM COUSINEAU RD.



ACADEMIE STE. CECILE ARENA - VIEW 2 FROM COUSINEAU RD.





ACADEMIE STE. CECILE ARENA - VIEW 3 FROM COUSINEAU RD.



ACADEMIE STE. CECILE ARENA - VIEW 1 LOOKING SOUTH EAST





ACADEMIE STE. CECILE ARENA - VIEW 2 - LOOKING EAST

# Académie Ste. Cécile International School

## Additional Photos of 925 Cousineau Rd, Windsor

1



Front entrance/Chapel looking east



Looking at the chapel from the West  
Cousineau Rd entrance



Looking at the chapel from the West  
Cousineau Rd entrance



Looking East at the Chapel



Looking at the gymnasium addition and  
Connection to the Fathers Wing



Connection of the gymnasium wing to the  
Fathers wing and where the arena will connect



# Académie Ste. Cécile International School

## Additional Photos of 925 Cousineau Rd, Windsor

2



South Elevation of the Fathers wing  
where the arena would be attaching



South Elevation of the Fathers wing  
where the arena would be attaching



South Elevation of the Fathers wing  
Looking back towards the chapel



Front entrance to the last addition to the  
Elementary school



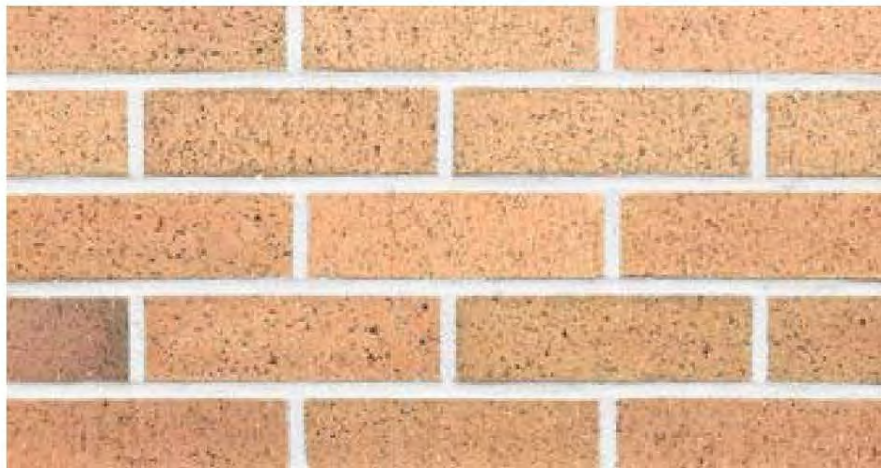
South Elevation of the Fathers wing  
Looking back towards the chapel



Front entrance looking east

Académie Ste. Cécile International School

Masonry Samples of 925 Cousineau Rd, Windsor



Glen Gery Product – Grand Canyon Velour 55%



Glen Gery Product – Clear Buff Velour 35%



Glen Gery Product – Toasted Fine Art Velour 10%



Académie Ste. Cécile International School

Masonry Samples of 925 Cousineau Rd, Windsor



Canada Brick Product – Ballycroy Matt 55%



Canada Brick Product – Osiana Matt 35%



Canada Brick Product – Copper Matt 10%

Académie Ste. Cécile International School

Masonry Samples of 925 Cousineau Rd, Windsor



**S anterra Stonecraft Product – Canyon Buff – Split-Face Masonry**

This is the Masonry product used on the latest addition to the Elementary School at Académie Ste. Cécile International School.



## RESSOURCES

# Color chart

Request a quote

## SELF-SUPPORTING STEEL BUILDINGS

**Honco offers its clientele a wide range of standard colors, and stocks pre-painted and Galvalume-finished steel.**

All paints comply with the requirements of Baycoat's Perspectra series.







QC8330 = Heron Bleu    QC8260 = Slate Blue\*    QC8315 = Beige    QC8305 = Stone Grey



QC8317 = White    QC8730 = Regent Grey    QC7500 = Silver    QC8306 = Charcoal Grey



QC8229 = Brown\*    QC8329 = Forest Green\*    Galvalume

\* Colors available for accessories only

# Do you have a construction project?

Talk to an expert

## Our offices

Québec	Montréal	Useful links
Tel. (418) : 831-2245	Toll : +1 (855) free 546-2245	Careers <a href="#">➔</a>

# HONCO

BUILDINGS

## Recreational Complex Presentation





## BUILDINGS

- ✓ HISTORY OF THE COMPANY
- ✓ HONCO TECHNOLOGY
- ✓ TYPES OF STRUCTURE
- ✓ OUR APPROACH
- ✓ THE ADVANTAGES
- ✓ COMPLETED PROJECTS



# HONCO

Considered a leader in the design  
fabrication of steel  
secured over the  
know-how resulting from its cumulated  
expertise since 1974.

## BUILDINGS

This vast experience allows HONCO to  
stand out in the recreational, commercial,  
and industrial construction projects.

For projects of any nature and size,  
HONCO professional team remains  
your reliable partner.



DESIGN



FABRICATION



INSTALLATION  
(in the Province of Québec)

## COMBINED EXPERTISES

# THE TECHNOLOGY

## The technology is based mainly on its structural panel:

### BUILDINGS

- Cold-formed on our fully automated production line;
- Steel gauge from 22 to 14;
- 1000 mm (3'-3") wide;
- 128 mm (5") deep main corrugations structural panel.



## For fast delivery, we keep in stock, a large inventory of steel (ArcelorMittal) :

- Galvalume Plus finish;
- Prepainted series Perspectra Plus from Baycoat;
- Vast choice of colors.



# TWO TYPES OF STRUCTURE

## BUILDINGS

### BUILDING WITH CURVED ROOF (Tc):

- Large clear span up to 75 m (246') depending on the region;
- Used in projects requiring wide interior space free of columns;



EFFICIENT  
SOLUTION

REDUCED  
OPERATING COSTS

CLEAR SPAN

QUICK  
TO INSTALL



# TWO TYPES OF STRUCTURES

## BUILDINGS

### LIGHT SLOPED ROOF BUILDING

(TP-3000 AND TP-4000) :

- TP-3000: large clear span up to 80 m (131') depending on the region;
- TP-4000: building width can be increased by combining Honco roof trusses with conventional support structure (steel beams and columns);
- Used mainly in commercial projects :
  - a) large size buildings;
  - b) architectural design;
  - c) large openings.

TP-4000



TP-3000



BOLTED  
CONSTRUCTION SYSTEM

DIRECT FROM  
MANUFACTURER

COMPLY WITH SAFETY  
STANDARDS ON SITE

QUALITY  
CONTROL

# THE ADVANTAGES



## Energy efficient

- Insulation is not compressed by structural elements so fully efficient
- Roof insulation blown on the ceiling panels
- Well ventilated attic
- Ceiling panel finish that reflects light

## Cost effective

- Simpler concrete foundation (8" to 10" thick)
- Bolted assembly for quick installation
- Low maintenance structure

## Flexibility

- Building height : 20 m (65") or more
- Structural columns free at perimeter
- Allowing extra aisle space and openings where needed
- Easy integration of crane bridge structure

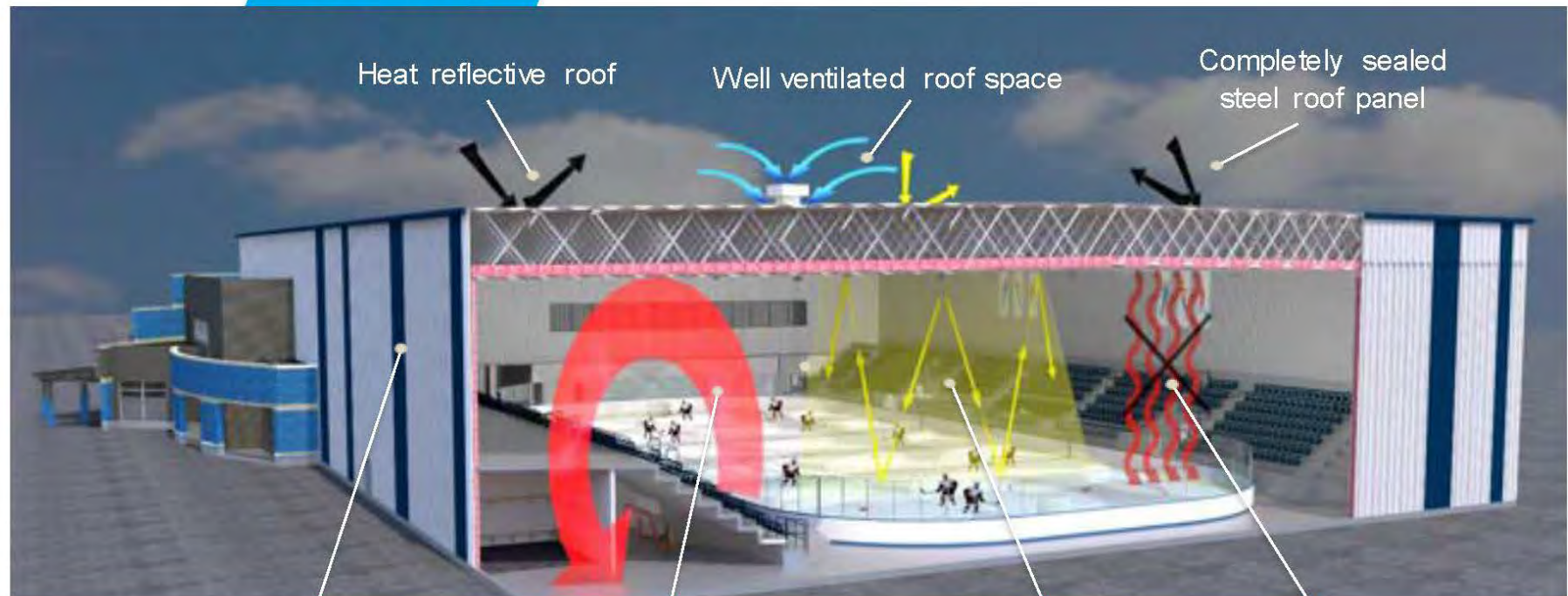
## Savings

- 5 to 10% on construction costs
- Average of 34% on operating costs
- Less volume for the transport



# THE ADVANTAGES OF HONCO ARENAS

BUILDINGS



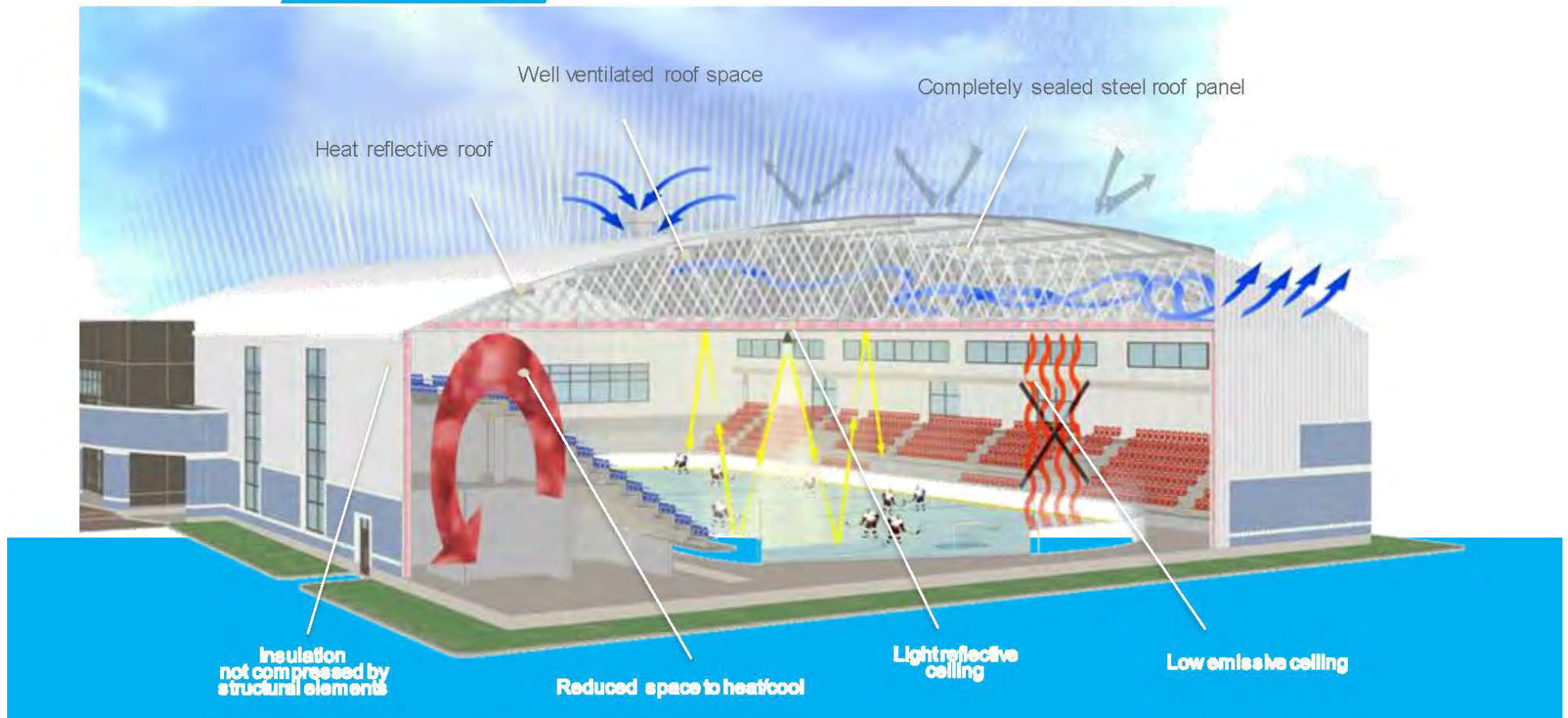
Insulation  
not compressed by  
structural elements

Reduced volume  
to heat or to cool

Ceiling Galvalume finish  
that reflects interior  
lighting

Low emissive  
ceiling

# THE ADVANTAGES OF HONCO ARENAS





# OUR PERSONALIZED APPROACH

BUILDINGS



## ACCURATE ESTIMATE

- Prepare a preliminary budget
- Develop optimal solutions
- Propose economic alternatives
- Negotiate with subtrades



## PROJECT MANAGING

- Plan the work
- Coordinate the subcontractors
- Carry out & coordinate the project
- Organize meetings and follow-ups
- Establish safety control on the site

\* (in the Province of Quebec only)

## CONSULTING SALES

- Analyze your needs
- Develop customized solutions
- Assist in designing interior layouts
- Write the proposal
- Work with client in a cooperative manner



## ENGINEERING, DRAFTING AND MANUFACTURING DEPARTMENT

- Engineering & prelim. drawings
- Prepare construction drawings
- Proceed with manufacturing
- Establish and follow quality control





# OUR SECTOR OF ACTIVITY

BUILDINGS

## Recreational projects

### Arenas projects:

- Single NHL-sized ice rink;
- Double NHL-sized ice rinks;
- Olympic-sized ice rink.

85' x 200' (25,9 m X 60,96 m)



### Soccer Stadium projects:

- 11-player surface;
- 7-player surface;
- FIFA-sized playing surface

196' X 328' (60 m x 100 m)



# OUR COMPLETED PROJECTS

A black silhouette of a construction worker wearing a hard hat and holding a rolled-up blueprint, positioned on the right side of the slide. The silhouette is set against a light blue background that also contains the main text area.

## BUILDINGS

Honco completed over 80 sports complexes in Canada, USA and abroad.

The company stood out of the competition in the 80's and the 90's by offering customized solutions to its clients.

The technology of our construction system offers an unbeatable performance for this sector of activity.

Relying in its expertise and on the benefits offered by the design, Honco obtained many contracts to execute over dozens of interior soccer fields.



## Appendix C – Additional Photos of 925 Cousineau Road



Front façade of the Entrance and Reception Wing and the Library facing Cousineau Road (Taken by City Staff on March 11, 2025).



Exterior façades of the Chapel (left) and the Fathers' and Brothers' Wing (right) with the Central Tower in the back (Taken by City Staff on March 11, 2025).



Front façade of the Fathers' and Brothers' Wing (Taken by City Staff on March 11, 2025).



Perspective of the west-facing facades looking east, with the Fathers' and Brothers' Wing on the left, the Seminarian's Wing centred, and the 2010 gymnasium addition on the right (Taken by City Staff on March 11, 2025).





Perspective looking southeast toward the 2010 gymnasium addition. The proposed arena addition will occupy the centre-midground of this photograph (Taken by City Staff on March 11, 2025).



Perspective from the detached elementary school looking south toward the historic building. The proposed arena addition will be highly visible from this viewpoint and from further backward towards Cousineau Road (Taken by City Staff on March 11, 2025).



**Committee Matters: SCM 103/2025**

**Subject: 3975 Riverside Dr E, Frank H. Joyce House – Request for Heritage Permit for Demolition and Alteration (Ward 5)**

Moved by: Councillor Kieran McKenzie  
Seconded by: Member William Tape

Decision Number: **DHSC 720**

I. THAT the request for a Heritage Permit under Section 33 and Section 34 of the *Ontario Heritage Act* for the demolition of the 1952 dormitory addition and the rehabilitation of the rear portion of the original dwelling at 3975 Riverside Drive East, Frank H. Joyce House, **BE GRANTED** to the Property Owners Maria & Viorel (Mike) Mihai as outlined in Appendix 'B' of this report;

II. THAT the Heritage Permit approval **BE SUBJECT** to the following approval conditions to the satisfaction of the City Planner or designate prior to work start:

- a. Submission of satisfactory product details and samples (including material and colour selections);
- b. Determination by the City Planner or designate that the work adheres to the details and plans as outlined in the Heritage Permit application;
- c. Determination that the work is satisfactory to meet Building code compliance;
- d. Salvage and storage of historic construction materials, namely the variegated red wire cut brick, for incorporation into proposed future rehabilitation measures for the main dwelling; and,

III. THAT the City Planner or designate **BE DELEGATED** the authority to approve any further proposed changes associated with the proposed scope of work for the demolition of the 1952 addition.

Carried.

Report Number: S 41/2025

Clerk's File: MBA/9476

**Clerk's Note:**

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 10.3 from the Development & Heritage Standing Committee held on April 7, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250407/-1/10548>



**Subject: 3975 Riverside Dr E, Frank H. Joyce House – Request for Heritage Permit for Demolition and Alteration (Ward 5)**

**Reference:**

Date to Council: April 7, 2025  
Author: Tracy Tang, MCIP, RPP  
Planner III – Heritage (Acting)  
ttang@citywindsor.ca  
519-255-6543 X 6179

Sophia Di Blasi, M. Arch  
Planner II – Research & Policy Support  
sdiblas@citywindsor.ca  
519-255-6543 X 6820

Planning & Building Services  
Report Date: 3/17/2025  
Clerk's File #: MBA/9476

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

**Recommendation:**

- I. THAT the request for a Heritage Permit under Section 33 and Section 34 of the *Ontario Heritage Act* for the demolition of the 1952 dormitory addition and the rehabilitation of the rear portion of the original dwelling at 3975 Riverside Drive East, Frank H. Joyce House, **BE GRANTED** to the Property Owners Maria & Viorel (Mike) Mihai as outlined in Appendix 'B' of this report;
- II. THAT the Heritage Permit approval **BE SUBJECT** to the following approval conditions to the satisfaction of the City Planner or designate prior to work start:
  - a. Submission of satisfactory product details and samples (including material and colour selections);
  - b. Determination by the City Planner or designate that the work adheres to the details and plans as outlined in the Heritage Permit application;
  - c. Determination that the work is satisfactory to meet Building code compliance;
  - d. Salvage and storage of historic construction materials, namely the variegated red wire cut brick, for incorporation into proposed future rehabilitation measures for the main dwelling; and

- III. THAT the City Planner or designate **BE DELEGATED** the authority to approve any further proposed changes associated with the proposed scope of work for the demolition of the 1952 addition.

**Executive Summary:** N/A

### **Background:**

The Frank H. Joyce House, also known as the former Holy Rosary Convent, was designated as a heritage property by City Council through By-law No. 142-2007 on July 30, 2007. The property, located at 3975 Riverside Drive East on the southwest corner of the intersection at George Street, is a well-preserved example of Tudor Revival architecture. Originally constructed in the 1920s for industrialist Frank Henderson Joyce, it was converted into a convent in 1953 for the Sisters of St. Joseph who occupied it until 2006. The property was then owned and operated by the Académie Ste-Cécile International School as the “Cecilia Retreat House”, however it has been vacant and unoccupied since the late 2010s. The Statement of Significance for the property is included as Appendix ‘A’.



Subject property as viewed from Riverside Drive East (Google Streetview, November 2023)

On February 18, 2025, John Bortolotti of Sfera Architectural Associates Inc. (applicant) informed City Staff of the new Property Owners’ intent to demolish the 1952 addition to facilitate the rehabilitation of the property as a single-family residence for their personal use. A complete Major Heritage Permit application for the proposed demolition and rehabilitation was received on February 24, 2025.

The purpose of this report is to evaluate the proposed demolition of the 1952 addition and assess its impact on the heritage significance of the Frank H. Joyce house.

### **Legal Provisions:**

The *Ontario Heritage Act (OHA)* requires the Owner of a heritage designated property to apply to Council to alter the property (per Section 33 of the *OHA*) and to demolish or remove a building or structure on the property whether or not the demolition or removal would affect the property’s heritage attributes (per Section 34 of the *OHA*). The

designation by-law includes heritage attributes (see Appendix 'A'). In accordance with the *OHA*, changes to a designated property that is likely to affect the property's heritage attributes must be considered by City Council after consulting with its municipal Heritage Committee. Council has the option of granting consent with or without terms and conditions, or refusing the application within 90 days of notice of complete application. Heritage designations apply to the entire property, and new construction, including the proposed development, may impact its heritage attributes and must be assessed.

## **Discussion:**

### **Property Description:**



Close-up of the front (north) façade of the original dwelling

The Tudor Revival-style residence known as the Frank H. Joyce House sits prominently on Riverside Drive East with a generous landscaped front yard setback. The property is a rare remaining example of the upscale residences that once lined Riverside Drive during the early 20th century. Many similar homes have since been replaced by modern developments, making this property a significant remnant of the area's historical character.



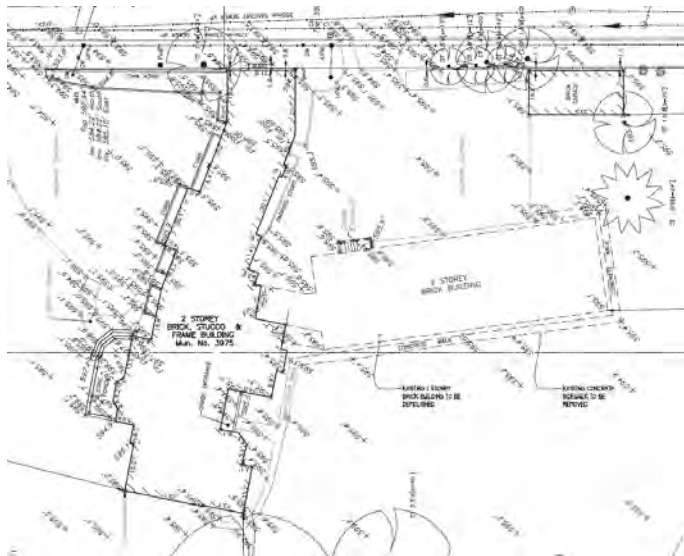
Side (east) façade of the 1952 dormitory addition

Its architectural significance lies in its Tudor Revival design by George Masson of the firm Sheppard & Masson. The house features half-timbering with stucco infill, brick with cut limestone trim, decorative chimneys, and leaded stained-glass windows. Originally built as a private estate, the property was converted into a convent in 1953. The building's long-standing use as the Holy Rosary Convent further enhances its cultural value. The Sisters of St. Joseph played a key role in education and social services in Windsor, making this site an important landmark.

The 1952 addition was designed by the locally significant architect John Boyde, known for his work on Catholic Church-related projects. The addition was constructed to accommodate 40 or more Sisters, providing additional residential and communal spaces. However, it was built in a style that does not match the original Tudor Revival design.

### **Proposal:**

The applicant proposes to completely demolish the existing two-and-a-half-storey dormitory (1952 addition) and restore the Frank H. Joyce House to its original single-family dwelling use. The demolition proposed will remove a structure that lacks architectural heritage value and does not integrate with the original house. The masonry from the demolished addition will be salvaged and repurposed for infilling areas where the addition was connected to the main house. The reclaimed masonry is also proposed to be used to construct a fence along the side property line of George Avenue, ensuring that new elements remain visually consistent with the historic property.



The original house's façade, which remains intact beneath previous renovations, will be carefully restored by cleaning and re-pointing the brick. Some areas, particularly former window openings that were converted into doors when the addition was constructed, will require additional masonry patching to match the original design.

### **Proposed demolition plan**

The current Owners intend to reside in the home, and the removal of the 1952 addition is necessary to return the property to its original function as a single-family dwelling. The Owners and their applicant are justifying the proposed demolition due to the following factors:

- The 1952 addition does not contribute to the architectural integrity of the original house.
- Its removal will enhance the historical value of the property by restoring it to its intended Tudor Revival style.
- The addition's functional limitations make rehabilitation impractical.
- The building has been vacant for several years and will remain unoccupied unless it is rehabilitated for residential use.



- Returning the home to a single-family dwelling ensures its long-term viability and preservation.

### Heritage Conservation Considerations:

Section 4.3.2 Exterior Form in the *Standards & Guidelines for the Conservation of Historic Places in Canada* provides direction for the best heritage practices when dealing with heritage building façades.

#### ADDITIONAL GUIDELINES FOR RESTORATION PROJECTS

	Recommended	Not Recommended
24	<b>Reinstating</b> the building's exterior form from the restoration period, based on documentary and physical evidence.	

#### REMOVING EXISTING FEATURES FROM OTHER PERIODS

25	<b>Removing</b> a non character-defining feature of the building's exterior form, such as an addition built after the restoration period.	<p>Failing to remove a non character-defining feature of the building's exterior form that confuses the depiction of the building's chosen restoration period.</p> <p>Removing a feature from a later period that serves an important function in the building's ongoing use, such as a fire escape.</p>
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#### RECREATING MISSING FEATURES FROM THE RESTORATION PERIOD

26	<b>Recreating</b> missing features of the exterior form that existed during the restoration period, based on physical or documentary evidence; for example, duplicating a dormer or restoring a carport that was later enclosed.	Constructing a feature of the exterior form that was part of the building's original design but was never actually built, or a feature thought to have existed during the restoration period but for which there is insufficient documentation.
----	--	---

The demolition of the 1952 addition and rehabilitation of the rear portion of the original house proposed by the applicant adheres to the *Standards & Guidelines for the Conservation of Historic Places in Canada*. By removing the unsympathetic addition and restoring the original façade, the Owners and applicant wish to return the Frank H. Joyce House to its original grandeur, preserving its architectural significance while ensuring its continued use as a residential property.

However, the 1952 addition is historically associated the well-known local architect John Boyde, as well as the Sisters of St. Joseph and their use of the property as the Holy Rosary Convent. These factors are referenced in the designation by-law for the property. Heritage Planning Staff suggest the possibility of an interpretation or commemoration of the lost heritage resource where appropriate.

### Official Plan Policy:

The Windsor Official Plan states "Council will recognize Windsor's heritage resources by: Designating individual buildings, structures, sites and landscapes as heritage properties under the Ontario Heritage Act." (9.3.3.1(a))

The Plan includes protection (9.3.4.1). “Council will protect heritage resources by: (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...”

### **Risk Analysis:**

The demolition of the rear 1952 addition to the Frank H. Joyce House would allow the Property Owners to restore the original house and occupy it as a single-family dwelling. The risk of inappropriate demolitions and alterations on the heritage designated property is being mitigated through the Heritage Permit application process and conditions prior to work commencement. The risk of denying the Heritage Permit application is that the property remains vacant and unoccupied as is, which could accelerate the deterioration of the heritage structure to weathering and age.

### **Climate Change Risks**

**Climate Change Mitigation: N/A**

**Climate Change Adaptation: N/A**

### **Financial Matters:**

There is no cost to the City; the Property Owners are paying the full cost for the proposed demolition and rehabilitation of the original dwelling.

### **Consultations:**

Heritage Planning Staff have been in discussion with the Applicant regarding the proposal since February 2025. An in-person meeting was held on March 3, 2025 to further discuss the application. Heritage Planning Staff also met with the Property Owner and Applicant at the subject property for a site visit on March 11, 2025. Kate Tracey, Senior Legal Counsel, Legal Department, and Building Department Staff were consulted in the preparation of this report.

### **Conclusion:**

The Heritage Permit application to remove the 1952 addition and restore the south portion of the original house is consistent with the objectives of the Windsor Official Plan and the *Ontario Heritage Act*. The demolition will allow for the rehabilitation of the Frank H. Joyce House as a single-family residence while preserving its key heritage attributes. The Heritage Permit request is recommended for approval, subject to conditions. The delegation of final details prior to work start would be more expediently handled through Staff review and approval.

**Planning Act Matters: N/A**

**Approvals:**

<b>Name</b>	<b>Title</b>
Tracy Tang	Planner III – Heritage (A)
Jason Campigotto	Deputy City Planner – Growth (A)
Neil Robertson	City Planner/Executive Director – Planning and Development
Kate Tracey	Senior Legal Counsel
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administrative Officer

**Notifications:**

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

**Appendices:**

- 1 Appendix A – Reasons for Designation from Designation Bylaw 142-2007
- 2 Appendix B – Heritage Permit Application
- 3 Appendix C – Additional Photos of 3975 Riverside Drive East



(from By-law No. 142-2007, July 30, 2007)

## **SCHEDULE “B”**

### **Reasons for Designation**

#### **Frank H. Joyce house**

#### **3975 Riverside Drive East (Plan 61, Pt. Lot 5, Pt. Lot 6)**

### **Description of Historic Place**

The Frank H. Joyce house, also known as the Holy Rosary Convent, is located at 3975 Riverside Drive East, on the southwest corner of George Street in the former Town of Ford City/East Windsor, now part of the City of Windsor. It is a well-preserved brick and half-timbered Tudor Revival style house, built in the 1920s for industrialist Frank Henderson Joyce. In 1953 it was converted to a convent for the Sisters of St. Joseph and utilized for that purpose until 2006.

### **Heritage Value**

#### **Historic Value**

The Frank H. Joyce house is historically significant because it is representative of the quality homes that were being built for prominent citizens along Riverside Drive in Ford City during the early part of the 20th century. The house was built for industrialist Frank Henderson Joyce who made his fortune in the newly-emerging automotive industry. The five car garage and servants' quarters, built in the early 1920s, were incorporated into the main house, built in 1926-1927. The house was sold in 1937 to Thomas E. Walsh, an advertising agency owner. (Walsh's agency was the first to produce Chrysler advertisements when they came to Canada.) It was sold to the Western Ontario Broadcasting Co. (now CKLW) in 1944. Reportedly, the company wanted to move the radio station there, but the neighbours objected, so the house was leased to John Bankhead (uncle of actress Tullulah Bankhead) the United States Vice Council in Windsor. In 1951 it was sold to Paul Tetzloff and one year later (March 20, 1952), was acquired by the Sisters of St. Joseph for a convent. The Sister's convent on Cadillac Street was overcrowded and they were looking for a place to accommodate 40 or more Sisters. After the Sisters purchased the property in 1952, John Boyde, a well known Windsor architect who did a lot of work for the Catholic Church, was employed to plan a new wing off George Avenue and to renovate the main house.

The use of the house as the Holy Rosary Convent from 1953 until 2006 is also significant. The Convent has been a residence for Sisters who taught music and art and for teachers in elementary and high schools throughout the City of Windsor. Later on the Sisters became involved in other ministries, including pastoral work in hospitals and parishes, in counseling and outreach to the aged, the poor and the marginalized.

## **Architectural Value**

The house on the property, designed by renowned local architect George Masson of the firm Sheppard and Masson, is architecturally significant as a well-preserved example of the Tudor Revival style – which reached its height of popularity between the World Wars. The house has design features typical of the style: asymmetrical, grounded, with a steeply pitched gabled roof, and a mixture of materials such as red brick, cut limestone, and half-timbering with stucco infill. Windows are tall with multiple panes and the front door is wooden with an arched cut stone surround. Bay windows are found on the first floor, west of the main entrance, and on the front east gable end. Chimneys are tall and decorative. The iron fence along the north and east property line, installed in 1953, is from the Sister's House of Providence in London.

## **Contextual Value**

The house is located on the south side of Riverside Drive, a two-lane scenic parkway that follows the shore of the Detroit River from the Ambassador Bridge in west Windsor to the Town of Tecumseh border in east Windsor. Windsor's developmental history is evident along the "Drive" – from former railway lands in central Windsor, to Hiram Walker & Sons industry in the former Town of Walkerville, to the Ford Motor Company facilities in the former Town of Ford City (later East Windsor) and the upscale residential areas to the east. Many of the fine homes built along Riverside Drive during the Ford City era have disappeared – replaced by new low-density housing (as the former Henkel estate on the east side of George Ave.) or by medium-density housing (as the townhouse development immediately to the west) or by high-density housing (as the high-rise apartments and condominiums further to the east.) The Frank H. Joyce house / Holy Rosary Convent is a remnant of the original development along Riverside Drive – and due to its long use as a convent, coupled by its aesthetic value (heritage house, expansive landscaped front lawn, and wrought iron fence) it is a landmark structure in east Windsor.

## **Character Defining Elements**

### **Items that contribute to the historical value of the Frank H. Joyce house include:**

- Its association with industrialist Frank H. Joyce, who had the house built in 1926-1927, when the area was part of Ford City. It is typical of the fine homes that were being built for prominent citizens along Riverside Drive during this period.
- Its association with the Sisters of St. Joseph who used the house as a convent from 1953 until 2006. The Sisters have contributed much to Roman Catholic education and community service in our community.

### **Exterior features that contribute to the architectural value of the Frank H. Joyce house include:**

- Its design by George Masson of the prominent local architectural firm of Sheppard & Masson
- The overall Tudor Revival style of the building - asymmetrical, grounded, with a steeply pitched gabled roof
- The ornamental half-timbering with stucco infill
- The brick construction with cut limestone trim
- The tall windows with multiple panes; leaded stained glass panels in the library and stair landing windows; The bay windows (first floor, west of the main entrance, and front east gable end)
- The wooden front door with arched cut stone surround
- The tall decorative chimneys
- The wrought iron fencing

**Characteristics that contribute to the contextual value of the Frank H. Joyce house include:**

- Its prominent location facing Riverside Drive East – a scenic parkway that follows the Detroit River
- The generous landscaped/treed setback from Riverside Drive that allows an unobstructed view of the house from the street
- Its status as one of the remaining original fine homes built during Windsor’s early development when this area was part of the former Town of Ford City
- Its landmark status as the “Holy Rosary Convent” – in recognition of its use by the Sisters of St. Joseph from 1953 until 2006

## APPLICATION TYPE

☐ **Minor Heritage Permit**  
(Delegated Authority Approval)

☐ **Major Heritage Permit**  
(City Council Approval)

☒ **Demolition**

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

Provide in full the name of the applicant, registered owner and agent, the name of the contact person, and address, postal code, phone number, 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) Maria & Viorel (Mike) Mihai  
Company or Organization \_\_\_\_\_  
Mailing Address 919 Cousineau Rd.  
City, Province Windsor, ON Postal Code N9G 1V6  
Email vmihai54@yahoo.ca Phone(s) 519-791-2357

#### REGISTERED OWNER IF NOT APPLICANT

Contact Name(s) \_\_\_\_\_  
Company or Organization \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Email \_\_\_\_\_ Phone(s) \_\_\_\_\_

#### AGENT AUTHORIZED BY REGISTERED OWNER TO FILE THE APPLICATION

Contact Name(s) John Bortolotti  
Company or Organization Sfera Architectural Associates Architects Inc  
Mailing Address 4510 Rhodes Dr, Unit 220  
City, Province Windsor, ON Postal Code N8W 5K5  
Email jbortolotti@sferaarch.com Phone(s) 519-254-2600

#### Who is the primary contact?

☐ Applicant

☐ Registered Owner

☒ Agent

## 2. SUBJECT PROPERTY

Municipal Address: 3975 Riverside Drive

Legal Description (if known): Parts of Lots 5 & 6 Registered Plan 61

Building/Structure Type:

☒ Residential      ☐ Commercial      ☐ Industrial      ☐ Institutional

Heritage Designation:

☒ Part IV (Individual)      ☐ Part V (Heritage Conservation District)

By-law #: 142-2007      District: \_\_\_\_\_

Is the property subject to a Heritage Easement or Agreement?

☒ Yes      ☐ No

## 3. TYPE OF APPLICATION

Check all that apply:

☐ Demolition/Removal of heritage attributes      ☐ Addition      ☐ Erection      ☐ Alteration\*  
☒ Demolition/Removal of building or structure      ☐ Signage      ☐ Lighting

\*The *Ontario Heritage Act's* definition of "alter" means to change in any manner and includes to restore, renovate, repair or disturb.

## 4. HERITAGE DESCRIPTION OF BUILDING

Describe the existing design or appearance of buildings, structures, and heritage attributes where work is requested. Include site layout, history, architectural description, number of storeys, style, features, etc..

We are looking to demolish the existing 1952 addition designed by local Architect John  
Boyde While John did some significant work in London for the Diocese of London this  
Addition is not significant architecturally. The property is significant because of the  
Frank H Joyce House as an excellent example of Tudor Revival style house Built in  
1920 designed by George Mason local Architect from Sheppard and Mason Architects.

## 5. PROPOSED WORK

Provide a detailed written description of work to be done, including any conservation methods you plan to use. Provide details, drawings, and written specifications such as building materials, measurements, window sizes and configurations, decorative details, etc.. Attach site plans, elevations, product spec sheets, etc. to illustrate, if necessary.

The existing two and half storey dormitory (1952 addition) will be demolished completely

The existing masonry will be salvaged for use to infill at the removed stairwell and also

to install masonry fencing along the George Ave property line. The connection where

the demolished building attaches to the existing heritage house is where we will have

to repair some of the masonry, but upon our review the majority of the original masonry

or the house is existing and will be cleaned and re-pointed so minimal changes will

have to be done to bring back to the original elevation of the Frank H Joyce house.

## 6. HERITAGE PERMIT RATIONALE

Explain the reasons for undertaking the proposed work and why it is necessary.

The new owner of the property wants to live in the house and the dormitory 1952

addition has to be removed. The intent is to keep this property as originally intended

a Tudor Revival style house complete.

Describe the potential impacts to the heritage attributes of the property.

The impact is the removal of the 1952 addition which has no architectural heritage

value will actually improve the historical value of the Frank H Joyce house keeping it as

a residential property as originally intended.

## 7. CHECKLIST OF MATERIALS SUBMITTED

 Check all that apply:

Required:

- ☒ Photographs (showing the current condition and context of existing buildings, structures, and heritage attributes that are affected by the application)
- ☒ Site plan/ Sketch (showing buildings on the property and location of proposed work(s))
- ☒ Architectural drawings of proposed work(s) (e.g. existing and proposed elevations, floor plans, roof plans, etc., as determined by Heritage Planning staff)
- ☐ Specifications of proposed work(s) (e.g. construction specification details)

Potentially required (to be determined by Heritage Planning staff):



- ☐ Registered survey
- ☐ Material samples, brochures, product data sheets etc.
- ☐ Cultural Heritage Evaluation Report
- ☐ Heritage Impact Assessment (HIA)
- ☐ Heritage Conservation Plan
- ☐ Building Condition Assessment

## 8. NOTES FOR DECLARATION

*The applicant hereby declares that the statements made herein and information provided are, to the best of their belief and knowledge, a true and complete representation of the purpose and intent of this application.*

*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.*

  
\_\_\_\_\_  
Signature of Applicant(s)  
  
\_\_\_\_\_  
Signature of Applicant(s)

February 07,2025

\_\_\_\_\_  
Date

February 07,2025

\_\_\_\_\_  
Date



## 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, Viorel (Mike) Mihai, am the registered owner of the land that is  
name of registered owner

subject of this application for a Heritage Alteration Permit and I authorize

John Bortolotti to make this application on my behalf.  
name of agent



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

February 07, 2025

\_\_\_\_\_  
Date

If Corporation – I have authority to bind the corporation.

### B. Consent to Enter Upon the Subject Lands and Premises

I, Viorel (Mike) Mihai, hereby authorize the members of the Windsor Heritage 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

February 07, 2025

\_\_\_\_\_  
Date

If Corporation – I have authority to bind the corporation.

### 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.

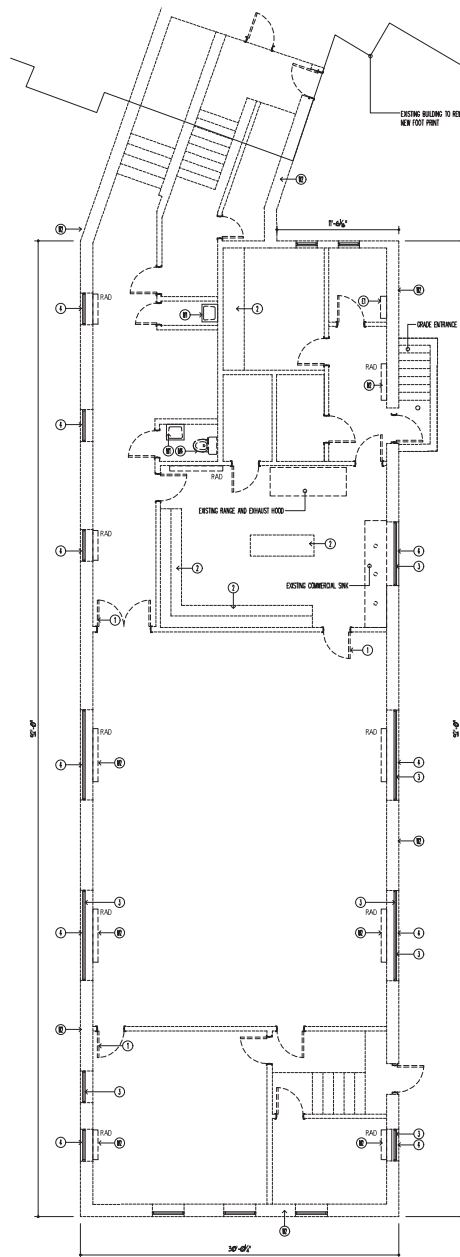


\_\_\_\_\_  
Signature of Applicant

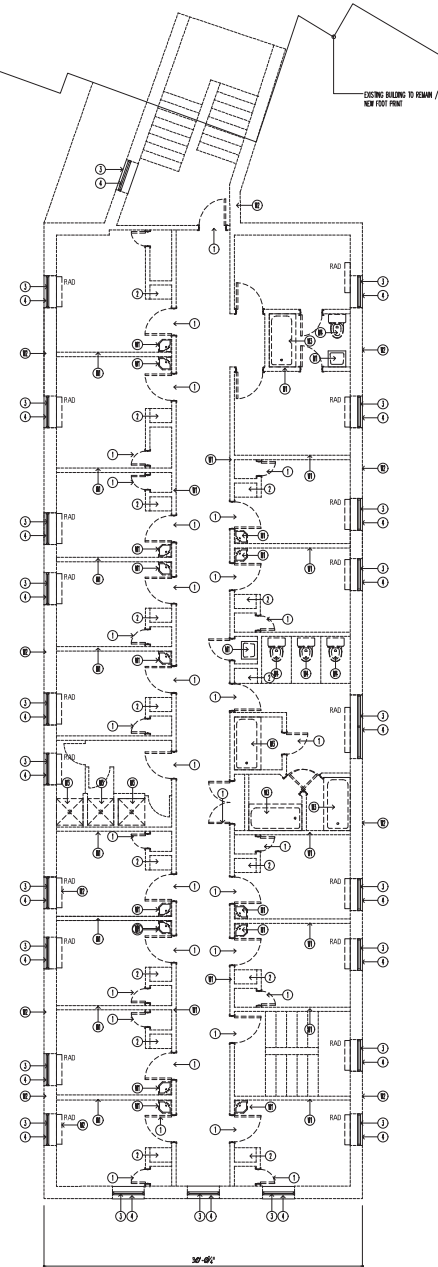
February 07, 2025

\_\_\_\_\_  
Date

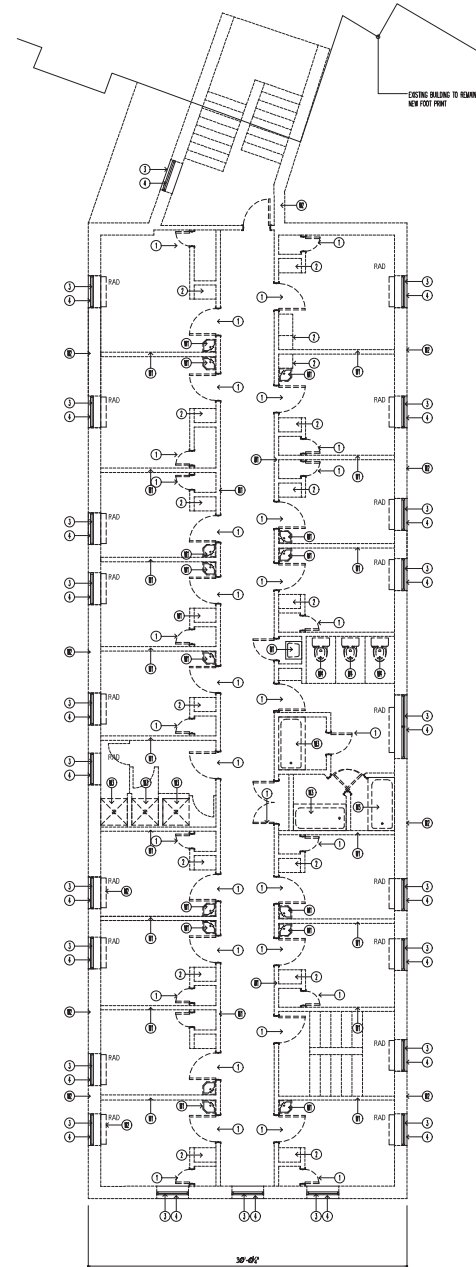




**EXISTING BASEMENT DEMOLITION PLAN**  
SCALE = 3/16" = 1'-0"



**EXISTING FIRST FLOOR DEMOLITION PLAN**  
SCALE = 3/16" = 1'-0"



**EXISTING SECOND FLOOR DEMOLITION PLAN**  
SCALE = 3/16" = 1'-0"

- DEMOLITION NOTES:**  
**GENERAL NOTES**
1. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR GOOD DEMOLITION. IF ALL REINFORCING BARS AND STEEL ARE TO BE REMOVED, THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL OF ALL REINFORCING BARS AND STEEL FROM THE EXISTING BUILDING ON A DAILY BASIS.
  2. SEE MECHANICAL AND ELECTRICAL DRAWINGS FOR THE REMOVAL OF EXISTING PLUMBING AND HEATING EQUIPMENT, LIGHT FIXTURES, LOFT CHAIRS, ELECTRICAL PANELS, PLUMBING FIXTURES, AND FURNITURE ETC.
  3. ALL LOFT FURNITURE / ROOM BOXES, SHELVES, CLOSETS, CLOSET, APPLIANCES ETC. TO BE REMOVED BY THE OWNER PRIOR TO DEMOLITION.
  4. ALL EXISTING WALL MOUNTED ITEMS SUCH AS CLOSETS, MECHANICAL, SHELVES, CLOSETS ETC. TO BE REMOVED BY CONTRACTOR.
  5. FIRE AND SMOKE DETECTORS, FIRE ALARM BELL, ELECTRICAL CHIMNEY AND WATERS AND WATERS DETECTORS TO BE REMOVED AND RELOCATED OR TURNED OVER TO OWNER AS REQUIRED. EXISTING ELECTRICAL CHIMNEY.
  6. GENERAL CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFYING ALL EXISTING CONDITIONS TO ENSURE IT IS WORTHY OF USE. CONTRACTOR HAS TO SAFELY VERIFY ALL EXISTING CONDITIONS AND SHALL CORRECTLY ALL REQUIRED DEMOLITION WITH HIS SUB-PARTS.

WALLS	
(1) EXISTING STUD AND BRICK PARTITION	
(2) EXISTING EXTERIOR WALL SECTION TO BE REMOVED, BRICK POWER TO BE CLOSED AND STOPS ON THE TOP OF THE	
ELECTRICAL	
(1) EXISTING ELECTRICAL PANEL	
MECHANICAL	
(1) EXISTING SINK	
(2) EXISTING WARM WATER	
(3) EXISTING HOT TUB / SHOWER	
(4) EXISTING TUB	
MISCELLANEOUS	
(1) BRICK STAIR AND TOWER	
(2) EXISTING BUILDING	
(3) EXISTING WINDOW	
(4) EXISTING PORCH ALL	



WINDSOR T 319.254.2800  
ONTARIO F 319.254.2870

All drawings and related documents are the property of the ARCHITECT and shall be returned upon request. Reproduction of drawings and related documents in part or whole is prohibited without the ARCHITECT'S WRITTEN PERMISSION.

A. DETAIL NO.  
B. DETAILED ON

ISSUE DATE: FEB 13, 2025  
ISSUED FOR: PERMIT

PROJECT

**MINAI RESIDENCE**  
3875 RIVERSIDE DR

WINDSOR, ONTARIO

DRAWING TITLE

**PARTIAL PLAN - DEMOLITION**

DRAWING DATE: JUN 30, 2022  
DRAWN BY:  
CHECKED BY:  
SCALE: AS SHOWN  
JOB FILE NO.: 21102  
DRAWING NO.: A-200



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A. DETAIL NO.  
B. DETAILED ON

ISSUE DATE FEB 13, 2025  
ISSUED FOR PERMIT

PROJECT

MINAI RESIDENCE  
3875 RIVERSIDE DR

WINDSOR, ONTARIO

DRAWING TITLE

GROUND FLOOR PLAN  
AND  
SECOND FLOOR PLAN

DRAWING DATE: JUN 30, 2022

DRAWN BY:

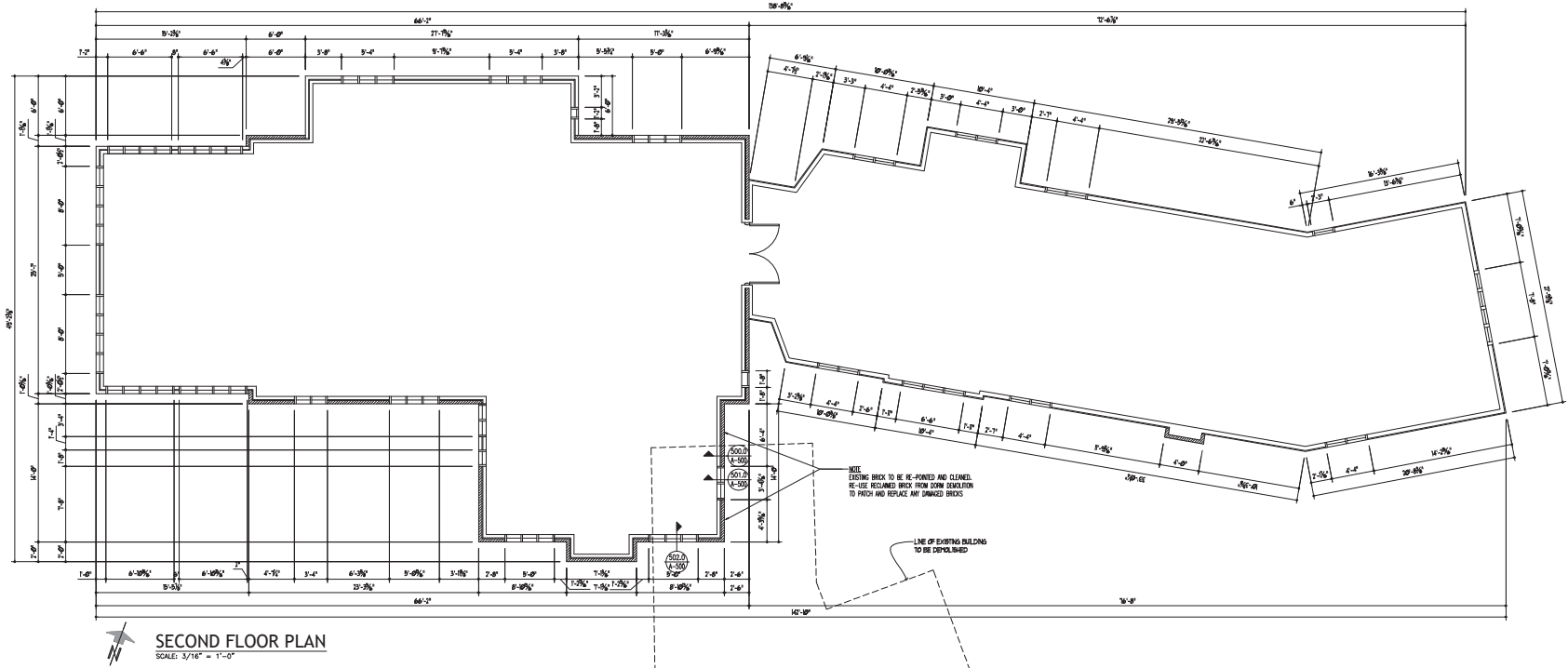
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SCALE:

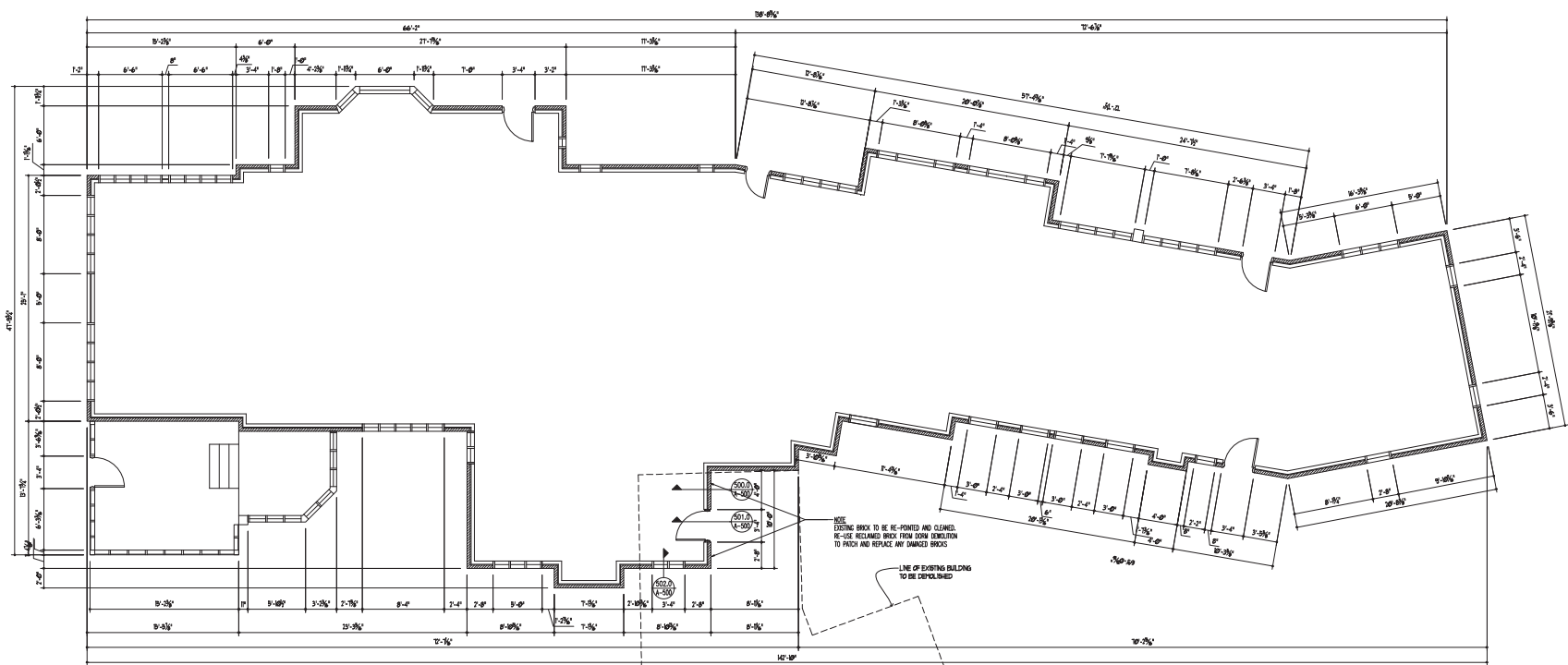
AS SHOWN

JOB FILE NO.: 21102

DRAWING NO.: A-201



SECOND FLOOR PLAN  
SCALE: 3/16" = 1'-0"



GROUND FLOOR PLAN  
SCALE: 3/16" = 1'-0"





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A. DETAIL NO. B. DETAILED ON

ISSUE DATE FEB 13, 2025 ISSUED FOR PERMIT

PROJECT

MINAI RESIDENCE  
3875 RIVERSIDE DR

WINDSOR, ONTARIO

DRAWING TITLE

ELEVATIONS

DRAWING DATE: JUN 30, 2022

DRAWN BY:

CHECKED BY:

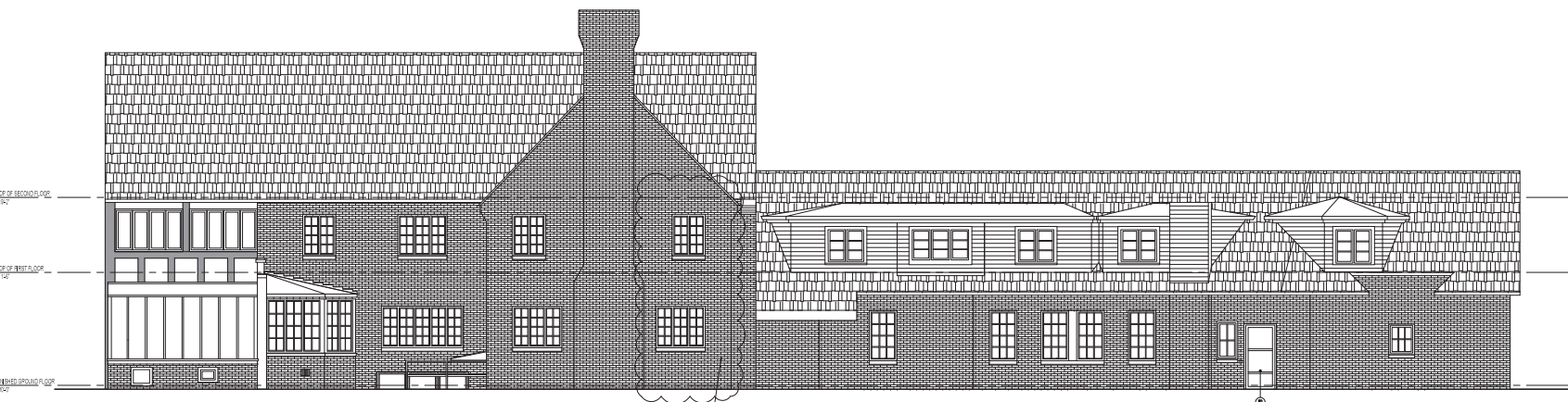
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JOB FILE NO.: 21102

DRAWING NO.: A-400

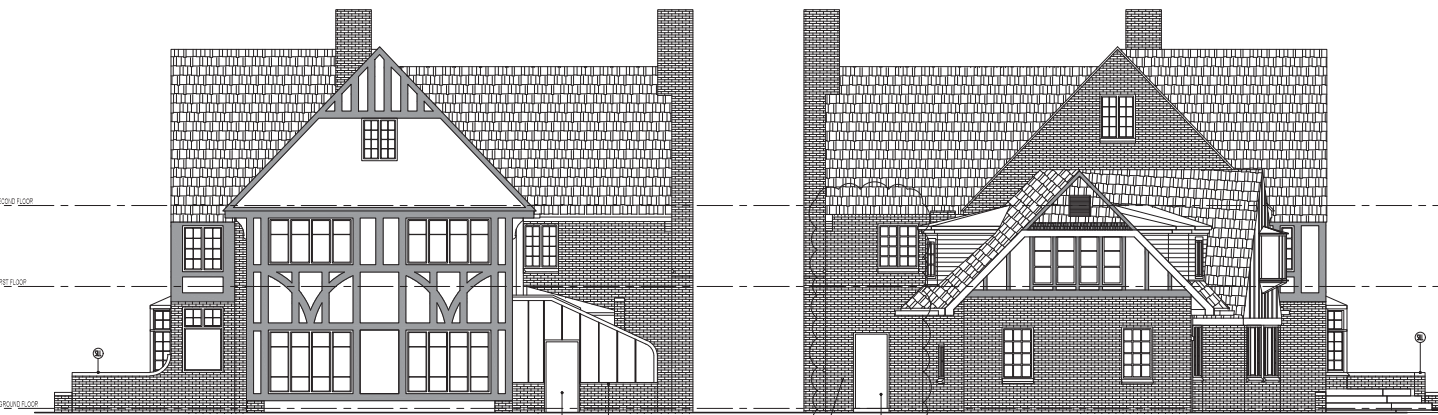


**NORTH ELEVATION**  
SCALE = 3/16" = 1'-0"



**SOUTH ELEVATION**  
SCALE = 3/16" = 1'-0"

NOTE:  
EXISTING BRICK TO BE RE-POINTED AND CLEANED.  
RE-USE RECLAIMED BRICK FROM DONOR  
CONSTRUCTION TO PATCH AND REPLACE ANY  
DAMAGED BRICKS



**WEST ELEVATION**  
SCALE = 3/16" = 1'-0"

**EAST ELEVATION**  
SCALE = 3/16" = 1'-0"

**EXTERIOR FACADE LEGEND**

	MATERIAL: MODULAR BRICK PROFILE/COLOUR: WIRE CUT
	MATERIAL: ASPHALT SHINGLES COLOUR: BLACK
	MATERIAL: TIMBER COLOUR: BROWN
	MATERIAL: VINYL SIDING COLOUR: GRAY
	PRECAST STONE SILL
	STAINED GLASS
	SOLID WOOD DOOR

NOTE: REFER TO SPECIFICATIONS FOR COMPLETE SCOPE OF INFORMATION ON ALL MATERIALS LISTED ABOVE



WINDSOR ONTARIO T 319.254.2800 F 319.254.2870

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A. DETAIL NO. B. DETAILED ON

ISSUE DATE FEB 13, 2025 ISSUED FOR PERMIT

PROJECT

MINAI RESIDENCE  
3975 RIVERSIDE DR

WINDSOR, ONTARIO  
DRAWING TITLE

WALL SECTIONS

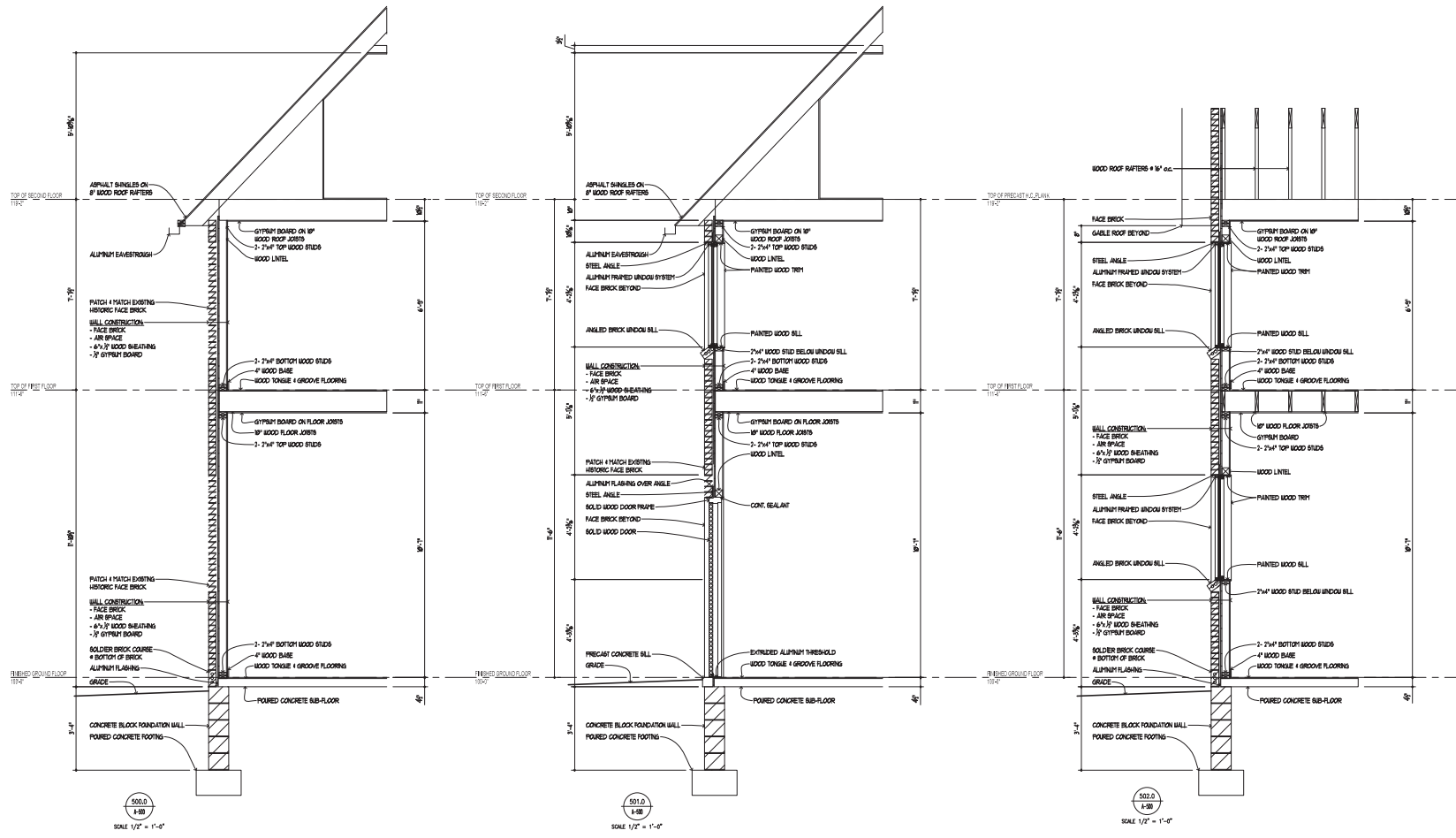
DRAWING DATE: JUN 30, 2022

DRAWN BY:

CHECKED BY:

SCALE: AS SHOWN DRAWING NO.:

JOB FILE NO.: 21102 A-500







































MEDU 1127040

2261  
IC 87



## Appendix C – Additional Photos of 3975 Riverside Drive East



Front (north) façade of the existing dwelling (Taken by City Staff on March 11, 2025)



Side (east) façade facing George Avenue, with the 1952 addition on the left proposed to be demolished and the original house on the right proposed to be retained (Taken by City Staff on March 11, 2025)





Perspective facing George Avenue of where the rear of the original house joins with the 1952 dormitory wing addition. The rear façade of the original house is proposed to be retained (Taken by City Staff on March 11, 2025)



Perspective of the intersection of the original house and the 1952 dormitory wing, demonstrating the differences in brick material and architectural design (Taken by City Staff on March 11, 2025)





Perspective of the rear (south) façade of the original house that is to be retained and the rear (west) façade of the 1952 dormitory wing that is to be demolished (photo taken by staff on March 11, 2025)



Rear (south) façade of the 1952 dormitory wing addition proposed to be demolished (Taken by City Staff on March 11, 2025)



Side (west) façade of the 1952 dormitory wing addition proposed to be demolished  
(Taken by City Staff on March 11, 2025)



Committee Matters: SCM 104/2025

**Subject: Rezoning – Home Discovery Group - 3161 Jefferson Blvd - Z-041/24  
ZNG/7260 - Ward 8**

Moved by: Councillor Mark McKenzie  
Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 713**

1. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning of Lot 221, Part Lot 222, Part Block B, Registered Plan 1153, save and except Part 2, Plan 12R-5307 (PIN 01562-0703), situated on the west side of Jefferson Boulevard, south of Queen Elizabeth Drive, (3161 Jefferson Boulevard; Roll No. 070-590-16300) from Commercial District 1.4 (CD1.4) to Residential District 2.5 (RD2.5) and by adding a site specific exception to Section 20(1) as follows:

**527. WEST SIDE OF JEFFERSON BOULEVARD, SOUTH OF QUEEN ELIZABETH DRIVE**

For the land described as Lot 221, Part Lot 222, Part Block B, Registered Plan 1153, save and except Part 2, Plan 12R-5307 (PIN 01562-0703),

1. A *Stacked Dwelling* shall be an additional permitted *main use* and shall be subject to the provisions of Section 11.5.5.7.
2. That for a *Multiple Dwelling* with 5 or more *dwelling units*, a *Stacked Dwelling*, or a *Townhome Dwelling*, the following additional provisions shall apply:
  - a) Lot Area – per *dwelling unit* – minimum – 160.0 m<sup>2</sup>
  - b) The *minimum front yard* depth shall be 5.0 m, and the *maximum front yard* depth shall not apply.
  - c) Notwithstanding Clause .20 in Table 5.30.10 (Section 5.30.10.20), for any below *grade* entrance and steps leading thereto, including a below *grade* patio, the maximum encroachment into a *required front yard* shall be 2.75 m.
  - d) Notwithstanding Clause .76 in Table 5.30.10 (Section 5.30.10.76), the maximum total tread area within a *required yard* shall not apply.

- e) Notwithstanding Clause .3 in Table 25.5.20.1 (Section 25.5.20.1.1), the minimum parking area separation from the southerly *interior lot line* shall be 0.5 m.
- f) Notwithstanding Clause .6 in Table 25.5.20.1 (Section 25.5.20.1.6), the minimum parking area separation from a building wall containing a *habitable room window* or containing both a main pedestrian entrance and a *habitable room window* facing the *parking area* where the *building* is located on the same *lot* as the *parking area* shall be 3.20 m.

Carried.

Report Number: S 19/2025  
Clerk's File: Z/14917

**Clerk's Note:**

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 7.1 from the Development & Heritage Standing Committee held on April 7, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250407/-1/10548>



**Subject: Rezoning – Home Discovery Group - 3161 Jefferson Blvd - Z-041/24 ZNG/7260 - Ward 8**

**Reference:**

Date to Council: April 7, 2025  
Author: Adam Szymczak, MCIP, RPP  
Senior Planner - Development  
519-255-6543 x6250  
aszymczak@citywindsor.ca  
Planning & Building Services  
Report Date: 2/13/2025  
Clerk's File #: Z/14917

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

**Recommendation:**

1. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning of Lot 221, Part Lot 222, Part Block B, Registered Plan 1153, save and except Part 2, Plan 12R-5307 (PIN 01562-0703), situated on the west side of Jefferson Boulevard, south of Queen Elizabeth Drive, (3161 Jefferson Boulevard; Roll No. 070-590-16300) from Commercial District 1.4 (CD1.4) to Residential District 2.5 (RD2.5) and by adding a site specific exception to Section 20(1) as follows:

**527. WEST SIDE OF JEFFERSON BOULEVARD, SOUTH OF QUEEN ELIZABETH DRIVE**

For the land described as Lot 221, Part Lot 222, Part Block B, Registered Plan 1153, save and except Part 2, Plan 12R-5307 (PIN 01562-0703),

1. A *Stacked Dwelling* shall be an additional permitted *main use* and shall be subject to the provisions of Section 11.5.5.7.
2. That for a *Multiple Dwelling* with 5 or more *dwelling units*, a *Stacked Dwelling*, or a *Townhome Dwelling*, the following additional provisions shall apply:
  - a) Lot Area – per *dwelling unit* – minimum – 160.0 m<sup>2</sup>
  - b) The *minimum front yard* depth shall be 5.0 m, and the *maximum front yard* depth shall not apply.
  - c) Notwithstanding Clause .20 in Table 5.30.10 (Section 5.30.10.20), for any below *grade* entrance and steps leading thereto, including a below *grade* patio, the maximum encroachment into a *required front yard* shall be 2.75 m.

- d) Notwithstanding Clause .76 in Table 5.30.10 (Section 5.30.10.76), the maximum total tread area within a *required yard* shall not apply.
- e) Notwithstanding Clause .3 in Table 25.5.20.1 (Section 25.5.20.1.1), the minimum parking area separation from the southerly *interior lot line* shall be 0.5 m.
- f) Notwithstanding Clause .6 in Table 25.5.20.1 (Section 25.5.20.1.6), the minimum parking area separation from a building wall containing a *habitable room window* or containing both a main pedestrian entrance and a *habitable room window* facing the *parking area* where the *building* is located on the same *lot* as the *parking area* shall be 3.20 m.

(ZDM 11, 15; ZNG/7260)

## Executive Summary:

N/A

## Background:

### Application Information

**Location:** 3161 Jefferson Boulevard (West Side of Jefferson Blvd, South of Queen Elizabeth Drive); Roll No. 070-590-16300

**Ward:** 8    **Planning District:** Fountaineblue    **Zoning District Map:** 11, 15

**Applicant:** Home Discovery Group (Manni Japra)

**Owner:** Home Discovery Group (Manni Japra)

**Agent:** Pillon Abbs Inc. (Tracey Pillon-Abbs, RPP)

**Proposal:** Rezone subject lands from CD1.4 to Residential District 2.5 (RD2.5) and a zoning exception to allow the construction of three dwellings each containing 9 dwelling units for a total of 27 dwelling units. A total of 40 parking spaces including 2 accessible parking spaces in a single parking area with access to Jefferson Boulevard at the north end of the parcel. Proposed building height is 9 m containing 3 storeys. The existing dwelling is to be demolished.

**Submissions:** All documents are available [online](#) or [aszymczak@citywindsor.ca](mailto:aszymczak@citywindsor.ca).

Attached to Report S 19/2025 as an Appendix:

Conceptual Plan (Appendix A)

Conceptual Elevations (Appendix B)

Conceptual Floor Plans (Appendix C)

Planning Justification Report (Appendix D)

Not attached to Report S 19/2025 but available [online](#):

Application - Zoning By-law Amendment

Environmental Noise and Vibration Assessment

Topographic Survey

Waste Disposal Letter

**Site Information:**

OFFICIAL PLAN	ZONING	CURRENT USE	PREVIOUS USE
Residential	Commercial District 1.4 (CD1.4)	Single Unit Dwelling	Unknown
LOT WIDTH	LOT DEPTH	LOT AREA	LOT SHAPE
106.2 m	41.57 m	4,420.0 m <sup>2</sup>	Irregular

**Neighbourhood:**

Section 2.0 in the PRR provides an overview and photos of the site and the surrounding land uses.

The area west of Jefferson Boulevard between Rose Street / Roseville Garden Drive and EC Row Expressway is predominantly residential with limited commercial and industrial uses along North Service Road. The area east of Jefferson is a mix of commercial, industrial and rail uses. Two elementary schools, a public library, Fontainebleau Park, Thurston Park and several places of worship are located within 2 km of the subject lands in the Fontainebleau neighbourhood to the northwest. Significant employers within 2 km of the parcel include Fore Motor Co. Essex Engine Plant, Syncron Automotive Windsor, CN Railway Little Yard and an Amazon Warehouse.

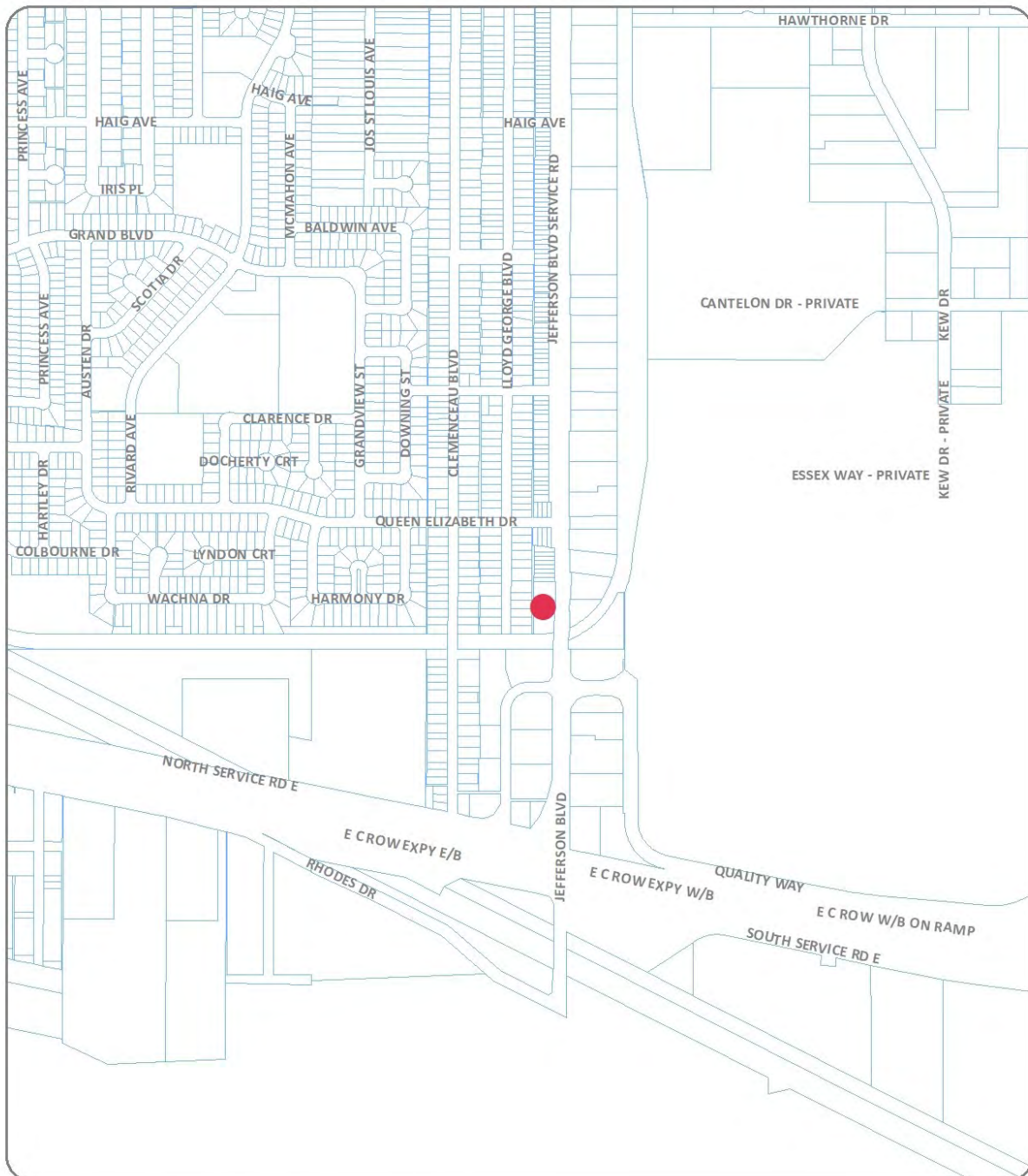
Jefferson Boulevard is a Class II Arterial Road, has a five-lane cross-section with a sidewalk on the west side. The EC Row Expressway is located about 500 m to the south. Queen Elizabeth Drive, a Class II Collector Road, is approximately 140 m to the north. A CN rail corridor is adjacent to the parcel along the south lot line.

The closest existing transit route to this property is with the Central 3. The Central 3 has a peak weekday frequency of 30 minutes. The closest bus stop is located on North Service Road East at Jefferson Northwest Corner. This bus stop is approximately 190 m from this property falling within Transit Windsor's 400 m walking distance guidelines to a bus stop.

Transit service will be enhanced in this area as a new secondary route will replace the Central 3 in this area. The new route will have transit service in both directions versus the existing one way loop and will have a peak weekday frequency of 60 minutes.

Implementation of the new route is proposed this year. This is consistent with the Transit Master Plan and the Council-approved 2024 service plan

Figure 1: Key Map



KEY MAP - Z-041/24, ZNG/7260



● SUBJECT LANDS



**Figure 2: Subject Parcel - Rezoning**



PART OF ZONING DISTRICT MAPS 11 & 15

N.T.S.

## REQUESTED ZONING AMENDMENT

Applicant: Home Discovery Group



SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT



DATE : DECEMBER, 2024  
FILE NO. : Z-041/24, ZNG/7260



Figure 3: Neighborhood Map



NEIGHBOURHOOD MAP - Z-041/24, ZNG/7260



SUBJECT LANDS



## **Discussion:**

### **Planning Rationale Report (PRR) (Pillon Abbs Inc., December 6, 2024)**

Section 6.1 in the PRR states that the site *“is ideally suited for residential development”, “has been designed to be compatible with the existing built-up area”, “is a low profile form of development which incorporates sufficient setbacks to allow for appropriate landscaping and buffering”* and can accommodate *“the proposed development in terms of scale, massing, height and siting”*. The PRR concludes that the proposed development is *“consistent with the PPS, conforms with the intent and purpose of the OP and ZBL and represents good planning”*. City of Windsor Planning and Development Services concurs with the analysis, summary, and conclusions in the PRR.

### **Environmental Noise and Vibration Assessment (Akoustik Engineering Limited – October 15, 2024)**

The assessment notes that the *“balconies shown in the site plan are less than 4 metres in depth, they are not considered to be a dwelling OLA [Outdoor Living Area]”*. The assessment notes that the implementation of NPC-300 warning clauses in development agreements and Offers to Purchase or Sale and a standard CN/VIA Rail Warning Clause. The report concludes *“that the noise impacts can be mitigated through appropriate building material design (STC), the installation of central air conditioning and warning clauses”* and that *“provided that the proposed mitigation measures and warning clause inclusions are followed, the proposed development will also meet the CN and RAC/FCM guidelines”*. The mitigation measures identified in Table 6 in the assessment will be implemented via Site Plan Control and Building Permit processes.

### **Waste Disposal Letter (Soil and Materials Engineering Inc. – September 9, 2024)**

The letter does not quantify the chemical or physical quality of the site. It identifies a Waste Disposal Site 140 metres east of the site consisting of the Ford Motor Co. Essex Engine Plant at 3223 Lauzon Parkway that used until December 31, 1979. The letter concludes that *“due to inferred direction of groundwater flow, regional geology, distance of the waste disposal property from the site and underground utilities there is very low probability of adverse environmental impact to the site at 3161 Jefferson Boulevard arising from the Ford Motor Co. Essex Engine Plant waste disposal site”*.

### **Provincial Planning Statement 2024 (PPS 2024):**

The PPS 2024 provides policy direction on matters of provincial interest related to land use planning in Ontario. All advice, comments, submissions, and municipal decisions shall be consistent with the PPS 2024. Section 5.1.1 in the PRR provides an analysis of the relevant PPS 2024 policies. The PRR states that the proposed development *“will provide a mix of housing options and densities to meet the needs of the City”, “has access to transportation options, public service facilities, other institutional uses, and parks”, “supports the City’s targets for more housing”, “the proposed density is appropriate for the site”* and *“offers an opportunity for infilling by creating new residential dwelling units on an underutilized parcel of land”*. The PRR concludes that the proposed development is consistent with the PPS 2024. Planning and Development Services concurs with this analysis and that the proposed development and amendment to Zoning By-law 8600 are consistent with the PPS 2024.

## **Official Plan (OP):**

The parcel has a designation of “Residential” on Schedule D: Land Use in the Official Plan. Section 5.1.2 in the PRR submitted by the Applicant has a review and analysis of appropriate Official Plan policies. The PRR states that the proposed development *“provides for the intensification of residential offering a new housing choice”, “provides for an infilling opportunity”, “is a permitted use in the OP as it is considered a low profile development”, “has access to major transportation corridors ... and is located near community services, parks and local/regional amenities ... transit”*. The PRR concludes that the *“proposed development will conform with the intent of the ... OP”*. Planning and Development Services concurs with the analysis in the PRR and that the proposed amendment to Zoning By-law 8600 conforms to the general policy direction of the OP.

## **City of Windsor Intensification Guidelines:**

The Intensification Guidelines provide further direction for infill and intensification within existing neighbourhoods. Section 5.1.2 of the PRR includes a review of Section 8.7.2.3 – Built Form – Infill policies which refers to *“Council adopted Design Guidelines that will assist in the design and review of applications for development”*. The PRR states that *“Intensification Guidelines will be followed when the final design of the proposed development is reviewed as part of SPC approval”*.

## **Zoning By-Law:**

The parcel is zoned CD1.4, which allows a limited range of commercial uses. The RD2.5 zoning and site specific exception requested by the Applicant are appropriate. Clause 1 in the site specific exception permits a Stacked Dwelling as an additional permitted main use subject to the provisions for a Townhome Dwelling in RD2.5. This gives flexibility in terms of building design.

Clause 2 applies additional provisions to a Multiple Dwelling, Stacked Dwelling, or a Townhome Dwelling, to allow the development as shown on the conceptual site plan. Clause 2a requires a minimum lot area of 160.0 m<sup>2</sup> per dwelling unit, which is comparable to similar provisions in the zoning by-law. Clause 2b recognizes that the lot narrows slightly in width towards the rail corridor by reducing the minimum front yard depth from 6 m to 5 m and that the maximum front yard depth shall not apply.

Clause 2c allows for the below grade patios to extend 25 centimetres more into the required front yard. Clause 2d clarifies that the maximum total tread area for steps shall not apply – this is something that Administration will review in a future housekeeping amendment. Clause 2e reduces the minimum parking area separation from the southerly lot line (adjacent to the rail corridor from 0.9 m to 0.5 m.

The access area and collector aisle are limited in their location due to the adjacent rail crossing. To allow the efficient use of the parcel and maximize parking spaces and building area, Clause 2f reduces the minimum parking area separation between the parking area and the building wall from 4.5 m to 3.2 m. This applies to the north wall on the northerly most building and the south wall of the southerly most building. No adverse impacts on dwelling units is expected from the reduction.

The Zoning Co-ordinator indicates non-compliance with some zoning provisions. The Applicant has revised the concept site plan to show compliance. The proposed development must comply with all other zoning provisions.

**Site Plan Control:**

The proposed development is subject to Site Plan Control (SPC). The Site Plan Approval Officer will review the comments from departments and agencies in Appendix E and the City of Windsor Intensification Guidelines. Matters such as land conveyances, stormwater management and noise mitigation will be considered during SPC.

**Risk Analysis:**

N/A

**Climate Change Risks****Climate Change Mitigation:**

The proposed 3 multiple dwelling containing a total of 27 dwelling units implements Environmental Master Plan Objective C1: Encourage in-fill and higher density in existing built areas. Residential infill intensification minimizes the impact on community greenhouse gas emissions as these developments create complete communities and neighbourhoods while using available infrastructure such as sewers and public transit.

**Climate Change Adaptation:**

The proposed multiple dwellings offer an opportunity to increase resiliency for the development and surrounding area by supporting a complementary and compact form of housing, redevelopment, and intensification that is near existing and future transit and active transportation options. While not the subject of this report, new construction is required to meet the current provisions of the Building Code, which will be implemented through the building permit process. Incorporation of storm water management best practices is required. Any site plan control application will be reviewed for opportunities to enhance resiliency.

**Financial Matters:**

N/A

**Consultations:**

A virtual Public Open House was held on May 14, 2024, from 6 pm to 7 pm. Section 3.2 in the PRR summarizes comments received at the public open house and the Applicant's response to them. See Appendix E for comments received from municipal departments and external agencies. Per the Planning Act, statutory notice was advertised in the Windsor Star, a local newspaper. A courtesy notice was mailed to property owners within 200 m of the subject parcel.

**Conclusion:**

Based on the documents submitted by the Applicant and the analysis in this report, it is my opinion that the recommend amendment to Zoning By-law 8600 is consistent with the PPS 2024 and is in conformity with the Official Plan.

The proposed amendment will permit a use, three multiple dwellings with a total of 27 dwelling units, that is compatible with existing and permitted uses in the surrounding area, represents an appropriate increase in density, provides an opportunity for the

construction of modern housing stock, and supports a complementary form of housing located near various transportation options. Site plan control is the appropriate land use tool to consider the requirements and comments of departments and agencies. The recommendation to amend Zoning By-law 8600 constitutes good planning.

### **Planning Act Matters:**

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

*Greg Atkinson, MCIP, RPP*  
*Deputy City Planner - Development*

*Neil Robertson, MCIP, RPP*  
*City Planner*

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

JP

JM

### **Approvals:**

<b>Name</b>	<b>Title</b>
Adam Szymczak	Senior Planner - Development
Greg Atkinson	Deputy City Planner - Development
Neil Robertson	City Planner
Aaron Farough	Senior Legal Counsel
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administrative Officer

### **Notifications:**

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

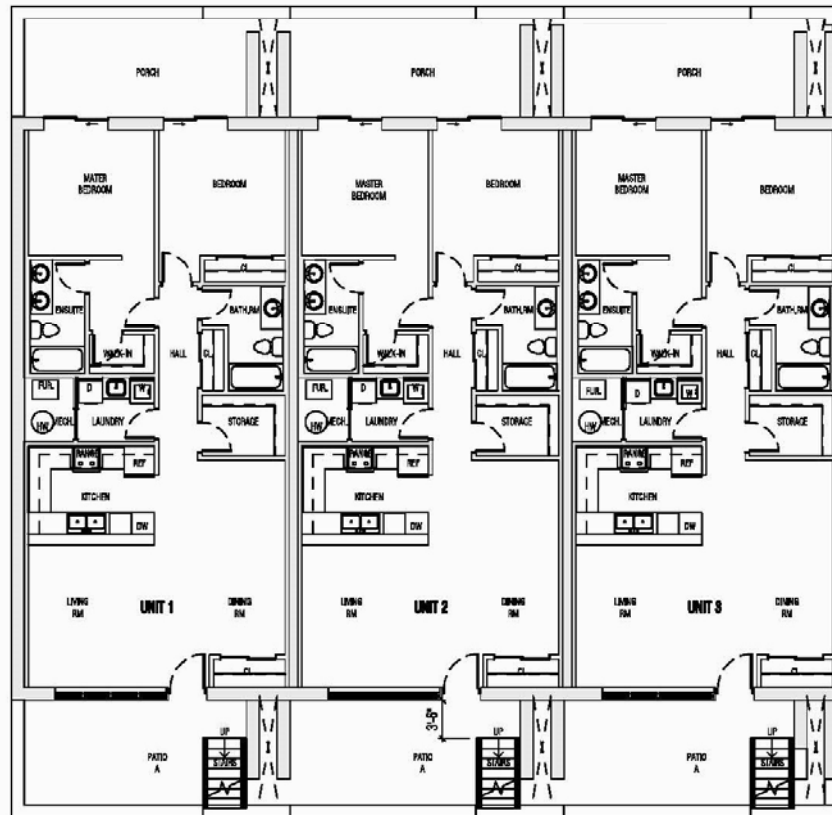
### **Appendices:**

- 1 Appendix A - Conceptual Site Plan
- 2 Appendix B - Conceptual Elevations
- 3 Appendix C - Conceptual Floor Plans
- 4 Appendix D - Planning Rationale Report
- 5 Appendix E - Consultations









**ROOM AREA SCHEDULE**

**PATIO A:**  
9'-4" X 20'-5"  
190 SF

**PATIO B:**  
9'-0" X 20'-5"  
183 SF

**LIVING ROOM:**  
15'-5" X 23'-7"  
365 SF

**DINING ROOM:**  
9'-0" X 9'-10"  
88 SF

**KITCHEN:**  
9'-0" X 13'-8"  
123 SF

**STORAGE:**  
9'-6" X 7'-7"  
41 SF

**LAUNDRY:**  
9'-6" X 7'-0"  
38 SF

**MECH. ROOM:**  
4'-5" X 5'-6"  
24 SF

**BATHROOM:**  
9'-0" X 9'-8"  
48 SF

**MASTER BEDROOM:**  
11'-7" X 11'-7"  
134 SF

**ENSUITE:**  
10'-5" X 5'-0"  
52 SF

**WALK-IN:**  
5'-6" X 5'-6"  
30 SF

**BEDROOM:**  
10'-3" X 11'-7"  
118SF

**ROOM AREA SCHEDULE**

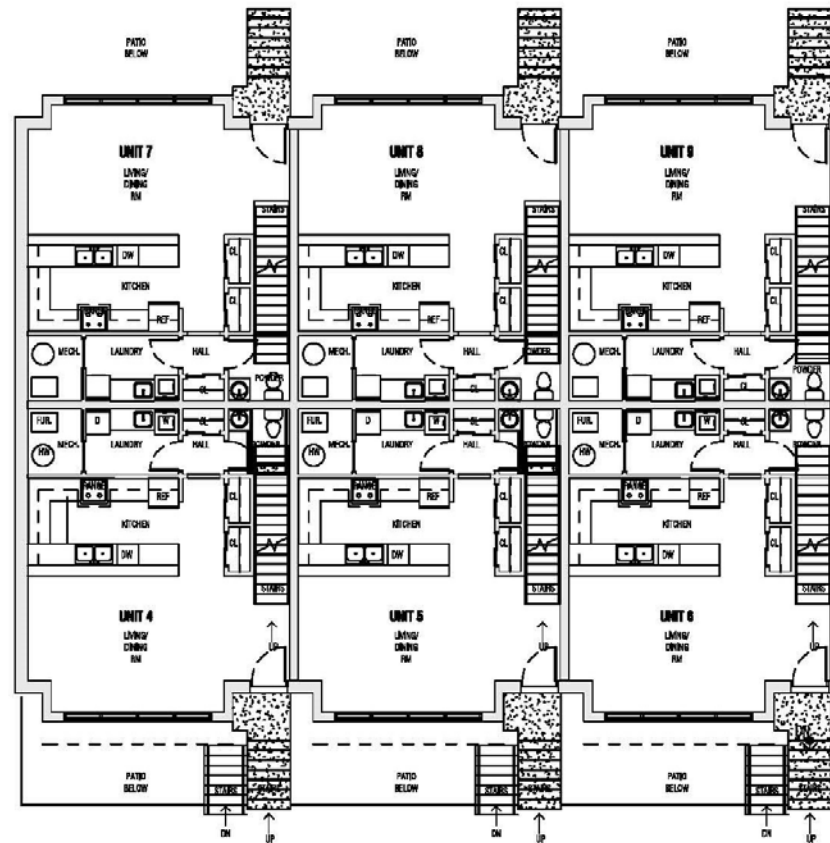
**LIVING/DINING ROOM:**  
14'-8" X 21'-0"  
304 SF

**KITCHEN:**  
9'-0" X 18'-3"  
164 SF

**LAUNDRY:**  
8'-0" X 8'-7"  
51 SF

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8'-0" X 5'-0"  
30 SF

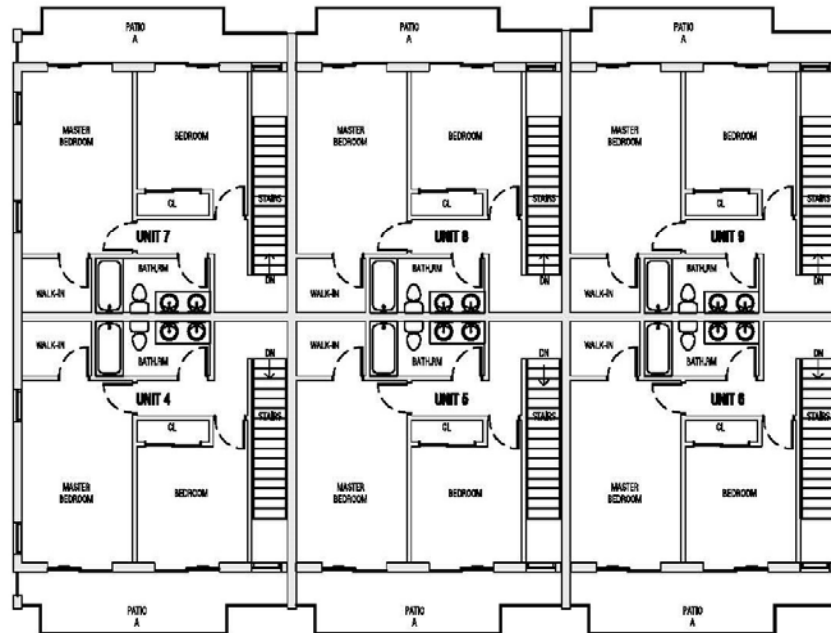
**POWDER:**  
6'-0" X 5'-8"  
34 SF



JEFFERSON DEVELOPMENT

FIRST FLOOR PLAN

SK3



**ROOM AREA SCHEDULE**

**PATIO A:**  
8'-10" X 24'-8"  
168 SF

**BATHROOM:**  
5'-0" X 10'-0"  
52 SF

**MASTER BEDROOM:**  
17'-0" X 10'-1"  
171 SF

**WALK-IN:**  
5'-0" X 6'-4"  
31 SF

**BEDROOM:**  
11'-0" X 10'-1"  
110 SF



1 EAST ELEVATION  
SK5 3/32" = 1'-0"

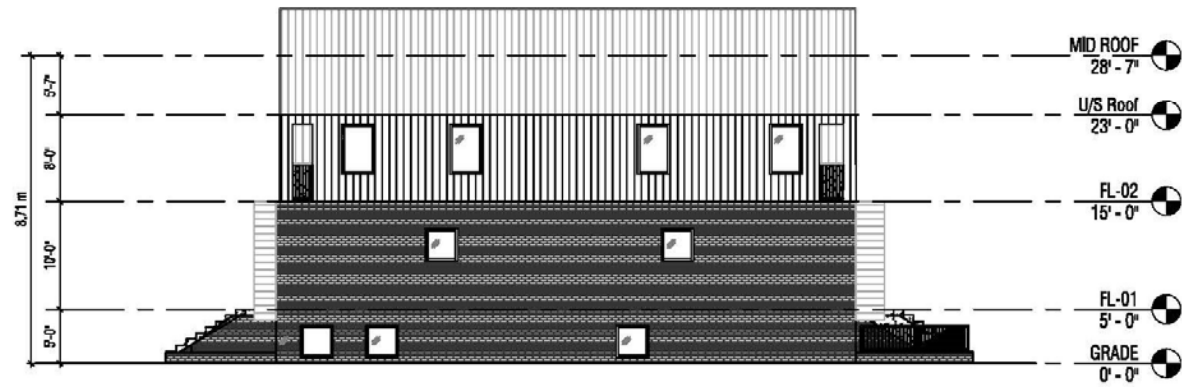


2 WEST ELEVATION  
SK5 3/32" = 1'-0"

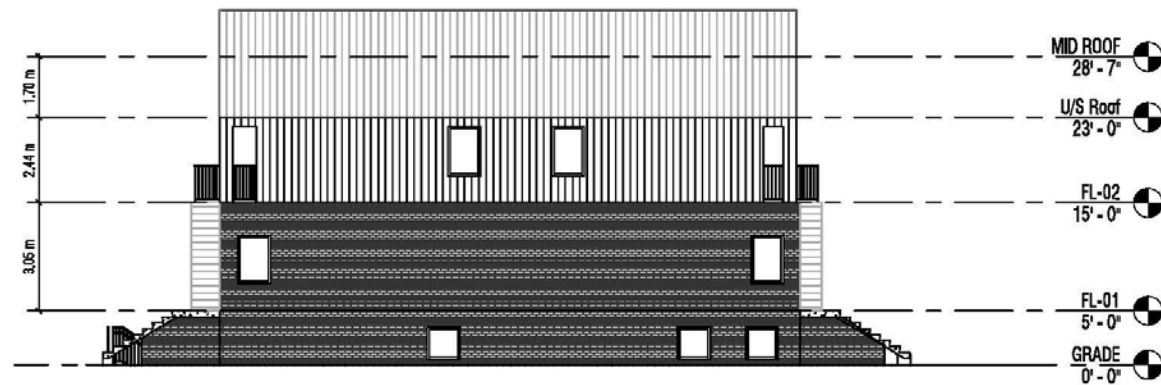
**mas**  
meloche architecture studio

JEFFERSON DEVELOPMENT  
EAST & WEST ELEVATIONS

**SK5**



1 NORTH ELEVATION  
SK6 3/32" = 1'-0"



2 SOUTH ELEVATION  
SK6 3/32" = 1'-0"

JEFFERSON DEVELOPMENT  
NORTH & SOUTH ELEVATIONS

SK6

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**JEFFERSON DEVELOPMENT**  
EXTERIOR RENDER

**SK7**





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**JEFFERSON DEVELOPMENT**  
EXTERIOR RENDER

**SK&**



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**JEFFERSON DEVELOPMENT**  
EXTERIOR RENDER

**SK9**





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**JEFFERSON DEVELOPMENT**  
EXTERIOR RENDER

**SK10**



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meloche architecture studio

**JEFFERSON DEVELOPMENT**  
EXTERIOR RENDER

**SK11**





**mas**  
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**JEFFERSON DEVELOPMENT**  
EXTERIOR RENDER

**SK12**



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**JEFFERSON DEVELOPMENT**  
EXTERIOR RENDER

**SK13**



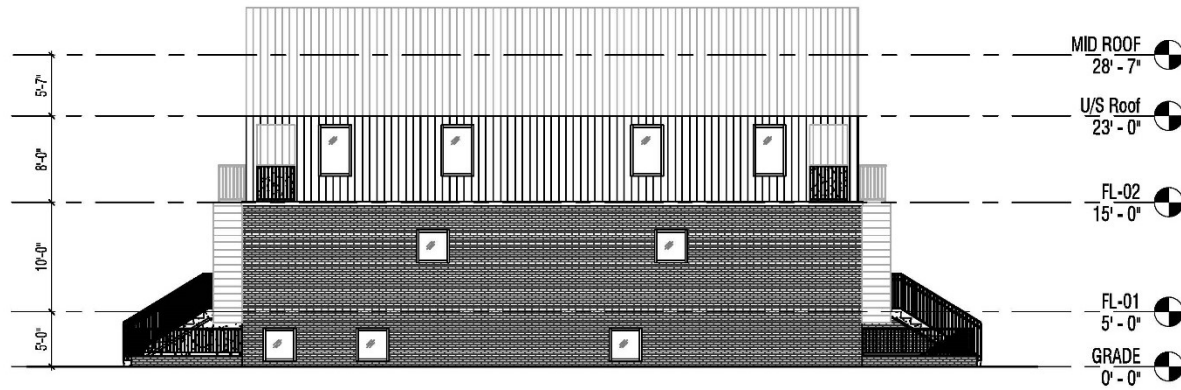




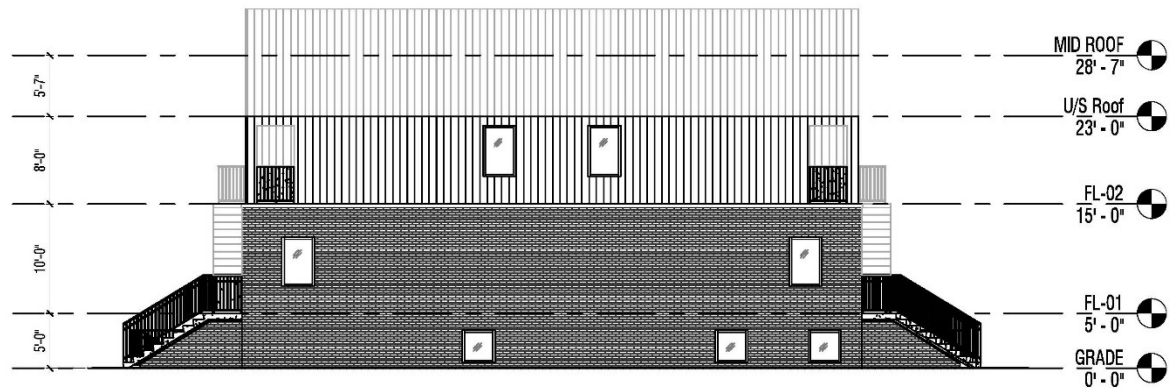
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SK5 3/32" = 1'-0"



2 **SOUTH ELEVATION**  
SK5 3/32" = 1'-0"



1 **EAST ELEVATION**  
SK6 3/32" = 1'-0"



2 **WEST ELEVATION**  
SK6 3/32" = 1'-0"



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JEFFERSON DEVELOPMENT  
EXTERIOR RENDER

**SK7**





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JEFFERSON DEVELOPMENT  
EXTERIOR RENDER

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meloche architecture studio

JEFFERSON DEVELOPMENT  
EXTERIOR RENDER

**SK9**





**mas**  
meloche architecture studio

JEFFERSON DEVELOPMENT  
EXTERIOR RENDER

**SK10**



**mas**  
meloche architecture studio

**JEFFERSON DEVELOPMENT**  
EXTERIOR RENDER

**SK11**











ROOM AREA SCHEDULE

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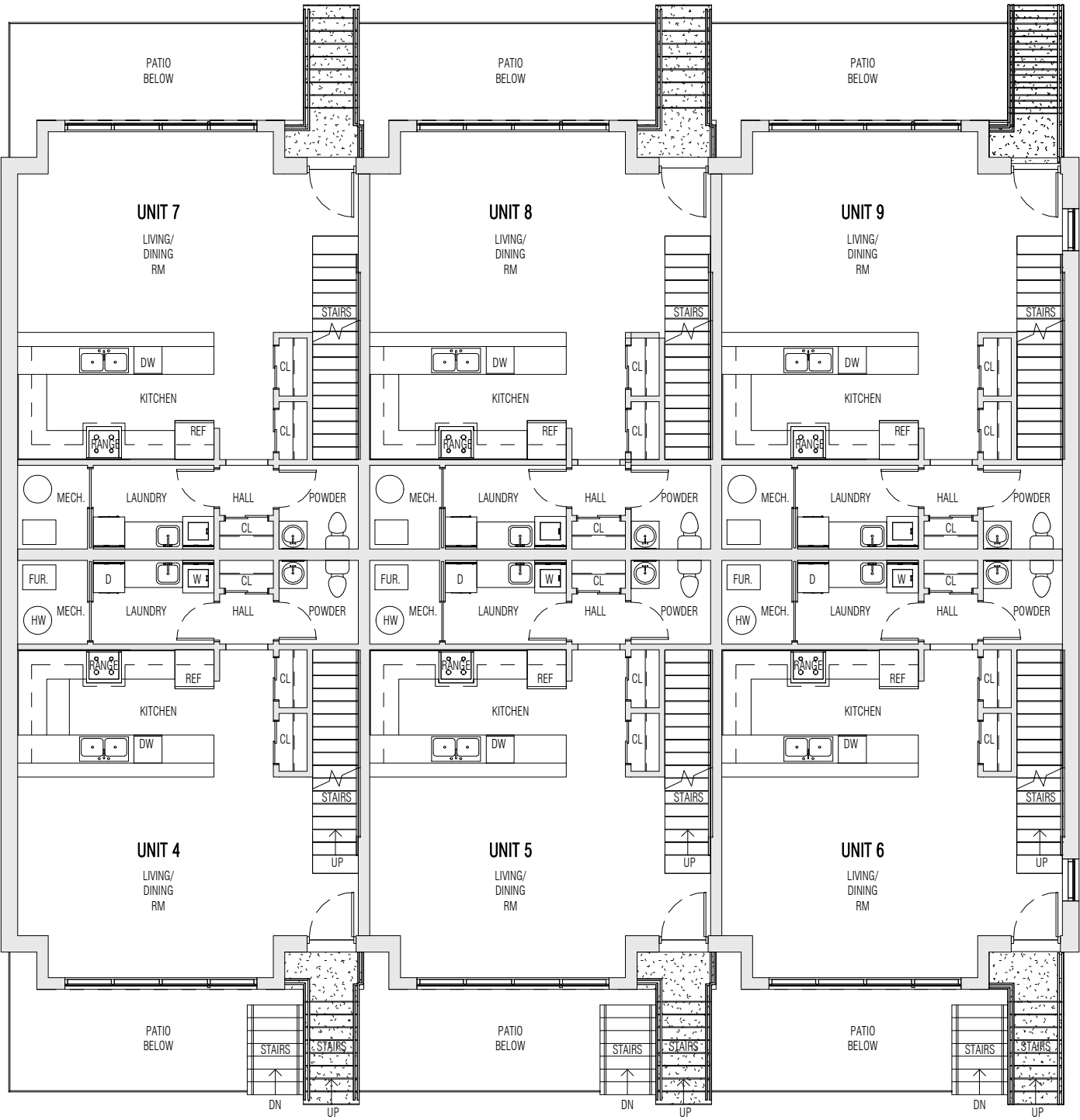
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ROOM AREA SCHEDULE

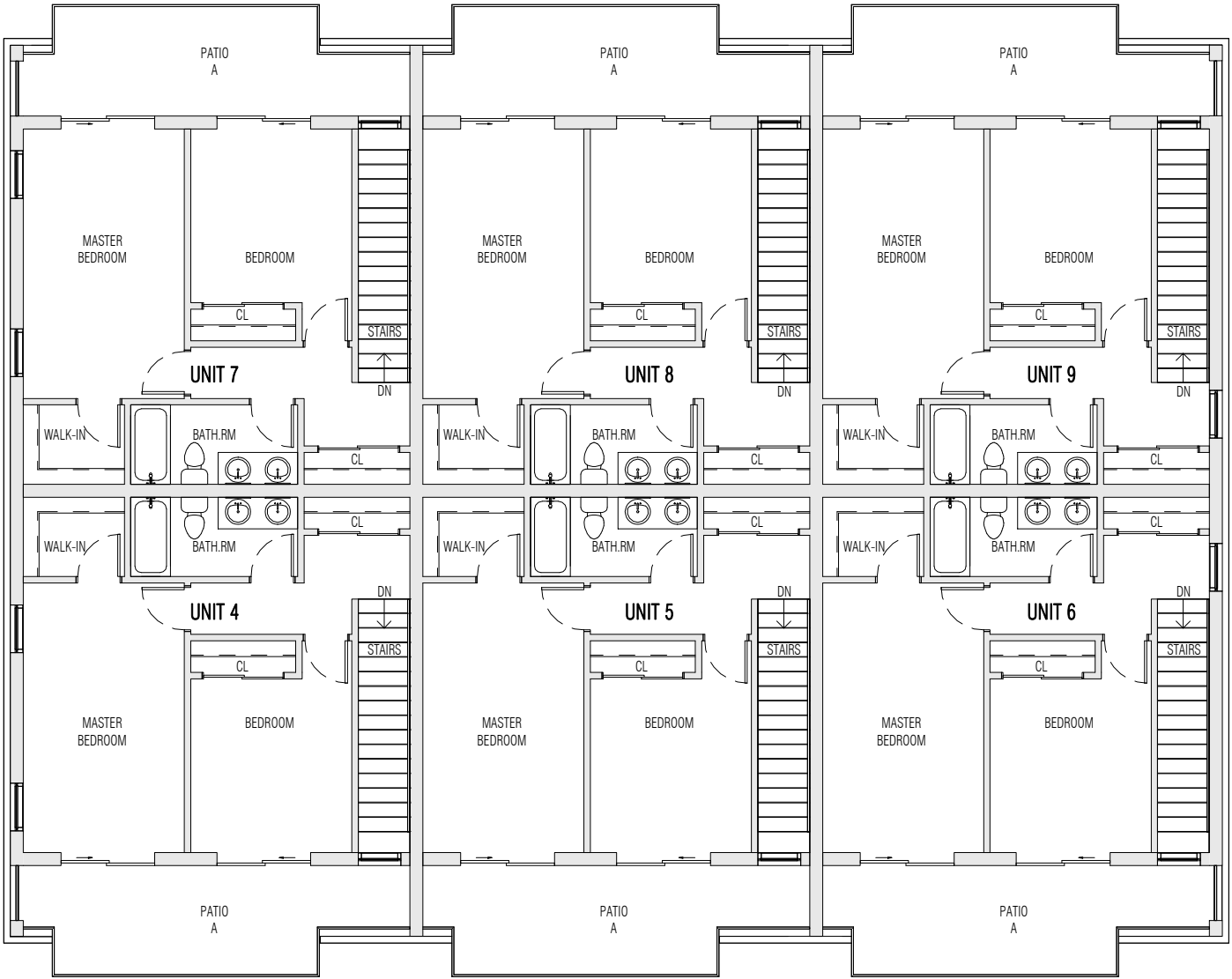
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11'-0" X 10'-1"  
110 SF



# **PLANNING RATIONALE REPORT**

## **ZONING BY-LAW AMENDMENT PROPOSED RESIDENTIAL DEVELOPMENT**

**3161 Jefferson Boulevard  
Windsor, Ontario**

**December 6, 2024**

**Prepared by:**



Tracey Pillon-Abbs, RPP  
Principal Planner  
Chatham, ON  
226-340-1232  
[tracey@pillonabbs.ca](mailto:tracey@pillonabbs.ca)  
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# 1.0 INTRODUCTION

I have been retained by Home Discovery Group Inc. (herein the “Applicant”), to provide a land use Planning Rationale Report (PRR) in support of a proposed development located at 3161 Jefferson Boulevard (herein the “Site”) in the City of Windsor, Province of Ontario.

The Site is made up of one (1) parcel of land located in Ward 8 in the Fountaineblue Planning District.

The Site currently has a single detached dwelling, which will be demolished.

It is proposed to construct three (3) new residential dwellings (multiple dwellings), each containing 9 units for a total of 27 dwelling units.

The design of the buildings will be a stacked townhome; however, it is considered a multiple dwelling, as set out in the ZBL definition.

The units are proposed to be rental as the tenure.

A total of 40 parking spaces is proposed, including visitor and accessible parking spaces in a single parking area with access to Jefferson Boulevard at the north end of the Site.

The Site has access to full municipal services.

The Site will provide for a new housing choice in an existing built-up area, which is an example of missing middle development.

An application for a Zoning By-law Amendment (ZBA) is required.

Once the ZBA has been approved, the Applicant will proceed with a Site Plan Control (SPC) application in order to complete the detailed design requirements. A building permit will also be required prior to any construction or site alterations.

Pre-consultation (stage 1) was completed by the Applicant (City File #PC-028/24). Comments dated April 18, 2024, were received and have been incorporated into this PRR.

Pre-submission (stage 2) was completed by the Applicant (City File #PC-110/24). Comments dated December 3, 2024, were received and have been incorporated into this PRR.

The purpose of this report is to review the relevant land use documents, including the Provincial Planning Statement 2024 (PPS), the City of Windsor Official Plan (OP) and the City of Windsor Zoning By-law (ZBL).

This PRR will show that the proposed development is suitable intensification of residential development, is consistent with the PPS, conforms to the intent and purpose of the OP and ZBL and represents good planning.

## 2.0 SITE AND SURROUNDING LAND USES

### 2.1 Description of Site and Ownership

The Site has been owned by Home Discovery Group Inc. since 2023.

The Site is made up of one (1) parcel of land located in Ward 8 located on the west side of Jefferson Boulevard, north of the North Service Rd E and Quality Ct and south of the Queen Elizabeth Dr (see the area in red on Figure 1a – Site Location).



Figure 1a – Site Location (Source: City of Windsor GIS)

The Site is locally known and is legally described as follows:

Address	Legal Description	PIN	ARN
3161 Jefferson Boulevard, City of Windsor,	LT 221 PL 1153 Sandwich East; PT LT 222 PL 1153 Sandwich East; PT Block B PL 1153 Sandwich East (PT Jefferson Blvd Closed by R141838) as in R328466 Except PT 2,	01562-0703 LT	3739-070-590- 16300-0000

3161 Jefferson Blvd, Windsor, Ontario

4



Address	Legal Description	PIN	ARN
Province of Ontario	12R5307; S/T Vendor's Lien in R328466; Windsor		

## 2.2 Physical Features of the Site

### 2.2.1 Size and Site Dimension

The Site, subject to the proposed development, consists of a total area of 4,420.0 m<sup>2</sup> (0.442 ha), with 41.57 m of irregular lot width along Jefferson Blvd and 106.20 m of irregular lot depth.

The overall lot shape is rectangular (see the Site on Figure 1b – Street View).



Figure 1b – Street View (Source: Pillon Abbs Inc.)

### 2.2.2 Existing Buildings and Structures and Previous Use

The Site currently has a single detached dwelling, which will be demolished.

The previous use is unknown.

### **2.2.3 Vegetation and Soil**

The Site has an open grassed area and scattered trees.

The soil is made up of Brookston Clay (Bc).

### **2.2.4 Topography and Drainage**

The Site is flat and is outside the regulated area of the Essex Region Conservation Authority (ERCA).

The Site is not impacted by Source Water Protection and is outside of any Event Based Area (EBA)

The Site is part of the Little River drainage area.

### **2.2.5 Other Physical Features**

There is no fencing along the boundary of the Site

There is an existing driveway access to the Site from Jefferson Blvd.

There is a rail corridor abutting the south side of the Site.

### **2.2.6 Municipal Services**

The property has access to municipal water, storm and sanitary services.

Jefferson Blvd is a Class II arterial road, which runs north and south.

There are streetlights on both sides of Jefferson Blvd and sidewalks on the west side.

The closest fire hydrant is located across the road from the Site, along Jefferson Blvd.

The Site has access to transit with the closest bus stop located on North Service Road E at Jefferson Blvd (240 m), Stop ID: #1519 (Bus #3).

The Site is in close proximity to major transportation corridors, including EC Row Expressway.

### **2.2.7 Nearby Amenities**

There are several schools nearby, including W. J. Langlois Catholic Elementary School and William G. Davis Public School.

There are many parks and recreation opportunities in close proximity to the Site, including Fountaineblue Park, Shawnee Park and Coletta Park.

The nearest library location is the Fountaineblue Public Library.

There is nearby shopping in the form of plazas and malls, as well as employment, places of worship and local/regional amenities.

## 2.3 Surrounding Land Uses

Overall, the Site is located in an existing built up area of the City of Windsor.

The characteristics of the area include commercial uses to the south and east and residential uses to the west and north.

A site visit was undertaken on March 26, 2024.

**North** – The lands directly north of the Site are used for residential (see Photo 1 - North).



Photo 1 – North (Source: Pillon Abbs Inc.)



**South** – The lands directly south of the Site are used for rail, and beyond the area is the EC ROW Expressway (see Photo 2 - South).



Photo 2 – South (Source: Pillon Abbs Inc.)

**East** – The lands directly east of the Site are used for commercial including a gas station, Tim Hortons, and the EMS Station 1 (see Photos 3 - East).





Photos 3 – East (Source: Pillon Abbs Inc.)

**West** – The lands directly west of the Site are used for residential with frontage along Lloyd George Blvd (see Photos 4 - West).



Photos 4 – West (Source: Pillon Abbs Inc.)



## 3.0 PROPOSAL AND CONSULTATION

### 3.1 Development Proposal

The Site currently has a single detached dwelling, which will be demolished.

It is proposed to develop the Site for residential use.

A Concept Plan has been prepared (see Figure 2a – Concept Plan).

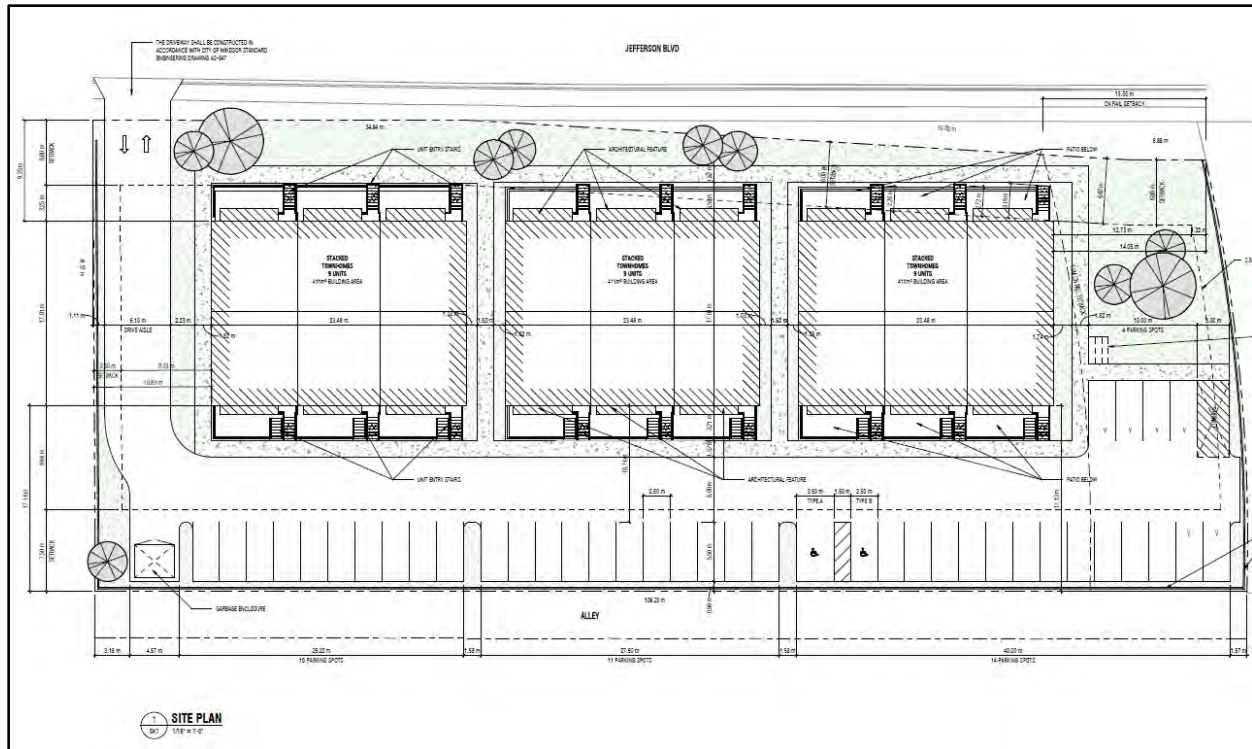


Figure 2a – Concept Plan

The Concept Plan is a preliminary illustration of how the Site could be developed.

It is proposed to construct three (3) new residential dwellings (multiple dwellings), each containing 9 units for a total of 27 dwelling units.

The units are proposed to be rental as the tenure.

Elevations have been prepared (see Figure 2b – Elevations)





Figure 2b – Elevations

The Elevations are a preliminary illustration of the Site.

The main entrances to the buildings will face east and west.

The design of the buildings will be a stacked townhome; however, it is considered a multiple dwelling, as set out in the ZBL definition. Dwellings will have access to private patio areas.

Each building will be 411 m<sup>2</sup> in size. The total building area on the Site is proposed to be 1,233 m<sup>2</sup> in size.

The proposed height of the buildings will be 9 m tall. The buildings are proposed to be 3 storeys.

Based on the size of the Site (0.442 ha) and the number of units (27), the proposed total gross density will be 61.086 units per hectare (uph).

The proposed buildings will have 2 bedroom units.

A total of 40 parking spaces are proposed, including 2 accessible parking spaces in a single parking area with access to Jefferson Boulevard at the north end of the Site.

Parking will be available for residents and visitors and will be marked with signage.

The parking area will have appropriate lighting and will be paved. The Site includes a fire route.

A total of 3 bicycle parking spaces will be provided.

A total of 1 loading space is provided.

The Site will be professionally landscaped with greenspace located around the perimeter of the proposed building and the parking area.

Fencing is proposed around the Site, subject to SPC approval.

The Site will have sidewalks connecting the parking area to the entrances as well as a connection to municipal roadways.

Garage and Recycling will be stored in a proposed enclosed refuse area.

## 3.2 Public Consultation Strategy

In addition to the statutory public meeting, the *Planning Act* requires that the Applicant submit a proposed strategy for public consultation with respect to an application as part of the complete application requirements.

As part of a public consultation strategy, in addition to the statutory public meeting, an informal electronic public open house was held with area residents (120 m radius) and property owners on Monday, May 14, 2024, from 6:00 pm to 7:00 pm.

A total of 53 notices were mailed out.

The open house provided members of the public with opportunities to review and comment on the proposed development.

In addition to City of Windsor Staff, and the Applicant's representatives, a total of 1 person registered.

Emails were also received.

The following is a summary of the comments and responses from the consultation:

Topic Item	Comments and Questions	Response
Safety	Concerns about children playing, and walking along the sidewalk in front of the Site.	The proposed development will be designed to address safety.  Signage could be posted on the Site to warn residents to be cautious when crossing the sidewalk with vehicles when exiting the Site.
Traffic	The traffic in the area is busy.  It is difficult to cross the street to get to the commercial area.  Will the proposed development cause congestion?	Jefferson Blvd is a Class II arterial road, which is meant for traffic.  Crosswalks should be used to cross the road.
Building setback	What is the distance between the building and the sidewalk?	The building will be setback 10 ft from the sidewalk.
Timelines	What are the timelines for this project to get started?  But when is construction planning to take place?	TBD, subject to approval.
Sightlines	How will drivers be entering and exiting the parking lot?  Are there sightlines issues entering and exiting into the Site?	Sightlines will be respected from Jefferson Blvd.  The entrance into the Site will be kept as far from the rail as possible.
Proposal	Overall, happy with new residential development.	Noted.
Sidewalks	There are no sidewalks on the east side of the road.	Subject to the City to plan for sidewalks on the east side.

## **4.0 APPLICATIONS AND STUDIES**

Pre-consultation (stage 1) was completed by the Applicant (City File #PC-028/24). Comments dated April 18, 2024, were received and have been incorporated into this PRR.

Pre-submission (stage 2) was completed by the Applicant (City File #PC-110/24). Comments dated December 3, 2024, were received and have been incorporated into this PRR.

The proposed development requires an application for a Zoning By-law Amendment (ZBA).

The following explains the purpose of the application and other required approvals, as well as a summary of the required support studies.

### **4.1 Zoning By-Law Amendment**

A site specific Zoning By-law Amendment (ZBA) is required in support of the proposed development.

The Site is currently zoned Commercial District 1.4 (CD1.4) category as shown on Map 11 of the City of Windsor Zoning By-Law (ZBL).

It is proposed to change the zoning to a site-specific Residential District 2.5 (RD2.5 - S.20(1)(XXX)) category in order to permit three multiple dwellings with 5 or more dwelling units.

In addition to the change in zoning for the permitted use, site specific relief of various zoning provisions is also requested.

The ZBA is detailed, and the justification is set out in Section 5.1.3 of this PRR.

### **4.2 Other Application**

Once the ZBA has been approved, the Applicant will proceed with a Site Plan Control (SPC) application in order to complete the detailed design requirements.

SPC will provide a technical review, which includes lot grading, fencing, landscaping, lighting, signage, etc.

A building permit will also be required prior to any construction or site alterations.

### **4.3 Supporting Studies**

The following studies have been prepared to support the proposed development.

#### **4.3.1 Noise and Vibration**

An Environmental Noise and Vibration Assessment was prepared by Akoustik Engineering Limited, dated October 15, 2024.

The report was prepared to assess the noise and vibration impacts caused by the nearby road and railway line.

It was concluded that the noise impact on the proposed development had been shown to exceed the limits set by the Ministry. The measured vibration levels were not found to exceed the recommended limit.

It was recommended that the noise impacts can be mitigated through the following:

- appropriate building material design
- the installation of central air conditioning
- warning clauses

#### **4.3.2 Waste Disposal**

A Waste Disposal Letter was prepared by CT Soils & Materials Engineering Inc., Consulting Engineer, dated September 2, 2024.

The report was prepared to address any potential impacts from waste disposal sites located within a 500-meter radius of the site.

The report concluded that due to the inferred direction of groundwater flow, regional geology, distance of the waste disposal property from the site and underground utilities, there is a very low probability of adverse environmental impact to the Site arising from the Ford Motor Co. Essex Engine Plant waste disposal site.

## 5.0 PLANNING ANALYSIS

### 5.1 Policy and Regulatory Overview

#### 5.1.1 Provincial Planning Statement

The Provincial Planning Statement, 2024 (PPS) provides policy direction on matters of provincial interest related to land use planning and development.

The PPS was issued under Section 3 of the *Planning Act* and came into effect on October 20, 2024.

The following provides a summary of the key policy considerations of the PPS as it relates to the proposed development.

PPS Policy #	Policy	Response
Chapter 1 - Vision	Ontario will increase the supply and mix of housing options, addressing the full range of housing affordability needs. Every community will build homes that respond to changing market needs and local demand. Providing a sufficient supply with the necessary mix of housing options will support a diverse and growing population and workforce, now and for many years to come.	The proposed development provides more housing.
Chapter 2.1.4 – Buildings Homes, Sustaining Strong and Competitive Communities	To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall: a) maintain at all times the ability to accommodate residential growth for a minimum of 15 years through lands which are designated	The proposed development will help provide for a mix of housing options and densities to meet the needs of the City.  Full municipal services are available.



PPS Policy #	Policy	Response
	and available for residential development; and b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approved or registered plans.	
2.1.6	Planning authorities should support the achievement of complete communities by: a) accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated childcare facilities, longterm care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs; b) improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society;	The proposed development is consistent with the policy to achieve complete communities.  The proposed development will provide for a range and mix of housing options.  The Site has access to transportation options, public service facilities, other institutional uses, and parks.  Accessibility will be addressed at the time of a building permit.
2.2.1 - Housing	Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by: a) establishing and implementing minimum targets for the provision of housing that is affordable to low and moderate income	The proposed development is a new housing option for the area.  The proposed development supports the City's targets for more housing.  The needs of the residents can be accommodated as the Site is located near local

PPS Policy #	Policy	Response
	<p>households, and coordinating land use planning and planning for housing with Service Managers to address the full range of housing options including affordable housing needs;</p> <p>b) permitting and facilitating:</p> <ol style="list-style-type: none"> <li>1. all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and</li> <li>2. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;</li> </ol> <p>c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and</p> <p>d) requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to</p>	<p>amenities which supports live, work and play.</p> <p>The Site is underutilized and offers an opportunity for intensification and infilling.</p> <p>The proposed development will connect to existing neighbourhoods.</p> <p>The proposed density is appropriate for the Site.</p> <p>Residents will have access to nearby transit.</p>

PPS Policy #	Policy	Response
	transit, including corridors and stations.	
2.3.1.1 – Settlement Area	Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.	The Site is located in an existing settlement area of the City of Windsor.
2.3.1.2	Land use patterns within settlement areas should be based on densities and a mix of land uses which: a) efficiently use land and resources; b) optimize existing and planned infrastructure and public service facilities; c) support active transportation; d) are transit-supportive, as appropriate.	<p>The total density of the proposed development is considered appropriate.</p> <p>The Site offers an opportunity for infilling by creating new residential dwelling units on an underutilized parcel of land.</p> <p>The proposed height and massing of the dwellings will blend with the existing residential uses in the area.</p> <p>Residents will have immediate access to shopping, employment, transit, recreational areas and institutional uses.</p> <p>Transit is available for the area.</p> <p>Currently, there is no active transportation close to the Site. This could be addressed by the City in the future.</p>
2.3.1.3	Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of	The proposed development provides an infill opportunity for an underutilized parcel of land.

PPS Policy #	Policy	Response
	housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities.	<p>The Site was always intended for residential development as it is designated 'Residential' in the City OP.</p> <p>The design of the proposed development has provided a compact form. The final design of the building will be addressed at the time of SPC approval and will follow the City of Windsor Intensification Guidelines.</p>
2.3.1.4	Planning authorities shall establish and implement minimum targets for intensification and redevelopment within built-up areas, based on local conditions.	The City has established targets for housing. The proposed development will assist in meeting those targets as the Site is located in an existing built-up area and will add new residential housing.
2.3.1.6	Planning authorities should establish and implement phasing policies, where appropriate, to ensure that development within designated growth areas is orderly and aligns with the timely provision of the infrastructure and public service facilities.	The Site has access to existing infrastructure and nearby public service facilities.
Chapter 3.1.1 – Infrastructure and Facilities	Infrastructure and public service facilities shall be provided in an efficient manner while accommodating projected needs.	<p>The proposed development has access to full municipal services.</p> <p>There are nearby public service facilities.</p>
3.3.3 - Transportation	Planning authorities shall not permit development in planned corridors that could preclude or negatively affect the use of the corridor for the purpose(s) for which it was identified.	The proposed development will not have a negative impact on nearby transportation and infrastructure corridors.

PPS Policy #	Policy	Response
3.6.2	Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. For clarity, municipal sewage services and municipal water services include both centralized servicing systems and decentralized servicing systems.	The proposed development will be serviced by municipal sewer, water and storm, which is the preferred form of servicing for settlement areas.  The design of the services will be addressed at the SPC approval stage.
4.1.1 – Natural Heritage	Natural features and areas shall be protected for the long term.	There are no natural heritage features that impact the Site.
4.2 - Water	Planning authorities shall protect, improve or restore the quality and quantity of water by: b) minimizing potential negative impacts, including cross-jurisdictional and cross-watershed impacts;	The Site is outside of any ERCA regulated area.
Chapter 5.1.1 – Protecting Public Health and Safety	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.	There are no natural or human-made hazards that apply to this Site.  There is no risk to the public.

Therefore, the proposed development is consistent with the PPS.

### 5.1.2 Official Plan

The City of Windsor Official Plan (OP) was adopted by Council on October 25, 1999, approved in part by the Ministry of Municipal Affairs and Housing (MMAH) on March 28, 2000, and the remainder approved by the Ontario Municipal Board (OMB) on November 1, 2002. The office consolidation version is dated September 7, 2012.

The lands are designated “Residential” according to Schedule “D” Land Use attached to the OP for the City of Windsor (see Figure 3a – City of Windsor OP, Schedule “D”).

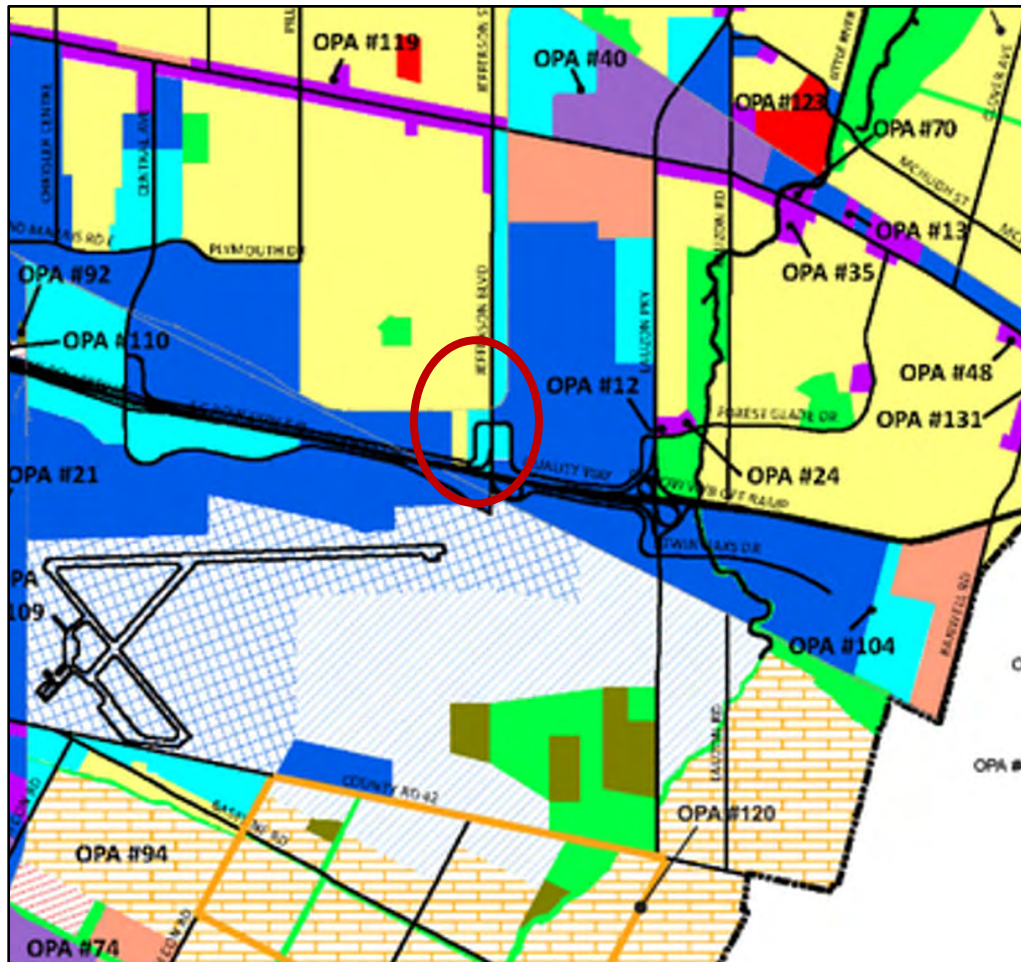


Figure 3a – City of Windsor OP, Schedule “D”

The lands are also designated subject to the following:

- Schedule B – Greenway System: Jefferson Blvd is designated as a Proposed Recreationways
- Schedule C – Development Constraint Areas - Known or Suspected Waste Disposal Sites; Raily Yard
- Schedule C-1 – Development Constraint Areas: Low Archaeological Potential



- Schedule F – Roads & Bikeways: Jefferson Boulevard is a Class II Arterial
- Schedule F-1 – Railways: Rail Corridor to the south and east; Rail Yard to the east

It is proposed that the land use designation remain as Residential.

The following provides a summary of the key policy considerations of the OP as it relates to the proposed development.

OP Policy #	Policy	Response
3.1	The planning of Windsor's future is guided by the following vision taken from Dream Dare Do – The City of Windsor Community Strategic Plan.	The proposed development will support the City's vision by providing residential in an existing built-up area where citizens can live, work and play.
4.0 - Healthy Community	The implementing healthy community policies are interwoven throughout the remainder of the Plan, particularly within the Environment, Land Use, Infrastructure and Urban Design chapters, to ensure their consideration and application as a part of the planning process.	<p>The proposed development will support the City's goal of promoting a healthy community.</p> <p>The proposed development is close to nearby transit, employment, shopping, local/regional amenities and parks.</p>
5.4.5.1 – Noise and Vibration	Council shall require the proponent of development in proximity to existing or proposed sources of noise and vibration, or the proponent of development that may be a source of noise or vibration, to evaluate the potential negative impacts of such noise and vibration on the proposed future land use.	<p>The Site is located within the 75.0 m rail corridor.</p> <p>The required support study has been prepared and summarized in section 4.3.1 of this PRR.</p> <p>Mitigation measures are recommended.</p>
5.4.9.2 – Waste Disposal Site	Council shall require proponents of development within 500 metres of a Known or Suspected Waste Disposal Site to prepare a report in accordance with provincial legislation, policy and appropriate guidelines to	<p>Portion of the Site is located within 500 m of a Known or Suspected Waste Disposal Site.</p> <p>The required support study has been prepared and</p>

OP Policy #	Policy	Response
	demonstrate the site is suitable for development.	summarized in section 4.3.2 of this PRR.  No concerns were identified.
6.0 - Preamble	A healthy and livable city is one in which people can enjoy a vibrant economy and a sustainable healthy environment in safe, caring and diverse neighbourhoods. In order to ensure that Windsor is such a city, Council will manage development through an approach which balances environmental, social and economic considerations.	The proposed development supports the policy set out in the OP as it is suited for the residential needs of the City.
6.1 - Goals	In keeping with the Strategic Directions, Council's land use goals are to achieve:  6.1.1 Safe, caring and diverse neighbourhoods.  6.1.3 Housing suited to the needs of Windsor's residents.  6.1.10 Pedestrian oriented clusters of residential, commercial, employment and institutional uses.	The proposed development supports the goals set out in the OP as it provides for the intensification of residential offering a new housing choice.  Care in the design of the proposed multiple dwellings has taken into consideration the built form of the area.  The proposed buildings will provide a buffer between existing uses including residential to the north and the rail corridor to the south.  The Site provides for an infilling opportunity.
6.2.1.2 – General Policies, Type of Development Profile	For the purpose of this Plan, Development Profile refers to the height of a building or structure. Accordingly, the following Development Profiles apply to all land use designations on Schedule D: Land Use unless specifically	The proposed development is considered a low profile development as it is proposed to have a maximum height of 3-storeys.  The proposed buildings will provide a buffer between existing uses including

OP Policy #	Policy	Response
	<p>provided elsewhere in this Plan:</p> <p>(a) <b>Low Profile developments are buildings or structures generally no greater than three (3) storeys in height;</b></p> <p>(b) Medium Profile developments are buildings or structures generally no greater than six (6) storeys in height; and</p> <p>(c) High Profile developments are buildings or structures generally no greater than fourteen (14) storeys in height.</p>	<p>residential to the north and the rail corridor to the south.</p>
6.3.1.1 – Range of Forms & Tenures (Residential)	To support a complementary range of housing forms and tenures in all neighbourhoods	<p>It is proposed to construct three (3) multiple dwellings with a total of 27 residential dwelling units.</p> <p>The design of the buildings will be a stacked townhome; however, it is considered a multiple dwelling.</p> <p>The proposed development will offer a new housing choice which will complement the existing built-up area.</p> <p>Tenure will be rental.</p>
6.3.1.3 – Intensification, Infill & Redevelopment	To promote residential redevelopment, infill and intensification initiatives in locations in accordance with this plan.	<p>The proposed development is considered infill and intensification.</p> <p>The parcel of land is underutilized and appropriate for redevelopment.</p> <p>There is a mix of land uses in the area.</p>

OP Policy #	Policy	Response
6.3.2.1 – Permitted Uses	Uses permitted in the Residential land use designation identified on Schedule D: Land Use include <b>Low Profile</b> , and Medium Profile dwelling units.	The proposed development is a permitted use in the OP as it is considered a low profile development.
6.3.2.3 – Types of Low Profile	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>(b) large scale forms: buildings with more than 8 units.</b>	The proposed development will have 9 units in each multiple dwelling, which is considered large scale.
6.3.2.4 – Location Criteria	Residential intensification shall be directed to the Mixed Use Nodes and areas in proximity to those Nodes. Within these areas Medium Profile buildings, up to 4 storeys in height shall be permitted. These taller buildings shall be designed to provide a transition in height and massing from low-profile areas.  <b>New residential development</b> and intensification 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	The Site has access to major transportation corridors.  Full municipal services are available.  The Site is located near community services, parks and local/regional amenities.  There is transit close to the Site.

OP Policy #	Policy	Response
	transportation service can be provided.	
6.3.2.5 – Evaluation for a Neighbourhood	<p>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:</p> <p>(a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:</p> <p>(i) within or adjacent to any area identified on Schedule C: Development Constraint Areas and described in the Environment chapter of this Plan;</p> <p>(ii) adjacent to sources of nuisance, such as noise, odour, vibration and dust;</p> <p>(iii) within a site of potential or known contamination;</p> <p>(iv) where traffic generation and distribution is a provincial or municipal concern; and</p> <p>(v) adjacent to heritage resources.</p> <p>(b) in keeping with the goals, objectives and policies of any secondary plan or guideline plan affecting the surrounding area;</p> <p>(c) in existing neighbourhoods, compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas. In Mature</p>	<p>This PRR has undertaken the required evaluation, including a review of the PPS in section 5.1.1.</p> <p>The City of Windsor Intensification Guidelines will be followed when the final design of the proposed development is reviewed as part of SPC approval.</p> <p>There are no development constraints that negatively impact the Site.</p> <p>There are no anticipated traffic issues.</p> <p>There are no heritage resources that impact the Site.</p> <p>There are no secondary plans.</p> <p>The Site is compatible with its surroundings and will act as a buffer between land uses (south and north).</p> <p>Parking is provided on-site.</p> <p>Infrastructure is available.</p> <p>The Site includes a fire route.</p> <p>The Site is not located in a mature neighbourhood.</p> <p>The Site provides for an infilling opportunity.</p>

OP Policy #	Policy	Response
	Neighbourhoods as shown on Schedule A-1, compatible with the surrounding area, as noted above, and consistent with the streetscape, architectural style and materials, landscape character and setback between the buildings and streets; (e) capable of being provided with full municipal physical services and emergency services; and (f) facilitating a gradual transition from <b>Low Profile</b> residential development to and/or High Profile development and vice versa, where appropriate, in accordance with Design Guidelines approved by Council.	
7.0 - Infrastructure	The provision of proper infrastructure provides a safe, healthy and efficient living environment. In order to accommodate transportation and physical service needs in Windsor, Council is committed to ensuring that infrastructure is provided in a sustainable, orderly and coordinated fashion.	The proposed development is close to nearby transit, off a major transportation corridor and has access to full municipal services.
8.7.2.3 – Built Form, Infill Development	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;	The City of Windsor Intensification Guidelines will be followed when the final design of the proposed development is reviewed as part of SPC approval.  <b>Massing</b> – the proposed size of the dwellings is appropriate. The buildings have been brought to the front of the lot, as close as possible.



OP Policy #	Policy	Response
	<p>(d) volumes of defined space;  (e) lot size;  (f) position relative to the road;  (g) building area to site area ratios;  (h) the pattern, scale and character of existing development;  (i) exterior building appearance; and  (j) Council adopted Design Guidelines that will assist in the design and review of applications for development in accordance with the policies noted above.</p>	<p><b>Building height</b> – the proposed building height of the proposed multiple dwellings will be limited to 3-storeys, similar to the height of a single detached dwelling.</p> <p><b>Architectural proportion</b> – the inspiration for the design of the building will be taken from the established character of the area. Detailed design will be provided at the time of SPC.</p> <p><b>Volume of defined space</b> – the proposed design and layout of the development includes appropriate setbacks and lot coverage.</p> <p><b>Lot size</b> – the existing Site is appropriate for the development. It allows for on-site parking, access, fire routes, amenity, space, sidewalks and landscaping.</p> <p><b>Building area</b> – appropriate lot coverage is proposed. The proposed building will not negatively impact the private use and enjoyment of area residents. The proposed building is 3-storeys and is not anticipated to create shadows or obstructions that would negatively impact the area.</p> <p><b>Pattern, scale and character</b> – the proposed development will not change lotting or street patterns in the area. The scale of the proposed</p>

OP Policy #	Policy	Response
		development is appropriate for the Site.  <b>Exterior building appearance</b> – a mix of materials will be used for the proposed building. The final design of the building will be addressed as part of SPC approval.
City of Windsor Intensification Guidelines, dated June 2022 – Purpose of the Design Guidelines, Section 1.2	Guided by the community vision articulated in the Official Plan (OP), and building on the principles of ‘compatible’ development, the objective of the Urban Design Guidelines is to provide direction for the design of future uses that respect the unique character of Windsor’s neighbourhoods.	The City of Windsor Intensification Guidelines will be followed when the final design of the proposed development is reviewed as part of SPC approval.

Therefore, the proposed development will conform with the intent of the City of Windsor OP.

### 5.1.3 Zoning By-law

The City of Windsor Zoning By-Law (ZBL) #8600 was passed by Council on July 8, 2002, and then a further Ontario Municipal Board (OMB) decision was issued on January 14, 2003.

A ZBL implements the PPS and the City OP by regulating the specific use of property and providing for its day-to-day administration.

The Site is currently zoned Commercial District 1.4 (CD1.4) category as shown on Map 11 of the City of Windsor Zoning By-Law (ZBL) (see Figures 4 – City of Windsor Zoning).



Figure 4 – City of Windsor Zoning

A site specific Zoning By-law Amendment (ZBA) is required in support of the proposed development.

It is proposed to change the zoning to a site-specific Residential District 2.5 (RD2.5 - S.20(1)(XXX)) category in order to permit three multiple dwellings with 5 or more dwelling units.

Permitted uses in the RD2.5 include Multiple Dwellings.

The design of the buildings will be a stacked townhome; however, it is considered a multiple dwelling, as set out in the ZBL definition.

*MULTIPLE DWELLING means one dwelling containing a minimum of three dwelling units. A double duplex dwelling, semi-detached dwelling, stacked dwelling, or townhome dwelling is not a multiple dwelling.*

A review of the RD2.5 zone provisions, as set out in Section 11.5.5.6 of the ZBL is as follows:

Zone Regulations	Required RD 2.5 Zone (Multiple Dwelling with 5 or more dwelling units)	Proposed	Compliance and/or Relief Requested with Justification
Min Lot Width	20.0 m	102.75 m	Complies

Zone Regulations	Required RD 2.5 Zone (Multiple Dwelling with 5 or more dwelling units)	Proposed	Compliance and/or Relief Requested Justification with
Min Lot Area	Lot Area – per dwelling unit – minimum 166.0 m <sup>2</sup>  <b>166.0 x 27 = 4,482 m<sup>2</sup></b>	<b>4,420.0 m<sup>2</sup> (0.442 ha)</b>	Relief required.  Relief is considered minor.  The lot area exists.  The size of the Site is appropriate for the proposed development.
Max Lot Coverage	50.0 %	26 %	Complies
Min/Max Building Height	7.0 m / 18.0 m	9 m 3 storeys	Complies
Min/Max Front Yard Depth	6.0 m / 7.0 m	<b>9.25 m</b>	Relief required.  An increase of 2.5 m is requested.  The Site has a unique shape.  Relief will allow the building to be located in an appropriate way.
Min Rear Yard Depth	7.50 m	17.13 m	Complies
Min Side Yard (interior and exterior)	2.5 m	14.05 m - south side 10.83 m – north side	Complies
Parking Spaces Required (Table 24.20.20.5.1)	Multiple Dwelling containing a minimum of 5 dwelling units:  1.25 parking spaces required for each dwelling unit  <b>27 x 1.25</b>	40	Complies

Zone Regulations	Required RD 2.5 Zone (Multiple Dwelling with 5 or more dwelling units)	Proposed	Compliance and/or Relief Requested Justification with
	<b>= 33.75 space (33 rounded down)</b>		
Visitor Parking (24.22.1)	15 percent of parking spaces marked  <b>27 x 15% = 4.05 spaces (4 rounded up)</b>	6	Complies
Accessible Parking Spaces Required (Table 24.24.1)	For 26-100 total number of Parking Spaces  Type A – 2 % parking spaces  Total B - 2 % parking spaces  0.8 + 0.8 = 1.6 parking spaces (2 rounded up)	2	Complies
Bicycle Parking (24.30.1)	20 or more parking spaces in parking area:  2 for the first 19 spaces plus 1 for each additional 20 parking spaces:  <b>2 + 1 = 3</b>	3	Complies
Loading (Table 24.40.1.5)	Over 1,000 m <sup>2</sup> to 7,500 m <sup>2</sup> = 1 required	1	Complies
Parking Area Separation (Table 25.5.20.2)	Any other Street – 3.00 m	>3.00 m	Shall comply

<b>Zone Regulations</b>	<b>Required RD 2.5 Zone (Multiple Dwelling with 5 or more dwelling units)</b>	<b>Proposed</b>	<b>Compliance and/or Relief Requested with Justification</b>
Parking Area Separation (Table 25.5.20.3)	An interior lot line or alley – 0.90 m	1.6 m	Complies
Parking Area Separation (Table 25.5.20.5)	A building wall in which is located a main pedestrian entrance facing the parking area – 2.00 m	>2.00m	Shall comply
Parking Area Separation (Table 25.5.20.6)	A building wall containing a habitable room window or containing both a main pedestrian entrance and a habitable room window facing the parking area where the building is located on the same lot as the parking area – 4.50 m	>4.50m	Shall comply

Therefore, in addition to the change in zoning for the permitted use of three multiple dwellings with 5 or more dwelling units, the proposed development will comply with all zone provisions set out in the RD2.5 Zone except for the following, which requires site specific relief:

1. *to decrease the minimum lot area from 4,482 m<sup>2</sup> to 4,420.0 m<sup>2</sup>, and*
2. *to increase the maximum front yard depth from 7.00 m to 9.25 m.*



## **6.0 SUMMARY AND CONCLUSION**

### **6.1 Context and Site Suitability Summary**

#### **6.1.1 Site Suitability**

The Site is ideally suited for residential development for the following reasons:

- The land area is sufficient to accommodate the proposed development with adequate transition and buffering from abutting land uses (north and south),
- The Site is flat,
- The Site will be able to accommodate municipal infrastructure,
- There are no anticipated traffic concerns,
- There are no natural heritage concerns,
- There are no cultural heritage concerns, and
- There are no hazards or constraints.

#### **6.1.2 Compatibility of Design**

The proposed development has been designed to be compatible with the existing built-up area.

The proposed development is a low profile form of development which incorporates sufficient setbacks to allow for appropriate landscaping and buffering.

The proposed development will be strategically located to provide efficient ease of the proposed new access to the parking area.

The proposed buildings will provide a buffer between existing uses including residential to the north and the rail corridor to the south.

The Site is capable of accommodating the proposed development in terms of scale, massing, height and siting.

#### **6.1.3 Good Planning**

The proposal represents good planning as it addresses the need for the City to provide infilling, which contributes to a new housing choice and intensification requirements.

Residential use on the Site represents an efficient development pattern that optimizes the use of land.

The proposed development will not change lotting or street patterns in the area.

#### **6.1.4 Natural and/or Cultural Heritage Impacts**

The proposal does not have any negative natural environment impacts or cultural heritage resource impacts.

#### **6.1.5 Municipal Services Impacts**

Full municipal services are available, which is the preferred form for development. This includes water, sewer and storm services.

#### **6.1.6 Social, Cultural and/or Economic Conditions**

The proposed development does not negatively affect the social environment as the Site is in close proximity to major transportation corridors, transit, open space and community amenities.

Infilling in an existing built-up area of the City contributes toward the goal of 'live, work and play' where citizens share a strong sense of belonging and a collective pride of place.

The proposed development promotes efficient development and land use patterns, which sustains the financial well-being of the City of Windsor.

The proposal does not cause any public health and safety concerns.

The proposal represents a cost effective development pattern that minimizes land consumption and servicing costs.

There will be no urban sprawl as the proposed development is within the existing settlement area and is an ideal infilling opportunity.

There are no cultural heritage concerns that impact the Site.

## **6.2 Conclusion**

In summary, it would be appropriate for Council for the City of Windsor to approve the ZBA to permit the proposed development on the Site as it is appropriate for infilling and will offer residential in an area of mixed uses.

The Site will provide for a new housing choice in an existing built-up area, which is an example of missing middle.

This PRR has shown that the proposed development is consistent with the PPS, conforms with the intent and purpose of the OP and ZBL and represents good planning.

**Planner's Certificate:**

I hereby certify that this report was prepared by Tracey Pillon-Abbs, a Registered Professional Planner, within the meaning of the Ontario Professional Planners Institute Act, 1994.

  
**Tracey Pillon-Abbs, RPP**  
**Principal Planner**



## **APPENDIX E – CONSULTATIONS**

### **CANADA POST – BRUNO DESANDO**

#### Service type and location

1. Canada Post will provide mail delivery service to the new development 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 development 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).

#### **Additional Developer Requirements:**

The developer will consult with Canada Post to determine suitable permanent locations for the CMBs. The developer will 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 CMBs 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 CMB. The developer also agrees to note the locations of all CMBs within the development, and to notify affected homeowners of any established easements granted to Canada Post to permit access to the CMB.

The developer will provide a suitable and safe temporary site for a CMB until curbs, sidewalks and final grading are completed at the permanent CMB 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 CMB 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 CMB concrete base pad per Canada Post specifications.

## APPENDIX E – CONSULTATIONS

### CITY OF WINDSOR – PLANNING & DEVELOPMENT SERVICES – SITE PLAN CONTROL

The development proposal is subject to Site Plan Control pursuant to the Planning Act and City of Windsor By-law 1-2004. Where preceding development applications are required, inclusive of Official Plan and Zoning By-law Amendments, request for Site Plan Control Pre-Consultation Stage 1 may be made following completion of the requisite Development and Heritage Standing Committee meeting at <https://ca.cloudpermit.com/login>

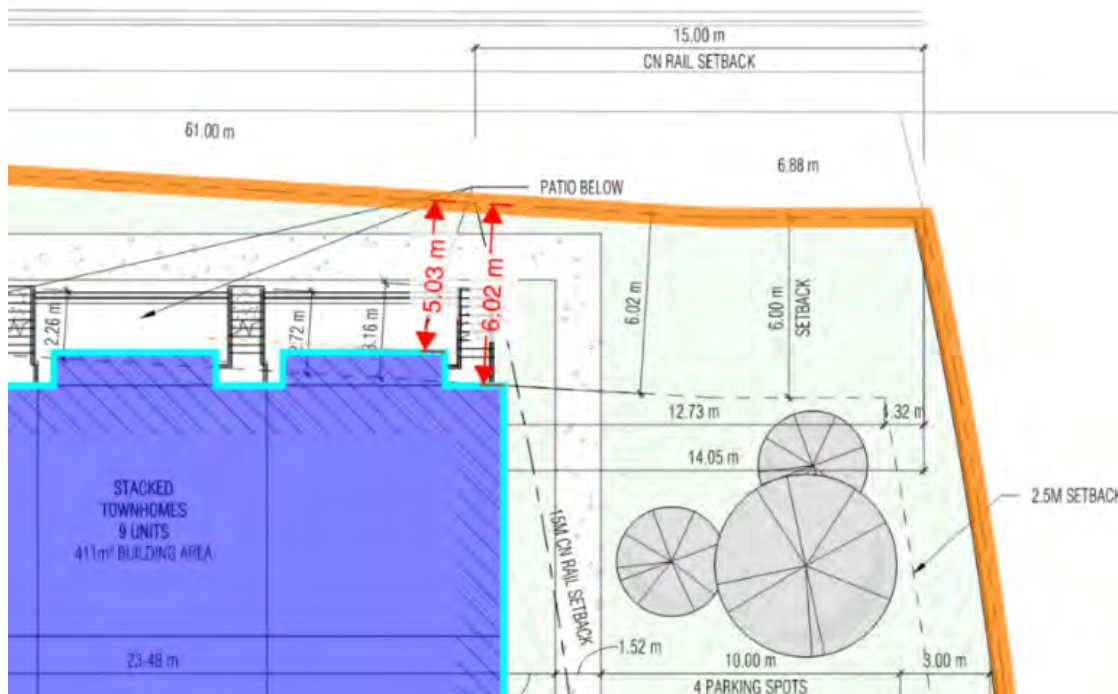
### CITY OF WINDSOR – PLANNING & DEVELOPMENT SERVICES – ZONING COORDINATOR – STEFAN PAVLICA

#### Section 5 – General Provisions:

- 5.30.10 Encroachment into a Yard:
    - 5.30.10.20 Below Grade Entrance Pad and Steps Leading Thereto:
      - **Maximum encroachment into a required front yard:**
        - Required: 2.50m;                      **Proposed: 2.72m**
    - 5.30.10.76 Steps – having a height of greater than 0.30m above the ground:
      - Maximum encroachment in any required yard:
        - Required: No Limit;                      Proposed: 3.16m
      - Minimum separation from any lot line:
        - Required: 1.20m;                      Proposed: 2.87m
      - **Maximum total tread area within a required yard:**
        - Required: 5.0m<sup>2</sup>;                      **Proposed: 12.1m<sup>2</sup>**
  - **5.60 - Railway Right of Way Provisions - 5.60.5** Where a *lot* abuts a railway right-of-way, at the time of erection of a *main building* or an addition to an existing *main building*, a security fence having a minimum height of 1.830 m shall be erected continuously along the common boundary line between the *lot* and the railway right-of-way:
    - Required: 1.830m;                      **Proposed: 1.6m**
  - All other provisions in Section 5 – General Provisions: Both Not Applicable and Comply
- Section 11.5.5.6 – Residential District 2.5 (RD2.5):
- Minimum Lot Width [11.5.5.6.1] – Required: 20.0 m; Proposed: 102.7 m
  - **Minimum Lot Area – per dwelling unit [11.5.5.6.2]:**  
**Required: 4,482 m<sup>2</sup> at 166.0m<sup>2</sup>/dwelling unit; Proposed: 4,420 m<sup>2</sup>**
  - Maximum Lot Coverage [11.5.5.6.3] – Required: 50.0%; Proposed: 29.2%
  - Minimum Main Building Height [11.5.5.6.4] – Required: 7.0 m; Proposed: 10.0 m
  - Maximum Main Building Height [11.5.5.6.4] – Required: 18.0 m; Proposed: 10.0 m

## APPENDIX E – CONSULTATIONS

- **Minimum Front Yard Depth [11.5.5.6.5] – Required: 6.0 m; Proposed: 5.0 m**



- **Maximum Front Yard Depth [11.5.5.6.5] – Required: 7.0m; Proposed: N/A**
- **Minimum Rear Yard Depth [11.5.5.6.6] – Required: 7.50m; Proposed: 16.33m**
- **Minimum Side Yard Depth [11.5.5.6.7] – Required: 1.20m; Proposed: 10.96m**

Section 20 – Site Specific Zoning Exemptions: Not applicable

Section 24 – Parking, Loading, and Stacking Provisions:

- 24.20.5.1 Number of Parking Spaces – Required: 33; Proposed: 40
- 24.22.1.1 Number of Visitor Parking Spaces – Required: 4; Proposed: 6
- 24.24.1 Number of Type A Accessible Parking Spaces – Required: 1; Proposed: 1
- 24.24.1 Number of Type B Accessible Parking Spaces – Required: 1; Proposed: 1
- 24.30.1 Number of Bicycle Parking Spaces – Required: 3; Proposed: 3
- **24.24.20.1 Curb Cut or Ramp for Accessible Parking Space:**
  - Where a parking area is bounded by perimeter curbing which separates the principal pedestrian entrance of a building from the parking area, **there shall be provided and maintained at least one curb cut or ramp** that has a minimum width of 1.2 m and a maximum slope of 1:8 where elevation is less than 7.5 cm or 1:10 where elevation is 7.5 cm to 20 cm
- 24.40.1.9 Number of Loading Spaces – Required: 1; Proposed: 1
- **24.40.10.1 Minimum Size of Loading Space:**
  - Required: 3.0 m by 7.5 m by 3.5 m in minimum height clearance
  - Proposed: 3.0 m by **7.0 m** by 3.5 m

Section 25 – Parking Area Provisions:

- 25.5.10 - Construction and Maintenance of Parking Area:



## APPENDIX E – CONSULTATIONS

- **25.5.10.3 A curb shall bound the perimeter of a parking area** and shall separate a landscaped open space yard, landscaped open space island or parking area separation from the parking area.
- 25.5.10.13 For any part of a parking area that is located less than 4.50 m from a dwelling unit on an abutting lot, a screening fence with a minimum height of 1.20 m shall be provided along the lot line on which the parking area is located.
- **25.5.20.1.3 Parking Area Separation from an interior lot line:**
  - Required: 0.90m;                      **Proposed: 0.52m**
- **25.5.30.4 Access Area – minimum width:**
  - Required: 7.00m                      **Proposed: 6.10m**

### CITY OF WINDSOR – DEVELOPMENT ENGINEERING – JUAN PARAMO

**Sewers:** The site may be serviced by a 350mm sanitary sewer and a 1500mm storm sewer located within Jefferson Boulevard right-of-way. If possible existing connections should be utilized. Any redundant connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3.

A sanitary sampling manhole may be required on any new sanitary connection at the property line to the satisfaction of the City Engineer, if one does not already exist.

The applicant will be required to submit, prior to the issuance of permits, a stormwater management plan in accordance with Windsor Essex Region Stormwater Management Standards Manual, restricting stormwater runoff to pre-development levels. This will include, at a minimum:

- Submission of stormwater management review fee,
- Stormwater management report stamped by a professional engineer
- Site servicing drawings stamped by a professional engineer
- Stormwater management check list (see link below)

For more information of SWM requirements, visit: link

<https://essexregionconservation.ca/wp-content/uploads/2018/12/WE-Region-SWM-Standards-Manual.pdf>.

<https://www.citywindsor.ca/business/buildersanddevelopers/Documents/Checklist-Rational-Method.pdf>

**Right-of-Way:** A land conveyance linearly aligning from the southeast corner of 3153 Jefferson Boulevard to the southeast corner of 3161 Jefferson Boulevard is required along the frontage of this property. **Please display this change within the site plan drawings.**

## APPENDIX E – CONSULTATIONS



No objection to the proposed development.

Contact Jaegar King at [jking@citywindsor.ca](mailto:jking@citywindsor.ca)

### **CITY OF WINDSOR – FORESTRY – YEMI ADEYEYE**

To be considered for SPC - After inspection it was determined there was only one city owned Silver maple. This tree was rated to be in fair condition. The contractor will be asked to provide a root zone protection area around this tree. It was noted this new development has many mature trees so we will require a private tree inventory completed.

### **CITY OF WINDSOR – LANDSCAPE ARCHITECTURE & URBAN DESIGN – HODA KAMELI**

I have reviewed the updated studies and drawings and provided my comments on this application from a landscape architecture and urban design perspective. It is essential to connect the pathway on the east side of the building to the municipal sidewalk along Jefferson Blvd.

### **CITY OF WINDSOR – NATURAL AREAS – KAREN ALEXANDER**

No concerns on the zoning change application. The following comments apply to Site Plan Control:

#### **Tree Disturbance and Removal (Breeding Birds)**

- Active nests of most bird species are protected under the Migratory Birds Convention Act (1994), the Fish and Wildlife Conservation Act (1997), and/or the Endangered Species Act (2007)
- Active nests, i.e., nests occupied by an adult bird, chick, and/or viable egg, must not be disturbed or removed
- The breeding bird window for southwestern Ontario is April 1st – August 31st
- To prevent potential harm to nests, any vegetation disturbance should occur outside of the breeding bird window
- Should disturbance be unavoidable during this window, surveys for nests must be completed by a Qualified Professional immediately prior to (i.e., within 48 hours) site alteration

## APPENDIX E – CONSULTATIONS

- If an active nest is found, it should remain unharmed, protected by a buffer zone, until the young have permanently left the vicinity of the nest

### CITY OF WINDSOR – RIGHT OF WAY – MARK SCHAFFHAUSER

#### Required Drawing Revisions:

1. **Sewer Connections** – All existing and proposed storm, sanitary and water services must be identified on the drawings, as well as the associated mainline sewers/water mains.
  - Modify drawings to include all sewer connections and water services.
  - Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.
2. **Land Conveyance** – The current submission does not include this conveyance. A land conveyance linearly aligning from the southeast corner of 3153 Jefferson Blvd to the Southeast Corner of 3161 Jefferson Blvd is required along the frontage of property. Please see image below for clarification.



- Modify drawings to include land conveyance as specified above.
3. **Alley Closing** – Prior to the issuance of a Building Permit, the owner shall apply to the Street and Alley Closing Committee to close the existing alley adjacent to the subject property.

#### Special Provisions to be included in Site Plan Control Agreement

The following special provisions will be required prior to submitting a building permit application:

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

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

**Land Conveyance** - The current submission does not include this conveyance. A land conveyance linearly aligning from the southeast corner of 3153 Jefferson Blvd to the Southeast Corner of 3161 Jefferson Blvd is required along the frontage of property.

Contact Thomas Huynh at [thuynh@citywindsor.ca](mailto:thuynh@citywindsor.ca)

## **APPENDIX E – CONSULTATIONS**

### **CITY OF WINDSOR – TRANSPORTATION PLANNING – ELARA MEHRILLOU**

**Land Conveyance** - Land conveyance is required along the frontage of Jefferson Blvd to be aligned with the adjacent property on the north.

**Corner Cut-Off** - Not Applicable.

**Sidewalk** - Not Applicable

**Parking** - All parking must comply with ZBL 8600.

- Current site plan requires 4 bicycle parking spaces.

**Transportation Impact Study** - Not Applicable.

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

- All accesses access must be 7-9 m total at the property line (minimum 3.5m/lane, maximum 4.5m/lane).
- Aisle width must be 6 m to have adequate width for turning maneuvers. The revised site plan must indicate dimensions of all aisles.

**Exterior Path** - All new exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA)

### **ENBRIDGE – SANDRO AVERSA**

Enbridge Gas has active infrastructure within the proposed area.

1. The shown piping locations are approximate and for information purposes only
2. The drawings are not to scale
3. This drawing does not replace field locates. Please contact Ontario One Call for onsite locates prior to excavating, digging, etc

Enbridge Gas requires a minimum separation of 0.6m horizontal and 0.3m vertical from all our plant less than NPS 16 and a minimum separation 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines. For all pipelines (including vital pipelines), when drilling parallel to the pipeline, a minimum horizontal clearance measured from the edge of the pipeline to the edge of the final bore hole of 1 m (3.3 ft) is required. Please ensure that this minimum separation requirement is maintained, and that the contractor obtains locates prior to performing any work and utilizes safe excavation practices while performing any work in the vicinity.

Also, please note the following should you find any abandoned infrastructure in the area. Any pipe that is excavated, please assume that it is live. If during any job, any pipe is found that is not on the locate sheet and conflicts with your work, please call our emergency number (1-877-969-0999), and one of our Enbridge representatives will respond to determine if that plant is in fact live or dead. Please note that our Enbridge Gas representative will respond to the live or dead call within 1-4 hours, so please plan your work accordingly.

Please contact me if you have any further questions or concerns.

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

No objections. The existing water service that was servicing the current building was off Lloyd George and will need to be abandoned at the watermain and all new services will need to come off the watermain on Jefferson.

**Natural Hazards and Regulatory Responsibilities Under the Conservation Authorities Act, O. Reg 686/21, PPS** - The following comments reflect ERCA's role in protecting people and property from the threats of natural hazards and regulating development hazards lands under Section 28 of the *Conservation Authorities Act*.

We have reviewed our floodline mapping for this area and it has been determined this site is not located within a regulated area that is under the jurisdiction of the ERCA (Ontario Regulation 41/24 under the *Conservation Authorities Act*). As a result, a permit is not required from ERCA for issues related to Section 28 of the *Conservation Authorities Act*.

**Final Recommendation** - ERCA has no objection to Z-041-24 ZNG-7260.

## **APPENDIX E – CONSULTATIONS**

### **TRANSIT WINDSOR – JASON SCOTT**

Transit Windsor has no objections to this development. The closest existing transit route to this property is with the Central 3. The Central 3 has a peak weekday frequency of 30 minutes. The closest existing bus stop to this property is located on North Service Road East at Jefferson Northwest Corner. This bus stop is approximately 190 m from this property falling within Transit Windsor's 400 m walking distance guidelines to a bus stop.

Transit service will be further enhanced in this area as a new secondary route will be replacing the Central 3 in this area. This new secondary route will have transit service in both directions versus the existing one way loop. This is part of Transit Windsor's City Council approved 2024 service plan. The new secondary route will have a peak weekday frequency of 60 minutes. This is proposed to be implemented sometime in 2025. This is consistent with Transit Windsor's City Council approved Transit Master Plan.

### **WINDSOR FIRE & RESCUE SERVICES – MICHAEL COSTE**

No issue.





**Committee Matters: SCM 105/2025**

**Subject: Official Plan Amendment and Zoning By-law Amendment Applications for 0 Wellington Avenue & 673 Wellington Avenue, Z-005/25 [ZNG-7284] & OPA 195 [OPA-7285], Ward 3**

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 715**

- I. THAT Schedule "A" of Volume I: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by designating the lands located on the west side of Wellington Avenue between Wyandotte Street West and Elliott Street West, described as Lots 43 to 53, Plan 68, as a Special Policy Area.
- II. THAT the City of Windsor Official Plan, Volume II, Chapter 1 - Special Policy Areas, **BE AMENDED** by adding site specific policies as follows:
  - 1.xx. **West side of Wellington Avenue between Wyandotte Street West and Elliott Street West**
    - 1.xx.1 The property described as Lots 43 to 53, Plan 68, known municipally as 0 Wellington Avenue (Roll No. 040-230-00800) and 673 Wellington Avenue, situated on the west side of Wellington Avenue between Wyandotte Street West and Elliott Street West, is designated on Schedule A: Planning Districts & Policy Areas in Volume I - The Primary Plan.
    - 1.xx.2 Notwithstanding Section 6.4.3.2 of the City of Windsor Official Plan, Volume I, Chapter 6 - Land Use:
      - a) A retail store shall be an additional permitted ancillary use.
- III. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning for the lands located on the west side of Wellington Avenue between Wyandotte Street West and Elliott Street West, described as Lots 43 to 53, Plan 68 (PIN No. 01205-0133 LT & PIN No. 01205-0134 LT), by adding a site specific provision to allow a Retail Store as an additional permitted main use, subject to the following additional regulations:

**528. WEST SIDE OF WELLINGTON AVENUE BETWEEN WYANDOTTE STREET WEST AND ELLIOTT STREET WEST**

(1) For the lands comprising of Lots 43 to 53, Plan 68 (PIN No. 01205-0133 LT & PIN No. 01205-0134 LT), a *Retail Store* shall be an additional permitted *main use* subject to the following additional provisions:

1. Section 18.2.5.10 shall not apply.
2. Notwithstanding Table 24.20.5.1, a minimum of 42 parking spaces shall be provided for a *Retail Store* use occupying the ground floor of the existing building as it existed on April 7, 2025.
3. Notwithstanding Section 24.26.5, a *parking space* and *accessible parking space* shall be permitted in a required front yard.
4. Notwithstanding Section 25.5.10.3, a poured in place concrete curb shall not be required to bound the west limit of a *parking area* having 0.00 metres of separation from the west interior lot line.
5. Notwithstanding Section .2 of Table 25.5.20.1, the minimum separation for a *parking area* from Wellington Avenue shall be 2.65 metres.
6. Notwithstanding Section .3 of Table 25.5.20.1, the minimum separation for a *parking area* from the west interior lot line shall be 0.00 metres.  
[ZDM 3; ZNG/7284]

IV. THAT, at the discretion of the City Planner, Deputy City Planner, or Site Plan Approval Officer, the following **BE SUBMITTED** with an application for Site Plan Approval:

- a. Planning Justification Report, prepared by Oakview Land Use Planning, dated January 21, 2025.
- b. Traffic Impact / Parking Study, prepared by RC Spencer Associates Inc., dated January 2025; and,

- V. THAT Administration **BE DIRECTED** to consult with the Windsor Essex County Health Unit (WECHU) for comment with respect to process in terms of oversight for the proposed use of the property, given the previous use of the site; and that the information **BE PROVIDED** to Council when the report moves forward for consideration.

Carried.

Report Number: S 33/2025  
Clerk's File: Z/14931 & Z/14930

**Clerk's Note:**

1. The recommendation of the Development & Heritage Standing Committee and Administration are **not** the same.
2. Please refer to Item 7.3 from the Development & Heritage Standing Committee held on April 7, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250407/-1/10548>

**Subject: Official Plan Amendment and Zoning By-law Amendment  
Applications for 0 Wellington Avenue & 673 Wellington Avenue, Z-005/25  
[ZNG-7284] & OPA 195 [OPA-7285], Ward 3**

**Reference:**

Date to Council: April 7, 2025  
Author: Brian Nagata, MCIP, RPP  
Planner II - Development Review  
(519) 255-6543 ext. 6181

Planning & Building Services  
Report Date: 3/10/2025  
Clerk's File #: Z/14931 & Z/14930

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

**Recommendation:**

- I. THAT Schedule "A" of Volume I: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by designating the lands located on the west side of Wellington Avenue between Wyandotte Street West and Elliott Street West, described as Lots 43 to 53, Plan 68, as a Special Policy Area.
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Retail Store as an additional permitted main use, subject to the following additional regulations:

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[ZDM 3; ZNG/7284]

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- a. Planning Justification Report, prepared by Oakview Land Use Planning, dated January 21, 2025.
  - b. Traffic Impact / Parking Study, prepared by RC Spencer Associates Inc., dated January 2025.

**Executive Summary:**

N/A

**Background:**

**Application Information:**

**Location:** 673 Wellington Avenue  
(Lots 43 to 51, Plan 68; Roll No. 040-230-00700; PIN No. 01205-0133 LT)

0 Wellington Avenue  
(Lots 52 & 53, Plan 68; Roll No. 040-230-00800; PIN No.  
01205-0134 LT)

**Ward:** 3

**Planning District:** River West

**Zoning District Map:** 3

**Owner:** 1000621124 Ontario Inc.

**Applicant:** Same as Owner

**Authorized Agent:** Robert Brown, RPP (Oakview Land Use Planning)

**Proposal:**

The applicant intends to redevelop the subject property by converting the existing vacant industrial building and paved outdoor storage yard to a retail store (grocery store) with a 42 space parking area.

The applicant is requesting an amendment to the Official Plan to add a Special Policy Area to the subject property to allow a retail store as an additional permitted ancillary use within an Industrial land use designation.

The applicant is requesting a concurrent amendment to Zoning By-law 8600 to add a site-specific provision to allow a retail store as an additional permitted main use under the MD1.2 zoning with the following additional regulations to:

- Reduce the number of required parking spaces for a retail store from 79 to 42;
- Reduce the minimum parking area separation from Wellington Avenue and the west interior lot line; and
- Nullify the maximum gross floor area provision for a retail store under the MD1.2 zoning, prohibition against parking within a required front yard, and provision requiring the west limit of the parking area to be bound by a poured in place concrete curb.

**Submitted Information:** Conceptual Site Plan (See Appendix A), Deed, Official Plan Amendment Application, Planning Justification Report (See Appendix H), Topographic Survey (See Appendix I), Traffic Impact / Parking Study (See Appendix J) and Zoning By-law Amendment Application



**Site Information:**

Official Plan	Zoning	Current Use	Previous Use
Industrial	Manufacturing District 1.2 (MD1.2)	Vacant Industrial Building	Manufacturing Facility
Lot Width	Lot Depth	Lot Area	Lot Shape
134.4 m	36.9 m	4,951.5 m <sup>2</sup>	Rectangular
<i>All measurements are based on the Topographic Survey, dated April 8, 2024, prepared by Verhaegen Land Surveyors</i>			

The subject property contains a one (1) storey 1,785.0 m<sup>2</sup> vacant industrial building with a paved outdoor storage yard. The remainder of the subject property is maintained as landscaped open space.

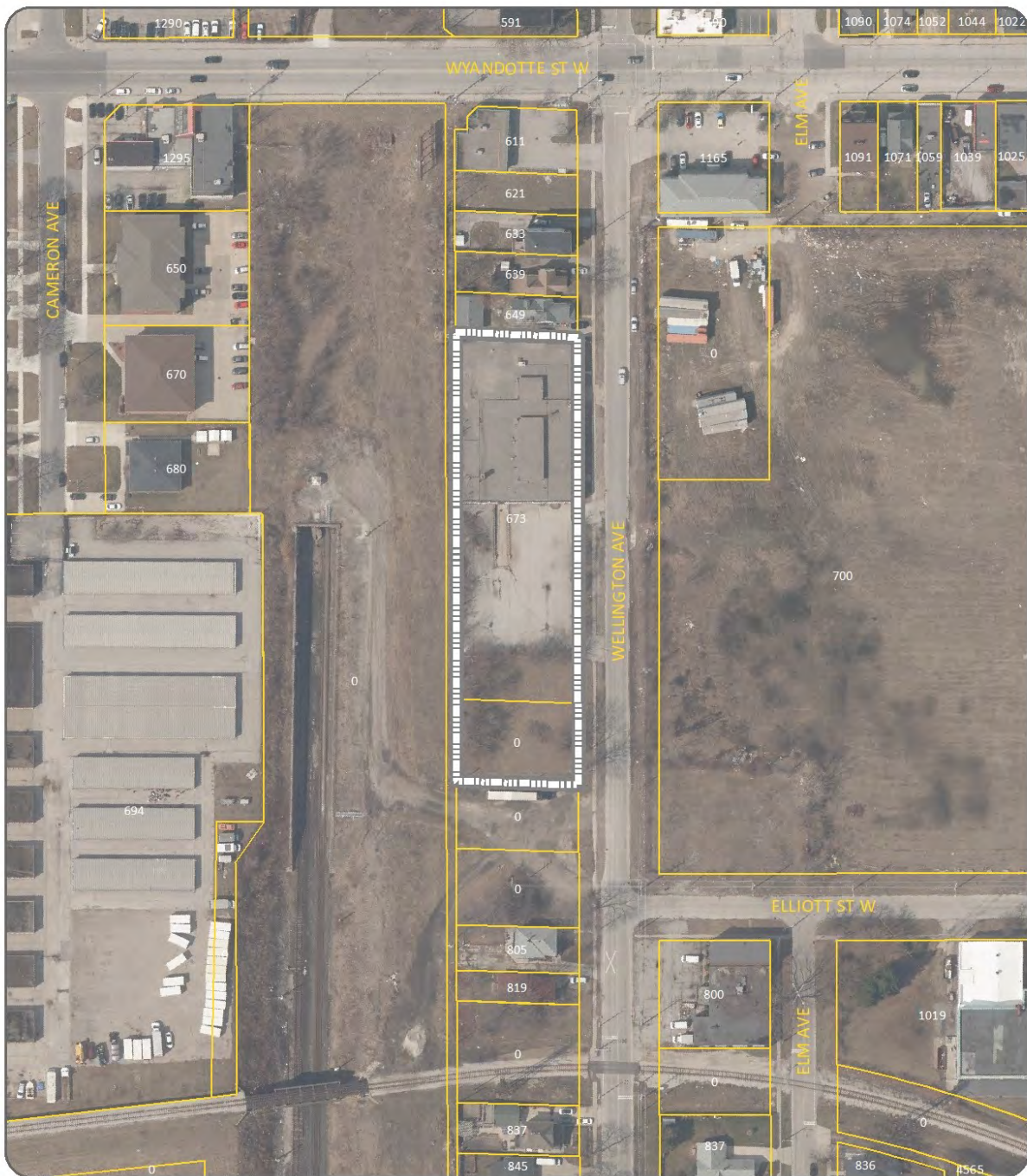


# KEY MAP - Z-005-25 [ZNG-7284] & OPA 195 [OPA-7285]

 SUBJECT LANDS







# NEIGHBOURHOOD MAP - Z-005-25 [ZNG-7284] & OPA 195 [OPA-7285]



SUBJECT LANDS

## **Neighbourhood Characteristics:**

The subject property is located on the eastern side of the River West neighbourhood. The River West neighbourhood constitutes the area north of Tecumseh Road West, east of Huron Church Road, south of the Detroit River and west of the Canadian Pacific Railway corridor.

## **Surrounding Land Uses:**

### ***North:***

- Adult entertainment parlour
- Low density residential
- Medium density residential
- Retail

### ***East:***

- Place of entertainment and recreation
- Retail

### ***South:***

- Essex Terminal Railway Co. rail corridor
- Low density residential
- Retail
- Warehouse

### ***West:***

- Canadian Pacific Railway rail corridor
- Low density residential
- Medium density residential
- Self-storage facility

## **Municipal Infrastructure:**

- Wellington Avenue is classified as a local road, which has a two-lane cross section with streetlights on the east side, a sidewalk on the west side, and no curbs and gutters.
- Combined sewer and watermain are located within the Wellington Avenue right-of-way.

## **Discussion:**

The Provincial Planning Statement, 2024 (PPS) provides policy direction on matters of provincial interest related to land use planning and development and sets the policy foundation for regulating the development and use of land province-wide, helping achieve the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians.

The following policies of the PPS are considered relevant in discussing provincial interests related to these amendments:

## **Chapter 2: Building Homes, Sustaining Strong and Competitive Communities**

### **2.1 Planning for People and Homes**

Policy 2.1.6 states:

*Planning authorities should support the achievement of complete communities by:*

*a) accommodating an appropriate range and mix of land uses, ..... employment, ..... to meet long-term needs;*

1. Refer to the response provided to PPS Policy 2.8.1.1.a) herein.

*b) improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and*

1. Compliance with the Barrier-Free Design requirements of the *Ontario Building Code* and accessibility requirements under *Ontario Regulation 191/11 Integrated Accessibility Standards to the Accessibility for Ontarians with Disabilities Act, 2005* will be addressed through the Building Permit application process.

## **2.8 Employment**

### **2.8.1 Supporting a Modern Economy**

Policy 2.8.1.1 states:

*Planning authorities shall promote economic development and competitiveness by:*

*a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;*

1. These amendments will allow for adaptive reuse (repurposing of an underutilized industrial building) to establish a retail store (grocery store) to serve the day to day needs of the surrounding neighbourhood while maintaining the Industrial land use designation and MD1.2 zoning to accommodate future employment uses.

2. The subject property's location adjacent to the Canadian Pacific Railway rail corridor could make it desirable for employment uses once again if there is shift back towards freight train for the movement of goods and supplies.

*b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;*



1. Refer to the response provided to PPS Policy 2.8.1.1.a) herein.

c) *identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;*

1. Refer to the responses provided to PPS Policies 2.8.1.1.a) & 2.8.2.4 herein.

d) *addressing land use compatibility adjacent to employment areas by providing an appropriate transition to sensitive land uses*

1. The subject property has been used for industrial purposes since 1912 and coexisted with the sensitive land uses to the north since that time (City of Windsor Directories).

2. These amendments will allow for a retail store use which is more compatible than the majority of uses permitted under the MD1.2 zoning and Industrial land use designation.

## 2.8.2 Employment Areas

Policy 2.8.2.4 states:

*Planning authorities shall assess and update employment areas identified in official plans to ensure that this designation is appropriate to the planned function of employment areas. In planning for employment areas, planning authorities shall maintain land use compatibility between sensitive land uses and employment areas in accordance with policy 3.5 to maintain the long-term operational and economic viability of the planned uses and function of these areas.*

1. Over the past several decades, the surrounding industrial area has been gradually transitioning through the departure of industrial uses and establishment of new commercial uses in their place.

2. The appropriateness of the Industrial land use designation for this area should be re-evaluated through the Comprehensive Official Plan Review, which is scheduled to commence in 2025.

One or more of the responses provided to the policies of PPS Chapter 2 and/or the Official Plan referenced herein also speak to the following relevant PPS Policies:

<b>Chapter 2: Building Homes, Sustaining Strong and Competitive Communities</b>	
<b>2.3 Settlement Areas and Settlement Area Boundary Expansions</b>	
<b>2.3.1 General Policies for Settlement Areas</b>	
<b>Policy 2.3.1.1 - Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where</b>	

<i>applicable, strategic growth areas, including major transit station areas.</i>	
<b>Policy 2.3.1.2</b> - <i>Land use patterns within settlement areas should be based on densities and a mix of land uses which:</i>	<b>Sub Policies</b> <i>a) efficiently use land and resources, b) optimize existing and planned infrastructure and public service facilities, d) are transit-supportive, as appropriate</i>
<b>2.4 Strategic Growth Areas</b>	
<b>2.4.1 General Policies for Strategic Growth Areas</b>	
<b>Policy 2.4.1.1</b> - <i>Planning authorities are encouraged to identify and focus growth and development in strategic growth areas</i>	
<b>2.9 Energy Conservation, Air Quality and Climate Change</b>	
<b>Policy 2.9.1</b> - <i>Planning authorities shall plan to reduce greenhouse gas emissions and prepare for the impacts of a changing climate through approaches that:</i>	<b>Sub Policy a)</b> <i>support the achievement of compact, transit-supportive, and complete communities</i>
<b>Chapter 3: Infrastructure and Facilities</b>	
<b>3.4 Airports, Rail and Marine Facilities</b>	
<b>3.6 Sewage, Water and Stormwater</b>	
<b>Policy 3.6.2</b> - <i>Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. For clarity, municipal sewage services and municipal water services include both centralized servicing systems and decentralized servicing systems</i>	

## Official Plan

Relevant excerpts from Volume I of the Official Plan are attached as Appendix C. The following policies from these excerpts are considered relevant in discussing this amendment's conformity with the Official Plan.

**Table 1 - Volume I Schedules**

<b>Schedule</b>	<b>Designation</b>
Schedule A - Planning Districts & Policy Areas	River West
Schedule A-1 - Special Policy Areas	N/A
Schedule B - Greenway System	N/A
Schedule C - Development Constraints	N/A
Schedule C-1 - Archaeological Potential	N/A
Schedule D - Land Use	Industrial
Schedule E - City Centre Planning District	N/A
Schedule F - Roads & Bikeways	N/A
Schedule F-1 - Railways	Abutting Rail Corridor (Canadian Pacific Railway)
Schedule G - Civic Image	N/A
Schedule H - Baseplan Development Phasing	N/A
Schedule J - Urban Structure Plan	N/A

## **Volume I**

### **Chapter 6 - Land Use:**

#### **6.1 Goals**

This amendment complies with the following applicable land use goals:

- *The retention and expansion of Windsor's employment base. (Goal 6.1.4)*
- *Convenient and viable areas for the purchase and sale of goods and services (Goal 6.1.5)*

#### **6.4 Employment**

##### **6.4.1 Objectives**

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

- *To ensure that employment uses are developed in a manner which are compatible with other land uses. (Objective 6.4.1.3)*
- *To accommodate a full range of employment activities in Windsor (Objective 6.4.1.4)*

- *To enhance the quality of employment areas by providing for complementary services and amenities. (Objective 6.4.1.5)*
- *To locate employment activities in areas which have sufficient and convenient access to all modes of transportation (Objective 6.4.1.6)*

## **6.4.2 General Policies**

### **Site Plan Control**

*Council shall require all development within areas designated as Industrial and Business Park to be subject to site plan control, with the exception of Public Open Space uses. (Policy 6.4.2.4)*

- The proposed development is subject to Site Plan Control.

### **Areas in Transition**

*Council may support the redevelopment of older and/or abandoned Industrial or Business Park areas to other land uses provided: (Policy 6.4.2.7)*

- *(a) the proponent can demonstrate that:*
  - *(i) the redevelopment of the area would not be detrimental to other Industrial or Business Park uses still operating in the area; and*
    - These amendments will not be detrimental to the Industrial uses still operating in the area [BASF (845 Wyandotte Street West) and Border City Storage Ltd. (1019 Elliott Street West)]
  - *(ii) the redevelopment of the area is in keeping with the long term transition of the entire area to similar uses;*
    - Over the past several decades, the surrounding industrial area has been gradually transitioning through the departure of industrial uses and establishment of new commercial uses in their place.
- *(b) the environmental conditions of the site do not preclude development (see Environment chapter); and*
  - The previous industrial use of the subject property does not preclude the proposed retail store development.
- *(c) subject to an amendment to this Plan that is consistent with the appropriate policies for the desired land use.*
  - Refer to the responses provided to PPS Policies and Official Plan Policies herein.

## **6.4.3 Industrial Policies**

*The Industrial land use designation provides for a broad range of industrial uses which, because of their physical and operational characteristics, are more appropriately*

*clustered together and separated from sensitive land uses. This designation is also applied to certain older industrial areas of Windsor where such a separation may not have been achieved.*

## **Evaluation Criteria**

*At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed industrial development is: (Policy 6.4.3.4)*

- *(a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:*
  - *(iii) where traffic generation and distribution is a provincial or municipal concern; and*
    - The applicant submitted a Traffic Impact / Parking Study in support of the proposed development.
    - The Transportation Planning Department reviewed and deemed the traffic impact component of the study to be acceptable.
  - *(v) adjacent to sensitive land uses and/or heritage resources.*
    - Refer to the response provided to PPS Policy 2.8.1.1.e) herein.
- *(c) capable of being provided with full municipal physical services and emergency services;*
  - Refer to the responses provided to Official Plan Policy 6.4.3.3 (c) herein.
  - The subject property is served by Essex-Windsor EMS, Windsor Fire & Rescue Services (Fire Hall No. 4) & Windsor Police Service.
- *(d) provided with adequate off-street parking; and*
  - The applicant submitted a Traffic Impact / Parking Study in support of a reduction in the required number of parking spaces for a retail store from 79 to 42.
  - The Transportation Planning Department does not agree with the parking analysis, however accepts the parking reduction since the deficiency has no effect on the surrounding area and only effects the future business itself. There is additional site area that may be added to the parking area if needed in the future.
- *(e) compatible with the surrounding area in terms of siting, orientation, setbacks, parking and landscaped areas.*
  - The applicant is not proposing any changes to the building footprint, orientation or height.
  - The proposed parking area and landscaping will be reviewed in detail through the Site Plan Control process.

- A Landscape Plan prepared by a certified full member of the Ontario Association of Landscape Architects is typically included as a condition of Site Plan Approval.

## **Design Guidelines**

*The following guidelines shall be considered when evaluating the proposed design of an Industrial development: (Policy 6.4.3.5)*

- *(a) the ability to achieve the associated policies as outlined in the Urban Design chapter of this Plan;*
  - Refer to the response provided to Official Plan Policy 8.11.2.19 herein.
- *(b) the provision of appropriate landscaping or other buffers to enhance:*
  - *(i) all parking lots, and outdoor loading, storage and service areas; and*
    - Refer to the responses provided to Official Plan Policy 6.4.3.4 (e) herein.
  - *(ii) the separation between the industrial use and adjacent sensitive uses, where appropriate.*
    - Refer to the response provided to PPS Policy 2.8.1.1.e) herein.

## **Chapter 8 - Urban Design:**

### **8.11 Streetscape**

#### **8.11.2 Policies**

#### **Partial Screening of Parking Lots**

*Council will encourage the partial screening of surface parking lots through the use of low fences, walls, berms and other landscape elements, and through the location of lots away from street view, while still permitting views for orientation and safety (Policy 8.11.2.19)*

- Refer to the responses provided to Official Plan Policy 6.4.3.4 (e) herein.
- The requested reduction in minimum parking area separation from Wellington Avenue from 3.00 metres to 2.65 metres leaves adequate width to accommodate sufficient screening of the parking area from street view.
- The requested reduction in minimum parking area separation from the west interior lot line from 0.90 metres to 0.00 metres is necessary to accommodate the minimum parking aisle width for the westerly most row of parking spaces.
  - The reduction of the minimum parking area separation is appropriate in this situation based on the following factors:



- The subject property is bordered by the Canadian Pacific Railway rail corridor to the west.
- There is a natural buffer of dense vegetation bordering the west interior lot line.
- There is no street view of the parking area from west of the subject property.
- The minimum separation area is already predominantly covered with asphalt paving as part of the outdoor storage yard.

### **Location of Surface Parking Lots**

*Council will encourage parking lots that avoid large expanses fronting the road. (Policy 8.11.2.21)*

- The configuration of the subject property and location of the existing industrial building does not allow for the parking area to be located in the rear yard or setback further from Wellington Avenue.
- Notwithstanding these factors, the proposed parking area and landscaping will be reviewed in detail through the Site Plan Control process with partial screening from the street view likely being required to be installed.

### **Chapter 11 - Tools:**

Land use compatibility throughout Windsor is an implementation goal to be achieved when administering a planning tool under this Chapter. Compatibility between land uses is also an objective of the Zoning By-law Amendment planning tool (Policy 11.6.1.2).

- Land use compatibility was considered as part of the evaluation of the applicable Official Plan and PPS policies referenced herein.

Policy 11.6.3.3 states:

- *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.*
- This amendment is not anticipated to have any ramifications on the use of adjacent or similar lands.

The aforesaid matters were considered as part of the evaluation of the applicable Official Plan and PPS policies referenced herein.

## **Zoning By-Law**

Relevant excerpts from Zoning By-law 8600 are *attached* as Appendix D.

The subject property is within a MD1.2 zone of Zoning By-law 8600, which does not permit a retail store use.

The applicant is requesting an amendment to Zoning By-law 8600 to add a site-specific provision to allow a retail store as an additional permitted main use under the MD1.2 zoning with the following additional regulations:

- Section 18.2.5.10: Gross Floor Area - Retail Store - maximum of the MD1.2 Provisions shall not apply;
- Notwithstanding Table 24.20.5.1 - Required Parking Spaces, 42 parking spaces shall be provided for a *Retail Store* use occupying the ground floor of the existing building as it existed on April 7, 2025;
- Notwithstanding Section 24.26.5: Location of Parking, Visitor Parking or Accessible Parking Spaces, a *parking space* and accessible parking space shall be permitted in a required front yard;
- Notwithstanding Section 25.5.10.3: Construction and Maintenance of Parking Area, a curb shall not be required to bound the west limit of a *parking area* having 0.00 metres of separation from the west interior lot line;
- Notwithstanding Section .2 of Table 25.5.20.1 - Parking Area Separation, the minimum separation for a *parking area* from Wellington Avenue shall be 2.65 metres; and
- Notwithstanding Section .3 of Table 25.5.20.1 - Parking Area Separation, the minimum separation for a *parking area* from the west interior lot line shall be 0.00 metres.

The applicant's request for a site-specific provision in the Planning Rationale Report has been considered and is supported in this report for the reasons noted herein.

No other zoning deficiencies have been identified or supported.

A draft amending by-law is attached as Appendix G. Subsection 24 (1) of the *Planning Act*, R.S.O. 1990, c. P.13., prohibits a by-law from being passed that does not conform with the Official Plan. As discussed through the Official Plan section herein, the proposed amendment conforms to the applicable policies of the Official Plan.

## **Risk Analysis:**

N/A

## **Climate Change Risks**

### **Climate Change Mitigation:**

N/A

### **Climate Change Adaptation:**

N/A

### **Financial Matters:**

N/A

### **Consultations:**

Comments received from City Departments, external agencies and members of the public on this application were taken into consideration when preparing this report. A record of the comments is included as Appendix E herein.

There are no objections to the proposed amendment.

The applicant hosted an in-person public open house on November 19, 2024, at the Windsor International Aquatic and Training Centre. Notice of the open house was issued to owners of properties within 200.0 metres of the subject property. The open house was attended by two (2) residents. Comments in opposition to these amendments were received by email from the Multifood Supermarket at 799 Crawford Avenue.

The Public Open House section of the Planning Justification Report summarizes the comments and questions raised at the open house and through the said email and includes corresponding responses.

Comments received were taken into consideration when preparing this report.

Public Notice: Statutory notice was advertised in the Windsor Star, a local daily newspaper. A courtesy notice was mailed to property owners and residents within 200 metres of the subject property.

### **Conclusion:**

The *Planning Act* requires that a decision of Council in respect of the exercise of any authority that affects a planning matter, “shall be consistent with” *Provincial Planning Statement 2024*. The recommended zoning amendment has been evaluated for consistency with the Provincial Planning Statement 2024 and conformity with the policies of the City of Windsor Official Plan.

The recommended Zoning By-law and Official Plan amendments are consistent the PPS, conform with the policy direction of the City of Windsor Official Plan (as

recommended for amendment), are compatible with existing and permitted uses in the surrounding neighbourhood and constitutes good planning.

### **Planning Act Matters:**

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

*Greg Atkinson, MCIP, RPP*  
*Manager of Development*

*Neil Robertson, MCIP, RPP*  
*City Planner*

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

*JP*

*JM*

### **Approvals:**

<b>Name</b>	<b>Title</b>
Brian Nagata	Planner II - Development Review
Greg Atkinson	Deputy City Planner
Neil Robertson	City Planner
Aaron Farough	Senior Legal Counsel
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administration Officer

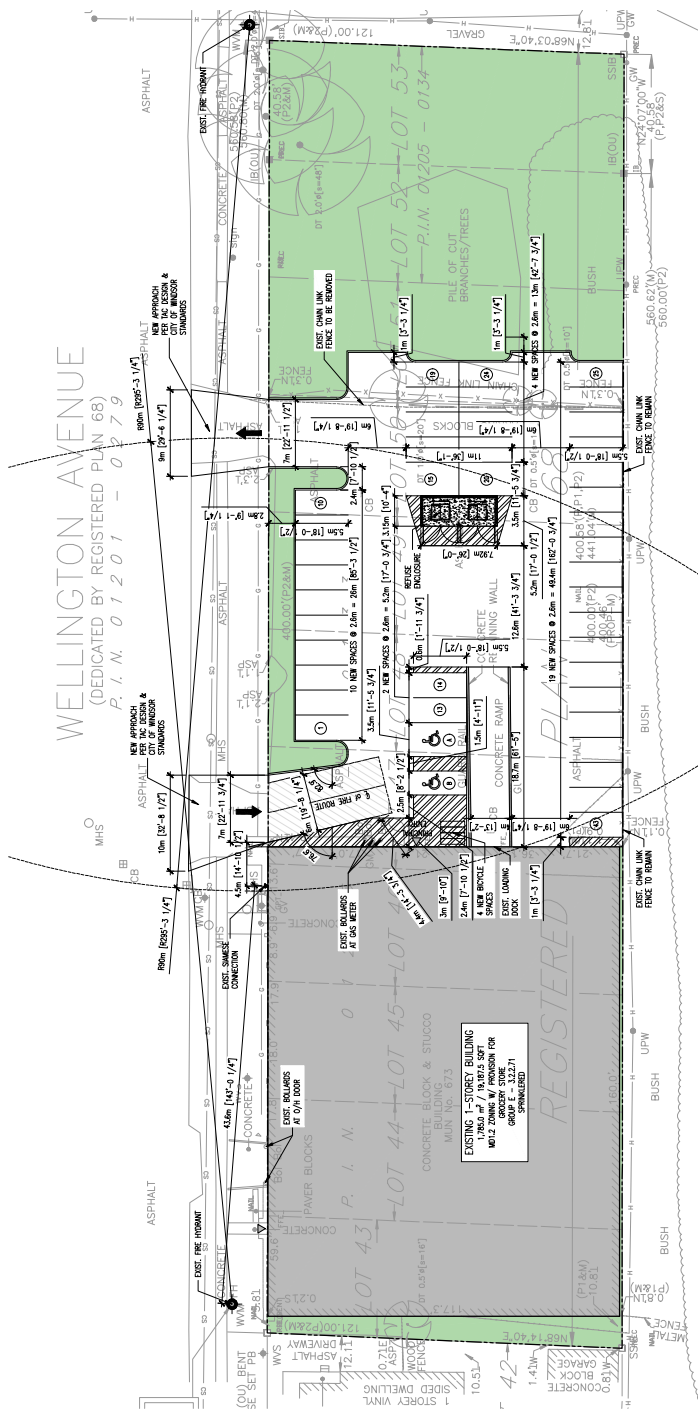
### **Notifications:**

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

### **Appendices:**

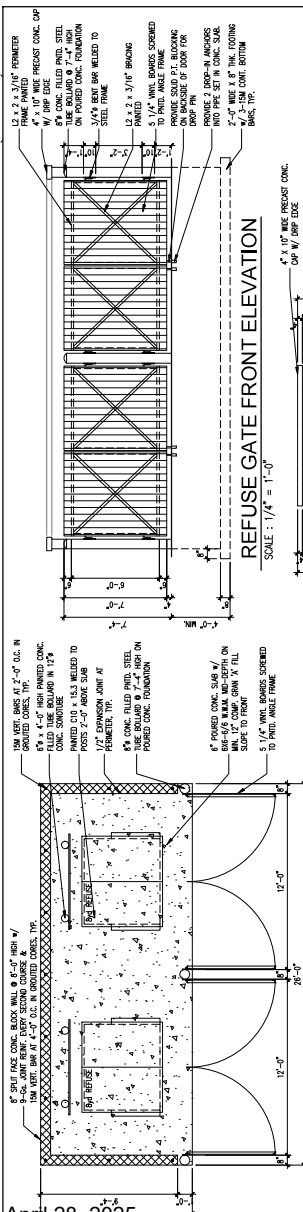
- 1 Appendix A - Conceptual Site Plan
- 2 Appendix B - Site Images
- 3 Appendix C - Excerpts from Official Plan Volume I
- 4 Appendix D - Excerpts from Zoning By-law 8600
- 5 Appendix E - Consultations
- 6 Appendix F - Draft OPA 195
- 7 Appendix G - Draft Amending By-law
- 8 Appendix H - Planning Justification Report
- 9 Appendix I - Topographic Survey
- 10 Appendix J - Traffic Impact - Parking Study—available at [www.citywindsor.ca](http://www.citywindsor.ca) due to size

ITEM	PROJECT DESCRIPTION	SITE DATA MATRIX	USE REFERENCE
1	WAREHOUSE CONVERSION TO GROCERY STORE EXTENSION	LANDMARK	SECTION 1
2	CONCRETE FOUNDATION	CONCRETE FOUNDATION	SECTION 2
3	CONCRETE FOUNDATION	CONCRETE FOUNDATION	SECTION 3
4	CONCRETE FOUNDATION	CONCRETE FOUNDATION	SECTION 4
5	CONCRETE FOUNDATION	CONCRETE FOUNDATION	SECTION 5
6	CONCRETE FOUNDATION	CONCRETE FOUNDATION	SECTION 6
7	CONCRETE FOUNDATION	CONCRETE FOUNDATION	SECTION 7
8	CONCRETE FOUNDATION	CONCRETE FOUNDATION	SECTION 8
9	CONCRETE FOUNDATION	CONCRETE FOUNDATION	SECTION 9
10	CONCRETE FOUNDATION	CONCRETE FOUNDATION	SECTION 10
11	CONCRETE FOUNDATION	CONCRETE FOUNDATION	SECTION 11
12	CONCRETE FOUNDATION	CONCRETE FOUNDATION	SECTION 12
13	CONCRETE FOUNDATION	CONCRETE FOUNDATION	SECTION 13
14	CONCRETE FOUNDATION	CONCRETE FOUNDATION	SECTION 14
15	CONCRETE FOUNDATION	CONCRETE FOUNDATION	SECTION 15
16	CONCRETE FOUNDATION	CONCRETE FOUNDATION	SECTION 16
17	CONCRETE FOUNDATION	CONCRETE FOUNDATION	SECTION 17
18	CONCRETE FOUNDATION	CONCRETE FOUNDATION	SECTION 18
19	CONCRETE FOUNDATION	CONCRETE FOUNDATION	SECTION 19
20	CONCRETE FOUNDATION	CONCRETE FOUNDATION	SECTION 20

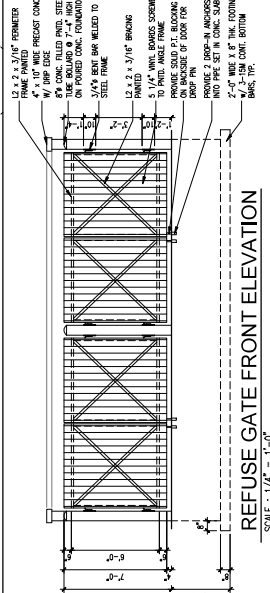


PROPOSED SITE PLAN  
SCALE: 1" = 20'-0"

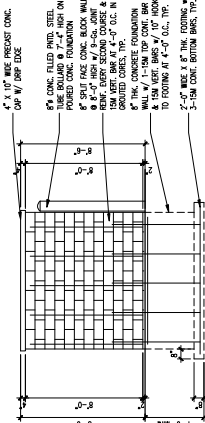
ALLEY  
(DEDICATED BY REGISTERED PLAN 68)  
P.I.N. 01205-0189



101 REFUSE ENCLOSURE PLAN  
SCALE: 1/4" = 1'-0"



REFUSE GATE FRONT ELEVATION  
SCALE: 1/4" = 1'-0"



REFUSE GATE SIDE ELEVATION  
SCALE: 1/4" = 1'-0"

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associates

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project:  
PROPOSED WAREHOUSE  
CONVERSION TO GROCERY  
STORE

client:

file:  
SITE PLAN & SITE DATA  
MATRIX

scale: AS SHOWN  
drawn by: TK  
checked by: SMB  
date: DEC 2024  
comm. no.: 2025-011  
sheet no.:

A1.0



## **APPENDIX “B” Site Photos**

(Google Street View - November 2023)

(Additional Site Photos included within Appendix H - Planning Justification Report)



*Figure 1 - Looking northwest towards subject property from Wellington Avenue*



*Figure 2 - Looking northwest towards subject property from Wellington Avenue*





*Figure 3- Looking southwest towards subject property from Wellington Avenue*

## **APPENDIX “C”**

### **Excerpts from Official Plan Volume I**

#### **6. Land Use**

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##### **6.1 Goals**

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

<i>EMPLOYMENT</i>	6.1.4	The retention and expansion of Windsor’s employment base.
<i>COMMERCIAL</i>	6.1.5	Convenient and viable areas for the purchase and sale of goods and services.

##### **6.4 Employment**

Employment lands provide the main locations for business and industrial activities. In order to strengthen Windsor’s economy, meet the land and infrastructure needs of employment activities and address concerns over compatibility, employment land uses are provided under two designations on Schedule D as either Industrial or Business Park.

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

##### **6.4.1 Objectives**

<i>ASSESSMENT BASE</i>	6.4.1.2	To expand Windsor’s assessment base by attracting employers and economic development.
<i>COMPATIBLE DEVELOPMENT</i>	6.4.1.3	To ensure that employment uses are developed in a manner which are compatible with other land uses.

<i>RANGE OF USES</i>	6.4.1.4	To accommodate a full range of employment activities in Windsor.
<i>SUPPORT SERVICES</i>	6.4.1.5	To enhance the quality of employment areas by providing for complementary services and amenities.
<i>ACCESSIBLE</i>	6.4.1.6	To locate employment activities in areas which have sufficient and convenient access to all modes of transportation.

**6.4.2****General Policies**

<i>SITE PLAN CONTROL</i>	6.4.2.4	Council shall require all development within areas designated as Industrial and Business Park to be subject to site plan control, with the exception of Public Open Space uses.
<i>AREAS IN TRANSITION</i>	6.4.2.7	<p>Council may support the redevelopment of older and/or abandoned Industrial or Business Park areas to other land uses provided:</p> <ul style="list-style-type: none"> <li>(a) the proponent can demonstrate that: <ul style="list-style-type: none"> <li>(i) the redevelopment of the area would not be detrimental to other Industrial or Business Park uses still operating in the area; and</li> <li>(ii) the redevelopment of the area is in keeping with the long term transition of the entire area to similar uses;</li> </ul> </li> <li>(b) the environmental conditions of the site do not preclude development (see Environment chapter); and</li> <li>(c) subject to an amendment to this Plan that is consistent with the appropriate policies for the desired land use.</li> </ul>

### 6.4.3 Industrial Policies

The Industrial land use designation provides for a broad range of industrial uses which, because of their physical and operational characteristics, are more appropriately clustered together and separated from sensitive land uses. This designation is also applied to certain older industrial areas of Windsor where such a separation may not have been achieved.

#### PERMITTED USES

##### 6.4.3.1

Uses permitted in the Industrial land use designation identified on Schedule D: Land Use include establishments which may exhibit any or all of the following characteristics:

- (a) large physical size of site or facilities;
- (b) outdoor storage of materials or products;
- (c) large production volumes or large product size;
- (d) frequent or continuous shipment of products and/or materials;
- (e) long hours of production and shift operations;
- (f) likelihood of nuisances, such as noise, odour, dust or vibration;
- (g) multi-modal transportation facilities;
- (h) is dependent upon, serves or otherwise complements the industrial function of the area; and (amended by OPA #22 – 07/16/02)
- (i) service and repair facilities. (amended by OPA #22 – 07/16/02)

*ANCILLARY  
USES*

## 6.4.3.2

In addition to the uses permitted above, Council may also permit the following ancillary uses in areas designated as Industrial on Schedule D: Land Use without requiring an amendment to this Plan:

- (a) Open Space uses;
- (b) convenience stores and restaurants provided that:
  - (i) by their size the uses are designed to serve the employees in the Industrial area; and
  - (ii) the evaluation criteria of policy 6.5.3.7 are satisfied.
- (c) adult entertainment parlours provided that:
  - (i) such uses are a minimum of 150 metres from lands used or zoned for residential, institutional or open space purposes; and
  - (ii) the evaluation criteria of policy 6.5.3.7 are satisfied, with the exception of the requirement that the proponent demonstrate that market impacts on other commercial areas is acceptable.
- (d) Motor vehicle sales; club; athletic or sports facility; wholesale store; the sale of goods produced by an industrial use and accessory thereto; retail sale of building supplies and materials, home improvement products, nursery products. **(amended by OPA #22 – 07/16/02)**

*LOCATIONAL  
CRITERIA*

## 6.4.3.3

Industrial development shall be located where:

- (a) the industrial use can be sufficiently separated and/or buffered from sensitive land uses;
- (b) there is access to an arterial road;
- (c) full municipal physical services can be provided;
- (d) industry related traffic can be directed away from residential areas;
- (e) peak period public transportation service can be provided; and
- (f) there is access to designated truck routes.

*EVALUATION  
CRITERIA*

## 6.4.3.4

At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed industrial development 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) within a site of potential or known contamination;
  - (iii) where traffic generation and distribution is a provincial or municipal concern; and



- (iv) adjacent to sensitive land uses and/or heritage resources.
- (b) in keeping with the goals, objectives and policies of any secondary plan or guideline plan affecting the surrounding area;
- (c) capable of being provided with full municipal physical services and emergency services;
- (d) provided with adequate off-street parking; and
- (e) compatible with the surrounding area in terms of siting, orientation, setbacks, parking and landscaped areas.

*DESIGN  
GUIDELINES*

6.4.3.5

The following guidelines shall be considered when evaluating the proposed design of an Industrial development:

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

- (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;
- (e) loading bays and service areas are located to avoid conflict between pedestrian circulation, service vehicles and movement along the public right-of-way; and
- (f) the design of the development encourages and/or accommodates public transportation services.
- (g) The design of the development encourages the retention and integration of existing woodlots, vegetation and drainage corridors where feasible to provide amenity areas for employees and to create a positive visual image of industry in Windsor. **(added by OPA #60-05/07/07-B/L85-2007-OMB Decision/Order No.2667, 10/05/2007)**

## **8. Urban Design**

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### **8.11 Streetscape**

#### **8.11.2 Policies**

##### *PARTIAL SCREENING OF PARKING LOTS*

- 8.11.2.19 Council will encourage the partial screening of surface parking lots through the use of low fences, walls, berms and other landscape elements, and through the location of lots away from street view, while still permitting views for orientation and safety.

LOCATION OF  
SURFACE  
PARKING LOTS

8.11.2.21

Council will encourage parking lots that avoid large expanses fronting the road.

## **11. Tools**

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### **11.6 Zoning**

#### **11.6.1 Objectives**

COMPATIBLE  
USES

11.6.1.2

To ensure compatibility between land uses.

#### **11.6.3 Zoning By-law Amendment Policies**

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,

- (a) The relevant evaluation criteria contained in the Land Use Chapter of this Plan, Volume II: Secondary Plans & Special Policy Areas and other relevant standards and guidelines;
- (b) Relevant support studies;
- (c) The comments and recommendations from municipal staff and circularized agencies;
- (d) Relevant provincial legislation, policies and appropriate guidelines; and
- (e) The ramifications of the decision on the use of adjacent or similar lands.

## **APPENDIX “D”**

### **Excerpts from Zoning By-law 8600**

## **SECTION 18 - MANUFACTURING DISTRICTS 1. (MD1.)**

**[ZNG/3590; ZNG/4046; ZNG/5364; ZNG/6194]**

(B/L 8614 Jun 23/1986; B/L 9057 Jul 7/1987; B/L 10238 May 30/1990; B/L 33-2001 Oct 23/2001 OMB Order 1716 PL010233; B/L 370-2001 Nov 15/2001; B/L 363-2002 Dec 31/2002; B/L 375-2004 Dec 21/2004; Jan 12/2005 OMB Order 0055 PL040243; B/L 324-2004 Jun 13/2006 OMB Order 1695; B/L 141-2006 Aug 24/2006; B/L 142- 2006 Aug 24/2006; B/L 17-2009 Mar 3/2009; B/L 31-2013 Mar 28/2013; B/L 48-2014 Apr 14/2014; B/L 169/2018 Nov 19/2018; B/L 54-2021 May 4/2021)

### **18.2 MANUFACTURING DISTRICT 1.2 (MD1.2)**

#### **18.2.1 PERMITTED USES**

*Ambulance Service*  
*Building Materials Recycling Store*  
*Bulk Storage Facility*  
*Business Office*  
*Contractor's Office*  
*Equipment Rental Shop*  
*Food Catering Service*  
*Food Processing Facility*  
*Laundry Plant*  
*Manufacturing Facility*  
*Medical Appliance Facility*  
*Micro-Brewery*  
*Public Parking Area*  
*Repair Shop – Heavy*  
*Repair Shop – Light*  
*Self-Storage Facility*  
*Towing Service*  
*Warehouse*  
*Water Transportation Facility*  
*Welding Shop*  
*Any of the following Ancillary Uses:*  
*Automobile Sales Lot*  
*Car Wash Automatic*  
*Car Wash Coin Operated*  
*Club*  
*Food Outlet – Drive-through*  
*Food Outlet – Take-out*  
*Gas Bar*

*Health Studio*

*Restaurant*

*Restaurant with Drive-through*

*Retail Store – Equipment & Supplies*

*Veterinary Office*

*Wholesale Store*

Any of the following *Existing Uses*:

*Transport Terminal*

Any use accessory to any of the above uses, including a *Caretaker's Residence or a Retail Store*

### **18.2.3 PROHIBITED USES**

Outdoor storage of *aggregate*

### **18.2.5 PROVISIONS**

.4	Building Height – maximum	14.0 m
.5	Front Yard Depth – minimum	6.0 m
.7	Side Yard Width – minimum	
	a) From a <i>side lot line</i> that abuts a <i>lot</i> on which a <i>dwelling</i> or <i>dwelling unit</i> is located	6.0 m
	b) From an <i>exterior lot line</i> :	3.0 m
.8	Landscaped Open Space Yard - minimum	15.0% of <i>lot area</i>
.10	Gross Floor Area – <i>Retail Store</i> – maximum	25.0% of the GFA of the <i>main building</i>

## **SECTION 24 - PARKING, LOADING AND STACKING PROVISIONS**

(B/L 8627 Jul 8/1986; B/L 9057 Jul 7/1987; B/L 9882 Jul 31/1989; B/L 10358 Jul 16/1990; B/L 10473 Nov 5/1990; B/L 10993 May 4/1992; B/L 11093 Jul 20/1992; B/L 11157 Sep 21/1992; B/L 11780 Mar 28/1994; B/L 12234 Jul 14/1995; B/L 12429 Jan 8/1996; B/L 12819 Mar 17/1997; B/L 30-1998 Mar 2/1998; B/L 162-1998 Jun 24/1998; B/L 264-1999 Oct 19/1999; B/L 33-2001 Oct 23/2001 OMB Order 1716 PL01023; B/L 370-2001 Nov 15/2001; B/L 363-2002 Dec 31/2002; B/L 92-2003 May 6/2003; B/L 269-2003 Sep 15/2003; B/L 69-2004 Mar 31/2004; B/L 144-2004 Jun 11/2004; B/L 375-2004 Dec 21/2004; B/L 46-2005 Mar 23/2005; B/L 212-2005 Sep 22/2005; B/L 204-2006 Nov 30/2006; B/L 166-2007 Oct 5/2007; B/L 110-2009 Nov 20/2009 OMB Order PL090722 Dec 4/2009; B/L 164-2010 Nov 17/2010; B/L 129-2012 Oct 2/2012; B/L 95-2019 Sep 27/2019)

## 24.20 PARKING SPACE PROVISIONS

### 24.20.5 REQUIRED PARKING SPACES – ALL OTHER AREAS AND USES NOT LISTED IN TABLES 24.20.1.1 AND 24.20.3.1

(B/L 144-2015 Nov 6/2015; B/L 169-2018 Dec 19/2018)

- .1 The required minimum number of parking spaces shall be as shown opposite the respective use as shown in Table 24.20.5.1:

TABLE 24.20.5.1 – REQUIRED PARKING SPACES	
USE	PARKING RATE – MINIMUM
Retail Store	1 for each 22.5 m <sup>2</sup> GFA

## 24.26 LOCATION OF PARKING, VISITOR PARKING OR ACCESSIBLE PARKING SPACES

- .5 A parking space, visitor parking space or accessible parking space is prohibited in a required front yard or required landscaped open space yard, except on a lot occupied by a single-unit dwelling, semi-detached dwelling, duplex dwelling or a townhome dwelling unit, a parking space, visitor parking space or accessible parking space is permitted in a required front yard.

## SECTION 25 - PARKING AREA PROVISIONS

[ZNG/4249]

(B/L 9057 Jul 7/1987; B/L 12429 Jan 8/1996; B/L 33-2001 Oct 23/2001 OMB Order 1716 PL010233; B/L 370-2001 Nov 15/2001; B/L 167-2003 Jun 27/2003; B/L 167- 2003 Jun 27/2003; B/L 132-2011 Aug 5/2011; B/L 53-2012 Jun 1/2012; B/L 18-2015 Mar 4/2015)

### 25.5 GENERAL PROVISIONS

#### 25.5.10 CONSTRUCTION AND MAINTENANCE OF PARKING AREA

- .3 A curb shall bound the perimeter of a parking area and shall separate a landscaped open space yard, landscaped open space island or parking area separation from the parking area.

#### 25.5.20 PARKING AREA SEPARATION

- .1 A parking area separation shall be provided as shown in Table 25.5.20.1:

TABLE 25.5.20.1 – PARKING AREA SEPARATION		
	PARKING AREA FROM	MINIMUM SEPARATION
.2	Any other street	3.00 m
.3	An interior lot line or alley	0.90 m



## **APPENDIX “E” Consultations**

### **CALDWELL FIRST NATION COMMUNITY**

No comments provided

### **ENGINEERING - DEVELOPMENT**

We have reviewed the subject Rezoning application and have the following comments:

#### **Sewers**

If possible existing connections should be utilized. Any redundant connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3.

A sanitary sampling manhole may be required on any new sanitary connection at the property line to the satisfaction of the City Engineer, if one does not already exist.

The applicant will be required to submit, prior to the issuance of permits, a stormwater management plan in accordance with Windsor Essex Region Stormwater Management Standards Manual, restricting stormwater runoff to pre development levels. This will include, at a minimum:

- Submission of stormwater management review fee,
- Stormwater management report stamped by a professional engineer
- Site servicing drawings stamped by a professional engineer
- Stormwater management check list (see link below)

For more information of SWM requirements, visit: link

<https://essexregionconservation.ca/wp-content/uploads/2018/12/WE-Region-SWM-Standards-Manual.pdf>.

<https://www.citywindsor.ca/business/buildersanddevelopers/Documents/Checklist-Rational-Method.pdf>

#### **Right-of-Way**

Wellington Avenue is classified as Local Road according to the Official Plan requiring a right-of-way width of 20.10 m; the current right-of-way is 24.40 m. Therefore, no conveyance is currently required.

In summary we have no objection to the proposed development. If you have any further questions or concerns, please contact Juan Florian, of this department at [jflorian@citywindsor.ca](mailto:jflorian@citywindsor.ca)

**[Juan Paramo - Development Engineer]**

**ENGINEERING - R.O.W.**

No comments provided

**ENWIN UTILITIES LTD. - HYDRO ENGINEERING****Comments to Stage 1: Planning Consultation Application (PC-041/23)**

No Objection to rezoning

Please note the following distribution and services:

- Overhead 27.6kV primary distribution pole line and associated down guy wires/ anchors across the street to the Northeast of the property.
- Overhead 16kV primary distribution pole line and associated down guy wires/ anchors adjacent to the West limit of the property.
- Overhead existing 120/240V transformer bank and distribution adjacent to the West limit of the property.
- Overhead 120/240V secondary triplex distribution, adjacent to the West limit of the property.
- Overhead 347/600V secondary quadruplex distribution across the street to the Northeast of the property.
- Overhead 347/600V secondary quadruplex distribution adjacent to the West limit of the property.
- Overhead 120/240V secondary triplex service attached to the above noted address.
- Overhead 347/600V secondary quadruplex service attached to the above noted address.
- Overhead 347/600V secondary quadruplex service attached to the property to the West of the above-mentioned address.
- Overhead 120/240V secondary triplex service attached to the property West of the above-mentioned address.
- Overhead 120/240V secondary triplex service attached to 649 Wellington Ave.

\*Proposed buildings and/or building additions must have adequate clearance requirements from all hydro distribution and services.

We recommend referring to the Occupational Health and Safety Act for minimum safe limits of approach during construction and the Ontario Building Code for adequate clearance requirements for New Buildings and/or Building Additions.

**[Tia McCloskey - Hydro Engineering Technologist]**

**ENWIN UTILITIES LTD. - WATER ENGINEERING****Comments to Stage 1: Planning Consultation Application (PC-041/23)**

Water Engineering has no objections. There is an existing 50mm domestic service and a 150mm fire service to the property.

**[Bruce Ogg - Water Project Review Officer]**

**PLANNING DEPARTMENT - HERITAGE****Comments to Stage 1: Planning Consultation Application (PC-041/23)**

No supporting information required.

There is no apparent built heritage concern with this property and it is located on an area of low archaeological potential.

Nevertheless, the Applicant should be notified of the following archaeological precaution.

1. Should archaeological resources be found during grading, construction or soil removal activities, all work in the area must stop immediately and the City's Planning & Building Department, the City's Manager of Culture and Events, and the Ontario Ministry of Citizenship and Multiculturalism must be notified and confirm satisfaction of any archaeological requirements before work can recommence.
2. In the event that human remains are encountered during grading, construction or soil removal activities, all work in that area must be stopped immediately and the site secured. The local police or coroner must be contacted to determine whether or not the skeletal remains are human, and whether the remains constitute a part of a crime scene. The Local police or coroner will then notify the Ontario Ministry of Citizenship and Multiculturalism and the Registrar at the Ministry of Government and Consumer Services if needed, and notification and satisfactory confirmation be given by the Ministry of Citizenship and Multiculturalism.

**Contacts:**

Windsor Planning & Building Department:

519-255-6543 x6179, [ktang@citywindsor.ca](mailto:ktang@citywindsor.ca), [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)

Windsor Manager of Culture and Events (A):

Michelle Staaadegaard, (O) 519-253-2300x2726, (C) 519-816-0711,  
[mstaadegaard@citywindsor.ca](mailto:mstaadegaard@citywindsor.ca)

Ontario Ministry of Citizenship and Multiculturalism

Archaeology Programs Unit, 1-416-212-8886, [Archaeology@ontario.ca](mailto:Archaeology@ontario.ca)

Windsor Police: 911

Ontario Ministry of Government & Consumer Services

A/Registrar of Burial Sites, War Graves, Abandoned Cemeteries and Cemetery Closures, 1-416-212-7499, [Crystal.Forrest@ontario.ca](mailto:Crystal.Forrest@ontario.ca)

**[Tracy Tang - Heritage Planner]**

**PLANNING DEPARTMENT - LANDSCAPE ARCHITECT****Comments to Stage 1: Planning Consultation Application (PC-041/23)**

The proposed site plan does not indicate any landscape open space area. Per Zoning Bylaw 8600, MD1.2 requires 15% minimum. It is strongly recommended that the landscape open space requirement should be maintained as a 15% minimum or greater from a climate change perspective and reduction of the urban heat island effect for the type of proposed development regardless of the rezoning.

**[Stefan Fediuk - Landscape Architect / Acting Senior Urban Designer]**

**PLANNING DEPARTMENT - SITE PLAN CONTROL****Comments to Stage 1: Planning Consultation Application (PC-041/23)**

The development proposal is subject to Site Plan Control pursuant to the Planning Act and City of Windsor By-law 1-2004. Where preceding development applications are required, inclusive of Official Plan and Zoning By-law Amendments, request for Site Plan Control Pre-Consultation Stage 1 may be made following completion of the requisite Development and Heritage Standing Committee meeting at <https://ca.cloudpermit.com/login>.

**[Jacqueline Cabral - Clerk Steno]**

**TRANSPORTATION PLANNING****Comments to Stage 1: Planning Consultation Application (PC-041/23)**

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, driveway must comply with AS-203 and AS-204, straight flares only.

**Parking Study**

All parking must comply with ZBL 8600 otherwise a parking study would be required, please see the parking study scope. Per zoning by-law, a 76 parking spaces, 2 Type-A and 2 Type-B accessible parking space, 4 Bike spaces and 1 Loading space is required. The updated site plan must show the proposed space and its sizes.

**Parking Study Scope:****Comments to Stage 1: Planning Consultation Application (PC-041/23)**

The purpose/scope of the parking study, prepared by a qualified transportation consultant, is to indicate that the supply given will meet the demand required for the proposed use of the development. This should include justification on the deviation from the by-law requirements. The study may include a survey of parking demand at similar proxy sites

and/or review from published sources for justification. Furthermore, this study can include changes/measures from the developer that can be implemented to result in a decrease in parking demand on the site. Overall, the applicant must demonstrate through the parking study that reduced parking standards will not negatively impact the parking supply in the area or result in spill-over parking in adjacent areas.

### Transportation Impact Study

If a new access is proposed onto an arterial road, or the traffic generated by the development is greater than 100 trips based on the Transportation department's calculations, or the traffic generated from the development is anticipated to result in an intersection or driveway turning movement becoming critical or will make it worse, then a Transportation Impact Study will be required. Please see Transportation Impact Study Scope attached.

### **[Siddharth Dhiman - Transportation Planner I]**

#### **Comments to Stage 2: Planning Consultation Application (PC-101/24)**

#### Transportation Planning Memo (January 17, 2025)

*....Transportation Planning received and reviewed the Traffic Impact / Parking Study conducted by RRC Spencer Associates Inc. file number 24-1603 dated July 2024. Transportation Planning has no comment on Traffic Impact Study part. ....*

Document available upon request

#### Transportation Planning Memo (February 5, 2025)

Document available upon request

#### Transportation Planning Memo (February 7, 2025)

Document available upon request

Email accompanying Transportation Planning Memo

*To summarize, Transportation Planning rejected the parking study as it did not prove that the proposed number of parking will be sufficient for the future development nor provided any alternates to compensate the reduction. However, we agree on the parking reduction as it will not affect the neighbourhood. There is no need to revise the parking study.*

### **[Elara Mehrilou- Transportation Planner I]**

#### **WALPOLE ISLAND FIRST NATION**

No comments provided

**APPENDIX “F”**  
**Draft OPA 195**

**DRAFT**

**AMENDMENT NO. 195**

**TO THE**

**OFFICIAL PLAN**

**CITY OF WINDSOR**

Part D (Details of the Amendment) of the following text and attached map of the City of Windsor Official Plan constitute Amendment No. 195.

Also included, but not constituting part of the Amendment, are explanations of Purpose, Location, Background, and Implementation of the Amendment



**A. PURPOSE:**

The purpose of this amendment is to apply a special policy area to the subject lands that would permit a retail store as an additional permitted ancillary use on the subject lands.

**B. LOCATION:**

The amendment applies to the land described as Lots 43 to 53, Plan 68, located on the west side of Wellington Avenue between Wyandotte Street West and Elliott Street West, known municipally as 0 Wellington Avenue (Roll No. 040-230-00800) and 673 Wellington Avenue.

**Ward: 3      Planning District: River West**

**ZDM: 3**

**C. BACKGROUND:**

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

The applicant proposes to redevelop the subject property by converting the existing vacant industrial building to a retail store (grocery store) and paved outdoor storage yard to a 42 space parking area.

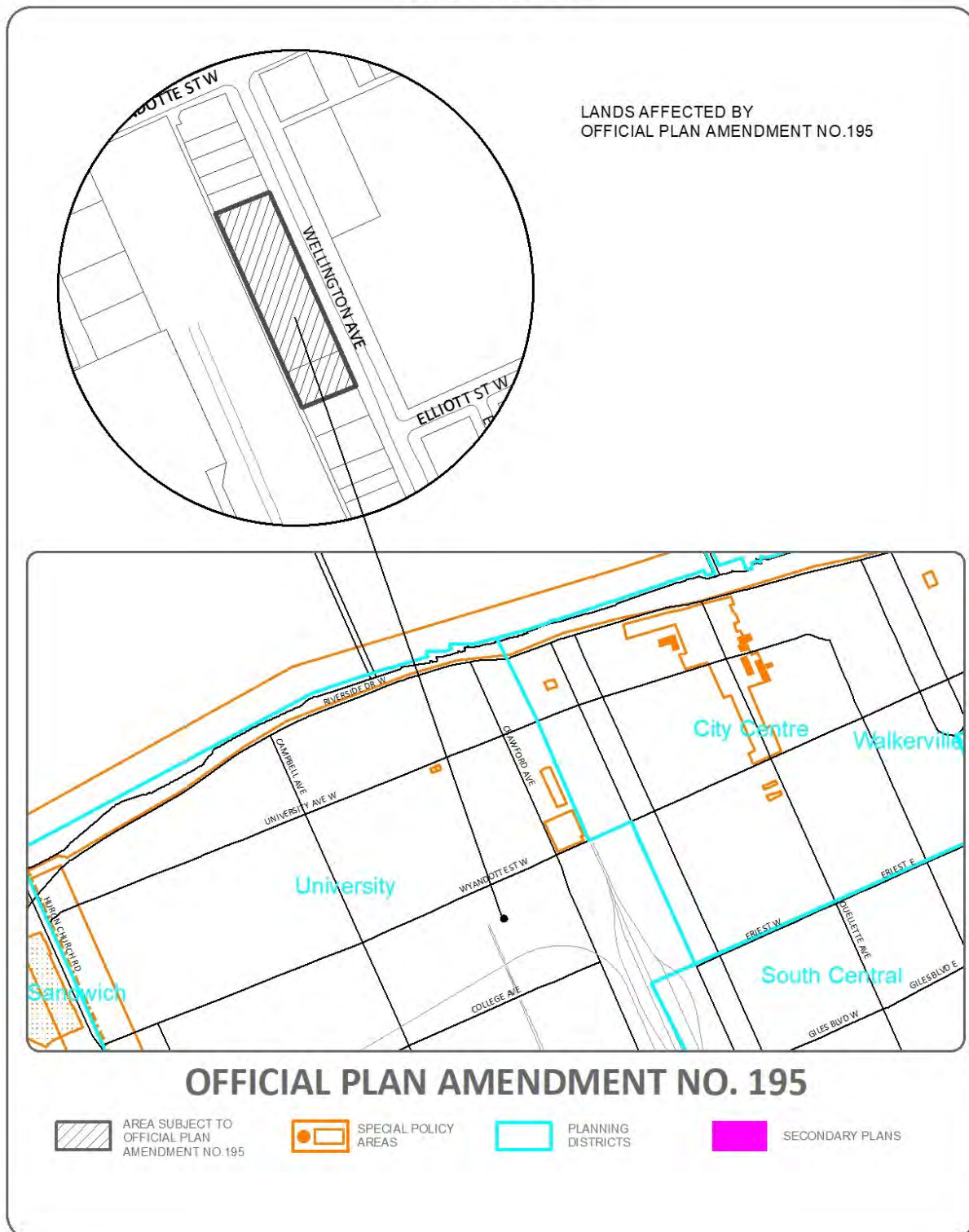
**D. DETAILS OF THE AMENDMENT:**

That the City of Windsor Official Plan, Volume I, Schedule A: Planning Districts & Policy Areas **BE AMENDED** by adding a Special Policy Area to the subject lands that will allow for a retail store as an additional permitted ancillary use within an Industrial land use designation.

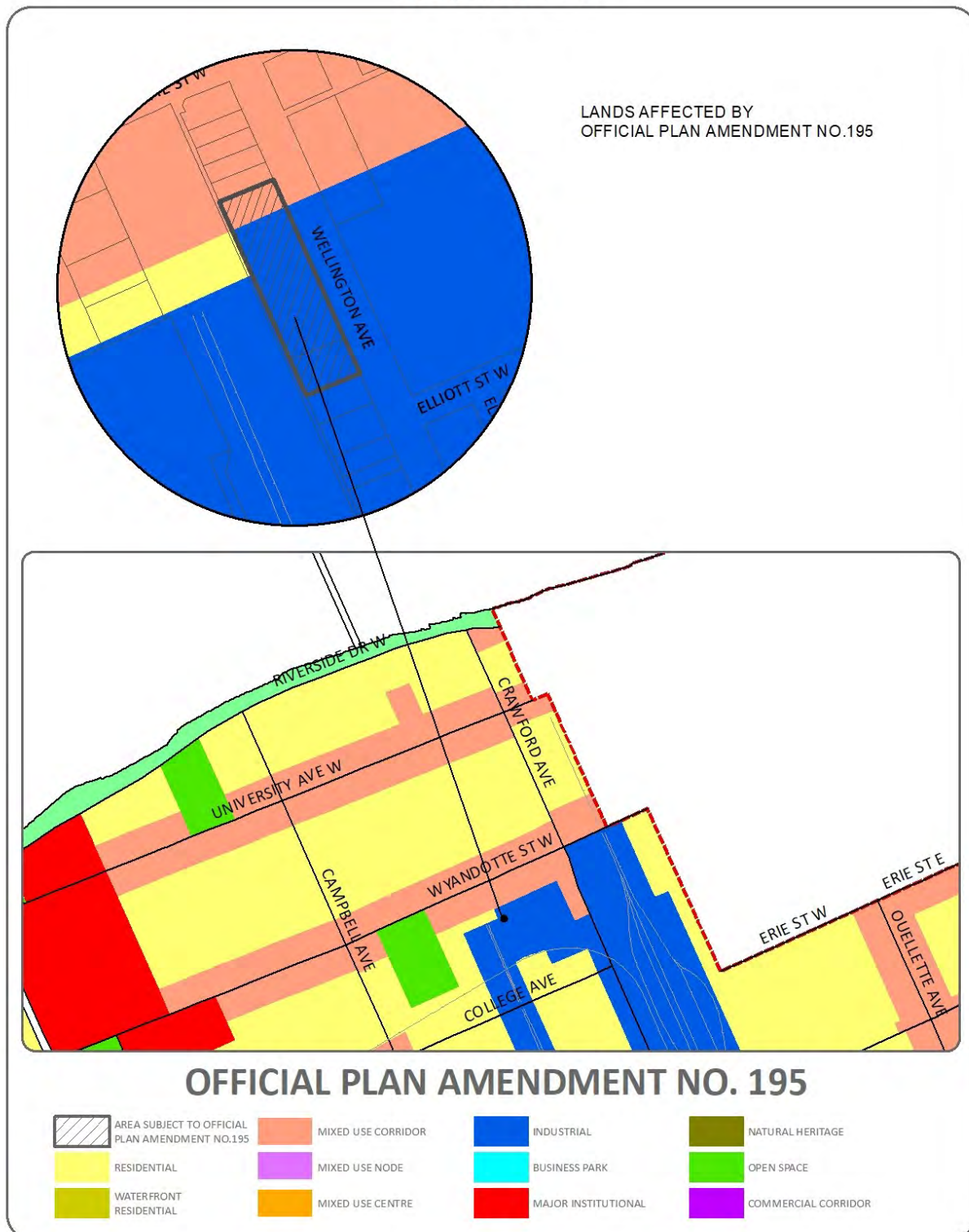
**E. IMPLEMENTATION:**

- i. Amend Schedule A: Planning Districts & Policy Areas, of the City of Windsor Official Plan, Volume I, by adding a Special Policy Area that will allow for a retail store as an additional permitted ancillary use within an Industrial land use designation.
- ii. This amendment shall be implemented through the amendment to Zoning By-law 8600 as recommended in Report Number S 033/2025 (Z-005/25; ZNG-7284).
- iii. The proposed development on the subject lands is deemed a development per Section 41(1) of the *Planning Act*; therefore, Site Plan Control shall be an additional tool for the implementation of this amendment.

## SCHEDULE A



## SCHEDULE D



## APPENDIX “G” Draft Amending By-law

B Y - L A W N U M B E R                      -2025

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

Passed the                      day of                      , 2025.

**WHEREAS** it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March, 1986, as heretofore amended:

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

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

**528. WEST SIDE OF WELLINGTON AVENUE BETWEEN WYANDOTTE STREET  
WEST AND ELLIOTT STREET WEST**

For the lands comprising of Lots 43 to 53, Plan 68, PIN No. 01205-0133 LT and PIN No. 01205-0134 LT, a *Retail Store* shall be an additional permitted *main use* and the following shall apply:

1. Section 18.2.5.10 shall not apply.
2. Notwithstanding Table 24.20.5.1, 42 parking spaces shall be provided for a *Retail Store* use occupying the ground floor of the existing building as it existed on April 7, 2025.
3. Notwithstanding Section 24.26.5, a *parking space* and *accessible parking space* shall be permitted in a required front yard.
4. Notwithstanding Section 25.5.10.3, a poured in place concrete curb shall not be required to bound the west limit of a *parking area* having 0.00 metres of separation from the west interior lot line.
5. Notwithstanding Section .2 of Table 25.5.20.1, the minimum separation for a *parking area* from Wellington Avenue shall be 2.65 metres.
6. Notwithstanding Section .3 of Table 25.5.20.1, the minimum separation for a *parking area* from the west interior lot line shall be 0.00 metres.

[ZDM 3; ZNG/7284]

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

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendment Number	5. Zoning Symbol	6. New Zoning Symbol
1	3	Lots 43 to 53, Plan 68, PIN No. 01205-0133 LT and PIN No. 01205-0134 LT (located on the west side of Wellington Avenue between Wyandotte Street West and Elliott Street West)	195	MD1.2	MD1.2 S.20(1)528

DREW DILKENS, MAYOR

CLERK

First Reading - , 2025

Second Reading - , 2025

Third Reading - , 2025

**SCHEDULE 2**

1. By-law \_\_\_\_\_ has the following purpose and effect:

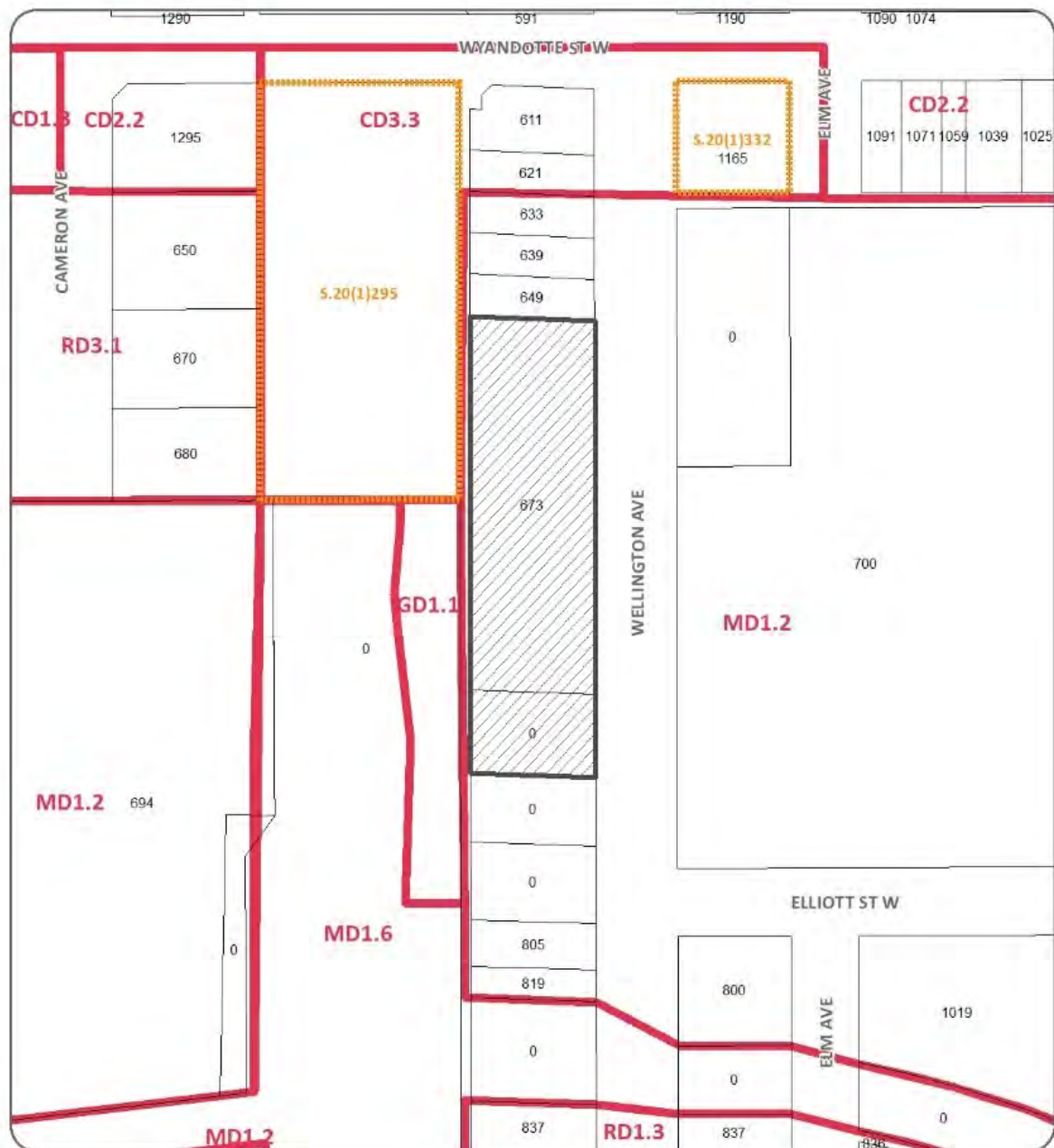
To amend the zoning of the lands located on the west side of Wellington Avenue between Wyandotte Street West and Elliott Street West, legally described as Lots 43 to 53, Plan 68, PIN No. 01205-0133 LT and PIN No. 01205-0134 LT, so as to permit the conversion of the existing vacant industrial building to a retail store (grocery store) and paved outdoor storage yard to a 42 space parking area.

The amending by-law maintains the MD1.2 zoning on the subject land and adds a special zoning provision permitting a retail store as an additional permitted main use with the following additional regulations to:

- Reduce the number of required parking spaces for a retail store use occupying the ground floor of the existing building as it existed on April 7, 2025, from 79 to 42;
- Reduce the minimum parking area separation from Wellington Avenue and the west interior lot line; and
- Nullify the maximum gross floor area provision for a retail store under the MD1.2 zoning, prohibition against parking within a required front yard and provision requiring the west limit of the parking area to be bound by a poured in place concrete curb.

2. Key map showing the location of the lands to which By-law \_\_\_\_\_ applies.





PART OF ZONING DISTRICT MAP 3

**SCHEDULE 2**

Applicant: 1000621124 Ontario Inc.

**SUBJECT LANDS**

PLANNING &amp; BUILDING DEPARTMENT

N.T.S.

DATE : FEBRUARY, 2025  
FILE NO. : Z-005/25, ZNG/7284



6 Royal Cres., PO Box 188  
Pain Court, Ontario N0P 1Z0  
(519) 809-4539  
rbrown@oakviewlup.ca

**Date:** January 21, 2025

**To:** City of Windsor, Planning Department

**RE:** Planning Justification Report for  
Proposed Application for Official Plan Amendment &  
Zoning By-law Amendment  
673 Wellington, Lots 43 to 53, Plan 68

**Roll # 3739 040 230 00700**

**Author:** Robert Brown, H. Ba, MCIP, RPP

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## Purpose

To provide an overview of the related land use planning considerations in support of a site-specific Official Plan and Zoning By-law amendment to:

- i) Amend the current designation of the subject lands to add a retail store (grocery) as an additional permitted use and address any necessary site-specific zoning provisions, and
- ii) rezone the subject lands to a site-specific Manufacturing District 1.2 (MD1.2) to"
  - a. limit permitted uses to implement the Official Plan amendment;
  - b. establish site specific regulations to address the following:
    - i. grant relief from the limitation of retail space specific to a retail store (grocery store), and;
    - ii. reduce or grant relief for the location of parking from the east and west lot lines.

## Background

The property owner of 673 Wellington Ave. purchased the subject property with the hope of converting the existing building on the site to a grocery store. The applicant operates an existing market which is located to the north at 1165 Wyandotte St. W. The subject site will provide a new, larger location to better serve the existing needs of the surrounding area. The property is located on the west side of Wellington Ave, just south of Wyandotte St. W (See Figure One) It has a lot area of 0.4 ha (1 ac.) with 109.7 m (360 ft.) of frontage and a depth of 36.8 m (121 ft.). The existing building is approximately 1,780.2 sq. m (19,161.9 sq. ft.) and housed an automotive parts manufacturing business.



673 Wellington Ave





Looking northwest along the front of the existing building on the subject site



Looking west across the existing parking area to be redeveloped and expanded





Looking west at the additional lands to be used for parking



Looking north along Wellington Ave.







## Planning Rationale

### 1) Provincial Planning Statement (2024)

The Provincial Planning Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The lands are consider Employment and specifically designated Industrial by the Windsor Official Plan.

#### Section 2.8 Employment

##### 2.8.1 Supporting a Modern Economy

1. Planning authorities shall promote economic development and competitiveness by:

- a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet the long-term needs;

**Comment:** The intent of the OPA is to add a site-specific policy that will add the proposed grocery store use as an additional permitted use and not remove the lands from the Employment Area. This will provide immediate flexibility to permit the added use while also maintaining the lands within the Employment Area in the long-term.

- b) Providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of exiting and future businesses;

**Comment:** There has not been a strong Employment type use presence in the area for some time. The subject property was one of very few active employment type uses however the property has been for sale for some time with little to no interest in industrial redevelopment. The reuse of the subject lands for a supportive type use to the surrounding residential area could act as spark of interest to the consideration of a different mix of uses.

- c) Identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;

**Comment:** The subject lands, based on the lack of industrial uses or redevelopment demonstrate that the site and the area as a whole may no longer be a strategic location for employment uses. Their location away from current industrial clusters and major transportation routes could be considered as a key barrier to investment in the area.

- d) Encouraging intensification of employment uses and compatible, compact, mixed-use development to support the achievement of complete communities; and

**Comment:** With a commercial corridor and residential uses to the north as well as residential use south and west the surrounding area of employment lands seems to an isolated island with limited demand for employment type redevelopment. Consideration of site-specific permission of the proposed use could be a good approach at testing what type of possible redevelopment might prove better suit to the long-term use of the area.

- e) Addressing land use compatibility adjacent to employment areas by providing an appropriate transition to sensitive lands uses.

**Comment:** Although the subject lands have been located next to a residential use for many years the proposed commercial development offers a more compatible use and a better transition between the sensitive residential area as well as providing a use that can support both the residential uses in the area and any potential industrial or mixed-use redevelopment into the future.

## 2.8.2 Employment Areas

4. Planning authorities shall assess, and update employment areas identified in official plans to ensure that this designation is appropriate to the planned function of employment areas. In planning for employment areas, planning authorities shall maintain land use compatibility between sensitive lands uses and employment areas in accordance with policy 3.5 to maintain the long-term operational and economic viability of the planned uses and function of these areas.

**Comment:** It appears clear from the lack of redevelopment and demand for the reuse of even existing facilities for employment use, in combination with surrounding uses that the planned function of the area for employment lands is in need of reassessment. A use such as that proposed could offer separation from more sensitive land uses and lead to a more mixed-use area and transition away from large scale, less compatible uses.

## 2) Official Plan – City of Windsor

Employment lands within the City of Windsor are the main locations for industrial and business activities. On Schedule D of the Official Plan these lands are either Industrial or Business Park. When reviewing Schedule D of the Official Plan (Figure Two) it is a reasonable assumption to conclude that the subject area's proximity to the rail lines is likely the rationale for its industrial designation. The subject property is located in an area between Wyandotte St W to the north,

College to the south, Cameron to the west and Crawford to the east. Within this area are three different designations, industrial, residential and mixed-use corridor.

The mixed use and residential areas have generally remained utilized for these uses and, in some cases, redeveloped or intensified. The industrial land uses in the same area appear to have not been fully used for many years with little evidence of redevelopment or even full utilization of what is in the area. The subject property has been for lease or sale on more than one occasion and the lands to the immediate east have been vacant for much of the last 8 to 10 years.

In reviewing Section 6.4 Employment (Objectives) there are items which I believe are applicable to the subject lands as follows:

6.4.1.3 To ensure that employment uses are developed in manner which are compatible with other land uses.

**Comment:** With residential uses to the north and south perhaps a transition to a more supportive use (commercial – grocery store) can be both more compatible and service the needs of the residents given the lack of industrial uses to service but also act as a buffer should employment uses return.

6.4.1.6 To locate employment activities in areas which have sufficient and convenient access to all modes of transportation.

**Comment:** Despite being close to rail lines none of the industrial uses have direct or easy access to the rail corridor. Wellington Ave is a local road and does not appear to be in a condition to support industrial traffic nor is it well located with direct access to truck routes.

6.4.1.9 To maintain and develop viable industrial areas.

**Comment:** From a review of the aerial mapping back to 2000 and the street view images back to 2009 this area, from an industrial standpoint, does not appear to be viable based on the lack of redevelopment or intensification of any kind.

6.4.1.10 To provide highly visible and attractive locations for business development.

**Comment:** The subject location is not what could be considered as “on the beaten path.” Wellington Ave is not a highly travelled street (see TIS for traffic volumes) and not designed as such. Although it can be accessed via Wyandotte or College neither of these are considered highly visible locations for industrial development.

## General Policies 6.4.2

In this section 6.4.2.7 speaks of areas in transition and outlines the following:

“Council may support the redevelopment of older and/or abandoned Industrial or Business Park areas to other land uses provided:

- a) The proponent can demonstrate that:
  - i) The redevelopment of the area would not be detrimental to other Industrial or Business Park uses still operating in the area.

**Comment:** The subject property was the only active industrial use north of Elliott St West isolated at the north end of the industrial designation and across from a large industrial parcel that has been vacant for several years. It is also noteworthy that there has been a grocery store located to the east on Crawford for many years directly across from the BASF plant.

- ii) The redevelopment of the area is in keeping with the long-term transition of the entire area to similar uses;

**Comment:** There is no active redevelopment of the area in question, however a transition to mixed use and/or residential in the area would seem to be a compatible option versus the redevelopment or expansion of very limited industrial uses. Property at 700 Wellington had been chosen as the location of the new H4 Homelessness and Housing Help Hub. While this is no longer the case it does demonstrates that the continued use of the area for industrial purposes is not the potential preferred option moving forward. Based on this placing the lands within a site-specific policy area to permit the proposed grocery store could help lead to a future transition to a mixed use corridor or perhaps a mixed use node given the plans for the H4 hub.

### Industrial Policies 6.4.3

The Industrial policies of the Official Plan would not be favourable to the consideration of a grocery store, even as a supportive use. The policies do however hold some relevance when considering the proposed amendment in terms of continuing industrial uses versus that of a mixed-use corridor.

For example, the locational criteria of Section 6.4.3.3 note that, “Industrial development shall be located where:

- a) The industrial use can be sufficiently separated and/or buffered from sensitive lands uses;

**Comment:** The existing property has been in close proximity to residential uses for quite some time. A change to a commercial use, although not entirely ideal can provide a greater degree of compatibility to that of ongoing or new industrial development.

- b) There is access to an arterial road;

**Comment:** Wyandotte St W is the only arterial road (Class II) to the north.

- d) Industry related traffic can be directed away from residential areas;

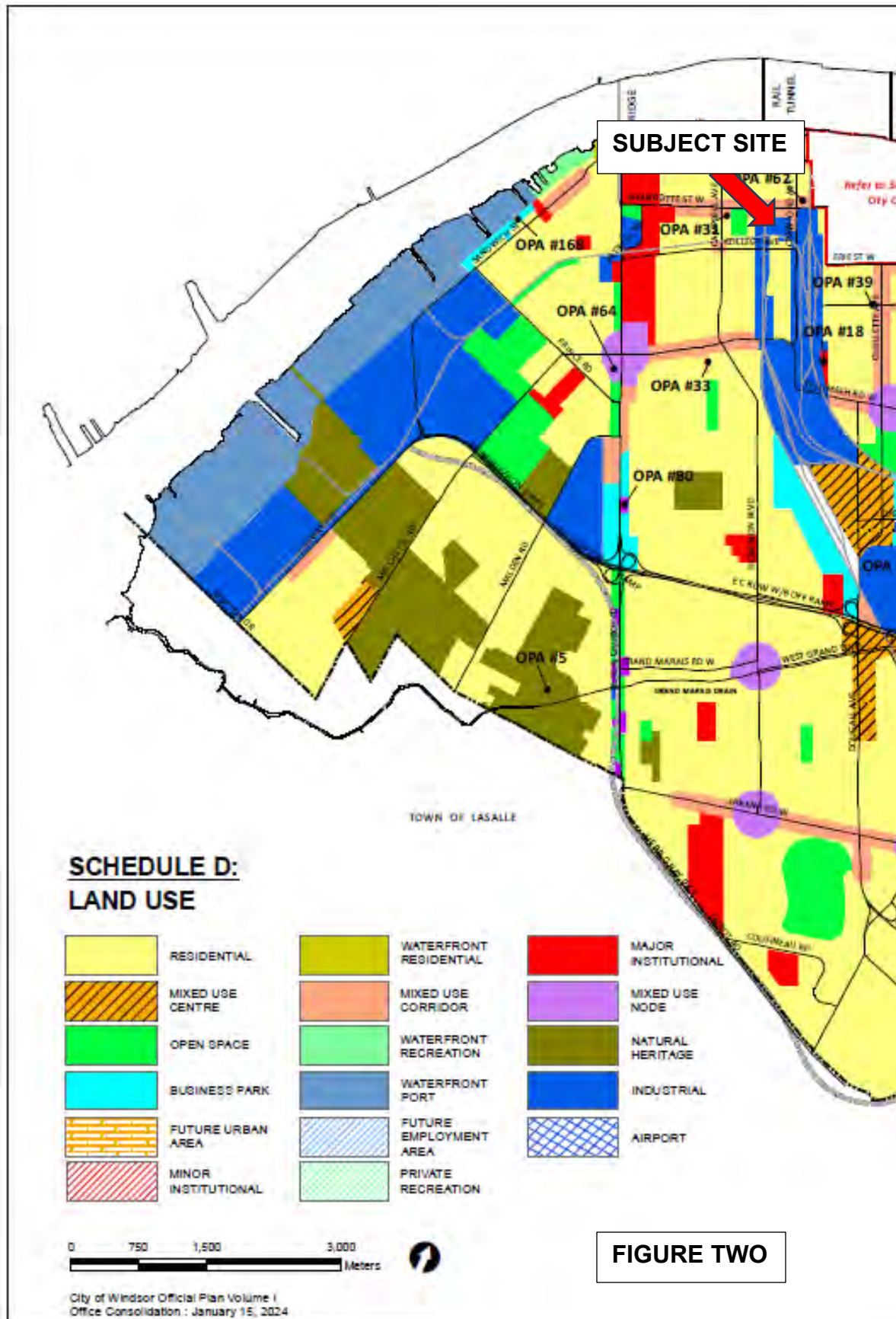
**Comment:** Related traffic must travel north to access Wyandotte St W as both an arterial and truck route. Alternatively, College Ave is a truck route however is a Class I collector and requires travel through more residential areas. (Figure Three)

- f) There is access to designated truck routes

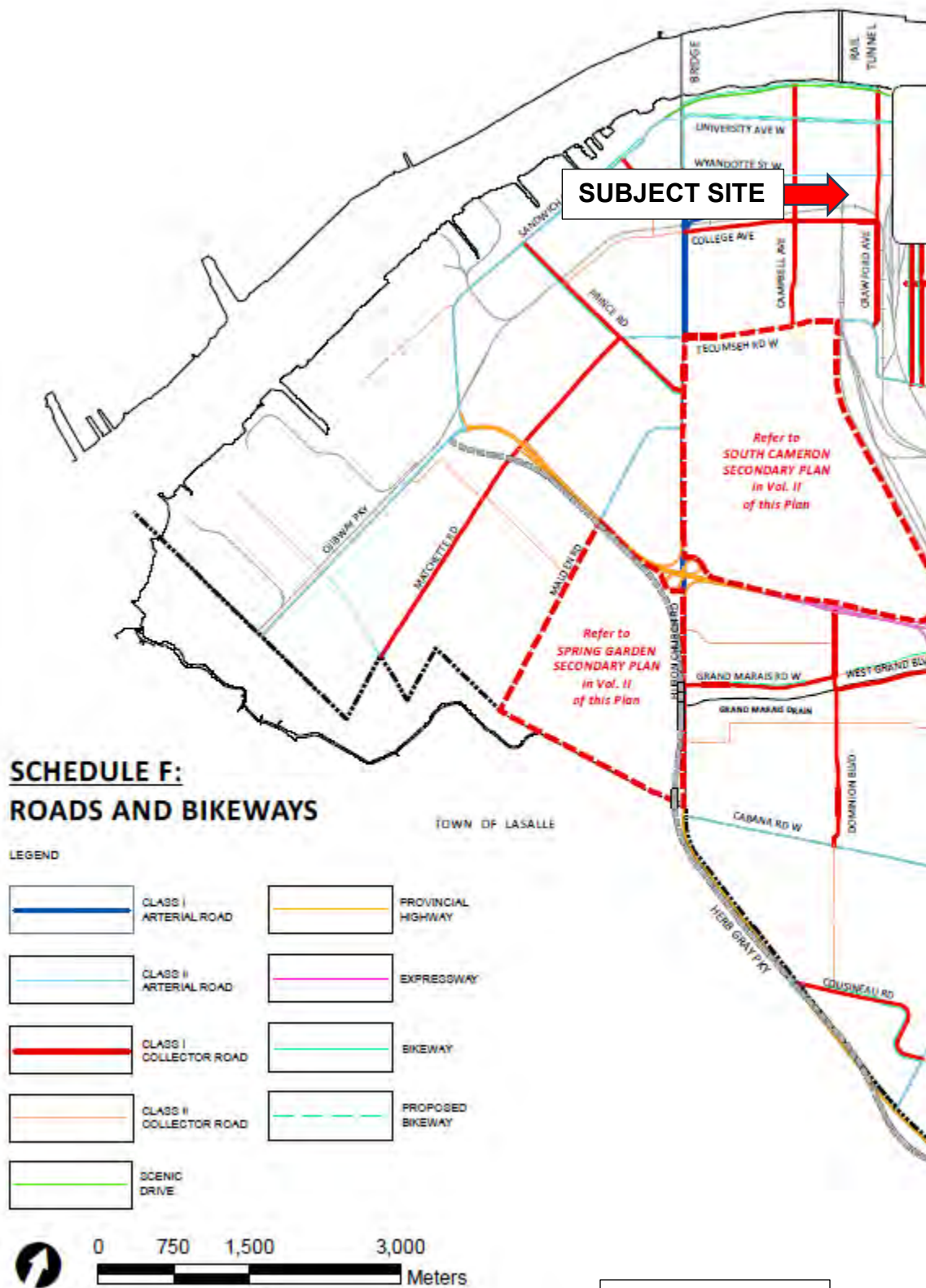
**Comment:** Wyandotte St W is a designated truck route to the north, while College Ave is a truck route to the south. (Figure Four)

If the subject lands were being considered for new industrial uses, there are clearly some circumstances that make the site less desirable. The proposed grocery store will still require truck access for deliveries but offers a use that will be more supportive of the area and lend itself to better land use compatibility in the long term.

A draft of the proposed OPA is attached as Appendix A.

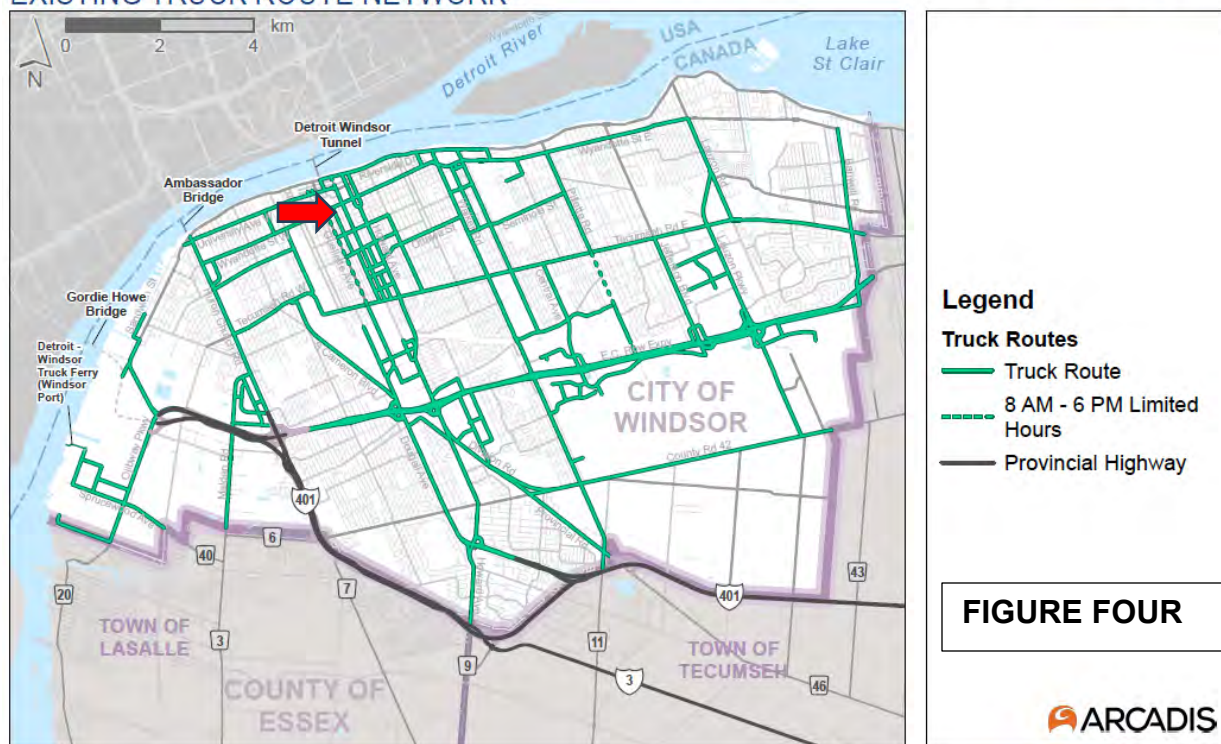






City of Windsor Official Plan Volume I  
Office Consolidation : January 15, 2024  
APPROVED by Section 43 Request for Review  
Decision of Blair S. Taylor, Issued December 4, 2015  
OMB Case No. PL080049 - April 26, 2016

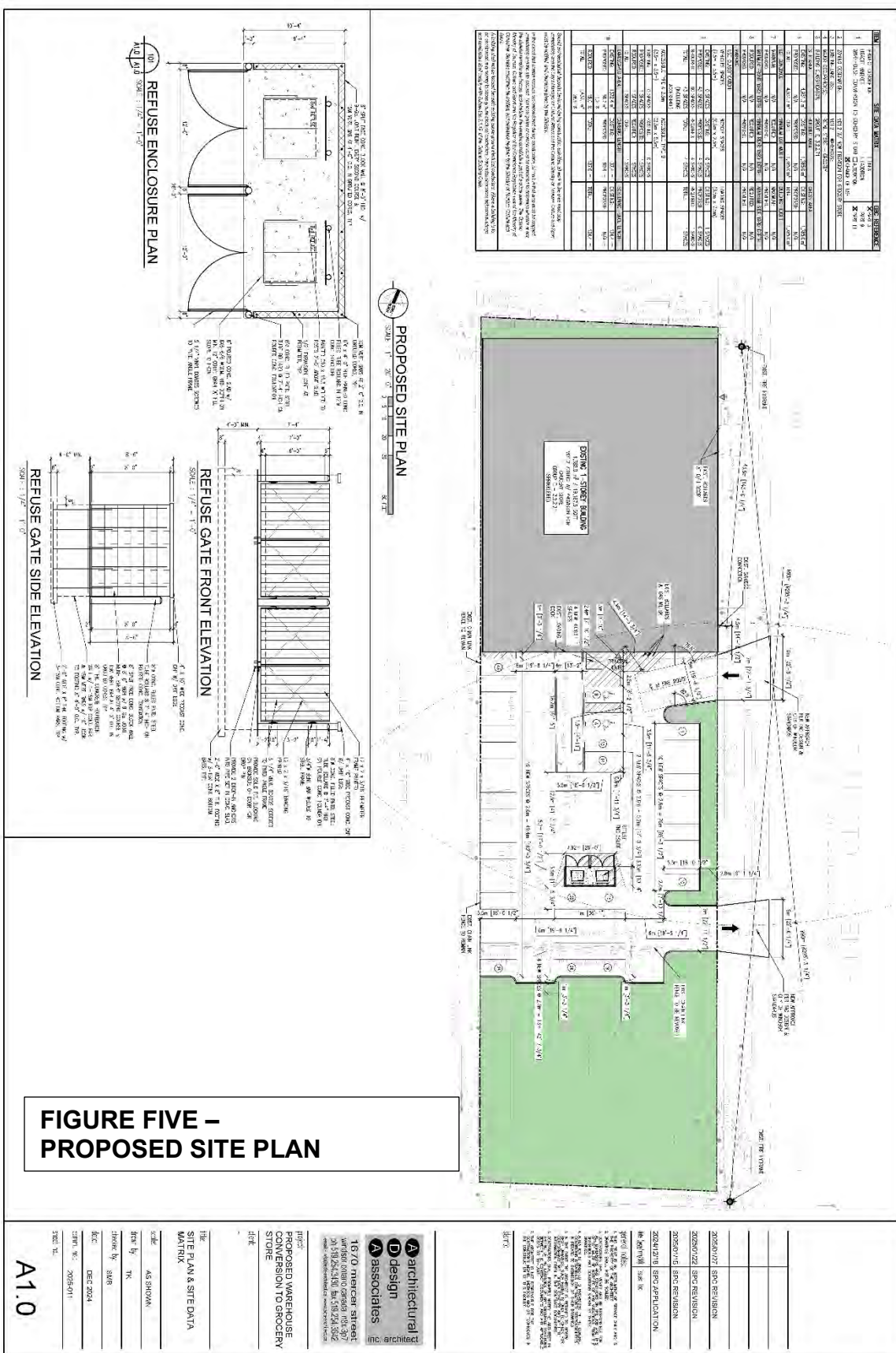
## CITY OF WINDSOR TRUCK ROUTE STUDY EXISTING TRUCK ROUTE NETWORK



### 3) Site Plan Approval

If the proposed redevelopment is permitted through the addition of a site-specific special policy in the Official Plan and amended zoning the change in use of the property and building will result in the need for site plan approval. An initial concept site layout was prepared (Figure Five) in support of the current planning approval requests. There is no new building being proposed on the site. Much of the redevelopment will be interior improvements. The existing parking lot will require improvement and a small expansion toward the south to accommodate additional parking needs and future truck movements related to deliveries and is conceptual shown on the attached plan.

In anticipation of submitting application for site plan approval a full comprehensive set of site plan drawings are being prepared that will address the full range of City requirements needed for staff review and formal approval.



#### 4) Comprehensive Zoning By-law

The subject property is currently zoned Manufacturing District 1.2 (MD1.2). In keeping with the addition of a grocery store as an additional permitted use in the Official Plan, specific to the site, the suggested zoning amendment for the subject property would be a site-specific Manufacturing District 1.2 (MD1.2).

The location of the building is recognized as existing so there are no setback regulations that require amendment. The conceptual site plan details related to dimensions of parking, loading and drive aisles is in compliance. Bike parking spaces have been included on Figure Five

Parking on the property would be less than that required for the change in use of the building in question however Appendix B includes a rationale in support of a reduction in the requirement as detailed in the zoning chart.

To maintain a compact site and avoid adding hard surface area relief is also being requested from certain provisions of Section 25.5.10.3 and 25.5.20.1 to address parking setback and/or curbing requirements along the east and west lot lines. The setback from the east lot line is providing close to the required setback versus the existing setback of 0. The west lot line setback is requesting recognition of no setback which abuts an unused alley with the rail tunnel corridor beyond that.



The following zoning chart outlines what the recommended zoning amendment would establish as site-specific regulations for the business:

<b>Category</b>	<b>Proposed Amendment</b>
Manufacturing District 1.2 (MD1.2)	Rezoned to a site-specific Manufacturing District 1.2 (MD1.2)
Additional Permitted Use	Retail Store (grocery)
Special Regulation A	Grant relief from Section 24.26.5 to recognize parking in the required front yard setback
Special Regulation B	Establish the required parking as 42 spaces (min)
Special Regulation C	Section 18.2.5.10 not apply to a retail store (grocery store)
Special Regulation D	Grant relief from Section 25.5.10.3
Special Regulation E	Reduce the required setback in Section 25.5.20.1.2 from 3 m to 2.65 m abutting Wellington Ave.
Special Regulation F	Grant Relief from Section 25.5.20.1.3 from the west lot line

### **Traffic Impact and Parking Needs Rationale**

The City of Windsor, as part of the initial consultation process, requested that a Traffic Impact Study be completed. The entire report is attached as Appendix B. The study reviewed four intersections that could be potentially impacted by the proposed use on the subject site including Wyandotte at Wellington, Elliot at Wellington, College at Wellington and Elliot at Crawford. In each case the study concluded that the level of service at these intersections would continue to operate at a good to acceptable level through 2034. The study also included an assessment of the proposed accesses to the site, and each will operate at a good level.

Supplementary to the traffic report the study also undertook an assessment of the parking needs for the proposed use. The report concludes that the 42 parking spaces, 44 are proposed, for the site can adequately support the use based on the site's location near residential uses to the north and south as well as close proximity to a main transit line on Wyandotte St. W. The provision of reduced parking for the site is also in keeping with long-term goals to encourage the use of other forms of sustainable transportation, particularly walking and transit and helps to support the reuse of existing buildings.

Lastly, the existing business is a specialty grocery store which operates in a much smaller space just north of the subject property with roughly half the parking spaces of the new site. The new building, while much larger, is intend to provide a much improved shopping experience for the existing customer base and provide added storage and office space that are greatly lacking at the existing site. Even with a much larger space it is not anticipated that the parking needs would increase significantly enough to require more than the spaces being proposed.

### **Public Open House**

In accordance with City policy a public open house was held on November 19, 2024 from 5 pm to 7 pm at the Windsor International Aquatic and Training Centre. All property owners within 200 m of the subject property were provided with notice (Appendix C) which was mailed October 31, 2024.

A total of two members of the public attended the open house along with the Ward Councilor, a member of the City planning staff and the applicant. E-mail feedback in objection to the proposed approvals was also sent by the owner of 799 Crawford (Appendix D).

There were no concerns specific to the proposed redevelopment expressed by the members of the public that attended the open house. Much of the comment was related to the overall redevelopment of the area and the future introduction of the H4 Hub.

The e-mail feedback from 799 Crawford expressed two concerns; 1) the potential negative economic impacts of having two ethnic food supermarkets in close proximity, and 2) what type of background work had been completed to address noise, traffic, site access, firefighting, loading and other major issues associated with a large supermarket.

**Comment:** The economic impact noted in the objection is a matter of competition and generally not considered a planning related issue. It is worth pointing out that the purpose of the redevelopment at 673 Wellington is to relocate an existing market that is currently just north of the subject property at 1165 Wyandotte St W. The new location will provide added space to accommodate the growth of the business but is not bringing a new or additional competitor to the area. It is also my understanding that the grocery store at 799 Crawford specializes in Asia food where the proposed relocated market specializes in Middle Eastern food.

In terms of background work that has been completed a comprehensive traffic study was prepared that did not highlight any negative impact to traffic in the area, looked at the safety of the access points to the site and provided feedback on the proposed parking needs. Noise was an item that was not specifically looked at based on the fact that the current zoning on the property is industrial and permits a wide variety of uses as-of-right that would have a much greater impact on the limited residential uses to the north. Any day-to-day noise generation would also be at the south end of the existing



building. The residential use and the industrial building have co-existed in this location for quite some time and there is no reason to believe that the addition of the grocery store use would change that. The remaining items noted in the feedback are more related to site plan approval which will be the follow-up step to the official plan and zoning amendment applications.

## Conclusions

The subject site is clearly in a location that has been in decline as an industrial area. The subject site appears to have been one of the last active industrial uses up until its closure and sale. The area is ripe for redevelopment and likely transition to other uses. This was reinforced by the Cities selection of 700 Wellington to the immediate east of the subject property for the H4 Hub. Although this is no longer the plan for the area this would have seen a mix of uses added to the area as well as an influx of activity resulting from that change and supporting redevelopment and rejuvenation.

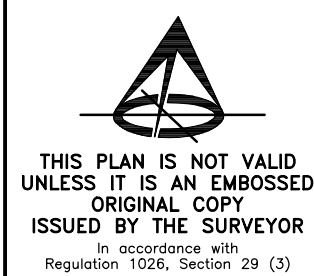
The proposal for the addition of the grocery store use on the property helps support the relocation and growth of an established business currently servicing the residents in the surrounding area. It further strengthens the area for mixed use redevelopment and provides a rationale for future consideration of a change from the industrial designation to perhaps that of a mixed use depending on the future needs to support the transition of the surrounding area.

To that end the requested approvals represent good land use planning and should be considered consistent with the direction for the City of Windsor for the Wellington Ave corridor.

Prepared by:



Robert Brown, H, Ba, MCIP, RPP  
Principal Planner  
Oakview Land Use Planning



# TOPOGRAPHIC SURVEY

OF  
LOTS 43 TO 53  
REGISTERED PLAN 68  
IN THE  
CITY OF WINDSOR  
COUNTY OF ESSEX, ONTARIO  
© VERHAEGEN LAND SURVEYORS, A DIVISION OF J.D. BARNES LTD.

SCALE : 1"=30'  
0 15.0 30.0 60.0 90.0 150.0 FEET

"IMPERIAL" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048

## INTEGRATION DATA

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

POINT ID	NORTHING	EASTING
ORP-A	15374432.75'	1086179.56'
ORP-B	15373920.91'	1086408.63'

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

## LEGEND

○ MHH	DENOTES HYDRO MANHOLE	✦ FH	DENOTES FIRE HYDRANT
○ MHS	DENOTES SEWER MANHOLE	✦ WM	DENOTES WATER METER
○ MHT	DENOTES TELEPHONE MANHOLE	✦ WVS	DENOTES WATER VALVE (Service)
○ MHTR	DENOTES TRAFFIC MANHOLE	✦ WVM	DENOTES WATER VALVE (Main)
○ MHW	DENOTES WATER MANHOLE	✦ GM	DENOTES GAS METER
■ CB	DENOTES CATCH BASIN	✦ GV	DENOTES GAS VALVE
■ DCB	DENOTES DOUBLE CATCH BASIN	■ HM	DENOTES HYDRO METER
● LSc	DENOTES LIGHT STANDARD CONCRETE	■ PedT	DENOTES TELEPHONE PEDESTAL
● LSw	DENOTES LIGHT STANDARD STEEL	■ PedCTV	DENOTES CABLE TV PEDESTAL
● UPc	DENOTES UTILITY POLE CONCRETE	■ TRs	DENOTES TRAFFIC SIGN
● UPs	DENOTES UTILITY POLE STEEL	■ TRsg	DENOTES TRAFFIC SIGNAL
● UPw	DENOTES UTILITY POLE WOOD	■ TRsb	DENOTES TRAFFIC SIGNAL BOX
● GP	DENOTES GUY POLE	● TH	DENOTES TESTHOLE
● GW	DENOTES GUY WIRE	● BM	DENOTES BENCH MARK
● Bdl	DENOTES BOLLARD	△ HCP	DENOTES HORIZONTAL CONTROL POINT
● PM	DENOTES PARKING METER	○ VCP	DENOTES VERTICAL CONTROL POINT
● ASP	DENOTES ASPHALT	● S	DENOTES SHRUB
70c	DENOTES TOP OF CURB	● SC	DENOTES SEWER CLEANOUT
80c	DENOTES BOTTOM OF CURB	///	DENOTES INVERT

DECIDUOUS AND CONIFEROUS TREES ARE DENOTED DT AND CT RESPECTIVELY. A PREFIX TO THE DESCRIPTION DESIGNATES THE NUMBER OF TREE TRUNKS WHEN TREES ARE CLUMPED TOGETHER AND A SUFFIX DENOTES THE TREE DIAMETER OR (NTS) NOT TO SCALE.

— C —	— C —	— C —	DENOTES OVERHEAD CABLE TV LINE
— G —	(pipe size)	— G —	DENOTES GAS LINE
— H —	— H —	— H —	DENOTES OVERHEAD HYDRO LINE
— CS —	(pipe size)	— CS —	DENOTES COMBINED SEWER
— SA —	(pipe size)	— SA —	DENOTES SANITARY SEWER
— ST —	(pipe size)	— ST —	DENOTES STORM SEWER
— T —	— T —	— T —	DENOTES OVERHEAD TELEPHONE LINE
— W —	(pipe size)	— W —	DENOTES WATER LINE

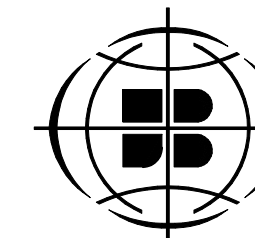
UNDERGROUND CABLE, HYDRO OR TELEPHONE LINES ARE PREFIXED WITH THE LETTER "u" (CABLE = uC HYDRO = uH TELEPHONE = uT)

## SURVEYOR'S CERTIFICATE

- I CERTIFY THAT:
- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE REGULATIONS MADE UNDER THEM.
  - THIS SURVEY WAS COMPLETED ON THE 3rd DAY OF APRIL, 2024

DATE APRIL 08, 2024

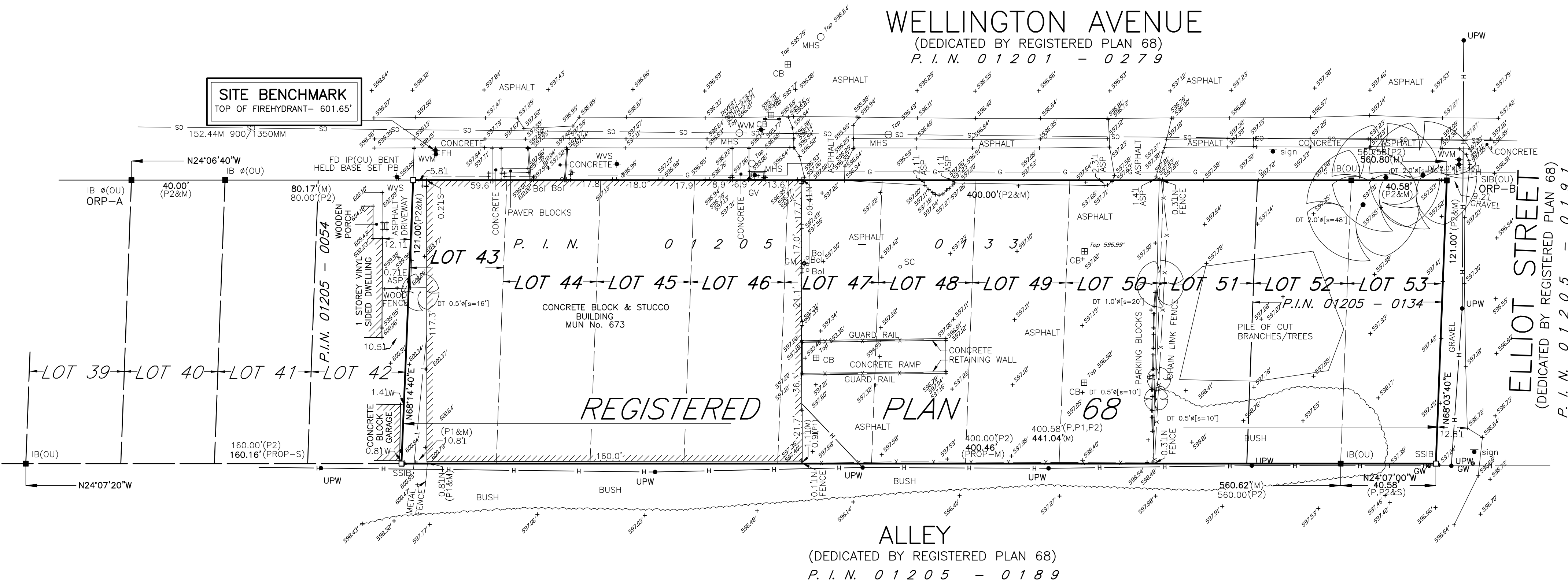
*Roy A. Simone*  
ROY A. SIMONE  
ONTARIO LAND SURVEYOR



**VERHAEGEN**  
LAND SURVEYORS

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

DRAWN BY: SP	CHECKED BY: KH/RAS	REFERENCE NO.: 24-47-127-00
CAD File: 24-47-127-00.dwg CAD Date: April 9, 2024 2:03 PM	File: E-68-4	



**CAUTION**  
SEWER INVERT ELEVATIONS SHOWN HEREON HAVE BEEN DERIVED FROM SEWER ATLAS HS AND ARE NOT THE RESULT OF FIELD MEASUREMENTS.

**CAUTION**  
UNDERGROUND UTILITIES AND SERVICES SHOWN ON THIS PLAN ARE APPROXIMATE AND MUST BE VERIFIED BEFORE CONSTRUCTION

## LEGEND AND NOTES

BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS 'A' AND 'B' BY REAL TIME NETWORK OBSERVATIONS AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0).

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999928

ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11(4) OF O.REG. 525/91.

ALL MONUMENTS SHOWN THUSLY □ ARE IRON BARS (IB) UNLESS OTHERWISE NOTED.  
SIB DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR  
SSIB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR  
IB 16 DENOTES 16mm X 16mm X 0.61m IRON BAR  
IB 19 DENOTES 19mm diameter X 0.61m ROUND IRON BAR  
CC DENOTES CUT-CROSS  
CP DENOTES 5mm X 50mm STEEL PIN  
PB DENOTES PLASTIC BAR  
■ DENOTES SURVEY MONUMENT FOUND  
□ DENOTES SURVEY MONUMENT SET AND MARKED JDB  
WIT. DENOTES WITNESS  
(S) DENOTES SET  
(M) DENOTES MEASURED  
(D) DENOTES INST. No.  
ORP DENOTES OBSERVED REFERENCE POINT  
(NI) DENOTES NOT IDENTIFIABLE  
(OU) DENOTES ORIGIN UNKNOWN  
(S/P) DENOTES SET PROPORTIONALLY  
(1744) DENOTES VERHAEGEN SURVEYORS INC., O.L.S.  
(JDB) DENOTES J.D. BARNES LIMITED, O.L.S.  
(P) DENOTES PLAN OF SURVEY BY (1194) DATED JANUARY 4, 1980 (4V-6941)  
(P1) DENOTES PLAN OF SURVEY BY (1194) DATED JULY 11, 1979 (4V-6683)  
(P2) DENOTES REGISTERED PLAN 68

## ELEVATIONS

ELEVATIONS SHOWN ON THIS PLAN ARE IN FEET TO CANADIAN GEODETIC VERTICAL DATUM (1928)

## BENCH MARK

BENCH MARK 780 ELEVATION-595.14'  
M.B. 915 CRAWFORD AVENUE; THE PLATE IS LOCATED ON THE EAST WALL, 0.9 FEET FROM THE NORTH WALL AND 1.1 FEET ABOVE GROUND.

## SITE BENCH MARK

ELEVATION-601.65'  
TOP OF FIRE HYDRANT ON NORTH EAST CORNER OF PROPERTY ON WELLINGTON AVENUE.

**Subject: Additional Information Memo to Council Report No. S 33/2025**

**Reference:**

Date to Council: April 28, 2025  
Author: Brian Nagata, MCIP, RPP  
Planner II - Development Review  
(519) 255-6543 ext. 6181

Planning & Building Services  
Report Date: April 11, 2025  
Clerk's File #: Z/14931 and Z/14930

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

**Additional Information:**

The Development & Heritage Standing Committee (DHSC) considered Council Report No. S 33/2025 concerning an Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) for 0 and 673 Wellington Avenue at its April 7, 2025 meeting. DHSC approved the following motions directing Administration to consult with the Windsor-Essex County Health Unit (WECHU) on its administration of the compulsory inspection process for a new food premise to ensure that the former use of the site will not pose any health risks to users of the proposed grocery store:

*V. THAT Administration **BE DIRECTED** to consult with the WECHU for comment with respect to process in terms of oversight for the proposed use of the property, given the previous use of the site; and*

*VI. THAT the information **BE FORWARDED** to Council when the report moves forward for consideration.*

This DHSC directive originates from the written submission, dated April 7, 2025, and in person delegation made by Anthony Debly of Debly Law on behalf of his client, Buu Quoc Tran, owner of the nearby property at 1165 Wyandotte Street West. Mr. Tran is opposed to the OPA and ZBA. Mr. Tran's objections centre on personal matters with the Applicant, and concern for the health and safety of customers of the proposed grocery store due to the former manufacturing facility use and high crime rate within the area, respectively.

**Discussion:**

The operation of a grocery store requires a Food Store (food premise) business licence from the City of Windsor. The obtainment of a Board of Health Inspection Certificate from WECHU is a prerequisite to the issuance of the business licence. WECHU

provided the following statement outlining their role in the administration of the compulsory inspection for a new food premise and other responsibilities:

*“The WECHU’s role is to ensure that operators and owners of food premises are compliant with the requirements set out in [O. Reg 493/17 Food Premises](#), under the [Health Protection and Promotion Act](#). As per the regulation all new food premises must notify the health unit and provide information about the premises prior to opening. A pre-operational inspection will be conducted by a Public Health Inspector and approval to operate will be given when all conditions meet O. Reg 493/17. When premises are fully operational, compliance inspections will be conducted routinely and if necessary, re-inspections will be completed to correct infractions. Additionally, should the health unit receive complaints about a food premises, an investigation will be conducted to address public concerns.”*

The applicant advised Administration after the DHSC meeting that they had a [Phase One Environmental Site Assessment \(ESA\)](#) completed for the subject property. The Phase One ESA, dated July 2023 was completed by Landtek Limited Consulting Engineers. The Phase One ESA included the following two recommendations based on the information therein:

- *“Based on the review of available historical, regulatory information and observations made during the Site inspection there is no significant evidence of major environmental impact at the Site.*
- *Based on the continued usage of the Site as a commercial/industrial use, it is the opinion of Landtek that based on the current use there is no requirement to undertake further environmental evaluation of the Site at this time.”*

[Ontario Regulation 153/04: Records of Site Condition](#), under the [Environmental Protection Act](#) does not require a Record of Site Condition (RSC) to be filed in the Environmental Site Registry for the change of land or a building on a property from an industrial use to a commercial use.

A RSC summarizes the environmental condition of a property, as of a certification date, based on the completion of one or more ESAs conducted or supervised by a qualified person.

The Phase One ESA also concluded that *“there is potential for polychlorinated biphenyl compounds (PCBs) in the electrical fixtures to be present, asbestos containing materials (ACMs) in the building materials, and lead-based Paints (LBP) may have been used. A Designated Substance Assessment (DSS) is required if future repair, renovation or demolition activities are planned which could disturb ACMs and LBPs.”*

It is the employer’s responsibility to undertake a DSS in accordance with [Ontario Regulation 490/09: Designated Substances](#), under the [Occupational Health and Safety Act](#). A DSS is not identified as Applicable Law under [Ontario Regulation 332/12: Building Code](#), under the [Building Code Act](#), thus it can not be required as a prerequisite to the issuance of building permit. The [Occupational Health and Safety Act](#) and its regulations are enforced by the Ministry of Labour, Immigration, Training and Skills Development.

The existing Manufacturing District 1.2 (MD1.2) zoning permits the following food related uses:

- Food Catering Service
- Food Outlet - Drive-Through
- Food Outlet - Take-Out
- Food Processing Facility
- Micro-Brewery
- Restaurant
- Restaurant With Drive-Through
- Wholesale Store

These uses can be established by a building permit without any *Planning Act* approvals if the required parking is provided.

**Consultations:**

- Elaine Bennett, Manager, Environmental Health, WECHU
- Peter Millar, Public Health Environmental Health Inspector, WECHU

**Conclusions:**

The WECHU's role in the Food Store (food premise) business license process will ensure that the operators and owners of the grocery store are compliant with the requirements set out in *Ontario Regulation 493/17: Food Premises*.

Works occurring without a DSS can be reported by any individual to the Ministry of Labour, Immigration, Training and Skills Development who will take the necessary enforcement action.

City of Windsor Building Inspectors will be on site at various stages of the construction process and can report and/or refuse to complete an inspection(s) if work has or is being completed without a DSS.

**Planning Act Matters:**

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

*Greg Atkinson, MCIP, RPP*

*Deputy City Planner - Development / City Planner (A)*

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

*JP*

*JM*

**Approvals:**

Name	Title
Brian Nagata	Planner II - Development Review
Greg Atkinson	Deputy City Planner - Development

<b>Name</b>	<b>Title</b>
Greg Atkinson	City Planner (A)
Aaron Farough	Senior Legal Counsel
Jelena Payne	Commissioner, Economic Development
Ray Mensour acting for Joe Mancina	Chief Administration Officer

**Notifications:**

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

**Appendices:**

N/A





**Committee Matters: SCM 106/2025**

**Subject: Official Plan & Zoning Bylaw Amendment Site specific regulations for Multiple Dwelling - Z 030-24 [ZNG-7234] & OPA 189 [OPA-7235] Lakefront Heights Inc. 0 Wyandotte St. E - Ward 7**

Moved by: Councillor Mark McKenzie  
Seconded by: Member Anthony Arbour

Decision Number: **DHSC 716**

- I. THAT Schedule "A" of Volume I: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by designating Part of Lot 141, Concession 1, Part 1, Plan 12R-29002, in the City of Windsor, known municipally as 0 Wyandotte St. E, situated on North Side of Wyandotte St. E, between Clover St. and Chateau Ave., as a Special Policy Area.
- II. THAT Chapter 1 in Volume II: Secondary Plans and Special Policy Areas of the City of Windsor Official Plan **BE AMENDED** by adding a new Special Policy Area as follows:
  - 1.# North Side of Wyandotte St. E, between Clover St. and Chateau Ave. (0 Wyandotte St. south of Riverside Sportsmen Club)**
  - 1.#.1 The property described as Part of Lot 141, Concession 1, Part 1, Plan 12R-29002, in the City of Windsor, known municipally as 0 Wyandotte St. E, is designated a special policy area on Schedule A: Planning Districts and Policy Areas in Volume I – The Primary Plan.
  - 1.#.2 Notwithstanding Section 6.3.2.1 of the Official Plan, Volume I, High Profile Residential Buildings shall be permitted on the subject property.
- III. THAT an amendment to City of Windsor Zoning By-law 8600 **BE APPROVED** changing the zoning of Part of Lot 141, Concession 1, Part 1, Plan 12R-29002, known municipally as 0 Wyandotte St. E, from Commercial District 1.5 (CD 1.5) to Residential District 3.3 (RD 3.3);

- IV. THAT subsection 1 of Section 20 of the City of Windsor Zoning By-law 8600 **BE AMENDED** for Part of Lot 141, Concession 1, Part 1, Plan 12R-29002, in the City of Windsor, known municipally as 0 Wyandotte St. E by adding site specific regulations as follows:

**529. North Side of Wyandotte St. E, between Clover St. and Chateau Ave. (0 Wyandotte St. south of Riverside Sportsmen Club)**

For the lands described as Part of Lot 141, Concession 1, Part 1, Plan 12R-29002, in the City of Windsor, known municipally as 0 Wyandotte St. E. the following regulations shall apply:

Main Building Height - within 24m of Wyandotte Street East right of way – Maximum – 10 m

Parking Structure Height maximum – 10 m

Main Building Height – remainder of site - Maximum - 44.0 m;  
Lot Coverage - Maximum - 60%

Carried.

Report Number: S 34/2025  
Clerk's File: Z/14915 & Z/14914

**Clerk's Note:**

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 7.4 from the Development & Heritage Standing Committee held on April 7, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250407/-1/10548>

**Subject: Official Plan & Zoning Bylaw Amendment Site specific regulations for Multiple Dwelling - Z 030-24 [ZNG-7234] & OPA 189 [OPA-7235] Lakefront Heights Inc. 0 Wyandotte St. E - Ward 7**

**Reference:**

Date to Council: April 7, 2025

Author: Jim Abbs,

Planner III- Development

255-6543 x6317

jabbs@citywindsor.ca

Planning & Building Services

Report Date: 3/11/2025

Clerk's File #: Z/14915 & Z/14914

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

**Recommendation:**

- I. **THAT** Schedule "A" of Volume I: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by designating Part of Lot 141, Concession 1, Part 1, Plan 12R-29002, in the City of Windsor, known municipally as 0 Wyandotte St. E, situated on North Side of Wyandotte St. E, between Clover St. and Chateau Ave., as a Special Policy Area.
- II. **THAT** Chapter 1 in Volume II: Secondary Plans and Special Policy Areas of the City of Windsor Official Plan **BE AMENDED** by adding a new Special Policy Area as follows:
  - 1.# **North Side of Wyandotte St. E, between Clover St. and Chateau Ave. (0 Wyandotte St. south of Riverside Sportsmen Club)**
    - 1.#.1 The property described as Part of Lot 141, Concession 1, Part 1, Plan 12R-29002, in the City of Windsor, known municipally as 0 Wyandotte St. E, is designated a special policy area on Schedule A: Planning Districts and Policy Areas in Volume I – The Primary Plan.
    - 1.#.2 Notwithstanding Section 6.3.2.1 of the Official Plan, Volume I, High Profile Residential Buildings shall be permitted on the subject property.
- III. **THAT** an amendment to City of Windsor Zoning By-law 8600 **BE APPROVED** changing the zoning of Part of Lot 141, Concession 1, Part 1, Plan 12R-29002, known municipally as 0 Wyandotte St. E, from Commercial District 1.5 (CD 1.5) to Residential District 3.3 (RD 3.3);

- IV. **THAT** subsection 1 of Section 20 of the City of Windsor Zoning By-law 8600 **BE AMENDED** for Part of Lot 141, Concession 1, Part 1, Plan 12R-29002, in the City of Windsor, known municipally as 0 Wyandotte St. E by adding site specific regulations as follows:

**529. North Side of Wyandotte St. E, between Clover St. and Chateau Ave.  
(0 Wyandotte St. south of Riverside Sportsmen Club)**

For the lands described as Part of Lot 141, Concession 1, Part 1, Plan 12R-29002, in the City of Windsor, known municipally as 0 Wyandotte St. E. the following regulations shall apply:

Main Building Height - within 24m of Wyandotte Street East right of way –  
Maximum – 10 m

Parking Structure Height maximum – 10 m

Main Building Height – remainder of site - Maximum - 44.0 m;

Lot Coverage - Maximum - 60%

**Executive Summary:**

N/A

**Background:**

The subject site is adjacent to the East Riverside Secondary Plan area. This area was a large area of agricultural land within the City of Windsor. Over the last 30 years this area has undergone various forms of urban development. Over time, most of the area has developed, seeing the creation of primarily low-profile residential areas interspersed with institutional, recreation and multiple dwelling uses. The proposed development would continue a trend that is providing varied forms of residential dwellings in the East Riverside Planning District.

**Application Information:**

<b>Location:</b> 0 Wyandotte St. E.	<b>Ward:</b> 7	<b>ZDM:</b> 14
<b>Planning District:</b> East Riverside	<b>Owner:</b> Lakefront Heights Inc.	<b>Agent:</b> Dillon Consulting (Melanie Muir)



KEY MAP - Z-030/24, ZNG/7234

● SUBJECT LANDS

## Proposal:

The applicant is requesting an Official Plan Amendment and zoning bylaw amendment to facilitate the proposed development of two (2) 13-storey multiple dwelling buildings with a scenery loft. The proposed multiple dwelling building would be 44 metres (144 feet) in height and would be a High-Profile development (OP, Chapter 2, Development Profile (c)).

The Applicant is seeking to amend the City of Windsor Zoning By-Law to rezone the subject site from Commercial District 1.5 (CD1.5) to a site-specific Residential District 3.3 (RD3.3). The Zoning By-law Amendment is requested to permit the proposed development consisting of two (2) multiple dwelling residential towers, with 220 units and eighteen (18) attached townhome style units. The total number of dwelling units proposed for the subject site is 238 with the associated parking available.

The proposed site-specific Zoning By-law Amendment includes a request to increase maximum permitted building height and lot coverage. The proposed development will comply with the remaining RD3.3 zone regulations.





Figure 1: Concept Plan

## SUBMISSIONS BY APPLICANT:

<ul style="list-style-type: none"> <li>• Conceptual Development Plan</li> <li>• Archaeological Assessment</li> <li>• Shadow Impact Study</li> <li>• Noise Study</li> <li>• Energy Strategy</li> <li>• Functional Servicing Report</li> <li>• Stormwater Management Brief</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Justification Report</li> <li>• PIC Engagement Summary</li> <li>• Transportation Impact Study</li> <li>• Natural Site Features Inv. &amp; Pres. Study</li> <li>• Species at Risk (SAR) Screening</li> <li>• Environmental Evaluation Report</li> </ul>
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Administration has reviewed the studies submitted and concurs with the results presented in those studies.

## Site Information:

Official Plan	Zoning	Current Use	Previous Use
Residential	Commercial District CD1.5	Vacant	Vacant/Shooting Range
Lot Depth	Lot width	Area	Shape
irregular	+/- 119 m	1.66 ha	Irregular

All measurements are for the entire parcel and are approximate.



### Neighbourhood Characteristics:

The proposed development is located north of Wyandotte Street East, south of the Riverside Sportsmen on an irregularly shaped site with frontage on Wyandotte Street East. The site is currently vacant.

### Surrounding Land Uses:

**North** single-detached dwellings and the Riverside Sportsmen Club

**East** Vacant / Agricultural lands (Future Multiple dwelling residential).

**South** Vacant / Agricultural lands (Future Multiple dwelling residential).

**West** East End Park, single-detached dwellings



NEIGHBOURHOOD MAP - Z-030/24, ZNG/7234



## SUBJECT LANDS



## **Discussion:**

### **Provincial Planning Statement (PPS) 2024:**

The Provincial Planning Statement, (PPS) 2024 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.

The Provincial Planning Statement in that the development promotes the efficient use of existing land, promotes cost-effective development patterns and standards to minimize land consumption and servicing costs. Related to this direction, the PPS states:

2.3.2. Land use patterns within settlement areas should be based on densities and a mix of land uses which:

- a) efficiently use land and resources;
- b) optimize existing and planned infrastructure and public service facilities;
- c) support active transportation;
- d) are transit-supportive, as appropriate; and
- e) are freight-supportive.

The requested Multiple Dwelling development promotes cost-effective development by redeveloping an under-utilized vacant site. Allowing the proposed zoning by-law amendment in this location contributes to minimizing land consumption and servicing costs by using a site that already has available infrastructure in the immediate area.

3.1.1. Infrastructure and public service facilities shall be provided in an efficient manner while accommodating projected needs. Planning for infrastructure and public service facilities shall be coordinated and integrated with land use planning and growth management so that they:

- b) leverage the capacity of development proponents, where appropriate.

The PPS also states:

2.1.4 To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:

- a) maintain at all times the ability to accommodate residential growth for a minimum of 15 years through lands which are designated and available for residential development; and
- b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approved or registered plans.

The PPS encourages that land be available to accommodate an appropriate range and mix of land uses that will meet the future needs of the community. The zoning by-law amendment is consistent with that requirement by accommodating new residential construction in an area that exhibits a mix of uses as well as a mix of residential development types

The requested zoning bylaw amendment is consistent with the PPS in that intensification of the use of the site, by way of increase height permission, will provide additional appropriate range and mix of housing types and densities.

Approving the zoning by-law amendment would support residential development using the infrastructure that is already in place, instead of requiring more expenditure on new infrastructure in a greenfield setting. In terms of supporting active transportation and transit, the site of the proposed zoning amendment is served by Transit Windsor on Wyandotte Street.

The proposed development is consistent with the PPS in that it promotes compact and transit supportive forms of development. As well, this development will help to support the provision of a range of housing types in this area.

#### **Official Plan:**

##### **Urban Structure Plan**

Section 3.3.2.2 of the Urban Structure Plan contained in the City of Windsor Official Plan identifies Wyandotte Street East and Riverside Drive as a City Corridors. Residential development on a City Corridor may include high profile (26 to 58 metres in height), medium profile (14 to 26 metres in height) and residential over retail at street, as well as row housing and lofts. The proposed development conforms with this policy.

##### **Volume 1 and OPA 159**

Additionally, the site is subject to the Residential designation of the Official Plan. The Residential designation in the City of Windsor Official Plan permits low and medium profile developments not greater than twenty-six (26) metres in height. The proposed development consists of two (2) 13-storey multiple dwelling buildings with a scenery loft. The proposed multiple dwelling building would be 44 metres which would not conform to Section 6.3.1.2 of the Official Plan.

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

High Profile Residential Buildings shall be directed to locate in the City Centre, Mixed Use Centres and Mixed-Use Corridors.

This policy was implemented through OPA 159 and generally directs high profile development to the City Centre, Mixed Use Centres and Mixed-Use Corridors.

The applicant is requesting that a Site-Specific policy area be applied to permit the proposed high-profile building.

Other residential development proposals for buildings of similar height and form near this site were approved in May 2024 (i.e. Z 005-24 [ZNG-7174] & OPA 183 [OPA-7175] 1027458 Ontario Inc. - south of current application east - 44 m and Z 004-24 [ZNG-7171] & OPA 182 [OPA-7173] 1027458 Ontario Inc. 0 *Clairview Ave.* immediately east - 44 m). The Planning Department is able to support the request for increased height on the site because the Urban Structure Plan designates Wyandotte Street East as a City Corridor. Residential development on a City Corridor may include high profile (26 to 58 metres in height), medium profile (14 to 26 metres in height) on roads designated as City Corridors. Large parcels fronting Wyandotte Street East, which is an arterial road, are well suited for higher profile buildings.

The proposed development is consistent with the following goals and objectives of the City of Windsor Official Plan.

Goal 6.1.1 is to achieve safe, caring and diverse neighbourhoods. Goal 6.1.2 seeks environmentally sustainable urban development. Goal 6.1.3 promotes housing suited to the needs of Windsor's residents. Goal 6.1.10 is to achieve pedestrian oriented clusters of residential, commercial, employment and institutional uses.

Objective 6.3.1.1 supports a complementary range of housing forms and tenures in all neighbourhoods. Objective 6.3.1.2 seeks to promote compact neighbourhoods and balanced transportation systems. Objective 6.3.1.3 seeks to promote selective residential redevelopment, infill and intensification initiatives.

There are existing sidewalks and bike lanes available along both sides of the Wyandotte Street East right-of-way, providing residents with safe and accessible opportunities for active transportation activities (OP, Vol II., 2.7.9.8). The East Riverside area has been identified as an area of moderate active transportation potential in the Active Transportation Master Plan (City of Windsor, 2019). There are improvements planned for the existing sidewalk and bicycle network, as described in both the Active Transportation Master Plan and the Transportation Master Plan, which will increase the sites accessibility and functionality for future residents. The proposed development is keeping with the City's desire to promote development patterns that support the increase in walking, cycling and public transportation (OP, 7.2.2.5)

New developments are required to have full municipal infrastructure available or planned as a condition of approval (OP, 7.3.2.3 and OP, Vol II., 2.6.32). The proposed development promotes the efficient use and optimization of existing infrastructure and public service facilities including stormwater management systems, electricity and communications systems, and transit and other transportation corridors and facilities (OP, 7.3.1.3). Sanitary systems are planned for the area and will become available to the proposed development. Infrastructure will be provided to the proposed development in a coordinated, efficient, and cost-effective manner in compliance with all regulatory requirements (OP, 7.3.1.1).

The proposed development will help to support a diverse neighbourhood that represents a sustainable community and will provide housing that is in demand. The proposed development will help to encourage a pedestrian-oriented cluster of residential, and recreational uses. The proposed residential development represents a complementary

and compact form of housing and intensification that is near existing and planned infrastructure and amenities (e.g. roads, transit, parks, active transportation, etc.).

## **Zoning By-law**

The site is zoned Commercial District CD1.5 this zone category does not permit the proposed use. The applicant is proposing that the RD3.3 zone be applied, but specific regulations be applied to facilitate the proposed development.

Main Building Height - within 24m of Wyandotte Street East right of way –  
Maximum – 10 m

Parking Structure Height maximum - 10m

Maximum lot coverage – 60%

Main Building Height – remainder of site - Maximum - 44.0 m to facilitate the proposed development, the following site-specific regulations are proposed by the applicant.

Building Height - Maximum – 44.0 m

The RD 3.3 zone would permit the proposed Multiple Dwelling structure as a use; however, specific regulations will also be required.

## **Building Height**

The Planning Department can support the request for increased height on the site because the Urban Structure Plan designates Wyandotte Street East as a City Corridor. Residential development on a City Corridor may include high profile (26 to 58 metres in height), medium profile (14 to 26 metres in height) on roads designated as City Corridors. Large parcels such as this on Wyandotte Street East are appropriate for higher profile buildings. The proposed site plan indicates that the tallest portions of the development will be located to the north of the site, with lower profile development adjacent to Wyandotte St. E. This will create a transition from low profile to high profile development on the site. The development site itself is bounded by a park on the west, the Riverside Sportsmen Club to the north and other permitted high profile development to the east. Other recent projects that exhibit a high-profile form have been approved near this proposed development including Coco Phase 6 (south side of Wyandotte St. E) and Coco phase 7 (immediately east).

It should be noted that a proposed scenery loft is allowed to exceed the height regulation applied by the zoning bylaw amendment. Section 5.35.5 of bylaw 8600 states that a scenery loft may have a height of 4.0m.

## **Maximum lot coverage**

The Planning Department can support the request for a Maximum lot coverage of 60% because the applicant indicates that the development will be compliant with the Minimum Landscaped open space provisions of Bylaw 8600 (35%). As well, the parking garage proposed by the applicant is in the area that would normally be impacted (covered) by the parking area for the development. A parking area is not included in the calculation for lot coverage, while a parking structure is, even though a

parking garage and a parking area have the same impact from a Lot Coverage perspective. The provision of a parking garage is a benefit in this development, in that more parking spaces will be provided for development in the same area that would have been taken by a permitted surface parking lot.

### **Additional regulations recommended by Administration**

#### **Parking Structure Height**

Limiting the parking structure height will prevent the parking structure from exceeding the height of the townhomes adjacent to Wyandotte Street. This will provide effective screening of parking structure from Wyandotte Street.

#### **Building Height adjacent to Wyandotte Street East**

To encourage a more pedestrian oriented style of development that is compatible with the planned low and medium profile residential uses along Wyandotte St E, the Planning department is recommending that the height of a building adjacent to the Wyandotte Street East right of way be limited to 10 m within 24 m of the Wyandotte Street East Road allowance. The maximum building height on the remainder of the site is recommended to be 44 metres, as requested by the applicant.

Practically, this may result in townhomes fronting Wyandotte Street East with high profile multiple dwellings located further from the street. Similar to low profile dwellings on the north side of Wyandotte to the west.

#### **Risk Analysis:**

N/A

#### **Climate Change Risks**

##### **Climate Change Mitigation:**

The proposed 238 unit development implements Environmental Master Plan Objective C1: Encourage in-fill and higher density in existing built areas. The development is close to existing bus routes and community recreational opportunities. This will encourage the use of public transit and active transportation, thereby helping to minimize the City's carbon footprint.

##### **Climate Change Adaptation:**

The new buildings may be affected by climate change, with respect to extreme precipitation and an increase in days above 30 degrees. While not the subject of this report, any new construction would be required to meet the current provisions of the Building Code, which would be implemented through the building permit process. The site would also be required to incorporate storm water management best practices. The site plan control application will be reviewed for opportunities to enhance resiliency.



## **Financial Matters:**

N/A

## **Consultations:**

The applicant held a Public open house on December 6, 2023 Public Information Centre held by the developer at the Riverside Sportsmen Club (10835 Riverside Drive East). Information related to the development was provided at this meeting, and comments from attendees were received.

Comments received from municipal departments and external agencies are attached as Appendix "A" to this report.

## **Public Notice:**

The statutory notice required under the Planning Act was provided in the Windsor Star. In addition, all properties within 200m of the subject parcel received courtesy notice by mail prior to the Development & Heritage Standing Committee Meeting (DHSC) meeting.

## **Conclusion:**

The proposed use of this site as a development of two (2) 13-storey multiple dwelling buildings with a scenery loft, associated parking garage and attached townhome units containing a total of 238 dwelling units represents an efficient development that will have no adverse impact on the well-being of the City of Windsor. The proposed development represents an appropriate residential use, adds to the range and mix of uses and will not cause any environmental or public health and safety concerns. This development is consistent with the Provincial Policy Statement.

The proposed Multiple Dwelling development represents a housing type and density that meets the requirements of current and future residents, that meets the social, health and well-being of current and future residents, represents a form of residential intensification, is set in a location with access to infrastructure, and public service facilities.

The proposed Multiple Dwelling development is located within an area experiencing pressure for development of similar form and is compatible within its context.

The proposed Official Plan and Zoning By-law amendments are consistent the PPS, conform with the policy direction of the City of Windsor Official Plan (as recommended for amendment), are compatible with existing and permitted uses in the surrounding neighbourhood, and constitutes good planning.

**Planning Act Matters:**

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

*Greg Atkinson      Manager of Development/Deputy City Planner*

*Neil Robertson      City Planner*

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

*JP JM*

**Approvals:**

<b>Name</b>	<b>Title</b>
Jim Abbs	Planner III - Development
Greg Atkinson	Deputy City Planner - Development
Neil Robertson	City Planner
Aaron Farough	Senior Legal Counsel
Jelena Payne	Commissioner of Economic Development
Joe Mancina	Chief Administrative Officer

**Notifications:**

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

**Appendices:**

- 1      Concept Plan
- 2      Comments



## **APPENDIX D – CONSULTATION**

### **WINDSOR FIRE – MICHAEL COSTE**

No issue with fire

### **TRANSIT WINDSOR – JASON SCOTT**

Transit Windsor has no objections to this development. The closest existing transit route to this property is with the Lauzon 10. The Lauzon 10 has an existing peak weekday frequency of 35 minutes. The closest existing bus stop to this property is located on Wyandotte at Clover Northwest Corner. This bus stop is approximately 250 metres from this property falling within Transit Windsor's 400 metre walking distance guidelines to a bus stop. Transit service will be enhanced in this area with Transit Windsor's City Council approved 2023 Service Plan as a new local route will be introduced for this area replacing the Lauzon 10. This new local route will have two way conventional transit service versus the existing one way loop in the area. The new local route will have a peak weekday frequency of 30 minutes. This is consistent with Transit Windsor's City Council approved Transit Master Plan. Transit Windsor is pleased to see the townhouses at the road with the parking behind as this makes it more convenient for residents to access transit services.

### **TRANSPORTATION PLANNING – ELARA MEHRILOU**

- The Official Plan classifies Wyandotte St E as a Class 2 Arterial Road with a required right-of-way width of 42 metres. The current right-of-way width is not sufficient; however, land conveyance is not required.
- All parking must comply with Zoning By-Law 8600.
  - Please show the bicycle parking spaces on the revised site plan.
  - Dimensions need to be provided. Each parking space shall have a minimum length of 5.5 metres and a minimum width of 2.5 metres, except where one side of the parking space is flanked by a wall or fence, each parking space shall have a minimum length of 5.5 metres and a minimum width of 3.5 metres.
- Transportation Planning has received Transportation Impact Study file number 21-2104 dated June 2024 conducted by Dillion Consulting.
  - To complete the review of the above-mentioned TIS please provide all the referenced pages from ITE, TAC and other manuals used on the report as well as the Synchro/SimTraffic simulation files used in the report.
- All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings.
  - Curved flares not permitted within the right-of-way.
  - Driveway must be 7-9 metres total at the property line (minimum 3.5m/lane, maximum 4.5m/lane). Straight flare is recommended.
- All exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

On stage 2, TP requested additional document to be able to review the TIS. (please see bellow previous TIS related comment). To proceed to rezoning, please have them submitted the following.

- Transportation Planning has received Transportation Impact Study file number 21-2104 dated June 2024 conducted by Dillion Consulting.
  - To complete the review of the above-mentioned TIS please provide all the referenced pages from ITE, TAC and other manuals used on the report as well as the Synchro/SimTraffic simulation files used in the report.

## **ENBRIDGE – SANDRO AVERSA**

After reviewing the provided information, and consulting our mapping system, please note that Enbridge Gas has active infrastructure within the proposed area. A PDF drawing have been attached for reference.

### **Please Note:**

1. The shown piping locations are approximate and for information purposes only
2. The drawings are not to scale
3. This drawing does not replace field locates. Please contact Ontario One Call for onsite locates prior to excavating, digging, etc

Enbridge Gas requires a minimum separation of 0.6m horizontal and 0.3m vertical from all our plant less than NPS 16 and a minimum separation 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines. For all pipelines (including vital pipelines), when drilling parallel to the pipeline, a minimum horizontal clearance measured from the edge of the pipeline to the edge of the final bore hole of 1 m (3.3 ft) is required. Please ensure that this minimum separation requirement is maintained, and that the contractor obtains locates prior to performing any work and utilizes safe excavation practices while performing any work in the vicinity.

Also, please note the following should you find any abandoned infrastructure in the area:

- Any pipe that is excavated, please assume that it is live.
- If during any job, any pipe is found that is not on the locate sheet and conflicts with your work, please call our emergency number (1-877-969-0999), and one of our Enbridge representatives will respond to determine if that plant is in fact live or dead.
- Please note that our Enbridge Gas representative will respond to the live or dead call within 1-4 hours, so please plan your work accordingly.

Please contact me if you have any further questions or concerns.



## SITE PLAN CONTROL

The development proposal is subject to Site Plan Control pursuant to the Planning Act and City of Windsor By-law 1-2004. Where preceding development applications are required, inclusive of Official Plan and Zoning By-law Amendments, request for Site Plan Control Pre-Consultation Stage 1 may be made following completion of the requisite Development and Heritage Standing Committee meeting at <https://ca.cloudpermit.com/login>

## ERCA – ALICIA GOOD

The City of Windsor has received Application for Zoning By-law Amendment Z 030-24 [ZNG-7234] and Application for Official Plan Amendment OPA 189 [OPA-7235] for the above noted subject property.

The Official Plan Amendment is requested to facilitate the proposed development of the two (2) 13-storey multiple dwelling building with a scenery loft. The proposed multiple dwelling building is a maximum of 44 metres (144 feet) in height and would be a High-Profile development (OP, Chapter 2, Development Profile (c)).

The Applicant is seeking to amend the City of Windsor Zoning By-Law to rezone the subject site from Commercial District 1.5 (CD1.5) to a site-specific Residential District 3.3 (RD3.3). The Zoning By-law Amendment is requested to permit the proposed development consisting of two (2) multiple dwelling residential towers, with 220 units and eighteen (18) attached townhome style units. The total number of dwelling units proposed for the subject site is 238 with the associated parking available.

The proposed site-specific Zoning By-law Amendment includes the request an increase to maximum permitted building height and lot coverage. The proposed development will comply with the remaining RD3.3 zone regulations.

The development as proposed is subject to Site Plan Control.



Our office provided Pre-consultation comments for this development under PC-71-23.

The following is provided as a result of our review of Zoning By-Law Amendment Z 030-24 [ZNG-7234] and Official Plan Amendment OPA 189 [OPA-7235].

## **NATURAL HAZARDS AND REGULATORY RESPONSIBILITIES UNDER THE CONSERVATION**

### **AUTHORITIES ACT, O. REG 686/21, PPS**

The following comments reflect ERCA's role in protecting people and property from the threats of natural hazards and regulating development hazards lands under Section 28 of the *Conservation Authorities Act*.

The above noted lands are subject to our Regulation under the *Conservation Authorities Act* (Ontario Regulation No. 41/24). The parcel falls within the regulated area of the Little River and Lake St. Clair. The property owner will be required to obtain an approval from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the *Conservation Authorities Act*.

## **FINAL RECOMMENDATION**

Our office has **no objection** to Z 030-24 [ZNG-7234] and OPA 189 [OPA-7235]. As noted above, the property owner will be required to obtain an approval from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the *Conservation Authorities Act*.

Please continue to circulate our office with future *Planning Act* applications for this site, such as Application for Site Plan Control, as we may have further comments to provide.

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

## **ZONING COORDINATOR – CONNER O'ROURKE**

- **Current Zoning Designation:** CD1.5
- **Proposed Zoning Designation:** RD3.3 with site specific requesting an increase to maximum building height and maximum lot coverage
- **Section 5 – General Provisions** – Comply
- **Section 12.3 - Residential District 3.3**
  - o Minimum Lot Frontage: [12.3.5.1]
    - 45.0m (Required)
    - 118.7m (Provided)
  - o Minimum Lot Area: [12.3.5.2]
    - 11680m<sup>2</sup> (Required)
    - 16576.0m<sup>2</sup> (Provided)
  - o Maximum Lot Coverage: [12.3.5.3]
    - 35.0% (Required)
    - 58.2% (Provided)
  - o Maximum Main Building Height: [12.3.5.4]
    - 24.0m (Required)
    - 44.0m (Provided)
  - o Minimum Landscaped Open Space Yard: [12.3.5.8]
    - 35% of lot area(Required)
    - 31.4% (Provided)

- Dwelling Unit Density – Maximum Dwelling units per Hectare: [12.3.5.13]
  - 298 max (Required)
  - 238 (Provided)
- **Section 20** – not applicable
- **Section 24 – Parking, Loading and Stacking Provisions**
  - Required Number of Parking Spaces:
    - 297 (Required)
    - 327 (Provided)
  - Minimum Size of Parking Space: [24.20.10.1]
    - 2.5 metres by 5.5 metres (Required)
    - 3.5 metres by 5.5 metres - beside a wall or fence (Required)
  - Required Number of Visitor Parking Spaces: [24.22.1.1]
    - 0 shown on site plan (Required)
    - 44 (Provided)
  - Curb Cut or Ramp for Accessible Parking Space: not shown for accessible parking
  - Required Number of Bicycle Parking Spaces: [24.30.1]
    - 11 (Required)
    - 0 (Provided)
  - Minimum Size of Loading Space: [24.40.10.1]
    - 3.0 metres by 7.5 metres by 3.5 metres (Required)
- **Section 25 – Parking Area Provisions**
  - Access Area:
    - An access area for all other uses shall have one or more one-way lanes. Each lane shall have a minimum width of 3.50m and a maximum width of 4.50m. [25.5.30.4]
  - Collector Aisle:
    - A collector aisle that has a length of less than 50.00m shall have a minimum width of 6.00m for the entire length of the collector aisle. [25.5.40.3]

## HERITAGE PLANNING – TRACY TANG

Heritage Planning Comments:

Archaeological Assessment Report Entitled "Stage 1-2 Archaeological Assessment Of The Lakefront Heights Property, In Part Of Lot 141, Concession 1 Petit Cote, Former Township Of Sandwich, Now City Of Windsor, Essex County, Ontario", Dated Jul 10, 2024, Filed With MCM On N/A, MCM Project Information Form Number P1037-0283-2024, MCM File Number 0022055", has been entered into the Ontario Public Register of Archaeological Reports.

A final copy of the GIS study area must be submitted to the City of Windsor to fulfill the Archaeological Assessment requirements for this property.

## ENWIN

### **HYDRO ENGINEERING: Jeremy Allossery**

No objection provided adequate clearances are achieved and maintained. Take note of the existing underground infrastructure feeding 10835 Riverside Dr E.

### **WATER ENGINEERING: Bruce Ogg**

ENWIN Water has no objections.

## **RIGHT OF WAY – MARK SCHAFFHAUSER**

### **Required Drawing Revisions:**

1. **Driveway Approaches** – Must conform to City of Windsor Standards, which must be constructed with straight flares and no raised curbs within the right-of-way.
  - o Driveway as per Standard Engineering Drawing AS-204.
  - o Maximum width of driveway approach at property line to be 9m
2. **Sewer Connections** – All existing and proposed storm, sanitary and water services must be identified on the drawings, as well as the associated mainline sewers/water mains.
  - o Modify drawings to include all sewer connections and water services.
  - o Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.

### **General Provisions (required prior to Building Permit Application):**

All General Provisions not listed below shall be included in the Site Plan Control agreement; however, are not required prior to submission of a Building permit application or permit issuance.

### **General Provision Prior to Building Application**

	<b>General Provision</b>	<b>Prior to Building Application</b>
<b>G-14</b>	Driveway Approaches	X
<b>G-15 (1)</b>	Street Opening Permits	X
<b>G-15 (2)</b>	Site Servicing Drawings	X
<b>G-28</b>	Video Inspection	X

### **Special Provisions (to be included in Site Plan Control Agreement):**

In addition to the general provisions outlined in the SPC agreement, the following special provisions will be required prior to submitting a building permit application:

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

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

If you have any further questions or concerns, please contact Dan Perissinotti, of this department at [dperissinotti@citywindsor.ca](mailto:dperissinotti@citywindsor.ca)

## DEVELOPMENT ENGINEERING – ROB PERISSINOTTI

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We have reviewed the subject Rezoning application and have the following comments:

**Sewers** The site may be serviced by a future proposed sanitary sewer in the Lublin Avenue right-of-way and a 1350mm storm sewer located within the Wyandotte St E right-of-way, however, will be contingent on the following:

1. **Servicing Study and Storm Water Management Report** – A Functional Servicing Plan and Storm Water Management report dated June, 2024 was prepared by Dillon Consulting for the subject site. The Function Servicing Study has been reviewed and deemed acceptable for the local system, however a memo to the servicing study must be issued at the time of site plan control to demonstrate the developments effects on the sanitary system downstream once Lublin Avenue sanitary sewer is constructed to the South.
2. **Sewer Extension and Offsite Improvements** – The sanitary servicing for this site requires a future local sanitary sewer within the Wyandotte St E right-of-way connecting to the future proposed sewer along Lublin Avenue. This sewer extension in the right-of-way is an offsite improvement and will require an enhanced permit taken by the owner to complete the work. This work cannot be completed until the sewer extension on Lublin Avenue is complete.

A sanitary sampling manhole may be required on any new sanitary connection at the property line to the satisfaction of the City Engineer, if one does not already exist.

The applicant will be required to submit, prior to the issuance of permits, a stormwater management plan in accordance with Windsor Essex Region Stormwater Management Standards Manual, restricting stormwater runoff to pre development levels. This will include, at a minimum:

- Submission of stormwater management review fee, **OUTSTANDING**
- Stormwater management report stamped by a professional engineer
- Site servicing drawings stamped by a professional engineer
- Stormwater management check list (see link below)

For more information of SWM requirements, visit: link

<https://essexregionconservation.ca/wp-content/uploads/2018/12/WE-Region-SWM-Standards-Manual.pdf>.

<https://www.citywindsor.ca/business/buildersanddevelopers/Documents/Checklist-Rational-Method.pdf>

### **Right-of-Way**

Wyandotte Street E is classified as a Class 2 Arterial Road according to the Official Plan requiring a right-of-way width of 42 m; the current right-of-way is 24.4m, however, no conveyance is required currently.

In summary we have no objection to the proposed development, subject to the following requirements:

**Offsite Improvements** –The owner shall obtain, prior to the issuance of a building permit, an Enhanced Permit from the Development Division of the Engineering Department to supply, construct and install at its entire expense the proposed sanitary sewer in the Wyandotte Street E.

right-of-way and any other necessary road improvements in accordance with the manner, location and design to be approved by the City Engineer. The Site Plan Control Agreement shall include all of the applicable Servicing General Provisions, as updated from time to time. Prior to issuance of the Enhanced Permit the following will be required:

- a. A detailed cost estimate for the Offsite Improvements, supported by preliminary design drawings prepared by an Engineer licensed in the Province of Ontario
- b. Approval by the Manager of Risk Management of all necessary securities and insurance
- c. Engineering Development Review fee in accordance with the current City of Windsor User Fee Schedule

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

If you have any further questions or concerns, please contact Daniel Lopez, of this department at [dlopez@citywindsor.ca](mailto:dlopez@citywindsor.ca)

## **LANDSCAPE ARCHITECTURE & URBAN DESIGN – HODA KAMELI**

A Micro-Climate Study, Shadow Study are required, as per Stefan's comments during Stage 1, to assess the impact of the building's height on the public park located to the west of the property.

## **FORESTRY – GASPAR HORVATH**

Forestry has reviewed the Natural Features Inventory & Preservation Study and finds most details acceptable and complete in regards to Trees and Forestry Canopy.

Forestry accepts as complete the content of the Tree Inventory conducted by Dillon.

Forestry is highly supportive of the recommendations from Dillon for calculation and description of Critical root Zones (CRZ) and Tree Protection zones (TPZ) and strongly recommends these TPZ be established and maintained during construction. Forestry will monitor the on-going maintenance status of the TPZs.

Forestry is also supportive of the need for future discussion on Canopy Replacement valuation for the Trees destined to be removed.

Forestry calculates Tree Replacement value based in part on City by-law 131-2004 and on Forestry Tree Replacement Policy, which includes:

·Schedule A Species and 'Poor' Replacement ratio 1 New Tree : 1 stem removed

·'Dead' trees No replacement required

·'Good" trees Replacement Ratio: 1 New Tree : 5cm diameter removed (lost)

Forestry estimates the Canopy Replacement value for the 27 trees to be removed as follows;

·26 live trees removed with 60 stems removed

·Replacement value: \$42,000 (2025 rates)

As the Tree inventory was completed in April 2024, it is possible that tree conditions may have changed by the time Construction begins. Forestry requests an on-site review of tree conditions and installed TPZ fencing at the start of construction work.

Forestry also requests the opportunity to review details of landscaping plans in order to provide comment and suggestion regarding tree species that would enhance preservation of existing trees and maximize future on-site Tree Canopy and City-wide Tree Canopy Resilience.

Please let us know if you have any further questions regarding Tree Protection and Replacement issues. Forestry will continue to monitor the progress of this construction work.

## **NATURAL AREAS - KAREN ALEXANDER**

This EER is fine to accept as is.

Natural Areas has these final comments:

- one veg/ELC/SAR survey conducted in early March is not typically ideal for identifying all potential natural heritage features, but given the existing conditions of the site and the proposed mitigation, along with confirmation of MECP clearance, the EER confirms that the proposed project should not contravene the ESA, PPS, OP, or other policies or legislation.
- There are some discrepancies in the information (i.e., quantities and species) presented in the text of 5.1.3 Vegetation Surveys, the contents of Table 1 (Appendix D), and the results of the Tree Inventory (5.1.5, Table 5).
- It is unclear how this EER relates to the other development applications ongoing in this area, but of importance is that this EER acknowledges the existence of the Significant Woodland south of Wyandotte and this is a position we recommend the city agree with and use to ensure appropriate compensation for the loss of the woodland feature when the time comes.

## **PARKS – HODA KAMELI**

- A shadow study showcasing the impact of the new development on the East End Park

## **CANADA POST – BRUNO DESANDO**

This development, as described, falls within our centralized mail policy.

I will specify the condition which I request to be added for Canada Post Corporation's purposes.

- a) Canada Post's multi-unit policy, which requires that the owner/developer provide the centralized mail facility (front loading lockbox assembly or rear-loading mailroom [mandatory for 100 units or more]), at their own expense, will be in effect for buildings and complexes with a common lobby, common indoor or sheltered space.
- b) Townhouse units will be served via a Canada Post Community Mail Box

Should the description of the project change, I would appreciate an update in order to assess the impact of the change on mail service.

### **Lock-Box Assembly Requirements**

*The complete Canada Post Standards Manual for Builders & Developers can be downloaded at: [https://www.canadapost.ca/cpo/mc/assets/pdf/business/standardsmanual\\_en.pdf](https://www.canadapost.ca/cpo/mc/assets/pdf/business/standardsmanual_en.pdf)*

#### **Compartment Size**

- Horizontal lock-box models used in mailrooms must have the following minimums:
  - o Residential compartments must be at least 12.5 x 13.5 cm
  - o Commercial compartments at least 13.5 x 30.5 cm
  - o Parcel compartments at least 30.5 x 30.5 cm
- Vertical lock-box models must have min comp size of 25 x 12.5 cm. (Most models are 40 x 12.7 cm)

#### **Heights**

- All lock-box assemblies must be installed in a manner that will not require the delivery employee to reach higher than 170cm or lower than 45cm when delivering to the equipment. With respect to horizontal lock-boxes, the limits above will likely mean that maximum number of compartments that can be included in each column of residential compartments would be eight



### **Rear-loading Lock-boxes**

- Projects with more than 100 units are required to be serviced via a rear-loading lock-box assembly.
- There must be a width of at least 100cm of working space from the back of the boxes to the wall.
- A ledge under the bottom row of boxes is also recommended in rear-loading designs. This ledge is to be directly under the bottom row of boxes (no space between ledge and bottom of boxes) and must stick out at least 20cm from the back of the boxes.
- Mailroom door is required to provide a minimum 81cm opening
- Lighting should be at least 100 lux (measured 75 cm from floor)


### **Access**

- All buildings where the lock-boxes are required to be serviced from inside the building are required to install a Canada Post Crown lock in the building intercom. The intercom is pre-fabricated with an internal housing for the lock. The lock can be obtained from the local deliver supervisor.
- If the building has more than 100 units, a rear-loading lock-box assembly will be installed. The door to the Canada Post delivery area must be fitted with a specific model of deadbolt. This is because Canada Post will supply a key cylinder made specifically for the Canada Post key that will fit inside the deadbolt purchased by the developer.

### **Numbering**

- Compartments should be numbered vertically and left to right on the delivery side of the boxes

101	109	207
102	110	208
103	201	209
104	202	210
105	203	301
106	204	302
107	205	303
108	206	304



### **Grade-level Components**

- If the development includes grade level retail or residential units, please take note that door-to-door delivery will not be provided to these units. Canada Post is happy to install a Community Mailbox to provide service to these units. Please coordinate a location with the Canada Post Delivery Planner for the area. If there is no room on the property for the Community Mailbox, service can be provided via another Community Mailbox in the area. Options to service the units from the tower (lobby) lock-boxes or via a front-loading lock box erected on the outside of the building can also be discussed with the Delivery Planner.



**Committee Matters: SCM 107/2025**

**Subject: Zoning By-law Amendments- City of Windsor – File Z-06/25 ZNG/7288-  
City Wide**

Moved by: Councillor Mark McKenzie

Seconded by: Member Daniel Grenier

Decision Number: **DHSC 717**

I. THAT Zoning By-law 8600 **BE AMENDED** as shown in Appendix A.

II. THAT Zoning By-law 85-18 **BE AMENDED** as shown in Appendix B.  
Carried.

Report Number: S 38/2025

Clerk's File: Z/14933

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 7.5 from the Development & Heritage Standing Committee held on April 7, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250407/-1/10548>

**Subject: Zoning By-law Amendments- City of Windsor – File Z-06/25  
ZNG/7288- City Wide**

**Reference:**

Date to Council: April 7, 2025  
Author: Frank Garardo, MCIP, RPP  
Planner III - Policy and Special Studies  
T. (519) 255-6543 x 6446

Planning & Building Services  
Report Date: 3/17/2025  
Clerk's File #: Z/14933

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

**Recommendation:**

- I. THAT Zoning By-law 8600 **BE AMENDED** as shown in Appendix A.
- II. THAT Zoning By-law 85-18 **BE AMENDED** as shown in Appendix B.

**Executive Summary:**

N/A

**Background:**

This report provides proposed amendments to the City of Windsor Zoning by-law provisions for low profile residential zones and the additional residential unit framework. The amendments have been reviewed to align with *Ontario Regulation 462/24: Additional Residential Units* and *Ontario Regulation 203/24* of the Ontario Building Code to address the changing nature of development within the city.

**Discussion:**

**Provincial Legislation**

The Provincial Planning Statement (PPS 2024) came into effect in Ontario on October 20, 2024, introducing significant policy changes to the Provincial land use planning framework. These changes will influence all planning-related decisions across Ontario. A previous report (CR66/2025) was presented to Council, providing an update on the ongoing provincial legislative changes and their potential implications.

Additionally, *Ontario Regulation 462/24* took effect on November 20, 2024, impacting zoning regulations for additional residential units (ARUs). This regulation introduces updates that affect the approval and development of additional dwelling units (ADU's), secondary suites, and similar housing types.

The *Ontario Regulation 462/24* continues to permit up to three dwelling units on any serviced lot, with regulations that override all municipal Official Plans and Zoning by-laws. The updated provincial framework allows for up to three residential units on a parcel of urban residential land, which may include a single-detached, semi-detached, or townhouse dwelling, with one of the units potentially located in an associated accessory building. The most significant changes brought by *Ontario Regulation 462/24* include:

- Lot Coverage Standards: *Allow at least 45% lot coverage for all buildings and structures on parcels with ARUs*
- Floor Space Index: *floor space (FSI) is no longer permitted for lots containing an ARUs*
- Angular planes: *Override all angular plane requirements in zoning by-laws for buildings with ARUs*
- Building Distance Separations: *Restrict building distance separation requirements associated with any building containing ARUs to a maximum of 4 metres*
- Minimum Lot Size: *Override all minimum lot size/lot area requirements that are specific to parcels with ARUs*

As a result, administration is updating zoning by-law provisions within the low-density residential areas as they relate to as of right permissions. It is important to note that with as-of-right permissions, a building permit is still required. This means that before adding units onto a property, homeowners/applicants must first consult with the municipality to ensure the following criteria are met, including that:

- the proposed units and configuration are permitted;
- there is adequate and available servicing; and,
- applicable zone provisions (i.e., setbacks, height, parking, etc.) can be satisfied.

## **Ontario Building Code**

*Ontario Regulation 203/24* introduced changes to the Ontario Building Code effective January 1, 2025. The updated code addresses key revisions related to "Secondary Suites" which are commonly referred to as additional residential units (ARUs) or additional dwelling units (ADU) by various jurisdictions.

Examples of buildings where secondary suites are permitted include detached houses, or where the secondary suite is located in a portion of a building, semi-detached houses and freehold rowhouses. Additionally, both dwelling units within a house cannot be strata-titled or subdivided from the rest of the house under provincial or territorial legislation, meaning they must remain registered under the same title.

The updates to the Ontario Building Code include enhanced fire protection measures, improved egress requirements, provisions for radon and carbon monoxide protection, new standards for ceiling heights, and updated regulations for heating, ventilation, and air conditioning systems, among other changes.

### **City of Windsor Official Plan Policy**

The City of Windsor Official Plan is a policy document adopted by Council under the provisions of the Planning Act. It reflects matters of provincial interest and applies to the entire city. The Official Plan influences the use and development of individual properties by establishing regulations related to land uses, subdivision, zoning, and site plan control.

### **City of Windsor Intensification Guidelines**

The City of Windsor Intensification Guidelines provide direction for the design of future residential projects that respect the unique character of Windsor's existing neighbourhoods. The Intensification/Urban Design Guidelines were adopted to assist with providing predictability for applicants, the City, and stakeholders, by providing consistent direction about the criteria for the design of proposed development in Intensification Areas. The guidelines for low density residential areas include:

- **Building Lot Lines:** Infill development should follow established building lot lines to maintain consistency in streetscape.
- **Building Separation:** Consistent building separations from lot lines should be maintained (i.e 1.2m).
- **Street Presence:** Developments should include entrances that face and connect with the street, which reflect consistent street presence.

Both the Official Plan and Intensification Guidelines work together to manage growth and development, while integrating infill development within existing low density areas.

### **City of Windsor Zoning By-Laws**

The City of Windsor Zoning by-laws 8600 and 85-18 is a tool under the Planning Act which is used to implement the relevant policy framework of Provincial Planning Statement 2024, and the City of Windsor Official Plan.

### **Summary of Proposed Zoning By-law Amendments**

The proposed regulations to be amended in the City's Comprehensive Zoning By-laws 8600 and 85-18 are included in **Appendix A & B** of this report. The proposed regulations keep existing setback requirements, building envelopes, and lot coverage for primary buildings. These setbacks are tools within the zoning by-law to control potential impacts, such as drainage and potential overbuilding. Staff are proposing to implement:

- **Infill Development:** When neighbouring dwellings are situated closer to the street than the standard by-law requirement, new infill development must align with the established building lines. The front yard setback will be determined by averaging the setbacks of adjacent dwellings.
- **Building Setbacks:** Detached accessory structures exceeding 15 square meters in size must maintain a minimum setback of 1.2 meters from both the rear and side lot lines.
- **Principal Entrances:** The design of principal entrances should enhance the streetscape, with one additional entrance permitted on the street-facing façade for additional dwelling units (ADUs).
- **Lot Servicing and Configuration:** During the monitoring of ADU projects, concerns have arisen regarding severances. The province has defined a residential parcel, requiring full municipal servicing for each lot. The proposed by-law stipulates that any residential development exceeding the permitted three units must provide separate servicing for each additional unit. Applicants must demonstrate compliance with these servicing requirements, particularly for semi-detached and townhouse dwellings.

## **Monitoring**

Staff utilize feedback from Planning and Development staff, other municipal departments, external agencies, and the public to recommend revisions to the Zoning By-laws.

The uptake of development will be monitored via Building Permit data to see whether or not the proposed changes to the by-law have had an impact on the development. (Housekeeping amendments are part of the ongoing work program for the Planning department).

Depending on the circumstances, applicants would still be permitted to apply for minor variances as deemed appropriate. This review helps identify the zoning requirements and development standards that apply along with the relief needed from the zoning bylaw to proceed with a proposed plan.

## **Provincial Planning Statement (2024)**

The Provincial Planning Statement (PPS) 2024 provides policy direction on matters of provincial interest related to land use planning and development in the province, setting the foundation for regulating the development and use of land. The PPS provides several overarching policies regarding housing, infrastructure, and the development of healthy communities. Core to these policies are the principles of promoting efficient development patterns, accommodating an appropriate mix of residential typologies (including, specifically, ADUs). The PPS directs municipalities to permit all types of residential intensification, including Additional Residential Units (2.2.1.b.). The proposed zoning amendments are consistent with the following PPS policy excerpts summarized below:



Policy 2.1.6 states that “*complete communities*” shall be supported by “*accommodating an appropriate range and mix of land uses, housing options, and other uses to meet long-term needs*”, “*improving accessibility for people of all ages and abilities*”, and “*improving social equity and overall quality of life for people of all ages, abilities, and incomes*”.

Policy 2.2 requires that an “*appropriate range and mix of housing options and densities*” be provided by “*permitting and facilitating...all housing options required to meet the social, health, economic and well-being requirements of current and future residents...and all types of residential intensification ... development and introduction of new housing options within previously developed areas*”. Densities should promote the efficient use of land and infrastructure and support the use of active transportation.

Policy 2.3.1 provides general policies for settlement areas. Growth should be focused in the settlement area. Land use patterns should be based on the efficient use of land and resources, optimizing existing and planned infrastructure, support active transportation, and be transit supportive.

Policy 2.9 requires that the impacts of a changing climate and reduction in greenhouse gas emissions shall be supported with compact, transit-supportive, and complete communities, consider stormwater management systems, and promote active transportation.

The proposed amendment continues to permit a range of housing options and represents an efficient development and land use pattern that will have no adverse impact on the financial well-being of the City of Windsor, land consumption and servicing costs, accommodates an appropriate range of residential uses, and optimizes existing investments in transit and infrastructure. There are no anticipated environmental or public health and safety concerns with the proposed amendments.

## **Official Plan**

The City’s Official Plan includes policies for additional dwelling units, in compliance with *Planning Act* requirements. It contains a number of objectives and policies that encourage a range of housing forms and tenures within neighbourhoods, selective infill and intensification of residential areas, and affordable housing options. Policies contained within the current Official Plan policy direction are summarized below:

- Chapters 3 (Development Strategy), 4 (Healthy Community), and 6 (Land Use) stress the importance of planning for range of housing forms and tenures in all neighbourhoods, which allows aging residents and residents with disabilities to remain in their neighbourhood.
- Chapter 5 (Environmental Management) indicates that the floodplain boundary is determined in consultation with the Essex Region Conservation Authority (ERCA) and reiterates the PPS policies prohibiting development within floodway and

permitting development within portions of the floodplain subject to flood proofing measures.

- Chapter 7 (Infrastructure) promotes measures that reduce demands on the sewage system and the risk of basement flooding.
- Chapters 8 (Urban Design) and 9 (Heritage Conservation) limits modifications within older neighbourhoods and heritage areas to ensure there is no adverse impacts to the character or heritage significance of these areas. Chapter 8 also provides a framework for utilizing the City of Windsor Intensification/design guidelines as a tool for implementing infill and intensification in the City of Windsor.
- Chapter 11 (Tools) provides a framework for implementing the Official Plan policies and intensification guidelines through Zoning by-law provisions.

### **Risk Analysis:**

*Bill 23, More Homes Built Faster Act* (amended by regulation 462/24) provides the framework for what municipalities are to implement in regards to additional dwelling units.

### **Financial Matters:**

There are no financial implications associated with the amendments.

The Development Charges Act (DCA) provides exemptions for additional dwelling units in both new and existing detached houses, semi-detached houses, and row houses. This exemption includes additional dwelling units in an accessory or ancillary structure.

### **Climate Change Risks**

#### **Climate Change Mitigation:**

N/A

#### **Climate Change Adaptation:**

N/A

### **Consultations:**

#### **Departments and Agencies**

Staff utilize feedback from Planning and Development staff, other municipal departments, external agencies, and the public to recommend revisions to the Zoning By-laws. The recommendations have been discussed with staff in Planning and Building Departments including:

Brandon Calleja – Sr. Manager, Permits - Building

Jessica Barlow – Manager, Application Coordination- Building

Notice of the public meeting was published in the Windsor Star. If endorsed by the Committee, this report will be presented to Council for consideration and adoption.

**Conclusion:**

This amendment addresses recently adopted legislation, including Ontario Regulation 462/24 and Ontario Regulation 203/24 of the Ontario Building Code.

Additionally, the amendment incorporates the principles outlined in the City of Windsor Intensification Guidelines to ensure the effective operation of the Zoning by-law. The proposed amendments are consistent with the Provincial Planning Statement 2024 and City of Windsor Official Plan.

**Planning Act Matters:**

*Frank Garardo*, MCIP, RPP

Planner III- Policy and Special Studies

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

*Greg Atkinson*, MCIP, RPP

*Neil Robertson*, MCIP, RPP

Deputy City Planner – Development

City Planner

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

JP     JM

**Approvals:**

Name	Title
Frank Garardo	Planner III - Policy and Special Studies
Jason Campigotto	Manager of Growth/Deputy City Planner
Greg Atkinson	Manager of Development /Deputy City Planner
Neil Robertson	City Planner/Executive Director, Planning & Development Services
Aaron Farough	Senior Legal Counsel, Legal Services & Real Estate
Jelena Payne	Commissioner, Economic Development

Joe Mancina	Chief Administration Officer
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**Notifications:**

Name	Address	Email

**Appendices:**

- A. Amendment to Zoning By-law 8600
- B. Amendment to Zoning By-Law 85-18
- C. ADU regulation 462/24
- D. Comparison Chart of Proposed Amendments

## Appendix A

THAT Zoning By-Law 8600 **BE AMENDED** as follows:

1. Delete Section 5.10.7 and substitute with a new section 5.10.7 as follows:

### *5.10.7 Accessory Buildings*

*5.10.7i) In any development reserve district, residential district or institutional district, an accessory building over 15 square meters including a detached garage or a detached carport shall be permitted in a rear yard or a side yard and shall have a minimum separation of 1.2 metres from a rear lot line or side lot line. Any eaves or gutters on the accessory building shall have a minimum separation of 0.60 metres from a rear lot line or side lot line.*

*5.10.7ii) In any development reserve district, residential district or institutional district, an accessory building under 15 square meters including a detached garage or a detached carport shall be permitted in a rear yard or a side yard and shall have a minimum separation of 0.60 metres from a rear lot line or side lot line. Any eaves or gutters on the accessory building shall have a minimum separation of 0.30 metres from a rear lot line or side lot line.*

2. Delete Section 5.65 and substitute with a new section 5.65 as follows:

**5.65 REDUCTION IN REQUIRED FRONT YARD DEPTH** 5.65.1 *In any RD1. or RD2. zoning district, the required front yard depth SHALL be reduced:*

*.1 where a vacant interior lot abuts lots on which dwellings have setbacks from the front lot line of a lesser depth than that required by this by-law, the setback from the front lot line for any dwelling to be erected on the said vacant interior lot is equal to the average of the setbacks from the front lot line of the dwellings on the abutting lots.*

*.2 where a vacant corner lot abuts a lot on which a dwelling has setbacks from the front lot line of a lesser depth than that required by this by-law, the setback from the front lot line for any dwelling to be erected on the corner lot is equal to the setback from the front lot line of the dwelling on the abutting lot.*

3. Delete Section 5.99.80.1b) and substitute with a new section 5.99.80 1b) as follows:

*b) For the purposes of this provision each semi-detached dwelling unit or townhome dwelling unit shall be subdivided and have direct frontage on a highway.*

4. Delete Section 5.99.80.5 b)7) and substitute with a new section 5.99.80.5 b)7) as follows:

## Appendix A

*b) 7. For any accessory building, which is constructed to include an additional dwelling unit, the maximum gross floor area of the additional dwelling unit shall be 100 m2 inclusive of a basement or cellar.*

**5.** Add Section 5.99.80.5 (c) as follows:

*c) 4. A maximum of one additional pedestrian entrance to the main building and/or the additional dwelling unit may be permitted on each street line façade.*

**6.** Section 5.99.80 is hereby amended by including "4/12 roof pitch" as imperial alternative to 20.0 degrees throughout the section.



**THAT Zoning By-Law 85-18 BE AMENDED as follows:**

1. Delete Section 5.50.1b) and substitute with a new section 5.50.1b) as follows:

*b) For the purposes of this provision each semi-detached dwelling unit or townhome dwelling unit shall be subdivided and have direct frontage on a highway.*

2. Delete Section 5.50.5 b)7) and substitute with a new section 5.50.5 b)7) as follows:

*b) 7.) For any accessory building, which is constructed to include an additional dwelling unit, the maximum gross floor area of the additional dwelling unit shall be 100 m<sup>2</sup> inclusive of a basement or cellar.*

3. Add Section 5.50.5 (c) as follows:

*c) 4.) a maximum of one additional pedestrian entrance to the main building and/or the additional dwelling unit may be permitted on each street line façade.*

4. Section 5.50 is hereby amended by including "4/12 roof pitch" as imperial alternative to 20.0 degrees throughout the section.

## ONTARIO REGULATION 462/24

made under the

### PLANNING ACT

Made: November 19, 2024

Filed: November 20, 2024

Published on e-Laws: November 20, 2024

Published in *The Ontario Gazette*: December 7, 2024

Amending O. Reg. 299/19

(ADDITIONAL RESIDENTIAL UNITS)

**1. (1) The definition of “additional residential unit” in section 1 of Ontario Regulation 299/19 is revoked.**

**(2) Section 1 of the Regulation is amended by adding the following definitions:**

“angular plane” means an imaginary flat surface projecting over a parcel of land at an inclined angle measured up from the horizontal; (“plan angulaire”)

“floor space index” means the sum of the total area of each floor of all buildings and structures on a parcel of land divided by the area of the parcel; (“rapport plancher-sol”)

**(3) The definition of “primary residential unit” in section 1 of the Regulation is amended by striking out “referred to in subsection 35.1 (2) of the Act” and substituting “where the house is situated on a parcel of land containing an additional residential unit”.**

**(4) Section 1 of the Regulation is amended by adding the following subsection:**

**(2) This Regulation applies to the following additional residential units:**

1. A second residential unit in a detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit.
2. A third residential unit in a detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units.
3. A residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if the detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units.

**2. Section 4 of the Regulation is revoked and the following substituted:**

#### **Requirements and standards — buildings and structures on parcels of urban residential land**

**4. (1) The following requirements and standards are established with respect to buildings or structures that contain additional residential units and that are located on parcels of urban residential land:**

1. Subject to any maximum height and minimum setback requirements in a by-law passed under section 34 of the Act applicable to the building or structure, the building or structure may penetrate any angular plane that is described in the by-law in respect of the building or structure.
2. The building or structure shall be at least 4 metres from another building or structure on the parcel if the other building or structure contains a residential unit.

#### **By-law prevails**

(2) A by-law passed under section 34 of the Act that permits buildings or structures to be less than 4 metres from one another prevails over the requirement set out in paragraph 2 of subsection (1) of this section.

#### **Requirements and standards — parcels of urban residential land**

**5. (1) The following requirements and standards are established with respect parcels of urban residential land on which additional residential units are located:**

1. Up to 45 per cent of the surface of the parcel is permitted to be covered by buildings and structures.
2. Subject to any maximum height and minimum setback requirements in a by-law passed under section 34 of the Act applicable to buildings and structures on the parcel, there is no limit to the floor space index of the parcel.

3. The minimum area of the parcel is the minimum area that would be required in a by-law passed under section 34 of the Act in respect of the same parcel if no additional residential units were located on the parcel.

**By-law prevails**

(2) A by-law passed under section 34 of the Act that permits more than 45 per cent of the surface of the parcel to be covered by buildings and structures prevails over the requirement set out in paragraph 1 of subsection (1) of this section.

**Commencement**

**3. This Regulation comes into force on the day it is filed.**

Made by:  
Pris par :

*Le ministre des Affaires municipales et du Logement,*

PAUL CALANDRA  
*Minister of Municipal Affairs and Housing*

Date made: November 19, 2024  
Pris le : 19 novembre 2024

Français

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## Appendix D – Comparison of Current and Proposed Provisions

<u>Section – Provision</u> <u>By-Law 8600</u>	<u>Current Provisions</u>	<u>Proposed Provisions</u> Deletions in strikethrough, additions in <b>Bold</b>
<b>5.10.7 Accessory Buildings</b>	5.10.7 In any development reserve district, residential district or institutional district, an accessory building including a detached garage or a detached carport shall be permitted in a rear yard or a side yard and shall have a minimum separation of 0.60 metres from a rear lot line or side lot line. Any eaves or gutters on the accessory building shall have a minimum separation of 0.30 metres from a rear lot line or side lot line.	<p>5.10.7i) In any development reserve district, residential district or institutional district, an accessory building <b>over 15 square meters</b> including a detached garage or a detached carport shall be permitted in a rear yard or a side yard and shall have a minimum separation of <del>0.60</del> <b>1.2</b> metres from a rear lot line or side lot line. Any eaves or gutters on the accessory building shall have a minimum separation of <del>0.30</del> <b>0.60</b> metres from a rear lot line or side lot line.</p> <p><b>5.10.7ii) In any development reserve district, residential district or institutional district, an accessory building under 15 square meters including a detached garage or a detached carport shall be permitted in a rear yard or a side yard and shall have a minimum separation of 0.60 metres from a rear lot line or side lot line. Any eaves or gutters on the accessory building shall have a minimum separation of 0.30 metres from a rear lot line or side lot line.</b></p>
<b>Section 5.65 Front Yard Depth</b>	<p>5.65 REDUCTION IN REQUIRED FRONT YARD DEPTH</p> <p>5.65.1 In any RD1. or RD2. zoning district, the required</p>	<p>5.65 REDUCTION IN REQUIRED FRONT YARD DEPTH</p> <p>5.65.1 In any RD1. or RD2. zoning district, the required</p>

## Appendix D – Comparison of Current and Proposed Provisions

	<p>front yard depth may be reduced:</p> <p>.1 where a vacant interior lot abuts lots on which dwellings have setbacks from the front lot line of a lesser depth than that required by this by-law, the minimum setback from the front lot line for any dwelling to be erected on the said vacant interior lot is equal to the average of the setbacks from the front lot line of the dwellings on the abutting lots.</p> <p>.2 where a vacant corner lot abuts a lot on which a dwelling has setbacks from the front lot line of a lesser depth than that required by this by-law, the minimum setback from the front lot line for any dwelling to be erected on the corner lot is equal to the setback from the front lot line of the dwelling on the abutting lot.</p>	<p>front yard depth <b>SHALL</b> <del>may</del> be reduced:</p> <p>.1 where a vacant interior lot abuts lots on which dwellings have setbacks from the front lot line of a lesser depth than that required by this by-law, the <del>minimum</del> setback from the front lot line for any dwelling to be erected on the said vacant interior lot is equal to the average of the setbacks from the front lot line of the dwellings on the abutting lots.</p> <p>.2 where a vacant corner lot abuts a lot on which a dwelling has setbacks from the front lot line of a lesser depth than that required by this by-law, the <del>minimum</del> setback from the front lot line for any dwelling to be erected on the corner lot is equal to the setback from the front lot line of the dwelling on the abutting lot.</p>
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## Appendix D – Comparison of Current and Proposed Provisions

<u>Section</u>	<u>Current Provision</u>	<u>Proposed Provisions</u> Deletions in strikethrough, additions in <b>Bold</b>
<b>5.99.80 in Zoning By-Law 8600</b>		
<b>.1 ADDITIONAL PERMITTED USES</b>	b) For the purposes of this provision each semi-detached dwelling unit or townhome dwelling unit is considered to be located on its own lot if it conforms with the provisions of the applicable zoning district and can be subdivided.	<del>b) For the purposes of this provision each semi-detached dwelling unit or townhome dwelling unit is considered to be located on its own lot if it conforms with the provisions of the applicable zoning district and can be subdivided.</del>  <b>b) For the purposes of this provision each semi-detached dwelling unit or townhome dwelling unit shall be subdivided and have direct frontage on a highway.</b>
<b>.5 PROVISIONS</b>	b) 7. For any <i>accessory building</i> , which is constructed to include an additional <i>dwelling unit</i> , the <i>maximum gross floor area</i> shall be 100 m2.	b) 7. For any <i>accessory building</i> , which is constructed to include an additional <i>dwelling unit</i> , the <i>maximum gross floor area of the additional dwelling unit</i> shall be 100 m2 <b>inclusive of a basement or cellar.</b>
	b) 20.0 degrees	b) 20.0 degrees or <b>4/12 roof pitch</b>
	<b>None</b>	<b>c) 4. a maximum of one additional pedestrian entrance to the main building may be permitted on each street facing façade.</b>



## Appendix D – Comparison of Current and Proposed Provisions

<u>Section</u>	<u>Current Provision</u>	<u>Proposed Provisions</u> Deletions in strikethrough, additions in <b>Bold</b>
<b>5.50 in Zoning By-Law 85-18</b>		
<b>.1 ADDITIONAL PERMITTED USES</b>	b) For the purposes of this provision each semi-detached dwelling unit or townhome dwelling unit is considered to be located on its own lot if it conforms with the provisions of the applicable zoning district and can be subdivided.	<del>b) For the purposes of this provision each semi-detached dwelling unit or townhome dwelling unit is considered to be located on its own lot if it conforms with the provisions of the applicable zoning district and can be subdivided.</del>  <b>b) For the purposes of this provision each semi-detached dwelling unit or townhome dwelling unit shall be subdivided and have direct frontage on a highway.</b>
<b>.5 PROVISIONS</b>	b) 7. For any <i>accessory building</i> , which is constructed to include an additional <i>dwelling unit</i> , the <i>maximum gross floor area</i> shall be 100 m2.	b) 7. For any <i>accessory building</i> , which is constructed to include an additional <i>dwelling unit</i> , the <i>maximum gross floor area of the additional dwelling unit</i> shall be 100 m2 <b>inclusive of a basement or cellars.</b>
	<b>None</b>	<b>c) 4. a maximum of one additional pedestrian entrance to the main building may be permitted on each street facing façade.</b>
	b) 20.0 degrees	b) 20.0 degrees or <b>4/12 roof pitch</b>



## Committee Matters: SCM 108/2025

**Subject: Rezoning - City of Windsor - Housekeeping Amendment 2025-1 - Z-015/24 ZNG/7205 - City Wide**

Moved by: Councillor Fred Francis  
Seconded by: Councillor Mark McKenzie

Decision Number: **DHSC 714**  
THAT Zoning By-law 8600 **BE AMENDED** as follows:

**1A.** Adding to Section 3.10, alphabetically, the following defined terms:

**EMERGENCY POWER GENERATOR** means an outdoor stationary device having a running wattage of 26kW or less that serves solely as a secondary source of electrical power whenever the primary electricity supply is disrupted or discontinued during a power outage or natural disaster that are beyond the control of the owner or operator of a facility, that operates only during an emergency, for training of personnel, or for operational testing. A device that serves as a back-up power source under conditions of load shedding, peak shaving, power interruptions pursuant to an interruptible power service agreement, or scheduled facility maintenance is not an *Emergency Power Generator*.

[ZNG/7205]

**HVAC SYSTEM** means the outdoor components of an air conditioning, cooling, heating, or ventilation system. A central air conditioning system or heat pump is an *HVAC System*. It does not include a portable air conditioning system, mini split-system air-conditioner, and window air conditioner, or similar heating and cooling equipment.

**1B.** Deleting clause .25 from Table 5.30.10.

**1C.** Adding the following clauses to Table 5.30.10:

<p><b>Emergency Generator</b> [ZNG/7205]</p>	<p><b>Power</b> <i>Required rear yard or Required side yard</i></p>	<p><i>No Limit</i></p>	<p><i>Side lot line</i></p>	<p>0.60 m</p>
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.45 <b>HVAC System</b> [ZNG/7205]	<i>Required rear yard or Required side yard</i>	<i>No Limit</i>	<i>Side lot line</i>	0.60 m
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**1D.** Deleting and substituting the following defined terms in Section 3.10:

**REQUIRED YARD** means for the purpose of Section 5.30 any of *required front yard*, *required rear yard*, *required side yard*, or *required landscaped area*.

[ZNG/7205]

**N/A** means for the purpose of Section 5.30, that a minimum separation is not required. For the remainder of this by-law, it means not applicable.

[ZNG/7205]

**2.** Deleting and substituting the following defined terms in Section 3.10:

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

[ZNG/7205]

**GAMING FACILITY** means a casino or slot machine facility established or regulated under any Provincial Act and may include sport and event betting. A *billiard hall*, *bingo hall*, *games arcade*, *place of entertainment or recreation*, teletheatre, or *building* used for the sale of lottery tickets is not a *gaming facility*.

[ZNG/7205]

**3A.** Deleting and substituting the following defined terms in Section 3.10:

**AMENITY AREA** means the total area of a balcony, *landscaped area*, and the following as an accessory activity or use to a *dwelling* or a *dwelling unit* located on the same *lot*: common, community, meeting, multi-purpose, or similar room; *community garden*; indoor athletic, exercise, or recreational facility; lounge; *scenery loft*; *swimming pool*. It does not include the following: elevator lobby, laundry facility, mailbox facility, mail room, *office*, recycling or refuse room, storage room.

[ZNG/7205]

**SCENERY LOFT** means an area that is located above the uppermost storey of a *main building* that occupies a fully enclosed room or group of rooms, that is fully and readily accessible to all residents of the *building*, and that is not used as a *dwelling unit*.

[ZNG/7205]

**3B.** Deleting the defined term “Landscaped Open Space” in Section 3.10 and substituting the following:

**LANDSCAPED AREA** means an area open to the sky consisting of any of the following: *deck*; *ground cover*; outdoor recreational facility accessory to a *dwelling* or *dwelling unit*; patio; pedestrian walkway; terrace; water feature. It does not include the following: *access area*, *access ramp*, *bicycle parking space*, *collector aisle*, *green roof*, *loading compound*, *loading space*, *outdoor storage yard*, *parking aisle*, *parking space*, *porch*, *roof*, *scenery loft*, *sports facility*, swimming pool, *transport storage area*, *transport terminal*.

[ZNG/7205]

**GREEN ROOF** means an area located on the roof of a *building*, open to the sky, and maintained with a *ground cover*.

[ZNG/7205]

**GROUND COVER** means any of the following: bark; compost; decorative or ornamental block, brick, edging, paver, pebble, slab, or stone; mulch; plants, including flowers, grass, shrubs, and trees; wood chips. It does not include construction grade aggregate.

[ZNG/7205]

**SOFT LANDSCAPING** means an area open to the sky and maintained with a *ground cover*.

[ZNG/7205]

**LANDSCAPED OPEN SPACE** means *landscaped area*.

[ZNG/7205]

**3C.** Deleting and substituting the following defined term in Section 3.10:

**LANDSCAPED OPEN SPACE YARD** means *landscaped area*.

[ZNG/7205]

4. Deleting and substituting Section 5.35.1 with the following:

5.35.1 **FIXTURES OR STRUCTURES – HEIGHT EXEMPTION**

[ZNG/7205]

For a *building* or *use* listed in Table 5.35.1, a fixture or structure listed in Table 5.35.1 may extend above the permitted *maximum building height*, provided that such fixture or structure is erected only to such height as is necessary to accomplish its purpose.

TABLE 5.35.1	
.1 For any <i>Building</i> :	
Antenna	Safety Equipment
<i>Architectural Feature</i>	Satellite Dish
Chimney	Security Equipment
Communication Equipment	Skylight
Fire Wall	Solar Panel
Parapet	Vent Stack
Roof Vent	
.5 For a <i>Combined Use Building, Lodging House, Multiple Dwelling, Religious Residence, Residential Care Facility, Student Residence, or non-residential building</i> :	
Belfry	Roof Access Ladder
Bell Tower	Roof Hatch
Cupola	Screening Fence
Electrical Generator	Smokestack
Elevator Machine Room	Spire
<i>HVAC Equipment</i>	Stairwell Room
Hoist Room	Steeple
Mechanical Penthouse	Turret
Minaret	Water Tank
Protective Fence	Window Washing Equipment

**5A.** Deleting and substituting the defined term “Parking Space” with the following defined terms in Section 3.10:

**PARKING SPACE** means an area used for the parking of an operable *motor vehicle*. It includes an *accessible parking space* and *visitor parking space*. A *bicycle parking space*, *loading space*, or *stacking space* is not a *parking space*.

[ZNG/7205]

**ACCESSIBLE PARKING SPACE** means a *parking space* for the use of a person with a disability and identified as Type A or Type B in Section 80.34 of O. Reg. 191/11: Integrated Accessibility Standards.

[ZNG/7205]

**ACCESS AISLE** means the space between or beside an *accessible parking space* that allows a person with a disability to get in and out of a *motor vehicle*.

[ZNG/7205]

**BICYCLE PARKING SPACE** means an area that is provided and maintained for the purpose of temporary parking or storage of a bicycle or motor assisted bicycle as defined in subsection 1 (1) of the Highway Traffic Act, R.S.O. 1990, c. H.8.

[ZNG/7205]

**VISITOR PARKING SPACE** means a *parking space* designated for the temporary parking of an operable *motor vehicle* by a visitor or guest to a *dwelling* or *dwelling unit*. A *loading space* or *stacking space* is not a *visitor parking space*.

[ZNG/7205]

**5B.** Deleting and substituting the following defined terms in Section 3.10:

**LOADING SPACE** means an area used for the temporary parking of a *motor vehicle* while goods are loaded thereon or unloaded therefrom. A *parking space*, *stacking space*, or *visitor parking space* is not a *loading space*.

[ZNG/7205]

**STACKING SPACE** means an area used for the temporary accommodation of a *motor vehicle* standing in a queue. A *loading space*, *parking space*, or *visitor parking space* is not a *stacking space*.

[ZNG/7205]

**5C.** Adding to Section 3.10, alphabetically, the following defined term:

**PUBLIC WALKWAY** means a multi-use trail, off-road cycling trail, recreationway, sidewalk, trail, walkway, or similar facility located within a *highway* or *public park*.

[ZNG/7205]



**5D.** Deleting and substituting Section 24.24.15 with the following:

**24.24.15 ACCESS AISLES**

- .1 An *access aisle* shall be provided for all *accessible parking spaces*.
- .2 An *access aisle* may be shared by two *accessible parking spaces* and shall have a minimum width of 1.5 m, shall extend the full length of the *accessible parking space*, and shall be marked with high tonal contrast diagonal lines.

[ZNG/7205]

**5E.** Deleting and substituting Section 24.30.20.3 with the following:

- .3 A *bicycle parking space* shall not hinder, impede, or obstruct the movement of a bicycle, motor assisted bicycle, person, or vehicle and shall be subject to the following provisions:
  - .1 When located on a *public walkway*, a *bicycle parking space* shall be setback a minimum of 2.0 m from a building entrance or exit, an *access aisle*, or an *accessible parking space*.
  - .2 Except where a *bicycle parking space* is located within a *parking garage*, a *bicycle parking space* within 6.0 m from the point of intersection of any *highways*, railway rights-of-way, or any combination thereof, is prohibited.
  - .3 A *bicycle parking space* is prohibited from encroaching into the following: *access area*, *access ramp*, *accessible parking space*, *collector aisle*, *driveway*, *highway*, *loading space*, *parking aisle*, *parking space*, *public walkway*, *stacking space*, *transport storage area*, *visitor parking space*.

[ZNG/7205]

**5F.** Adding new Section 6 as follows:

**SECTION 6 – OTHER PARKING PROVISIONS**

[ZNG/7205]

**6.1 APPLICATION**

- 6.1.1 Unless otherwise stated, the provisions in Section 6 apply to the *use* of any *lot* in any *zoning district* in this by-law.
- 6.1.90 The provisions in Section 6.90 apply to all land identified on Schedule ‘P’ – Off-Street Parking Overlay to this by-law. Any reference to Section 20(4) in this by-law means Section 6.90.

## **6.90 TRADITIONAL COMMERCIAL STREET – OFF-STREET PARKING PROVISIONS**

### **6.90.1 ADDITIONAL DEFINITIONS**

The following defined terms apply to the provisions in Section 6.90:

**NEW OR EXPANDED PARKING AREA** means the creation of five or more *parking spaces*.

**REAR WALL** means the *building* wall furthest from the *traditional commercial street*. Where the rear wall of a *building* does not follow a straight line, the closest parallel *building* wall to the facade shall be deemed the rear wall.

**TRADITIONAL COMMERCIAL STREET** means the following *streets*:

Devonshire Road between Riverside Drive East and Wyandotte Street East

Drouillard Road between Trenton Street and Deming Street

Erie Street between Mercer Street and Hall Avenue

Ottawa Street between Marentette Avenue and Windermere Road

Ouellette Avenue between Wyandotte Street and Tecumseh Road

Sandwich Street between Brock Street and Detroit Street

Tecumseh Road East between Forest Avenue and Chilver Road

Tecumseh Road East between Cadillac Street and Larkin Road

Tecumseh Road East between Westcott Road and Rossini Boulevard

University Avenue West between Randolph Avenue and Salter Avenue

Wyandotte Street East between Arthur Street and Raymo Road

Wyandotte Street East between McDougall Street to Argyle Road

Wyandotte Street East between Thompson Boulevard and Glidden Avenue

Wyandotte Street West between California Avenue and Campbell Avenue

### **6.90.2 ADDITIONAL PERMITTED MAIN USES**

*Parking Garage* in a *Combined Use Building* provided a minimum *building* depth of 10.0 m of the ground floor area abutting the *traditional commercial street* is occupied by any *use* permitted by the *zoning district* or zoning exception in which the *lot* is located.

### **6.90.3 PROHIBITED USES**

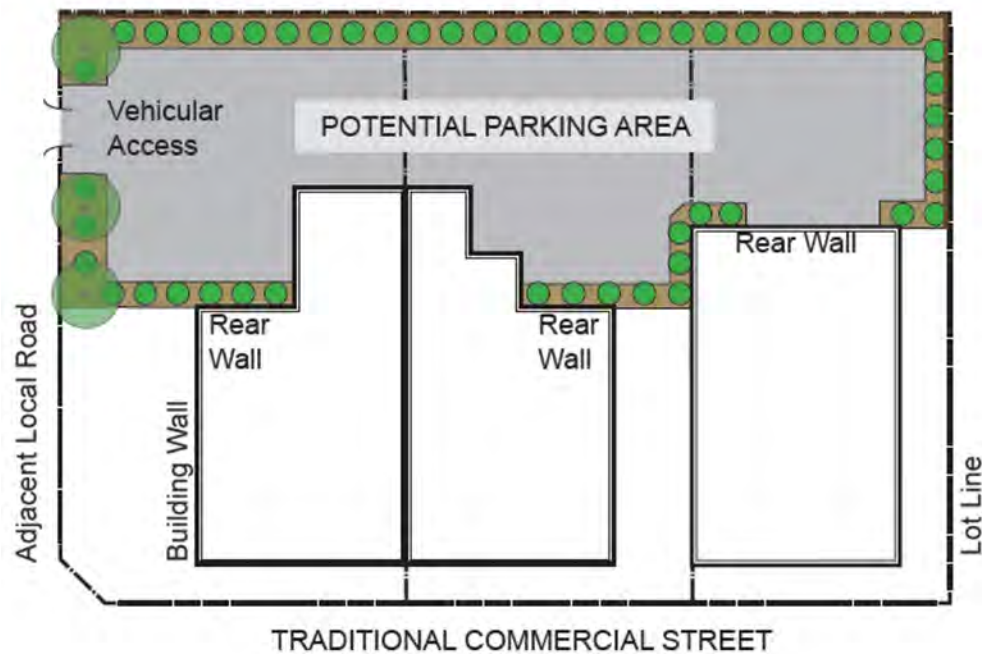
- .1 A *Public Parking Area* is prohibited save and except for a *bicycle parking space*.

### **6.90.5 ADDITIONAL PROVISIONS**

- .1 For any *parking area* with five or more *parking spaces*, that portion of the *parking area* not used for a *parking space*, *parking aisle*, *collector aisle*, *access area*, *loading space*, or *stacking space* shall be maintained exclusively as a *landscaped area*.

- .3 The following additional provisions apply to any *new or expanded parking area, parking garage, access area, and stacking space* except for the Drouillard Road area shown on Schedule P.5 Off-Street Parking Overlay and any *school drop-off / pick-up area*:
- a) A *parking space, collector aisle, parking aisle, or a stacking space* is prohibited between the *traditional commercial street* and:
    - 1) the *rear wall* of the *building* located on the same *lot*; or
    - 2) 10.0 m from the *exterior lot line* that abuts a *traditional commercial street*,whichever distance is greater.
  - b) Where access can be provided from a *street* not identified as a *traditional commercial street* or from an *alley*, an *access area* to or from a *traditional commercial street* is prohibited.
  - c) Where an *access area* cannot be provided from a *street* not identified as a *traditional commercial street* or from an *alley*, a maximum of one *access area* may be provided from a *traditional commercial street*.
  - d) For a *parking area* with 19 or less *parking spaces*, the minimum width of the *access area* shall be 3.0 m. For any *parking area*, the maximum width of the *access area* shall be 7.0 m.
- .5 These provisions apply only to any *new or expanded parking area, parking garage, access area, and stacking space* in the Drouillard Road area shown on Schedule P.5 Off-Street Parking Overlay:
- a) A *parking space, collector aisle, parking aisle, or a stacking space* is prohibited between the *traditional commercial street* and the building wall located closest to the *traditional commercial street*.
  - b) A maximum of one *access area* may be provided from a *traditional commercial street*.
  - c) For a *parking area* with 19 or less *parking spaces*, the minimum width of the *access area* shall be 3.0 m. For any *parking area*, the maximum width of the *access area* shall be 7.0 m.

### ILLUSTRATION 6.90.1.1 – EXAMPLE OF POTENTIAL PARKING AREA



**5G.** Deleting Section 20(4).

**6A.** Adding new Section 83 as follows:

#### **SECTION 83 – HERITAGE CONSERVATION DISTRICTS**

[ZNG/7205]

(B/L 24-2009 Oct 19/2012 OMB Order PL090206)

##### **83.0 APPLICATION**

Section 83 applies to any land that is designated a Heritage Conservation District. Any reference to Section 20(3) in this by-law shall mean Section 83.

##### **83.1 SANDWICH HERITAGE CONSERVATION DISTRICT RESIDENTIAL OVERLAY ZONE**

For the lands delineated on Schedule 'A' to this by-law and labelled with the overlay zone symbol "S.20(3)1" or "S.83(1)", despite the provisions in the applicable *zoning district* or exception, the following additional provisions shall apply:

### **83.1.2 PROHIBITIONS**

- .1 *Building height* of more than 2 storeys is prohibited.
- .2 The construction of new *structures* or additions between the *main wall* of the existing *building* and the *front lot line* is prohibited.
- .3 A *garage* is prohibited unless it is located a minimum of 6 m to the rear of the closest wall of the existing *main building*.
- .4 A *parking space* in a *front yard* is prohibited.

### **83.1.3 ADDITIONAL PROVISIONS**

- .1 The minimum *lot frontage*, minimum *lot area*, maximum *lot coverage*, maximum number of *dwelling units*, minimum *rear yard* depth, and minimum *side yard* width shall be as existing on October 19, 2012.
- .2 Maximum *front yard* depth – the maximum *front yard* for any *building* erected between existing *buildings* in the same block shall conform to the average of the front yards established by the nearest *building* on each side.

### **83.2 SANDWICH HERITAGE CONSERVATION DISTRICT COMMERCIAL OVERLAY ZONE**

For the lands delineated on Schedule 'A' to this by-law and labelled with the overlay zone symbol "S.20(3)2" or "S.83(2)", despite the provisions in the applicable *zoning district* or any exception, the following additional provisions shall apply:

#### **83.2.1 ADDITIONAL PERMITTED MAIN USES**

*Bake Shop*  
*Bakery*  
*Business Office*  
*Child Care Centre*  
*Commercial School*  
*Confectionery*  
*Farmers' Market*  
*Food Outlet – Take-out*  
*Funeral Establishment*  
*Medical Office*  
*Micro-Brewery*  
*Outdoor Market within a Business Improvement Area*  
*Personal Service Shop*  
*Place of Entertainment and Recreation*  
*Place of Worship*  
*Professional Studio*

*Public Hall*  
*Restaurant*  
*Retail Store*  
*Tourist Home*  
*Veterinary Office*  
*Wholesale Store*

*Dwelling Units* in a *Combined Use Building* with any one or more of the above permitted *main uses*, provided that all *dwelling units*, not including entrances thereto, are located entirely above the non-residential *use*.

### **83.2.2 PROHIBITIONS**

- .1 *Front yard* setback on Sandwich Street is prohibited.
- .2 A *parking space* in a *front yard* is prohibited.
- .3 The lease, rental, or sale of *motor vehicles*, heavy equipment, or heavy machinery is prohibited.

### **83.2.3 ADDITIONAL PROVISIONS**

- .1 *Building Height* – minimum of 2 storeys and maximum of 4 storeys
- .2 *Front Yard* setback on other *streets* – maximum – 2 m
- .3 *Amenity Area* – minimum – 12 m<sup>2</sup> per *dwelling unit*
- .4 *Gross Floor Area* – *Bakery* or *Confectionery* – maximum – 500 m<sup>2</sup>
- .5 Rooftop mechanical equipment shall be setback from the roof edge a distance equal to the height above the roof and shall be screened from view from the *street*.

**6B.** Deleting Section 20(3).

**7.** Adding new Section 91 as follows:

## **SECTION 91 – ZONING EXCEPTIONS**

[ZNG/7205]

### **91.1 APPLICATION**

Section 91 applies to any *lot* where the “x” symbol follows a *zoning district* symbol on any Schedule listed in Section 1.20.3. The terms “Site Specific Exception”, “Site-Specific Exception”, “Site Specific Provision”, “Specific Zoning Exception” mean “Zoning Exception”. Section 20(1) applies to any zoning exception with the symbol S.20(1) and a clause of Section 20(1).

### **91.2 PURPOSE**

A zoning exception may supplement, alter, add, prohibit, or remove any by-law provision affecting any *building*, *lot*, *structure*, or *use*.



## 91.10 PROVISIONS

The “x” symbol shall follow the zoning symbol and by one or more numbers in bracket.

Example: RD1.3x(1), MD1.4x(1,4)

The number refers to a specific clause in Section 91.10. The format of the clause shall be the clause number, a general location description, the current legal description of the area to which the clause applies, if available, and the zoning exception. The ZDM and ZNG numbers are Reference Information and do not form part of this by-law.

Example: **60. NORTHWEST CORNER OF CARLTON STREET AND CHURCH STREET**

For the lands comprising of Lot 24, Block 11, Plan 1967, an *Arena* is an additional permitted *main use* and for an additional permitted *main use*, no *parking spaces* are required.

[ZDM 10; ZNG/14]

**(B/L 13-1967, May 2/1967)**

**8A.** Adding new Section 97 as follows:

### SECTION 97 – TEMPORARY USE PROVISIONS

[ZNG/7205]

#### 97.1 APPLICATION

Section 97 applies to any *lot* where the “t” symbol follows a zoning symbol or a zoning exception symbol on any Schedule to this by-law.

#### 97.2 PURPOSE

Section 39(1) in the Planning Act states that Council may pass an amending by-law that authorizes the temporary use of land, buildings, or structures for any purpose that is prohibited in this by-law.

A temporary use provision may supplement, alter, add, or remove any by-law provision affecting the *use* of the *lot*, *building*, or *structure*. The temporary use provision shall define the area to which it applies and specify the period for which the authorization shall be in effect, which shall not exceed three years from the day of the passing of the amending by-law.

At the request of the property owner, Council may, by amending by-law, grant further periods of not more than three years each authorizing the temporary use.

## 97.5 EXPIRY & DELETION

Upon the expiry of the period or periods of time in the temporary use provision, Section 34 (9) (a) of the Planning Act does not apply to allow the continued use of the land, buildings or structures for the purpose temporarily authorized. The temporary use provision shall be deleted from Section 97.10 and be replaced with the most recent amending by-law number and the expiry date and be deleted from any Schedule listed in Section 1.20.3.

## 97.10 TEMPORARY USE PROVISIONS

The “t” symbol shall follow the zoning symbol or the zoning exception symbol and by one or more numbers in brackets.

Example: RD1.3t(1), MD1.4t(1,4), CD1.2x(1)t(7),

The number refers to a specific clause in Section 97.10. The format of the clause shall be the clause number in brackets and shall include a description of the area to which the clause applies, the temporary use provision, and the expiry date of the clause. The ZDM and ZNG numbers are Reference Information and do not form part of this by-law.

Example: (64) For the lands comprising of Lot 11, Block 12, Plan 1973, a Carnival is a permitted temporary use provided that the temporary use is located outdoors. For said temporary use, no *parking spaces* are required. This provision shall expire on July 31, 2027.

[ZNG/5475]

**(B/L 1-2024, July 31, 2024)**

- (1) Expired September 14, 2003.
- (2) Expired September 14, 2003.
- (3) Expired December 1, 2003.
- (4) Expired January 1, 2004.
- (5) Expired December 1, 2004.
- (6) By-law 209-2001 expired June 30, 2004.
- (7) By-law 125-2011 expired June 20, 2014.
- (8) By-law 41-2013 expired April 7, 2014.
- (9) By-law 129-2021 expired October 31, 2021. [ZNG/6465]

## 8B. Deleting Section 20(2).

**9A.** Deleting and replacing Section 1.20.30 with the following:

**1.20.30 EXCEPTION**

[ZNG/7205]

In addition to the *zoning district*, an area on any Schedule may be further delineated and identified by an exception as follows:

Overlay zone symbol – “S.20(3)1”, “S.83(1)”, “S.20(3)2”, or “S.83(2)”

Zoning exception symbol – “S.20(1)” and a clause of Section 20(1) or “x” and a clause of Section 91

“H” symbol and a clause of Section 95

“t” symbol and a clause of Section 97.10

Examples:

S.20(3)2 identifies the area is subject to Section 20(3)2.

RD1.1x(20) identifies the area is subject to clause 20 of Section 91.10.

H(1,4)MD1.4 identifies the area is subject to holding clauses 1 and 4 of Section 95.20.

RD1.3t(1) identifies the area is subject to clause 1 of Section 97.10.

An area so identified shall be subject to the provisions of the *zoning district*, the identified exception, and all applicable provisions of this by-law. An additional permitted use listed in the exception shall be subject to the provisions of the *zoning district*, and, unless otherwise stated, to any additional provisions in the exception.

A *lot* may have more than one exception.

Where an additional *main use* is permitted by an exception, any *use* accessory to the permitted *main use*, excluding an *outdoor storage yard* except where permitted within the *zoning district* or exception, shall also be permitted subject to the provisions of the *zoning district*, the exception, and all applicable provisions of this by-law.

**9B.** Deleting and replacing Section 1.20.90 with the following:

**1.20.90 PRECEDENCE**

[ZNG/6277; ZNG/7205]

.1 Unless otherwise stated, the precedence of provisions, from lowest to highest, is as follows:

Section 3 – Definitions

Section 5 – General Provisions

Section 24 – Parking, Loading and Stacking Provisions

Section 25 – Parking Area Provisions

Section 6 – Other Parking Provisions

Section 7 – Additional Use Provisions

Sections 8 to 19 – Zoning Districts

Section 20(1) – Site Specific Provisions

Section 83 – Heritage Conservation Districts

Section 91 – Zoning Exceptions

Section 95 – Holding Zone Provisions

Section 97 – Temporary Use Provisions

Within Sections 20(1), 91, 95, or 97, the greater clause number shall take precedence.

- .5 Where a provision in this by-law is less than the minimum required by, is more than the maximum required by, or conflicts with an exception in, a provincial or federal act, regulation, or statute, the provincial or federal act, regulation, or statute shall take precedence.
- .10 Where a conflict between provisions cannot be resolved using the precedence of provisions, the City Planner shall determine the precedence.

Carried.

Report Number: S 26/2025  
Clerk's File: Z14932

**Clerk's Note:**

- 1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
- 2. Please refer to Item 7.2 from the Development & Heritage Standing Committee held on April 7, 2025.
- 3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250407/-1/10548>

**Subject: Rezoning - City of Windsor - Housekeeping Amendment 2025-1  
- Z-015/24 ZNG/7205 - City Wide**

**Reference:**

Date to Council: April 7, 2025  
Author: Adam Szymczak, MCIP, RPP  
Senior Planner - Development  
519-255-6543 x6250  
aszymczak@citywindsor.ca

Planning & Building Services  
Report Date: 3/3/2025  
Clerk's File #: Z14932

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

**Recommendation:**

THAT Zoning By-law 8600 **BE AMENDED** as follows:

**1A.** Adding to Section 3.10, alphabetically, the following defined terms:

**EMERGENCY POWER GENERATOR** means an outdoor stationary device having a running wattage of 26kW or less that serves solely as a secondary source of electrical power whenever the primary electricity supply is disrupted or discontinued during a power outage or natural disaster that are beyond the control of the owner or operator of a facility, that operates only during an emergency, for training of personnel, or for operational testing. A device that serves as a back-up power source under conditions of load shedding, peak shaving, power interruptions pursuant to an interruptible power service agreement, or scheduled facility maintenance is not an *Emergency Power Generator*.

[ZNG/7205]

**HVAC SYSTEM** means the outdoor components of an air conditioning, cooling, heating, or ventilation system. A central air conditioning system or heat pump is an *HVAC System*. It does not include a portable air conditioning system, mini split-system air-conditioner, and window air conditioner, or similar heating and cooling equipment.

[ZNG/7205]

**1B.** Deleting clause .25 from Table 5.30.10.

**1C.** Adding the following clauses to Table 5.30.10:

.38	<b>Emergency Generator</b> [ZNG/7205]	<b>Power</b>	<i>Required rear yard or Required side yard</i>	<i>No Limit</i>	<i>Side lot line</i>	0.60 m
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.45	<b>HVAC System</b> [ZNG/7205]		<i>Required rear yard or Required side yard</i>	<i>No Limit</i>	<i>Side lot line</i>	0.60 m
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**1D.** Deleting and substituting the following defined terms in Section 3.10:

**REQUIRED YARD** means for the purpose of Section 5.30 any of *required front yard, required rear yard, required side yard, or required landscaped area.*

[ZNG/7205]

**N/A** means for the purpose of Section 5.30, that a minimum separation is not required. For the remainder of this by-law, it means not applicable.

[ZNG/7205]

**2.** Deleting and substituting the following defined terms in Section 3.10:

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

[ZNG/7205]

**GAMING FACILITY** means a casino or slot machine facility established or regulated under any Provincial Act and may include sport and event betting. A *billiard hall, bingo hall, games arcade, place of entertainment or recreation, teletheatre, or building* used for the sale of lottery tickets is not a *gaming facility*.

[ZNG/7205]



**3A.** Deleting and substituting the following defined terms in Section 3.10:

**AMENITY AREA** means the total area of a balcony, *landscaped area*, and the following as an accessory activity or use to a *dwelling* or a *dwelling unit* located on the same *lot*: common, community, meeting, multi-purpose, or similar room; *community garden*; indoor athletic, exercise, or recreational facility; lounge; *scenery loft*; *swimming pool*. It does not include the following: elevator lobby, laundry facility, mailbox facility, mail room, *office*, recycling or refuse room, storage room.

[ZNG/7205]

**SCENERY LOFT** means an area that is located above the uppermost storey of a *main building* that occupies a fully enclosed room or group of rooms, that is fully and readily accessible to all residents of the *building*, and that is not used as a *dwelling unit*.

[ZNG/7205]

**3B.** Deleting the defined term “Landscaped Open Space” in Section 3.10 and substituting the following:

**LANDSCAPED AREA** means an area open to the sky consisting of any of the following: *deck*; *ground cover*; outdoor recreational facility accessory to a *dwelling* or *dwelling unit*; patio; pedestrian walkway; terrace; water feature. It does not include the following: *access area*, *access ramp*, *bicycle parking space*, *collector aisle*, *green roof*, *loading compound*, *loading space*, *outdoor storage yard*, *parking aisle*, *parking space*, *porch*, *roof*, *scenery loft*, *sports facility*, swimming pool, *transport storage area*, *transport terminal*.

[ZNG/7205]

**GREEN ROOF** means an area located on the roof of a *building*, open to the sky, and maintained with a *ground cover*.

[ZNG/7205]

**GROUND COVER** means any of the following: bark; compost; decorative or ornamental block, brick, edging, paver, pebble, slab, or stone; mulch; plants, including flowers, grass, shrubs, and trees; wood chips. It does not include construction grade aggregate.

[ZNG/7205]

**SOFT LANDSCAPING** means an area open to the sky and maintained with a *ground cover*.

[ZNG/7205]

**LANDSCAPED OPEN SPACE** means *landscaped area*.

[ZNG/7205]

**3C.** Deleting and substituting the following defined term in Section 3.10:

**LANDSCAPED OPEN SPACE YARD** means *landscaped area*.

[ZNG/7205]

4. Deleting and substituting Section 5.35.1 with the following:

5.35.1 **FIXTURES OR STRUCTURES – HEIGHT EXEMPTION**

[ZNG/7205]

For a *building* or *use* listed in Table 5.35.1, a fixture or structure listed in Table 5.35.1 may extend above the permitted *maximum building height*, provided that such fixture or structure is erected only to such height as is necessary to accomplish its purpose.

TABLE 5.35.1	
.1 For any <i>Building</i> :	
Antenna	Safety Equipment
<i>Architectural Feature</i>	Satellite Dish
Chimney	Security Equipment
Communication Equipment	Skylight
Fire Wall	Solar Panel
Parapet	Vent Stack
Roof Vent	
.5 For a <i>Combined Use Building, Lodging House, Multiple Dwelling, Religious Residence, Residential Care Facility, Student Residence, or non-residential building</i> :	
Belfry	Roof Access Ladder
Bell Tower	Roof Hatch
Cupola	Screening Fence
Electrical Generator	Smokestack
Elevator Machine Room	Spire
<i>HVAC Equipment</i>	Stairwell Room
Hoist Room	Steeple
Mechanical Penthouse	Turret
Minaret	Water Tank
Protective Fence	Window Washing Equipment

**5A.** Deleting and substituting the defined term “Parking Space” with the following defined terms in Section 3.10:

**PARKING SPACE** means an area used for the parking of an operable *motor vehicle*. It includes an *accessible parking space* and *visitor parking space*. A *bicycle parking space*, *loading space*, or *stacking space* is not a *parking space*.

[ZNG/7205]

**ACCESSIBLE PARKING SPACE** means a *parking space* for the use of a person with a disability and identified as Type A or Type B in Section 80.34 of O. Reg. 191/11: Integrated Accessibility Standards.

[ZNG/7205]

**ACCESS AISLE** means the space between or beside an *accessible parking space* that allows a person with a disability to get in and out of a *motor vehicle*.

[ZNG/7205]

**BICYCLE PARKING SPACE** means an area that is provided and maintained for the purpose of temporary parking or storage of a bicycle or motor assisted bicycle as defined in subsection 1 (1) of the Highway Traffic Act, R.S.O. 1990, c. H.8.

[ZNG/7205]

**VISITOR PARKING SPACE** means a *parking space* designated for the temporary parking of an operable *motor vehicle* by a visitor or guest to a *dwelling* or *dwelling unit*. A *loading space* or *stacking space* is not a *visitor parking space*.

[ZNG/7205]

**5B.** Deleting and substituting the following defined terms in Section 3.10:

**LOADING SPACE** means an area used for the temporary parking of a *motor vehicle* while goods are loaded thereon or unloaded therefrom. A *parking space*, *stacking space*, or *visitor parking space* is not a *loading space*.

[ZNG/7205]

**STACKING SPACE** means an area used for the temporary accommodation of a *motor vehicle* standing in a queue. A *loading space*, *parking space*, or *visitor parking space* is not a *stacking space*.

[ZNG/7205]

**5C.** Adding to Section 3.10, alphabetically, the following defined term:

**PUBLIC WALKWAY** means a multi-use trail, off-road cycling trail, recreationway, sidewalk, trail, walkway, or similar facility located within a *highway* or *public park*.

[ZNG/7205]

**5D.** Deleting and substituting Section 24.24.15 with the following:

**24.24.15 ACCESS AISLES**

- .1 An *access aisle* shall be provided for all *accessible parking spaces*.
- .2 An *access aisle* may be shared by two *accessible parking spaces* and shall have a minimum width of 1.5 m, shall extend the full length of the *accessible parking space*, and shall be marked with high tonal contrast diagonal lines.

[ZNG/7205]

**5E.** Deleting and substituting Section 24.30.20.3 with the following:

- .3 A *bicycle parking space* shall not hinder, impede, or obstruct the movement of a bicycle, motor assisted bicycle, person, or vehicle and shall be subject to the following provisions:
  - .1 When located on a *public walkway*, a *bicycle parking space* shall be setback a minimum of 2.0 m from a building entrance or exit, an *access aisle*, or an *accessible parking space*.
  - .2 Except where a *bicycle parking space* is located within a *parking garage*, a *bicycle parking space* within 6.0 m from the point of intersection of any *highways*, railway rights-of-way, or any combination thereof, is prohibited.
  - .3 A *bicycle parking space* is prohibited from encroaching into the following: *access area*, *access ramp*, *accessible parking space*, *collector aisle*, *driveway*, *highway*, *loading space*, *parking aisle*, *parking space*, *public walkway*, *stacking space*, *transport storage area*, *visitor parking space*.

[ZNG/7205]

**5F.** Adding new Section 6 as follows:

**SECTION 6 – OTHER PARKING PROVISIONS**

[ZNG/7205]

**6.1 APPLICATION**

- 6.1.1 Unless otherwise stated, the provisions in Section 6 apply to the *use* of any *lot* in any *zoning district* in this by-law.
- 6.1.90 The provisions in Section 6.90 apply to all land identified on Schedule ‘P’ – Off-Street Parking Overlay to this by-law. Any reference to Section 20(4) in this by-law means Section 6.90.

**6.90 TRADITIONAL COMMERCIAL STREET – OFF-STREET PARKING PROVISIONS**

**6.90.1 ADDITIONAL DEFINITIONS**

The following defined terms apply to the provisions in Section 6.90:

**NEW OR EXPANDED PARKING AREA** means the creation of five or more *parking spaces*.

**REAR WALL** means the *building* wall furthest from the *traditional commercial street*. Where the rear wall of a *building* does not follow a straight line, the closest parallel *building* wall to the facade shall be deemed the rear wall.

**TRADITIONAL COMMERCIAL STREET** means the following *streets*:

Devonshire Road between Riverside Drive East and Wyandotte Street East  
Drouillard Road between Trenton Street and Deming Street  
Erie Street between Mercer Street and Hall Avenue  
Ottawa Street between Marentette Avenue and Windermere Road  
Ouellette Avenue between Wyandotte Street and Tecumseh Road  
Sandwich Street between Brock Street and Detroit Street  
Tecumseh Road East between Forest Avenue and Chilver Road  
Tecumseh Road East between Cadillac Street and Larkin Road  
Tecumseh Road East between Westcott Road and Rossini Boulevard  
University Avenue West between Randolph Avenue and Salter Avenue  
Wyandotte Street East between Arthur Street and Raymo Road  
Wyandotte Street East between McDougall Street to Argyle Road  
Wyandotte Street East between Thompson Boulevard and Glidden Avenue  
Wyandotte Street West between California Avenue and Campbell Avenue

#### **6.90.2 ADDITIONAL PERMITTED MAIN USES**

*Parking Garage* in a *Combined Use Building* provided a minimum *building* depth of 10.0 m of the ground floor area abutting the *traditional commercial street* is occupied by any *use* permitted by the *zoning district* or zoning exception in which the *lot* is located.

#### **6.90.3 PROHIBITED USES**

- .1 A *Public Parking Area* is prohibited save and except for a *bicycle parking space*.

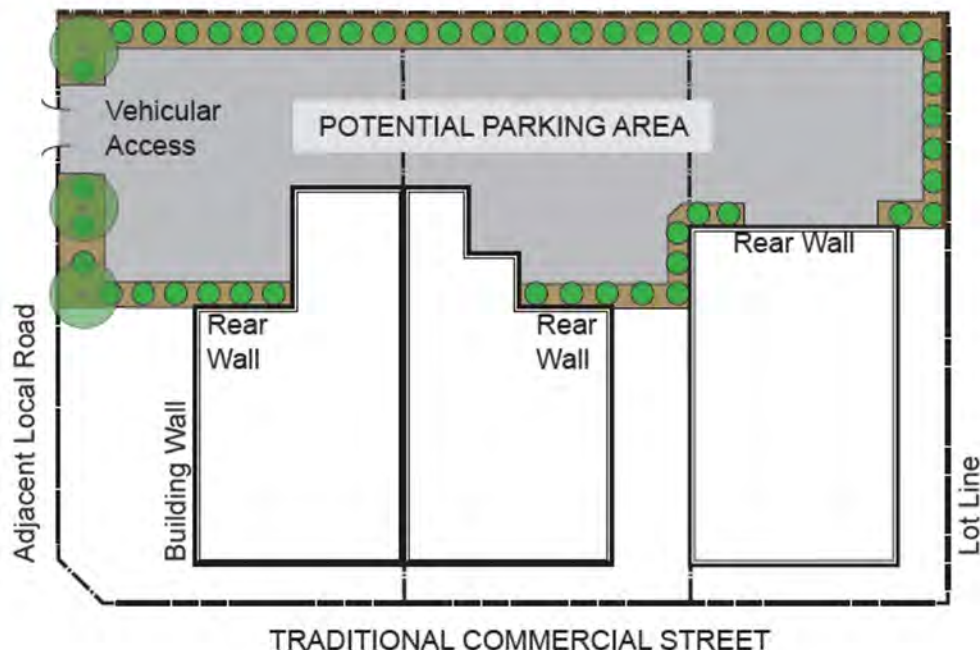
#### **6.90.5 ADDITIONAL PROVISIONS**

- .1 For any *parking area* with five or more *parking spaces*, that portion of the *parking area* not used for a *parking space*, *parking aisle*, *collector aisle*, *access area*, *loading space*, or *stacking space* shall be maintained exclusively as a *landscaped area*.
- .3 The following additional provisions apply to any *new or expanded parking area*, *parking garage*, *access area*, and *stacking space* except for the Drouillard Road area shown on Schedule P.5 Off-Street Parking Overlay and any *school drop-off / pick-up area*:
  - a) A *parking space*, *collector aisle*, *parking aisle*, or a *stacking space* is prohibited between the *traditional commercial street* and:
    - 1) the *rear wall* of the *building* located on the same *lot*; or
    - 2) 10.0 m from the *exterior lot line* that abuts a *traditional commercial street*,

whichever distance is greater.

- b) Where access can be provided from a *street* not identified as a *traditional commercial street* or from an *alley*, an *access area* to or from a *traditional commercial street* is prohibited.
  - c) Where an *access area* cannot be provided from a *street* not identified as a *traditional commercial street* or from an *alley*, a maximum of one *access area* may be provided from a *traditional commercial street*.
  - d) For a *parking area* with 19 or less *parking spaces*, the minimum width of the *access area* shall be 3.0 m. For any *parking area*, the maximum width of the *access area* shall be 7.0 m.
- .5 These provisions apply only to any *new or expanded parking area*, *parking garage*, *access area*, and *stacking space* in the Drouillard Road area shown on Schedule P.5 Off-Street Parking Overlay:
- a) A *parking space*, *collector aisle*, *parking aisle*, or a *stacking space* is prohibited between the *traditional commercial street* and the building wall located closest to the *traditional commercial street*.
  - b) A maximum of one *access area* may be provided from a *traditional commercial street*.
  - c) For a *parking area* with 19 or less *parking spaces*, the minimum width of the *access area* shall be 3.0 m. For any *parking area*, the maximum width of the *access area* shall be 7.0 m.

#### ILLUSTRATION 6.90.1.1 – EXAMPLE OF POTENTIAL PARKING AREA



**5G.** Deleting Section 20(4).



6A. Adding new Section 83 as follows:

## **SECTION 83 – HERITAGE CONSERVATION DISTRICTS**

[ZNG/7205]

(B/L 24-2009 Oct 19/2012 OMB Order PL090206)

### **83.0 APPLICATION**

Section 83 applies to any land that is designated a Heritage Conservation District. Any reference to Section 20(3) in this by-law shall mean Section 83.

#### **83.1 SANDWICH HERITAGE CONSERVATION DISTRICT RESIDENTIAL OVERLAY ZONE**

For the lands delineated on Schedule 'A' to this by-law and labelled with the overlay zone symbol "S.20(3)1" or "S.83(1)", despite the provisions in the applicable *zoning district* or exception, the following additional provisions shall apply:

##### **83.1.2 PROHIBITIONS**

- .1 *Building height* of more than 2 storeys is prohibited.
- .2 The construction of new *structures* or additions between the *main wall* of the existing *building* and the *front lot line* is prohibited.
- .3 A *garage* is prohibited unless it is located a minimum of 6 m to the rear of the closest wall of the existing *main building*.
- .4 A *parking space* in a *front yard* is prohibited.

##### **83.1.3 ADDITIONAL PROVISIONS**

- .1 The minimum *lot frontage*, minimum *lot area*, maximum *lot coverage*, maximum number of *dwelling units*, minimum *rear yard* depth, and minimum *side yard* width shall be as existing on October 19, 2012.
- .2 Maximum *front yard* depth – the maximum *front yard* for any *building* erected between existing *buildings* in the same block shall conform to the average of the front yards established by the nearest *building* on each side.

#### **83.2 SANDWICH HERITAGE CONSERVATION DISTRICT COMMERCIAL OVERLAY ZONE**

For the lands delineated on Schedule 'A' to this by-law and labelled with the overlay zone symbol "S.20(3)2" or "S.83(2)", despite the provisions in the applicable *zoning district* or any exception, the following additional provisions shall apply:

### 83.2.1 ADDITIONAL PERMITTED MAIN USES

*Bake Shop*  
*Bakery*  
*Business Office*  
*Child Care Centre*  
*Commercial School*  
*Confectionery*  
*Farmers' Market*  
*Food Outlet – Take-out*  
*Funeral Establishment*  
*Medical Office*  
*Micro-Brewery*  
*Outdoor Market within a Business Improvement Area*  
*Personal Service Shop*  
*Place of Entertainment and Recreation*  
*Place of Worship*  
*Professional Studio*  
*Public Hall*  
*Restaurant*  
*Retail Store*  
*Tourist Home*  
*Veterinary Office*  
*Wholesale Store*  
*Dwelling Units in a Combined Use Building with any one or more of the above permitted main uses, provided that all dwelling units, not including entrances thereto, are located entirely above the non-residential use.*

### 83.2.2 PROHIBITIONS

- .1 *Front yard* setback on Sandwich Street is prohibited.
- .2 A *parking space* in a *front yard* is prohibited.
- .3 The lease, rental, or sale of *motor vehicles*, heavy equipment, or heavy machinery is prohibited.

### 83.2.3 ADDITIONAL PROVISIONS

- .1 *Building Height* – minimum of 2 storeys and maximum of 4 storeys
- .2 *Front Yard* setback on other *streets* – maximum – 2 m
- .3 *Amenity Area* – minimum – 12 m<sup>2</sup> per *dwelling unit*
- .4 *Gross Floor Area* – *Bakery* or *Confectionery* – maximum – 500 m<sup>2</sup>
- .5 Rooftop mechanical equipment shall be setback from the roof edge a distance equal to the height above the roof and shall be screened from view from the *street*.

**6B.** Deleting Section 20(3).

7. Adding new Section 91 as follows:

## **SECTION 91 – ZONING EXCEPTIONS**

[ZNG/7205]

### **91.1 APPLICATION**

Section 91 applies to any *lot* where the “x” symbol follows a *zoning district* symbol on any Schedule listed in Section 1.20.3. The terms “Site Specific Exception”, “Site-Specific Exception”, “Site Specific Provision”, “Specific Zoning Exception” mean “Zoning Exception”. Section 20(1) applies to any zoning exception with the symbol S.20(1) and a clause of Section 20(1).

### **91.2 PURPOSE**

A zoning exception may supplement, alter, add, prohibit, or remove any by-law provision affecting any *building, lot, structure, or use*.

### **91.10 PROVISIONS**

The “x” symbol shall follow the zoning symbol and by one or more numbers in bracket.

Example: RD1.3x(1), MD1.4x(1,4)

The number refers to a specific clause in Section 91.10. The format of the clause shall be the clause number, a general location description, the current legal description of the area to which the clause applies, if available, and the zoning exception. The ZDM and ZNG numbers are Reference Information and do not form part of this by-law.

Example: **60. NORTHWEST CORNER OF CARLTON STREET AND CHURCH STREET**

For the lands comprising of Lot 24, Block 11, Plan 1967, an *Arena* is an additional permitted *main use* and for an additional permitted *main use*, no *parking spaces* are required.

[ZDM 10; ZNG/14]

**(B/L 13-1967, May 2/1967)**

8A. Adding new Section 97 as follows:

## **SECTION 97 – TEMPORARY USE PROVISIONS**

[ZNG/7205]

### **97.1 APPLICATION**

Section 97 applies to any *lot* where the “t” symbol follows a zoning symbol or a zoning exception symbol on any Schedule to this by-law.

### **97.2 PURPOSE**

Section 39(1) in the Planning Act states that Council may pass an amending by-law that authorizes the temporary use of land, buildings, or structures for any purpose that is prohibited in this by-law.

A temporary use provision may supplement, alter, add, or remove any by-law provision affecting the *use* of the *lot*, *building*, or *structure*. The temporary use provision shall define the area to which it applies and specify the period for which the authorization shall be in effect, which shall not exceed three years from the day of the passing of the amending by-law.

At the request of the property owner, Council may, by amending by-law, grant further periods of not more than three years each authorizing the temporary use.

### **97.5 EXPIRY & DELETION**

Upon the expiry of the period or periods of time in the temporary use provision, Section 34 (9) (a) of the Planning Act does not apply to allow the continued use of the land, buildings or structures for the purpose temporarily authorized. The temporary use provision shall be deleted from Section 97.10 and be replaced with the most recent amending by-law number and the expiry date and be deleted from any Schedule listed in Section 1.20.3.

### **97.10 TEMPORARY USE PROVISIONS**

The “t” symbol shall follow the zoning symbol or the zoning exception symbol and by one or more numbers in brackets.

Example: RD1.3t(1), MD1.4t(1,4), CD1.2x(1)t(7),

The number refers to a specific clause in Section 97.10. The format of the clause shall be the clause number in brackets and shall include a description of the area to which the clause applies, the temporary use provision, and the expiry date of the clause. The ZDM and ZNG numbers are Reference Information and do not form part of this by-law.

Example: (64) For the lands comprising of Lot 11, Block 12, Plan 1973, a Carnival is a permitted temporary use provided that the temporary use is located outdoors. For said temporary use, no *parking spaces* are required. This provision shall expire on July 31, 2027.

[ZNG/5475]

**(B/L 1-2024, July 31, 2024)**

- (1) Expired September 14, 2003.
- (2) Expired September 14, 2003.
- (3) Expired December 1, 2003.
- (4) Expired January 1, 2004.
- (5) Expired December 1, 2004.
- (6) By-law 209-2001 expired June 30, 2004.
- (7) By-law 125-2011 expired June 20, 2014.
- (8) By-law 41-2013 expired April 7, 2014.
- (9) By-law 129-2021 expired October 31, 2021. [ZNG/6465]

**8B.** Deleting Section 20(2).

**9A.** Deleting and replacing Section 1.20.30 with the following:

**1.20.30 EXCEPTION**

[ZNG/7205]

In addition to the *zoning district*, an area on any Schedule may be further delineated and identified by an exception as follows:

Overlay zone symbol – “S.20(3)1”, “S.83(1)”, “S.20(3)2”, or “S.83(2)”

Zoning exception symbol – “S.20(1)” and a clause of Section 20(1) or “x” and a clause of Section 91

“H” symbol and a clause of Section 95

“t” symbol and a clause of Section 97.10

Examples:

S.20(3)2 identifies the area is subject to Section 20(3)2.

RD1.1x(20) identifies the area is subject to clause 20 of Section 91.10.

H(1,4)MD1.4 identifies the area is subject to holding clauses 1 and 4 of Section 95.20.

RD1.3t(1) identifies the area is subject to clause 1 of Section 97.10.

An area so identified shall be subject to the provisions of the *zoning district*, the identified exception, and all applicable provisions of this by-law. An additional permitted use listed in the exception shall be subject to the provisions of the *zoning district*, and, unless otherwise stated, to any additional provisions in the exception.

A *lot* may have more than one exception.

Where an additional *main use* is permitted by an exception, any *use* accessory to the permitted *main use*, excluding an *outdoor storage yard* except where permitted within the *zoning district* or exception, shall also be permitted subject to the provisions of the *zoning district*, the exception, and all applicable provisions of this by-law.

**9B.** Deleting and replacing Section 1.20.90 with the following:

**1.20.90 PRECEDENCE**

[ZNG/6277; ZNG/7205]

- .1 Unless otherwise stated, the precedence of provisions, from lowest to highest, is as follows:

Section 3 – Definitions

Section 5 – General Provisions

Section 24 – Parking, Loading and Stacking Provisions

Section 25 – Parking Area Provisions

Section 6 – Other Parking Provisions

Section 7 – Additional Use Provisions

Sections 8 to 19 – Zoning Districts

Section 20(1) – Site Specific Provisions

Section 83 – Heritage Conservation Districts

Section 91 – Zoning Exceptions

Section 95 – Holding Zone Provisions

Section 97 – Temporary Use Provisions

Within Sections 20(1), 91, 95, or 97, the greater clause number shall take precedence.

- .5 Where a provision in this by-law is less than the minimum required by, is more than the maximum required by, or conflicts with an exception in, a provincial or federal act, regulation, or statute, the provincial or federal act, regulation, or statute shall take precedence.
- .10 Where a conflict between provisions cannot be resolved using the precedence of provisions, the City Planner shall determine the precedence.

**Executive Summary:**

N/A

**Background:**

Planning staff receive feedback on the interpretation and operation of the Zoning By-laws from other municipal staff, residents, property owners, developers, and other interested parties. Using this feedback, staff determine what revisions to make to the Zoning By-laws to ensure consistent interpretation and effective operation. This housekeeping amendment proposes revisions to various sections and provisions in Zoning By-law 8600 in response to feedback from municipal staff.

**Discussion:**

**RECOMMENDATION 1 – Permitted Encroachments – Emergency Power Generator and HVAC System**



Staff have received requests from other municipal staff and the public regarding applicable provisions for residential emergency power generators. The most common reason for installing an emergency power generator is to provide backup power during an emergency for devices such as refrigerators, freezers, medical equipment, security systems, and office equipment. Zoning By-law 8600 is silent on emergency power generators as a permitted encroachment into a yard.

An emergency power generator permanently connected to a home's electrical wiring must have a transfer device to protect the home and the utility system. A transfer device prevents power from the generator flowing back into the utility system. The owner must file a notification of work (permit) with Electrical Safety Authority (ESA) to connect a generator permanently to the home's electrical system. The ESA recommends hiring a Licensed Electrical Contractor to ensure the generator is correctly installed.

The *Environmental Noise Guideline - Stationary and Transportation Sources - Approval and Planning* (NPC-300) is a guideline issued by the Ministry of the Environment and Climate Change (MOECC) to ensure that noise emissions are "*adequately controlled to prevent potential negative effects*".

NPC-300 defines an emergency power generator as an "Emergency equipment – stationary sources" that is designed to operate in emergency situations. Equipment used for an emergency purpose is exempt from the guidelines in NPC-300 and sound level limits do not apply to emergency equipment operating in emergency situations.

While an emergency power generator may be louder than a central air conditioner, the generator does not operate as frequently or as long as a central air conditioner. When the primary source of electricity is restored, the generator will automatically turn off.

Recommendation 1A adds new terms "Emergency Power Generator" and "HVAC System" to Section 3.10 Definitions. The "Emergency Power Generator" definition restricts the term to a device located outdoor with a running wattage of 26 kilowatts that provides electrical power during an outage or natural disaster. The 26-kW threshold is the typical upper limit of emergency power generators for residential use. The definition of "HVAC System" removes ambiguity regarding system components.

Recommendation 1B deletes Clause .25 "Central Air Conditioning Unit" from Table 5.30.10. This is replaced by Clause .45 "HVAC System" in Recommendation 1C.

Recommendation 1C adds Emergency Power Generator as new Clause in Table 5.30.10 – ENCROACHMENT INTO A YARD. The maximum encroachment and minimum separation provisions are identical to those for an HVAC System.

Recommendation 1D corrects the Section reference in "Required Yard" and "N/A" and changes "required landscaped open space yard" to "required landscaped area".

## **RECOMMENDATION 2 – Defined Terms**

Recommendation 2A revises the defined term “Business Office” by adding “data centre” as a permitted activity. A data centre is a facility with a large group of networked computer servers typically used by organizations for the remote storage, processing, or distribution of large amounts of data.

Recommendation 2B revises the defined term “Gaming Facility” by adding sport and event betting as a permitted activity. The addition of sport and event betting recognizes recent changes to the Canadian Criminal Code that decriminalized betting on an individual sporting event. Single event betting is regulated at the Provincial level.

## **RECOMMENDATION 3 – Amenity Area & Landscaped Area**

“Amenity Area” is a space that provides recreational or social amenities to residents of a dwelling or dwelling unit. Several commercial zoning districts that permit dwelling units require the provision of so many square metres of amenity area per dwelling unit. Currently, amenity area includes the total area of landscaped open space yard, a recreational facility on the same lot, and a “Scenery Loft”. It does not include balconies and is ambiguous when it comes to spaces such as a common room or a lounge.

Staff recommend that definition of “Amenity Area” be expanded to include balconies, community garden, swimming pool, and common or similar rooms and exclude certain uses or spaces such as an elevator lobby, laundry facility, or a storage room.

The defined term “Landscaped Open Space Yard” means an open space that is unoccupied and unobstructed from the ground to sky and used for landscaped open space, patios, terraces, decks, and pedestrian walkways. Several zoning districts require that a minimum percentage of lot area be dedicated as “Landscaped Open Space Yard” and that areas such as parking islands or parking area setbacks be maintained as a “Landscaped Open Space Yard”.

While referred to as a “yard”, a landscaped open space yard is often not a single contiguous piece of land. Rather, the “yard” is the sum of pieces of land identified as a “Landscaped Open Space Yard”. It is more an “area” than a “yard”.

Planning staff recommends that the defined term “Landscaped Open Space Yard” be changed to “Landscaped Area” and that the definition be changed accordingly to explicitly list those components that are included and excluded. Further, defined terms for “Green Roof”, “Ground Cover”, and “Soft Landscaping” should be added and listed below “Landscaped Area” to ensure consistency in the By-law.

Recommendation 3A revises “Amenity Area” by including the total area of a balcony in addition to landscaped open space and specific facilities accessory to a dwelling or dwelling unit. The definition explicitly lists those areas not included in the amenity area calculation. It also revises “Scenery Loft” by fine-tuning the wording to be consistent with the changes to “Amenity Area”.

Recommendation 3B adds new terms “Green Roof”, “Ground Cover”, and “Soft Landscaping”, and revises “Landscaped Open Space” to mean “Landscaped Area” to ensure consistent application of these terms throughout the Zoning By-law.

Recommendation 3C clarifies that “Landscaped Open Space Yard” means “Landscaped Area”. This eliminates the need to replace every instance of “Landscaped Open Space Yard” in the by-law with the new term “Landscaped Area”.

## **RECOMMENDATION 4 – Section 5.35 – Exceptions to Maximum Building Height Provisions**

Section 5.35.1 permits fixtures or structures, such as an antenna, chimney, or solar panel, to extend above the permitted maximum building height. The current list in Table 5.35.1 has not been updated for some time, creating interpretation issues. Further, the list applies to any building, regardless of type or height.

Recommendation 4 replaces Section 5.35.1 with an updated list of fixtures or structures that may extend above the maximum building height. Additions include Architectural Feature, Communication Equipment, Parapet, Roof Vent, Security Equipment, Vent Stack, Electrical Generator, Elevator Machine Room, Hoist Room, Minaret, Stairwell Room, and Turret.

It splits the list into two groups. One for any building, which includes a low-profile dwelling such as a Single Unit Dwelling or a Townhome Dwelling, and the other for Combined Use Building, Lodging House, Multiple Dwelling, Religious Residence, Residential Care Facility, Student Residence, or non-residential building. This recognizes that taller buildings or industrial buildings often have an elevator machine room, HVAC equipment, or mechanical penthouse on the roof.

The proposed revision will minimize ambiguous interpretations of the provisions.

## **RECOMMENDATION 5 – Parking Related Provisions**

Recommendations 5A and 5B add new defined terms “Accessible Parking Space”, “Access Aisle”, “Bicycle Parking Space”, and “Visitor Parking Space” and revise defined terms “Parking Space”, “Loading Space”, and “Stacking Space”. The new defined terms are currently undefined, leading to interpretation and enforcement issues. Defining the terms removes ambiguity.

Recommendation 5C adds defined term “Public Walkway”. This eliminates ambiguity when the undefined terms sidewalk or walkway are used in the Zoning By-law.

Recommendation 5D revises Section 24.24.15 by deleting the wording that has been incorporated into new defined terms “Accessible Parking Space” and “Access Aisle”.

Recommendation 5E replaces Section 24.30.20.3 with revised provisions that clarify the location of a bicycle parking space. The revised provisions are consistent with the location provisions in Section 24.26 for motor vehicle parking spaces.

Recommendation 5F creates new Section 6 – Other Parking Provisions and moves Section 20(4) to new Section 6.90 with minor revisions in terms of wording and formatting. A future housekeeping amendment will review Section 24 and Section 25 and move the revised provisions from Sections 24 and 25 to Section 6, creating a single up-to-date section regulating parking, loading, stacking spaces, and parking areas.

Recommendation 5G deletes Section 20(4).

## **RECOMMENDATION 6 – NEW SECTION 83 – HERITAGE CONSERVATION DISTRICTS**

Recommendation 6A moves the heritage conservation districts provisions from a subsection of Section 20 to a new separate Section. This is like the recent changes to the Holding Provisions.

New Section 83 is functionally the same as Section 20(3). Language has been updated to reflect the current list of defined terms (e.g. “Place of Worship” replaces “church”) and follows the standard of italicizing defined terms. The zoning exception symbols S.20(3)1 and S.20(3)2 are replaced with S.83(1) and S.83(2) on a go forward basis. The “on the date of approval of this by-law” reference in Section 20(3)1(a)(i) has been replaced with the actual date of approval in new Section 83.1.3.1.

Recommendation 6B deletes Section 20(3).

## **RECOMMENDATION 7 – NEW SECTION 91 – ZONING EXCEPTIONS**

Recommendation 7 creates a new section for what is currently called a site specific provision, which is found in Section 20(1). Unlike Recommendations 5E, 6, and 8, the existing provisions in Section 20(1) will remain as is. The term “zoning exception” replaces “site specific provision” and ‘x’ symbol replaces the “S.20(1)#” symbol, where # is a clause of Section 20(1).

New Section 91.1 states where Section 91 applies, clarifies that various terms mean “Zoning Exception”, and clarifies that Section 20(1) continues to apply. New Section 91.2 defines the purpose of a zoning exception. New Section 91.10 is where a zoning exception will be listed. It provides direction on how to identify the “x” symbol on the Schedules and the format of the clause in the text of Section 91.10.

## **RECOMMENDATION 8 – NEW SECTION 97 – TEMPORARY USE PROVISIONS**

Recommendation 8A moves the temporary use provisions from a subsection of Section 20 to a new separate Section. This is like the recent changes to the Holding Provisions.

New Section 97.1 states where Section 97 applies in the City of Windsor and clarifies that any reference to Section 20(2) means Section 97.

New Section 97.2 states that the Planning Act authorizes the “temporary use of land, buildings or structures for any purpose set out therein that is otherwise prohibited in this by-law”, lists what a temporary use provision may do with a maximum period of three years, and that further periods of not more than three years may be granted by Council through an amending by-law. It is the responsibility of the registered owner to request an extension to the period.

Upon the expiry of a temporary use provision, new Section 97.5 authorizes the deletion of the temporary use provision from any Schedule to Zoning By-law 8600 and replacing the clause in Section 97.10 with the amending by-law number and the expiry date.

The temporary use provisions will be listed in new Section 97.10. It provides direction on how to identify the “t” symbol on the Schedules and the format of the clause in the text of Section 97.10. Expired temporary use provisions are listed (1) through (9).

Recommendation 8B deletes Section 20(2).

## **RECOMMENDATION 9 – SECTION 1.20.30 and SECTION 1.20.90**

Recommendation 9A revises Section 1.20.30 to reflect recent and proposed changes to the various exceptions such as Holding Provisions, Temporary Use Provisions and Zoning Exceptions.

Recommendation 9B revises Section 1.20.90 Precedence to reflect new Sections 6, 83, 91, and 97. It also adds a placeholder for a new Section 7 – Additional Use Provisions that will be considered in a future housekeeping amendment.

**Risk Analysis:**

N/A

**Climate Change Risks****Climate Change Mitigation:**

N/A

**Climate Change Adaptation:**

N/A

**Financial Matters:**

N/A

**Consultations:**

This report was circulated to staff in Planning and Development and Building Department for comment. Required notice was advertised in the Windsor Star.

**Conclusion:**

Housekeeping Amendment 2025-1 responds to issues raised by staff, residents and customers regarding the operation of Zoning By-law 8600. It revises provisions to avoid ambiguity and interpretation issues. The amendments are consistent with the Provincial Planning Statement, conform to the Official Plan, and constitute good planning.

**Planning Act Matters:**

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

*Greg Atkinson, MCIP, RPP*  
*Deputy City Planner - Development*

*Neil Robertson, MCIP, RPP*  
*City Planner*

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

JP

JM

**Approvals:**

Name	Title
Adam Szymczak	Senior Planner - Development
Greg Atkinson	Deputy City Planner - Development
Neil Robertson	City Planner
Aaron Farough	Senior Legal Counsel
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administrative Officer

**Notifications:**

Name	Address	Email

**Appendices:**

None



**Committee Matters: SCM 109/2025**

**Subject: Sandwich CIP, 420 Rosedale Avenue; Owner: Wei Li; Ward 2**

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 723**

- I. THAT the request for incentives under the Sandwich Incentive Program made by the registered owner Wei Li of the property located at 420 Rosedale Avenue, **BE APPROVED** for the following programs:
  - i. *Development and Building Fees Grant* for 100% of the Development and Building Fees identified in the Sandwich CIP to a maximum amount of \$20,000;
  - ii. *Revitalization Grant Program* for the lesser of 70% of the municipal portion of the tax increment for up to 10 years (+/- \$3,908 per year) or the eligible project costs;
- II. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Sandwich Incentive Program Agreement for the *Revitalization Grant* in accordance with all applicable policies, requirements, and provisions contained within the Olde Sandwich Towne Community Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implication;
- III. THAT funds to a maximum amount of \$20,000 under the *Development Building Fees Grant Program* **BE TRANSFERRED** from the CIP Reserve Fund 226 to the *Sandwich Community Development Plan Fund* (Project 7076176) once the work is completed;
- IV. THAT grants **BE PAID** to Wei Li upon completion of the two (2) story three (3) unit single family dwelling from the *Sandwich Community Development Plan Fund* (Account 7076176) to the satisfaction of the City Planner and Chief Building Official; and,



- V. THAT grants approved **SHALL LAPSE** and **BE UNCOMMITTED** and returned to CIP Reserve Fund 226 if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date.

Carried.

Report Number: S 35/2025  
Clerk's File: Z/10320

**Clerk's Note:**

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 11.3 from the Development & Heritage Standing Committee held on April 7, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250407/-1/10548>

**Subject: Sandwich CIP, 420 Rosedale Avenue; Owner: Wei Li; Ward 2**

**Reference:**

Date to Council: April 7, 2025  
Author: Kevin Alexander, MCIP RPP  
Senior Planner Special Projects  
519-255-6543 x6732  
kalexander@citywindsor.ca

Planning & Building Services  
Report Date: 3/12/2025  
Clerk's File #: Z/10320

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

**Recommendation:**

- I. **THAT** the request for incentives under the Sandwich Incentive Program made by the registered owner Wei Li of the property located at 420 Rosedale Avenue, **BE APPROVED** for the following programs:
  - i. *Development and Building Fees Grant* for 100% of the Development and Building Fees identified in the Sandwich CIP to a maximum amount of \$20,000;
  - ii. *Revitalization Grant Program* for the lesser of 70% of the municipal portion of the tax increment for up to 10 years (+/- \$3,908 per year) or the eligible project costs;
- II. **THAT** the CAO and City Clerk **BE AUTHORIZED** to sign the Sandwich Incentive Program Agreement for the *Revitalization Grant* in accordance with all applicable policies, requirements, and provisions contained within the Olde Sandwich Towne Community Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implication;
- III. **THAT** funds to a maximum amount of \$20,000 under the *Development Building Fees Grant Program* **BE TRANSFERRED** from the CIP Reserve Fund 226 to the *Sandwich Community Development Plan Fund* (Project 7076176) once the work is completed;

- IV. **THAT** grants **BE PAID** to Wei Li upon completion of the two (2) story three (3) unit single family dwelling from the *Sandwich Community Development Plan Fund* (Account 7076176) to the satisfaction of the City Planner and Chief Building Official; and,
- II. **THAT** grants approved **SHALL LAPSE** and **BE UNCOMMITTED** and returned to CIP Reserve Fund 226 if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date.

### **Executive Summary:**

N/A

### **Background:**

On January 26, 2009, City Council passed by-laws to establish the Sandwich Heritage Conservation District Plan (By-law 22-2009), Olde Sandwich Towne Community Improvement Plan (By-law 27-2009), and Supplemental Development and Urban Design Guidelines (By-law 28-2009). These By-laws came into effect on October 18, 2012. One of the key recommendations of the Olde Sandwich Towne Community Improvement Plan (Sandwich CIP) is the implementation of the Incentive Program(s).

On June 17, 2013, through M265-2013 Council activated the following Incentive Programs from the Sandwich Incentive Program:

- a) Commercial/Mixed Use Building Facade Grant Program
- b) Revitalization Grant Program
- c) Commercial Core Feasibility Grant Program
- d) Development Charge Grant Program
- e) Development and Building fees Grant Program
- f) Neighbourhood Residential Rehabilitation Grant Program.

On June 17, 2013, Council also received the Development Review Process for development applications within the Sandwich Heritage Conservation District (HCD) area, and within the Sandwich Community Improvement Plan (CIP) Area (outside of the Sandwich HCD Area) (M264-2013).

### **Discussion:**

On February 10, 2025, the owner Wei Li of the property located at 420 Rosedale Avenue submitted a Sandwich CIP grant application with Site Plan and Elevation drawings for the purpose of constructing a two (2) story three (3) unit single detached dwelling (See Appendix 'A' for location map).

The property is located within Sandwich Heritage Conservation District (HCD) and the Olde Sandwich Towne Community Improvement Plan (Sandwich CIP) area, and for the purpose of financial incentives, located within Target Area 3.

The owner has also applied for a Heritage Permit through Heritage Planning and the subject of another report to be considered by the Development Heritage Standing Committee on April 7<sup>th</sup>, 2025.

One of the general requirements of Section 10.3 q) of the Sandwich CIP requires that approval of any application for the financial incentive program is based on the compatibility of the proposed use with the vision and goals of the CIP, the Sandwich Community Planning Study (CPS), and the Olde Sandwich Towne Supplemental Development and Urban Design Guidelines (Sandwich Urban Design Guidelines) and any other guidelines applicable to the CIP area. The following identifies how this particular development addresses section 10.3 (q) of the CIP.

The proposal is subject to the policies and guidelines identified in the Sandwich HCD and Sandwich CIP Urban Design Guidelines.

## **Sandwich Vision and Sandwich HCD and CIP Policies and Design Guidelines**

### ***The Sandwich HCD and CIP***

The construction of the proposed building located at 420 Rosedale is consistent with the Vision and Goals for Sandwich Town and the Sandwich HCD.

### **Sandwich CIP Urban Design Guidelines**

The proposed development is in keeping with the Sandwich HCD and Sandwich Urban Design Guidelines, in terms of siting and scale, use of materials, proportion, height and built form, profile style, and selection of materials. Urban Design and Heritage Planning staff have worked closely with the owner and house designer to create a development that is consistent with development in the Sandwich HCD and immediate area.

### **Sandwich Incentive Program**

The proposal is located within Target Area 3 of the Sandwich CIP Area and eligible for the following Incentive programs. The eligible costs for each incentive program are based on the costs estimates provided by the applicant, as the project is implemented these costs could fluctuate slightly which could have a minor impact on the eligible costs for each incentive program. The application is consistent with the general program requirements identified in Section 10.3 of the CIP, and with the following program specific requirements:

### ***Development and Building Fees Grant Program***

The purpose of the program is to provide an additional incentive to augment the other incentive programs and to facilitate and spur adaptive re-use, redevelopment and new construction. The program provides a grant equal to 100% of the fees paid for the eligible types of development applications and building permits. The Building Permit drawings have not been submitted and fees will need to be determined in the future. Recommendation III of the report will include a maximum amount of \$20,000 to ensure that all fees are captured.

## ***Revitalization Grant Program***

The purpose of this program is to use the tax increase that can result when a property is rehabilitated, redeveloped, or developed to provide assistance in securing the project financing and offset some of the costs associated with the rehabilitation. The program will provide an annual grant equal to 70% of the increase in municipal property taxes for 10 years after project completion as long as the project results in an increase in assessment and therefore an increase in property taxes. Grant payments will cease when the total grant along with all other grants and loans provided equals the cost of rehabilitating the lands and buildings, or after 10 years, whichever comes first.

Based on the project description and current value vs. estimated post-project assessment value of land, and buildings identified in the Grant Application, the property assessment is expected to increase.

The confirmed current value assessment of the subject property located at 420 Rosedale Avenue is \$63,000. The Applicant estimates that construction will cost around \$900,000. However, some of the proposed costs that will be incurred, although eligible for purposes of the application, may not result in a direct increase in assessment value. In other words, the grant is calculated and paid, not on the post-project value or projections made in this report, but on the actual post-development value assessment, as determined by Municipal Property Assessment Corporation (MPAC) after project completion. Administration has estimated the Post-Redevelopment Property Value Assessment based on the drawings and information provided to be \$360,000. The grant will however be based upon the actual tax increment once the assessment has been determined by MPAC.

### **Risk Analysis:**

The Building Department has not received or conducted a review of the building plans to confirm compliance with the Ontario Building Code and applicable law (e.g. zoning by-law). A review of the drawings will be conducted to ensure that the City's incentives are being used appropriately, and the City is receiving good value for the public investment allocated through the Sandwich Incentive Program(s) "toolkit". As a requirement of Section 28 (7.3) of the Planning Act, Administration has confirmed that the total amount of all of the grants does not exceed the total cost of the project.

The *Development and Building Fees Grant* will not be paid until all work is completed and inspected by Administration as per the Site Plan and Elevation Drawings and Building Permit. The *Revitalization Grant* will not be paid until an agreement for the Sandwich Incentive Program have been registered on title between the owner and the City of Windsor and the property taxes for the applicable year paid.

There is little risk associated with approval of a tax increment-based grant such as the *Revitalization Grant Program* as the payments commence after the eligible work has been completed and the property reassessed by MPAC and will only continue if the development remains eligible in accordance with the Sandwich CIP. Should the development fail to meet its requirements under the CIP, grant payments would cease.

## **Climate Change Risks**

### **Climate Change Mitigation:**

The creation of a new dwelling affects climate change as new materials will have to be brought in, which causes emissions. However, the rehabilitation of the site contributes to the revitalization of the Sandwich Town Neighbourhood limiting vehicular travel and promoting walking and other alternative modes of transportation, thereby contributing to a complete community. The construction of the new building will utilize modern building methods, which will conform to the Ontario Building Code concerning safety and energy efficiency.

Utilizing an existing site in a built-up area of the city also promotes efficiency on the existing infrastructure network by not promoting development on greenfield land.

### **Climate Change Adaptation:**

As temperatures increase and when considering the Urban Heat Island effect for the City of Windsor, the property does not appear to be located within a Heat Vulnerability area. However, the rehabilitation of the existing site and construction of the new building will utilize modern building methods, which will conform to the Ontario Building Code concerning energy efficiency.

### **Financial Matters:**

On February 22, 2021, Council approved the 2021 budget, which included a new reserve fund for all active CIPs in the City. As CIP grant applications are approved, the approved grant amount will be regarded as committed in the CIP Reserve Fund 226, until the grant is ready to be paid out. The current uncommitted balance of the CIP reserve fund is \$256,650.18 however this balance does not account for other CIP grant requests that are currently being considered by the Development & Heritage Standing Committee/City Council standing committee or have been endorsed by the standing committee and are not yet approved by City Council.

If approved, funds will be transferred from the CIP Reserve Fund 226 to the *Sandwich Community Development Plan Fund* (project 7076176) to disperse the maximum amount of \$20,000 for the *Development and Building Fees Grant Program* identified in this report once the work is complete to the satisfaction of the City Planner, and the grant is ready to be paid out.

The *Revitalization Grant* will be based upon the municipal tax increase and will be calculated by the Taxation Department once the post-development assessment value is received from MPAC. Based on the below assumptions, the annual estimated tax increment grant is \$3,908.11 (70% of the estimated increase in municipal taxes), for a total of \$39,081.10, if the grant is paid out for the ten (10) years.



**Assumptions**

Current Property Value Assessment (Residential)	\$63,000
Estimate Total Post Development Assessment (Residential)	\$360,000

<b>Estimated Revitalization Tax Increment Grant for 420 Rosedale Avenue</b>			
<b>Annual Pre-Development Taxes (Municipal Portion Only)</b>	<b>Estimated Annual Post-Development Taxes (Municipal Portion Only)</b>	<b>Estimated Annual Increase in Taxes (Municipal Portion Only)</b>	<b>Estimated Annual Tax Increment Grant</b>
\$1,184	\$6,767	\$5,583	\$3,908

The taxes retained by the City over the duration of the grant program is equal to the amount of the pre-development municipal taxes plus 30% of the increase in taxes due to the development (\$2,859 annually (\$1,184 + 30% of \$5,583) or \$28,589 cumulatively up to 10-years). After completion of the grant program (10 years), the City will keep the full value of municipal taxes (\$6,767 annually).

<b>Eligible Incentive Programs</b>	<b>Grant</b>
<i>Development and Building Fees Grant</i>	<b>\$20,000</b>
<i>Note: Development and Building Fees are paid upfront by the applicant and these fees are approximate and can change at the time of Building Permit</i>	
<i>Revitalization Grant</i>	<b>\$39,081</b>
<b>Total</b>	<b>\$59,081</b>

Except for the *Revitalization Grant*, the owner will be reimbursed through the project *Sandwich Community Development Plan Fund (project 7076176)*. The *Revitalization Grant* is funded through the municipal portion of the annual tax levy. The applicant must pay the property taxes in full annually and will subsequently receive a grant for the difference between the pre and post development municipal taxes.

**Consultations:**

Planners (Kevin Alexander, Senior Planner – Special Projects, Tracy Tang, Acting Heritage Planner and Sophia Di Blasi, Planner II) have worked with the owner and house designer to create a development that is consistent with development in the Sandwich HCD and immediate area.

Carolyn Nelson, Manager of Property Valuation & Administration, Taxation & Financial Projects, Jose Mejalli, Assessment Manager Officer were consulted regarding the Revitalization Grant Program.

Josie Gualtieri, Financial Planning Administrator was consulted with respect to the CIP Reserve Fund and the content of this Report.

Margo Moore Permit Service Clerk from the Building Department was consulted regarding Fees with respect to the *Building & Development Fees Program*

### **Conclusion:**

The existing lot has sufficient area to allow the owner Wei Li to construct a two (2) storey three (3) unit dwelling providing an opportunity to attract new residents to the neighbourhood by increasing the number of residential units through the redevelopment of a vacant property. The incentive program application meets all the eligibility criteria as identified in the Discussion section of this report and is compatible with the Sandwich HCD policies and Urban Design Guidelines.

There are sufficient funds in the CIP Reserve Fund 226 to provide funds for the *Development & Building Fees* grant amount, which has been applied for by the applicant for this project with the *Revitalization Grant* portion funded through the municipal portion of the annual tax levy. Administration recommends approval of the application request for CIP grants through the Sandwich CIP Incentive Program for the property located at 420 Rosedale Avenue.

### **Planning Act Matters:**

N/A

### **Approvals:**

<b>Name</b>	<b>Title</b>
Kevin Alexander	Senior Planner – Special Projects
Emilie Dunnigan	Manager Development Revenue & Financial Administrator
Jason Campigotto	Deputy City Planner -- Growth
John Revell	Chief Building Official
Neil Robertson	City Planner/ Executive Director, Planning & Development Services
Kate Tracey	Senior Legal Counsel, Legal & Real Estate
Lorie Gregg	Deputy Treasurer Taxation and Financial Planning
Janice Guthrie	Commissioner Finance/City Treasurer

<b>Name</b>	<b>Title</b>
Jelena Payne	Commissioner of Economic Development
Joe Mancina	Chief Administrative Officer

**Notifications:**

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

**Appendices:**

- 1 Appendix A - Location Map and Existing Condition
- 2 Appendix B - Proposed Development

# APPENDIX 'A'

## LOCATION MAP



## LOCATION MAP



SUBJECT PROPERTY : 420 ROSEDALE AVENUE





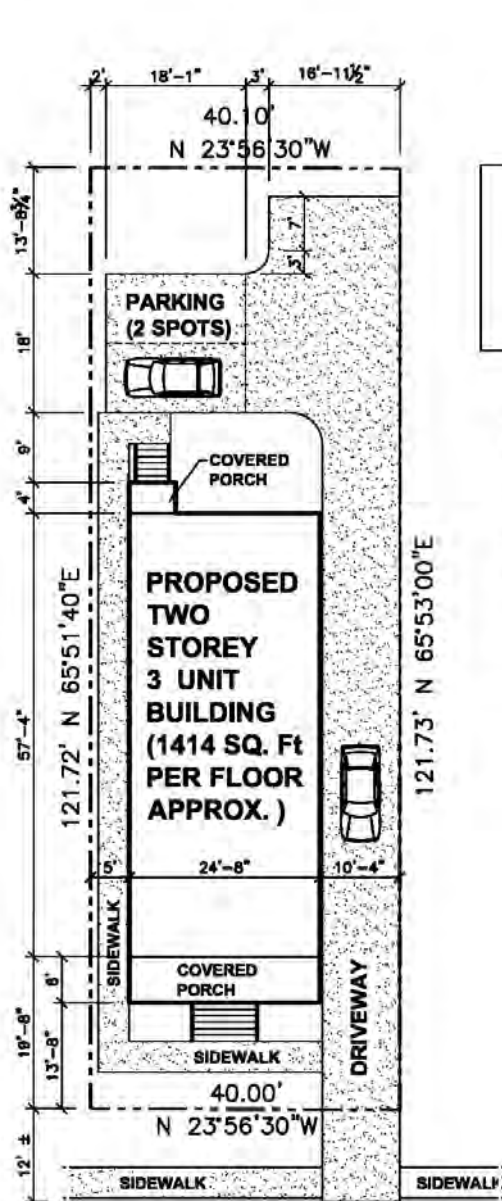
APPENDIX 'A'

EXISTING CONDITION



# APPENDIX 'B'

## PROPOSED DEVELOPMENT



### SITE PLAN PLAN 982, LOTS 33-34 CITY OF WINDSOR

**TOTAL LOT AREA:** 4871.85 Sq' Ft. ±

**HOUSE AREA:** 1586.23 Sq' Ft.

**LOT COVERAGE:** 32.53 % ±

**420 ROSEDALE  
AVE.**

**MATTHEWS**  
design  
9 - 2257 Douglas Ave. Suite 1800  
WINDSOR, ONTARIO, CANADA  
N6K 1T5  
(519) 915 - 3275  
E-MAIL: smatthewsdesign@windser@gmail.com

**BCIN**  
38359

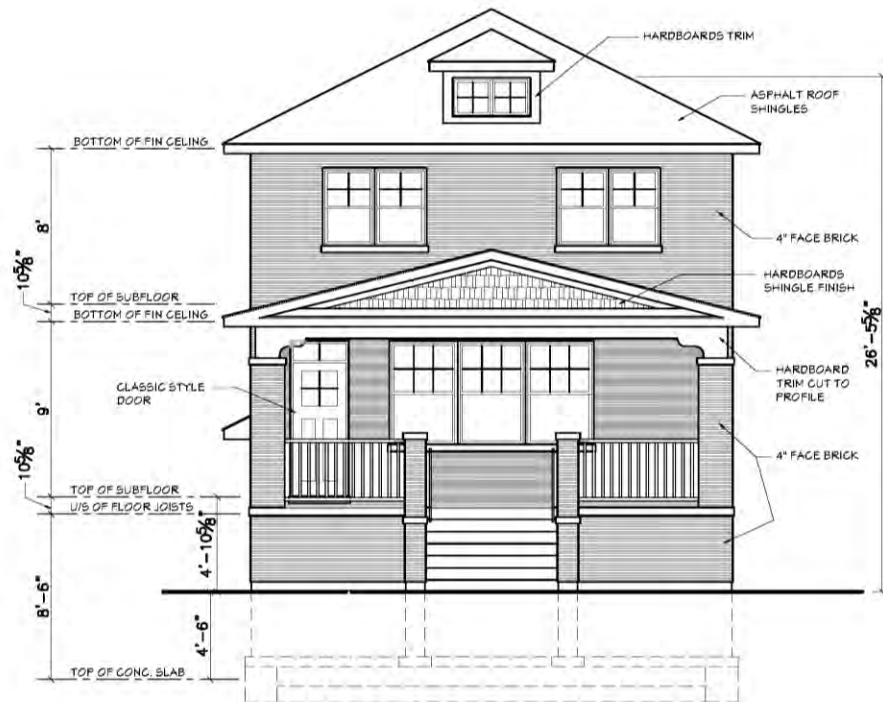
**SITE PLAN-4**

FOR: BDB DEVELOPEMENTS  
DATE: Jan. 06, 2025

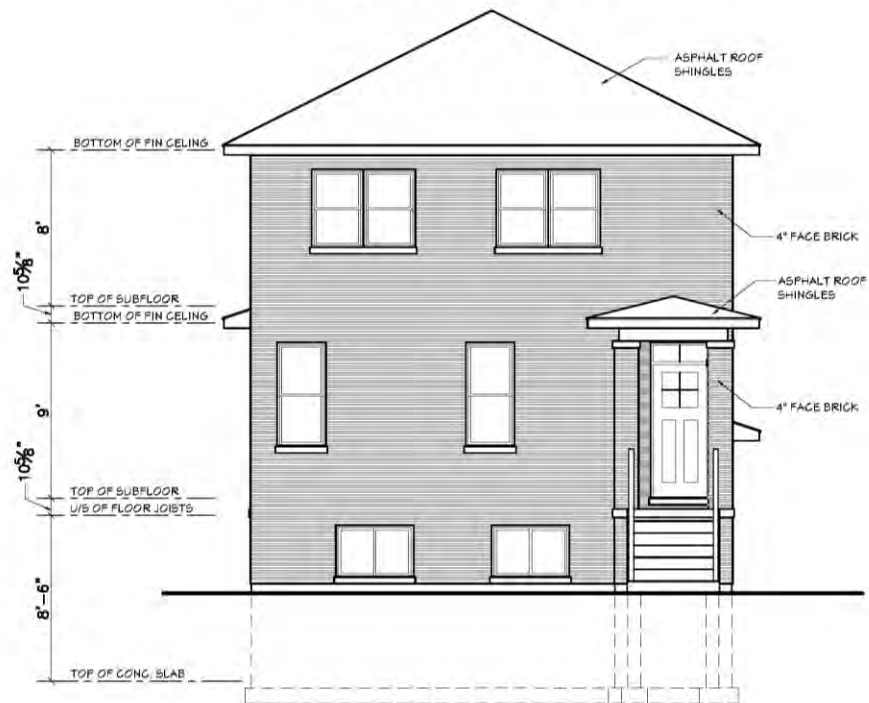


# APPENDIX 'B'

## PROPOSED DEVELOPMENT



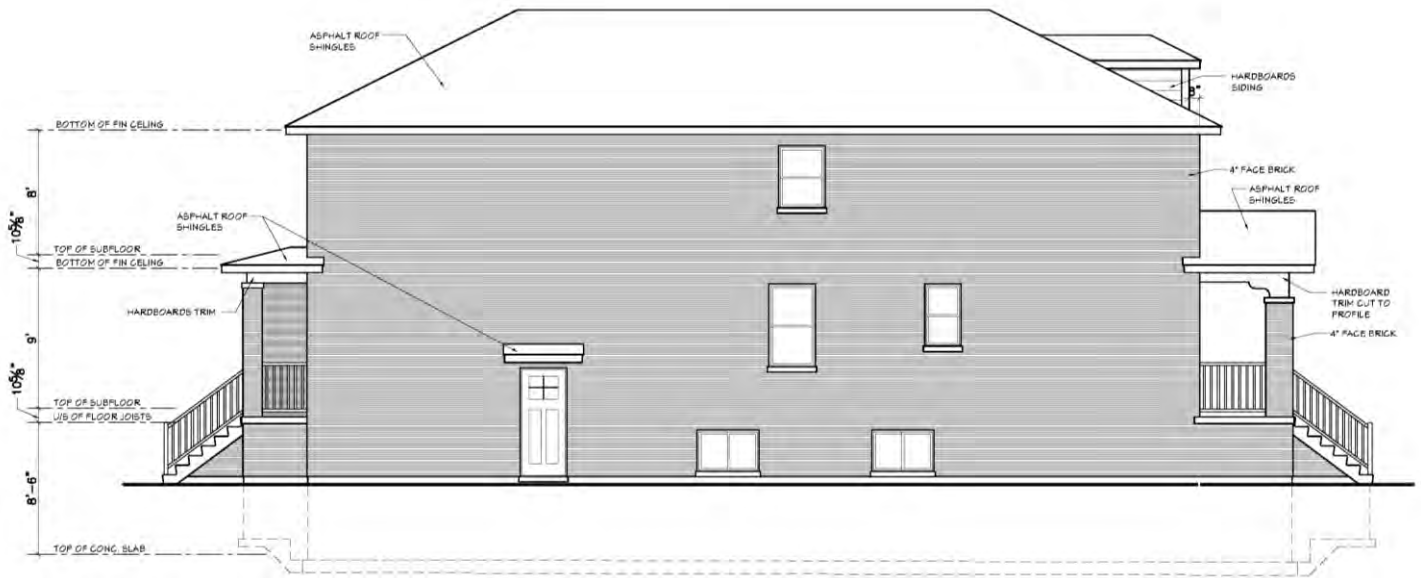
**FRONT ELEVATION**  
420 ROSEDALE AVE. - Draft 4



**REAR ELEVATION**  
420 ROSEDALE AVE. - Draft 4

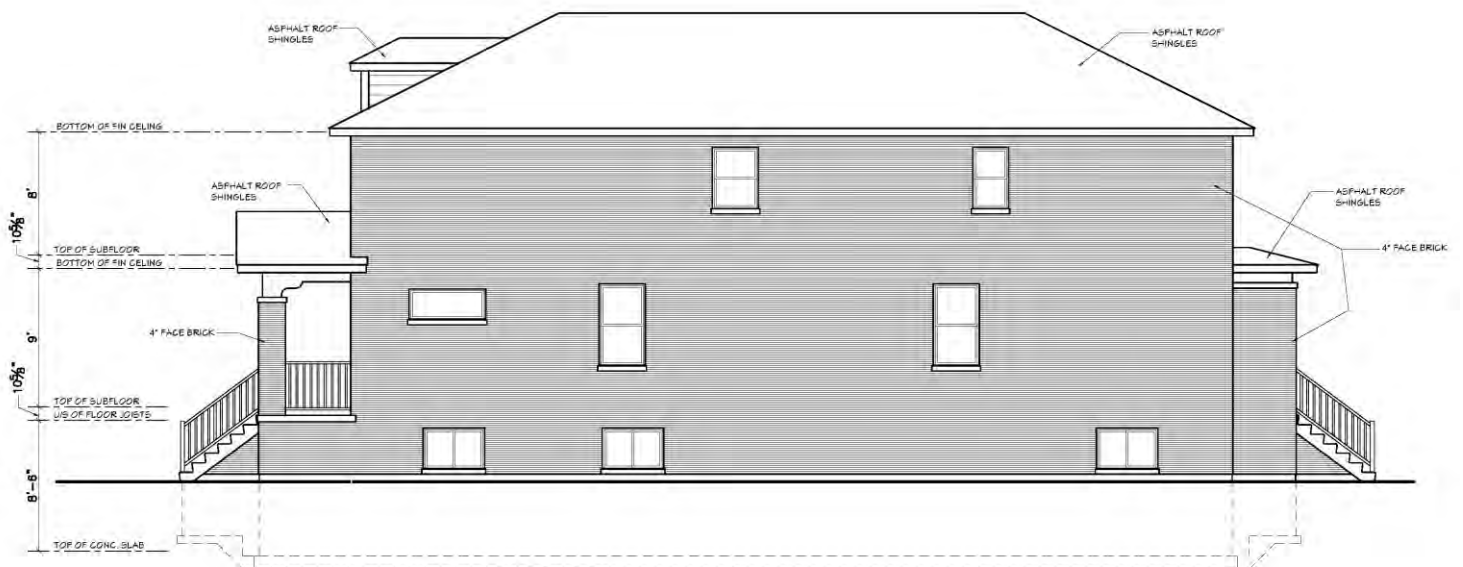
## APPENDIX 'B'

### PROPOSED DEVELOPMENT



#### LEFT ELEVATION

420 ROSEDALE AVE. - Draft 4



#### RIGHT ELEVATION

420 ROSEDALE AVE. - Draft 4



**Committee Matters: SCM 110/2025**

**Subject: Downtown Community Improvement Plan Grant Application made by 2835039 Ontario Inc. for 557 Pelissier Street, Ward 3**

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Fred Francis

Decision Number: **DHSC 725**

- I. THAT the request made by 2835039 Ontario Inc. for the proposed development at 557 Pelissier Street to participate in the Retail Investment Grant Program **BE APPROVED**, for a grant up to 50% of the eligible costs of improvements to the interior to create a retail unit, to a maximum of \$7,450.
- II. THAT the City Treasurer **BE AUTHORIZED** to issue payment of \$7,450 for grants under the Retail Investment Grant Program for 557 Pelissier Street to 2835039 Ontario Inc. upon completion of interior improvements subject to the satisfaction of the City Planner and Chief Building Official.
- III. THAT grant funds in the amount of \$7,450 under the Retail Investment Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to the City Centre Community Development Planning Fund (Project #7011022) when work is completed.
- IV. THAT grants approved **SHALL LAPSE** and **BE UNCOMMITTED** and returned to CIP Reserve Fund 226 if the applicant has not completed the work and fulfilled the conditions within one (1) year of the approval date.

Carried.

Report Number: S 42/2025

Clerk's File: Z/12916

**Clerk's Note:**

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 11.6 from the Development & Heritage Standing Committee held on April 7, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250407/-1/10548>

**Subject: Downtown Community Improvement Plan Grant Application  
made by 2835039 Ontario Inc. for 557 Pelissier Street, Ward 3**

**Reference:**

Date to Council: April 7, 2025  
Author: Laura Strahl, MCIP, RPP  
Planner III - Special Projects  
519-255-6543 ext. 6396  
lstrahl@citywindsor.ca

Planning & Building Services  
Report Date: 3/18/2025  
Clerk's File #: Z/12916

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

**Recommendation:**

- I. THAT the request made by 2835039 Ontario Inc. for the proposed development at 557 Pelissier Street to participate in the Retail Investment Grant Program **BE APPROVED**, for a grant up to 50% of the eligible costs of improvements to the interior to create a retail unit, to a maximum of \$7,450.
- II. THAT the City Treasurer **BE AUTHORIZED** to issue payment of \$7,450 for grants under the Retail Investment Grant Program for 557 Pelissier Street to 2835039 Ontario Inc. upon completion of interior improvements subject to the satisfaction of the City Planner and Chief Building Official.
- III. THAT grant funds in the amount of \$7,450 under the Retail Investment Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to the City Centre Community Development Planning Fund (Project #7011022) when work is completed.
- IV. THAT grants approved **SHALL LAPSE** and **BE UNCOMMITTED** and returned to CIP Reserve Fund 226 if the applicant has not completed the work and fulfilled the conditions within one (1) year of the approval date.

**Executive Summary:**

N/A

**Owner:** 2835039 Ontario Inc.

**Principal Owners:** John Naccarato

**Background:**

The Downtown Windsor Community Improvement Plan (Downtown CIP) was approved 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.

2835039 Ontario Inc., owner of the property located at 557 Pelissier Street (see Appendix A – Location Map and Current Building Photograph), has applied for financial incentives under the Retail Investment Grant Program. The applicant has revitalized a retail unit that was previously vacant. Although the applicant has completed most of the eligible costs, they have now submitted an application for a grant to assist in completing the project. Items that are listed as ‘completed’ below are not eligible for grants. The following is a list of the improvements that revitalized the retail unit:

- New epoxy floor (complete – not eligible);
- New drywall and paint (complete – not eligible);
- Electrical for lighting and fire exits (complete – not eligible); and,
- New HVAC system + cost of Building Permit (outstanding – eligible for grant)

The retail unit will be occupied by an art gallery that sells art to the public.

**Discussion:**

**Retail Revitalization Grant Program**

This Program aims to encourage business and property owners to invest in tenant and building improvements by offering matching grants up to \$15,000 to assist with capital costs associated with renovating the interior of retail spaces occupied by retail businesses. The Program will cover 50% of the eligible costs of the facade improvements up to \$15,000 per retail unit. All improvements must be made within one year of Council approval of the subject report. If the project is not complete within one year of Council approval, then the funds will be uncommitted and the grant approval shall lapse.

**Risk Analysis:**

There is low risk associated with the approval of subject Downtown Windsor CIP grant application. The Retail Investment Grant will not be paid out until all required building

permits are completed, all work has been completed to the satisfaction of the City Planner and Chief Building Official, and paid invoices are submitted for review.

## **Climate Change Risks**

### **Climate Change Mitigation:**

Designated as Mixed Use in Schedule E: City Centre Planning District of the City of Windsor's Official Plan, the subject property is located in a neighbourhood where revitalization is strongly encouraged. The utilization of an existing building in an existing neighbourhood promotes energy efficiency, eliminating the need for new development to occur on greenfield sites.

### **Climate Change Adaptation:**

N/A

## **Financial Matters:**

### **Retail Investment Grant Program**

The applicant is eligible for Retail Investment Program under the Downtown Windsor CIP for 50% of the eligible costs, up to a maximum of \$15,000 per property. The applicant has provided documentation detailing the costs already spent on the project and a quote for the HVAC that has not been completed yet. The total project cost is \$42,858, however only the outstanding work is eligible for the grant (HVAC - \$13,900 + Building Permit ~\$1,000 = \$14,900). The grant covers 50% of eligible costs, making the grant value \$7,450. The total costs of the project, both eligible and ineligible, are as follows:

- Electrical - \$13,900 (complete – not eligible)
- Plumbing - \$1,800 (complete – not eligible)
- Epoxy and Painting - \$6,370 (complete – not eligible)
- Drywall Labour - \$4,200 (complete – not eligible)
- Material - \$1,688 (complete – not eligible)
- HVAC Quote - \$13,900 (eligible for grant)
- Building Permit \$1,000 (eligible for grant)
- Total Project Cost: \$42,858

Since Downtown Windsor CIP grant applications are approved by Council, the approved grant amount will be transferred to the capital project account to be kept as committed



funds, until the grant is ready to be paid out. The uncommitted balance of the CIP Reserve Fund 226 is \$256,650.18. However, this balance does not account for other CIP grant requests that are currently being considered by the Development & Heritage Standing Committee/City Council or have been endorsed by the standing committee and are not yet approved by City Council.

### **Consultations:**

The City of Windsor's Downtown Windsor Community Improvement Plan 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 applicant prior to accepting the application for the Downtown CIP grants. Josie Gualtieri, Financial Planning Admin. was consulted with respect to the Retail Investment Grant Program of the Downtown CIP.

### **Conclusion:**

Administration recommends that City Council approve the application made by 2835039 Ontario Inc., owner of 557 Pelissier Street, to participate in the Retail Revitalization Investment Grant under the Downtown Windsor CIP.

### **Approvals:**

<b>Name</b>	<b>Title</b>
Laura Strahl	Senior Planner – Special Projects
Emilie Dunnigan	Manager of Development Revenue & Financial Administration
Jason Campigotto	Manager of Growth/Deputy City Planner (A)
Neil Robertson	City Planner
Kate Tracey	Senior Legal Counsel
Janice Guthrie	Commissioner, Finance and City Treasurer
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administrative Officer

**Notifications:**

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

**Appendices:**

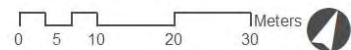
- 1      Appendix A - Location Map
- 2      Appendix B - Before Photos
- 3      Appendix C - After Photos



## LOCATION MAP : 557 PELISSIER STREET

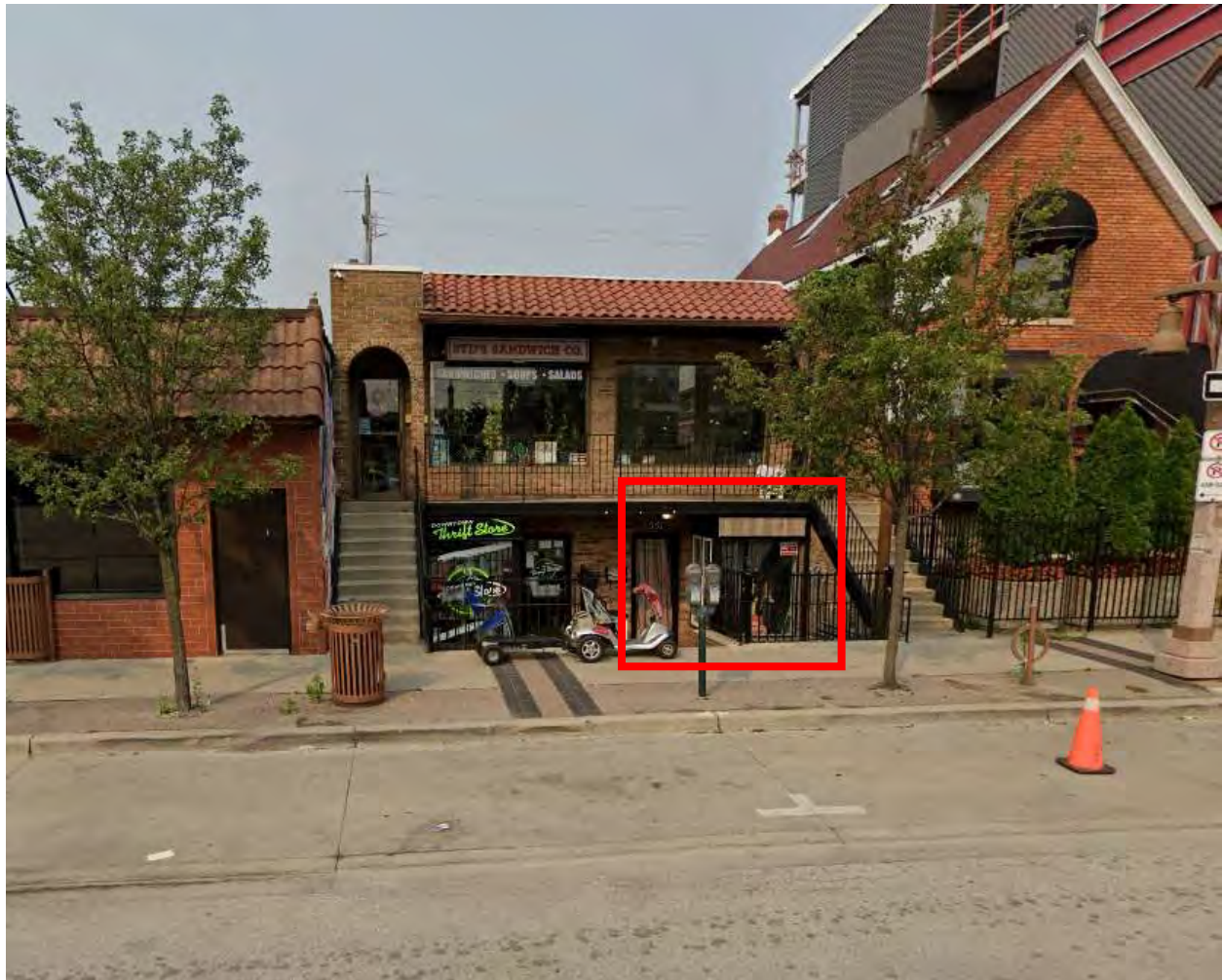


SUBJECT PROPERTY

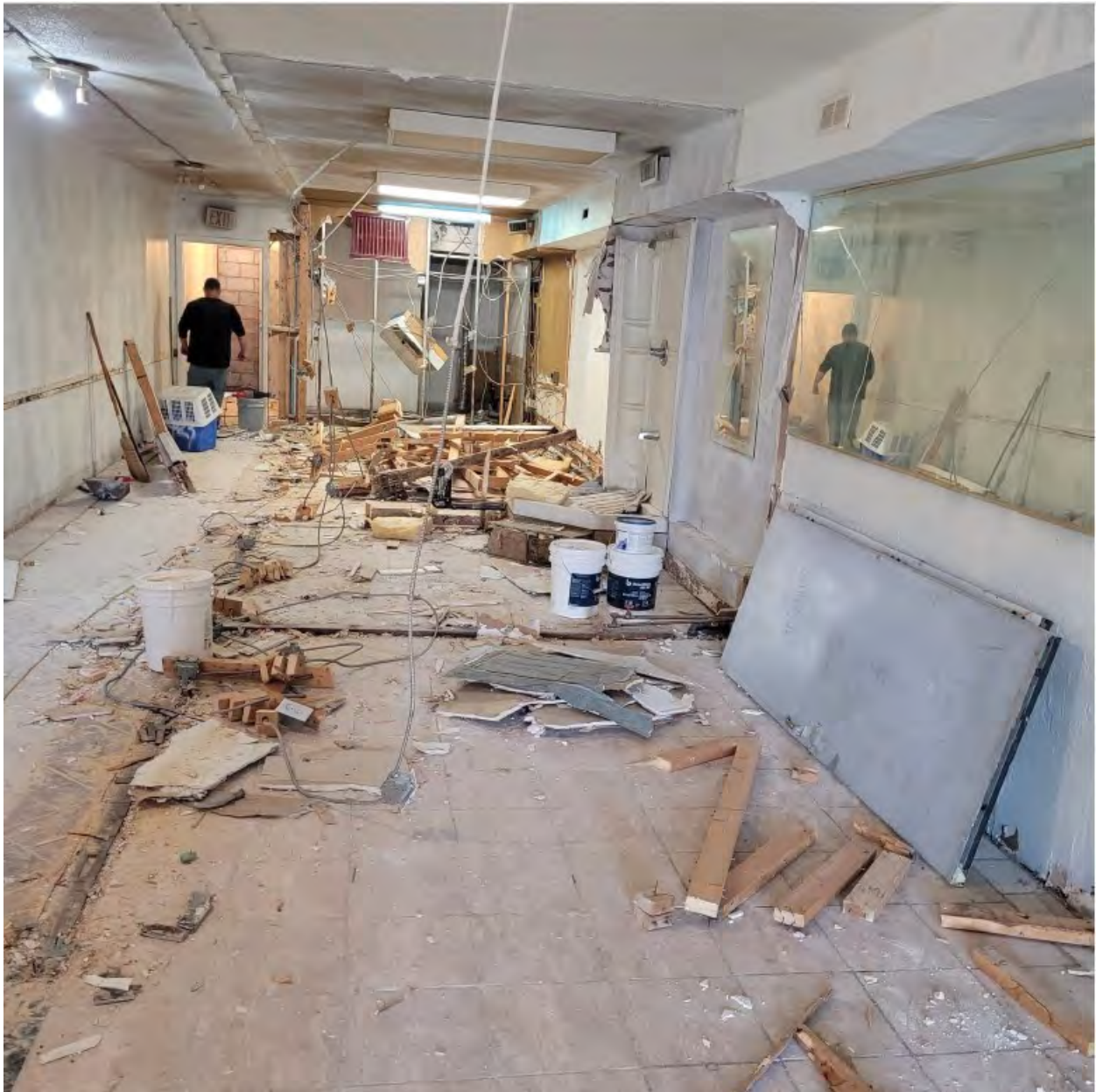




**Appendix A – Current Building (unit subject to grant outlined in red)**



Appendix B – Before Pictures (557 Pelissier Street)





## Appendix C – After Pictures (557 Pelissier Street)







**Committee Matters: SCM 111/2025**

**Subject: Amendment to CR141/2023 for Closure of E. C. Row Avenue East right-of-way, west of Banwell Road, Ward 9, SAS-6835**

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 721**

I. THAT CR141/2023, adopted on March 20, 2023, **BE AMENDED** as follows:

By **DELETING** Section I in its entirety, and **INSERTING** the following in its place:

- I. THAT the portion of E. C. Row Avenue East right-of-way shown on Drawing No. CC-1819 (attached hereto as Appendix "A") and described as Parts 12, 13, 15 & 26 on Reference Plan 12R-29361, and Part 1 on the Draft Reference Plan (attached hereto as Appendix "B"), and hereinafter referred to as the "Subject Lands", **BE ASSUMED** for subsequent closure;

By **DELETING** Section II in its entirety, and **INSERTING** the following in its place:

- II. THAT the Subject Lands **BE CLOSED AND RETAINED** by The Corporation of the City of Windsor and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:
  - a. Easements over Parts 13 & 15 on Reference Plan 12R-29361, and Part 1 on the Draft Reference Plan being granted to the following parties, subject to their being accepted in the City's standard form and in accordance with the City's standard practice:
    - i. Bell Canada to protect aerial and buried facilities running parallel to the north of the existing two-lane asphalt road; and
    - ii. ENWIN Utilities Ltd. to accommodate existing hydro pole line with 27,600-volt primary electrical power circuit.

By **DELETING** Section IV in its entirety, and **INSERTING** the following in its place:

III. THAT the City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1819, Reference Plan 12R-29361, and the Draft Reference Plan; and,

- II. THAT Administration **BE DIRECTED** to report back on the potential options to address public safety challenges in the Twin Oaks Industrial Park by creating emergency access to EC Row Ave. in consultation with appropriate Emergency Service providers and other appropriate stakeholders.

Carried.

Report Number: S 31/2025

Clerk's File: SAA2025

**Clerk's Note:**

1. The recommendation of the Development & Heritage Standing Committee and Administration are **not** the same.
2. Please refer to Item 11.1 from the Development & Heritage Standing Committee held on April 7, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250407/-1/10548>

**Subject: Amendment to CR141/2023 for Closure of E. C. Row Avenue  
East right-of-way, west of Banwell Road, Ward 9, SAS-6835**

**Reference:**

Date to Council: April 7, 2025  
Author: Brian Nagata, MCIP, RPP  
Planner II - Development Review  
(519) 255-6543 ext. 6181

Planning & Building Services  
Report Date: 3/7/2025  
Clerk's File #: SAA2025

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

**Recommendation:**

- I. THAT CR141/2023, adopted on March 20, 2023, **BE AMENDED** as follows:

By **DELETING** Section I in its entirety, and **INSERTING** the following in its place:

- I. THAT the portion of E. C. Row Avenue East right-of-way shown on Drawing No. CC-1819 (attached hereto as Appendix "A") and described as Parts 12, 13, 15 & 26 on Reference Plan 12R-29361, and Part 1 on the Draft Reference Plan (attached hereto as Appendix "B"), and hereinafter referred to as the "Subject Lands", **BE ASSUMED** for subsequent closure;

By **DELETING** Section II in its entirety, and **INSERTING** the following in its place:

- II. THAT the Subject Lands **BE CLOSED AND RETAINED** by The Corporation of the City of Windsor and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:
- a. Easements over Parts 13 & 15 on Reference Plan 12R-29361, and Part 1 on the Draft Reference Plan being granted to the following parties, subject to their being accepted in the City's standard form and in accordance with the City's standard practice:
    - i. Bell Canada to protect aerial and buried facilities running parallel to the north of the existing two-lane asphalt road; and
    - ii. ENWIN Utilities Ltd. to accommodate existing hydro pole line with 27,600-volt primary electrical power circuit.

By **DELETING** Section IV in its entirety, and **INSERTING** the following in its place:

- IV. THAT the City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1819, Reference Plan 12R-29361, and the Draft Reference Plan.

### Executive Summary:

N/A



### STREET & ALLEY CLOSING (SAS/6835)

APPLICANT: CITY OF WINDSOR

 SUBJECT LANDS

PLANNING DEPARTMENT - PLANNING POLICY

DATE: JULY 2022

### Background:

CR141/2023 was adopted by Council on March 20, 2023, directing administration to undertake the necessary steps to assume, close and retain the majority of the approximately 870.0 metre portion of the E. C. Row Avenue East right-of-way, west of

Banwell Road (the approved closure), for the development of the NextStar Energy EV Battery Plant (EV Plant).

On April 25, 2024, Next Star Energy Inc. (NextStar) met with the Engineering Department to discuss installing a security fence along the north limit of the lands being leased by the City to NextStar for the EV Plant. NextStar provided a marked up version of Reference Plan 12R-29361, attached hereto as Appendix “C”, illustrating the proposed security fence.

On May 1, 2024, the Planning Department circulated the Reference Plan to Bell Canada (Bell) and ENWIN Utilities Ltd. (ENWIN) for review and comments due to the security fence’s proximity to their overhead and underground infrastructure running within the approved closure (the utilities).

On May 2, 2024, ENWIN, via email, objected to the location of the security fence, stating: *“that the fence will significantly impede our ability to test, maintain and replace poles within this pole line.”* ENWIN alternatively suggested that the City amend the closure area to include a portion of Part 14 on Reference Plan 12R-29361, sufficient to allow NextStar to locate the security fence at an acceptable distance from the utilities.

Part 14, a 9.07-metre-wide strip of land, represents the portion of the E. C. Row Avenue East right-of-way excluded from the closure (the excluded lands). The excluded lands accommodate a Proposed Off-Street Pathway identified within the E. C. Row Avenue East right-of-way on The Active Transportation Master Plan - May 2019.

On May 29, 2024, Bell, ENWIN, the Engineering Department, NextStar and the Planning Department met onsite at E. C. Row Avenue East to discuss the security fence location and its construction in more detail, as well as protocols for accessing the utilities within the easement.

NextStar subsequently provided a Site Plan illustrating the security fence setback approximately 2.25 metres north of the utilities. Excerpts from the Site Plan, attached hereto as Appendix “D” and Appendix “E,” illustrate the security fence and utilities in detail. Bell and ENWIN, via January 31, 2025 email, deemed the security fence location to be acceptable. The portion of Part 14 required to accommodate NextStar’s new security fence location is identified as Part 1 on the Draft Reference Plan, attached hereto as Appendix “B”.

Transportation Planning confirmed that the remaining portion of Part 14, identified as Part 2 on the Draft Reference Plan, is sufficient to accommodate the Proposed Off-Street Pathway.

**Discussion:**

CR141/2023 must be amended to update the legal description for the portion of the E. C. Row Avenue East right-of-way being closed, the easements being granted to Bell and ENWIN, and the vacant City owned lands being declared as surplus and dedicated as part of the E. C. Row Avenue East right-of-way, west of the approved closure. CR141/2023 must also be amended to replace the Draft Reference Plan with the new drawing, attached hereto as Appendix “B”.

**Risk Analysis:**

The recommended amendment to CR141/2023 poses no known risk to the City.

Notwithstanding this fact, it should be noted that concerns about public safety and traffic volumes were raised by businesses within the Twin Oaks Business Park through the public consultation portion of the street closure process. Although these concerns are not a result of the approved closure, Administration has been continually monitoring the situation.

On September 9, 2024, Councillor Kieran McKenzie asked the following Council Question (CQ 36-2024):

*“That Administration Report back on traffic volumes and public safety at the intersection of Lauzon Parkway and Twin Oaks Drive and propose any mitigation measures that could improve the intersection from both a functionality and public safety standpoint.”*

On February 10, 2025, Council received a responding Report (C 24/2025) from the Operations Department for information and further directed Administration to complete and report back on various directives aimed at improving the said intersection from both a functionality and public safety standpoint.

**Climate Change Risks****Climate Change Mitigation:**

N/A

**Climate Change Adaptation:**

N/A

**Financial Matters:**

N/A

**Consultations:**

- Kyle Savoie, PE, Project Engineer, Stellantis
- Marianne Dent, Manager Distribution (Hydro), P. Eng., ENWIN Utilities Ltd.
- Pat Winters, P. Eng., Manager of Development, Engineering Department
- Kathy Quenneville, Active Transportation Coordinator, Transportation Planning



- Tyson Fuerth, Implementation Specialist, Bell Canada

### **Conclusion:**

The Planning Department recommends that CR141/2023 be amended to update the legal description for the portion of the E. C. Row Avenue East right-of-way being closed, the easements being granted to Bell and ENWIN, and the vacant City owned lands being declared as surplus and dedicated as part of the E. C. Row Avenue East right-of-way, west of the approved closure.

The Planning Department further recommends that CR141/2023 be amended to replace the Draft Reference Plan with the new drawing, attached hereto as Appendix “B”.

### **Planning Act Matters:**

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

*Greg Atkinson, MCIP, RPP*  
*Manager of Development*

*Neil Robertson, MCIP, RPP*  
*City Planner*

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

*JP*

*JM*

### **Approvals:**

<b>Name</b>	<b>Title</b>
Greg Atkinson	Manager of Development/Deputy City Planner
Neil Robertson	City Planner / Executive Director, Planning & Development Services
Jamelah Hersh	Senior Legal Counsel, Legal Services & Real Estate
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administration Officer

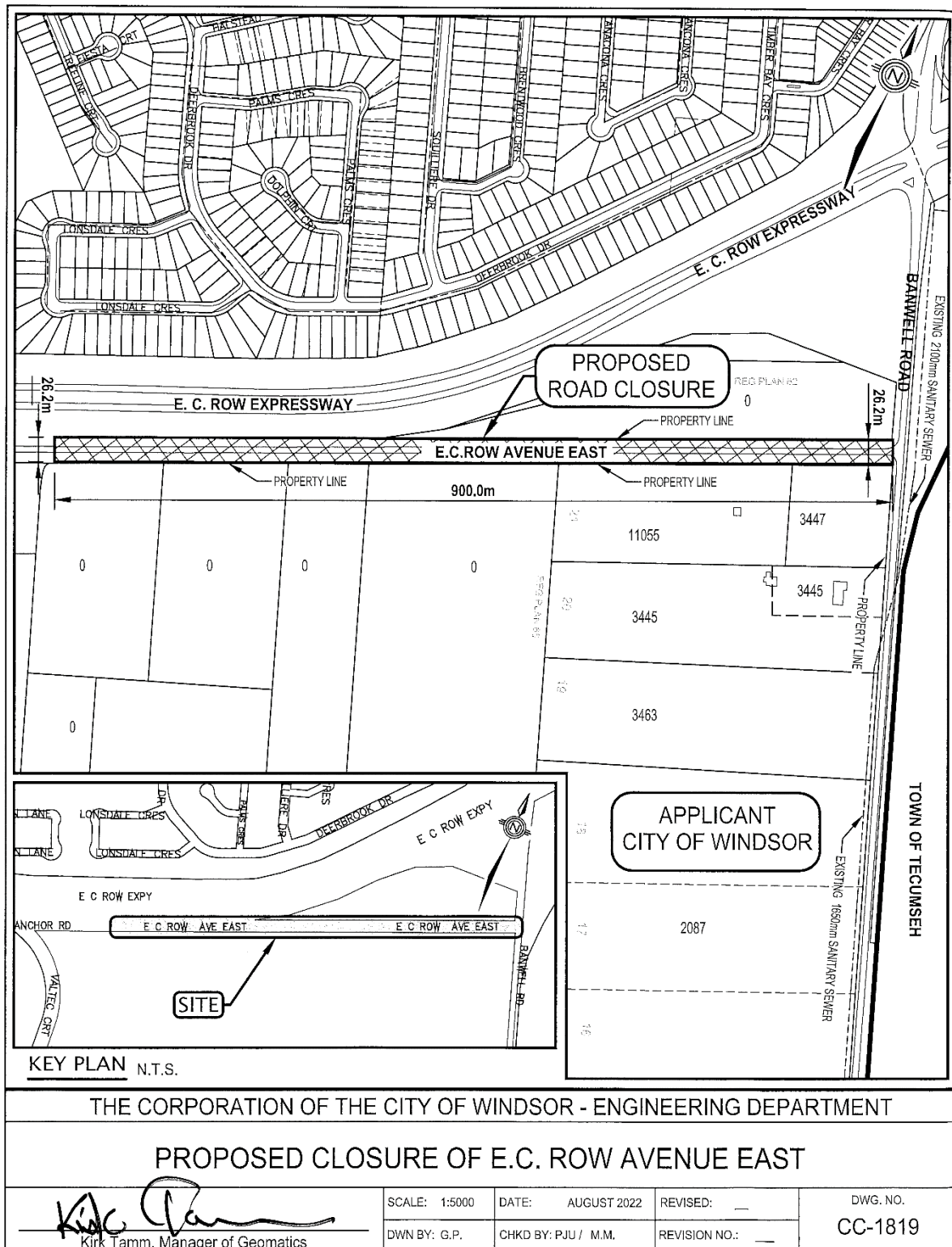
### **Notifications:**

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

### **Appendices:**

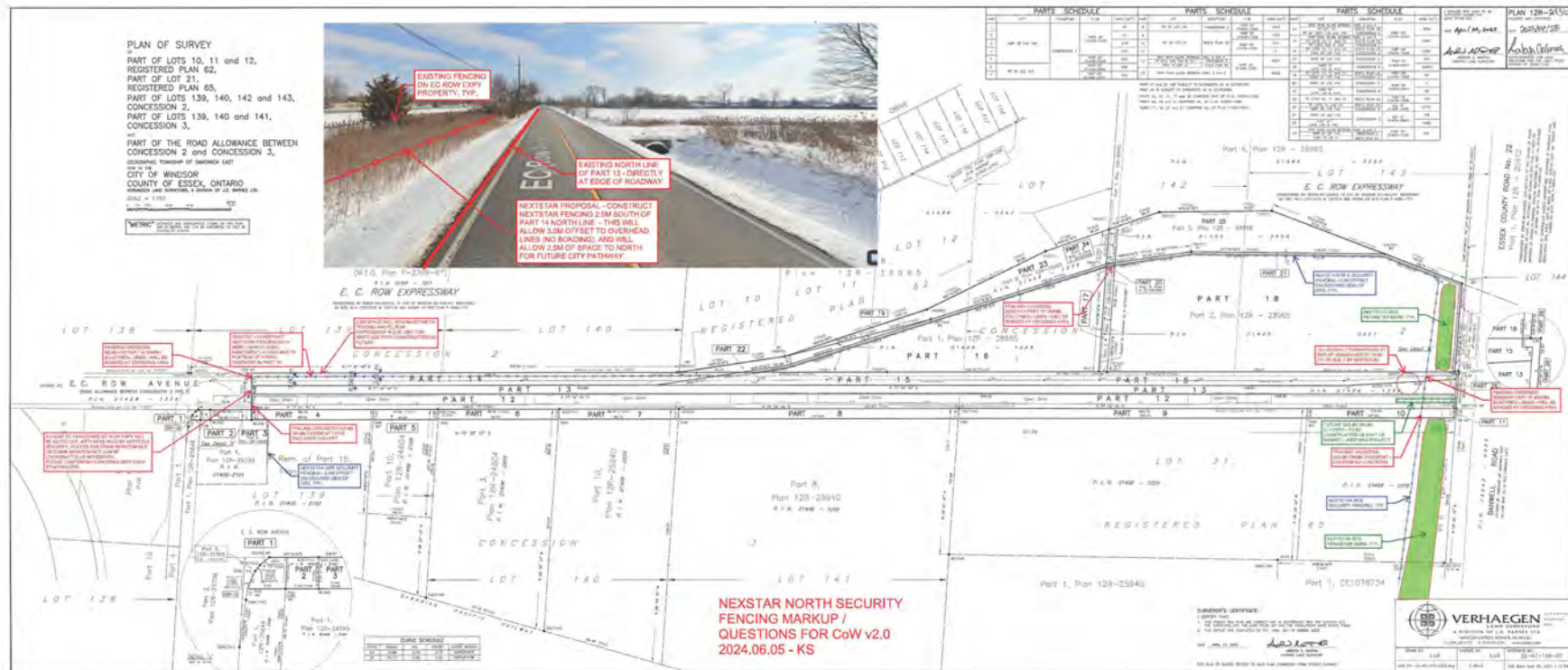
- 1 Appendix A - Drawing No. CC-1819
- 2 Appendix B - Draft Reference Plan
- 3 Appendix C - 12R-29361 with Revised Security Fencing
- 4 Appendix D - Site Plan (Excerpt 1)
- 5 Appendix E - Site Plan (Excerpt 2)

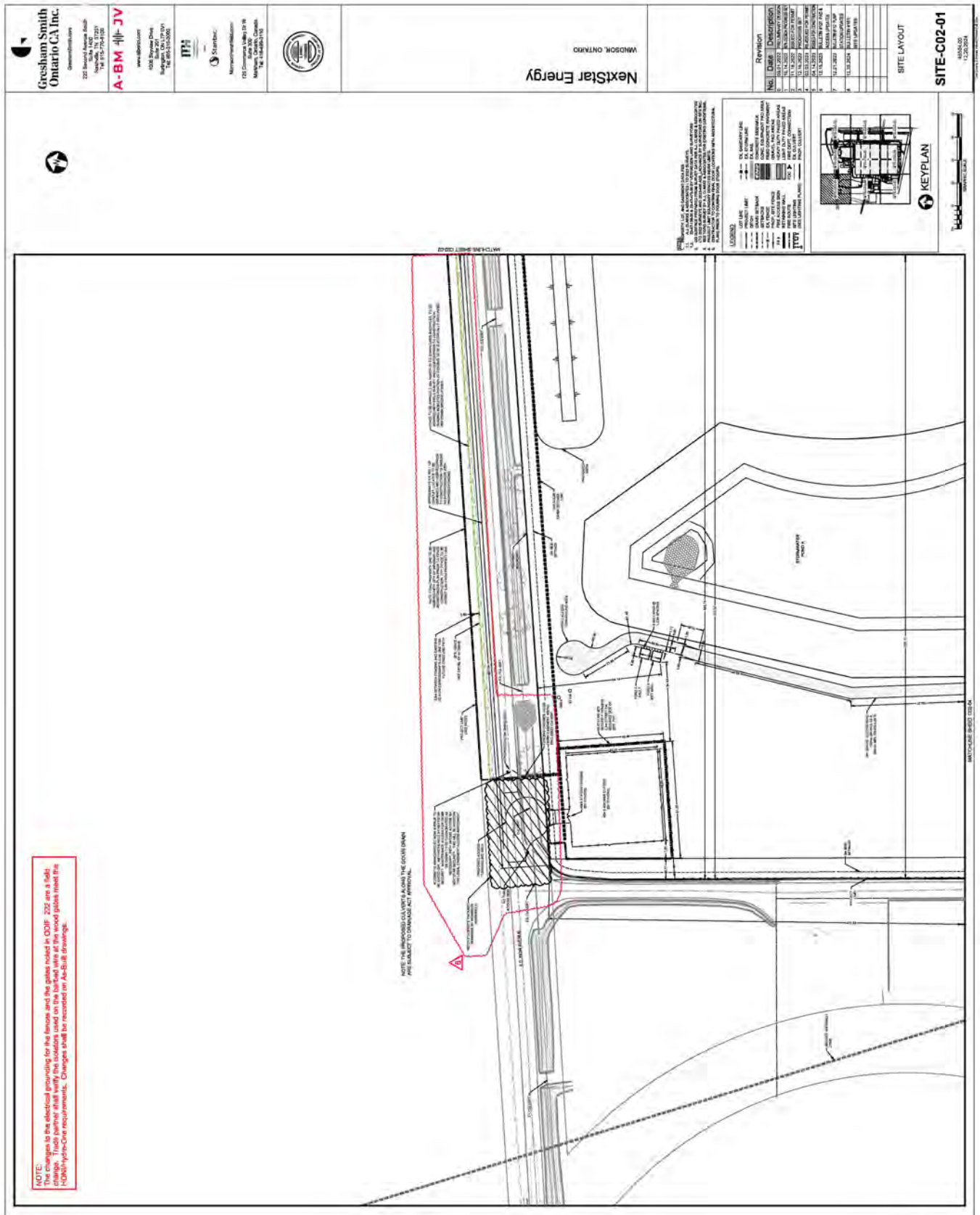
# **APPENDIX "A"** **Drawing No. CC-1819**

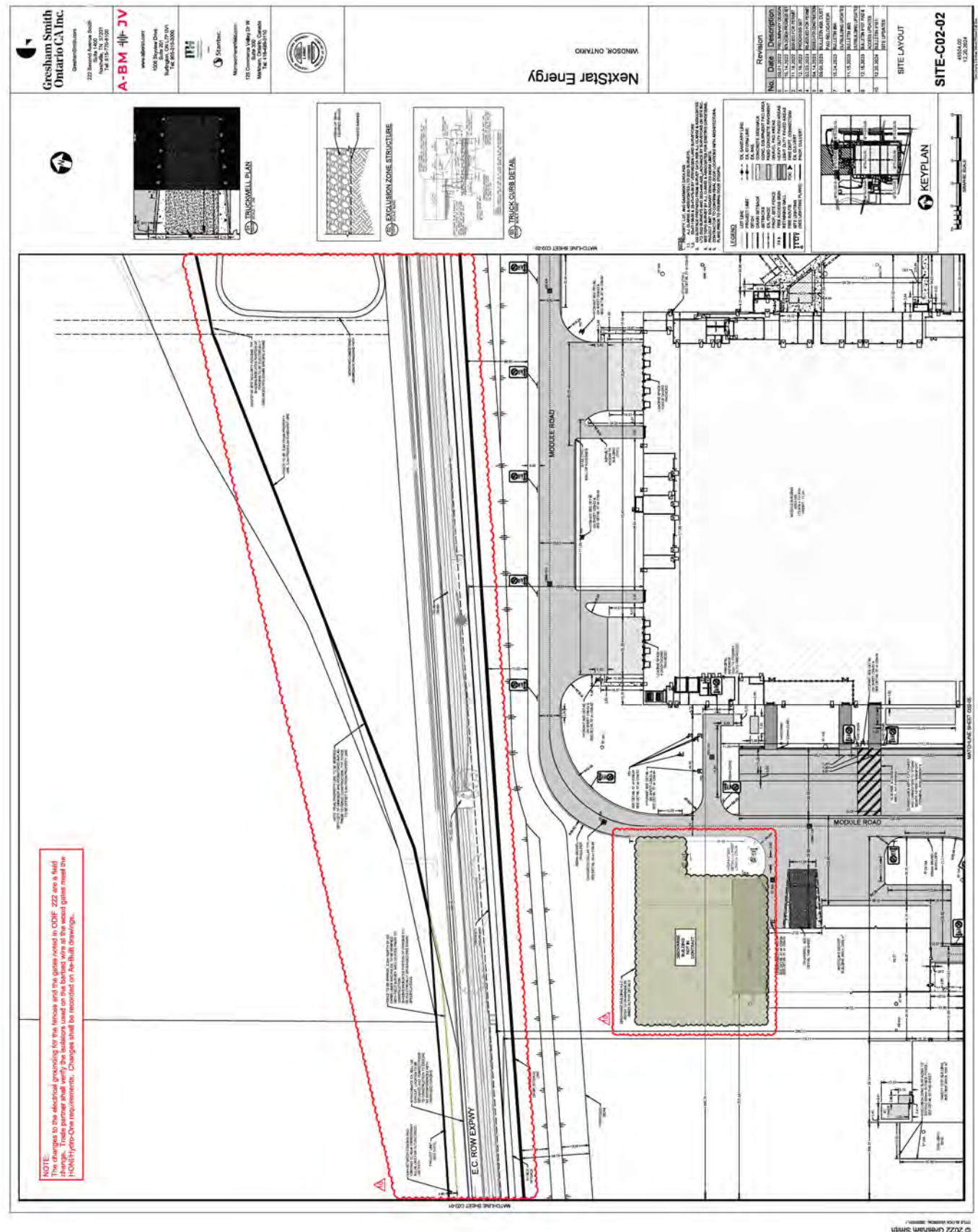
















**Committee Matters: SCM 112/2025**

**Subject: Closure of north/south alley located between Algonquin Street and Totten Street, Ward 10, SAA-7092**

Moved by: Councillor Fred Francis

Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 722**

- I. THAT the 4.27-metre-wide north/south alley located between Algonquin Street and Totten Street, and shown on Drawing No. CC-1839 (attached hereto as Appendix "A"), and hereinafter referred to as the "subject alley", **BE ASSUMED** for subsequent closure;
- II. THAT the subject alley **BE CLOSED AND CONVEYED** in **as is condition** to the abutting property owners and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:
  - a. Easements, subject to being accepted in the City's standard form and in accordance with the City's standard practice, being granted to:
    - i. Bell Canada to accommodate existing aerial and buried facilities;
    - ii. ENWIN Utilities Ltd. to accommodate existing overhead 120/240-volt hydro distribution; and
    - iii. Managed Network System Inc. (MNSi.) to accommodate existing plant on the pole line.
  - b. Ontario Land Surveyor be directed to use existing fence line for determining the boundaries of the lands to be conveyed to each abutting property owner.
- III. THAT Conveyance Cost **BE SET** as follows:
  - a. For alley conveyed to abutting lands zoned RD1.1, \$1.00 plus HST (if applicable), deed preparation fee and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.
- IV. THAT The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1839.
- V. THAT The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).

- VI. THAT The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary documents approved as to form and content satisfactory to the City Solicitor.
- VII. THAT the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003.
- Carried.

Report Number: S 32/2025  
Clerk's File: SAA2025

**Clerk's Note:**

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 11.2 from the Development & Heritage Standing Committee held on April 7, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250407/-1/10548>

**Subject: Closure of north/south alley located between Algonquin Street and Totten Street, Ward 10, SAA-7092**

**Reference:**

Date to Council: April 7, 2025  
Author: Brian Nagata, MCIP, RPP  
Planner II - Development Review  
(519) 255-6543 ext. 6181

Planning & Building Services  
Report Date: March 10, 2025  
Clerk's File #: SAA2025

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

**Recommendation:**

- I. THAT the 4.27-metre-wide north/south alley located between Algonquin Street and Totten Street, and shown on Drawing No. CC-1839 (attached hereto as Appendix "A"), and hereinafter referred to as the "subject alley", **BE ASSUMED** for subsequent closure;
- II. THAT the subject alley **BE CLOSED AND CONVEYED** in **as is condition** to the abutting property owners and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:
  - a. Easements, subject to being accepted in the City's standard form and in accordance with the City's standard practice, being granted to:
    - i. Bell Canada to accommodate existing aerial and buried facilities;
    - ii. ENWIN Utilities Ltd. to accommodate existing overhead 120/240-volt hydro distribution; and
    - iii. Managed Network System Inc. (MNSi.) to accommodate existing plant on the pole line.
  - b. Ontario Land Surveyor be directed to use existing fence line for determining the boundaries of the lands to be conveyed to each abutting property owner.
- III. THAT Conveyance Cost **BE SET** as follows:
  - a. For alley conveyed to abutting lands zoned RD1.1, \$1.00 plus HST (if applicable), deed preparation fee and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

- IV. THAT The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1839.
- V. THAT The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).
- VI. THAT The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary documents approved as to form and content satisfactory to the City Solicitor.
- VII. THAT the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003.

### Executive Summary:

N/A



STREET & ALLEY CLOSING (SAA/7092)

1:1,250

APPLICANT : AHMED SAMARANE

 TO BE RECOMMENDED FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: JULY, 2023



**Background:**

The applicant, Ahmed Samarane, owner of the property known municipally as 1629 St. Patrick's Avenue (the subject property), applied to close the 4.27-metre-wide north/south alley located between Algonquin Street and Totten Street (the alley), and shown on Drawing No. CC-1839 attached hereto as Appendix "A", and also shown on the aerial photo attached hereto as Appendix "B".

The applicant wishes to close the alley for the purpose of addressing existing encroachments therein.

The alley is unmaintained (unpaved) and composed primarily of landscaped open space yard including grass, flower and vegetable gardens, and patios. The alley contains overhead hydro and utility lines and utility poles. The alley has been encroached on over the years by abutting properties with buildings, landscaping and structures. There are no Encroachment Agreements on record for the use of the alley.

The alley was established by Registered Plan of Subdivision No. 883, registered on June 4, 1919.

**Discussion:**

The decision to recommend closure of an alley is derived from the City's *Classification of Alleys and Suitability for Closure* guideline document (the document), attached hereto as Appendix "E". The document includes the following four classifications of alleys based on their usefulness and provides the following corresponding criteria for determining their suitability for closure. The use of the document is referenced under Part I of CR146/2005.

**Classification of Public Right-of-Ways**

1. Alley that is indispensable.
  - a. Does the alley serve commercial properties?
    - i. The alley does not serve any commercial properties.
  - b. Does the alley serve properties fronting on heavily traveled streets i.e. major arterial routes?
    - i. The alley does not serve properties fronting on heavily traveled streets.
  - c. Does the alley contain sewers, and must the alley remain accessible for servicing?
    - i. The alley does not contain any sewers.

- d. Does the alley serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive?
  - i. The alley does not serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive.
- e. Does the alley contain Fire Department connections that are deemed to be necessary for firefighting access?
  - i. The alley does not contain any Fire Department connections.
2. Alley that, have some usefulness, are nevertheless dispensable and may or may not be a complete liability.
  - a. The Engineering - Right-of-Way Department has indicated that the alley appears to serve no useful purpose.
3. Alleys that appear to serve no useful purpose, either now, or anticipated. Such alleys are in residential areas and locations where generally the lots are wide enough for side drives, or those alleys abutting parks and other parcels of land that do not require any servicing from the alley. Remnant or stub-end streets which are dead-ended and do not serve as access to other streets.
  - a. The Engineering - Right-of-Way Department has indicated that the alley appears to serve no useful purpose.
4. Alley lying in Holding zones and other similar undeveloped areas where the alley system is clearly obsolete and has never been developed, but where the City needs to keep its options open until new area plans are prepared and development is imminent.
  - a. The alley does not lie within a Holding zone or similar undeveloped area.

### **Suitability for Closing**

1. Indispensable alleys should not be closed, conveyed, reduced or otherwise jeopardized through minority interests unless a suitable substitute alley is opened in lieu thereof.
2. Alleys having some usefulness should be considered for closing only upon request of abutting owners rather than by encouragement of the City.
3. Alleys that serve no useful purpose should be closed if at all possible, and in fact the owners abutting thereon should be encouraged to accept conveyance.
4. Alleys that are clearly obsolete should not be closed unless there is a municipal need or specific development proposals acceptable to the City are submitted.

Based on the above, the Planning Department deems the alley “dispensable” and supports the requested closure.

It is Administration’s recommendation that, upon closure, the abutting property owners be notified by regular mail and given the opportunity to acquire the alley in the manner



described in the Recommendation section herein. Hence the recommendation is to close and convey the alley in **as is condition** to the abutting property owners, which is the standard manner of conveyance.

### **Risk Analysis:**

The recommended closure will divest the City of associated liability risks and maintenance costs. The recommended closure poses no known risk to City.

### **Climate Change Risks**

#### **Climate Change Mitigation:**

N/A

#### **Climate Change Adaptation:**

N/A

### **Financial Matters:**

The rate for an alley conveyed to abutting lands zoned RD1.1 is assessed at \$1.00 plus HST (if applicable), deed preparation fee and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

Survey cost is estimated at \$30,000.00, which will be funded by Capital Project 7145002 that currently has an available balance of \$100,300.00.

### **Consultations:**

Consultations were held with Municipal Departments and Utility Companies, which resulted in the information found in attached hereto as Appendix "C".

Notice of this application was issued to property owners abutting the alley by regular mail, with no objections being received as of the date of writing this report.

Notice of Development & Heritage Standing Committee meeting and Council meeting are published in the Windsor Star prior to each of the meetings. In addition, notice of each of the public meetings will be mailed to the abutting/affected property owners prior to the meetings.

The Finance Services Department was consulted on the financial matters associated with this report.

### **Conclusion:**

The Planning Department recommends closure of the alley shown on attached Appendix "A", subject to easements in favour of Bell Canada, ENWIN Utilities Ltd. and Managed Network System Inc. (MNSi.), as in Recommendation II of this report.

The closed alley is to be conveyed in **as is condition** to the abutting property owners as in Recommendation II report.

**Planning Act Matters:**

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

*Greg Atkinson, MCIP, RPP*  
*Manager of Development*

*Neil Robertson, MCIP, RPP*  
*City Planner*

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

*JP*

*JM*

**Approvals:**

<b>Name</b>	<b>Title</b>
Brian Nagata	Planner II - Development Review
Greg Atkinson	Deputy City Planner - Development
Neil Robertson	City Planner
Emilie Dunnigan	Manager of Development Revenue & Financial Administration
Jamelah Hersh	Senior Legal Counsel
Janice Guthrie	Commissioner, Finance & City Treasurer
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administration Officer

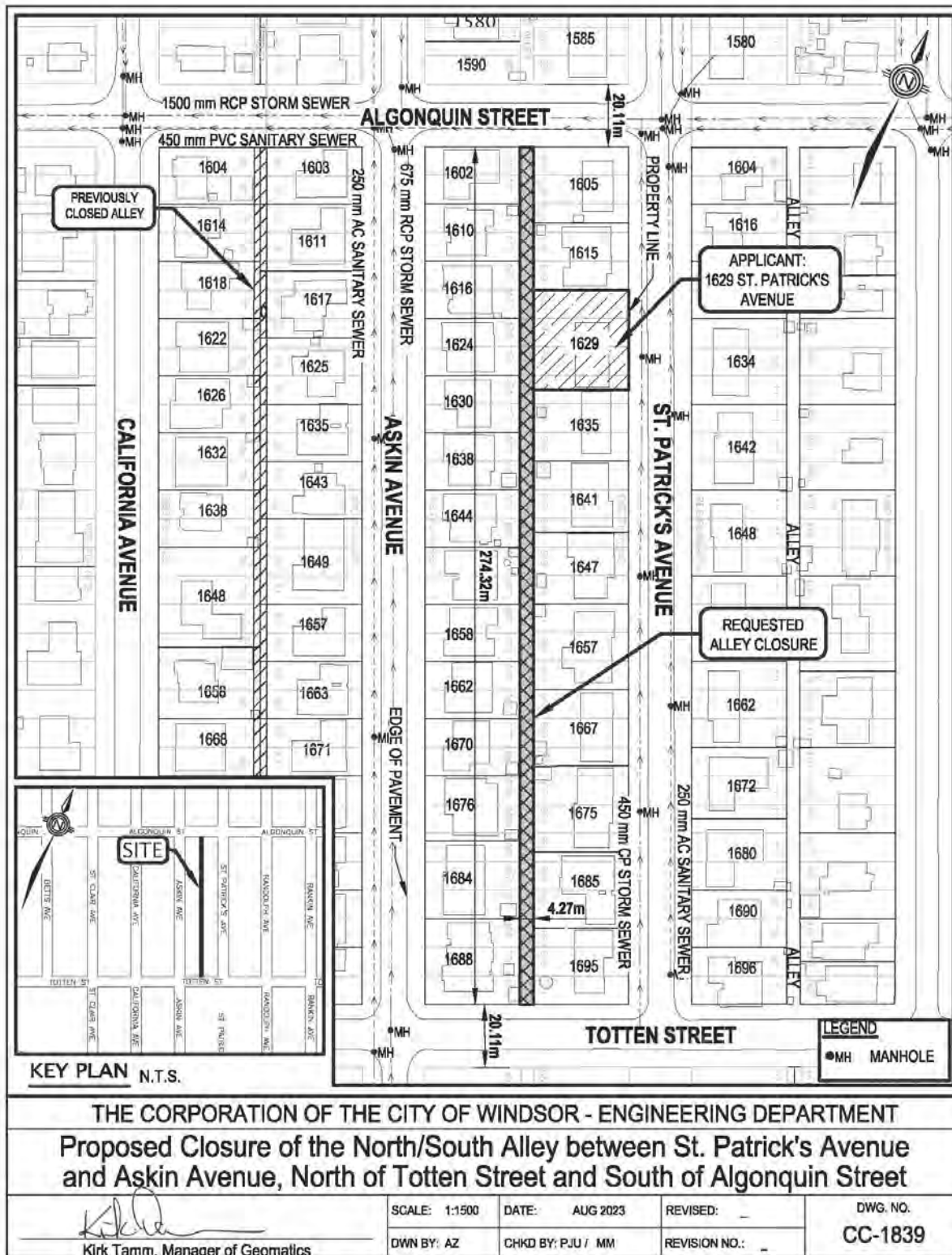
**Notifications:**

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

**Appendices:**

- 1 Appendix A - Drawing No. CC-1839
- 2 Appendix B - EIS Drawing - Aerial Photo
- 3 Appendix C - Consultations w Municipal Departments & Utility Companies
- 4 Appendix D - Site Photos
- 5 Appendix E - Classification of Alleys and Suitability for Closure

# **APPENDIX "A"** **Drawing No. CC-1839**





## APPENDIX "B"

### EIS Drawing - Aerial Photo



## STREET & ALLEY CLOSING (SAA/7092)

APPLICANT : AHMED SAMARANE



TO BE RECOMMENDED FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: JULY, 2023

1:1,250



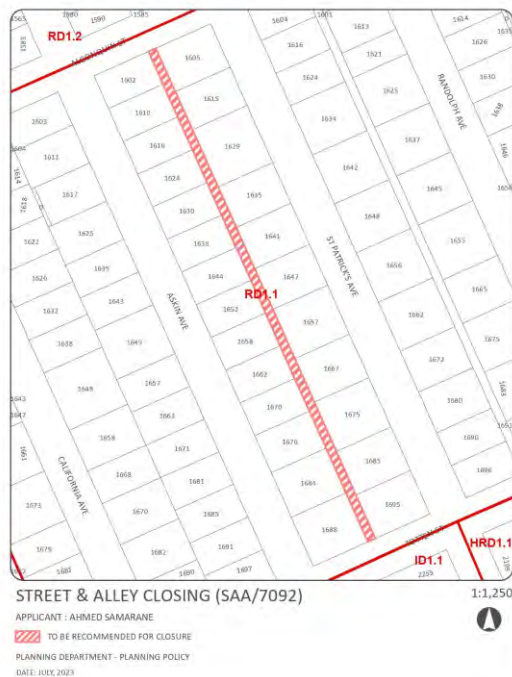
## APPENDIX “C”

### Consultations with Municipal Departments and Utility Companies

#### BELL CANADA

Bell Canada requests a 3 m wide easement, 1.5 m on either side of the existing aerial and buried facilities for the length of the closure area. Alternatively, we request an easement over the entire alley.

#### [Charleyne Hall - Bell Canada External Liaison]



#### COGECO CONNEXION INC.

No comments provided

#### [Daniel Haggins - Lead OSP Engineering Windsor and Essex]

#### ENBRIDGE GAS INC.

After reviewing the provided drawing of the Alley between St Patricks Ave & Askin Ave (from Algonquin St to Totten St) and consulting our mapping system, please note that Enbridge Gas has no active infrastructure in the proposed area. A PDF drawing has been attached for reference.



Also, please note the following should you find any abandoned infrastructure in the area:

- Any pipe that is excavated, please assume that it is live
- If during any job, any pipe is found that is not on the locate sheet and conflicts with your work, please call our emergency number (1-877-969-0999), and one of our Union Gas representatives will respond to determine if that plant is in fact live or dead
- Please note that our Enbridge Gas representative will respond to the live or dead call within 1-4 hours, so please plan your work accordingly

**[Samuel Nguyen - Student Engineer]**



## **ENGINEERING (DEVELOPMENT & ROW)**

The subject alley closure is 4.28 m (14.03 ft) wide, appears to be untraveled and composed of grass. There are no municipal sewers or manholes located in the closure. There are hydro poles, guy wires and overhead wires. An easement will be required for the utilities. There are numerous encroaching objects within the enclosure. This alley appears to serve no useful purpose by CR146/2005; therefore, we have no objections to the closure.

**[Lea Marshall - Technologist I]**

## **ENGINEERING (OPERATIONS)**

No objections

**[Mike Spagnuolo - Signal Systems Analyst]**



**ENVIRONMENTAL SERVICES**

No concerns from Environmental Services.

**[Anne-Marie Albidone - Manager, Environmental Services]**

**ENWIN UTILITIES LTD. (HYDRO)**

No Objection, however, an easement named to ENWIN Utilities Ltd may be required in the N/S alley (if closing) to accommodate existing overhead 120/240-volt hydro distribution.

**[Anwar Nagar - Senior Hydro Engineering Technologist]**

**ENWIN UTILITIES LTD. (WATER)**

Water Engineering has no objections.

**[Bruce Ogg - Water Project Review Officer]**

**FINANCIAL PLANNING**

No comments provided

**[Josie Gualtieri, - Financial Planning Admin.]**

**LEGAL & REAL ESTATE SERVICES**

No comments provided

**[Stephanie Santos - Coordinator Real Estate Services]**

**MANAGED NETWORK SYSTEM INC. (MNSi)**

MNSi will also require an Aerial Easement through the entire length of this closure. We currently have plant on the Pole Line here as well.

**[Dave Hartleib - Outside Plant Manager]**

**PARKS**

No comments from Parks Development & Design, Forestry and natural Areas.

**[Sherif Barsom - Landscape Architect]**

No issues with this Liaison.

**[Karen Alexander - Naturalist & Outreach Coordinator]**

**PLANNING (DEVELOPMENT)**

No comments provided

**PLANNING (LANDSCAPE)**

There are no objections from an urban design or landscape architectural perspective to this closure.

**[Stefan Fediuk - Planner III - Senior Urban Designer]**

**ROGERS**

No comments provided

**TELECON (TELUS)**

TELUS has no underground infrastructure in the area of your proposed work. Permit expires six (6) months from approval date.

**[Meghna Patel - Permit Coordinator]**

**TRANSIT WINDSOR**

No objections from Transit Windsor.

**[Jason Scott - Manager, Transit Planning]**

**TRANSPORTATION PLANNING**

Transportation Planning has no concerns with the recommended alley closures.

**[Siddharth Dhiman - Transportation Planner I]**

**WINDSOR FIRE**

No comments provided

**WINDSOR POLICE**

The Windsor Police Service has no concerns or objections with the closure of this alley to rectify current encroachments. The alley in question is already physically closed off to access from either the south (Totten Street) or the north (Algonquin Street). Therefore, the proposed closure will not create any problems for police to gain access to abutting properties for emergency incident response or vehicle patrol purposes within the immediate area.

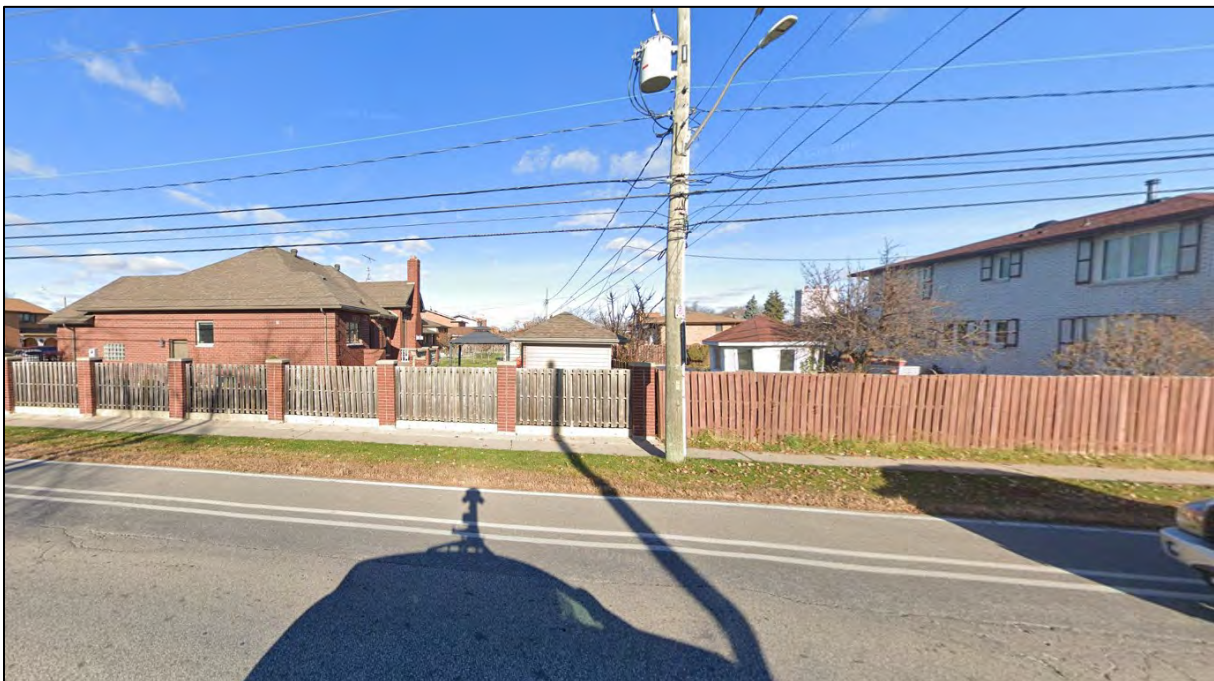
**[Barry Horrobin - Director of Planning & Physical Resources]**

## **APPENDIX “D”**

### **Site Photos (Google Street View)**



*Figure 1 - Looking south towards alley from Algonquin Street (1602 Askin Avenue on right) (November 2020)*



*Figure 2 - Looking north towards alley from Totten Street (1695 St Patrick's Avenue on right) (November 2023)*

## **APPENDIX “E”**

### **Classification of Alleys and Suitability for Closure**

#### **Classification of Public Rights-of-Ways:**

Currently streets and alleys fall into four classifications on the basis of their usefulness:

1. Alleys that are indispensable. These would be alleys serving commercial properties and properties fronting on heavily traveled streets i.e. major arterial routes and alleys which contain sewers and must remain accessible for servicing; alleys or streets which serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive; and, alleys which contain Fire Department connections that are deemed to be necessary for firefighting access.
2. Alleys that, have some usefulness, are nevertheless dispensable and may or may not be a complete liability.
3. Alleys that appear to serve no useful purpose, either now, or anticipated. Such alleys are in residential areas and locations where generally the lots are wide enough for side drives, or those alleys abutting parks and other parcels of land that do not require any servicing from the alley. Remnant or stub-end streets which are dead-ended and do not serve as access to other streets.
4. Alleys lying in Holding zones and other similar undeveloped areas where the alley system is clearly obsolete and has never been developed, but where the City needs to keep its options open until new area plans are prepared and development is imminent.

#### **Suitability for Closing:**

Following are the criteria and suitability for closing alleys in each of the above classifications:

1. Indispensable alleys should not be closed, conveyed, reduced or otherwise jeopardized through minority interests unless a suitable substitute alley is opened in lieu thereof. They are essential from the viewpoint of fire protection, police protection, emergency services (i.e. ambulance) and loading or unloading of goods, refuse collection, servicing of blocked sewers and utility services. Without such alleys, the above noted services would at least be more costly if not impossible to complete or adequately access; and would noticeably interfere with street traffic, thereby reducing the access capacity of the adjacent arterial, collector, or street for business.
2. Alleys having some usefulness should be considered for closing only upon request of abutting owners rather than by encouragement of the City.
3. Alleys that serve no useful purpose should be closed if at all possible, and in fact the owners abutting thereon should be encouraged to accept conveyance.
4. Alleys that are clearly obsolete should not be closed unless there is a municipal need or specific development proposals acceptable to the City are submitted.



**Committee Matters: SCM 113/2025**

**Subject: Main Street CIP Application for 415 Devonshire Road, Owner: AALTEN GROUP INC. (C/O: Chris Stronks), Ward 4**

Moved by: Councillor Fred Francis  
Seconded by: Councillor Mark McKenzie

Decision Number: **DHSC 724**

- I. THAT the request for incentives under the *Main Streets Community Improvement Plan* made by AALTEN GROUP INC. (C/O: Chris Stronks), the owner of the property located at 415 Devonshire Road **BE APPROVED IN PRINCIPLE** for the following programs:
  - i. *Building Facade Improvement Program* totaling a maximum of \$30,000;
  - ii. *Building/Property Improvement Tax Increment Grant Program* for the lesser of 100% of the municipal portion of the tax increment for up to ten (10) years of +/- \$9,048 per year or the total eligible costs;
- II. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Main Street CIP for the *Building/Property Improvement Tax Increment Grant Program* agreement in accordance with all applicable policies, requirements, and provisions contained within the *Main Streets Community Improvement Plan* to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implication;
- III. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Grant Agreement(s) in content satisfactory to the City Planner, in financial content to the satisfaction of the City Treasurer and in form satisfactory to the City Solicitor;
- IV. THAT funds in the maximum amount of \$30,000 (*Building Facade Improvement grants*) under the *Main Streets CIP* **BE TRANSFERRED** from the CIP Reserve Fund 226 to the *Main Streets CIP* Project Fund (Project #7219018) when the grant funds are ready to be paid out;
- V. THAT grants **BE PAID** to AALTEN Group INC. (C/O: Chris Stronks) upon completion of improvements to the exterior of the property located at 415 Devonshire Road from the *Building Facade Improvement Program – Main Streets CIP* Project Fund (Project #7219018) to the satisfaction of the City Planner and Chief Building Official; and

VI. THAT grants approved **SHALL LAPSE** and **BE UNCOMMITTED** and returned to CIP Reserve Fund 226 if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date.

Carried.

Report Number: S 36/2025

Clerk's File: Z/13002

**Clerk's Note:**

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 11.4 from the Development & Heritage Standing Committee held on April 7, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250407/-1/10548>



**Subject: Main Street CIP Application for 415 Devonshire Road, Owner: AALTEN GROUP INC. (C/O: Chris Stronks), Ward 4**

**Reference:**

Date to Council: April 7, 2025  
Author: Kevin Alexander,  
Planner III - Special Projects  
519-255-6543 x6732  
kalexander@citywindsor.ca

Planning & Building Services  
Report Date: 3/13/2025  
Clerk's File #: Z/13002

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

**Recommendation:**

- I. **THAT** the request for incentives under the *Main Streets Community Improvement Plan* made by AALTEN GROUP INC. (C/O: Chris Stronks), the owner of the property located at 415 Devonshire Road **BE APPROVED IN PRINCIPLE** for the following programs:
  - i. *Building Facade Improvement Program* totaling a maximum of \$30,000;
  - ii. *Building/Property Improvement Tax Increment Grant Program* for the lesser of 100% of the municipal portion of the tax increment for up to ten (10) years of +/- \$9,048 per year or the total eligible costs;
- II. **THAT** the CAO and City Clerk **BE AUTHORIZED** to sign the Main Street CIP for the *Building/Property Improvement Tax Increment Grant Program* agreement in accordance with all applicable policies, requirements, and provisions contained within the *Main Streets Community Improvement Plan* to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implication;
- III. **THAT** the CAO and City Clerk **BE AUTHORIZED** to sign the Grant Agreement(s) in content satisfactory to the City Planner, in financial content to the satisfaction of the City Treasurer and in form satisfactory to the City Solicitor;
- IV. **THAT** funds in the maximum amount of \$30,000 (*Building Facade Improvement grants*) under the *Main Streets CIP* **BE TRANSFERRED** from the CIP Reserve

Fund 226 to the *Main Streets CIP* Project Fund (Project #7219018) when the grant funds are ready to be paid out;

V. **THAT** grants **BE PAID** to AALTEN Group INC. (C/O: Chris Stronks) upon completion of improvements to the exterior of the property located at 415 Devonshire Road from the *Building Facade Improvement Program – Main Streets CIP* Project Fund (Project #7219018) to the satisfaction of the City Planner and Chief Building Official; and

VI. **THAT** grants approved **SHALL LAPSE** and **BE UNCOMMITTED** and returned to CIP Reserve Fund 226 if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date.

### **Executive Summary:**

N/A

### **Background:**

Through CR383/2022 DHSC 414 the *Building Facade Improvement Program and Urban Design Guidelines for Main Streets CIP* was amended and renamed *Main Streets CIP*. The new *Main Streets CIP* includes the following programs:

1. Building Facade Improvement Program
2. Building Property Improvement Tax Increment Grant Program
3. New Residential Development Grant Program (Creation of residential units)

On October 30th, 2023, AALTEN GROUP INC. (C/O: Chris Stronks), the owner of the property located at 415 Devonshire Road, applied for grants through the Main Streets CIP for the *Building Facade Improvement Program* and *Building/Property Improvement Tax Increment Grant Program*.

The property is located within the Walkerville Business Improvement Area (BIA), Walkerville Heritage Area (as per Schedule G of the Official Plan) and Main Streets CIP Area (See Appendix A). 415 Devonshire Road is listed on the Windsor Municipal Heritage Register as the Canadian Bank of Commerce and was constructed in 1906 by renowned Detroit Architect Albert Kahn. The proposed improvements are consistent with the goals and objectives of the Main Street CIP.

### **Discussion:**

#### **Building Facade Improvement Grant Program**

The City of Windsor Building Facade Improvement Program and Urban Design Guidelines for Main Streets CIP offers financial incentives to encourage property owners and businesses to make investments to improve the exterior appearance of their buildings and storefronts along Main Streets. Such improvements provide a benefit to the community as a whole, by preserving heritage features, protecting Main Streets, and reconnecting storefronts with the public realm. The CIP is applicable to all the BIAs in the City of Windsor, except for the Sandwich Town and Downtown Windsor BIAs,

which are under separate CIPs. Funding for the Building Facade Improvement Grant Program is broken down into three categories:



Category A (Beautification) —aesthetic and minor functional improvements aimed at making the building facade and storefront more attractive and welcoming to tenants and customers



Category B (Restoration)—aesthetic, functional, and restoration improvements made to restore key features of the building facade



Category C (Replacement)— encourage work that will replace or reinstate key features that have been lost or deteriorated beyond repair or are of a style that is no longer consistent with the building design.

Applicants can receive a grant for 50% of the costs for eligible building facade and storefront improvements up to a maximum of \$30,000 per project. The amount can be increased up to \$60,000 per project for larger buildings with multiple storefronts. The grant also applies to the side(s) and rear of buildings provided the building facade is visible from an adjacent street or public right-of-way or park, and as long as the storefront/facade facing the main street is improved at the same time.

The applicant is proposing to renovate both the exterior and interior of the building. The following exterior improvements are eligible to receive grants through this program:

- Repointing/cleaning of existing limestone
- New front entry door system to replicate original door and restoration of the upper transom
- Replace brick at the rear of the building
- Lighting
  - Exterior wall packs (floods) being replaced with equivalent LED
  - Front post lights being replaced with time period post & globe
  - Re-instating uplighting on entry columns & gable
  - Addition of up/down lighting on north façade as previously proposed
- Replace all windows with heritage appropriate profile
- Repair the existing fence and stairs
  - Restore existing fence and reinstall
  - Replace the rear stairs which were structurally unsound

### **Façade Cost Breakdown**

The façade improvements will incorporate all sides of the building located at 415 Devonshire Road. Facades are visible from Devonshire Road, Assumption Street, and the laneway to the west. In total, this project is eligible for a grant of \$30,000 under the *Building Façade Improvement Grant Program* for Main Streets CIP.

### **Building/Property Improvement Tax Increment Grant Program**

The following interior improvements are considered eligible costs through the *Building/Property Improvement Tax Increment Grant Program*:

- Abatement/ Clean up interior spaces
- Install a new HVAC System, including duct work, etc.
- Install new electrical wiring and fixtures
- Install new plumbing systems, including city sanitary and sewer connections
- Install new bathrooms
- Repurposing of space for office fit out
- Install a new security system

The purpose of this program is to use the tax increase that can result when a property is rehabilitated, redeveloped, or developed to aid in securing the project financing and offset some of the costs associated with the rehabilitation. The program will provide an annual grant equal to 100% of the increase in municipal property taxes for ten (10) years after project completion, not to exceed total eligible costs, if the project results in an increase in assessment and therefore an increase in property taxes. Based on the project description and current value vs. estimated post-project assessment value of land and buildings identified in the Grant Application, the property assessment is expected to increase.

The 2024 assessment value of the subject property located at 415 Devonshire Road is \$361,000. The owner currently pays annual total property taxes of \$16,844, of which the municipal portion is \$13,677, and is expecting to invest approximately \$1,150,000 on interior and exterior improvements to the building. However, some of the proposed costs which will be incurred, although eligible for purposes of the application, may not result in a direct increase in assessment value. In other words, the grant is calculated and paid, not on the post-project value or projections made in this report, but on the actual post-development value assessment, as determined by the Municipal Property Assessment Corporation (MPAC) after project completion. Administration has estimated the post-redevelopment property value assessment based on the drawings and information provided to be \$600,000. The grant will however be based upon the actual tax increment once the assessment has been determined by MPAC.

### **Risk Analysis:**

The approval of these grants does not carry significant risk, as there are sufficient funds within the new CIP reserve fund approved by Council on February 22, 2021. The applicant will not receive any grants until all work is completed and inspected to the satisfaction of the Planning and Building Department. As a requirement of Section 28 (7.3) of the *Planning Act*, Administration has confirmed that the grant amount does not exceed the total cost of the project.

### **Climate Change Risks**

#### **Climate Change Mitigation:**

The facade and interior improvements to the existing building will have a low impact on how the project affects climate change, because improvements are being made to the existing building which reduces the amount of CO<sup>2</sup> emitted during the construction process and requires fewer building materials.

Improvements to the existing building also contributes to the revitalization of the existing Main Street and the protection of a significant built heritage resource. The completion of this project promotes a more walkable environment, thereby encouraging alternate forms of transportation.

Utilizing an existing building and infrastructure in a built-up area of the city also promotes efficiency on the existing infrastructure network by not promoting development on greenfield land.

#### **Climate Change Adaptation:**

The improvements to this building will utilize modern building methods, which will conform to the Ontario Building Code concerning energy efficiency. An entranceway and windows are also proposed that will be more energy efficient than what is existing.

#### **Financial Matters:**

On February 22, 2021, Council approved the 2021 budget, which included a new reserve fund for all active CIPs in the City. As CIP grant applications are approved, the approved grant amount will be regarded as committed in the CIP Reserve Fund 226, until the grant is ready to be paid out. The current uncommitted balance of the CIP reserve fund is \$256,650.18. However, this balance does not account for other CIP grant requests that are currently being considered by the Development & Heritage Standing Committee/City Council Standing Committee or have been endorsed by the standing committee and are not yet approved by City Council.

If approved, funds will be transferred from the CIP Reserve Fund 226 to the Building Facade Improvement – Main Streets CIP Project Fund in the maximum amount of \$30,000 for the façade improvement grant once the work is completed to the satisfaction of the City Planner, and the grant is ready to be paid out.

#### **Building/Property Improvement Tax Increment Grant**

As mentioned, the 2024 assessment value of this property is \$361,000. The post-development assessment value is estimated to be \$600,000. For illustrative purposes, the table below identifies the annual grant equal to 100% of the increase in municipal portion of property taxes for 10 years after project completion, based on the 2024 assessment and the estimated post-project assessment value. After completion of the grant program (up to 10 years), the City will collect the full value of the municipal taxes (\$22,715 annually).

<b>Estimated Revitalization Tax Increment Grant for 415 Devonshire Road</b>			
<b>Annual Pre-Development Taxes (Municipal Portion Only)</b>	<b>Estimated Annual Post-Development Taxes (Municipal Portion Only)</b>	<b>Estimated Annual Increase in Taxes (Municipal Portion Only)</b>	<b>Estimated Annual Tax Increment Grant</b>
\$13,667	\$22,715	\$9,048	\$9,048

Because the Grant Program does not cancel taxes, the applicant must pay the full amount of property taxes annually and will subsequently receive a grant for the difference between the pre- and post-development municipal taxes. The City will retain the amount of pre-development (base) municipal taxes throughout the lifespan of the grant program of \$13,677 per annum; however, will be foregoing any incremental property taxes, of \$9,048 per annum to a maximum of 10 years that could otherwise be used to offset future budget pressures.

<b>Eligible Incentive Programs</b>	<b>Grant</b>
Building Facade Improvement – Main Streets	\$30,000
Building/Property Improvement Tax Increment Grant	\$90,480
Total	\$120,480

### **Consultations:**

Planners (Kevin Alexander, Senior Planner, Tracy Tang, Acting Heritage Planner and Kristina Tang, Heritage Planner) have worked with the owner and architect on the proposed improvements to 415 Devonshire Road to ensure that important elements of the building are restored, and heritage appropriate materials are used when elements such as doors and windows require replacement.

Carolyn Nelson, Manager of Property Valuation & Administration, Taxation & Financial Projects, Jose Mejalli, Assessment Manager Officer were consulted regarding the Revitalization Grant Program.

Josie Gualtieri, Financial Planning Administrator was consulted with respect to the CIP Reserve Fund and the content of this Report.

Margo Moore, Permit Services Clerk from the Building Division was consulted regarding eligible Building Permit and Public Works Permit Fees for the *Municipal Development Fees Grant Program*.

### **Conclusion:**

Improvements to 415 Devonshire Road meet all eligibility criteria identified in this report and in the *Main Streets CIP*. The restoration and improvements to the existing landmark Canadian Bank of Commerce building contributes to the revitalization of the



existing Walkerville Main Street area and the protection of a significant built heritage resource listed on Windsor's Municipal Heritage Register. The proposed improvements are consistent with the goals and objectives of the Main Street CIP.

There are sufficient funds in the CIP reserve fund to provide grants for the proposed improvements. Administration recommends approval of the grants identified in this report.

**Planning Act Matters:**

N/A

**Approvals:**

Name	Title
Kevin Alexander	Senior Planner – Special Projects
Emilie Dunnigan	Manager Development Revenue & Financial Administrator
Jason Campigotto	Deputy City Planner -- Growth
John Revell	Chief Building Official
Neil Robertson	City Planner/ Executive Director, Planning & Development Services
Kate Tracey	Senior Legal Counsel, Legal & Real Estate
Lorie Gregg	Deputy Treasurer Taxation and Financial Planning
Janice Guthrie	Commissioner Finance/City Treasurer
Jelena Payne	Commissioner of Economic Development
Joe Mancina	Chief Administrative Officer

**Notifications:**

Name	Address	Email

**Appendices:**

- 1 Appendix A - Location Map and Existing Condition
- 2 Appendix B - Proposed Improvements

# APPENDIX 'A'

## LOCATION MAP



## LOCATION MAP



SUBJECT PROPERTY : 415 DEVONSHIRE ROAD





APPENDIX 'A'

EXISTING CONDITION



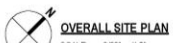
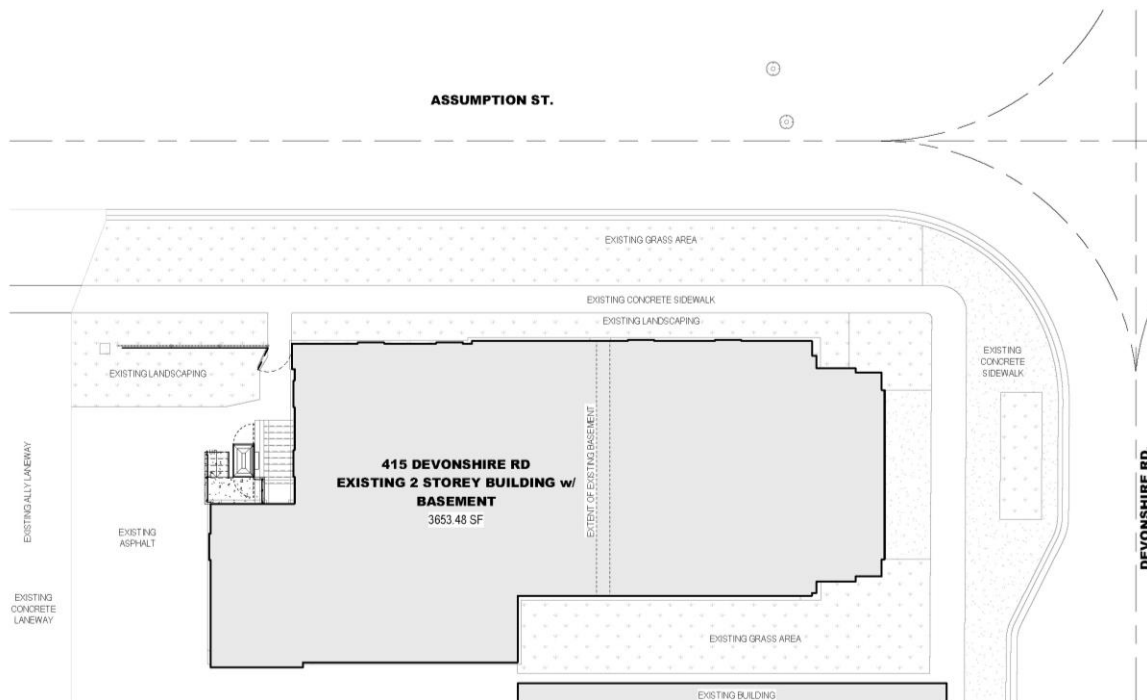
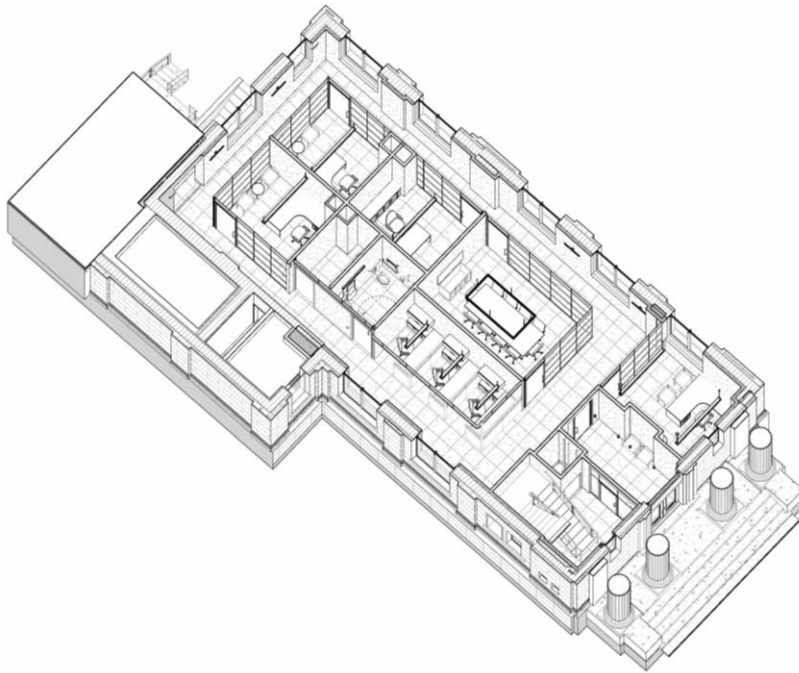
## APPENDIX 'B'

### PROPOSED DEVELOPMENTS

Name of Client as Applicable

**415 Devonshire**

415 Devonshire Rd., Windsor, Ontario N8Y 2L5



# APPENDIX 'B'

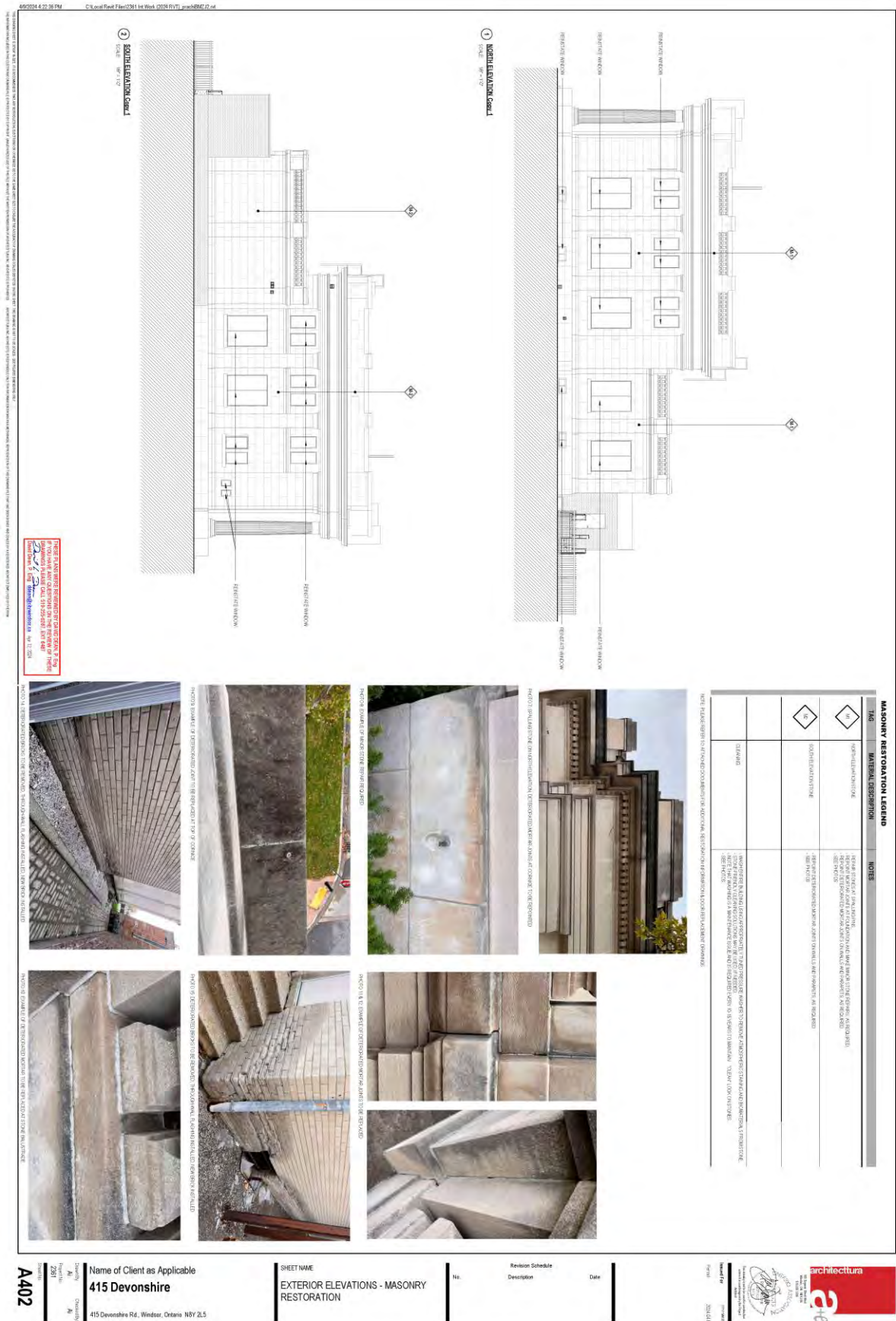
## PROPOSED DEVELOPMENTS





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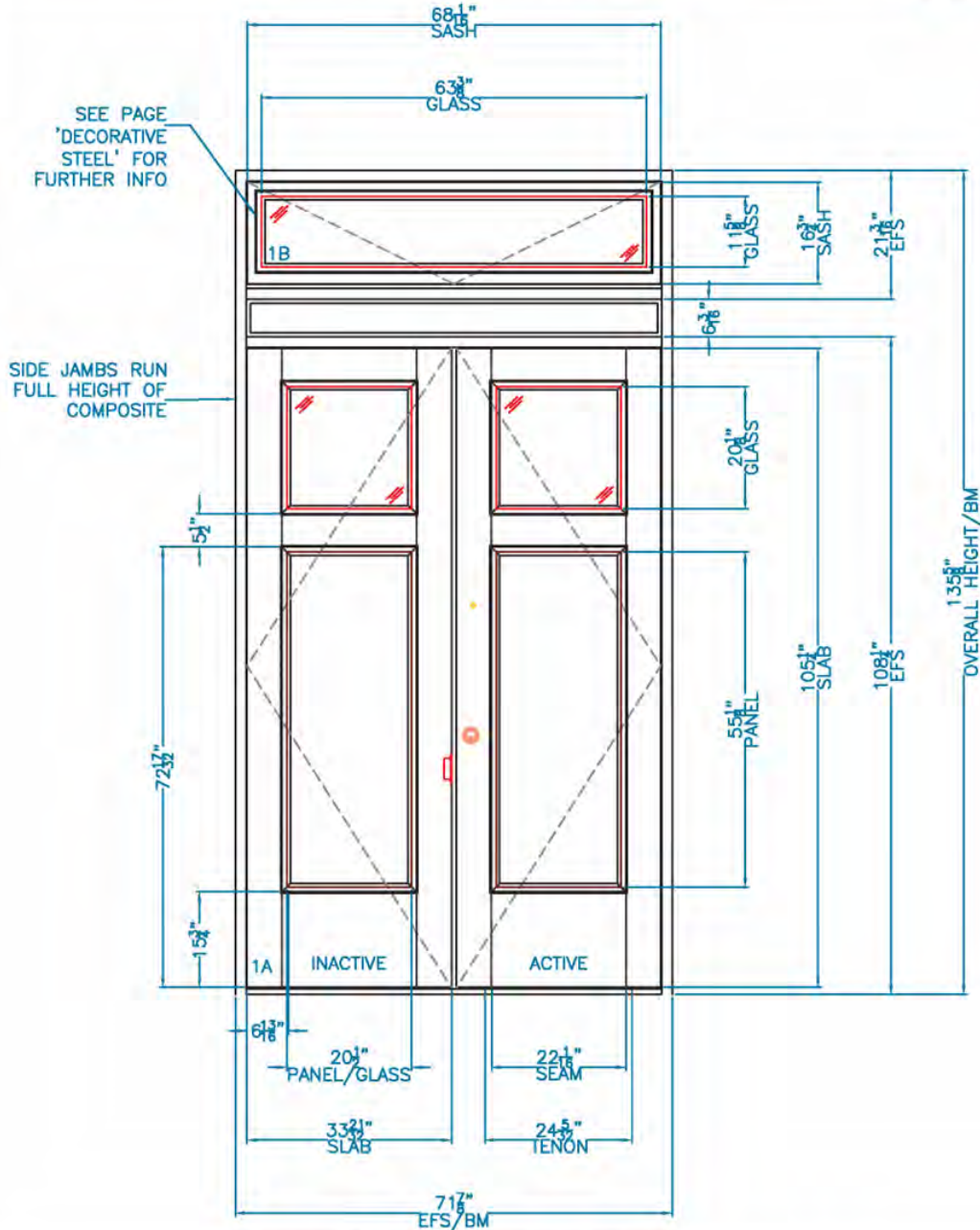
# APPENDIX 'B'

## PROPOSED DEVELOPMENTS

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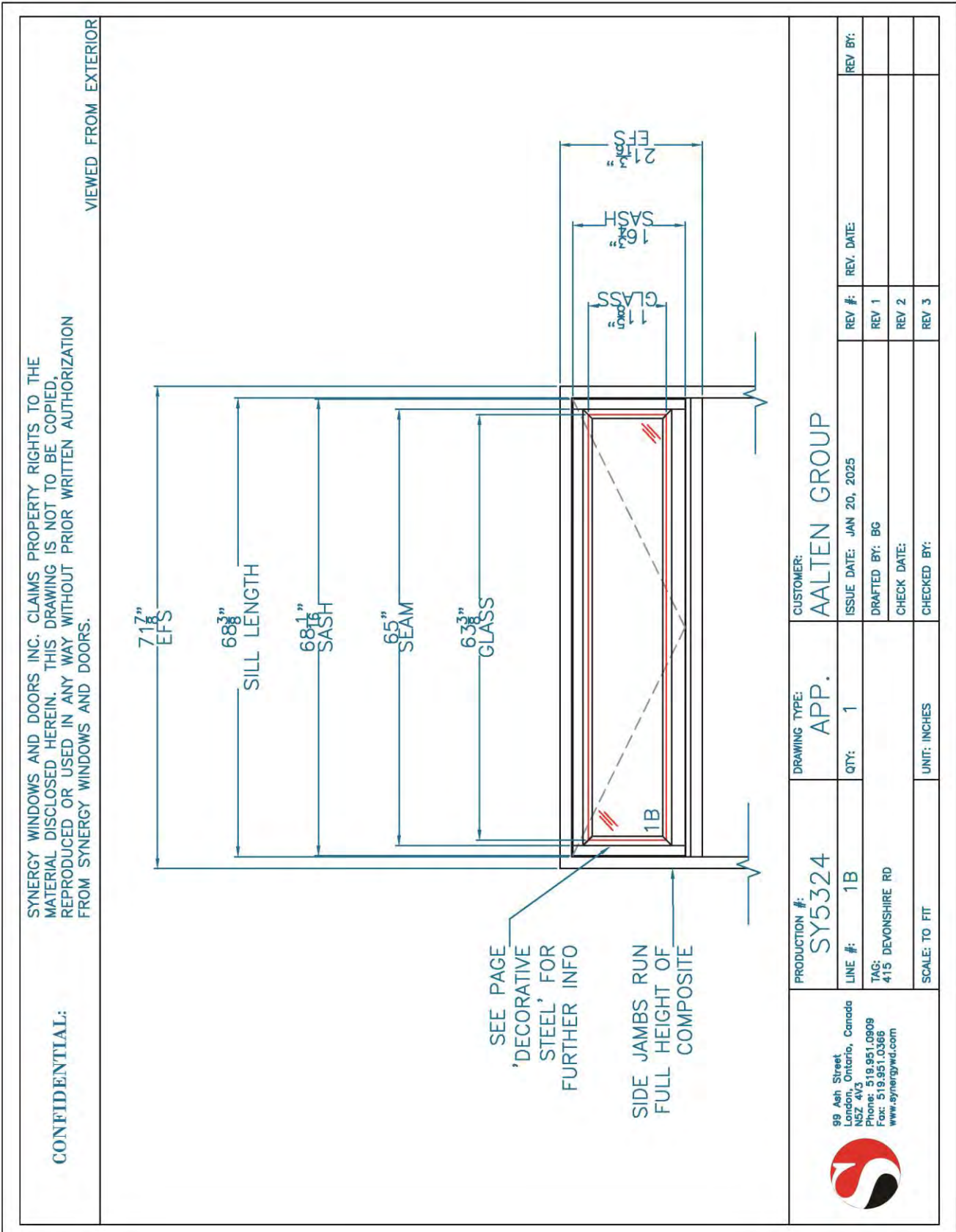
VIEWED FROM EXTERIOR



99 Ash Street  
London, Ontario, Canada  
N5Z 4V3  
Phone: 519.951.0909  
Fax: 519.951.0366  
www.synergywd.com

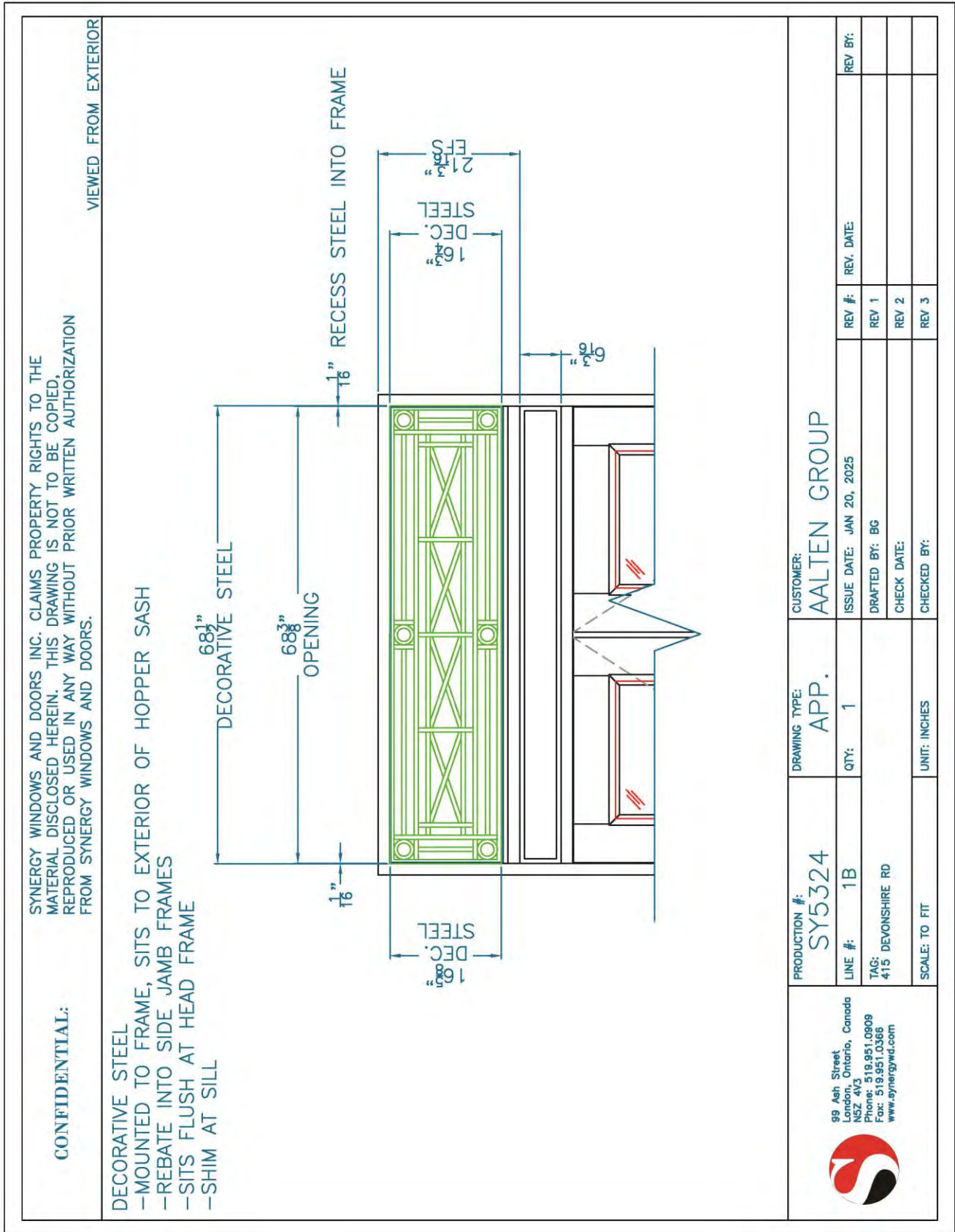
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TAG: <b>415 DEVONSHIRE RD</b>		DRAFTED BY: <b>BG</b>	REV 1			
		CHECK DATE:	REV 2			
SCALE: TO FIT		CHECKED BY:	REV 3			

## PROPOSED DEVELOPMENTS



# APPENDIX 'B'

## PROPOSED DEVELOPMENTS





# APPENDIX 'B'

## PROPOSED DEVELOPMENTS

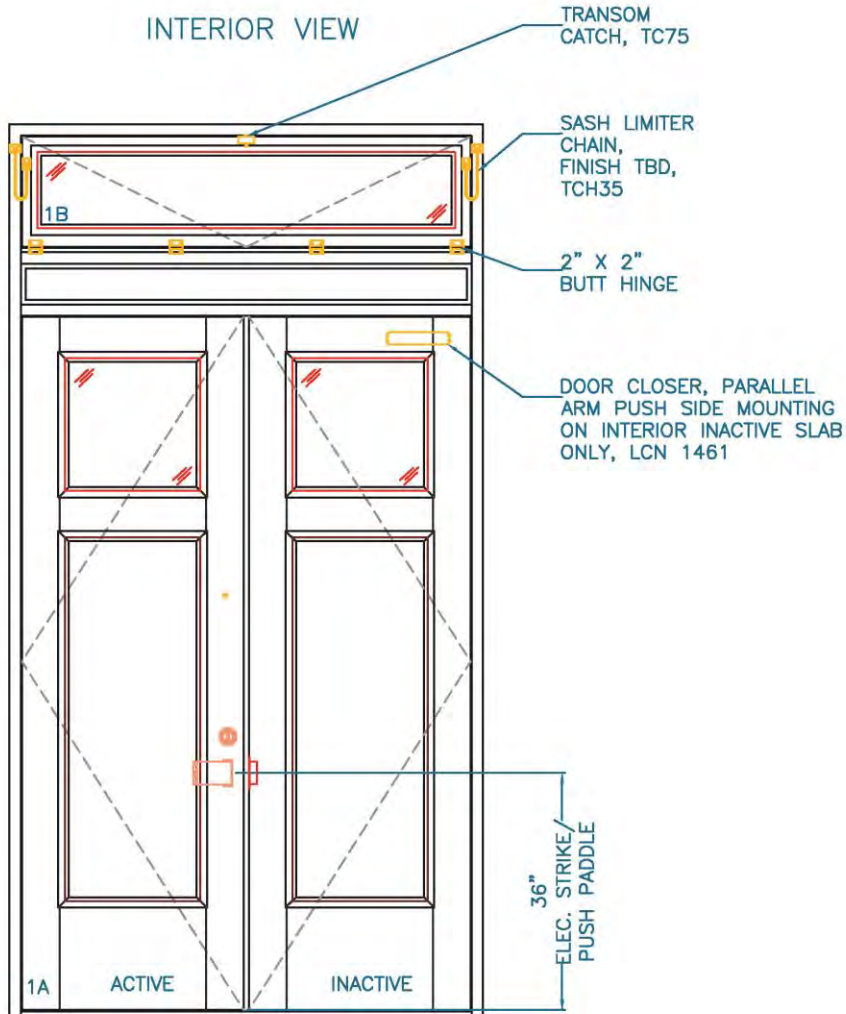
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TRANSOM CATCH REQUIRES PULL HOOK (PLH39) WITH 72" POLE,

INTERIOR VIEW



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Fax: 519.951.0386  
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PRODUCTION #: <b>SY5324</b>	DRAWING TYPE: <b>APP.</b>	CUSTOMER: <b>AALTEN GROUP</b>			
LINE #: <b>1</b>	QTY: <b>1</b>	ISSUE DATE: <b>JAN 20, 2025</b>	REV #:	REV. DATE:	REV BY:
TAG: <b>415 DEVONSHIRE RD</b>		DRAFTED BY: <b>BG</b>	REV 1		
SCALE: <b>TO FIT</b>		CHECK DATE:	REV 2		
UNIT: <b>INCHES</b>		CHECKED BY:	REV 3		





**Committee Matters: SCM 114/2025**

**Subject: Response to CQ26/2023 Models of Pre-Approved Building Plans Utilized by Different Municipalities in North America – City Wide**

Moved by: Councillor Fred Francis  
Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 726**

That the report of Supervisor, Research & Policy dated February 20, 2025, entitled “Response to CQ26/2023 Models of Pre-Approved Building Plans Utilized by Different Municipalities in North America – City Wide” **BE RECEIVED** for information.  
Carried.

Report Number: S 22/2025  
Clerk’s File: ACO2025 & SB2025

**Clerk’s Note:**

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 11.7 from the Development & Heritage Standing Committee held on April 7, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250407/-1/10548>

**Subject: Response to CQ26/2023 Models of Pre-Approved Building Plans Utilized by Different Municipalities in North America – City Wide**

**Reference:**

Date to Council:

Author: Tea De Angelis

Supervisor, Research & Policy

519-255-6267 ext. 6592

Planning & Building Services

Report Date: 2/20/2025

Clerk's File #: ACO2025 & SB2025

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

**Recommendation:**

**THAT** this report regarding specific models of pre-approved building plans **BE RECEIVED** for information.

**Executive Summary:**

N/A

**Background:**

At the September 18, 2023 meeting of City Council, Councillor Renaldo Agostino asked the following Council Question requesting information on pre-approved building plans for sale by other municipalities: *“Certain cities across North America have introduced pre-approved housing and primary/secondary/ADU galleries/permits to streamline the process and lower construction costs for residential and accessory dwelling units in order to boost their city’s housing supply without dramatically altering neighbourhoods. Raleigh, Stockton and Los Angeles to name a few. The City of Enderby, British Columbia hosted a competition for drawings. The winners’ drawings are now for sale by the city to builders for \$1000 each. The drawings are preapproved and in compliance. Asks that Administration look at these models which could help standardize rules, save time and money and speed up the building of more homes in our city.”*

## **Discussion:**

In response to the Council Question posed at the September 18<sup>th</sup>, 2023, meeting of Council, Administration at the City of Windsor has corresponded with Administration from the Regional District of North Okanagan (RDNO), which oversees the electoral areas of the City of Armstrong, the Township of Spallumcheen, the District of Coldstream, the City of Enderby, the City of Vernon, and the Village of Lumby. RDNO has provided Administration with details on their 2023 design competition, and its progress. Research on designs and programs from areas outside of Canada (Stockton, and Raleigh) noted in the Council Question, has been performed using readily available information on each program publicized online by each municipality. Additionally, research has been conducted on the federal government's initiative to introduce their own pre-approved design catalogue.

### **Regional District of North Okanagan (RDNO)**

RDNO hosted a design competition in 2023 inviting architects, building designers, and other industry professionals to submit entries for a Secondary Dwelling design contest, offering a cash prize based on their placement in the competition. RDNO clarified that they do not own the rights to any of the pre-approved building plans; all royalties are returned directly to the designers of each plan. The pre-approved plans are available for sale from the Regional District at a cost of \$1,000 (plus GST & PST) for one set of printed plans and a PDF. Additional printed copies can be purchased at a cost of \$10 per page. The design competition held by RDNO in 2023 resulted in 69 unique submissions for both one and two-storey homes. A design review panel selected 8 one-storey and 5 two-storey designs to be available for purchase.

These 13 designs were reviewed for compliance with the British Columbia Building Code and preliminary zoning compliance in all electoral districts. However, RDNO stated that additional modifications to plans may be necessary to ensure full compliance with each electoral district's zoning by-laws. RDNO has indicated that these designs are sold "as is," and purchasers/applicants are responsible for any changes, additions, modifications, and expenses to ensure that the pre-approved designs fully comply with each municipality's/electoral district's zoning by-laws. As of March 2024, RDNO has shared with Administration that approximately one copy of plans has been sold. No further information was provided regarding the reasoning behind the number of sales.

### **Raleigh, North Carolina**

The City of Raleigh, North Carolina, introduced a "fast track ADU" program providing homeowners and builders with a gallery of ADU's created by independent designers which are in compliance with North Carolina's Building Code. The City of Raleigh outlines their Fast Track ADU Program as a four-step process for homeowners:

1. Selecting an ADU from the catalog of fast track ADU plans, reviewing the description, images, and fee for each design.

2. Once a plan is chosen, the applicant is required to connect with its designer. The designer will work with the applicant on payment and next steps in the permitting process.
3. To complete permitting, the applicant must prepare a site plan showing the fast-track structure on the site. The City of Raleigh will then perform their zoning review.
4. Permits will be issued after the plans are reviewed and fees are paid.

Residents can view the gallery and purchase plans (from the designer) at a fee far below the typical design cost, however, residents must contact the designer directly to purchase plans.

The City of Raleigh states that their Fast Track plans have been reviewed only for Building Code compliance: "Fast Track ADU plans have been pre-reviewed for Building Code compliance, prior to constructing an ADU the applicant must still apply for and receive all applicable permits with associated fees, including Building Code permits. Any modifications to the plans will prohibit submission for a Fast Track permit. ADU size allowances and approval will depend on your property size, location, zoning, and other development standards that apply. All applicants are strongly encouraged to review all applicable requirements in the Unified Development Ordinance (UDO) for the City of Raleigh, prior to purchase of plans. The ADU plan selected from the gallery must meet the development regulations that apply to your specific site. Upon application, your project will also undergo plan review by all other applicable work groups."

The City of Raleigh makes no guarantees, representations, or warranty with respect to the purchase, design, permitting or construction of Fast Track ADU plans. Homeowners using a Fast Track ADU plan rely solely upon the designer, architect, or contractor for all representations, warranties, or assurances with respect to the actual cost, design and construction of all plans.

### **Stockton, California**

The City of Stockton, California, has implemented a program designed to encourage the construction of additional dwelling units by providing a selection of pre-approved, permit-ready building plans. The plans were created in collaboration with Administration from the City of Stockton, and a local high school which specializes in construction and engineering. These plans are complete sets of construction drawings that comply with the latest codes and have been pre-approved by the Building Department. They are available "off-the-shelf" at no cost; however, purchasers must provide their own site plan to accompany their chosen design.

The selection includes a studio, a one-bedroom, and a two-bedroom option, all aimed at addressing the citywide housing shortage. By offering these complete construction drawings, the program expedites the permit process and reduces preconstruction costs. The designs focus on simplicity and cost-efficiency, featuring straightforward floor plans, simple roof designs, and conventional construction techniques to minimize both the cost and duration of construction.

## **Federal Government Pre-Approved Design Catalogue**

The federal government is reviving the concept of a standardized housing design catalogue, inspired by the CMHC's post-war blueprints from the late 1940s to 1970s, to streamline housing construction across Canada. This initiative aims to reduce costs, time, and uncertainty in housing development by offering pre-vetted design options for builders. The initial catalogue will offer floor plans, drawings, and basic design information, with fully permit-ready, regional code-compliant packages available in early 2025. These packages will include construction specifications and cost estimates. Two architectural firms, MGA (Michael Green Architecture) and LGA Architectural Partners Ltd., have been selected to create low-rise designs for different regions, while an open submission process invites additional prefabricated housing designs.

In addition to commissioned designs, the catalogues submissions from the open process will invite prefabricated housing designs including modular, panelized, and 3D-printed homes. Future iterations will expand to include mid-rise buildings, with a design competition launching soon. Supported by \$11.6 million in the 2024 federal budget, the project is part of efforts to accelerate housing approvals, reduce costs, and address Canada's housing crisis. Additionally, accessing federal dollars under the Canada Housing Infrastructure Fund is also conditional on provinces and territories collaborating with the federal government to adopt designs from the Housing Design Catalogue.

### **Risk Analysis:**

There are no risks associated with receiving this report for information.

### **Climate Change Risks**

#### **Climate Change Mitigation:**

N/A

#### **Climate Change Adaptation:**

N/A

### **Financial Matters:**

There are no financial impacts associated with receiving this report for information.

## **Consultations:**

Danica Kimberly - Executive Assistant Planning & Building  
Regional District of North Okanagan

Laura Frank - Regional Planning Projects Manager  
Regional District of North Okanagan

## **Conclusion:**

The federal government's Housing Design Catalogue represents a promising tool for streamlining housing construction, reducing costs, and accelerating approvals across Canada. By providing standardized, pre-approved designs, including innovative options such as modular and prefabricated homes, this initiative aligns with similar efforts seen in other jurisdictions like Raleigh, Stockton, and Enderby, where pre-approved plans have simplified the building process.

For municipalities, including Windsor, adopting designs from the federal catalogue could enhance efficiencies, reduce preconstruction costs, and support the delivery of more housing units without extensive delays. The catalogue's integration with other federal housing programs, along with conditional access to funding under the Canada Housing Infrastructure Fund, highlights its importance in addressing the national housing crisis.

Administration and Council may wish to monitor the implementation and results of the federal initiative, as well as explore opportunities to leverage these pre-approved designs to complement local efforts to boost housing supply. Partnering with the federal government to adopt and promote these designs could provide a practical solution to meeting Windsor's housing needs while maintaining consistency with existing zoning and development standards.

## **Planning Act Matters:**

N/A

## **Approvals:**

<b>Name</b>	<b>Title</b>
Jelena Payne	Commissioner, Economic Development



Name	Title
John Revell	Chief Building Official
Joe Mancina	Chief Administrative Officer

**Notifications:**

N/A



**Committee Matters: SCM 211/2024**

**Subject: Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9.**

Moved by: Councillor Angelo Marignani  
Seconded by: Councillor Kieran McKenzie

Decision Number: **DHSC 629**

I. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning of the lands located on the east side of Sixth Concession Road, north side of Spago Crescent, south of Holburn Street, described as Pt Lot 13, Concession 6, designated as Part 1 and Part 2 on 12R 12694 [PIN 01560-0137 LT and PIN 01560-0136 LT], from RD1.2 to RD2.3 with a holding prefix (HRD2.3); and,

II. THAT the holding (H) symbol **BE REMOVED** when the following conditions are satisfied:

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

III. THAT the application of 2863167 Ontario Inc. for Draft Plan of Subdivision approval for Part of Lot 13, Concession 6, designated as Part 1 and Part 2 on 12R 12694 [PIN 01560-0137 LT and PIN 01560-0136 LT], **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-001/24-1, prepared by VERHAEGEN Land Surveyors for 2863167 Ontario Inc., showing 5 Blocks for townhome dwellings, 1 Block to be conveyed to the Corporation of the City of Windsor for storm water management pond, 2 Blocks for Road Reserves, and one proposed road allowance (Street A);
- 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 lands;

- D. That 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.
- E. 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 hereto) with further amendments as required and other relevant matters set out in CR 233/98 (Standard Subdivision Agreement).
  2. **Conveyance Requirements:** The Owner(s) shall, prior to the issuance of a construction permit, gratuitously convey to the Corporation of the City of Windsor
    - i) Block 6 on Map No. SDN-001/24-1 for Storm Water Management (SWM) Facility purposes;
    - ii) Block 7 (*a 0.3m wide strip of land along the entire Sixth Concession Road frontage*) and Block 8 (*0.3m wide strip of land along the dead-end of Street A*) on Map No. SDN-001/24-1, for land reserve purposes; and
    - iii) A 2.5m wide strip of land along the frontage of Block 5 on Map No. SDN-001/24-1, for utilities; and all conveyances shall be to the satisfaction of the City Engineer and the City Solicitor.
  3. **Cul-De-Sac:** The Owner(s) shall construct at the northerly limit of Street A a cul-de-sac bulb wide enough to accommodate a minimum boulevard width of 2.5m for utilities as stipulated by the City of Windsor Standard Drawing AS-206C. Also, the radius shall be large enough for garbage collection trucks and emergency vehicles to turn around in. All work to be to the satisfaction of the City Engineer.
  4. **Sidewalks** -The owner(s) shall agree to:
    - a) Pay to the Corporation, prior to the issuance of a Building Permit, the sum of \$10,080.00 being the Owner's contribution towards the future construction of a concrete sidewalk on the 6th Concession Road frontage of the subject lands.

- b) Construct, at their entire expense and according to City of Windsor Standard Specifications, concrete sidewalks at the following locations, to the satisfaction of the City Engineer:
    - i. New Street A – along the west boulevard
    - ii. Spago Crescent - along the north boulevard from Street A to Zurich Avenue
- 5. **Curbs and Gutters** – The Owner(s) shall further agree to pay to the Corporation, prior to the issuance of a construction permit, the sum of \$5,328.00 being the Owner's contribution towards the future construction of concrete curb & gutter on the 6th Concession Rd frontage of the subject lands.
- 6. **Drainage Report** - The Owner(s) shall agree to retain, at its own expense, a Consulting Engineer to provide a detailed Drainage Report in accordance with the *Drainage Act*, to the satisfaction of the City Engineer.
- 7. **Servicing Charges** – The Owner(s) shall note that they may be required to pay servicing charges for the existing sewers on Spago Crescent and/or sewer connection(s) owing to Sixth Concession Development Ltd. if not paid previously for this site. Proof of payment will be required prior to the issuance of a construction permit.
- 8. **Tree Removal & Replacement:** The Owner(s) shall pay to the Corporation, prior to the issuance of a construction permit, the sum of \$3,400 being tree replacement cost for the removal of the Norway Maple (22cm DBH).
- 9. **Tree Protection Fencing:** The Owner(s) shall agree to install tree protection fence, prior to commencement of pre-grading activities, and shall further agree to retain a Certified Arborist to inspect the tree protection fencing prior to and during construction to ensure that the fencing remains intact and in good repair throughout the stages of development.
- 10. **Climate Change considerations:** The Owner(s) shall agree to compensate at caliper-per-caliper rate any trees not able to be retained on the site, in addition to the standard payment for one new tree per unit requirement at the time of building permit, to the satisfaction of the City Forester as per the Schedule of Fees.
- 11. **Parkland Conveyance:** The Owner(s) shall, prior to the issuance of a construction permit, pay cash-in-lieu of the 5% of lands to be developed, in accordance with By-law 12780, to the satisfaction of the Executive Director of Parks and the City Planner.

**12. Enbridge Clearance Requirements:** The Owner(s) shall agree to maintain a minimum separation of

- i) 0.6m horizontal and 0.3m vertical from all Enbridge's plants less than NPS 16;
- ii) 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines; and
- iii) 1.0m when drilling parallel to any of Enbridge's pipelines.

**13. Noise and Vibration Control:** The Owner(s) shall, at its entire expense,

- i) install a 1.8m high noise barrier fence with a minimum density of 20 kg/m<sup>2</sup> along the westerly lot line (Sixth Con. Rd. frontage) of the subject lands in accordance with the diagram labelled *Sheet 4 – Mitigation Measures (excerpt from Appendix B to Acoustical Report)* on page 14 of Appendix E attached to this report.

**14. Noise Control Measures:** The Owner(s) shall agree to design the subject development in compliance with the following criteria:

- i) all windows leading to sensitive living areas shall have a minimum sound transmission class (STC) as noted in the diagram labelled *Sheet 4 – Mitigation Measures (excerpt from Appendix B to Acoustical Report)* on page 14 of Appendix E attached to this report, in order to meet the MOECC indoor noise level criteria;
- ii) all walls leading to sensitive living areas shall have a minimum sound transmission class (STC) as noted in the diagram labelled *Sheet 4 – Mitigation Measures (excerpt from Appendix B to Acoustical Report)* on page 14 of Appendix E attached to this report;
- iii) acoustic privacy between units in a multi-tenant building, the inter-unit wall, shall meet or exceed STC-50; and
- iv) wall separation between noisy spaces, such as refuse chutes or elevator shafts, and suites shall meet or exceed STC-55.

**15. Acoustical Consultant Review:** The Owner(s) shall, prior to the issuance of a building permit, and at their entire expense, engage the services of an acoustical consultant to review the sound transmission class (STC) for the proposed development's walls, windows, and doors to ensure they conform to the recommendations outlined in the February 20, 2024, Acoustical Report prepared by BAIRD AE.

16. **Warning Clause(s):** The Owner(s) shall agree to place the following warning clause 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 plan of subdivision [Map No. SDN-001/24-1].

a) Noise Warning -

*"This dwelling unit has been supplied with a central air conditioning system which will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment."*

b) Vibration Warning -

*"Purchasers/tenants are advised that due to the proximity of the adjacent roadway, vibration from the roadway may be felt."*

17. The Owner(s) shall agree to:

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-001/24)**

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 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 City Planner / Executive Director of Planning and Development, 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; and,*

IV. THAT the City Clerk **BE AUTHORIZED** to issue the required notice respecting approval of the draft plan of subdivision under Section 51(37) of The *Planning Act*; and,

V. THAT the subdivision agreement shall **BE REGISTERED** against lands to which it applies prior to the final registration of the Plan of Subdivision; and,

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

VII. 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.

Councillor Mark McKenzie and Member Anthony Arbour voting nay.

Report Number: S 71/2024  
Clerk's File: Z/14781 & Z/14544

**Clerk's Note:**

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 7.2 from the Development & Heritage Standing Committee held on July 2, 2024
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240702/-1/10494>

**Subject: Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9.**

**Reference:**

Date to Council: July 2, 2024  
Author: Justina Nwaesei, MCIP, RPP  
Planner III - Development  
519-255-6543, ext. 6165  
jnwaesei@citywindsor.ca

Planning & Building Services  
Report Date: May 31, 2024  
Clerk's File #: Z/14781 & Z/14544

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

**Recommendation:**

**I** THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning of the lands located on the east side of Sixth Concession Road, north side of Spago Crescent, south of Holburn Street, described as Pt Lot 13, Concession 6, designated as Part 1 and Part 2 on 12R 12694 [PIN 01560-0137 LT and PIN 01560-0136 LT], from RD1.2 to RD2.3 with a holding prefix (HRD2.3).

**II** THAT the holding (H) symbol **BE REMOVED** when the following conditions are satisfied:

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

**III** THAT the application of 2863167 Ontario Inc. for Draft Plan of Subdivision approval for Part of Lot 13, Concession 6, designated as Part 1 and Part 2 on 12R 12694 [PIN 01560-0137 LT and PIN 01560-0136 LT], **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-001/24-1, prepared by VERHAEGEN Land Surveyors for 2863167 Ontario Inc., showing 5 Blocks for townhome dwellings, 1 Block to be conveyed to the Corporation of the City of Windsor for storm water management pond, 2 Blocks for Road Reserves, and one proposed road allowance (Street A);
- 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 lands;

- D. That 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.
- E. 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 hereto) with further amendments as required and other relevant matters set out in CR 233/98 (Standard Subdivision Agreement).
  2. **Conveyance Requirements:** The Owner(s) shall, prior to the issuance of a construction permit, gratuitously convey to the Corporation of the City of Windsor
    - i) Block 6 on Map No. SDN-001/24-1 for Storm Water Management (SWM) Facility purposes;
    - ii) Block 7 (*a 0.3m wide strip of land along the entire Sixth Concession Road frontage*) and Block 8 (*0.3m wide strip of land along the dead-end of Street A*) on Map No. SDN-001/24-1, for land reserve purposes; and
    - iii) A 2.5m wide strip of land along the frontage of Block 5 on Map No. SDN-001/24-1, for utilities; and all conveyances shall be to the satisfaction of the City Engineer and the City Solicitor.
  3. **Cul-De-Sac:** The Owner(s) shall construct at the northerly limit of Street A a cul-de-sac bulb wide enough to accommodate a minimum boulevard width of 2.5m for utilities as stipulated by the City of Windsor Standard Drawing AS-206C. Also, the radius shall be large enough for garbage collection trucks and emergency vehicles to turn around in. All work to be to the satisfaction of the City Engineer.
  4. **Sidewalks** -The owner(s) shall agree to:
    - a) Pay to the Corporation, prior to the issuance of a Building Permit, the sum of \$10,080.00 being the Owner's contribution towards the future construction of a concrete sidewalk on the 6th Concession Road frontage of the subject lands.
    - b) Construct, at their entire expense and according to City of Windsor Standard Specifications, concrete sidewalks at the following locations, to the satisfaction of the City Engineer:
      - i. New Street A – along the west boulevard
      - ii. Spago Crescent - along the north boulevard from Street A to Zurich Avenue
  5. **Curbs and Gutters** – The Owner(s) shall further agree to pay to the Corporation, prior to the issuance of a construction permit, the sum of \$5,328.00 being the Owner's contribution towards the future construction of concrete curb & gutter on the 6th Concession Rd frontage of the subject lands.
  6. **Drainage Report** - The Owner(s) shall agree to retain, at its own expense, a Consulting Engineer to provide a detailed Drainage Report in accordance with the Drainage Act, to the satisfaction of the City Engineer.

7. **Servicing Charges** – The Owner(s) shall note that they may be required to pay servicing charges for the existing sewers on Spago Crescent and/or sewer connection(s) owing to Sixth Concession Development Ltd. if not paid previously for this site. Proof of payment will be required prior to the issuance of a construction permit.
8. **Tree Removal & Replacement:** The Owner(s) shall pay to the Corporation, prior to the issuance of a construction permit, the sum of \$3,400 being tree replacement cost for the removal of the Norway Maple (22cm DBH).
9. **Tree Protection Fencing:** The Owner(s) shall agree to install tree protection fence, prior to commencement of pre-grading activities, and shall further agree to retain a Certified Arborist to inspect the tree protection fencing prior to and during construction to ensure that the fencing remains intact and in good repair throughout the stages of development.
10. **Climate Change considerations:** The Owner(s) shall agree to compensate at caliper-per-caliper rate any trees not able to be retained on the site, in addition to the standard payment for one new tree per unit requirement at the time of building permit, to the satisfaction of the City Forester as per the Schedule of Fees.
11. **Parkland Conveyance:** The Owner(s) shall, prior to the issuance of a construction permit, pay cash-in-lieu of the 5% of lands to be developed, in accordance with By-law 12780, to the satisfaction of the Executive Director of Parks and the City Planner.
12. **Enbridge Clearance Requirements:** The Owner(s) shall agree to maintain a minimum separation of
  - i) 0.6m horizontal and 0.3m vertical from all Enbridge's plants less than NPS 16;
  - ii) 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines; and
  - iii) 1.0m when drilling parallel to any of Enbridge's pipelines.
13. **Noise and Vibration Control:** The Owner(s) shall, at its entire expense,
  - i) install a 1.8m high noise barrier fence with a minimum density of 20 kg/m<sup>2</sup> along the westerly lot line (Sixth Con. Rd. frontage) of the subject lands in accordance with the diagram labelled *Sheet 4 – Mitigation Measures (excerpt from Appendix B to Acoustical Report)* on page 14 of Appendix E attached to this report.
14. **Noise Control Measures:** The Owner(s) shall agree to design the subject development in compliance with the following criteria:
  - i) all windows leading to sensitive living areas shall have a minimum sound transmission class (STC) as noted in the diagram labelled *Sheet 4 – Mitigation Measures (excerpt from Appendix B to Acoustical Report)* on page 14 of Appendix E attached to this report, in order to meet the MOECC indoor noise level criteria;
  - ii) all walls leading to sensitive living areas shall have a minimum sound transmission class (STC) as noted in the diagram labelled *Sheet 4 –*

*Mitigation Measures (excerpt from Appendix B to Acoustical Report) on page 14 of Appendix E attached to this report;*

- iii) acoustic privacy between units in a multi-tenant building, the inter-unit wall, shall meet or exceed STC-50; and
- iv) wall separation between noisy spaces, such as refuse chutes or elevator shafts, and suites shall meet or exceed STC-55.

15. **Acoustical Consultant Review:** The Owner(s) shall, prior to the issuance of a building permit, and at their entire expense, engage the services of an acoustical consultant to review the sound transmission class (STC) for the proposed development's walls, windows, and doors to ensure they conform to the recommendations outlined in the February 20, 2024, Acoustical Report prepared by BAIRD AE.

16. **Warning Clause(s):** The Owner(s) shall agree to place the following warning clause 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 plan of subdivision [Map No. SDN-001/24-1].

a) Noise Warning -

*"This dwelling unit has been supplied with a central air conditioning system which will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment."*

b) Vibration Warning -

*"Purchasers/tenants are advised that due to the proximity of the adjacent roadway, vibration from the roadway may be felt."*

17. The Owner(s) shall agree to:

- 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-001/24)**

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 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 City Planner / Executive Director of Planning and Development, 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.*

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

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

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

**VII** 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:**

On April 9, 2024, applications were received for zoning by-law amendment and plan of subdivision approval for the properties known as 4170 and 4190 Sixth Concession Road in electoral Ward 9. The applicant is a numbered company, **2863167 Ontario Inc.** The planning department assigned file numbers SDN-001/24 and Z-012/24 to the applications. Following a preliminary review of the applications and studies submitted by the applicant, the applications were found to be ready for payment and the applicant was advised accordingly. Application fees were processed on April 19, 2024, and the applications were deemed to be complete same day, following the fee payment. A 'Notice of Complete Application' was placed in the Windsor Star.

Materials received for the proposed development applications (SDN-001/24 and Z-012/24) were uploaded on the city's website, and the Planning Department circulated the applications to municipal departments and external agencies for comment. The comments received from those who were consulted are attached as APPENDIX D to this report; those comments were considered in the preparation of this planning report. Also, required support studies were reviewed and considered in the preparation of this report; excerpts from some of the support studies are hereto attached as Appendix E.

This planning report contains different sections and subsections (headings and subheadings). The intent of this executive summary is to assist the reader in understanding the contents of this report. It is important to note that this planning report has been prepared in the standard format for all reports being submitted for the consideration of the City of Windsor Council and the

Development & Heritage Standing Committee. Therefore, this planning report contains the following headings (sections):

▪ RECOMMENDATION	pages 1 - 5
▪ EXECUTIVE SUMMARY	pages 5 - 7
▪ BACKGROUND	pages 8 - 15
▪ DISCUSSION	pages 15 - 24
▪ RISK ANALYSIS	page 24
▪ CLIMATE CHANGE RISKS	page 24
▪ FINANCIAL MATTERS	page 24
▪ CONSULTATIONS	pages 24 - 26
▪ CONCLUSIONS	page 26 - 27
▪ APPROVALS	page 27
▪ APPENDICES	page 27

Below is a synopsis of the content of each section in this report:

The **RECOMMENDATION** SECTION of this report contains the planner's recommendation to Council. The recommendations outline the conditions of approval for the draft plan of subdivision and the zoning by-law amendment. A holding prefix on the Zoning by-law amendment can only be removed following the registration of Final Plan of subdivision.

The **BACKGROUND** SECTION of this report provides the following:

1. Key Map – showing the location of the subject lands.
2. Planning Activities leading to the subject Applications – the consultations with the planning department resulted in revisions to the applicant's original development concept plan for the subject lands. The revisions resulted in a change in design concept from a proposed construction of five off-street townhouse dwellings containing a total of 73 dwelling units to the current proposal to construct five on-street townhouse dwellings with a total of 27 dwelling units.
3. Application Information – such as a description of the location of the subject land, applicant's name, agent's name, registered owner's name, applicant's proposal, and materials submitted by the applicant.
4. Site Information – (i) OP designation, (ii) zoning category, (iii) zoning district map number; (iv) current and previous uses, (v) size, and (vi) shape, of the subject lands.
5. Rezoning Map – an excerpt from the City's Zoning District Map, showing current zoning of the subject lands and surrounding lands.
6. Neighbourhood characteristics – Neighbourhood Map, Surrounding land uses and existing Municipal infrastructure.

The **DISCUSSION** SECTION of this report contains planning analysis, which is a review and analysis of the following policies, by-law(s), and matters affecting the subject land:

1. Planning Act
2. Provincial Policy Statement 2020
3. Official Plan – [Volumes I and II]
4. Zoning By-law [B/L 8600]
5. Holding Provision
6. Site Plan Control

The **RISK ANALYSIS** SECTION is noted as 'not applicable' given that this is a Planning Act matter.

The **CLIMATE CHANGE RISKS** SECTION addresses Climate Change Mitigation and Adaptation pertaining to the proposed development on the subject lands.

The **FINANCIAL MATTERS** SECTION is noted as 'not applicable' given that this is a Planning Act matter.

The **CONSULTATION** SECTION provides a brief summary of Public consultations that have either occurred, or will occur later (as in the case of the statutory Public meeting that will occur later). This section also includes consultation with municipal departments and external agencies and some highlights of their comments.

The **CONCLUSION** SECTION contains a summary of the planning opinion on the subject rezoning.

The **APPROVALS** SECTION contains names and titles of Administration with approval authority over the subject report. This list includes the Manager of Development and the City Planner, who are both Registered Professional Planners.

The **APPENDICES** SECTION contains the following list of appendices attached to this report:

1. Appendix A - Site Photos (taken June 3, 2024)
2. Appendix B - Draft Plan of Subdivision, SDN-001/24-1
3. Appendix C - Site Layout Plan (Development Concept Plan), SDN-001/24-2
4. Appendix D - Consultations – Results of Circulation
5. Appendix E - Excerpts from Planning Justification Report & other Required Support Studies
6. Appendix F - Draft Zoning By-law Amendment for Z-012/24

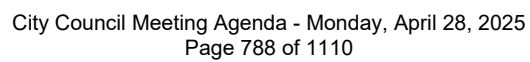
This report references those supporting materials submitted by the applicant for this rezoning and subdivision applications and made available at <https://www.citywindsor.ca/residents/planning/land-development/development-applications/current-development-applications/4170-4190-sixth-concession-road> for public review.

In addition, this planning report is supported by some documents included and/or referenced in the Appendices attached. This planning report provides sufficient evidence that the recommended amendment and draft plan approval are consistent with the Provincial Policy Statement 2020 and are in conformity with the applicable policies of Official Plan Volume I and the North Roseland Secondary Plan in Official Plan Volume II.

This report recommends approval of the applicant's request for rezoning and draft plan approval. A holding prefix is recommended for the zoning by-law amendment.



## 1. KEY MAP:



## 2. PLANNING ACTIVITIES LEADING TO THE SUBJECT APPLICATIONS

In October 2021, a presubmission application was received from Avani Homes Inc. to change the zoning of the parcels known as 4170 & 4190 Sixth Concession Road from Residential District 1.2 to an appropriate Residential District to allow the construction of five townhouse dwellings containing a total of 73 dwelling units, with access from Spago Crescent and Sixth Concession Road. The planning department processed the applicant's request under file PS-116/21 and issued a letter in January 2022, summarizing next step(s) in the planning process. Comments received from municipal departments and external agencies were noted in the letter. An Official Plan Amendment would have been required for the proposed concept plan with 73 dwelling units.

As a result of the content of the January 2021 planning letter, the applicant made drastic changes to the development proposal and held a public open house / public information centre (PIC) on November 9, 2022, to discuss a revised concept plan containing five townhome dwellings with a total of 27 townhome dwelling units on the subject lands, plus the request to rezone the subject land to permit townhomes. The proponent-driven PIC allowed area residents to receive information, and provide their input, regarding the proposed development. Area residents in attendance voiced their concerns as noted in the PJR excerpts in Appendix E attached hereto.

In December 2022, the planning department received a rezoning application package to change the zoning of the subject lands from RD1.2 to RD2.2 to permit townhome dwellings. The Applicant was 2863167 ONTARIO INC. and file number Z-001/23 was assigned. The contact person and agent were the same as in the previous application (PS-116/21.) There was no concurrent subdivision application.

On February 22, 2023, the application fee was processed, and the application (Z-001/23) was deemed complete same day. On May 3, 2023, the applicant's agent requested putting the application on hold to allow them time to submit the subdivision application concurrently with the Zoning By-law Amendment (ZBA).

On July 31, 2023, the Stage 1 Planning Consultation (PC-011/23) was received for the subdivision application. On September 1, 2023, Stage 1 PC letter was emailed to the applicant and agent. On September 25, 2023, Stage 2 PC was received and processed. Following a couple of revisions to the required support studies/reports, the Stage 2 PC response letter was finalized and emailed on March 13, 2024.

On April 9, 2024, the current application package for zoning by-law amendment and plan of subdivision was assigned to staff for processing under file numbers SDN-001/24 and Z-012/24. Application fees were processed on April 19, 2024. Following a review of the applications and studies submitted by the applicant, the application package was deemed to be complete on April 19, 2024. A 'Notice of Complete Application' was placed in the Windsor Star, and the Planning Department circulated the applications to municipal departments and external agencies for their review and comment.

## 3. APPLICATION INFORMATION

**LOCATION:** 4170 & 4190 Sixth Concession Road (east side of Sixth Concession Road, between Spago Crescent & Holburn Street)

**APPLICANT:** 2863167 ONTARIO INC. (C/O PAWAN KHICHI)

**AGENT:** STOREY SAMWAYS PLANNING LTD, (C/O DAVID FRENCH)

**REGISTERED OWNER:** SAME AS APPLICANT

**PROPOSAL:**

The applicant is proposing to develop a residential subdivision with five (5) townhome dwellings containing a total of 27 townhome dwelling units at the above noted location. The proposed dwelling units will front on a proposed new roadway allowance (Street A). Access to Street A is from Spago Crescent.

The subject lands are designated *Low Profile Residential* on Schedule NR2-7 – Land Use Designations & Concept Plan, North Roseland Planning Area, OP. Vol.2, and zoned *RD1.2* by Zoning By-Law 8600. The RD1.2 zoning category does not permit townhome dwellings.

Consequently, the applicant is also requesting an amendment to the zoning by-law 8600 to change the zoning of the subject lands **from RD1.2 to RD2.3** to permit the proposed townhome dwellings. Official Plan Amendment is not required.

**SUBMISSIONS BY APPLICANT:**

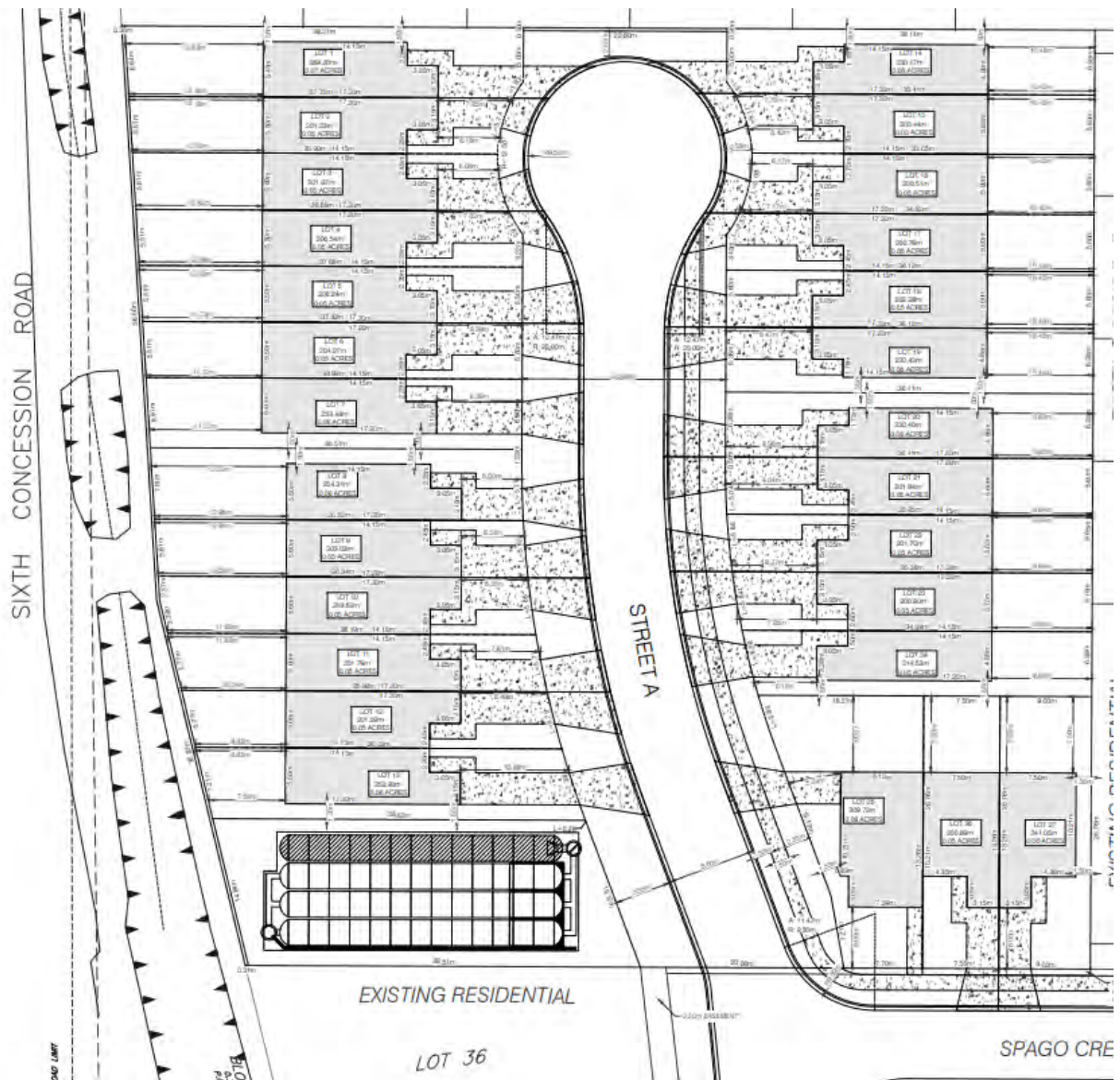
- Plan of Subdivision Application Form
- Zoning By-law Amendment Application Form
- Draft Plan, dated Feb. 16, 2024, by Verhaegen Land Surveyors
- Concept Development Plan, dated Feb. 1, 2024, by BAIRD AE
- Planning Justification Report, dated March 18, 2024, by Storey Samways Planning Ltd.
- Traffic Impact Study, dated Aug 19, 2022, revised Feb. 20, 2024, by BAIRD AE
- Acoustical Report, dated Dec. 8, 2023, revised Feb. 20, 2024, by BAIRD AE
- Functional Servicing Report, dated Sep 8, 2022, revised Feb. 20, 2024, by BAIRD AE
- Functional Servicing Report Drawings and Appendices A, B & C, by BAIRD AE
- Vibration Study, dated Feb. 20, 2024, by BAIRD AE
- Tree Preservation Plan, dated Feb.16, 2024, by BAIRD AE
- Tree Inventory & Preservation Plan Report, dated Feb. 20, 2024, by Jackson Arboriculture Inc. for Goodban Ecological Consulting
- Avani Homes 6<sup>th</sup> Concession Road Public Information Centre (PIC) Invitation
- Avani Homes PIC Comment Summary
- Property deed
- Topographic Survey, dated Sep. 30, 2021
- Energy Strategy, dated Dec. 20, 2022, by BAIRD AE

Copy the link below to access the above materials located on the City's website:

<https://www.citywindsor.ca/residents/planning/land-development/development-applications/current-development-applications/4170-4190-sixth-concession-road>



## CONCEPT DEVELOPMENT PLAN



## 4. SITE INFORMATION

OFFICIAL PLAN	ZONING & ZDM	CURRENT USE(S)	PREVIOUS USE(S)
LOW PROFILE RESIDENTIAL: Land Use Designation, North Roseland Planning Area, OP Volume II	RESIDENTIAL DISTRICT 1.2 (RD1.2);  ZDM13	4170 Sixth Con. - Single unit dwelling;  4190 sixth Con. - Single unit dwelling	unknown
FRONTAGE	DEPTH	AREA	SHAPE
93.363 m (44.266 m + 49.097 m)	irregular	8,413.414sq.m. [2.079 acres]	irregular
Note: All measurements are in accordance with Plan 12R-12694 approximate			

## 5. REZONING MAP



PART OF ZONING DISTRICT MAP 13

N.T.S.

### REQUESTED ZONING AMENDMENT

Applicant: Storey Samways Planning Ltd.



SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT



DATE : APRIL, 2024  
FILE NO. : Z-012/24, ZNG/7195



## 6. NEIGHBOURHOOD CHARACTERISTICS

### NEIGHBOURHOOD MAP



NEIGHBOURHOOD MAP - SDN-001/24, SDN-7194 &  
Z-012/24, ZNG-7195



SUBJECT LANDS



The subject neighbourhood lies on the north side of Dougall Parkway and characterized by low profile residential subdivisions containing single detached dwellings. The subject area is made up of, and currently zoned to accommodate, one low profile residential housing type (single unit dwellings) per lot; whereas, the neighbourhood south of Dougall Parkway (outside the North Roseland Planning Area) is made up of, and zoned to accommodate, a mix of low profile residential housing types (single unit dwellings, semi-detached dwellings and townhome dwellings) per lot/block.

### **SURROUNDING LAND USE**

North, East, and South sides of the subject lands – Low Profile Residential use of the single detached form of housing. Take note that the applicable zoning district (RD1.2) permits single unit dwellings, existing duplexes and existing semi-detached dwellings.

West side of the subject lands – Sixth Concession Road R.O.W, followed by Low Profile Residential use of the single detached form of housing under RD1.1 zoning category.

Further north, east, west and south of the subject lands, within 850m to 1.3km distance, are Municipal Parks and schools.

- Schools - Talbot Trail Public School (900m distance) and First Lutheran Christian Academy (1.3km distance).
- Municipal Parks - Holburn Park (900m distance), Captain John Wilson Park and Talbot Wilson Park (both 1km distance), Stoney brook Park (850m distance), Golden Park (1.2km distance) and North Talbot Park (1.3km distance).

Attached to this report as **Appendix A** are site photos taken on June 3, 2024. The site photos show some of the surrounding land uses and the character of the neighbourhood.

### **MUNICIPAL INFRASTRUCTURE**

- The City's records show there is a 250 mm diameter PVC sanitary sewer and a 525 mm diameter RCP storm sewer along Spago Crescent available to service the subject lands. In addition, there is a 315.6m long 5<sup>th</sup> Concession Drain along the Sixth Concession Road frontage.
- There is an existing 150mm PVC watermain located on the south of the property at Spago Crescent.
- Municipal watermains and fire hydrants are available on Spago Crescent, Zurich Avenue and Holburn Street and Sixth Concession Road north of the subject lands.
- LED streetlights are available within abutting roadways and there are overhead pole lines with street lights along Sixth Concession Road.
- There are concrete sidewalks along the east side of Zurich Avenue, both sides of Holburn Street, and both sides of the portion of Sixth Concession Road from the south limit of the subject lands southerly to North Talbot Road. Gravel shoulders exist on the portion of Sixth Concession Road from the south limit of the subject lands northerly to Provincial Road.
- There are concrete curbs and gutters within Holburn Street, Spago Crescent, Zurich Avenue rights-of-way, but there is no curb and gutter and no sidewalk along that portion of Sixth Concession Road fronting the subject lands and all the way to Provincial Road.
- There are bike lanes on Sixth Concession Road right-of-way, from the south limit of the subject lands southerly to North Talbot Road.
- Transit Windsor Bus routes (Walkerville 8 and School Route Extras) are available to service the subject lands and neighbourhood. Walkerville 8 buses and Massey School Route Extras run along Sixth Concession Road and Holburn Street by the subject lands. The



closest existing bus stop to the subject lands is located on Holburn Street, between Sixth Concession and Zurich Avenue, approximately 120m from the subject properties.

- Sixth Concession Road is classified as Class I Collector Road and Spago Crescent is classified as local road. Holburn Street is classified as Class II Collector Road and is a nearby collector road accessible to the subject lands through Spago Crescent or Zurich Avenue (local roads).

## **Discussion:**

### **PLANNING ANALYSIS:**

#### **1. PLANNING ACT**

Section 51, subsection (17) of the Planning Act requires the applicant to provide the approval authority (being the City) with the prescribed information and material and as many copies as may be required by the approval authority of a draft plan of the proposed subdivision drawn to scale and showing several items listed from (a) to (l) inclusive. A review of the applicant's submission shows compliance with s.51(17) of the Planning Act. Further, the submission has regard to matters of Provincial interest set out in section 2 of the Planning Act and criteria for consideration of a draft Plan of subdivision set out in section 51(24) of the Act.

#### **2. PROVINCIAL POLICY STATEMENT (PPS) 2020**

##### ***A. Excerpts from PARTS I, II, and IV of the PPS 2020***

*PART I - PREAMBLE:* The Provincial Policy Statement provides policy direction on matters of provincial interest related to land use planning and development. The Provincial Policy Statement sets the policy foundation for regulating the development and use of land.

*PART II – LEGISLATIVE AUTHORITY:* The Provincial Policy Statement 2020 was issued under the authority of section 3 of the Planning Act and came into effect May 1, 2020.

In respect of the exercise of any authority that affects a planning matter, section 3 of the Planning Act requires that decisions affecting planning matters “shall be consistent with” policy statements issued under the 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” this Provincial Policy Statement.

*PART IV – VISION FOR ONTARIO'S LAND USE PLANNING SYSTEM:* The long-term prosperity and social well-being of Ontario depends upon planning for strong, sustainable and resilient communities for people of all ages, a clean and healthy environment, and a strong and competitive economy.

*Planning authorities are encouraged to permit and facilitate a range of housing options, including new development as well as residential intensification, to respond to current and future needs.*

Strong, liveable and healthy communities promote and enhance human health and social well-being, are economically and environmentally sound, and are resilient to climate change.

Taking action to conserve land and resources avoids the need for costly remedial measures to correct problems and supports economic and environmental principles.

***B. PPS 2020 Policies relevant to the subject Planning Act matter under consideration***

The following PPS 2020 policies are applicable to the subject planning matters (Zoning By-law Amendment and Plan of Subdivision applications):

- ✓ 1.0 Building Strong Healthy Communities
- ✓ 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns [policies 1.1.1 and 1.1.3]
- ✓ 1.4 Housing (policy 1.4.3).
- ✓ 1.6 Infrastructure and Public Service Facilities (policies 1.6.6.2 and 1.6.6.7)
- ✓ 1.7 Long-Term Economic Prosperity (policy 1.7.1)

The applicant's planning consultant has analyzed these PPS policies (excluding policy 1.6) in their Revised Planning Justification Report (PJR) dated March 18, 2024. I have reviewed the planning analysis in the March 18, 2024, revised PJR and can confirm that the Planning Consultant's analysis is acceptable.

This report provides additional analysis of the relevant PPS 2020 Policies applicable to the subject planning matters.

***1.0 Building Strong Healthy Communities:***

*Ontario's long-term prosperity, environmental health and social well-being depend on wisely managing change and promoting efficient land use and development patterns. 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.*

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 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 affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;*
- c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;*
- e) promoting the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs;*

With respect to 1.1.1(a) – The current use and zoning of the subject lands is for single detached dwellings (one on each lot). The recommended zoning by-law amendment will facilitate the redevelopment of the subject lands for a more compact development (townhome dwelling units), which is a more efficient use of the subject lands. Furthermore, the subject lands are within an established residential neighbourhood and, as such, can be readily serviced by available municipal sewers. Consequently, the recommended amendment and draft plan of subdivision



will result in a redevelopment that is cost effective and will sustain the financial well-being of the City and Province.

With respect to 1.1.1(b) – The North Roseland Planning Area is proposed to be primarily a low profile residential Community and the lands are predominantly designated Low Profile Residential. Therefore, only single detached, semi-detached and on-street townhouses are permitted on most of the lands in the area. The current residential zoning category (RD1.2) in the subject area permits single detached dwellings, plus existing duplexes and existing semi-detached dwellings. Consequently, the lands within the subject Planning Area are mostly occupied by single detached dwellings.

This amendment will promote a mix of housing types without an Official Plan Amendment. The recommended amendment from RD1.2 to RD2.3 will complement the existing residential use in the area by allowing semi detached and townhouse types to be built in the subject area.

With respect to 1.1.1(c) – No environmental or public health and safety concern is triggered by the recommended amendment. The Noise study submitted by the applicant identifies some noise concerns from Sixth Concession Road. The Study indicates that monitored noise levels exceed MOECC Noise Level Criteria and, as a result, mitigation measures such as acoustic fencing, building components and warning clauses are recommended to meet the Ministry's criteria.

With respect to 1.1.1(e) – The amendment would promote a more compact development because more units can be built together under one roof; thereby, eliminating additional side yard requirements, which in turn helps minimize land consumption and servicing costs. Each of the proposed townhome dwellings contain two or more common vertical interior walls, which reduces exterior walls in within the development; thereby, making the dwellings more energy efficient and more cost effective.

The subject zoning by-law amendment and draft plan of subdivision will bring about an efficient development with no adverse impact on the financial well-being of the City of Windsor, land consumption, and servicing costs, and will not cause any environmental or public health and safety concerns.

The recommended zoning by-law amendment and draft plan of subdivision are consistent with Policy 1.1.1 of the PPS.

### Policy 1.1.3 Settlement Areas

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

The subject parcel is located within a settlement area (City of Windsor) and the subject amendment creates opportunity for growth and development within the City of Windsor settlement area; thereby, promoting the vitality of the settlement area.

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

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

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

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

This amendment and plan of subdivision will facilitate the development of townhome dwellings that can be designed to complement the existing building stock in the subject area. The applicant's proposal is an infill residential development with increase in the number of dwelling units from 2 to 27 on the subject lands resulting in an increase in density; therefore, the recommended amendment and draft plan of subdivision promote residential intensification.

The subject amendment and plan of subdivision will achieve a more compact low profile residential development that will efficiently use land, resources, and existing infrastructure, including existing and planned active transportation options such as sidewalks and bike lanes. The amendment and plan of subdivision will also support the use of available public transit in the area. The amendment will facilitate the construction of a housing type (townhome dwellings) with dwelling units that have reduced number of exterior walls; thereby, promoting energy efficiency in the proposed buildings.

The subject amendment and plan of subdivision are consistent with Policies 1.1.3.1, 1.1.3.2 and 1.1.3.3 of the PPS.

As noted in Part IV of PPS 2020 – *Vision for Ontario's Land Use Planning System*, "Planning authorities are encouraged to permit and facilitate a range of housing options, including new development as well as residential intensification, to respond to current and future needs."

#### **Policy 1.4            Housing**

*1.4.3        Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by:*

- b) permitting and facilitating:*
  - 1. all housing options required to meet the social, health, economic and well-being requirements of current and future residents, ...; and*
  - 2. all types of residential intensification, including additional residential 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;*

This amendment and plan of subdivision will

- promote a higher density than currently exists on the subject lands;
- create an opportunity for a more compact development in an established residential area containing low density developments that are mostly single unit dwellings;
- facilitate a net increase in residential units or accommodation;
- result in intensification of the subject site and area;

- facilitate the municipality's ability to accommodate residential growth through intensification;
- provide a form of housing that is appropriate in terms of range and mix, and
- meet the social, health and well-being of current and future residents.

Appropriate level of infrastructure, active transportation and transit services are available or will be available in the subject area. The recommended amendment and plan of subdivision are consistent with policy 1.4 of the PPS.

#### **Policy 1.6      Infrastructure and Public Service Facilities**

*1.6.6.2    Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. Within settlement areas with existing municipal sewage services and municipal water services, intensification and redevelopment shall be promoted wherever feasible to optimize the use of the services.*

The subject lands are within an area that is serviced by municipal sewage services and municipal water services. The applicant's Functional Servicing Report, dated Sep 8, 2022, confirms that *"the sanitary service and water supply for the proposed development are through existing infrastructure along Spago Crescent."* The recommended zoning by-law amendment and plan of subdivision are consistent with policy 1.6.6.2 of the PPS.

*1.6.6.7    Planning for stormwater management shall:  
f) promote stormwater management best practices, including stormwater attenuation and re-use, water conservation and efficiency, and low impact development.*

The applicant's Functional Servicing Report, dated Sep 8, 2022, confirms that *"the stormwater management criteria for this development are based on the City of Windsor and ERCA requirements."* The report demonstrates that approximate stormwater management measures will be provided to satisfy water quality treatment and quantity attenuation criteria. Consequently, the recommended amendment and plan of subdivision promote stormwater management best practices; therefore, are consistent with policy 1.6.6.7 (f) of the PPS.

#### **Policy 1.7      Long-Term Economic Prosperity**

**1.7.1      Long-term economic prosperity should be supported by:**

- b) encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce.

The recommended amendment and proposed residential plan of subdivision will facilitate the supply of more housing and housing options in the immediate area; thereby, helping to support long-term economic prosperity for the city, region, and province.

In summary, the above planning analysis demonstrates that the recommended zoning by-law amendment and plan of subdivision are consistent with the relevant Policies of PPS 2020.

It should also be noted that the planning analysis provided in the applicant's Planning Justification Report (PJR) also demonstrates that the subject zoning by-law amendment is consistent with the relevant Policies of the PPS. See excerpts from the Planning Justification Report attached as **Appendix E** to this planning report. The applicant's planning consultant's conclusion in their PJR is as follows: *In consideration of the above PPS policy discussion, it is my opinion that the proposed townhouse dwelling development is consistent with, and implements, the relevant policies of the Provincial Policy Statement.*

### 3. OFFICIAL PLAN:

LAND USE DESIGNATION: Low Profile Residential, Schedule NR2-7: Land Use Designations & Concept Plan, North Roseland Planning Area, OP Vol. II. The North Roseland Planning Area is proposed to be primarily a low profile residential Community, (section 3.4, OP Vol. II).

One of the development concept goals in the North Roseland Planning Area is to “*promote land use patterns, residential profiles and building forms that make efficient use of existing resources, services and infrastructure*” (SECTION 3.5.1, OP VOL. II). This townhome development proposal will make efficient use of existing resources, services and infrastructure in the subject area, as discussed already in the PPS section of this report.

Another development concept goal in the North Roseland Planning Area is to “*Facilitate noise/vibration reduction from roads and rail and protect future residents from unacceptable levels of noise/vibrations*” (SECTION 3.5.2, OP VOL. II). See discussion under 3.6.10 and 3.7.1.2 below.

SECTION 3.6.3, OP VOL. II states “*Location of low profile residential lot frontages on the collector roads should be avoided.*” The proposed development backs unto Sixth Concession and does not front any collector road.

SECTION 3.7.2.1, OP VOL. II states “*For the purposes of this plan, Low Profile Residential development comprises the following types of dwelling: (a) single detached; (b) semi-detached; and (c) on-street townhouses.*” On-street townhouses are proposed on the subject lands.

SECTION 3.7.2.2, OP VOL. II states “*On-street townhouses shall only be permitted along Local Roads.*” The proposed on-street townhouses/townhomes front on the proposed Street A and Spago Crescent. Both Street A and Spago Crescent are classified as local roads.

The applicant's recommended zoning amendment and plan of subdivision will result in a townhome development that conforms with the above policies of the North Roseland Secondary Plan.

With respect to Noise Control, SECTION 3.6.10, OP VOL. II states, “*Provide adequate noise control measures to reduce noise pollution, vibrations from railway tracks and highways by utilizing minimum intrusive features and appropriate subdivision designs/site plan layouts.*”

This planning report highlights the noise control measures recommended by the applicant's Noise and Vibration consultant, BAIRD AE. See Appendix E attached to this planning report.

SECTION 3.7.1.2, OP VOL. II addresses Noise & Vibration Study requirements and states, “*A noise and vibration study(s) shall be required for residential developments and subdivision plans within 300 meters of railway tracks, Sixth Concession Road, Highway #401 and Walker Road. Such noise/vibration study(s) shall identify all noise sources and their impact on residential development. It shall recommend noise/vibration control measures for implementation...*”

As noted already in this report, the applicant submitted an Acoustical Report and a Vibration Study, prepared by BAIRD AE. Recommendations and conclusions from both studies are noted in Appendix E attached to this report.

Noise control measures and warning clauses are recommended by BAIRD AE and have been included in Recommendation III of this planning report. Vibration warning clause is also recommended by BAIRD AE and have been included in Recommendation III of this report.

In summary, the recommendations contained in this report will lead to the implementation of appropriate noise and vibration mitigation measures in the site and building design for the subject development, in accordance with the BAIRD AE's recommendations.

#### *SECTION 6.3.1 OF OP VOL. 1 – RESIDENTIAL OBJECTIVES*

The Residential objectives of the Official Plan include the following: (i) to support a complementary range of housing forms, (ii) to promote compact residential form for new developments, and (iii) to promote residential redevelopment, infill and intensification initiatives in locations in accordance with the City of Windsor Official Plan. (Sections 6.3.1.1, 6.3.1.2 and 6.3.1.3, OP Vol.1.)

The above noted objectives of the OP are satisfied by the proposed development on the subject lands. The amendment and plan of subdivision support a complementary housing form in the subject neighbourhood. The amendment also provides opportunity for residential redevelopment, infill and intensification; thereby, promoting a compact neighbourhood as shown in the concept plan SDN-001/24-2, attached as Appendix C to this report.

#### *SECTION 11.6.3 OF OP VOL. 1 – ZONING BY-LAW AMENDMENT POLICIES*

The recommended zoning by-law amendment and the draft plan of subdivision are consistent with the relevant policies of the PPS noted in this report and conform with the relevant policies of OP Vol. II as discussed already in this report.

Support studies were received as noted earlier in this report and those studies were considered in the preparation of this report. The requirements, comments and recommendations from municipal departments and circularized agencies have been considered as noted in this report, particularly, in the CONSULTATION section of this report.

The zoning by-law amendment promotes opportunity for residential redevelopment, infill and intensification, which creates a compact form of neighbourhood and ensures continuation of an orderly development pattern in the subject area. The zoning by-law amendment and draft plan of subdivision will provide additional housing supply / opportunities in the area with no adverse impact on the adjacent properties.

Based on the above analysis in this report, the recommended Zoning By-law Amendment maintains conformity with the Official Plan per section 11.6.3.1 and meets the criteria set out above under section 11.6.3.3 of the OP Vol. 1.

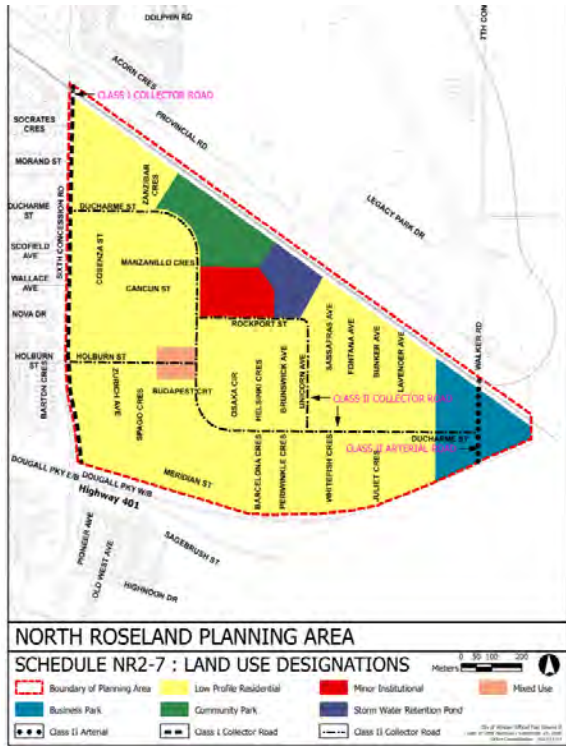
## **4. ZONING**

The subject lands are zoned Residential District 1.2 (RD1.2) by City of Windsor Zoning By-law 8600. This zoning by-law amendment application provides an opportunity to redevelop the underutilized lands currently occupied by two single unit dwellings and accessory structures to achieve five townhome dwellings with 27 townhome dwelling units.

The Zoning District Map shows that currently, the RD1.2, RD1.4 and DRD1.1 zoning categories are the residential zoning categories intended to permit low profile residential developments in the North Roseland Planning Area. However, these zoning categories (RD1.2, RD1.4 and DRD1.1) encourage only one type of low profile residential development out of the three forms of low profile residential developments permitted / listed in s.3.7.2.1, *OP VOL. II*.

The Maps below are meant to help the reader understand the gap between the current zoning categories in the subject area and the land use designation that should be implemented. This

amendment and plan of subdivision will result in the implementation of policy 3.7.2.1, OP Vol. II, in a manner that is consistent with the Provincial Policy Statement 2020.



**Land Use Schedule - North Roseland Planning Area**



### **Zoning District Map 13**

The recommended new zoning is Residential District 2.3 (RD2.3), and uses permitted in the RD2.3 zoning category are as follows:

- One Semi-detached Dwelling
- *One Single Unit Dwelling*
- *Townhome Dwelling*
- *Any use accessory to the preceding uses*

A review of Zoning By-law 8600 shows that Residential District 2.3 (RD2.3) is an appropriate zoning category for the subject lands because it permits the three types of low profile residential developments permitted in the North Roseland Planning Area. The RD2.3 zoning category implements *SECTION 3.7.2.1*, OP Volume II, which states “*For the purposes of this plan, Low Profile Residential development comprises the following types of dwelling: (a) single detached; (b) semi-detached; and (c) on-street townhouses.*” The “on-street” component of the townhouse dwellings is a matter of design and can be achieved, as evidenced in the applicant’s concept plan Map SDN-001/24-2 attached as Appendix C to this report. The RD2.3 zoning category also encourages a range and mix of low profile residential housing options in the subject area, which is consistent with the PPS 2020.

As noted in pages 2 to 4 of the attached Appendix E, area residents expressed concerns about the proposed townhouse development on the subject lands. The proposed density for the subject development was noted as a concern.

**DENSITY:** The current RD1.2 zoning category permits a single unit dwelling on a parcel with a minimum lot area of 360m<sup>2</sup>, which results in a density of 27.78 units per hectare. Similarly, the RD2.3 zoning category permits a single unit dwelling on a parcel with a minimum lot area of



360m<sup>2</sup>. Therefore, density remains the same for single unit dwellings on the existing and proposed zoning categories.

However, the RD2.3 zoning permits additional forms of low profile developments and higher densities, making it a more appropriate zoning category to use in implementing the North Roseland Planning Area objective for lands designated low profile residential. In the RD2.3 zoning, the minimum lot area requirement for a semi-detached dwelling is 450m<sup>2</sup>, resulting in a density of 44.44 units per hectare; while the minimum lot area requirement for a townhome dwelling is 200m<sup>2</sup> per unit, which amounts to a density of 50 units per hectare.

Tables 1 and 2 below would help the reader understand the density discussion in the subject area. As shown below, the proposed densities in Table 2 are appropriate for townhome dwellings in the North Roseland Planning Area.

<b>TABLE 1</b>	SINGLE UNIT DWELLING		SEMI-DETACHED DWELLING	TOWNHOME DWELLING
By-law 8600	RD1.2	RD2.3	RD2.3	RD2.3
Lot Area - minimum required	360m <sup>2</sup>	360m <sup>2</sup>	450m <sup>2</sup>	200m <sup>2</sup> per unit
Density (maximum permitted)	27.78 units per ha	27.78 units per ha	44.44 units per ha	50 units per ha

<b>TABLE 2</b>	PROPOSED DENSITIES FOR THE PROPOSED TOWNHOME DEVELOPMENT				
SDN-001/24-1 (APPENDIX B)	Block 1	Block 2	Block 3	Block 4	Block 5
Proposed Lot Area	1317.96m <sup>2</sup>	1542.92m <sup>2</sup>	1264.62m <sup>2</sup>	1049.36m <sup>2</sup>	751.46m <sup>2</sup>
Proposed Number of dwelling units	6	7	6	5	3
Minimum Lot Area per unit	219.66m <sup>2</sup>	220.42m <sup>2</sup>	210.77m <sup>2</sup>	209.87m <sup>2</sup>	250.49m <sup>2</sup>
Density (proposed)	45.52 units per ha	45.37 units per ha	47.44 units per ha	47.65 units per ha	39.92 units per ha

**PARKING:** Parking requirement for the proposed townhome dwellings is as follows:

*Townhome Dwelling*

- having an attached garage or carport      1 parking space for each dwelling unit
- without an attached garage or carport      1.25 parking spaces for each dwelling unit

A minimum setback of 6.0m is required from the exterior lot line to a garage wall (section 5.11.1, By-law 8600). Therefore, Lot 25 in Block 5, will not comply with by-law 8600, if it has a garage door facing the west exterior lot line). Also, if Lot 25 does not have a garage, the parking space provided is too small (per section 24.20.10, By-law 8600). The applicant is advised to adjust the design of Lot 25 to comply with the noted sections of By-law 8600.

## 5. HOLDING PROVISION

A hold provision is recommended for this zoning by-law amendment to ensure that construction permit is not issued for any of the permitted uses in the RD2.3 zoning district (save & except the single unit dwelling, which is currently permitted in the RD1.2 zoning category) until such time when the final plan of subdivision is registered. This holding provision also creates the opportunity for the City and the applicant to address outstanding planning issue(s) through a subdivision agreement, which will be executed and registered on title before a final plan of subdivision can be registered. The holding provision can be removed when an application is made for the removal of the H symbol and all applicable conditions are satisfied.

A draft by-law is attached as **Appendix F**.

## 6. SITE PLAN

The proposed amendment is NOT a “development” as defined in section 41(1) of the Planning Act and the City of Windsor By-law 1-2004. Therefore, the applicant is NOT required to submit application for Site Plan Approval.

**Risk Analysis:** N/A. See Climate Change risk analysis below.

## Climate Change Risks

### Climate Change Mitigation:

Residential intensification minimizes the impact on the community greenhouse gas emissions. Development within existing communities and neighbourhoods use available infrastructure such as sewers, sidewalks, and public transit and, as such, help to mitigate development impact. Although there are currently no sidewalks on the section of Sixth Concession Road from the subject lands northerly towards Provincial Avenue; it is expected that the existing sidewalks in the subject neighbourhood, planned future sidewalks, existing bicycle lanes in and around the subject area will facilitate active transportation and positively impact climate change. The proposed residential intensification on the subject lands will encourage the use of existing and planned transit and active transportation in the neighbourhood, which will help to minimize the City's carbon footprint.

### Climate Change Adaptation:

Trees and other landscaping features help create better living conditions and support climate change adaptation. Implementation of the lot-grading plan for this proposed development would help mitigate adverse impacts on climate change. Stormwater management facilities also help to support climate change adaptation.

**Financial Matters:** N/A

## Consultations:

### 1. PUBLIC OPEN HOUSE [Developer-led Public Information Centre (PIC)]

*DATE:* November 9, 2022.

*VENUE:* Signature Tributes Event Centre, 3310 Dougall Avenue, Windsor.

*TIME:* 7 pm (ended at 9 pm)

*NEIGHBOURHOOD PARTICIPATION:* Attended by 15 members of the public (neighbours). It is noted that 135 invitations were mailed to those landowners within a 120 m buffer of the subject lands.

Summary of comments/concerns/input from the area residents and the response from the applicant's planning consultant can be found in Appendix E attached to this report.

Key issues include:

- Increase in Density (proposed number of dwelling units is high for the land area),
- Increase in traffic volume, traffic speed, and on-street parking,
- Privacy concerns for the rear yards of abutting existing homes,
- Existing storm and sanitary sewer capacity.

Density has been discussed in the zoning section of this report, as well as in the PJR portion of Appendix E attached to this report.

Aside from the response provided by the applicant's planning consultant with respect to increase in traffic volume and speed, the applicant's Traffic Impact Study confirmed that *"upgrades are required for the existing intersection of 6th Concession Road with Holburn Street infrastructure in 2030 and 2035 background conditions. These upgrades are not due to the proposed development as the development's traffic will have minimum impact on the operation of existing intersections."*

The PJR portion of Appendix E contains the applicant's planning consultant's response to Privacy concerns, the existing storm, and sanitary sewer capacity. Also, excerpts from the Functional Servicing Report (see Appendix E) confirm that the existing sanitary sewer from Spago Crescent has enough capacity to accommodate the proposed development of 27 dwelling units. The FSR also states that stormwater measures will be provided to satisfy water quality treatment and quantity attenuation criteria.

## 2. DEPARTMENT AND AGENCIES

Attached as **Appendix D**, to this report, are comments from the municipal departments and external agencies. There are no objections; however, some comments include conditions and/or recommendations for the approval of the rezoning application and plan of subdivision. This report takes into consideration those conditions and recommendations found in Appendix D, and the recommendations within the required studies and reports submitted by the applicant.

The following items/issues, found in the attached Appendix D, are best addressed within a subdivision agreement. Consequently, this report recommends inclusion of those issues and other conditions of approval within a subdivision agreement for the proposed development on the subject lands.

### ***Development, Projects & ROW has the following requirements:***

**Plan of Subdivision Agreement** - The applicant enter into an agreement with the City of Windsor for all requirements under the General Provisions of the Plan of Subdivision Agreement for the Engineering Department.

**Sidewalks** -The owner(s) agrees, to:

- ❖ Pay to the Corporation, prior to the issuance of a Building Permit, the sum of \$10,080.00 being the Owner's contribution towards the future construction of a concrete sidewalk on the 6th Concession Road frontage of the subject lands.
- ❖ Construct at their expense and according to City of Windsor Standard Specifications, concrete sidewalks constructed to the satisfaction of the City Engineer. Sidewalks are to be constructed at the following locations:
  - o New Street A – along the west boulevard
  - o Spago Crescent - along the north boulevard from Street A to Zurich Avenue

**Curbs and Gutters** - The Owner further agrees to pay to the Corporation, prior to the issuance of a construction permit, the sum of \$5,328.00 being the Owner's contribution towards the future construction of concrete curb & gutter on the 6th Concession Rd frontage of the subject lands.

**Drainage Report** - The Owner agrees, at its own expense, to retain a Consulting Engineer to provide a detailed Drainage Report in accordance with the Drainage Act.

**Servicing Charges** - The applicant(s) shall note that they may be required to pay servicing charges for the existing sewers on Spago Crescent and/or sewer connection(s) owing to Sixth Concession Development Ltd. if not paid previously for this site. Proof of payment will be required prior to the issuance of a construction permit.

**Other requirements:**

- Parkland dedication
- Tree Protection Plan
- ENWIN minimum separation requirement: to ensure adequate clearances are achieved and maintained.
- Enbridge Gas has active infrastructure in the proposed area and requires a minimum separation of 0.6m horizontal and 0.3m vertical from all Enbridge's plant less than NPS 16 and a minimum separation 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines. Furthermore, Enbridge requires a minimum separation of 1.0m when drilling parallel to any of their pipelines.
- ERCA's requirement for stormwater management analysis is addressed in the City of Windsor Subdivision Agreement General Provisions G-2 (4).
- Canada Post Developer requirements are addressed in the City of Windsor Subdivision Agreement General Provisions G-2 (11) (a) to (e)

**3. PUBLIC NOTICE**

The Corporation of the City of Windsor will advertise the official notice in the Windsor Star Newspaper as prescribed by the Planning Act.

The City will mail courtesy notice to all properties within 200 m of the subject parcel, prior to the Development & Heritage Standing Committee (DHSC) meeting.

**Conclusion and Planner's Opinion:**

The applicant's request to change the zoning of the subject lands from Residential District 1.2 to Residential District 2.3 will facilitate the proposed townhome residential subdivision development on the subject lands and positively impact housing supply in the city.

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 Planning Justification Report submitted by the applicant explains salient details of the applications and provides salient information and supporting reasons why the draft plan of subdivision and the zoning by-law amendment applications should be considered and approved. As part of this report, I have provided additional planning analysis in support of the proposed Plan of Subdivision and the Zoning By-law Amendment, based on relevant provincial legislation and Official Plan policies.

In my professional opinion, both the recommended Zoning By-law Amendment and Draft Plan of Subdivision are consistent with the policies of the Provincial Policy Statement 2020 and maintain conformity with the City of Windsor Official Plan.

The proposed Draft Plan of Subdivision meets the requirements under section 51(17) of the Planning Act and can be designed in compliance with the Zoning By-law 8600 (as amended). The Draft Plan of Subdivision will provide housing opportunities in an established area.

Administration is recommending that the Draft Plan of Subdivision be approved subject to the conditions as in Recommendations III to VII (inclusive) of this report and the Zoning By-law Amendment be approved as in Recommendation I of this report, subject to a holding prefix

removal in accordance with Recommendation II of this report. The recommended zoning by-law amendment and plan of subdivision constitute good planning.

A decision to approve this zoning by-law amendment and the draft plan of subdivision is consistent with the PPS 2020.

### **Planning Act Matters:**

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

**Greg Atkinson, MCIP, RPP**

Manager of Development/Deputy City Planner

**Thom Hunt, MCIP, RPP**

City Planner

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

**JP**

**JM**

### **Approvals:**

<b>Name</b>	<b>Title</b>
Greg Atkinson	Manager of Development/Deputy City Planner
Thom Hunt	City Planner / Executive Director, Planning & Development Services
Aaron Farough	Senior Legal Council, Legal Services & Real Estate
Jelena Payne	Commissioner of Economic Development
Joe Mancina	Chief Administration Officer

### **Notifications:**

<b>Name</b>	<b>Address</b>	<b>Email</b>
Abutting property owners, tenants/ occupants within 200 meters (400 feet) radius of the subject lands		

### **Appendices:**

- 1 Appendix A - Site Photos (taken June 3, 2024)
- 2 Appendix B - Draft Plan of Subdivision, SDN-001/24-1
- 3 Appendix C - Development Concept Plan, SDN-001/24-2
- 4 Appendix D - Consultations – Results of Circulation
- 5 Appendix E - Excerpts from Planning Justification Report & other Required Support Studies
- 6 Appendix F - Draft By-law for Z-012/24

## Appendix A, Site Photos (taken June 3, 2024)



View of existing buildings on the subject lands, looking north from Spago Crescent, in front of the property known as 4411 Spago Crescent



View of abutting property (4411 Spago Cres.) south side of the subject lands, looking west from Spago Crescent



Partial view of the driveway on 4411 Spago Crescent and existing buildings on 4190 Sixth Concession Rd.



## Appendix A, Site Photos (taken June 3, 2024)



View of Spago Cres., looking east towards Zurich Ave., from the south side of the subject lands, at 4411 Spago Cres.



View of Spago Cres., looking west towards 4411 Spago Cres., from the intersection of Spago Cres. and Zurich Ave.



View of Zurich Avenue, looking north towards Holburn St., from the intersection of Spago Cres. and Zurich Ave.



## Appendix A, Site Photos (taken June 3, 2024)



View of Holburn Street looking west towards Sixth Concession, from the intersection of Holburn and Zurich



A close view of Holburn Street looking west towards Sixth Concession, from the intersection of Holburn and Zurich



## Appendix A, Site Photos (taken June 3, 2024)



Street view of Sixth Con. Rd., looking north from the intersection of Sixth Concession Road and Holburn Street



View of southeast corner of Holburn and Sixth Con. from Sixth Con. Rd and Holburn St. intersection, looking at properties abutting the north limit of the proposed development



Street view of Holburn Street, looking east from the intersection of Sixth Concession Road and Holburn Street



## Appendix A, Site Photos (taken June 3, 2024)



View of east and west sides of Sixth Concession Road in front of the subject lands, looking south



View of Sixth Con. Rd showing the end of the existing concrete sidewalks south of the subject lands, looking south



View of Sixth Concession Road from the subject lands, looking north towards Holburn St.



**Appendix A, Site Photos** (taken June 3, 2024)



FRONT/WEST VIEW 4190 SIXTH CON. RD. AND NORTH WALL OF 4411 SPAGO CRESC., LOOKING EAST FROM SIXTH CON. RD



FRONT/WEST VIEW 4170 & 4190 SIXTH CONCESSION ROAD, LOOKING EAST FROM SIXTH CONCESSION ROAD



*Photo showing existing driveway for 4170 Sixth Concession Road*



*Photo showing existing driveway for 4190 Sixth Concession Road*

PHOTOS OF EXISTING DRIVEWAYS OFF SIXTH CONCESSION ROAD, LOOKING EAST AT THE SUBJECT LANDS





SCHEDULE OF LAND USE				
LOTS/BLOCKS	LAND USE	UNITS	AREA	PERCENTAGE AREA
BLOCK 1-5	TOWNHOMES	27	5,926.31	70.34%
BLOCK 6	STORMWATER MANAGEMENT (TO BE DEDICATED TO THE CITY)		540.97	6.42%
BLOCK 7-8	ROAD RESERVE		34.03	0.40%
STREET A	ROAD		1,923.54	22.83%
TOTAL		27	8,424.850	100.00%

- ADDITIONAL INFORMATION IN ACCORDANCE WITH SECTION 51(17) OF THE PLANNING ACT
- A) BOUNDARIES OF THE LANDS PROPOSED TO BE SUBDIVIDED: AS SHOWN ON DRAFT PLAN

B) HIGHWAYS: AS SHOWN ON DRAFT PLAN

C) KEY PLAN: AS SHOWN ON DRAFT PLAN

D) PROPOSED USES: THE LAND IS TO BE USED ACCORDING TO SCHEDULE OF LAND USE

E) EXISTING USES OF ADJOINING LAND: AS SHOWN ON DRAFT PLAN

F) APPROXIMATE DIMENSIONS AND LAYOUT THE PROPOSED LOTS: AS SHOWN ON DRAFT PLAN

F1) AFFORDABLE HOUSING: NONE PROPOSED

G) NATURAL AND ARTIFICIAL FEATURES: AS SHOWN ON DRAFT PLAN

H) AVAILABILITY AND NATURE OF DOMESTIC WATER SUPPLIES: MUNICIPAL WATER SUPPLY AVAILABLE

I) SOIL TYPE: BROOKSTON CLAY LOAM

J) EXISTING CONTOURS: AS SHOWN ON DRAFT PLAN

K) MUNICIPAL SERVICES AVAILABLE OR TO BE AVAILABLE: ALL MUNICIPAL SERVICES AVAILABLE, INCLUDING SANITARY SERVICES

L) RESTRICTIONS AFFECTING THE LAND: AS SHOWN ON DRAFT PLAN



DRAFT PLAN OF SUBDIVISION  
OF PART OF  
PART OF LOT 13, CONCESSION 6  
(GEOGRAPHIC TOWNSHIP OF SANDWICH EAST)  
IN THE  
CITY OF WINDSOR  
COUNTY OF ESSEX, ONTARIO

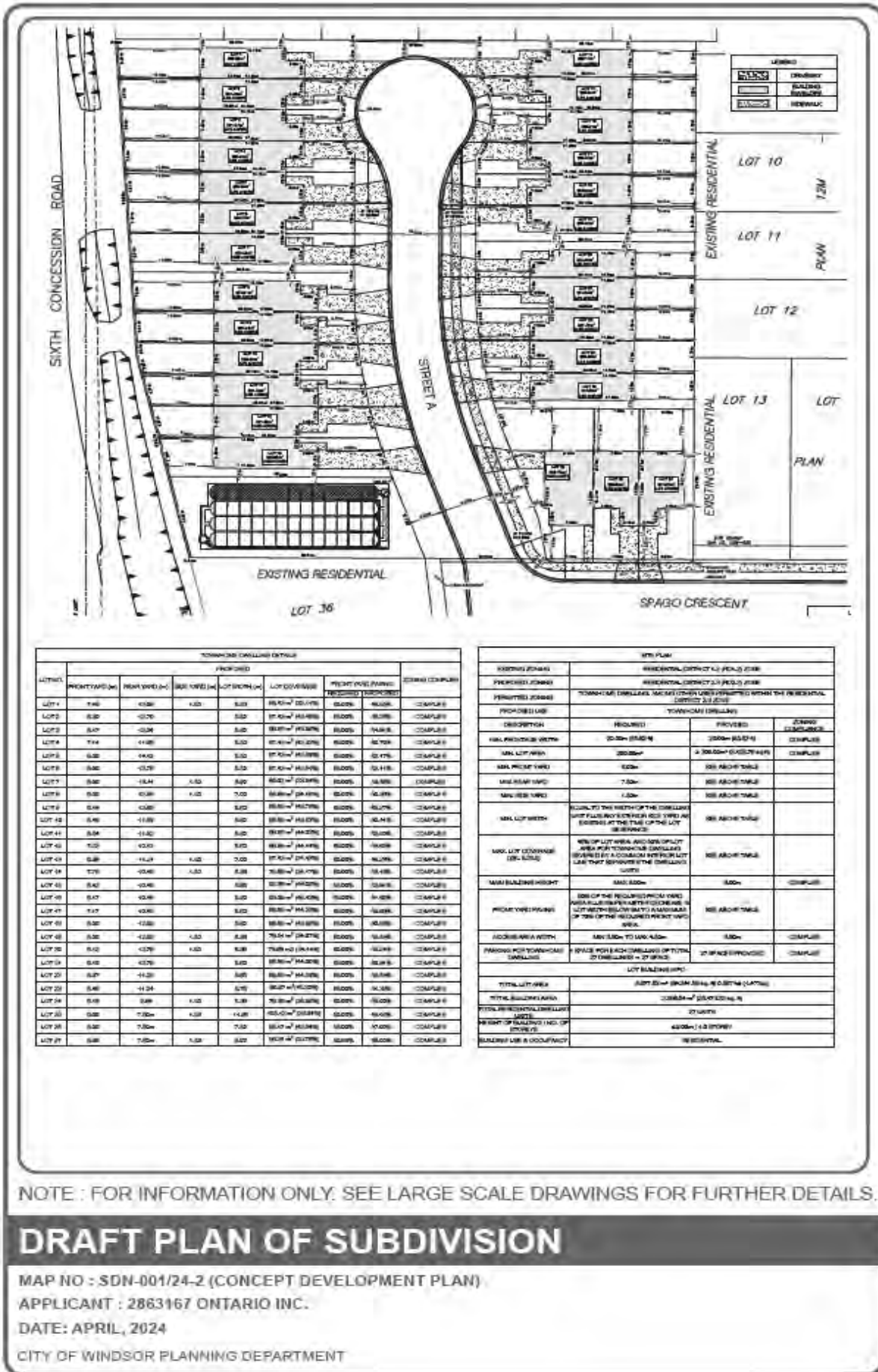
APPENDIX B - DRAFT PLAN  
OF SUBDIVISION, SDN-001/24-1

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

# DRAFT PLAN OF SUBDIVISION

MAP NO : SDN-001/24-1 (DRAFT PLAN)  
APPLICANT : 2863167 ONTARIO INC.  
DATE: APRIL, 2024





## **BELL CANADA – JUAN CORVALAN**

Bell Canada will provide a response should any comments / input be required on the information included in the circulation received. Bell Canada kindly requests that even if a specific comment is not provided at this time that you continue to circulate us at [circulations@wsp.com](mailto:circulations@wsp.com) on any future materials related to this development project or infrastructure / policy initiative so that we can continue to monitor its progress and are informed of future opportunities for engagement.

### **1) Bell Canada Responses to Pre-Consultation & Complete Development Application Circulations:**

#### **Pre-consultation Circulations**

Please note that Bell Canada does NOT generally comment on pre-consultation circulations unless the information provided identifies that a future draft plan of subdivision, draft plan of condominium and/or site plan control application will be required to advance the development proposal.

#### **Complete Application Circulations & Recirculations**

Please note that Bell Canada does NOT generally comment on the following development applications - official plan and zoning by-law amendments, part lot control, temporary use and interim control by-laws. However, Bell Canada does generally comment on site plan approval, draft plans of subdivision and draft plan of condominium applications.

Bell Canada will generally comment on recirculations where the change modifies the proposed residential dwelling unit count and/or non-residential gross floor area in a draft plan of subdivision, draft plan of condominium and/or site plan control application.

### **2) Bell Canada Responses to Infrastructure and Policy Initiative Circulations:**

If required, a follow-up email will be provided by Bell Canada to outline any input to be considered on the infrastructure / policy initiative circulation received at this time.

#### **Concluding Remarks:**

If you have any other specific questions, please contact [planninganddevelopment@bell.ca](mailto:planninganddevelopment@bell.ca) directly.

We note that WSP operates Bell Canada's development tracking system, which includes the intake and processing of municipal circulations. **However, all responses to circulations and requests for information, such as requests for clearance, will come directly from Bell Canada, and not from WSP.** WSP is not responsible for the provision of comments or other responses.

## **CANADA POST – BRUNO DESANDO**

Thank you for contacting Canada Post regarding plans for a new subdivision 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.**

### ***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.

### **TRANSIT WINDSOR – JASON SCOTT**

Transit Windsor has no objections to this development. The closest existing transit route to this property is with the Walkerville 8. The closest existing bus stop to this property is located on Holburn at Sixth Concession Southeast Corner. This bus stop is approximately 120 metres from this property falling within Transit Windsor's 400 metre walking distance guidelines to a bus stop. Transit Windsor's City Council approved Transit Master Plan has a new local route replacing the Walkerville 8 in this area that will further enhance transit service by introducing two way conventional transit service versus the existing one way loop.

### **ASSESSMENT MANAGEMENT – JOSE MEJALLI**

No objection to the amended zoning to allow the proposed new residential subdivision with five (5) townhome dwellings containing a total of 27 townhome dwelling units at the above noted location.

### **ENVIRONMENTAL SERVICES – ANNE MARIE ALBIDONE**

So long as the cul-de-sac radius is the standard the City uses, then I have no objections. The radius needs to be large enough for our collection trucks to turn around in (as well as emergency vehicles).

### **ENBRIDGE – JOSE DELLOSA**

After reviewing the provided drawing at Sixth Concession Rd & Holburn St and consulting our mapping system, please note that Enbridge Gas has active infrastructure in the proposed area. Two (2) services at 4170 and 4190 Sixth Concession Rd as well as the gas main on Spago Cres. A PDF drawing has been attached for reference.

#### **Please Note:**

- 1. The shown piping locations are approximate and for information purposes only**
- 2. The drawings are not to scale**
- 3. This drawing does not replace field locates. Please contact Ontario One Call for onsite locates prior to excavating, digging, etc**

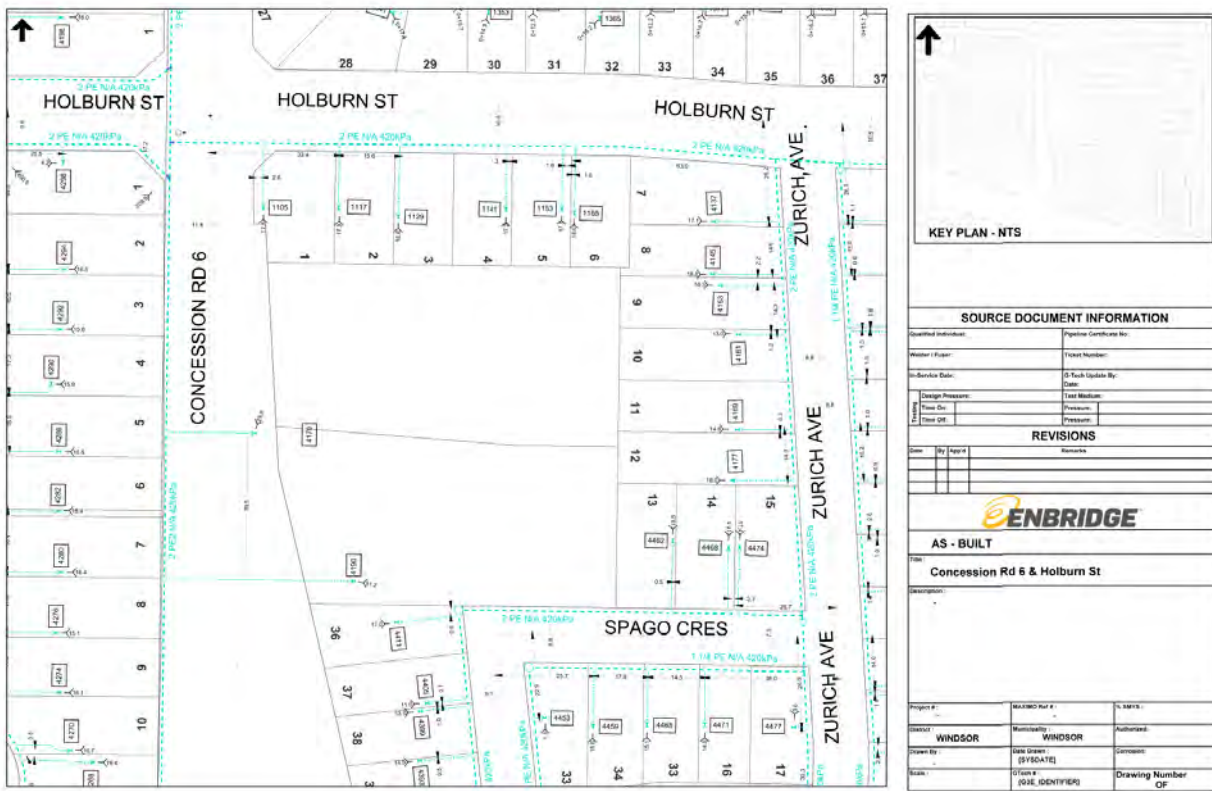
Enbridge Gas requires a minimum separation of 0.6m horizontal and 0.3m vertical from all of our plant less than NPS 16 and a minimum separation 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines. For all pipelines (including vital pipelines), when drilling parallel to the pipeline, a minimum horizontal clearance measured from the edge of the pipeline to the edge of the final bore hole of 1 m (3.3 ft) is required. Please ensure that this minimum separation requirement is maintained, and that the contractor obtains locates prior to performing any work and utilizes safe excavation practices while performing any work in the vicinity.

Also, please note the following should you find any abandoned infrastructure in the area:

- Any pipe that is excavated, please assume that it is live
- If during the course of any job, any pipe is found that is not on the locate sheet and is in conflict with your work, please call our emergency number (1-877-969-0999), and one of our Union Gas representatives will respond to determine if that plant is in fact live or dead
- Please note that our Enbridge Gas representative will respond to the live or dead call within 1-4 hours, so please plan your work accordingly



### Concession Rd 6 & Holburn St. As-Built Diagram



### ERCA – ALICIA GOOD

The City of Windsor has received Application for Draft Plan of Subdivision Approval SDN-001-24 for the above noted subject lands, which proposes to construct five (5) townhouses with twenty-seven (27) units, with frontage on a new local street, on two existing lots of record, totalling 8,422.52 sq m (90,662.22 sq ft).

The City of Windsor has also received Application for Zoning By-Law Amendment Z-012-24 to support the Application for Draft Plan of Subdivision Approval.

The subject lands are designated *Low Profile Residential* on Schedule NR2-7 – Land Use Designations & Concept Plan, North Roseland Planning Area, OP. Vol.2, and zoned *RD1.2* by Zoning By-Law 8600.

The RD1.2 zoning category does not permit townhome dwellings; therefore, the applicant is also requesting an amendment to the zoning by-law 8600 to change the zoning of the subject lands from RD1.2 to RD2.3 to permit the proposed townhome dwellings. An Official Plan Amendment is not required.

The following is provided as a result of our review of Notice of Public Meeting to Consider Draft Plan of Subdivision SDN-001-24, and Zoning By-Law Amendment Z-012-24.

### NATURAL HAZARDS AND REGULATORY RESPONSIBILITIES UNDER THE CONSERVATION AUTHORITIES ACT, O. REG 686/21, PPS

The following comments reflect ERCA's role in protecting people and property from the threats of natural hazards and regulating development hazards lands under Section 28 of the *Conservation Authorities Act*.

We have reviewed our floodline mapping for this area and it has been determined this site is not located within a regulated area that is under the jurisdiction of the ERCA (Ontario Regulation 41/24 under the *Conservation Authorities Act*). As a result, a permit is not required from ERCA for issues related to Section 28 of the *Conservation Authorities Act*.

ERCA has concerns with the potential impact to the quantity and quality of runoff in the downstream watercourse due to the proposed development on this site. ERCA recommends that both the quantity and quality of excess runoff be adequately controlled to avoid any adverse impacts to the downstream watercourse. We further recommend that this analysis be completed to the satisfaction of the municipality. We do not require further consultation on this file with respect to excess runoff from the proposed development.

Our office continues to uphold our previous comments for Z-012-24, labelled as Z-001-23 (dated March 27, 2023).

#### **2023 ERCA COMMENTS FOR Z-001/24 (6<sup>TH</sup> CONCESSION RD).**

The City of Windsor has received an Application for Zoning By-Law Amendment for the subject property. The applicant is requesting the amendment to permit townhouses. There is provision for onsite storm servicing. In addition, the applicant requests site-specific zoning provisions to permit interior side yard of 1.2m for lots 23 & 24, and 75% front yard paving for Lot 24. Five (5) townhouses with 27 townhouse dwelling units are shown on the development concept plan. The applicant intends to submit a separate application for approval of a draft plan of subdivision on the subject lands.

The following is provided as a result of our review of Zoning By-Law Amendment Z-001/23.

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

The following comments reflect our role as representing the provincial interest in natural hazards as outlined 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 our floodline mapping for this area and it has been determined this site is not located within a regulated area that is under the jurisdiction of the ERCA (Section 28 of the *Conservation Authorities Act*). As a result, a permit is not required from ERCA for issues related to Section 28 of the *Conservation Authorities Act*, Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the *Conservations Authorities Act*, (Ontario Regulation No. 158/06).

#### **Stormwater Management**

ERCA has concerns with the potential impact of the quality and quantity of runoff in the downstream watercourse due to the proposed development on this site. ERCA recommends that stormwater quality and stormwater quantity will need to be addressed up to and including the 1:100 year storm event and be in accordance with the guidance provided by the Stormwater Management Planning and Guidance Manual, prepared by the Ministry of the Environment



(MOE, March 2003) and the "Windsor-Essex Region Stormwater Management Standards Manual".

We further recommend that the stormwater management analysis be completed to the satisfaction of the Municipality. We do not require further consultation on this file with respect to stormwater management.

#### FINAL RECOMMENDATION

We therefore request the following draft condition for inclusion in the Notice of Decision and implementing Subdivision Agreement:

1. That a stormwater management plan be designed and implemented to the satisfaction of the City of Windsor.

#### WINDSOR FIRE – MICHAEL COSTE

No issues with fire

#### LANDSCAPE & URBAN DESIGN – STEFAN FEDIUK

Please have the applicant's Arborist provide the tree inventory in digital form (ie. MSEXcel) so we can calculate the loss to the urban tree canopy, and calculate what requirements there are for tree planting's related to the proposed subdivision.

#### Previous comments from Stefan Fediuk

August 16, 2023 – Stage 1 PC-011/23:

No additional Studies are required from a landscape architectural or urban design perspective. Comments related to Z001-23 still apply as requirements for the fulfillment of the application as both the zoning and subdivision applications will be processed concurrently.

Per the subdivision application, the applicant is to be aware that there is a requirement for one municipal boulevard trees per unit to be planted. Payment as cash-in-lieu can be paid at the time of building permit for the City Forester to plant those trees.

March 24, 2023 – comments related to Z-001/23:

Pursuant to the application for a zoning amendment (Z 001/23) to permit TOWNHOUSES on the subject, by rezoning from RD1.2 to RD2,2 please note no objections. Please also note the following comments:

##### Zoning Provisions for Parking Setback:

There are no objections to the requested side yard reductions for Lot 23 & 24 and the front yard paving increase to 75% for lot 24. The irregular shaped corner lot created by lot 24 allows for a greater enhancement to the landscape area abutting Street 'A'.

##### Tree Preservation & Climate Change:

The applicant has provided a Tree Inventory recognizing 65 existing trees, with 10 of those trees (No. 1, 2, 3, 51, 52, 53, 54 60, 61, 62, 64, and 65) situated within the municipal or considered 'Shared Trees' which straddle the property line between private and public

ownership. The Planning Justification Report and the Energy Strategy do not make reference to the existing trees nor their preservation.

Issues of privacy have been cited by abutting residences, which could be alleviated with the preservation of as many of the existing trees as possible, especially those situated along the periphery of the development site (potentially trees no. 4 thru 32 (9 of which are abutting residential properties). Preservation of these trees will also assist in storm water management and help to reduce potential flooding of the existing and proposed residences.

As part of the development, the applicant is required to provide a tree protection plan to the satisfaction of the Landscape Architect and City Forester, identifying which trees are to be retained and proposed preservation techniques to be implemented.

As a response to climate change and impacts to urban forest canopy, in addition to the standard payment for one new tree per unit requirement at the time of building permit, any trees not able to be retained on the site, will require to be compensated at caliper-per-caliper rate, satisfactory to the City Forester as per the Schedule of Fees.

#### Urban Design:

Townhouses can take many forms. The applicant provided precedent imagery that was displayed at the Open House Information Session. The styles presented in images 5 thru 8 align with architectural characteristics of the surrounding single-family residential neighbourhood context. Precedent Image 8 is the most compatible as it emulates the split-ranch styles of the neighbourhood.

#### Parkland Dedication:

There are no parkland implications beyond the usual requirement for cash-in-lieu of 5% parkland dedication.

## HERITAGE – TRACY TANG

Tracy Tang, Planner on behalf of Kristina Tang, Heritage Planner

No supporting information required.

There is no apparent built heritage concern with these properties and they are located on an area of low archaeological potential.

Nevertheless, the Applicant should be notified of the following archaeological precaution.

1. Should archaeological resources be found during grading, construction or soil removal activities, all work in the area must stop immediately and the City's Planning & Building Department, the City's Manager of Culture and Events, and the Ontario Ministry of Citizenship and Multiculturalism must be notified and confirm satisfaction of any archaeological requirements before work can recommence.
2. In the event that human remains are encountered during grading, construction or soil removal activities, all work in that area must be stopped immediately and the site secured. The local police or coroner must be contacted to determine whether or not the skeletal remains are human, and whether the remains constitute a part of a crime scene. The Local police or coroner will then notify the Ontario Ministry of Citizenship and Multiculturalism and the Registrar at the Ministry of Government and Consumer Services if needed, and notification and satisfactory confirmation be given by the Ministry of Citizenship and Multiculturalism.

#### Contacts:

Windsor Planning & Building Department:

519-255-6543 x6179, [ktang@citywindsor.ca](mailto:ktang@citywindsor.ca), [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)

Windsor Manager of Culture and Events (A):

Michelle Staaedegaard, (O) 519-253-2300x2726, (C) 519-816-0711, [mstaadegaard@citywindsor.ca](mailto:mstaadegaard@citywindsor.ca)

Ontario Ministry of Citizenship and Multiculturalism

Archaeology Programs Unit, 1-416-212-8886, [Archaeology@ontario.ca](mailto:Archaeology@ontario.ca)

Windsor Police: 911

Ontario Ministry of Government & Consumer Services

A/Registrar of Burial Sites, War Graves, Abandoned Cemeteries and Cemetery Closures, 1-416-212-7499, [Crystal.Forrest@ontario.ca](mailto:Crystal.Forrest@ontario.ca)

## ZONING – CONNOR O’ROURKE

1. Lot 2 front yard paving percentage is incorrectly calculated in table. 66.28% Provided | 61.15% Actual. Complies. (24.28.1)
2. If Lot 25 has a garage facing the driveway it has to have a minimum setback of 6.0m from the exterior lot line to the garage wall (5.11.1); if Lot 25 does not have a garage the parking space provided is too small. (24.20.10)

## FORESTRY - Yemi Adeyeye

Forestry has following comments on this property.

After reviewing the tree inventory the developer is requesting to remove one healthy city owned Norway Maple. This MANO 22DBH is listed as tree #62 on the tree inventory.

The developer is required to pay a tree replacement cost of \$3,400, for the requested removal of the Norway Maple (22cm DBH).

## NATURAL AREAS - Karen Alexander

Natural Areas has following comments on this liaison.

No removal or disturbance of active bird nests (Migratory Bird Act)

## PARKS - Hoda Kameli

Parks D&D has no objection to this Liaison.

## TRANSPORTATION PLANNING – ELARA MEHRILOU

- Transportation Planning has reviewed the Transportation Impact Study submitted for the above-noted application, titled, “TRAFFIC IMPACT ASSESSMENT RESIDENTIAL DEVELOPMENT 6TH CONCESSION ROAD WINDSOR, ONTARIO” dated August 19, 2022 Revised February 20, 2024 with project number "21-150" by Shurjeel Tunio, P.Eng. Lead Engineer of Baird AE.
- The report is satisfactory in its current form. Overall, the TIS establishes that the traffic impacts are not due to the proposed development as the development’s traffic will have minimum impact on the operation of existing intersections.

## ENWIN

### **HYDRO ENGINEERING: Jeremy Allossery**

No objection provided adequate clearances are achieved and maintained. Take note of the ENWIN owned hydro poles at the western edges of the property, carrying overhead and lateral secondary and communication conductors. Also be advised of the overhead and underground secondary conductors servicing the currently existing buildings on the properties.

**Be advised:** The hydro poles carrying overhead secondary conductors mentioned above may require relocation/removal or accommodations in design in order to maintain adequate clearance or to clear land for construction. Removal or relocations would be at the customer's cost.

### **WATER ENGINEERING: Bruce Ogg**

ENWIN Water has no objections.

## **ENGINEERING – JUAN PARAMO**

We have reviewed the subject Plan of Subdivision application and have the following comments:

### **Sewers**

The proposed access from the development will be from Spago Crescent. There is a 250mm sanitary sewer and a 525mm storm sewer located within the Spago Crescent right-of-way and the 5th Concession Drain along the 6th Concession Road frontage. There is a 0.3 metre reserve (City owned) which controls access to the Spago Crescent right-of-way. Connection to existing services on Spago Crescent are subject to servicing charges owing to Sixth Concession Development Ltd.

A Functional Servicing Report dated September 08, 2022 and revised February 20, 2024 by Baird AE, has been received and reviewed. The applicant's consultant has confirmed that the municipal sanitary sewer have adequate capacity, and no adverse impacts are expected on the surrounding areas as a result of the proposed development. The servicing report has been deemed acceptable, and the proposed servicing strategy is supported by the Engineering Development department.

The 5th Concession Drain is a municipal drain with by-laws and governed under the Drainage Act. An engineer's report prepared in accordance with the Drainage Act is required to connect to the drain for the storm sewer outlet, and for the removal of the two redundant driveways.

Any redundant sewer connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3.

We have received the revised Functional Servicing Report prepared by Baird AE, dated February 20th 2024. An official approval of this report will be issued following a detailed review.

The applicant will be required to submit a stormwater management plan in accordance

with Windsor Essex Region Stormwater Management Standards Manual, restricting stormwater runoff to pre development levels. This will include, at a minimum:

- Submission of stormwater management review fee,
- Stormwater management report stamped by a professional engineer
- Site servicing drawings stamped by a professional engineer
- Stormwater management check list (see link below)

For more information of SWM requirements, visit: link

- <https://essexregionconservation.ca/wp-content/uploads/2018/12/WERegion-SWM-Standards-Manual.pdf>.
- <https://www.citywindsor.ca/business/buildersanddevelopers/Documents/Checklist-Rational-Method.pdf>

### **Roads and Right-of-Way**

Street A shall be classified as a Local road in accordance with the direction of the Official Plan, requiring a right-of-way width of 20.0 meters. Furthermore, the right-of-way around the cul-de-sac bulb will need to be wider to accommodate a minimum boulevard width of 2.5 meter for utilities as stipulated by the City of Windsor Standard Drawing AS-206C. The proposed right-of-way must adhere with City of Windsor Standard AS-206D, the City's Standard Urban Cross Section, and the City of Windsor Development Manual.

Curbs and Gutters to be constructed as per City of Windsor Standard AS-208. Sidewalk is required along one side of the proposed residential street fronting the right-of-way as per the City of Windsor Standard Engineering Drawing AS-401 & AS-206D. Sidewalk is also required along Spago Crescent. The owner shall agree to construct sidewalk along the north boulevard of Spago Crescent from Street A to Zurich Avenue.

Spago Crescent is classified as a Local road with a 15 meter right-of-way therefore, a 2.5m utility easement is required along the frontage of Lots 25, 26 & 27 per City of Windsor Standard Drawing AS-206C.

Currently, 6th Concession Road is lacking curb and gutter as well as sidewalk along both sides of 6th Concession Road. The owner shall agree to contribute \$10,080.00 towards the future construction of sidewalks within the right-of-way, as well as contribute \$5,328.00 towards the future construction of curb and gutter along the 6th Concession Road frontage.

Driveways will be constructed of concrete as per the City of Windsor Standard Engineering Drawing AS-204 and are to be constructed with a straight flare and no raised curb within the right-of-way. Proposed driveway entrances shall have a minimum 1-metre separation from any hydro poles or vertical obstruction. Driveways shall have a minimum corner clearance of 15 meters.

A 0.3m reserve is required along the entire Sixth Concession frontage as well as along the dead-end of Street A.

In summary we have no objection to the proposed development, subject to the following

requirements:

**Plan of Subdivision Agreement** - The applicant enter into an agreement with the City of Windsor for all requirements under the General Provisions of the Plan of Subdivision Agreement for the Engineering Department.

**Sidewalks** -The owner(s) agrees, to:

- Pay to the Corporation, prior to the issuance of a Building Permit, the sum of \$10,080.00 being the Owner's contribution towards the future construction of a concrete sidewalk on the 6th Concession Road frontage of the subject lands.
- Construct at their expense and according to City of Windsor Standard Specifications, concrete sidewalks constructed to the satisfaction of the City Engineer. Sidewalks are to be constructed at the following locations:
  - New Street A – along the west boulevard
  - Spago Crescent - along the north boulevard from Street A to Zurich Avenue

**Curbs and Gutters** – The Owner further agrees to pay to the Corporation, prior to the issuance of a construction permit, the sum of \$5,328.00 being the Owner's contribution towards the future construction of concrete curb and gutter on the 6th Concession Road frontage of the subject lands.

**Drainage Report** - The Owner agrees, at its own expense, to retain a Consulting Engineer to provide a detailed Drainage Report in accordance with the Drainage Act.

**Servicing Charges** – The applicant(s) shall note that they may be required to pay servicing charges for the existing sewers on Spago Crescent and/or sewer connection(s) owing to Sixth Concession Development Ltd. if not paid previously for this site. Proof of payment will be required prior to the issuance of a construction permit. If you have any further questions or concerns, please contact Shannon Mills, of this department at [smills@citywindsor.ca](mailto:smills@citywindsor.ca)

## **WINDSOR POLICE – BARRY HORROBIN**

I have reviewed the concept plan associated with this Zoning By-law amendment to create five (5) new townhome dwellings totaling 27 residential units along newly proposed Street 'A' that connects to Spago Crescent, and would advise as follows:

### **EMERGENCY VEHICULAR ACCESS**

- The Windsor Police Service has no objections to the plan/layout being proposed for this plan of subdivision. The plan as proposed will fully support and facilitate the ability of the Windsor Police Service to carry out incident response ((both emergency and non-emergency in nature) and general police patrolling activities, once constructed.

### **SPECIFIC SAFETY ISSUES & CONSIDERATIONS**

The following issues are hereby raised for consideration, with the goal being to optimize public safety in a practical manner:



- When responding to incidents, particularly those with high risk/priority, it is critical for police responders to accurately locate the right address where an emergency call for assistance is required. This is particularly important for a situation such as this, whereby the built form of the 5 townhomes (27 residential units) are visually identical. 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 (Street 'A' and Spago Crescent) by police responders without obstruction. This will optimize the address identification by Police/Fire/Ambulance during an emergency response.
- Pedestrian safety is very important in all residential neighbourhoods. This includes ensuring appropriate sidewalk infrastructure is provided to keep pedestrians off the roadway and to connect to adjacent areas. Proper street lighting is very important as well. Lighting provided should be LED, in keeping with the current municipal standard, which helps in promoting public safety.
- Proper lighting is critical for ensuring public safety of each residential property and its occupants. At a minimum, the following illumination levels should be provided:
  - Each exterior door should have a porch light that yields, ideally, 4.0 to 4.5 foot-candles of illumination

## **PLANNING JUSTIFICATION REPORT - Excerpts**

### **2.0 INTRODUCTION**

The purpose of this report is to determine the appropriateness of a zoning by-law amendment to support the development of five townhouse dwellings, containing a total of 27 dwelling units with frontage provided a new local street, on two existing lots of record totaling 8,422.52 sq. m (90,662.22 sq. ft.), in the City of Windsor. **Please refer to Appendix A.**

Through the City of Windsor's required pre-consultation process for the current application, the owner was informed that a required component of the Complete Application Package was the provision of a Planning Rationale Report to support the development. This document is intended to serve that purpose, and as such, the proposal will be reviewed against the applicable Provincial and City of Windsor policies to determine whether the proposed residential development is consistent with the Provincial Policy Statement (PPS), in conformity with the City of Windsor Official Plan (OP), and ultimately represents good planning.

#### **Current Proposal**

The current proposal calls for the development of five, two-storey, townhouse dwellings, containing a total of 27 dwelling units, along with a new local road (cul-de-sac) connecting to Spago Crescent, on two existing lots of record. It is noted that currently each of the two lots contain a single detached dwelling and accessory structures, which, to facilitate this proposed development, will be demolished or removed from the site.

It is also noted, that although the subject parcels driveway accesses are currently provided from Sixth Concession Road, no access / egress points serving the proposed residential development are either proposed, or permitted by the City to Sixth Concession Road. **Please refer to the development concept attached as Appendix "B".**

In order to facilitate the proposed development, the following Planning Act applications are required:

1. Zoning By-Law Amendment – to permit the proposed townhouse dwelling types (discussed in detail later in this report under Zoning By-Law Amendment);
2. Draft Plan of Subdivision Approval – to confirm proposed layout complies with applicable zone standards, and to establish an orderly and technically-appropriate buildout.

### **3.0 BACKGROUND**

The site subject of this report is located on the east side of Sixth Concession Road, between Holburn Street to the north, and Dougall Parkway to the south. Please refer to Appendix "A".

Schedule NR2-7, North Roseland Planning Area, of the Windsor Official Plan designates the subject lands as Low Profile Residential (**pleaserefer to Appendix "C"**), which permits the proposed townhouse dwellings.

## **APPENDIX E - EXCERPTS FROM PLANNING JUSTIFICATION REPORT (PJR) AND OTHER REQUIRED SUPPORT STUDIES**

The Windsor Zoning By-law classifies the parcel as Residential District 1.2 (RD1.2) (**pleaserefer to Appendix “D”**), which does not permit the proposed townhouse dwellings as-of-right. Discussions on the OP and ZBL appear in sections 6.2, and 6.3, respectively, below, in this document.

### **4.0 NEIGHBOURHOOD CONTEXT**

As indicated above, the subject site, located on the east side of Sixth Concession Road, between Holburn Street and Dougall Parkway, is comprised of two existing lots of record, with each lot containing a single detached dwelling and accessory structures. The topography of the site is generally flat, and an open municipal drain runs along the frontage of the site within the municipal right-of-way.

Abutting the subject site to the north, east and south are single detached dwellings, with additional built-out residential subdivisions beyond that; and directly to the west is Sixth Concession Road, with built-out residential subdivisions beyond that.

Please refer to Appendix “A”.

In a review of the area, and style of dwellings, it appears that this general residential area was built-out between the 1990’s and early 2000’s. The dwellings on the subject parcels pre-date the surrounding development by quite some time.

### **5.0 CONSULTATION ACTIVITIES**

In the course of preparing this report, the following activities were undertaken by various members of the development team:

- Participation in required City of Windsor Pre-Submission process and review/consideration of administration and agency comments
- Discussions and email exchanges with City of Windsor planning staff
- Meetings, phone calls and email exchanges with Baird AE design and engineering staff regarding preparation of required application submission components
- Review of the Provincial Policy Statement (PPS), City of Windsor Official Plan, and the City of Windsor Zoning By-law
- Developer-led Public Information Centre (PIC) – November 9, 2022

#### **Public Information Centre**

As required by the City’s Pre-Submission response, dated January 25, 2022, File No. PS-116/21, the proponent, Pawan Khichi (Avani Homes Inc.), held a Public Information Centre on November 9, 2022 to advise the public of Mr. Khichi’s proposed rezoning and draft plan of subdivision applications affecting 4170 & 4190 Sixth Concession Road.

The meeting, held November 9, 2022 at Signature Tributes Event Centre, 3310 Dougall Avenue, Windsor, began at 7 pm and finished at 9 pm, and was attended by 15 members of the public (neighbours). It is noted that 135 invitations were mailed to those land owners within a 120 m buffer, the notification list provided by the City of Windsor. I also note that an invitation was extended to the appropriate ward Councilor. A copy of the invitation shall be submitted with the

## APPENDIX E - EXCERPTS FROM PLANNING JUSTIFICATION REPORT (PJR) AND OTHER REQUIRED SUPPORT STUDIES

rezoning application package. Further, it is noted that a representative of the City's planning department attended the meeting in an observatory capacity.

At the meeting, I (David French, Storey Samways Planning Ltd.) provided an overview of the project, the reason for the PIC, and an explanation of the planning approval process. Following my presentation, I opened up the floor to questions and comments from the public.

Below is a summary of the questions and comments received, both verbally at the meeting, and following the meeting by way of a completed comment sheet or email. A copy of all received written comments (comment sheets and email) shall be provided to the city as part of our rezoning and draft plan of subdivision approval application package. It is further noted that many of those in attendance shared similar comments, and as such, similar comments are grouped together as appropriate, below:

**Public Comment:** *the proposed number (density) of dwelling units (27) is too great a number to be accommodated on the subject lands, and within the context of the existing subdivision.*

**Developer Response:** *Various Provincial and local (Windsor) policies support, and promote, residential intensification by way of infill development and making use of under-utilized parcels. The proposed subdivision assists in implementing the important housing policies at both the Provincial and local level. In addition, engineering studies commissioned by the developer confirm there is adequate servicing capacity available, that any traffic increase resulting from the additional dwelling units can be accommodated, and that stormwater drainage can be accommodated.*

**Public Comment:** *the existing neighbourhood already has a traffic problem – traffic volume, traffic speed, on-street parking – and the addition of the proposed 27 dwelling units will only exacerbate the existing problems.*

**Developer Response:** *a Traffic Impact Study, prepared by a qualified professional, indicates that the proposed development will have a negligible impact on the existing traffic patterns, and that no improvements that can be attributed to the proposed subdivision are warranted. It was suggested that the local residents contact the City and/or local police regarding their perceived existing traffic issues.*

**Public Comment:** *existing on-street parking is already at a premium – adding additional dwellings in the neighbourhood will reduce availability of on-street parking currently in use by existing residents on Spago Crescent.*

**Developer Comment:** *although the actual design on the townhouse dwellings is still to be confirmed, at the time of the meeting, it was the intention of the developer to provide two parking spaces – one within an attached garage, and one outside in front - per dwelling unit. It was also noted that the Windsor Zoning By-law requires a minimum of one (1) parking space per dwelling unit – a number which the proposed development exceeds.*

**Public Comment:** *the proposed townhouse dwellings will infringe on the backyard privacy of the abutting existing dwellings.*

**Developer Comment:** *the zone performance standards regarding building height and rear yard setback will be met for the proposed new townhouse dwellings. As well, it is the intention of the*

## APPENDIX E - EXCERPTS FROM PLANNING JUSTIFICATION REPORT (PJR) AND OTHER REQUIRED SUPPORT STUDIES

*developer to provide privacy fencing along rear lot lines, to mitigate any perceived privacy issues – for both the abutting dwellings and for the proposed new townhouse dwellings.*

*It is noted that one resident, located on the west side of Sixth Concession Road (Barton Street address) shared concerns with his loss of privacy. While I do not discount this resident's concerns, I do note that a solid privacy fence is currently in place which separates the resident's back yard from the Sixth Concession Road right-of-way. Further to this, it is my opinion that this fence, the actual right-of-way, the traffic, and the eventual erection of a solid privacy fence on the subject lands, will mitigate the perceived privacy issue of the Barton Crescent resident.*

**Public Comment:** *street access to the subject lands should be provided from Sixth Concession Road, and not via the Zurich and Spago road network.*

**Developer Comment:** *existing Windsor Official Plan policies prohibit a connection point onto Sixth Concession Road.*

**Public Comment:** *the increased density will reduce property values in the neighbourhood.*

**Developer Comment:** *property (de)valuation is attributed to many factors, however in the long term, dwelling density and types have not proven to quantifiably reduce property values.*

**Public Comment:** *the existing stormwater and sanitary sewer infrastructure can not accommodate the additional dwellings.*

**Developer Comment:** *reports, prepared by a qualified engineer, confirm that the existing servicing infrastructure can accommodate the proposed additional dwellings, and shall be submitted to the City as part of our rezoning application package.*

In closing, I submit the above provides an accurate summary of the meeting, comments received, and responses provided. It is my opinion that the proposed new subdivision can be accommodated within the context of the existing local and regional neighbourhoods, and clearly implements policies regarding housing, and intensification, and offends none others.

## 6.0 ANALYSIS

### 6.1 Provincial Policy Statement, 2020 (PPS)

"The Provincial Policy Statement provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the Provincial Policy Statement sets the policy foundation for regulating the development and use of land. It also supports the provincial goal to enhance the quality of life for all Ontarians.

The Provincial Policy Statement provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment. The Provincial Policy Statement supports improved land use planning and management, which contributes to a more effective and efficient land use planning system..."

As such, when considering and promoting a change in land use it is both important and required to consider the Provincial Policy Statement (PPS) to ensure that both the long-term interests of the Province, and municipal interests, are met.

## APPENDIX E - EXCERPTS FROM PLANNING JUSTIFICATION REPORT (PJR) AND OTHER REQUIRED SUPPORT STUDIES

In this case there are multiple sections of the PPS which are relevant and these are identified below, along with comment.

### *Part IV: Vision for Ontario's Land Use Planning System*

*"...The Provincial Policy Statement focuses growth and development within urban and rural settlement areas while supporting the viability of rural areas. It recognizes that the wise management of land use change may involve directing, promoting or sustaining development. Land use must be carefully managed to accommodate appropriate development to meet the full range of current and future needs, while achieving efficient development patterns and avoiding significant or sensitive resources and areas which may pose a risk to public health and safety. Planning authorities are encouraged to permit and facilitate a range of housing options, including new development as well as residential intensification, to respond to current and future needs.*

*Efficient development patterns optimize the use of land, resources and public investment in infrastructure and public service facilities. These land use patterns promote a mix of housing, including affordable housing, employment, recreation, parks and open spaces, and transportation choices that increase the use of active transportation and transit before other modes of travel..."*

Comment: The proposed townhouse dwellings will make efficient use of two under-utilized parcels of land without requiring the need of public investment or tax-payer funded upgrades to existing infrastructure and service facilities.

### *1.0 Building Strong Healthy Communities*

#### *1.1.1 Healthy, liveable and safe communities are sustained by:*

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

Comment: use of existing, under-utilized land inventory promotes efficient development, and in this case, due to the existing servicing infrastructure being able to accommodate the proposed development, the financial well-being of the Province and the City is not negatively impacted.

*b) accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;*

Comment: this project proposes the development of five townhouse dwellings containing a total of 27 dwelling units, which are regarded as an in-demand housing option in today's real estate market.

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

Comment: as accepted best practices are followed for the design, it is not anticipated that the proposed townhouse dwelling development will cause environmental or public health and safety concerns.



*e) promoting the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs;*

Comment: development on the subject parcels is a clear example of infill and intensification-type development, in that it is existing parcels of record serviced by an existing road network, and existing services at the road. As such, the proposed development provides for a cost-effective and efficient use of land and municipal roadways and other infrastructure.

### **1.1.3 Settlement Areas**

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

Comment: the proposed development is located in the City of Windsor, which is an identified settlement area.

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

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

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

Comment: as evidenced by the discussion throughout this section on PPS, it can be said that the proposed development meets the above criteria.

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

Comment: no publicly funded upgrades to either the transit or servicing systems are anticipated or required.

#### **1.1.3.4 Appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety.**

## APPENDIX E - EXCERPTS FROM PLANNING JUSTIFICATION REPORT (PJR) AND OTHER REQUIRED SUPPORT STUDIES

Comment: as indicated above, the proposal calls to develop existing under-utilized urban parcels for multiple dwelling units for residential purposes without requiring upgrades to the existing public service facilities. It is an excellent example of intensification and avoids risks to public health and safety.

### *1.4 Housing*

#### *1.4.3(b) permitting and facilitating:*

- 1. all forms of housing required to meet the social, health and well-being requirements of current and future residents, ...*
- 2. all forms of residential intensification, ..., and redevelopment in accordance with policy 1.1.3.3;*

*1.4.3(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;*

*1.4.3 (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, ...*

Comment: the proposed townhouse development both promotes and implements the important housing policies found in the PPS through the efficient use of an underutilized parcel with access to full municipal servicing and other public service facilities.

### *1.7 Long-Term Economic Prosperity*

*1.7.1(a) promoting opportunities for economic development and community investment readiness;*

*1.7.1(b) encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce;*

*1.7.1(c) optimizing the long-term availability and use of land, resources, infrastructure and public service facilities;*

*1.7.1(d) maintaining and, where possible, enhancing the vitality and viability of downtowns and mainstreets;*

Comment: by making use of an existing underutilized parcel, and the servicing infrastructure already present, the project assists in keeping the settlement area boundary as compact as possible ensuring that availability of land and resources is not compromised for the long-term benefit of both the City of Windsor and Province of Ontario. The subject lands are located nearby to main transportation corridors, as well as being in close proximity to shopping and restaurant services, and to public transportation and park systems, thus providing easy and efficient access to the services provided in the immediate area.

In consideration of the above PPS policy discussion, it is my opinion that the proposed townhouse dwelling development is consistent with, and implements, the relevant policies of the Provincial

Policy Statement. Further to this, the proposed development does not offend the remaining policies and directions of the Provincial Policy Statement.

## **6.2 City of Windsor Official Plan (OP)**

While the entire Official Plan is applicable, there are certain sections which contain policies that it is prudent to provide reference and comments. These sections are:

### **Volume 1**

- Section 3, Development Strategy
- Section 4, Healthy Communities
- Section 6.3, Residential

#### *Section 3, Development Strategy*

##### *Section 3.2, Growth Concept*

###### *3.2.1.2, Neighbourhood Housing Variety*

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

Comment: the proposed townhouse dwellings will offer a different product than the common single-detached dwellings found in the area, allowing for a less expensive entry point into home ownership, and at the same time offer a lower-maintenance alternative. This type of dwelling is attractive to new home-buyers, and those downsizing from single detached dwellings. As well, this development is viewed as infill / intensification on existing urban lots of record, thereby reducing the urban sprawl pressures into the agricultural and natural areas.

#### *Section 3.2, Urban Structure Plan*

##### *3.3.3 Neighbourhoods*

*Neighbourhoods are the most basic component of Windsor's urban structure and occupy the greatest proportion of the City. Neighbourhoods are stable, low-to-medium-density residential areas and are comprised of local streets, parks, open spaces, schools, minor institutions and neighbourhood and convenience scale retail services.*

*The three dominant types of dwellings in Windsor's neighbourhoods are single detached, semi-detached and townhouses. The density range for Windsor's neighbourhoods is between 20 to 35 units per net hectare. This density range provides for low and some medium-density intensification to occur in existing neighbourhoods. Multiple dwelling buildings with medium and high-densities are encouraged at nodes identified in the Urban Structure Plan.*

Comment: this intensification proposal calls for the construction of five townhouse dwellings, providing a total of 27 dwelling units, with an overall density of 32 units per hectare.

## *Section 4, Healthy Communities*

### *4.1 Goals*

*In keeping with..., Council's healthy community goals are to achieve:*

*4.1.1 Windsor's full potential as a healthy and liveable city.*

*4.1.3 A high quality of life in Windsor.*

*4.1.6 Economic opportunities throughout Windsor.*

*4.1.7 A safe environment throughout Windsor.*

### *4.2 Objectives*

*4.2.1.5 To encourage a mix of housing types and services to allow people to stay in their neighbourhoods as they age.*

*4.2.1.6 To provide for pedestrian scale neighbourhood centres that serve the day-to-day needs of the local residents.*

*4.2.2.1 To consider the environment in the planning and design of Windsor.*

*4.2.2.3 To encourage community planning, design and development that is sustainable.*

*4.2.2.4 To promote development that meets human needs and is compatible with the natural environment.*

*4.2.2.5 To reduce environmental impacts.*

*4.2.3.1 To encourage a mix of uses.*

*4.2.3.2 To encourage the location of basic goods and services close to where people live and work.*

*4.2.3.4 To accommodate the appropriate range and mix of housing.*

*4.2.4.1 To encourage development which fosters social interactions.*

*4.2.4.2 To encourage development that fosters the integration of all residents into the community.*

*4.2.4.3 To encourage developments that adapt to changing resident needs.*

*4.2.6.1 To provide for a wide range of employment opportunities at appropriate locations throughout Windsor.*

*4.2.6.2 To encourage a range of economic development opportunities to reach full employment.*

Comment: In my opinion, the proposed development meets the above objectives and will assist the City of Windsor in providing a visibly-needed boost to the City's housing stock, on two under-developed, contiguous lots in an area that is ideal for its development due to its strategic location near the 401 and Dougall Parkway corridors, and due to its close proximity to commercial, recreational and educational facilities and amenities.

Further, while this development will not ultimately provide a fixed employment resource, its construction-phase will provide for a sizable number of high-paying local construction and skilled-trades jobs, and from a longer-term economic perspective, will eventually contribute to the City's tax assessment base.

## *Section 6.3, Residential*

### *6.3.1, Objectives*

*6.3.1.1 To support a complementary range of housing forms and tenures in all neighbourhoods.*

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

*6.3.1.3 To promote residential redevelopment, infill and intensification initiatives in locations in accordance with this plan.*

#### *6.3.2, Policies*

*6.3.2.1 Uses permitted in the Residential land use designation identified on Schedule D: Land Use include Low Profile, and Medium Profile dwelling units. High Profile Residential Buildings shall be directed to locate in the City Centre, Mixed Use Centres and Mixed Use Corridors.*

*6.3.2.3 For the purposes of this Plan, Low Profile housing development is further classified as follows: (a) small scale forms: single detached, semi-detached, duplex and row and multiplexes with up to 8 units; and (b) large scale forms: buildings with more than 8 units.*

*6.3.2.4 Residential intensification shall be directed to the Mixed Use Nodes and areas in proximity to those Nodes. Within these areas Medium Profile buildings, up to four (4) storeys in height shall be permitted. These taller buildings shall be designed to provide a transition in height and massing from low-profile areas.*

*New residential development and intensification 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.*

Comment: the five proposed townhouse (row) dwellings will contain a total of 27 dwelling units, with the unit/dwelling breakdown as follows:

- Seven units
- Six units
- Six units
- Five units
- Three units

As per the policies above, and what is being proposed, this development falls under Low Profile housing development and is permitted. Further, the proposed development has access to nearby arterial and collector roads, full municipal services, adequate community services and open spaces, as well as public transportation.

#### *Volume 2*

- Section 3, North Roseland Planning Area – Phase 2

#### *Volume II*

#### *Section 3.7, Policies*

*3.7.1.2 A noise and vibration study(s) shall be required for residential developments and subdivision plans within 300 meters of railway tracks, Sixth Concession Road, Highway #401 and Walker Road. Such noise/vibration study(s) shall identify all noise sources and their impact on*

## APPENDIX E - EXCERPTS FROM PLANNING JUSTIFICATION REPORT (PJR) AND OTHER REQUIRED SUPPORT STUDIES

*residential development. It shall recommend noise/vibration control measures for implementation. The noise/vibration study(s) shall be subject to guidelines of the Ministry of Environment & Energy. These studies shall require approvals from the Director of Development Review (Planning Department) and the Ministry of Environment.*

Comment: As required by this policy, a noise and vibration study has been prepared by a qualified professional engineer. In summary, appropriate noise and vibration mitigation measures can, and will be, implemented in the site and building design. A copy of the noise and vibration study shall be submitted as a stand-alone document concurrently with the application.

### *3.7.2 Low Profile Residential*

*Low Profile Residential development will be the predominant land use within the planning area.*

*3.7.2.1 For the purposes of this plan, Low Profile Residential development comprises the following types of dwelling:*

- (a) single detached;*
- (b) semi-detached;*
- (c) on-street townhouses.*

*3.7.2.2 On-street townhouses shall only be permitted along Local Roads.*

Comment: the proposal calls for the development of on-street townhouses on a local road.

## **6.3 City of Windsor Zoning By-law 8600**

As described earlier in this report, the subject lands are currently zoned Residential District 1.2 (RD1.2), which does not permit the proposed on-street townhouse dwellings. Therefore, a zoning by-law amendment is required to permit the townhouse dwellings.

### **Zoning By-law Amendment Application**

In order to permit the proposed development, it is proposed that the site be rezoned to the Residential District 2.3 zone, which will permit the townhouse dwellings, and, provide appropriate zone performance standards for the build-out. In that, it is noted that all RD2.3 Zone performance standards are met or exceeded, and in that, no special site-specific standards are required.

This intensification on the site, and the rezoning request, is supported by the various supporting studies submitted in conjunction with this report.

## **6.5 Draft Plan of Subdivision**

An application for Draft Plan of Subdivision shall be submitted concurrently with the zoning by-law amendment application. The draft plan, **attached as Appendix “E”**, prepared to support the zoning amendment application, details a total of eight blocks (8) blocks and one new local road (Street “A”), and more specifically:



## APPENDIX E - EXCERPTS FROM PLANNING JUSTIFICATION REPORT (PJR) AND OTHER REQUIRED SUPPORT STUDIES

SCHEDULE OF LAND USE				
LOTS/BLOCKS	LAND USE	UNITS	AREA	PERCENTAGE AREA
BLOCK 1-5	TOWNHOMES	27	5,926.31	70.34%
BLOCK 6	STORMWATER MANAGEMENT (TO BE DEDICATED TO THE CITY)		540.97	6.42%
BLOCK 7-8	ROAD RESERVE		34.03	0.40%
STREET A	ROAD		1,923.54	22.83%
TOTAL		27	8,424.850	100.00%

As provided earlier in this report, all studies and drawings, required by the City to support both the rezoning and draft plan applications, have been submitted as stand-alone documents with the rezoning application. It is noted that from a technical perspective, the proposed subdivision can be accommodated within the existing Windsor infrastructure network, save and except the need to construct the new local road, Street "A", which 23 on the new dwelling units will front on, with the remaining four units fronting on Spago Crescent.

It is also noted that no access / egress points shall be provided to the Sixth Concession Road right-of-way, and it is expected that a 0.3 reserve along the Sixth Concession Road frontage shall be required to be conveyed to the City. This reserve is detailed on the draft plan.

### 7.0 CONCLUSION

Based on the above analysis of Provincial and municipal policies, it is my opinion that the proposed zoning by-law amendment application to permit the five townhouse dwellings, 27-unit, development is consistent with, and conforms to important Provincial and municipal policies surrounding the economy, housing and intensification in identified settlement areas.

In conclusion the proposed townhouse dwellings (residential use) use at this location represents sound planning for the reasons contained within this report.

*[Prepared by David French, BA, CPT, and Reviewed by Tom Storey, M.Sc., MCIP, RPP of Storey Samways Planning Ltd.]*

## ACOUSTICAL REPORT - Excerpts

Baird AE has been retained to conduct an acoustical study to examine the impacts of noise created by transportation sources on the proposed residential development in the City of Windsor. This report will recommend mitigation measures based on criteria set by the Ministry of Environment and Climate Change (MOECC).

The on-site noise source measurement was carried out in accordance with the MOECC publication NPC-103 Noise Measurements Procedures.

Based on the predicted sound levels as shown in Sheet 1 (Appendix A),

## APPENDIX E - EXCERPTS FROM PLANNING JUSTIFICATION REPORT (PJR) AND OTHER REQUIRED SUPPORT STUDIES

- The outdoor living area noise level is greater than 60dBA, hence a retaining wall is required. Further, mitigation measures are required such as a warning clause for daytime noises to meet MOECC Limit of 50dBA road noise.
- Road noise levels for indoor living areas are above 50dBA and 40dBA for the receiver's location during the day and night; therefore, special building components, warning clauses, and central air conditioning are required.
- Outside Living Areas (OLA) have a noise level greater than 60dBA, hence, a noise barrier is required to mitigate the noise level. A noise barrier of 1.8m height is proposed along the property line of the western residential blocks. The acoustic barrier will have a surface density of no less than 20 kg/m<sup>2</sup>.

The results of attenuated noise levels are provided in Table 7. The noise level is still higher for sleeping areas on level 2 at both receiver locations (i.e., Level 1 & 2). Hence, mitigation measures such as building components are required to mitigate noise.

Based on the assumed 25% window-door/floor ratio, the windows and door component requirements were estimated from the attenuated noise level shown in Table 7 for both daytime and nighttime. Using this assumption, the west façades of the building's window and door components should have a Sound Transmission Class (STC) of 27 during the day and 25 at night. Hence, the worst case-scenario of STC i.e., STC 27 is used for building components.

### 5. RECOMMENDATIONS (pages 10 & 11 of the Acoustical Report):

As demonstrated in this report, mitigation measures are required to bring residential units within the development into compliance with MOECC criteria. With the inclusion of the following recommended measures, the MOECC noise criteria will be satisfied.

#### Recommendation #1

Due to the exceedance of the MOECC criteria for daytime and nighttime acoustic levels from 6th Concession Road, the dwellings shall include warning clauses as described below:

In all agreements of sale, lease, and rental for residential units, there must be a Type D warning clause. This is because noise levels exceed 55 dBA during the day and 60 dBA at night.

This includes:

Type 'D'

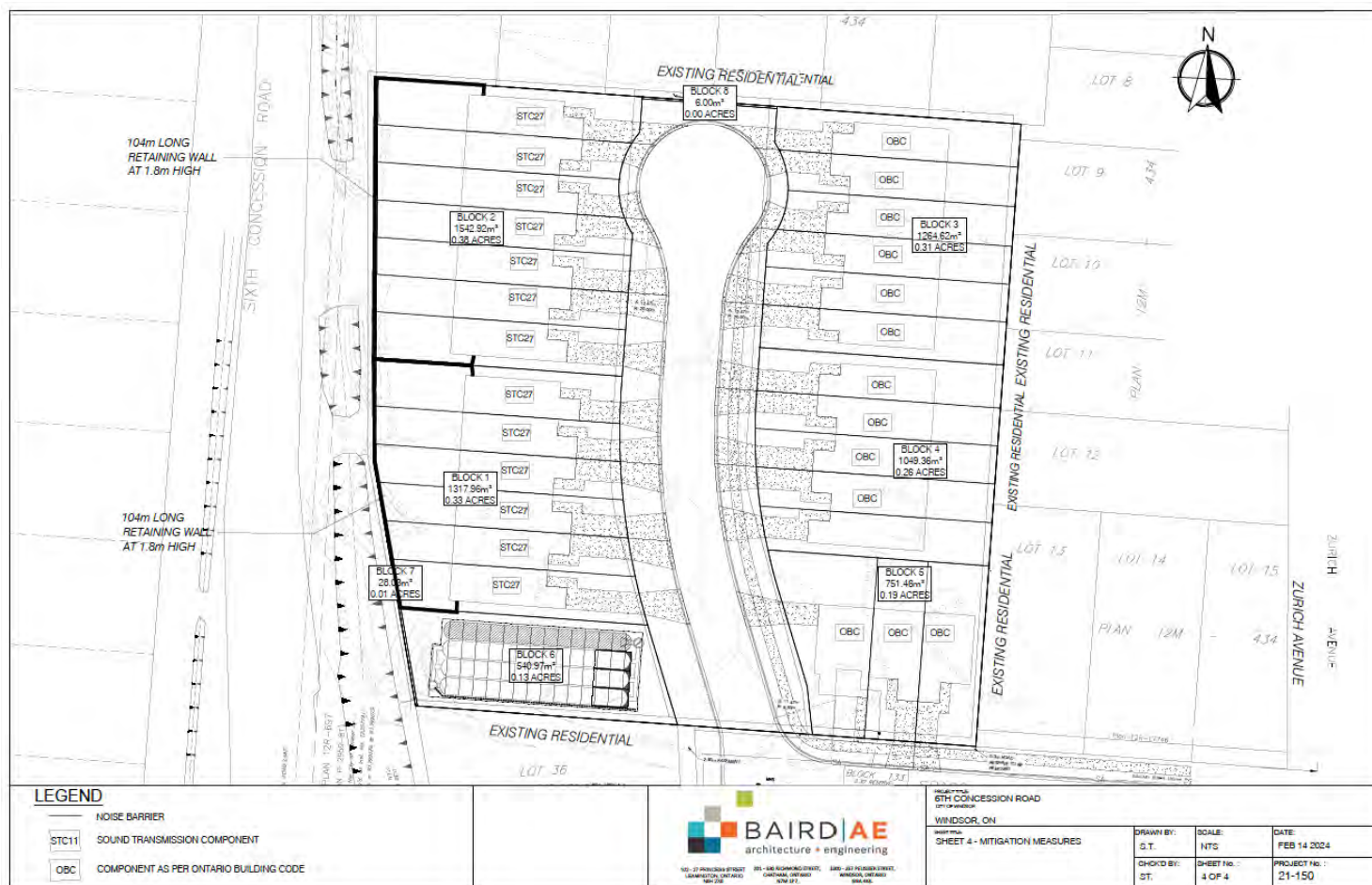
*"This dwelling unit has been supplied with a central air conditioning system which will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment."*

#### Recommendation #2

In order to comply with the MOECC's criteria for daytime and nighttime noise levels from roadways and railway lines, noise barriers of various heights with a minimum density of 20 kg/m<sup>2</sup> shall be installed along the property line.

## APPENDIX E - EXCERPTS FROM PLANNING JUSTIFICATION REPORT (PJR) AND OTHER REQUIRED SUPPORT STUDIES

The layout of the proposed 1.8m high noise barrier is shown in Appendix B (of the Acoustical Report), Sheet 4. Typical noise barriers are provided in Appendix A.



Sheet 4 – Mitigation Measures (excerpt from Appendix B to Acoustical Report)

### Recommendation #3 (Building Components)

Due to exposure to road noise, some units require special building components for areas of sensitive use (i.e., bedroom, living room, dining room, kitchen, etc.) and the following is required:

#### Window requirements:

All windows leading to sensitive living areas must have a minimum sound transmission class (STC) as per Sheet 4 in order to meet the MOECC indoor noise level criteria.

#### Wall requirements:

All walls leading to sensitive living areas are to have a minimum sound transmission class (STC) as per Sheet 4. Also, acoustic privacy between units in a multi-tenant building, the inter-unit wall, should meet or exceed STC-50. Wall separation between noisy spaces, such as refuse chutes or elevator shafts, and suites should meet or exceed STC-55.

**Recommendation #4 (Units along 6th Concession Road)**

Prior to the issuance of building permits, it is recommended that an acoustic consultant review the sound transmission class (STC) for the proposed development's walls, windows and doors to ensure they conform to the recommendations outlined in this report.

**6. SUMMARY** (page 11 of the Acoustical Report):

We conclude that this development with the implementation of the above-described mitigation measures will be designed to address impacts from the surrounding noise sources.

*[Signed by Shurjeel Tunio, P.Eng., Senior Project Manager, Baird AE]*

**VIBRATION STUDY - Excerpts**

Baird AE has performed a ground vibration monitoring to support draft plan of subdivision process for the planned residential development located in Windsor, Ontario. This report addresses traffic vibration effects on the nearest sensitive receptors.

Based on the interpolation results, vibration from road may felt at sensitive receiver location A. The levels are not considered high enough to cause damage to buildings but are likely to complain of home owners.

Following statement to be included in the agreement:

"Purchasers/tenants are advised that due to the proximity of the adjacent roadway, vibration from the roadway may be felt."

Further, based on acoustical report prepared by Baird AE dated December 2022, an acoustical fence of 1.8m high will be installed along the westerly limit of development. This acoustical fence will also help reduce vibration amplitudes.

We conclude that this vibration effect from surrounding roadway will be minimum effects and the development can be carried out safely.

*[Signed by Shurjeel Tunio, P.Eng., Senior Project Manager, Baird AE]*

**TREE INVENTORY AND PRESERVATION PLAN REPORT - Excerpts**

**2.2 Impact Assessment**

A tree preservation analysis was completed on each tree included in the inventory considering the impacts from the proposed development and many other factors including, but not limited to, tree condition, species, DBH and the existing site conditions. The impacts from the proposed development will occur where tree roots and branches conflict with machinery during demolition, pre-grading and construction.

During the tree preservation analysis the distance of dripline was used to assess the impacts to

the trees included in the tree inventory. Where considerable encroachment is required within the dripline tree removal may be required.

#### **4.0 TREE INVENTORY RESULTS**

The results of the tree inventory indicate that a total of 65 trees reside on subject property, on neighbouring property within 6 m and within the road allowance. The trees included in the inventory appear to be comprised of landscape plantings and naturally occurring trees.

No rare, threatened or endangered tree species were documented in the tree inventory. Refer to Table 1 for the complete tree inventory and Sheet 1 for the tree locations.

#### **6.0 DISCUSSION**

The following sections discuss the tree removal requirements, tree preservation opportunities and tree preservation recommendations based on the results of the impact assessment.

##### **6.1 Tree Removal**

The removal of Trees 3-11, 13, 15, 16, 22, 23, 25-29, 38, 40-50, 55-58 and 61-64 will be required to accommodate the proposed development.

It is understood that Trees 18-21, 31, 32, 37, 39 and 65 have previously been removed from the property.

Trees 3, 62, 64 and 65 appear to reside within the road allowance. Permission from the appropriate municipal department will be required prior to their removal.

##### **6.2 Tree Preservation**

The preservation of Trees 1, 2, 12, 14, 17, 24, 30, 33-36, 51-54, 59 and 60 will be possible with the use of appropriate tree protection measures.

Encroachment within the driplines of Tree 59 will be required to accommodate the proposed development. If any roots are exposed during construction they must be pruned by a Certified Arborist in accordance with good arboricultural practice to ensure that the root systems are not damaged during construction.

Tree protection fence must be installed at the dripline unless noted otherwise in this report and on Sheet 1. Tree protection fence must be installed prior to the commencement of construction (pre-grading) to ensure that the trees identified for preservation are not impacted by the proposed development.

Refer to Sheet 1 for the prescribed tree protection fence locations, additional tree protection plan notes and the tree protection fence detail.

##### **6.3 Tree Preservation Recommendations**



## APPENDIX E - EXCERPTS FROM PLANNING JUSTIFICATION REPORT (PJR) AND OTHER REQUIRED SUPPORT STUDIES

The following recommendations are made in attempts to reduce the impacts to trees identified for preservation:

- Tree protection fence must be installed at the locations outlined on Sheet 1 prior to the commencement of pre-grading, unless noted otherwise in this report and on Sheet 1.
- Once tree protection fence has been installed it must not be moved, relocated or altered in any way (unless repairing fallen fence etc.) for the duration of the construction period.
- No intrusion into an area identified on Sheet 1 as a tree preservation zone (TPZ) is allowed at anytime during construction unless noted otherwise in this report and on Sheet 1.
- No storage of machinery, construction debris, materials, waste or any other items is allowed within a TPZ.
- Any tree branches and roots that conflict with the proposed development must be pruned by a Certified Arborist in accordance with good arboricultural practice.
- Tree protection fencing should be inspected by a Certified Arborist prior to and during construction to ensure that the fencing remains intact and in good repair throughout the stages of development.

***[Signed by Jeremy Jackson, H.B.Sc., ISA Certified Arborist, Jackson Arboriculture Inc.]***

## TRAFFIC IMPACT STUDY – Excerpts

### 1. INTRODUCTION

Baird AE has been retained to prepare a Traffic Impact Assessment in support of the residential development in City of Windsor.

#### 1.2 Analysis Methodology

A transportation analysis was completed to determine the existing and future operating conditions of intersection and individual turning movements. The operational analyses were primarily based on procedures set out in the Highway Capacity Manual (2010) with the assistance of Synchro 10.

#### 3.1 Growth Rate

For this study, a conservative growth rate of 3% per year was assumed to reflect growth in background traffic volumes. The projected traffic volumes are provided in Appendix B.

### 7.0 CONCLUSION

Based on our review, we provide the following preliminary comments for the development:

- The existing site consists of three (3) buildings that be removed.
- The proposed development will have 26 townhouses, roadway and landscape areas in a 0.84ha area.



## APPENDIX E - EXCERPTS FROM PLANNING JUSTIFICATION REPORT (PJR) AND OTHER REQUIRED SUPPORT STUDIES

- The background growth rate of 2 percent was considered in the modelling as it represents the worst-case scenario.
- One full access road from Spago Crescent will be provided to serve the development. Spago Crescent forms the west-leg with Zurich Avenue within proximity of development.
- The proposed development is expected to generate 76 two-way trips during morning peak hours and 86 two-way trips during evening peak hours. It is anticipated that the development will be completed by 2023.
- The proposed access is a “3” leg intersection with a “Stop” control on the access road.
- Under future conditions, the intersections of Holburn Street with 6th Concession Road operates at an overall acceptable level of service during 2025, 2030 and 2035 morning and evening peak hours. However, westbound turning traffic operates at LOS F during 2030 evening conditions. Hence, improvement is required.
- Under future conditions, the intersections of 6th Concession Rd with Zurich Avenue operates at an overall acceptable level of service during 2025, 2030 and 2035 morning and evening peak hours.
- An exclusive right-turn lane is required for the 2025 condition.
- A traffic signal is warranted for the intersection of 6th Concession Road with Holburn Street under 2025 background and total traffic conditions.
- The improved Holburn Street with 6th Concession Road operates at an acceptable level of service.
- An adequate sight line distance is provided for a safe departure from the development.

**In conclusion**, upgrades are required for the existing intersection of 6th Concession Road with Holburn Street infrastructure in 2030 and 2035 background conditions. These upgrades are not due to the proposed development as the development's traffic will have minimum impact on the operation of existing intersections. Hence, we believe this conclusion is satisfactory...

*[Signed by Shurjeel Tunio, P.Eng. Lead Engineer, Baird AE]*

## FUNCTIONAL SERVICING REPORT (FSR) – Excerpts

### 1. Introduction

Baird AE was retained to prepare a Functional servicing report to review the storage requirements, sanitary capacity and water servicing for the 6th Concession Development in Windsor, Ontario.

### 4. Stormwater Management

The stormwater management criteria for this development are based on the City of Windsor and ERCA requirements. The requirement includes:

- Stormwater quantity controls are required for the site to control the proposed conditions peak flows, up to the 100-year storm, to the allowable release rate.

## APPENDIX E - EXCERPTS FROM PLANNING JUSTIFICATION REPORT (PJR) AND OTHER REQUIRED SUPPORT STUDIES

- Water quality control is to be provided to a “Normal Protection level” as per MOE (2003) guidelines.
- Erosion and sediment control measures are to be provided.

### 5.3. Sanitary Study Area

In discussion with the City of Windsor, a master sanitary study was undertaken to find if the existing sanitary sewers from Spago Crescent to the 900mm Trunk sewer on Morand Street have enough capacity to accommodate the proposed development of 27 units with an estimated peak flow of 2.21 L/s.

1. The overall study area includes both residential and commercial developments.
2. Residential was considered 50 persons/ ha, while the commercial was 74 persons/ha. The overall study area was calculated to be at 350.618 ha with a population of 21315.
3. The existing 900mm sanitary trunk sewer on Morand street and the existing sanitary sewers from the proposed development to the trunk sewer have enough capacity to handle the 2.21L/s flow from the proposed development
4. The sanitary design sheet and drainage area breakdowns are attached in appendix C of this report.

## 7. Conclusion

This functional servicing report is to be read in conjunction with the submission material. The report presents municipal servicing details, proposed servicing and stormwater management plan for the townhome dwellings in the City of Windsor. Furthermore, the report demonstrates that approximate stormwater management measures will be provided to satisfy water quality treatment and quantity attenuation criteria. The sanitary service and water supply for the proposed development are through existing infrastructure along Spago Crescent.

*[Signed by Gowtham Sivakumar, P.Eng, Civil Engineer, BAIRD AE INC.]*



**NOTE:** For a detailed review of the above studies / reports and other materials received for the subject development, please copy the following link located on the City’s website:

<https://www.citywindsor.ca/residents/planning/land-development/development-applications/current-development-applications/4170-4190-sixth-concession-road>

APPENDIX F – DRAFT BY-LAW

BY - LAW NUMBER -2023

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

Passed the            day of            , 2023.

**WHEREAS** it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March, 1986, as heretofore amended:

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

1. By-law Number 8600 is further amended by changing the Zoning District Maps or parts thereof referred to in Section 1, of the by-law and made part thereof, so that the zoning district symbol of the lands described in Column 3 shall be changed from that shown in Column 5 to that shown in Column 6:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendment Number	5. Zoning Symbol	6. New Zoning Symbol
1	13	Pt Lot 13, Concession 6, designated as Part 1 and Part 2 on 12R 12694 [PIN 01560-0137 LT and PIN 01560-0136 LT] (located on the east side of Sixth Concession Rd., north side of Spago Cres., south of Holburn St.)	-	RD1.2	HRD2.3

2. THAT the holding (H) symbol **BE REMOVED** when 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 - , 2024  
Second Reading - , 2024  
Third Reading - , 2024

SCHEDULE 2

1. By-law \_\_\_\_\_ has the following purpose and effect:

To amend the zoning of the lands described as Pt Lot 13, Concession 6, designated as Part 1 and Part 2 on 12R 12694 [PIN 01560-0137 LT and PIN 01560-0136 LT] (located on the east side of Sixth Concession Road, north side of Spago Crescent, south of Holburn Street, by changing the zoning from Residential District 1.2 to Residential District 2.3 (with a holding prefix) to facilitate the development of a residential plan of subdivision containing 5 townhome dwellings with a total of 27 townhome dwelling units on the subject lands.

This amendment provides the opportunity for the creation of 5 blocks for low profile residential development in the form of on-street townhouses on the subject lands. 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 with no amendment to the official plan.

2. Key map showing the location of the lands to which By-law \_\_\_\_\_ applies.



PART OF ZONING DISTRICT MAP 13

N.T.S.

SCHEDULE 2

Applicant: Storey Samways Planning Ltd.



SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : APRIL, 2024  
FILE NO. : Z-012/24, ZNG/7195



Package A contains the ***attached*** written submissions to members of the Development & Heritage Standing Committee at their meeting held July 2, 2024 regarding Item 7.2 - Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9 (**S 71/2024**) as part of the Consolidated Agenda.

**From:** Kiret Singh  
**Sent:** Friday, June 28, 2024 4:09 PM  
**To:** clerks <[clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)>  
**Subject:** Re: File number : ZNG/7195 & SDN/7194

**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.

We the Residents of Holburn street oppose the zoning change from low density to medium density as per the application by 2853167 Ontario Inc. Due to the facts listed

1.) Privacy

the proposed townhouse would be close to the backyards , with the 9 m high property creating lines of sight into our kitchen, living room and bathrooms violating our privacy

2.) Noise

due to the proposed housing increase by upto 24 units everyday noise level will increase due to outdoor gatherings , dogs barking and running vehicle and muffler noise

3.) Vehicle traffic

There will be upto and not limited to 24 vehicles driving in and out of Spago crescent and Zurich Avenue, creating unsafe situations for the children in the area that are used to limited vehicle traffic and less congestion. Visitor vehicles will also cause parking and traffic problems for local streets

We, as the residents that purchased and are residing in the adjacent properties, were informed that property was low density just like ours. We are expecting and enjoying our daily living of being in a quiet neighbourhood with low volume local traffic as expected in a low density development, We enjoy the privacy of our backyard without intruding into others. Therefore we strongly oppose the zoning change which may violate our privacy, causing noise levels increase as well as creating an unsafe road conditions to our families

Gurkiret Grewal  
Manpreet Grewal



July 2, 2024

Item 7.2 - Written Submission

**From:** Landon Eldridge <>  
**Sent:** Monday, July 1, 2024 6:57 PM  
**To:** clerks <[clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)>  
**Subject:**

**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

We reside at [REDACTED] and we are against the the proposal of amendments

4170 and 4190 6th Concession, File # SDN-001/24, Z-012/24  
3930 and 3950 6th Concession, File #Z008-24,ZNG-7184 & OPA 185(OPA-7185)

These properties should stay as low profile residential as stated on RD1 zoning category,  
as it does not permit townhomes dwellings.

These are not the only changes that speculators are trying to do. They are trying to sever lots into  
two or three lots (991 Morand,  
3903 Kathleen St. More homes on 1095-1185 North Talbot).  
Would you agree that this will change our neighborhood? As councillors you already know how  
this will  
impact this neighbourhood.

Just because Ontario Bill 63 says build more homes, does not mean we should change  
neighborhoods

by changing the zoning laws of Windsor to accommodate developers.

You also voted in December to have a Made in Windsor Solution. We are not Toronto or  
London.  
We do not consent to these changes.

Landon and Patricia Eldridge

**From:** Marilyn Lee

**Sent:** Wednesday, June 26, 2024 8:03 AM

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

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

Hello;

In regards to the request of severing property further on 3903 Kathleen.

We are totally opposed to this being done.

This neighbourhood is unique with the 3 streets have nice large properties on Morand, Ducharme and Scofield. This property had been severed before and the way it is having at least a nice side yard for the house that was built on it. Now this developer is trying to sever it further and have 2 properties that are all house and no yard is not acceptable in our neighbourhood.

We are not in agreement with this request at all.

No different to the terrible sovereign attempt at 991 Morand on the side street and front part of the property.

There is alot of bare lots around. Use them to build on!!!

Sincerely,

Marilyn Lee

Marilyn Lee

**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.

Also, the property that you mentioned on 6th Conc seems to not be thought out as far as traffic and parking is concerned. To have these multi unit buildings built in a single dwelling residential area with no access to the Main Street, 6th Conc does not seem right or safe for the residents of Spago Crescent that are dealing with parking and traffic already in their small Crescent. There are many young families around these Neighbourhood's which means young children, playing, bike riding walking etc and put at an even greater danger. These numerous houses as they have with driveways for each property as short as they are, means extra cars on the limited parking on the street. The parking on many of our streets in our Roseland Neighbourhood's allow for parking on both sides of the street which also causes cars driving to sway in and out of parked cars. With all that this is a recipe for a disaster, accidents or death to happen. Street congestion must be a consideration.

Thank you,

Marilyn Lee

-----Original Message-----

From: sandy kirby

Sent: Tuesday, June 25, 2024 12:04 PM

To: clerks <[clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)>; Mckenzie, Kieran <[kmckenzie@citywindsor.ca](mailto:kmckenzie@citywindsor.ca)>

Subject: Development & Heritage Standing Committee-rezoning proposal 3903 Kathleen, 991 Morand, 6th Concession

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.

As long-time residents we have recently learned of numerous projects in our area where a builder(s) has purchased 1 or more properties (3903 Kathleen Street and 991 Morand) and now wants to sever the large, treed lots to create under-sized lots and put multiple homes on each lot. There is also a proposal to tear down 4170+4190 6th Concession and create a 27 unit development and another proposal to tear down and build 4 townhouses at 3930+3950 6th Concession. If these zoning changes are allowed, this will set a precedent and encourage other developers to buy properties around us for the same reason. This will negatively change the unique character of our neighborhood. Please do not agree to these zoning changes. These proposals will not create affordable housing solutions. It will only cause the deterioration of our neighborhood.

Sandra and Daniel Kirby

Package B contains the ***attached*** written submissions to members of City Council at their meeting held July 22, 2024 regarding Item 8.17 - Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9 (**SCM 211/2024**) & (**S 71/2024**) as part of the Consolidated Agenda.



**From:** Jag Bal  
**Sent:** Thursday, July 18, 2024 5:36 PM  
**To:** clerks <[clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)>  
**Subject:** Against the amendment of 3930&3950 6th concession

You don't often get email from [REDACTED]

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

Hello

My name is Jagjeet bal from [REDACTED] . I am writing this email to stand again the rezoning of 6th concession rd and against of proposal to build multidimensional buildings in already compacted area .

Thank you

Jag bal

[Sent from Yahoo Mail for iPhone](#)

**From:** John Davis  
**Sent:** Thursday, July 18, 2024 7:47 PM  
**To:** clerks <[clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)>  
**Cc:** mayoro <[mayoro@citywindsor.ca](mailto:mayoro@citywindsor.ca)>  
**Subject:** Item 8.17 File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7]

You don't often get email from [REDACTED]

**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.

File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7]

I have read the 78 pages that refer to the rezoning and proposed draft plan for the new subdivision within an existing mature subdivision where I have lived at [REDACTED] since July 2001, with great concern.

Our existing subdivision consists of single-family homes with existing parking that accommodates 2 parking spots per household. A number of my neighbors have adult children, and their additional vehicles are always found on Spago during birthdays, holiday celebrations, etc., visitors frequently have to park in Zurich. Adding 27 townhomes on such a small property is not in our interest and will create additional parking and safety concerns at the corner where the proposed buildings are planned. The two lots have existing access to the 6<sup>th</sup> Concession, so it does not make sense to create additional issues on Spago in any event.

Contrary to the various reports, The existing two lots tucked away in the corner of Spago behind the 6<sup>th</sup> Concession is the wrong location for the type of dwellings and number of units proposed. The units are out of character with the existing subdivision. I understand the need to build more homes and make better use of the land, but this location is simply a money grab by the developer that ignores our subdivision that ranges from the 6<sup>th</sup> Concession through to Ducharme.

Referring to the PPS 2020 Policies, the new draft plan will not add value to the existing subdivision or increase the long-term economic prosperity of our community, quite the contrary in our view and the view of many of my neighbors.

Referring to 1.1.3, the proposed draft plan is for the wrong location and will not promote the vitality of our existing subdivision. It would be better suited to say the corner of Walker and Ducharme where there is similar accommodation.

27 units in such a small parcel of land will not complement our existing subdivision.

The suggested parking spaces of 1 to 1.25 spaces will most likely result in more than an additional 20 plus spaces parking directly in our section of Spago from the corner near 4411 Spago to Zurich. The developer indicates he proposes two spaces per unit, but I hesitate to believe that is realistic.

Referring to the Public Open House on November 9 202, I live at the corner of Spago and Zurich and received no invitation to the meeting. I was only made aware of the development in June 2024.

I strongly disagree with the Planner's opinion that the zoning change will positively impact the housing supply "in our subdivision." Our homes have developed significant value over the past twenty-three years and building townhomes in the middle of a single-family subdivision is a complete mismatch, notwithstanding the need for additional homes.

The Provincial Policy statement promotes growth and development within urban areas, but this planned subdivision is simply for the wrong location. It will make money for the developer and increase City taxes but I and many of my neighbors believe it will negatively impact existing residents.

I will attend the meeting on Monday, but I am not hopeful that the individuals making these decisions are acting in our best interests.

John & Donna Davis

**From:** Osama Ragheb  
**Sent:** Monday, July 15, 2024 10:12 AM  
**To:** Vacheresse, Christina <[cvacheresse@citywindsor.ca](mailto:cvacheresse@citywindsor.ca)>  
**Cc:** clerks <[clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)>  
**Subject:** Re: Delegate Confirmation - July 22, 2024 - Item 8.17

Hi Christina

The following points i would like to bring to your attention:

The subject development will bring down neighborhood value by creating a non-confirming development that does not meet the standards of the city of windsor and have severe violations as follows:

- 1) the 27 units are all connecting through a crescent, which by standards definition is a moon like road that no other roads connect to, this is like building an apartment building which its main exit is to a crescent !.
- 2) crescent roads are 7.4 width while local roads shall be 8.6, using spago crescent as a local road is in complete violation of standards.
- 3) the traffic impact study was tailored to have the traffic count at the time where schools are closed. It is well known that this is low peak of traffic not the high peak of traffic. The traffic study is not presenting the actual conditions.
- 4) the traffic impact study suggests that widening of Zurich and new right lane to be introduced, there are no indications that this is possible as the main design is for a quiet neighborhood.
- 5) the traffic impact study states it clearly that the new development at 3930 and 3950 6th concession is not accounted for.
- 6) I and all the people who bought their houses in spago crescent have paid a premium to buy in a crescent with detached house zoning, changing the crescent to a busy street and introduce this inconsistency in the type of buildings has a harm to all neighbours and decline the value of our property. This constitutes a violation for the Tort law.
- 7) the traffic study does not consider the future expansion and requirements for transit windsor and current location of bus stops that serve the community.
- 8) The current main access for the subject development area is from 6th concession road, it is not understood why the City would even consider a change that will impact all the neighborhood traffic pattern when maintaining the access is possible from 6th concession road. It is understood that it reflects the developer's interest, however, it is in conflict with the current accepted situation and in conflict with neighbors' interest as well as in conflict with the standards.

Thanks  
Osama

To: The City of Windsor Mayor, Drew Dilkins and Councilors **Item 8.17 - Written Submission**  
 Re: Proposed Townhome Development at 4170 & 4190 6<sup>th</sup> Concession Road  
 (Ward 9 between Spago Crescent & Holburn- Walker Gates and North Roseland area)

On July 2, 2024, I attended the Development and Heritage Committee and expressed my concerns about this proposal that was put together over time by city planners and developers. Severing two lots to accommodate 27 townhomes will create a new subdivision within an existing established subdivision. The city planner admitted that with the ADU provision there is a possibility of 81 residences being created on an area that is currently identified as two city lots.

Also, a new street will be added that will directly affect 5 homes on Holburn, 34 homes on Zurich and 65 homes on Spago Crescent. An on-site visit will quickly bring your attention to parking, pedestrian walking and cycling safety concerns.

The amendments to allow the proposed development was approved by a **4-2 vote** in the July 2<sup>nd</sup> meeting.

This '**site specific**' and '**special privilege**' proposal far exceeds provincial guidelines requiring amendments to the current official city plan, and bylaws that were carefully thought out by protecting established neighbourhoods, while identifying viable opportunities to accommodate housing demands. This has been a mainstay in policy implementation. The approved ***Housing Solutions Made for Windsor*** plan was approved with an 8-2 margin as recently as December 2023. This vote took courage, and the rationale is sound:

“Mayor Dilkins and City Council remain committed to vital public consultation to help ensure that any development undertaken throughout this process is complementary to and respectful of the integrity of established neighbourhoods and the quality of life for residents while also benefiting surrounding areas of the community.”

To answer the question as to why I would be concerned living at 910 Ducharme - because this proposal cannot be considered in isolation as it is one of the **many** densification projects in the works impacting the 6<sup>th</sup> Concession corridor. Numerous concerns have been expressed that will have a detrimental impact to every homeowner and resident within a 2 km radius. In short, the **public consultation** that has taken place so far has not provided any evidence that there is public agreement to support this proposal.

The developer's studies gloss over and contradict 'lived experience'. As well the environmental data presented in the **2016 Dillon Consulting Report** was completely ignored:

“Other key issues **identified by the City** and **localized concerns from residents** addressed by this Class EA study includes:

- The lack of active transportation facilities (discontinuous sidewalks, enhanced cycling, and transit accommodations).
- Traffic control issues at Ducharme Street and Sixth Concession Road intersection.
- Speed and traffic volume concerns.
- Non-compliance to stop controls and left turn restrictions (pork chop islands) on Sixth Concession Road.
- Drainage issues/rural cross sections upgraded to urban cross sections.
- Concerns that **any changes** will encourage cut-through traffic into Old Roseland neighbourhood, west of Sixth Concession Road.



These identified problems remain in 2024. Due to budget constraints work is being done as recommended by the Dillon Report in phases beginning with North Talbot adjacent to Southwood Lakes. **The investment needed on the 6<sup>th</sup> Concession corridor has NOT begun** – the six-foot ditch still exists, there are no sidewalks or cycling paths, and cut-through traffic has increased ... yet providing more housing in this area of the city has taken precedence.

Putting the cart before the horse is **not** good planning. The overwhelming majority of residents are vehemently opposed to this particular densification development that recommends a series of townhomes at this location - situated in the middle of established single-family homes.

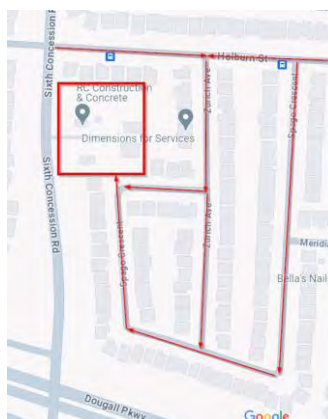
Opposition was not taken seriously citing '**risk concerns to the City of Windsor**' and '**not associated risks to the people who will be impacted**'. In my opinion the outcome from the July 2<sup>nd</sup> meeting was clearly predetermined as our own Ward 9 Councilor Kieran McKenzie defended the proposal rather than the constituents he represents. Considerable frustration has been evident especially with respect as to why access **must** be given via Holburn thru Zurich & Spago Crescent to the development.

Our counter arguments, including referencing the Dillon Consulting Report, the approved ***Housing Solutions Made for Windsor*** plan and lived experience, were not adequately respected or acknowledged. The responses given were that the report by city engineers and planners is the direction that **must** be taken, **and no other alternatives exist including submitting a different proposal for this property.**

Please take the time to look at the map below noting the red line traffic pattern being proposed and consider the far-reaching implications by not listening to resident concerns. People bought their homes in this area based on existing bylaws and the Official City Plan. This proposal is **precedent setting for the entire city** and a MAJOR change that does **not** "respect the integrity of established neighbourhoods and the quality of life for residents" that you voted for in December 2023.

And please look further into this proposal and **help find an alternative solution** to the development of these two lots.

Suzanne De Froy, EdD





Package C contains the ***attached*** written submissions to members of City Council at their meeting held July 22, 2024 regarding Item 8.17 - Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9 (**SCM 211/2024**) & (**S 71/2024**) as part of the Final Consolidated Agenda.

**From:** Ahmad Obadah Al Masri

**Sent:** Sunday, July 21, 2024 10:52 PM

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

**Subject:** Re: Notice of Council Meeting - Item 8.17 - Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7]

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Dear's,

As you requested, my concerns:

I will keep this letter as it relates to the residential houses who run directly along the west side of 6th concession, across from the proposed development. I/we are confident you will (if not already) have received comments from those on the east of 6th conc.

As residents on Barton Cres., we are all concerned for many reasons regarding this development plan. The following is a brief summary of some.

A- We are concerned about the visible sight lines the future tenets in the new development will have into our yards.

We have become accustomed to the privacy that we have had and are very concerned about this. I purposely purchased my home intentionally because of this.

Currently, no eyes are able to overlook our backyards.

Again, this is not just an issue for me, this is one of the topics spoken about with all residents on Barton cres.

There is not much information on the initial graphic sent out, nor during our meeting regarding any possible solutions to this issue.

B- Traffic concerns. Safety, volume, etc.

C- Possible reduction of home property values.

D- Over saturation of schools.

This is a short, quick concerns list. Many more issues still need to be addressed.

Regards,  
Ahmad

-----Original Message-----

From: Landon Eldridge

Sent: Friday, July 19, 2024 3:12 PM

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

Subject: 4170-4190 6 th Concession File # SDN-001/24, Z-012/24

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.

July 19, 2024

To whom it may concern:

We are against the proposed amendments of the construction on Sixth Concession and they should stay as low profile residential as stated on RD 1 zoning category as it does not allow townhouse dwellings.

We reside on Ducharme Street for five years. We purchased this home because it was a nice quiet neighbourhood.

When they started to work on Provincial Road the traffic increased tremendously. We have school children from a nearby school who walk down these streets every nice morning and the traffic is very heavy during shift changes. Also the drivers do not adhere to traffic rules ( blow through stop signs, speeding and other traffic violations.)

Other things to consider:

1. The volume of cars between two constructions sites proposed with the prospect of another 170 cars plus(3930-3950 and 4170-4190 6th Concession) and this is not considering the construction site on North Talbot Road (1095-1185).
2. Water pressure and volume
3. Sewage and ditches or floods
4. Garbage pick-ups changes coming in the near future (animals, rats and smells).
5. Other change under consideration of 991 Morand( 6 more cars), 3903 Kathleen.

Would you not agree theses changes will impact this neighbourhood. Just because Ontario Bill 63 says built more house does not mean we should alter older neighborhoods by changing zoning laws to appease developers. Just because the Federal Government threatens loss of money for not doing what they want, THEY DO NOT LIVE HERE AND THEY DO NOT LIVE WITH THE CONSEQUENCES OF THESES DECISIONS.

YOU VOTED ON A MADE IN WINDSOR SOLUTION. The citizens in this neighborhood do not want these changes because we do not live in Toronto.

Sincerely,

Landon and Patricia Eldridge

P.S. We also wanted to be known that we sent e-mails to the mayor and all the councillors about this matter before and all e-mails were bounced back. PLEASE LET THEM KNOW THAT WE REJECT THESE CHANGES.

Sent from my iPad

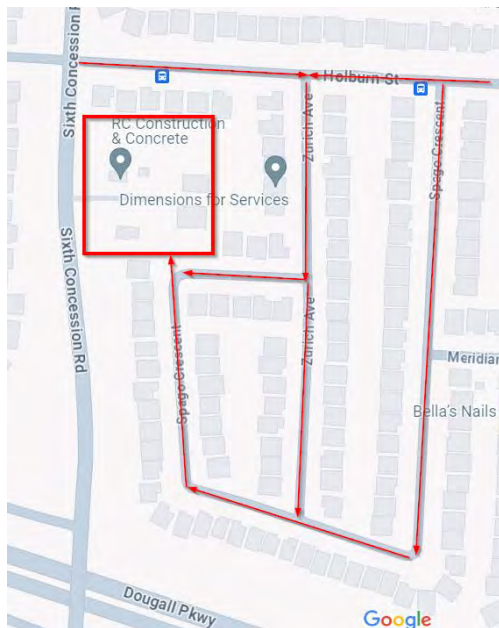
Package D contains the attached written submissions to members of City Council at their meeting held September 9, 2024 regarding Item 11.3 - Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9 (SCM 211/2024) & (S 71/2024) as part of the Consolidated Agenda.

## **Proposed Development at 4170 & 4190 6<sup>th</sup> Concession Road**

I, **OPPOSE** and request denial to amend the City of Windsor by-law 8600 and the request to approve the Plan of Subdivision File Numbers ZNG/7195 & SDN/7194 for the properties located at 4170 & 4190 6<sup>th</sup> Concession. (the proposed development of 27 townhomes to be located at 4170 & 4190 6<sup>th</sup> Concession in the area of Walker Gates adjacent to the intersection of Holburn and 6<sup>th</sup> Concession)

This will affect 5 homes on Holburn, 34 homes on Zurich & 65 homes on Spago Crescent.

**Red square** below shows area of proposed development with arrows indicating the **ONLY** possible routes into the development via Holburn thru Zurich & Spago Crescent.



I vehemently oppose the development of townhomes in an area of single-family homes with access to the development only thru two streets Zurich & Spago Crescent within a subdivision in lieu of direct access off the 6<sup>th</sup> Concession.

The impact to the safety of those residing on the proposed access streets of Zurich and Spago Crescent is not being addressed and the formal reporting of the impact of added traffic being classified as “negligible” is not definitive and is vague at best.



From: CARLOS GRANT

Sent: Wednesday, August 28, 2024 8:22 PM

To: clerks <[clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)>; mayoro <[mayoro@citywindsor.ca](mailto:mayoro@citywindsor.ca)>; Francis, Fred <[ffrancis@citywindsor.ca](mailto:ffrancis@citywindsor.ca)>; Costante, Fabio <[fcostante@citywindsor.ca](mailto:fcostante@citywindsor.ca)>; Agostino, Renaldo <[ragostino@citywindsor.ca](mailto:ragostino@citywindsor.ca)>; McKenzie, Mark <[mmckenzie@citywindsor.ca](mailto:mmckenzie@citywindsor.ca)>; Sleiman, Ed <[esleiman@citywindsor.ca](mailto:esleiman@citywindsor.ca)>; Gignac, Jo-Anne (Councillor) <[joagignac@citywindsor.ca](mailto:joagignac@citywindsor.ca)>; Marignani, Angelo <[amarignani@citywindsor.ca](mailto:amarignani@citywindsor.ca)>; Kaschak, Gary <[gkaschak@citywindsor.ca](mailto:gkaschak@citywindsor.ca)>; Mckenzie, Kieran <[kmckenzie@citywindsor.ca](mailto:kmckenzie@citywindsor.ca)>; Morrison, Jim <[jmorrison@citywindsor.ca](mailto:jmorrison@citywindsor.ca)>

Subject: Letter of opposition to townhouses on 4170 & 4190 6th concession

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To the City of Windsor Councillors, Mayor Dilkens, City of Windsor Clerks

Please note that I, Carlos Henrique Simao Grant, of [REDACTED], currently am opposed to the development of townhouses in an area of single-family homes with access to this development only through two side streets: Spago Cres and Zurich Ave.

The reasons I oppose this development are:



1) 6th Concession Road: This road experiences insane high traffic as is. This road has never been touched by the city - it remains literally the same road since this was all farmlands. There are no

sidewalks and there's a big ditch on one side. People already must walk on the road among cars or risk falling in the ditch full of dirty water. Kids already ride bikes dangerously close to cars because there is no bike path. Simply changing the zoning laws and adding hundreds of people and cars among neglected 6th Concession is reckless, dangerous and unfair for everyone. Not to mention the reduced quality of life for everyone who must take this route.

**2) Spago Crescent:** This small, narrow road with no sidewalks was selected as the entrance of this proposed development. This is, simply put, unacceptable. A lot of people would be forced to walk on the street (no sidewalk) to get in and out of this development, especially young kids who walk daily to the school nearby. Adding almost 30 townhomes to this space would force around 50 more cars to drive in and out on to Spago Crescent (in a curve) while these pedestrians and kids compete with cars on the road. This is a recipe for disaster in my opinion and should not be allowed. Spago Crescent is just too small to receive a large townhouse development. I feel bad for the people that live on this street. Their quality of life will decrease and so will their property values if the city allows this development to go ahead. I don't think it's right to afford one developer big profits at the loss/expense of ordinary people that have lived here for over 20 years.

**3) Zurich Ave:** As you can see in the drone picture, Zurich Ave is already congested with street parking (this picture was taken on a Tuesday afternoon - there are barely two spots left). Zurich Ave is a narrow street. With cars parked on the street, there is no space for two other cars to go by at the same time. We must pull to the side to let the incoming car go by. Adding almost 30 townhomes would force around 50 more cars to drive in and out of Zurich at all hours, every day. Multiple cars parked in the street will create multiple points where someone must stop to let the incoming car go by - this will surely create traffic jams on a neighborhood street. This is not manageable. I don't know what survey said there would be a negligible impact, you just have to look at the street to see that three cars can not go by.

For these facts above, I oppose and request **denial** to amend the City of Windsor by-law 8600 and the request to approve the plan of Subdivision File numbers ZNG/7195 & SDN/7194 for the properties located at 4170 & 4190 6th concession.

In addition, I wish to be notified of the decision of the City of Windsor in respect to the proposed amendment.

Carlos Grant

SEP 04 2024

To the City of Windsor Councillors, Mayor Dilkens, City of Windsor Clerks

**RECEIVED**

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In addition, I wish to be notified of the decision of the City of Windsor in respect to the proposed amendment.



Carlos Grant





**From:** Duncan Lam

**Sent:** Tuesday, August 20, 2024 10:28 AM

**To:** Morrison, Jim <[jmorrison@citywindsor.ca](mailto:jmorrison@citywindsor.ca)>; Mckenzie, Kieran <[kmckenzie@citywindsor.ca](mailto:kmckenzie@citywindsor.ca)>; Kaschak, Gary <[gkaschak@citywindsor.ca](mailto:gkaschak@citywindsor.ca)>; Marignani, Angelo <[amarignani@citywindsor.ca](mailto:amarignani@citywindsor.ca)>; Gignac, Jo-Anne (Councillor) <[joagignac@citywindsor.ca](mailto:joagignac@citywindsor.ca)>; mayoro <[mayoro@citywindsor.ca](mailto:mayoro@citywindsor.ca)>; clerks <[clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)>; Francis, Fred <[f Francis@citywindsor.ca](mailto:f Francis@citywindsor.ca)>; Costante, Fabio <[fcostante@citywindsor.ca](mailto:fcostante@citywindsor.ca)>; Agostino, Renaldo <[ragostino@citywindsor.ca](mailto:ragostino@citywindsor.ca)>; McKenzie, Mark <[mmckenzie@citywindsor.ca](mailto:mmckenzie@citywindsor.ca)>; Sleiman, Ed <[esleiman@citywindsor.ca](mailto:esleiman@citywindsor.ca)>

**Subject:** Proposed Development at 4170 & 4190 6th Concession Road

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I vehemently OPPOSE and request denial to amend the City of Windsor by-law 8600 and the request to approve the Plan of Subdivision File Numbers ZNG/7195 & SDN/7194 for the properties located at 4170 & 4190 6th Concession. (the proposed development of 27 townhomes to be located at 4170 & 4190 6th Concession in the area of Walker Gates adjacent to the intersection of Holburn and 6th Concession).

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Hi

Is it possible to add the below points to my concerns on regards to the subject matter?

1)there is a shortcoming from the City of Windsor in following their standards and allowing unsafe roads with no walkways. Please next time Karen asks about accident claims, please bring it to his attention that Engineers have developed the standards to be followed as it is based on mitigating the risk of accidents. This shall be one of the priorities of the City of windsor. If the City can not correct the past, let not add gas to the existing fire, by having 27 additional units residents walk on a street that has no walkways!! and whisper to the Engineers who reviews the conceptual plans stating that all the 40 million resident of Canada has an access to google map and they can see that the walkways shown on plans does lead nowhere !

2) When our neighborhood " Spago Crescent" was developed, the City has accepted the narrow 7.4m wide roads that we all stop if we face another vehicle to make sure that we can pass ( 1 parked car + 2 passing car), they City accepted the classification based on the fact the subject 4170 property access is a single detached house that has access to 6th concession, if the planning has a local road then, how can a local road of 8.6m leads to a smaller road " Crescent"??? this is exactly what is proposed, its an engineering crime!

3) the 4190 property has never had access or shared borders with Spago crescent, it is only when when the owner decided to " Assemble" the two parcel, kindly check notification requirements as an assembly need a whole community approval not just 150m or so, again, this is well known violation to rules.

4) The Planning department needs to check existing conditions before assigning 6th concession to be a collector road in their master plan!!, well, collector roads per the city of windsor development manual shall be 10.4m , do they realize that the actual physical roads of 6 Concessions is nothing more than 7.4m with no shoulder, walkways or bicycle lanes?? With 1.2 depth ditch that is unsafe??

5) Speaking of the traffic study they have accepted,



a) they are supposed to compare the calculated ADT with the original design, but the developer is changing the actual road design! so how did they check it!.

b) the traffic study only studied specific intersection that completely neglects that Spago crescent exists in this world, they did not examine Spago crescent with Zurich intersections ( Two intersections) ,

c) the studied assumed that 6 concessions is the shortest route out, and hence studied Zurich Ave and Holburn, however, this is not true, simply because the property exists is leading to the two directions of spago crescent, one leads to Zurich Ave and Concession 6th but the second leads to much more important areas : Talbot Trail school, Walker Road and shortest was to out of Windsor route, the 401 highway!.

6) where is the consideration for the pedestrians! What will the city do to make our neighborhood compliant to the city standards? are they planning to widen spago crescent and change to local roads , are they going to provide walkways? or will they continue the same practice of tailoring things to the comfort of developers at the expense of residents? Who is liable for these violations? Who will be paying for this mess!

7) I understand that city is trying to lead us to think on the broad picture, but in reality, I see that the City is creating problems in matured neighborhoods before they resolve earlier problems they made by rushing to their approvals. The Guide of housing intensification is published to make sure that our communities have a consistent appearance and positive impact to the community.. I sympathize with the people close by who all of a sudden have to live with higher units that violate their privacy and violate the guidelines as well as the uncivilized street appearance where you see detached houses to the left and townhomes to your right!

8) we did not receive a reasonable answer of why the city insist in changing the road design by changing the access to spago crescent,

The answer that it is so close to 6th concession and holborn is in accurate, as they can make the exit where the underground storage for storm water exists, it will not even change the developer design as these underground storage unit can take vehicular loading, the end result is a longer distance from exit to " holborn and 6th concession" , then the distance to " Spago crescent and Zurich ave.

Thanks

Osama

# Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd

Why I am Against the approval of the Proposal Plan



**Presented by : O. Ragheb**

# Focus Points for rejection

---

**1- Traffic Impact Assessment Deficiencies ,  
information missing and recommendations**

**2- Violation to the City By- Laws**

**3- Violation to City Development Manual and  
Engineering Standards**

**4- Violation to City of Windsor Intensification Guide  
( mandated by Notice of Adoption for official plan  
amendment No 159)**



9/4/2024

2

# 1- Traffic Impact Assessment Deficiencies , information missing and recommendations :

## 1- Traffic Impact Studies:

### **1.1 Traffic Impact Assessment Deficiencies**

a) Traffic impact assessment did not include for the following intersections:

- i) new local road with Spago crescent
- ii) Spago crescent and Zurich Avenue (two intersections)
- iii) Spago Crescent and Holburn Street ( main exit to Talbot trail School, Durcharme street, Walker Road and 401)

b) Traffic count was performed in a non-high peak period ( after school year and during travel season) not reflecting actual conditions+ more than 2 years old.

c) The study did not take into account on going development and similar application in the area.

d) Study does not report the address the effect of the subject traffic on Spago crescent two directions

### **1.2 Studies Conclusions / recommendations was not included in project scope**

- a) Study is based on changing part of spago crescent to a full access road – This means increased road width.( Spago west leg)
- b) New Stop Control intersection will be implemented at Zurich and Spago Crescent
- c) Improvement of Holburn and 6 concession ( westbound turning)
- d) Improvement of Holburn and Zurich ( right – turn lane)

9/4/2024



3

## 2- Violation to the City By- Laws

a) **Parking spaces Not Met** : shall be 1.25 per unit for townhome without attached garage/carport ( table 24.20.5.1 of By law -8600)- note that multiple dwelling is only allowed in Zone RD2.5

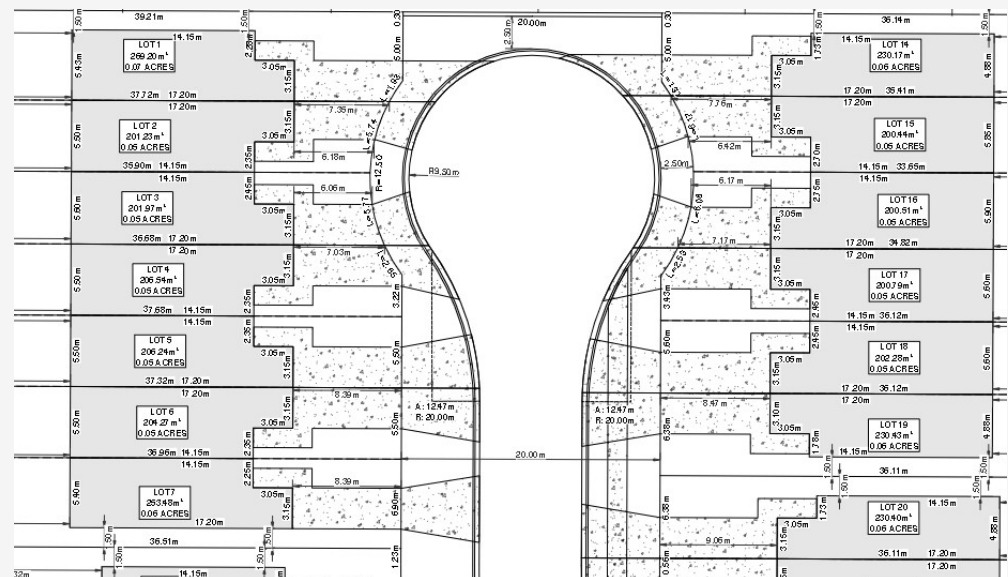
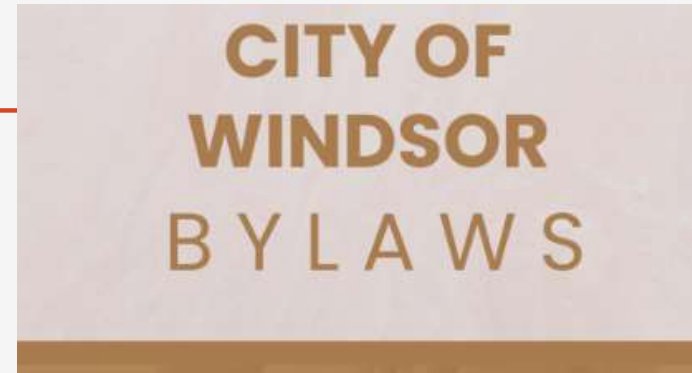
b) **Visitor parking** shall be 15% of parking spacing ( By -Law 8600 – section 24.22.1)

c) Section 20 of By Law 8600 addressing Site specific provisions for specific zoning exceptions in certain areas – subsection 1 – item 75 –

b requires **maximum coverage of 35% for zones RD2.3** on

Zoning district map 13 , proposal has more than 35% , lot 13 and 15 and 16 has more than 45%

d) Front yard paving for Lot 2 is not complying with **maximum front yard paving**



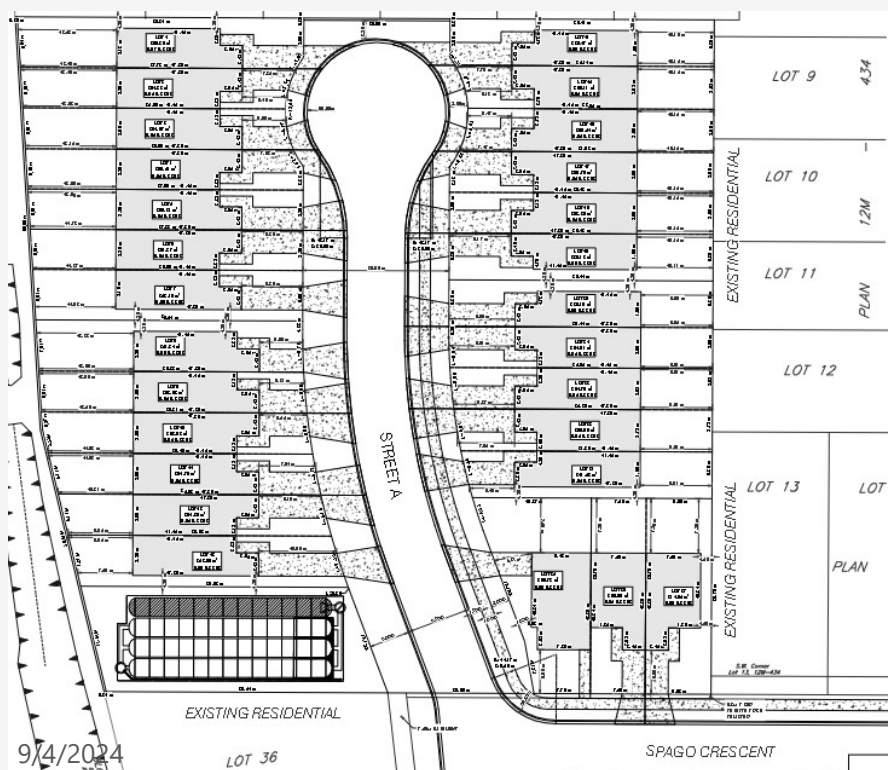
9/4/2024

4



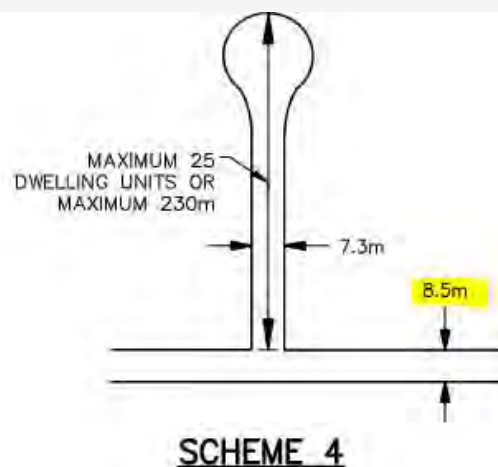
### 3- Violation to City Development Manual and Engineering Standards

**3.1 The new cul-da-sacs is connecting to existing Spago Crescent (7.4m width) which is does not the minimum width per Windsor Standard drawing AS-228 –QUESTION : Why the City is not allowing access through the collector Road ( 6<sup>th</sup> Concession Rd.) (section 6.1.2 of development manual allows it) ?? Would the developer pays for widening the roads ( City of Windsor Development Manual section 16.3 asks for that) ? Or the Standards are meant to be violated ?!!**



The minimum pavement width (face-to-face) for various street classifications shall be as follows:

- |   |             |
|---|-------------|
| a) Cul-de-sacs and crescents with minimum lengths as shown on Standard Drawing AS-228 | 7.4 metres  |
| b) Local Roads  | 8.6 metres  |
| c) Collector Roads  | 10.4 metres |
| d) Arterial Roads   | 14.6 metres |



CITY OF WINDSOR ENGINEERING DEPARTMENT	
VARIOUS STREET ALIGNMENTS PERMITTING THE USAGE OF 7.3m WIDE PAVEMENTS	
DR'N BY: SCL, AZ	DATE: NOV, 1973
REV. DATE: JUN, 2024	CHK'D BY (ENG): FM, JH
CHK'D BY (CDE/OPS): PJU, AL	PASSED BY: FM
Winterton Digitally signed by Mark Winterton DN: cn=Mark Winterton, o=City of Windsor, ou=Engineering Department, email=mark.winterton@cityofwindsor.ca	

AS-228



### 3- Violation to City Development Manual and Engineering Standards - Continue

#### Related discussions to item 3.1 and the Planning Rationale Report

1)" It states the following : **"It is also noted, that although the subject parcels driveway accesses are currently provided from Sixth Concession Road, no access / egress points serving the proposed residential development are either proposed, or permitted by the City to Sixth Concession Road. "**

We as a residents in Spago crescent would like to ask:

- a- How come the planning department just identified that the subject land has a violating access to 6<sup>th</sup> concession after all these years? Any one accountable?
- b- if the parcel 4190 has no approved access to 6<sup>th</sup> concession, does it has an approved access to Spago Crescent?
- c- How Parcel 4170 has no approved access to 6<sup>th</sup> concession, if it has no shared border with spago crescent or any other street access?

2) ) **Developer has responded the following when asked about that street access shall be from 6<sup>th</sup> concession : " existing Windsor Official Plan policies prohibit a connection point onto Sixth Concession Road."**

- a- We were not able to identify the clause or the reference that prevent access to 6<sup>th</sup> concession Roads.
- b\_ **City of Windsor Development Manual –section 6.1.2 allow direct property access from/to all collector roads.**
- c- The subject parcels are existing parcel with already established access, it is historically proven and known, that the City of Windsor does not withdraw plans or approval of access if they are existing!. There are many properties already connected to 6<sup>th</sup> Concession Rd. This one is not any different.
- d- The referenced plan identify the 6<sup>th</sup> concession road as a collector Road, However, in reality it is a local road that is not meeting collector road requirements in terms of width, and existing ditch.

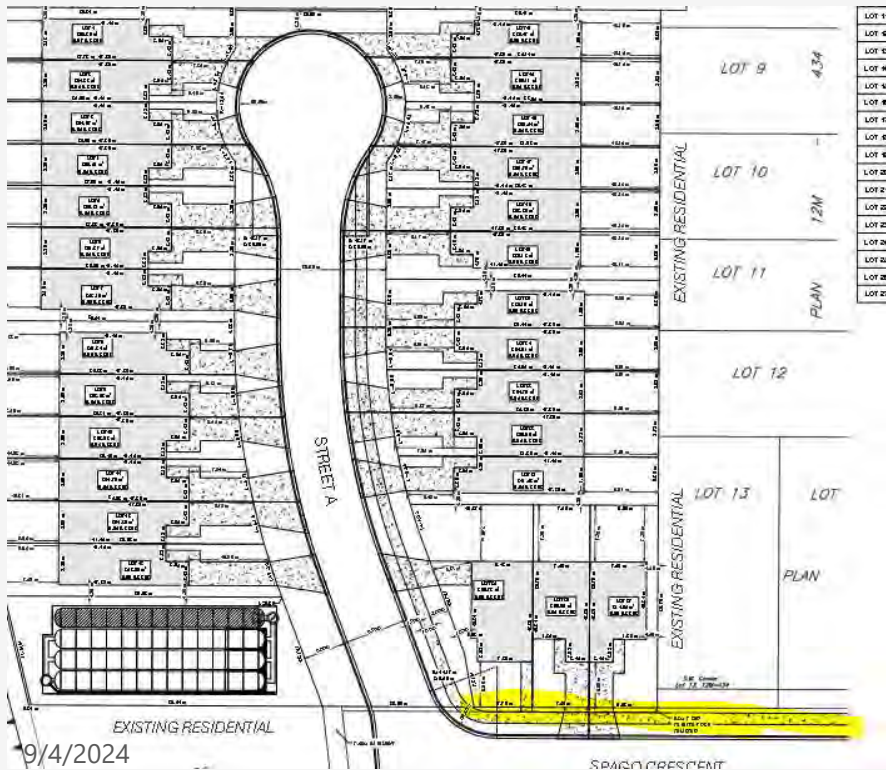
3) **Developer has responded the following when asked about home value devaluation: "property (de)valuation is attributed to many factors, however in the long term, dwelling density and types have not proven to quantifiably reduce property values."**

- a) Developer is dismissing the fact that the by changing the access to Spago crescent, the Crescent need to be a local road ( both branches to Zurch and to Holborn). This will downgrade all house in Spago Crescent to Normal local road ( it is proven that the price of a real state in a Crescent is higher than a real state located in a local road)



### 3- Violation to City Development Manual & Standards -Continue

**3.2 The Plan shows a continuation of pedestrian walkways to a non-existing walkway!! While the Windsor Development manual calls for the need for transportation impact study and consultation with transport planning to ensure no negative effect, where is that??!! Will Developer pays for the non-existing pedestrian network!? Or safety is not a concern?!**



#### 16.2 REZONING APPLICATIONS

The Engineering & Corporate Projects Department comments on the servicing requirements for any property, which is the subject of a rezoning application. If servicing is deficient, recommendations will be made with respect to the installation of sufficient services. In addition, servicing costs outstanding as a condition of rezoning are noted along with permit requirements.

The Transportation Planning Division of the Operations Department is responsible for commenting on transportation requirements for re-zoning applications. Specifically this department may comment upon:

- a) Pedestrian access.
- b) Bicycle access.
- c) Vehicular access.
- d) Parking.
- e) Protection of the road network.

The Transportation Planning Division may require a completion of Transportation Impact Studies and Statements on sites where the proposed use may have a negative effect on the adjacent transportation network. It is recommended that the Developer consult with the Transportation Planning Division prior to the rezoning to ensure that the Developer is aware of all issues pertaining to Operations Department requirements.

### 3- Violation to City Development Manual and Engineering Standards - Continue

---

#### Related discussions to item 3.2 and the Planning Rationale Report

1) When Developer was asked about transportation and services It states the following : **"no publicly funded upgrades to either the transit or servicing systems are anticipated or required."**

a) There are no evidence of consultation with Transportation planning department to meet the City of Windsor Development Manual. Developer need to meet the City Development Manual Requirements.

2 )When Developer was following development standard , it stated: **"the proposal calls to develop existing under-utilized urban parcels for multiple dwelling units for residential purposes without requiring upgrades to the existing public service facilities."**

a) The statement by the developer is a clear statement of non-compliance to City of Windsor Development Manual which emphasize the responsibility of the developer in maintaining City standard – refer to section 16.3 as an example for the requirements that the developer shall be responsible for required upgraded required as a result of the intensification and rezoning.

b) Does the acceptance of Developer response constitute an acceptance to waive developer obligations under the standards?

## 4- Violation to City of Windsor Intensification Guide ( mandated by Notice of Adoption for official plan amendment No 159)

### 4.1 Compatibility Issues:

The Windsor Intensification Guide define Compatible Development as follows ( refer to section 1.7 of the guide): ***“Compatible development means development that may not necessarily be the same or similar to the existing buildings in the vicinity, but, nonetheless, enhances an established community and coexists with existing development without causing any undue adverse impact on surrounding properties.”*** ***“Coexistence without undue, adverse impact on surrounding properties - this is quite an onerous test, usually related to easily identifiable/quantifiable impacts like***

***\* shadow, >> 4462 Spago Crescent is raised Ranch House that will be 3m away from the two story Building -shadowed***

***• privacy, >> 4462 Spago Crescent privacy is compromised by Lot 27, 24 and 25***

***\*traffic, and parking problems. >> Unsafe pedestrian movement, study did not include Spago crescent and neighbors roads AND intersections was not studied /addressed***

***In some instances, the concept of “visual impact” may be established as an important development review criteria.***

***>> Lot 25, 26 and 27 is completely visually non-compatible in height or width with 4462 Spago and the neighborhood in general***

***All Lots do not have Garages while all neighborhood has garages***

### 2.2.1 Site Orientation

The relationship between buildings through placement on the lot is important to ensure a consistent neighbourhood ‘feel’ and to define and frame the street while imparting the sense of openness and enclosure.



9/4/2024

9





# Summary & Conclusions -1/2



## STUDIES AND CONSULTATION ARE NOT COMPLETE:



**Traffic study** does not include latest information and does not include neighboring Spago crescent, road and intersections



No evidence for **consultation with transportation planning Division** or consideration for requirements



## PROPOSAL IS IN VIOLATION OF THE CITY ENGINEERING STANDARDS, DEVELOPMENT MANUAL AND CITY BY-LAWS



**ACCESS** : Road Design and Access is not in compliance with City of Windsor Standards and Manual – Access shall be maintained per status quo from 6<sup>th</sup> Concession or Widening of Spago crescent to comply with Standards > > **Residents want access from 6<sup>th</sup> concession**



**PARKING** : Current Design is not compatible intensification neither in compliant with standard for parking, as unit garages are not confirmed, driveway parking is adopted and number of parking not meeting the requirements of 1.25xNo. Units (table 24.20.5.1 of By law -8600)- in Addition no 15% visitor parking is met per



**BY-LAWS REQUIREMENTS ARE NOT MET** : Maximum Front Yard Paving and Maximum coverage exceed By-laws limits



## Summary & Conclusions -2/2



### **INTENSIFICATION GUIDE REQUIREMENTS NOT MET:**



**PRIVACY AND SHADOWING ISSUES** with 4462 Spago crescent



**VISUAL IMPACT ISSUES DUE TO INCOMPATIBILITY IN GARAGE EXISTANCE, HEIGHT AND WIDTH** W/ all neighborhood



**TRAFFIC & PARKING PROBLEM ( NO PEDESTRAIN TRAFFIC NETWORK EXISTS & CLOSE BY INTERSECTIONS WAS NOT STUDIED& CRESCENT ROAD USED AS A LOCAL ROAD WITHOUT MEETING WIDTH REQUIREMENTS**



### **IMPACT OF THE DEVELOPMENT TO COMMUNITY**



**NO CLEAR COMMITMENT OR APPROVAL CONDITION EXISTS TO DEAL WITH IMPACTS BY CITY OR DEVELOPER**



**PROPOSAL COMPROMISE SAFETY AND WELL BEING OF NEIGHBORING COMMUNITY & EXPOSES THE CITY TO POSSIBLE CLAIMS DUE TO COMPROMISE OF RESIDENTS INTERESTS, SAFETY, AND IMPOSING HARM TO RESIDENT- NOT MEETING CONDITIONS OF ZONING AMMENDMENT.**



**From:** Ray Drilleau

**Sent:** Saturday, August 24, 2024 7:23 PM

**To:** Francis, Fred <[fFrancis@citywindsor.ca](mailto:fFrancis@citywindsor.ca)>; Costante, Fabio <[fcostante@citywindsor.ca](mailto:fcostante@citywindsor.ca)>; Agostino, Renaldo <[ragostino@citywindsor.ca](mailto:ragostino@citywindsor.ca)>; McKenzie, Mark <[mmckenzie@citywindsor.ca](mailto:mmckenzie@citywindsor.ca)>; Sleiman, Ed <[esleiman@citywindsor.ca](mailto:esleiman@citywindsor.ca)>; Gignac, Jo-Anne (Councillor) <[joagignac@citywindsor.ca](mailto:joagignac@citywindsor.ca)>; Marignani, Angelo <[amarignani@citywindsor.ca](mailto:amarignani@citywindsor.ca)>; Kaschak, Gary <[gkaschak@citywindsor.ca](mailto:gkaschak@citywindsor.ca)>; McKenzie, Kieran <[kmckenzie@citywindsor.ca](mailto:kmckenzie@citywindsor.ca)>; Morrison, Jim <[jmorrison@citywindsor.ca](mailto:jmorrison@citywindsor.ca)>; mayoro <[mayoro@citywindsor.ca](mailto:mayoro@citywindsor.ca)>

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

**Subject:** Assistance Requested - File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9 (SCM 211/2024) & (S 71/2024)

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Saturday August 24, 2024

Hello and thank you for using your time to read my following email. I hope this correspondence finds you well and in good spirits.

Please note that I, **Raymond Drilleau**, residing at [REDACTED] currently am seeking your support. I am opposed to the development of townhomes in an area of single-family homes with access to the development only through two streets Zurich & Spago Crescent within a subdivision in lieu of direct access off the 6<sup>th</sup> Concession Road.

Some of my concerns are:

- The impact to the safety of those residing on the proposed access streets of Zurich and Spago Crescent is not being addressed and the formal reporting of the impact of added traffic being classified as “negligible” is not definitive and is vague at best. This proposal will impact 5 homes on Holburn, 34 homes on Zurich & 65 homes on Spago Crescent.
- The 2016 Dillon Consulting Environmental Study infrastructure pressures Report recommended many necessary improvements to upgrade the Sixth Concession and are still NOT in the 10-year City budget.
- Public consultation has been minimal and ignored.

**I strongly oppose and request that you deny** an amendment to the City of Windsor by-law 8600 [the request to approve the Plan of Subdivision File Numbers ZNG/7195 & SDN/7194 for the properties located at 4170 & 4190 6<sup>th</sup> Concession].

The most concerning thing here is the fact that the Councillor for Ward 9 is not considering or even listening to his impacted constituents. He won't even respond to an email inquiry on the topic. How does this promote considering the public's input and concerns? The impacted neighborhood is a mature neighborhood and this change is not the only change for the area in question. There is a 3 building 5-story condo project currently being completed and another townhouse project proposing 4 buildings with another 24 dwellings. When reading the Traffic Impact Study for this project, it seems useless & inaccurate when it fails to incorporate the other developments being proposed and completed within just two or three blocks of the location.

Unfortunately, when issues like this arise, the default answer always seems to be to "change the rules". Why do rules and laws exist if we always decide to circumvent them? Should we not treat amending a zoning law or any other rule as a "rare circumstance" as opposed to a simple formality? Why is it that applying the rules and laws as they stand is something that must be defended and can be so easily overcome?

The City always points to the need for solid planning based objections in these type matters; however, there are times when common sense and reality must be considered and prevail. There are at least 100 homes that are experiencing or going to experience negative impacts from this and other surrounding proposed changes. Home values will be adversely impacted despite the petitioners saying they won't be - this fact is because it is not a provable claim on either side. Short term impact tends to be negative and long term impact may not be negative but there are never any guarantees.

Please be a little realistic and acknowledge these ward 9 residents do not deserve to be harmed and ignored. Your support in this matter would be greatly appreciated, please step up and do the right thing and deny this application for zoning change.

Truly,

Raymond Drilleau

Saturday August 24, 2024

To: The City of Windsor Councillors, Mayor Dilkens, City of Windsor Clerks

Please note that I, **Raymond Drilleau**, residing at [REDACTED] [REDACTED] currently am opposed to the development of townhomes in an area of single-family homes with access to the development only through two streets Zurich & Spago Crescent within a subdivision in lieu of direct access off the 6<sup>th</sup> Concession Road.

My concerns are:

- The impact to the safety of those residing on the proposed access streets of Zurich and Spago Crescent is not being addressed and the formal reporting of the impact of added traffic being classified as "negligible" is not definitive and is vague at best. This proposal will impact 5 homes on Holburn, 34 homes on Zurich & 65 homes on Spago Crescent.
- The 2016 Dillon Consulting Environmental Study infrastructure pressures Report recommended many necessary improvements to upgrade the Sixth Concession and are still NOT in the 10-year City budget.
- Public consultation has been minimal, minimized and ignored.

For these facts above, I strongly oppose and request denial to amend the City of Windsor by-law 8600 and the request to approve the Plan of Subdivision File Numbers ZNG/7195 & SDN/7194 for the properties located at 4170 & 4190 6<sup>th</sup> Concession.

In addition, I wish to be notified of the decision of the City of Windsor in respect to the proposed amendment.



Raymond V Drilleau  
[REDACTED]  
[REDACTED]

CITY OF WINDSOR  
COUNCIL SERVICES

AUG 30 2024

**RECEIVED**

**From:** Satvir Jagraj Sandhu

**Sent:** Tuesday, September 3, 2024 8:29 PM

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

**Subject:** Against Zoning by-law amendment 4170 & 4190 sixth concession road

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Subject: Opposition to Zoning By-law Amendment for Properties at 4170 and 4190 Sixth Concession Rd

Dear City Council Members,

I am writing to express my strong opposition to the proposed Zoning By-law Amendment for the properties located at 4170 and 4190 Sixth Concession Rd, specifically concerning the application by 2863167 Ontario Inc. under File Nos. SDN-001/24 [SDN/7194] and Z-.

I am deeply concerned about the potential consequences this amendment may have on our neighborhood. The proposed changes could lead to significant issues such as increased traffic congestion, drainage problems, and over-crowding in our community.

Of particular concern is the lack of sidewalks along Sixth Concession Rd, coupled with the presence of an open ditch, which already poses safety risks to pedestrians and residents.

I urge the City Council to reconsider this amendment and take into account the potential negative impacts it may have on our neighborhood's infrastructure, safety, and overall quality of life. It is essential to prioritize the well-being and sustainability of our community in any decision-making process. Thank you for your attention to this matter.

Sincerely,

Satvir Sandhu

Resident Sixth concession rd

Windsor



**From:** Slavisa Simovic  
**Sent:** Sunday, August 18, 2024 9:34 PM  
**To:** clerks <[clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)>  
**Subject:** 4170 and 4190 6th concession proposed development

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Good evening,

My name is Slavisa Simovic.

I would like to express my concerns and extreme disappointed with the proposal for development of 27 new townhouses at 4170 and 4190 6th concession rd.

Proposed development will not just change the look of our neighbourhood but it will irreversibly create constant backups and traffic problems which as consequences, will have increased traffic times, more accidents, worse road safety, need for more policing, increased court time due more tickets issued, higher insurance rates due to expected increase in accidents and car related crimes.

It will cause

- decreasing air quality, safety and privacy,

- problems with essential communal services such as drainage, sewer, water and power supply, emergency services, Internet speed and overall decline in life quality in the affected neighbourhood.

- increase the number of dwellings whose inhabitants are using 300 meters long, part of Spago crescent, from 35 to 62 dwellings, effectively 75% increase of inhabitants and expected usage of the road and other infrastructure without any improvements to the existing infrastructure.

Studies done for proposed developments on 6th Concession rd. are not done at the proper locations nor with having in mind the best interest of current and future inhabitants of the area.

As an example:

Development at 4170 and 4190 6th concession rd. will :

- Currently available traffic study which is used for this development was done on the intersection of 6<sup>th</sup> Concession Rd and Holburn Ave. and did not consider any impact increased traffic will have on the part of Spago crescent which will be directly impacted by new development and it is not taking in consideration any of the traffic patterns and anomalies of Spago Crescent and intersections of Spago Crescent and Zurich avenue.
- This study is not taking in consideration specific position of the 8 houses located on the short, 79 meters long part of Spago crescent, between the intersection of Spago crescent and Zurich Ave. and proposed new road leading to proposed development. Just imagine what impact will have highly possible additional of 50+ cars to this part of the road.

Not to mention, that study was done in July, during the long weekend when:

- large number of local inhabitants was out of town,
- all the schools are closed so no school bus traffic,
- one of the major Windsor factories was on the shut down so many of the local inhabitants were not going to work.
- it was done in 2022 when many of us were still working from home

Additionally, proposed development is not in compliance with City of Windsor recommendation for development of townhomes in existing neighbourhoods. They are not taking in consideration many factors such as height of proposed townhomes, privacy of surrounding homes, front visual effects etc.

Please remember, we are not against new development, actually, we are hoping for it to finally resolve issue of poorly maintained, neglected property in our neighbourhood and finally, after 20 years, complete the neighbourhood as a great place for the families.

Thank you again for your time and opportunity to express my concerns.



**From:** Steve Fraley

**Sent:** Tuesday, August 13, 2024 5:20 PM

**To:** Gebauer, Sandra <[sgebauer@citywindsor.ca](mailto:sgebauer@citywindsor.ca)>

**Subject:** Re: Stop Development. Vote no

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This the exact spot we are talking about for overcrowding this area and safety reasons. Vote no

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## Councillor calls for \$7.5M revamp of Sixth Concession

Brian Cross

Published Feb 14, 2019 • 3 minute read

Join the conversation



With a deep ditch on one side and traffic on the other, city councillor Kieran McKenzie walks the dangerous path along 6th Concession near Holburn Street. To make matter worse, there's a Transit Windsor bus stop on the same corner. PHOTO BY NICK BRANCACCIO /Windsor Star

With no sidewalks, no bike lanes and deep ditches that begin where the pavement ends, Sixth Concession is a former country road overwhelmed by two decades of new homebuilding in South Windsor, according to the councillor for Ward 9.

On Wed, Jun 12, 2024 at 9:13 PM Terry Laframboise wrote:  
Development & Heritage Standing Committee,

Along with the other impacted residents we STRONGLY oppose the current plan for this development and the required rezoning to unnecessarily increase the density in this already overburdened area. We also delivered this feedback after the PIC session held in November 2022 and are unsure if it was ever presented to the City.

The current plan for development and the required rezoning should not move forward as there are serious issues that will only be compounded if it moves forward as proposed.

1. Traffic Congestion and Resident Safety

- the entire North Roseland area infrastructure (with the 6th Concession in particular) are already overburdened and not functioning properly, and this unnecessary increase in density will only add to the problem.
- resident health and safety will be compromised by the significant increase in traffic flows, lack of pedestrian walkways, lack of parking, increased noise and vehicular pollution.
- there are no firm plans in place to address any of this in conjunction with this development.
- the traffic study done by the planner did not adequately acknowledge these issues. The only "mitigant" presented is to disallow a new outlet to the 6th concession, but despite this the traffic has no choice to end up there.

2. Sewer and StormWater Impacts and Management

- we do not believe that the study conducted has acknowledged the current issues with infrastructure (or lack thereof) causing flooding and drainage of water onto existing properties/yards backing on the 6th concession, and that the design will adequately protect residents from greater impacts. There is a concern about overloading storm sewers and adding to issues of basement flooding.

As was clearly mentioned in the PIC session, residents are not opposed to all development, but we are opposed to the rezoning from the current single family dwellings to townhouse type dwellings. This proposal seeks to develop at an unacceptable level of density while ignoring current issues and making unsubstantiated claims of there being "immaterial" impacts, and offering "stop gap" mitigants. The request should be denied and should be redesigned into a reasonable number of lots for single family dwellings.

Development should consider all impacts to the area and not merely be an exercise of maximizing developer profits and city tax revenues.

Thank you.

Terry & Sabrina Laframboise

Package E contains the attached written submissions to members of City Council at their meeting held September 9, 2024 regarding **Item 11.3** - Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9 (SCM 211/2024) & (S 71/2024) as part of the Final Consolidated Agenda.

Dear Mayor and Councillors, at your Council meeting on September 9 is the proposed development of 4170/4190 6th Concession.

I am opposed to the proposal for one very specific reason and that is 6th Concession itself.

I have lived in the 900 block of Morand St since the 1960's. 6th Concession is one block from my home and the primary road I use to access Provincial Rd, Division Rd, Cabana Rd, Walker Rd, North Talbot Rd, Hwy #3, Hwy 401 and all the various businesses and shopping centres. To say I know 6th Concession is an understatement.

While North Roseland and the neighbourhoods on both sides of 6th Concession have seen significant change since the 1960's, the one thing that hasn't changed is 6th Concession itself.

It is the same rough, single lane road with no walking path, no bike path and a deep ditch on one side.

In the past I would regularly include 6th Concession in my nightly walk.

Today, with the high volume of traffic, I don't risk walking on 6th Concession unless it's a necessity.

I contend that the proposal for 4170/4190 6th Concession has nothing to do with housing, with Windsor's housing crisis, or with the development and improvement of Windsor.

It is about and only about 6th Concession.

6th Concession cannot handle the additional burden of this proposal, let alone the two other proposals which will appear before you in the future (Masotti, Habib).

Until 6th Concession is improved, the wise decision would be to put all development of 6th Concession on hold.

Have you spent any time observing automobile traffic on 6th Concession?

I mean really observing it?

Have you parked your car or pulled out a chair and sat at Morand/6th Concession, Ducharme/6th Concession, Scofield/6th Concession, Wallace/6th Concession, or Holburn and 6th Concession?

Not for 10 minutes but a few hours?

Have you tried to cross 6th Concession on foot?

If not you are making a decision without truly understanding the situation.

I cannot fathom the increase in traffic and potential accidents that we'll be facing if this proposed development is allowed as well as the Masotti and Habib proposals.

Because we all know 4170/4190 6th Concession is the linchpin in this scenario and the other two developers are waiting to see what you decide.

So I ask you not to fall for the argument that this proposal is only about providing needed housing for Windsor.

First and foremost, this is about 6th Concession, a beat up old road that is already over burdened and at this time cannot handle the traffic from this proposed development.

Thank you for your time,

Annemarie Toldo



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To whom this may concern,

I am a resident on Spago Cres., where the proposed townhouses are to be built on the properties 4170 and 4190 Sixth Concession. My husband and I strongly oppose the building of these townhouses for a number of reasons;

1. The area isn't big enough to build for 5 buildings and 27 dwellings.
2. This area is already densely populated with the with all the recently new builds plus the addition of the condominiums off Walker Rd and Ducharme.
3. My children attend Talbot Trail Public School. That school is newer but already has 7 portables and over 1000 children attending, what will happen to the children (each family as min 2 children) of these new condos and townhouses? Will new school zoning be needed?
4. Sewage and storm drainage issue. There has been so many new homes in the area, the ground is no longer able to absorb as much as it use too plus more families in the area will strain the sewage system and possibly cause more issues in the future.
5. Traffic. Yes Spago is a side street and not as busy as Ducharme but with 27 new dwellings there could be an increase of 54 vehicles if each family has 2 cars, where are these cars going to park? Our street is full daily! Secondly, we picked this area because the streets are quiet and we felt it was safer for our kids to grow up on, now with these new townhouses, traffic on our street with increase.
6. These townhouses will not be affordable housing! The houses in this area easily go for \$500,000, the new condos cost just as much! If the company wants to "fit in", they will definately NOT be affordable.

I am not against building new houses as many new ones have gone up in the last few years but putting 27 dwellings in an area where there use to be 2 properties is crazy and it's like packing people in like Sardines! Please reconsider what you are proposing to do here, it does not make sense!

Thank you for your time

Lisa Quan

**From:** Afifa Rahman  
**Sent:** Monday, September 9, 2024 2:47 AM  
**To:** clerks <[clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)>  
**Subject:** City Hall meeting for Sept 9th

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Hello

I am a resident at [REDACTED] I could not attend today's meeting as I am currently away on vacation.

I want to document my objections to building the condominium complex behind our property. We bought this 1.1 million upper end property because of its current quiet location and the builder stated those plots behind were slated for even bigger sized upper end independent houses.

Undoubtedly, we were shocked to hear the proposition for a condominium complex behind our house. This will significantly reduce the value of our property. We moved from one street over at Rockport St to this location last year just for its quieter location. We would never have bought this property at peak prices had the builder disclosed such plans. That is not fair business practice and we will suffer from significant loss in our property values.

The overall area will also take a significant hit due to being congested and with increased noise pollution and traffic. This will take a toll on the environment also.

We find this proposition unacceptable on many levels. So please consider the petition that we have filed to not move forward with this proposition.

Thank you

Afifa Rahman

**Subject: Additional Information Memo for Report No. S 71/2024; Draft Plan of Subdivision and Zoning By-law Amendment, 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9**

**Reference:**

Date to Council: April 28, 2025  
Author: Justina Nwaesei, MCIP, RPP  
Senior Planner, Development  
519 255-6543 ext. 6165  
jnwaesei@citywindsor.ca

Planning & Building Services  
Report Date: March 20, 2025  
Clerk's File #: Z/14544 and Z/14781

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

**Additional Information:**

On July 22, 2024, council deferred the development application by 2863167 Ontario Inc., Report S 71/2024. See Decision number CR327/2024 below:

DECISION NUMBER: CR327/2024 DHSC 629

*"That the report of the Development & Heritage Standing Committee Meeting dated May 31, 2024 entitled "Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9" **BE DEFERRED** to the September 9, 2024 City Council meeting to allow for the surrounding residents to be notified again and provide time for delegates to confer with their neighbours.*

*Carried.*

On September 9, 2024, Report S 71/2024 was presented before City Council for consideration, and Council approved a motion to defer the matter to a future meeting of City Council as noted in the CR378/2024 below:

DECISION NUMBER: CR378/2024 DHSC 629

*"That the report of the Development and Heritage Standing Committee dated May 31, 2024 entitled "Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9" **BE***



***DEFERRED*** to a future meeting of City Council to allow for further investigation into the possibility of ingress and egress from the 6th Concession.

*Carried.”*

Following the September 9, 2024, deferral, Staff from Planning Department, Transportation Planning Division, and Development Engineering Division had discussions regarding CR378/2024 and drafted a list of information and materials required prior to providing Council with a recommendation regarding ingress and egress from the 6th Concession. The summary of internal staff discussions was provided to the applicant in a letter dated October 17, 2024. See attached Appendix 1 – Letter to the Applicant, dated October 17, 2024, regarding CR378/2024.

The intent of the October 17, 2024, letter was to confirm who is responsible for undertaking the *investigation* requested in CR378/24, and the steps required to bring the matter back to Council. In the October 17, 2024, letter, Administration **requested the applicant to submit a revised Traffic Impact Study or Memo** assessing whether access for a new right of way along the sixth concession frontage of the subject lands can be provided safely.

On October 20, 2024, Provincial Planning Statement (PPS) 2024 came into effect. In anticipation of the October 20, 2024, effective date for the new PPS, Planning Department staff requested the applicant's Agent to submit an Addendum to the March 18, 2024, Planning Rationale Report (PRR) that was part of the ZBA & SDN application package for the proposed development on the subject lands.

The Planning Department received an Addendum to the March 18, 2024, Planning Rationale Report Regarding Proposed Zoning By-law Amendment & Draft Plan of Subdivision, 4170 & 4190 Sixth Concession Road, City of Windsor on October 16, 2024. See Appendix 2 hereto attached, containing the Addendum which speaks to the PPS 2024.

On March 5, 2025, the applicant's transportation consultant, Shurjeel Tunio from BAIRD AE, submitted a Traffic Impact Memo, hereto attached as Appendix 3.

On March 10, 2025, the Planning Department received a second Addendum to the March 18, 2024 & October 16, 2024, Planning Rationale Reports regarding proposed ZBA & Draft Plan of SDN, 4170 & 4190 Sixth Concession Road, City of Windsor. This second Addendum speaks to the summary and conclusion found in the March 5, 2025, Traffic Impact Memo prepared by the Applicant's Transportation Consultant. The March 10, 2025, Addendum is hereto attached as Appendix 4.

The applicant's transportation consultant, Baird AE, in their March 5, 2025, Traffic Impact Memo, provided the following summary and conclusion:

*“Applying the best available trip generation and distribution data and methodologies, an analysis was completed to measure the potential impact of the development on area traffic operations. After modelling the traffic network and extracting the relevant traffic operations metrics, it was concluded that:*

- *The intersection of 6th Concession Road at the Site Access will operate favourably post-development; a shared left-right westbound egress lane will sufficiently accommodate the proposed development. No left turn is required from the southbound approach on 6th Concession Road;*
- *The intersection of 6th Concession Road at Holburn Street will be nominally affected by the distribution of site generated traffic; it will continue to operate at a favourable level of service except northbound turning lane by the 5-year horizon, 2030. Intersection improvements are required;*
- *The intersection of Holburn Street at Zurich Avenue will be nominally affected by the distribution of the site generated traffic; it will continue to operate at favourable level of service;*
- *Traffic volumes at intersection of 6th Concession Road and Holburn Street within the study area requires warrants for right-turn lane; signalization is warranted in 2030;*
- *EA study completed by Dillion Consulting in 2016 recommends a single-lane roundabout in 2035 future background condition. The analysis results show intersection operate at acceptable level of service;*
- *A northbound vehicle stopped at the proposed 6th Concession Road site access (Street A) should have adequate and unobstructed sight lines to safely egress from the proposed development. The concept plan and sight line analysis, contained in Appendix A, is in compliance with the TAC guidelines.*
- *Based on the historical speed data, the 85 percentile of vehicles travels at about 63km/h north of Dougall Parkway. Hence, the sight line analysis was completed for 70km/h. As per TAC sight line distances, it causes Street A to fail for egressing for right-turn sight triangle as the distance is less than required 130m.*

*Based on above findings, this development will not have an adverse impact on area traffic operations. The 6th Concession has the capacity to accept the additional generated traffic from new developments; levels of service at the peripheral intersections are expected to be largely unaffected by the proposed development. No matter the concept of development of the site, the future vehicular traffic conditions of 6th Concession Road background traffic will continue to grow reaching a critical point in level of service, in which the City of Windsor has capital improvement opportunities for traffic mitigation measures, such as the planned roundabout called for in the 2016 EA process. However, the additional access point (such as Street A) from 6th Concession Road further complicates the situation by introducing multiple conflicting points for drivers, including interactions with vehicles, pedestrians, and cyclists. This complexity makes it challenging to navigate safely. The intersection at Street A or any new intersections requires careful consideration to minimize these conflicts and enhance overall safety. Based on our engineering opinion, Street A is not favorable for both drivers and pedestrians.*

*Therefore, **we strongly recommend** that access from 6th Concession Road should not proceed, as it lacks the necessary safety measures for all road users. Instead, we propose that the development access should be exclusively from Spago Crescent to ensure a safer and more efficient traffic flow, as outlined in the TIS, dated February 20, 2024.”*

The City's Transportation Planning Division has reviewed the proposed 6<sup>th</sup> Concession Road Access Road Consideration presented in the Traffic Memo, conducted by Baird AE, dated March 05, 2025. Transportation Planning agrees with the aforementioned traffic memo findings.

Based on the above outcome of the Traffic Memo and the City's Transportation Planner's acceptance of the Traffic Memo, the Planning Department supports moving forward with the proposed development as articulated in Report S 71/2024. Therefore, no changes are proposed to the concept plan or to the planning recommendation contained in Report S 71/2024. Planning recommends approval of the applicant's request as outlined in the recommendation section of Report S 71/2024.

**Recommendation:**

That Recommendations I to VII (inclusive) contained in Report S 71/2024, hereto attached, **BE APPROVED**.

**Approvals:**

Name	Title
Justina Nwaesei	Senior Planner, Development
Greg Atkinson	Deputy City Planner - Development
Neil Robertson	Executive Director of Planning & Development / City Planner
Aaron Farough	Senior Legal Counsel, Legal Services & Real Estate
Jelena Payne	Commissioner of Economic Development
Joe Mancina	Chief Administrative Officer

**Appendices:**

- 1 Appendix 1 - Letter to the Applicant, dated October 17, 2024, regarding CR378/2024
- 2 Appendix 2 – Oct. 16, 2024, Addendum to the Mar. 18, 2024, PRR, regarding Provincial Planning Statement (PPS) 2024
- 3 Appendix 3 - Traffic Impact Memo, dated March 5, 2025, by BAIRD AE
- 4 Appendix 4 – Mar. 10, 2025, Addendum to the Mar. 18, 2024, PRR, regarding Traffic Impact Memo
- 5 Appendix 5 - Comments from Municipal Departments
- 6 Appendix 6 - City Council Decision CR327-24
- 7 Appendix 7 - Council Decision CR378-24
- 8 Appendix 8 - Report S 71-2024





**THE CORPORATION OF THE CITY OF WINDSOR**  
**PLANNING & BUILDING DEPARTMENT**  
**PLANNING - DEVELOPMENT DIVISION**

Office of the Commissioner of  
Economic Development

Neil Robertson, MCIP, RPP  
City Planner/Executive Director

October 17, 2024

**Appendix 1**

Storey Samways Planning Ltd.  
c/o David French  
55 Forest Street, Suite N  
Chatham, Ontario, N7L 1Z9

**RE: Deferred item - Report S 71/2024; Approval of a Draft Plan of Subdivision and Zoning By-law Amendment**

**Applicant:** 2863167 Ontario Inc., c/o Pawan Khichi  
**Agent:** Storey Samways Planning Ltd., c/o David French  
**File No.:** File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]  
**Location:** 4170 & 4190 Sixth Concession Road

On September 9, 2024, Report S 71/2024 was considered by City Council, which approved a motion to defer the matter to a future meeting of City Council to allow for further investigation into the possibility of ingress and egress from the 6th Concession.

**Decision Number: CR378/2024 DHSC 629**

That the report of the Development and Heritage Standing Committee dated May 31, 2024 entitled "Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9" **BE DEFERRED** to a future meeting of City Council to allow for further investigation into the possibility of ingress and egress from the 6th Concession.

Carried.

This letter is intended to confirm who is responsible for the actual investigation and the next steps required to bring the matter back to Council. Staff from Planning Department, Transportation Planning Division, and Development Engineering Division have discussed the above CR378/2024 and drafted a list of information and material required prior to providing Council with a recommendation regarding ingress and egress from the 6<sup>th</sup> Concession.

The following is a summary of Administration's discussion:

- Additional planning processes are required.
- Required applications are included in Table 1 below. Some of the required applications have been addressed in Report S 71/2024 but may require revisions.
- Revisions to existing supporting studies and information would be required.

- The applicant's consultant will need to review the recommendations from the 6th Concession EA and ensure the proposed work aligns with the approved EA document.
- The requested investigation could result in a recommendation to support or deny the proposed ingress or egress from the 6<sup>th</sup> Concession Rd. There are no guarantees on expected outcome.

Table 1: list of applications, information and material required to assess vehicular access from the 6<sup>th</sup> Concession Road

APPLICATION TYPES AND REQUIRED SUPPORTING STUDIES & INFORMATION	RESPONSIBILITY	COST	REMARKS
Stage 1 Planning Consultation (PC) Application	Applicant or Agent	\$313.60	This process will be initiated by the applicant or Agent
Response Letter for Stage 1 PC Application	Planning Department prepares this letter	-	This letter will list all the required applications and supporting documents & studies.
Open House	Applicant	Unknown	Submit Open House Summary
Stage 2 Planning Consultation (PC) Application	Applicant or Agent	\$1,254.20 ( <i>that is 50% of \$2,508.40</i> )	The applicant has already completed this process for the SDN and ZBA, so the cost could be limited to the OPA
Response Letter for Stage 2 PC Application	Planning Department prepares this letter	-	This letter would confirm if the materials submitted by the applicant are acceptable and indicate next step(s).
Plan of Subdivision Application	Applicant	Paid during the initial application	Revise and submit
Draft Plan of Subdivision	Applicant	Unknown ( <i>to be determined by the Surveyor</i> )	Revise and submit.
Concept Development Plan	Applicant	Unknown	Revise and submit
Official Plan Amendment Application – Minor OPA	Applicant	\$1,254.20 ( <i>50% of \$2,508.40</i> )	New submission
Zoning By-law Amendment Application	Applicant	Paid during the initial application	Revise and submit
Planning Rationale Report (PRR)	Applicant	Unknown	Update the PRR to analyze consistency with

			the new Provincial Planning Statement (PPS) 2024. Also, ensure conformity with the updated OP
Noise Study	Applicant	Unknown ( <i>to be determined by the Noise consultant</i> )	Revise and submit
Traffic Impact Study or Statement	Applicant	Unknown	Submit updated TIS.
A sightline/safety review of the new intersection and sixth concession	Applicant	Unknown	Submit as a separate report or include this in the Traffic Impact Study
A sidewalk along the east side of Sixth Concession	Applicant	\$10,080.00 per Report S 71/2024	Condition of draft Plan of Subdivision approval.
Functional Servicing Report	Applicant		Revise and submit
Functional Servicing Report Drawings and Appendices	Applicant	Unknown	Revise and submit
Vibration Study	Applicant	Unknown	Revise and submit ( <i>if revised development proposal impacts the existing vibration study</i> )
Tree Preservation Plan	Applicant	Unknown	Revise and submit
Tree Inventory & Preservation Report	Applicant	Unknown	Revise and submit
Drainage Report	Applicant	Unknown	Submitted with the OPA Stage 2 PC process

As shown in Table 1 above, the viability of a proposed ingress and egress cannot be assessed without further investigation on the part of the applicant. Recognizing that the information and material set out in Table 1 will require time and resources to complete, the following steps are suggested:

1. Complete and submit a revised Transportation Impact Study or Memo assessing whether ingress and egress can safely be accommodated from the 6<sup>th</sup> Concession Road. The TIS or memo should include a sightline analysis and safety review of the proposed new intersection within the context of the approved Environmental Assessment.
2. Once completed, Planning will provide Council with an additional information memo outlining Administration's opinion regarding the revised TIS or memo and communicate the information set out in Table 1, which is required to move forward with a revised development proposal.
3. The revised Zoning By-law Amendment and Draft Plan of Subdivision applications along with an Official Plan Amendment application would be reconsidered by Council, following the provision and review of the supporting documentation outlined above.

## CONCLUSION:

You are, hereby, **requested to submit a revised Traffic Impact Study or Memo** assessing whether access for a new right of way along the sixth concession frontage of the subject lands can be provided safely.

Please note that Administration cannot comment on the viability of a revised development proposal at this time.

If you have any question regarding the content of this memo, contact Justina Nwaesei by phone at (519) 255-6543 Ext. 6165 or by email at [jnwaesei@citywindsor.ca](mailto:jnwaesei@citywindsor.ca) as soon as possible.

Sincerely,



Justina Nwaesei, MCIP, RPP  
Senior Planner - Development



Greg Atkinson, MCIP, RPP  
Manager of Development/  
Deputy City Planner

NR/GA/JN/nm

**cc:** 2863167 Ontario Inc., c/o Pawan Khichi

**Attachments:** Appendix A – Comments received from municipal departments that were consulted

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[WWW.STOREYSAMWAYS.CA](http://WWW.STOREYSAMWAYS.CA)

TO: Justina Nwaesei, MCIP, RPP  
Senior Planner - Subdivisions  
City of Windsor

FROM: David French, BA, CPT, Storey Samways Planning Ltd.

DATE: October 16, 2024

SUBJECT: Addendum to March 18, 2024 Planning Rationale Report Regarding  
Proposed Zoning By-law Amendment & Draft Plan of Subdivision, 4170 &  
4190 Sixth Concession Road, City of Windsor

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Ms. Nwaesei,

As a follow up to your October 10, 2024 email, requesting consideration and commentary regarding the Provincial Planning Statement 2024, I offer the following, which is intended to supplement the PPS 2020 discussion within my March 18, 2024 PJR document:

Provincial Planning Statement (PPS 2024)

Although not in force at the time of writing, the new PPS 2024 is expected to become law on October 20, 2024. In respect of these applications, it is reasonable to say that the PPS 2024 will be in force at the time the applications are considered by Council.

It is clear that this document places greater emphasis on housing and strengthening of communities than previous documents, by locating this discussion immediately following the document's general introduction.

The following PPS 2024 references and discussion are most applicable to the Avani Homes applications, while the remainder of the document is regarded, but not discussed.

## *Chapter 1: Introduction*

### *Vision*

*Ontario is a vast, fast-growing province that is home to many urban, rural and northern communities distinguished by different populations, economic activity, pace of growth, and physical and natural conditions. More than anything, a prosperous Ontario will see the building of more homes for all Ontarians. This is why the province has set a goal of getting at least 1.5 million homes built by 2031.*

*Ontario will increase the supply and mix of housing options, addressing the full range of housing affordability needs. Every community will build homes that respond to changing market needs and local demand. Providing a sufficient supply with the necessary mix of housing options will support a diverse and growing population and workforce, now and for many years to come.*

*A prosperous and successful Ontario will also support a strong and competitive economy that is investment-ready and recognized for its influence, innovation and diversity. Ontario's economy will continue to mature into a centre of industry and commerce of global significance. Central to this success will be the people who live and work in this province.*

*Ontario's land use planning framework, and the decisions that are made, shape how our communities grow and prosper. Prioritizing compact and transit-supportive design, where locally appropriate, and optimizing investments in infrastructure and public service facilities will support convenient access to housing, quality employment, services and recreation for all Ontarians. Cultural heritage and archaeology in Ontario will provide people with a sense of place. And while many Ontarians still face a complex range of challenges, municipalities will work with the Province to support the long term prosperity and well-being of residents through the design of communities responsive to the needs of all Ontarians.*

*Ontario's vibrant agricultural sector and sensitive areas will continue to form part of the province's economic prosperity and overall identity. Growth and development will be prioritized within urban and rural settlements that will, in turn, support and protect the long-term viability of rural areas, local food production, and the agri-food network. In addition, resources, including natural areas, water, aggregates and agricultural lands will be protected. Potential risks to public health or safety or of property damage from natural hazards and human-made hazards, including the risks associated with the impacts of climate change will be mitigated.*



*Ontario will continue to recognize the unique role Indigenous communities have in land use planning and development, and the contribution of Indigenous communities' perspectives and traditional knowledge to land use planning decisions. Meaningful early engagement and constructive, cooperative relationship-building between planning authorities and Indigenous communities will facilitate knowledge-sharing and inform decision-making in land use planning.*

*Above all, Ontario will continue to be a great place to live, work and visit where all Ontarians enjoy a high standard of living and an exceptional quality of life.*

Comment (Chapter 1, Vision) – it is clear that the Province of Ontario is concerned about housing, in that it forecasts a shortfall of housing units in the 2024-2031 period. As such, it has set a provincial goal of increasing homes by 1.5 million units by 2031. The City of Windsor will share in this province-wide provision of additional housing units.

In the case of the Avani Homes applications, it can be said that proposed additional five townhouse dwellings, containing 27 dwelling units, will assist the Province, and the City of Windsor, in meeting this aggressive housing target by way of increased density, adding multiple housing models / options within the City and regional markets.

Further, by making use of existing residential land inventory – lands that currently contain low-density residential uses – any potential natural and man-made risks to human health and safety, and property, are mitigated.

#### *Role of the Provincial Planning Statement*

*The Provincial Planning Statement provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the Provincial Planning Statement sets the policy foundation for regulating the development and use of land province-wide, helping achieve the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians.*

*Municipal official plans are the most important vehicle for implementation of the Provincial Planning Statement and for achieving comprehensive, integrated and long-term planning. Official plans should coordinate cross-boundary matters to complement the actions of other planning authorities and promote mutually beneficial outcomes.*

*Zoning and development permit by-laws are also important for the implementation of the Provincial Planning Statement. Zoning and development permit by-laws should be*

*forward-looking and facilitate opportunities for an appropriate range and mix of housing options for all Ontarians...*

Comment (Chapter 1, Role of the Provincial Planning Statement) – in the Avani Homes situation, the local official plan policies are permissive of the townhouse dwelling type, but the zoning by-law currently in place for the subject lands, is restrictive of increased density, meaning that while the hard and social infrastructure exists to support greater densities, the limitation of dwelling types make it difficult to provide for the most efficient use of land and services available.

It is important to highlight the following statement as found above:

***Zoning and development permit by-laws should be forward-looking and facilitate opportunities for an appropriate range and mix of housing options for all Ontarians. [my emphasis]***

Speaking to this, it is my opinion that although the Official Plan is “forward-looking” as it contemplates, and permits, the proposed townhouse dwellings, I would suggest that the zoning by-law, which restricts dwelling types, is not “forward-looking”, nor does it “facilitate opportunities for an appropriate range and mix of housing options” for all Ontarians, which includes the residents of Windsor – current and future.

It is also my opinion that the Avani Homes proposal is “forward-looking” and does provide a “range and mix of housing options” in demand in Windsor and the region.

## *Chapter 2: Building Homes, Sustaining Strong and Competitive Communities*

### *2.1 Planning for People and Homes*

*4. To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:*

- a) maintain at all times the ability to accommodate residential growth for a minimum of 15 years through lands which are designated and available for residential development; and*
- b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approved or registered plans.*

6. *Planning authorities should support the achievement of complete communities<sup>1</sup> by:*

- a) accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated child care facilities, longterm care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs;*
- b) improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and*
- c) improving social equity and overall quality of life for people of all ages, abilities, and incomes, including equity-deserving groups.*

Comment (Chapter 2, Planning for People and Homes) – similar to my previous comments, the proposed multiple residential development will:

- provide a range and mix of housing options and densities that will serve the existing and future residents of the local and regional market
- assist the City of Windsor in maintaining appropriately designated residential lands to accommodate the existing residential needs and anticipated growth
- reduce physical and economic accessibility barriers by creating a planned community and reducing the entry cost to the residential units by increasing density and shared building elements, such as interior walls, foundations, and roof structures.

## *2.2 Housing*

1. *Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:*

- a) establishing and implementing minimum targets for the provision of housing that is affordable to low and moderate income households, and*

---

<sup>1</sup> **Complete communities:** means places such as mixed-use neighbourhoods or other areas within cities, towns, and settlement areas that offer and support opportunities for equitable access to many necessities for daily living for people of all ages and abilities, including an appropriate mix of jobs, a full range of housing, transportation options, public service facilities, local stores and services. Complete communities are inclusive and may take different shapes and forms appropriate to their contexts to meet the diverse needs of their populations. (PPS 2024)

*coordinating land use planning and planning for housing with Service Managers to address the full range of housing options including affordable housing needs;*

*b) permitting and facilitating:*

- i. all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and*
  - ii. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;*
- c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and*
- d) requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.*

Comment (Chapter 2, Housing) – the same comment provided under Chapter 2, Planning for People and Homes, applies here. However, to add, specifically in response to 2.2.1(b)(ii), the Avani Homes proposal is a clear and defined example of residential intensification, as it introduces “new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units.” To this, the proposed development will see an increase from the existing two (2) residential units to 27 residential units on the same footprint of land.

## *2.3 Settlement Areas and Settlement Area Boundary Expansions*

### *2.3.1 General Policies for Settlement Areas*

- 1. Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.*
- 2. Land use patterns within settlement areas should be based on densities and a mix of land uses which:*
  - i. efficiently use land and resources;*
  - ii. optimize existing and planned infrastructure and public service facilities;*
  - iii. support active transportation;*
  - iv. are transit-supportive, as appropriate; and*
  - v. are freight-supportive.*
- 3. Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities.*
- 4. Planning authorities shall establish and implement minimum targets for intensification and redevelopment within built-up areas, based on local conditions.*

Comment – the subject lands are located in their entirety within the City of Windsor – an identified settlement area. Further, the proposed residential development will make use of existing land and resources, and existing hard and social infrastructure.

## *2.9 Energy Conservation, Air Quality and Climate Change*

*Planning authorities shall plan to reduce greenhouse gas emissions and prepare for the impacts of a changing climate through approaches that:*

- a) support the achievement of compact, transit-supportive, and complete communities;*
- b) incorporate climate change considerations in planning for and the development of infrastructure, including stormwater management systems, and public service facilities;*
- c) support energy conservation and efficiency;*
- d) promote green infrastructure, low impact development, and active transportation, protect the environment and improve air quality; and*
- e) take into consideration any additional approaches that help reduce greenhouse gas emissions and build community resilience to the impacts of a changing climate.*

Comment: without question, the impacts of climate change are both present today and increasing. As per the above noted PPS 2024 policies (similar policies are contained in the PPS 2020), energy conservation, and development considerate of the need to address the climate change issue, is a focus of the Province.

It is my opinion that the Avani Homes proposed development directly supports, and implements, the Provincial directives for responsible development in this regard, in that:

- increased density relieves the pressures of urban sprawl, and by extension, assists in maintaining a compact settlement area footprint and reduced energy demands
- existing municipal servicing infrastructure is utilized without the need of public infrastructure expansion
- proposed density and subdivision layout provides for appropriate and efficient greenspace and lot coverage
- adjoined dwelling units, and the density provided, allows for design and maintenance of energy efficient dwelling units by removing exterior walls

In conclusion, based on review of the Provincial Planning Statement (PPS 2024), it can be said that the new proposed multiple dwellings containing 27 dwelling-units is consistent with this document, and further, the proposal promotes and implements important policies surrounding housing and helps to support the achievement of Windsor becoming, and maintaining, a complete community.



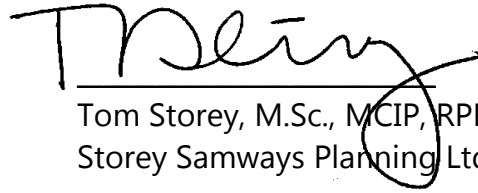
Prepared by:



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David French, BA, CPT  
Storey Samways Planning Ltd.

Reviewed by:



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Tom Storey, M.Sc., MCIP, RPP  
Storey Samways Planning Ltd.

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[WWW.STOREYSAMWAYS.CA](http://WWW.STOREYSAMWAYS.CA)

TO: Justina Nwaesei, MCIP, RPP  
Senior Planner - Subdivisions  
City of Windsor

FROM: David French, BA, CPT, Storey Samways Planning Ltd.

DATE: March 10, 2025

SUBJECT: Addendum to March 18, 2024 & October 16, 2024 Planning Rationale  
Reports Regarding Proposed Zoning By-law Amendment & Draft Plan of  
Subdivision, 4170 & 4190 Sixth Concession Road, City of Windsor

---

Ms. Nwaesei,

As you know, at the September 9, 2024 Council meeting where this application was considered, Council made the following motion, which was subsequently carried.

*Decision Number: CR378/2024 DHSC 629*

*That the report of the Development and Heritage Standing Committee dated May 31, 2024 entitled "Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9" **BE DEFERRED** to a future meeting of City Council to allow for further investigation into the possibility of ingress and egress from the 6th Concession.*

As a result of that motion, and further communication with City staff, Avani Homes, the applicant, commissioned a traffic engineer to investigate access to Sixth Concession Road and prepare a traffic memo speaking to said access. It is noted that as a result of a potential relocation of access to Sixth Concession Road, a re-design of the road, and dwelling, layout was required, resulting in a decrease in the number of dwelling units from 27 to 25.

Attached to this addendum, as Appendix "A", is the excerpt Summary and Conclusions of this memo, dated March 5, to access to Sixth Concession Road. Due to the size of the document, only the summary and conclusions are attached, however, the full document will be submitted to you as a stand-alone document.

For the benefit of the reader, the closing opinion of the traffic engineer is this:

*Therefore, we strongly recommend that access from 6th Concession Road should not proceed, as it lacks the necessary safety measures for all road users. Instead, we propose that the development access should be exclusively from Spago Crescent to ensure a safer and more efficient traffic flow, as outlined in the TIS, dated February 20, 2024.*

In closing, I respectfully suggest that the March 5, 2025 memo, prepared by Baird AE, considers the intent of the September 9, 2025 deferral, and appropriately provides the professional review, and conclusions, that Council, the public, and the applicant, Avani Homes, requires.

From a planning process perspective, the original request of Council to approve the proposed 27-unit townhouse development with access to Spago Crescent, discussed in my March 18, 2024 & October 16, 2024 Planning Rationale Reports, provides for the safest access alternative, and does not negatively impact area traffic operations. This is further supported by Baird AE's February 20, 2024 Traffic Impact Study and March 5, 2025 Traffic Memo.

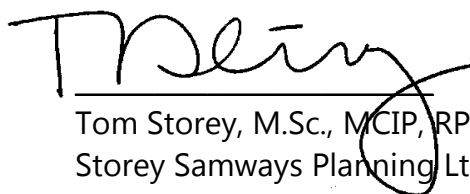
It is my opinion that the proposed 27-unit townhouse development with access to Spago Crescent is consistent with the Provincial Planning Statement, and conforms to the City of Windsor Official Plan, and further, is in-line with the September 2024 staff report to Council which recommended approval. Further, the proposal applies best professional practices in terms of safety and efficiency in both design and long-term funding and maintenance of public infrastructure, and represents good planning.

Prepared by:



David French, BA, CPT  
Storey Samways Planning Ltd.

Reviewed by:



Tom Storey, M.Sc., MCIP, RPP  
Storey Samways Planning Ltd.

## APPENDIX A



### **SUMMARY AND CONCLUSIONS**

A 25-unit low-rise residential development has been proposed for lands situated at 6<sup>th</sup> Concession Road, in City of Windsor, Ontario. The proposed development is located near the southeast corner of the intersection of 6<sup>th</sup> Concession Road at Holburn Street; this intersection is currently stop- sign-controlled on all the approaches. The intersection of Holburn Street at Zurich Avenue is currently stop-controlled on Zurich Avenue. The developer is proposing an on-site road access at 6<sup>th</sup> Concession Road and a 4-plex of the proposed development would access the existing Spago Crescent.

Applying the best available trip generation and distribution data and methodologies, an analysis was completed to measure the potential impact of the development on area traffic operations. After modelling the traffic network and extracting the relevant traffic operations metrics, it was concluded that:

- The intersection of 6th Concession Road at the Site Access will operate favourably post-development; a shared left-right westbound egress lane will sufficiently accommodate the proposed development. No left turn is required from the southbound approach on 6th Concession Road;
- The intersection of 6th Concession Road at Holburn Street will be nominally affected by the distribution of site generated traffic; it will continue to operate at a favourable level of service except northbound turning lane by the 5-year horizon, 2030. Intersection improvements are required;
- The intersection of Holburn Street at Zurich Avenue will be nominally affected by the distribution of the site generated traffic; it will continue to operate at favourable level of service;
- Traffic volumes at intersection of 6th Concession Road and Holburn Street within the study area requires warrants for right-turn lane; signalization is warranted in 2030;
- EA study completed by Dillion Consulting in 2016 recommends a single-lane roundabout in 2035 future background condition. The analysis results show intersection operate at acceptable level of service;



- A northbound vehicle stopped at the proposed 6th Concession Road site access (Street A) should have adequate and unobstructed sight lines to safely egress from the proposed development. The concept plan and sight line analysis, contained in Appendix A, is in compliance with the TAC guidelines.
- Based on the historical speed data, the 85 percentile of vehicles travels at about 63km/h north of Dougall Parkway. Hence, the sight line analysis was completed for 70km/h. As per TAC sight line distances, it causes Street A to fail for egressing for right-turn sight triangle as the distance is less than required 130m.

Based on above findings, this development will not have an adverse impact on area *traffic operations*. The 6<sup>th</sup> Concession has the capacity to accept the additional generated traffic from new developments; levels of service at the peripheral intersections are expected to be largely unaffected by the proposed development. No matter the concept of development of the site, the future vehicular traffic conditions of 6<sup>th</sup> Concession Road background traffic will continue to grow reaching a critical point in level of service, in which the City of Windsor has capital improvement opportunities for traffic mitigation measures, such as the planned roundabout called for in the 2016 EA process. However, the additional access point (such as Street A) from 6<sup>th</sup> Concession Road further complicates the situation by introducing multiple conflicting points for drivers, including interactions with vehicles, pedestrians, and cyclists. This complexity makes it challenging to navigate safely. The intersection at Street A or any new intersections requires careful consideration to minimize these conflicts and enhance overall safety. Based on our engineering opinion, Street A is not favorable for both drivers and pedestrians. Therefore, we strongly recommend that access from 6<sup>th</sup> Concession Road should not proceed, as it lacks the necessary safety measures for all road users. Instead, we propose that the development access should be exclusively from Spago Crescent to ensure a safer and more efficient traffic flow, as outlined in the TIS, dated February 20, 2024.



All of which is respectfully submitted,

**BAIRD AE INC.**

**27 PRINCESS STREET,**

**UNIT 102 LEAMINGTON, ONTARIO N8H 2X8**

Kind Regards,



Shurjeel Tunio, P.Eng.

Lead Engineer



## APPENDIX 5 to AI 6-2025 - COMMENTS FROM MUNICIPAL DEPARTMENTS

### APPENDIX A to October 17, 2025, Letter to the Applicant

#### COMMENTS RECEIVED FROM MUNICIPAL DEPARTMENTS THAT WERE CONSULTED

Excerpt from the Minutes of September 9, 2024, Council Meeting

**11.3. Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9.**

Moved by: Keiran McKenzie

Seconded by: Mark McKenzie

#### **Decision Number: CR378/2024 DHSC 629**

That the report of the Development and Heritage Standing Committee dated May 31, 2024 entitled “Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9” **BE DEFERRED** to a future meeting of City Council to allow for further investigation into the possibility of ingress and egress from the 6th Concession.

Carried.

---

#### ***Administration’s Response to the above deferral with respect to further investigation into the possibility of ingress and egress from the 6th Concession:***

Administration met on September 20, 2024, to discuss the above CR and determine a way forward. Several ideas were presented and are summarized below:

#### **DEVELOPMENT ENGINEERING** [Juan Paramo, P.Eng. | Development Engineer]

Further to our meeting to discuss the direction by council (CR378/2024 DHSC 629) to investigate the possibility of access from 6<sup>th</sup> Concession for the subject development, here is our feedback:

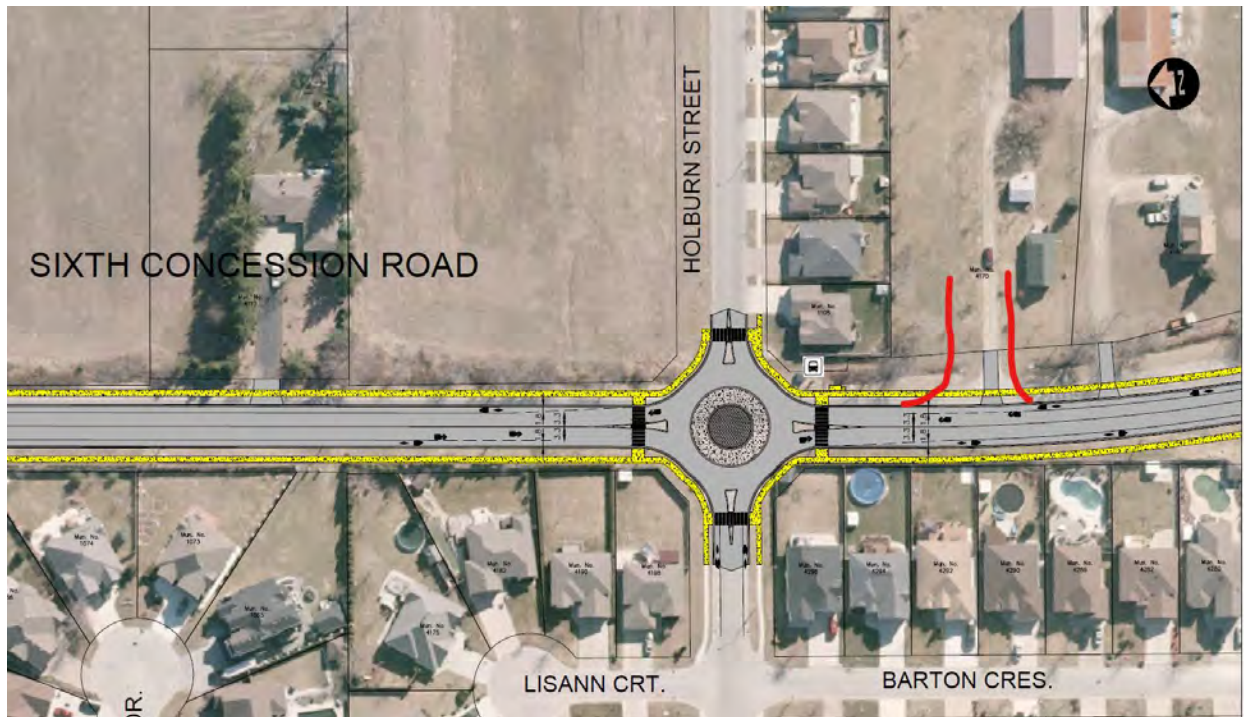
No concerns from a servicing perspective.

The applicant will have to **amend the studies submitted** so far and **provide an additional supporting study: a drainage report**. This report is necessary to support the new access crossing over the 5th Concession Drain.

Additionally, the applicant’s consultant will need to **review the recommendations from the 6th Concession EA and ensure the proposed work aligns with the approved EA document**.

## APPENDIX 5 to AI 6-2025 - COMMENTS FROM MUNICIPAL DEPARTMENTS

### APPENDIX A to October 17, 2025, Letter to the Applicant



#### **TRANSPORTATION ENGINEERING** [Chris Gerardi, P.Eng. | Policy Analyst]

Further to our meeting to discuss the direction by council (CR378/2024 DHSC 629) to investigate the possibility of access from 6th Concession for the subject development, here is our feedback:

Transportation is concerned about safety due to road classifications, observed road volumes and sightlines.

For transportation to be able to accept an ingress/egress from 6th Concession Rd we would require the following:

- An updated TIS, considering the current and future configuration of sixth Concession. We would accept a Traffic Memo.
- A sightline/safety review of the new intersection and sixth concession. Considering both the grade change of the ramp over the bridge TAC manual requires a minimum 35 metres from the proposed round about at sixth and Holburn.

Transportation is also concerned about a lack of connectivity to our active transportation network for the new proposed development. A sidewalk along the east side of Sixth Concession Rd from the new proposed road is recommended.

## APPENDIX 5 to AI 6-2025 - COMMENTS FROM MUNICIPAL DEPARTMENTS

### APPENDIX A to October 17, 2025, Letter to the Applicant

#### **PLANNING DEPARTMENT** [Justina Nwaesei, Senior Planner -Development]

To accommodate an ingress/egress on 6<sup>th</sup> Concession Rd frontage of the subject land, the following would be required:

**A. An Official Plan Amendment Application** concurrently with the ZBA

- Section 3.7.7.9, OP Vol. 2 – No additional Local Roads shall be permitted to exit onto Sixth Concession Road from the east side of Sixth Concession Road.

Note: Any development concept showing an egress from the subject land to 6<sup>th</sup> Concession Road would require an OPA. An ingress only from 6<sup>th</sup> concession would suggest that an exit would be required unto Spago Crescent; thereby, failing to meet the area resident's desired outcome regarding access to Spago Crescent.

- The subject lands are designated Low Profile Residential on Schedule NR2-7: Land Use Designations & Concept Plan, North Roseland Planning Area, OP Vol. 2. Low Profile Residential development comprises the following types of dwelling: (a) single detached; (b) semi-detached; and (c) on-street townhouses. [Section 3.7.2.1, OP Vol.2].
- Section 3.6.3, OP Vol. 2 states "Location of low profile residential lot frontages on the collector roads should be avoided."
- On-street townhouses shall only be permitted along Local Roads. [Section 3.7.2.2, OP Vol. 2].

Note: If a private road is proposed, instead of a local road, the proposed townhouses would require an OPA because the OP in section 3.7.2.2, Vol. 2 permits on-street townhouses.

Note: Sixth Concession Road has a specific policy in Section 3.7.7.4, OP Vol. 2. The policy states that "Only limited access to adjoining properties shall be permitted. The location of Low Profile Residential lot frontage shall be avoided along 6<sup>th</sup> Concession Road. However, infill single detached houses shall be allowed to have access to Sixth Concession Road."

**B. Revisions to required support studies and documents**, such as Noise Study, Concept Plan, and more.

**C. A Stage 1 Planning Consultation Application** to address the impact of the changes being proposed.

## City Council Decision Monday, July 22, 2024

Moved by: Councillor Mark McKenzie  
Seconded by: Councillor Angelo Marignani

Decision Number: CR327/2024 DHSC 629

That the report of the Development & Heritage Standing Committee Meeting dated May 31, 2024 entitled "Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9" **BE DEFERRED** to the September 9, 2024 City Council meeting to allow for the surrounding residents to be notified again and provide time for delegates to confer with their neighbours.

Carried.

Councillor Gary Kaschak, Jim Morrison and Fabio Costante voting nay.

Report Number: SCM 211/2024 & S 71/2024 8.17  
Clerk's File: Z/14781 & Z/14544

*Anna Ciacelli*

Deputy City Clerk  
March 20, 2025

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Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administration Officer
Janice Dama	Development Applications Clerk

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### City Council Decision Monday, September 9, 2024

Moved by: Keiran McKenzie  
Seconded by: Mark McKenzie

Decision Number: CR378/2024 DHSC 629

That the report of the Development and Heritage Standing Committee dated May 31, 2024 entitled "Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9" **BE DEFERRED** to a future meeting of City Council to allow for further investigation into the possibility of ingress and egress from the 6th Concession.  
Carried.

At the request of Councillor Jo-Anne Gignac, a recorded vote is taken on this matter.

Aye votes: Councillors Fred Francis, Fabio Costante, Renaldo Agostino, Mark McKenzie, Ed Sleiman, Gary Kaschak, Kieran McKenzie and Mayor Drew Dilkens.

Nay votes: Councillors Angelo Marignani, Jo-Anne Gignac, and Jim Morrison.

Abstain: None.

Absent: None.

Report Number: SCM 211/2024 & S 71/2024 11.3  
Clerk's File: Z/14781 & Z/14544

*Anna Ciacelli*

Deputy City Clerk  
September 12, 2024

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### City Council Decision





## Committee Matters: SCM211/2024

**Subject: Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9.**

Moved by: Councillor Angelo Marignani  
Seconded by: Councillor Kieran McKenzie

Decision Number: **DHSC 629**

I. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning of the lands located on the east side of Sixth Concession Road, north side of Spago Crescent, south of Holburn Street, described as Pt Lot 13, Concession 6, designated as Part 1 and Part 2 on 12R 12694 [PIN 01560-0137 LT and PIN 01560-0136 LT], from RD1.2 to RD2.3 with a holding prefix (HRD2.3); and,

II. THAT the holding (H) symbol **BE REMOVED** when the following conditions are satisfied:

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

III. THAT the application of 2863167 Ontario Inc. for Draft Plan of Subdivision approval for Part of Lot 13, Concession 6, designated as Part 1 and Part 2 on 12R 12694 [PIN 01560-0137 LT and PIN 01560-0136 LT], **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-001/24-1, prepared by VERHAEGEN Land Surveyors for 2863167 Ontario Inc., showing 5 Blocks for townhome dwellings, 1 Block to be conveyed to the Corporation of the City of Windsor for storm water management pond, 2 Blocks for Road Reserves, and one proposed road allowance (Street A);
- 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 lands;

- D. That 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.
- E. 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 hereto) with further amendments as required and other relevant matters set out in CR 233/98 (Standard Subdivision Agreement).
  2. **Conveyance Requirements:** The Owner(s) shall, prior to the issuance of a construction permit, gratuitously convey to the Corporation of the City of Windsor
    - i) Block 6 on Map No. SDN-001/24-1 for Storm Water Management (SWM) Facility purposes;
    - ii) Block 7 (*a 0.3m wide strip of land along the entire Sixth Concession Road frontage*) and Block 8 (*0.3m wide strip of land along the dead-end of Street A*) on Map No. SDN-001/24-1, for land reserve purposes; and
    - iii) A 2.5m wide strip of land along the frontage of Block 5 on Map No. SDN-001/24-1, for utilities; and all conveyances shall be to the satisfaction of the City Engineer and the City Solicitor.
  3. **Cul-De-Sac:** The Owner(s) shall construct at the northerly limit of Street A a cul-de-sac bulb wide enough to accommodate a minimum boulevard width of 2.5m for utilities as stipulated by the City of Windsor Standard Drawing AS-206C. Also, the radius shall be large enough for garbage collection trucks and emergency vehicles to turn around in. All work to be to the satisfaction of the City Engineer.
  4. **Sidewalks** -The owner(s) shall agree to:
    - a) Pay to the Corporation, prior to the issuance of a Building Permit, the sum of \$10,080.00 being the Owner's contribution towards the future construction of a concrete sidewalk on the 6th Concession Road frontage of the subject lands.



- b) Construct, at their entire expense and according to City of Windsor Standard Specifications, concrete sidewalks at the following locations, to the satisfaction of the City Engineer:
    - i. New Street A – along the west boulevard
    - ii. Spago Crescent - along the north boulevard from Street A to Zurich Avenue
- 5. **Curbs and Gutters** – The Owner(s) shall further agree to pay to the Corporation, prior to the issuance of a construction permit, the sum of \$5,328.00 being the Owner's contribution towards the future construction of concrete curb & gutter on the 6th Concession Rd frontage of the subject lands.
- 6. **Drainage Report** - The Owner(s) shall agree to retain, at its own expense, a Consulting Engineer to provide a detailed Drainage Report in accordance with the *Drainage Act*, to the satisfaction of the City Engineer.
- 7. **Servicing Charges** – The Owner(s) shall note that they may be required to pay servicing charges for the existing sewers on Spago Crescent and/or sewer connection(s) owing to Sixth Concession Development Ltd. if not paid previously for this site. Proof of payment will be required prior to the issuance of a construction permit.
- 8. **Tree Removal & Replacement:** The Owner(s) shall pay to the Corporation, prior to the issuance of a construction permit, the sum of \$3,400 being tree replacement cost for the removal of the Norway Maple (22cm DBH).
- 9. **Tree Protection Fencing:** The Owner(s) shall agree to install tree protection fence, prior to commencement of pre-grading activities, and shall further agree to retain a Certified Arborist to inspect the tree protection fencing prior to and during construction to ensure that the fencing remains intact and in good repair throughout the stages of development.
- 10. **Climate Change considerations:** The Owner(s) shall agree to compensate at caliper-per-caliper rate any trees not able to be retained on the site, in addition to the standard payment for one new tree per unit requirement at the time of building permit, to the satisfaction of the City Forester as per the Schedule of Fees.
- 11. **Parkland Conveyance:** The Owner(s) shall, prior to the issuance of a construction permit, pay cash-in-lieu of the 5% of lands to be developed, in accordance with By-law 12780, to the satisfaction of the Executive Director of Parks and the City Planner.

**12. Enbridge Clearance Requirements:** The Owner(s) shall agree to maintain a minimum separation of

- i) 0.6m horizontal and 0.3m vertical from all Enbridge's plants less than NPS 16;
- ii) 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines; and
- iii) 1.0m when drilling parallel to any of Enbridge's pipelines.

**13. Noise and Vibration Control:** The Owner(s) shall, at its entire expense,

- i) install a 1.8m high noise barrier fence with a minimum density of 20 kg/m<sup>2</sup> along the westerly lot line (Sixth Con. Rd. frontage) of the subject lands in accordance with the diagram labelled *Sheet 4 – Mitigation Measures (excerpt from Appendix B to Acoustical Report)* on page 14 of Appendix E attached to this report.

**14. Noise Control Measures:** The Owner(s) shall agree to design the subject development in compliance with the following criteria:

- i) all windows leading to sensitive living areas shall have a minimum sound transmission class (STC) as noted in the diagram labelled *Sheet 4 – Mitigation Measures (excerpt from Appendix B to Acoustical Report)* on page 14 of Appendix E attached to this report, in order to meet the MOECC indoor noise level criteria;
- ii) all walls leading to sensitive living areas shall have a minimum sound transmission class (STC) as noted in the diagram labelled *Sheet 4 – Mitigation Measures (excerpt from Appendix B to Acoustical Report)* on page 14 of Appendix E attached to this report;
- iii) acoustic privacy between units in a multi-tenant building, the inter-unit wall, shall meet or exceed STC-50; and
- iv) wall separation between noisy spaces, such as refuse chutes or elevator shafts, and suites shall meet or exceed STC-55.

**15. Acoustical Consultant Review:** The Owner(s) shall, prior to the issuance of a building permit, and at their entire expense, engage the services of an acoustical consultant to review the sound transmission class (STC) for the proposed development's walls, windows, and doors to ensure they conform to the recommendations outlined in the February 20, 2024, Acoustical Report prepared by BAIRD AE.

**16. Warning Clause(s):** The Owner(s) shall agree to place the following warning clause 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 plan of subdivision [Map No. SDN-001/24-1].

a) Noise Warning -

*"This dwelling unit has been supplied with a central air conditioning system which will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment."*

b) Vibration Warning -

*"Purchasers/tenants are advised that due to the proximity of the adjacent roadway, vibration from the roadway may be felt."*

**17.** The Owner(s) shall agree to:

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

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#### **NOTES TO DRAFT APPROVAL (File # SDN-001/24)**

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 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 City Planner / Executive Director of Planning and Development, 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; and,*

IV. THAT the City Clerk **BE AUTHORIZED** to issue the required notice respecting approval of the draft plan of subdivision under Section 51(37) of The *Planning Act*; and,

V. THAT the subdivision agreement shall **BE REGISTERED** against lands to which it applies prior to the final registration of the Plan of Subdivision; and,

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

VII. 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.

Councillor Mark McKenzie and Member Anthony Arbour voting nay.

Report Number: S 71/2024  
Clerk's File: Z/14781 & Z/14544

**Clerk's Note:**

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 7.2 from the Development & Heritage Standing Committee held on July 2, 2024
3. To view the stream of this Standing Committee meeting, please refer to:  
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240702/-1/10494>

**Subject: Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9.**

**Reference:**

Date to Council: July 2, 2024  
Author: Justina Nwaesei, MCIP, RPP  
Planner III - Development  
519-255-6543, ext. 6165  
jnwaesei@citywindsor.ca

Planning & Building Services  
Report Date: May 31, 2024  
Clerk's File #: Z/14781 & Z/14544

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

**Recommendation:**

**I** THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning of the lands located on the east side of Sixth Concession Road, north side of Spago Crescent, south of Holburn Street, described as Pt Lot 13, Concession 6, designated as Part 1 and Part 2 on 12R 12694 [PIN 01560-0137 LT and PIN 01560-0136 LT], from RD1.2 to RD2.3 with a holding prefix (HRD2.3).

**II** THAT the holding (H) symbol **BE REMOVED** when the following conditions are satisfied:

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

**III** THAT the application of 2863167 Ontario Inc. for Draft Plan of Subdivision approval for Part of Lot 13, Concession 6, designated as Part 1 and Part 2 on 12R 12694 [PIN 01560-0137 LT and PIN 01560-0136 LT], **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-001/24-1, prepared by VERHAEGEN Land Surveyors for 2863167 Ontario Inc., showing 5 Blocks for townhome dwellings, 1 Block to be conveyed to the Corporation of the City of Windsor for storm water management pond, 2 Blocks for Road Reserves, and one proposed road allowance (Street A);
- 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 lands;



- D. That 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.
- E. 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 hereto) with further amendments as required and other relevant matters set out in CR 233/98 (Standard Subdivision Agreement).
  2. **Conveyance Requirements:** The Owner(s) shall, prior to the issuance of a construction permit, gratuitously convey to the Corporation of the City of Windsor
    - i) Block 6 on Map No. SDN-001/24-1 for Storm Water Management (SWM) Facility purposes;
    - ii) Block 7 (*a 0.3m wide strip of land along the entire Sixth Concession Road frontage*) and Block 8 (*0.3m wide strip of land along the dead-end of Street A*) on Map No. SDN-001/24-1, for land reserve purposes; and
    - iii) A 2.5m wide strip of land along the frontage of Block 5 on Map No. SDN-001/24-1, for utilities; and all conveyances shall be to the satisfaction of the City Engineer and the City Solicitor.
  3. **Cul-De-Sac:** The Owner(s) shall construct at the northerly limit of Street A a cul-de-sac bulb wide enough to accommodate a minimum boulevard width of 2.5m for utilities as stipulated by the City of Windsor Standard Drawing AS-206C. Also, the radius shall be large enough for garbage collection trucks and emergency vehicles to turn around in. All work to be to the satisfaction of the City Engineer.
  4. **Sidewalks** -The owner(s) shall agree to:
    - a) Pay to the Corporation, prior to the issuance of a Building Permit, the sum of \$10,080.00 being the Owner's contribution towards the future construction of a concrete sidewalk on the 6th Concession Road frontage of the subject lands.
    - b) Construct, at their entire expense and according to City of Windsor Standard Specifications, concrete sidewalks at the following locations, to the satisfaction of the City Engineer:
      - i. New Street A – along the west boulevard
      - ii. Spago Crescent - along the north boulevard from Street A to Zurich Avenue
  5. **Curbs and Gutters** – The Owner(s) shall further agree to pay to the Corporation, prior to the issuance of a construction permit, the sum of \$5,328.00 being the Owner's contribution towards the future construction of concrete curb & gutter on the 6th Concession Rd frontage of the subject lands.
  6. **Drainage Report** - The Owner(s) shall agree to retain, at its own expense, a Consulting Engineer to provide a detailed Drainage Report in accordance with the Drainage Act, to the satisfaction of the City Engineer.

7. **Servicing Charges** – The Owner(s) shall note that they may be required to pay servicing charges for the existing sewers on Spago Crescent and/or sewer connection(s) owing to Sixth Concession Development Ltd. if not paid previously for this site. Proof of payment will be required prior to the issuance of a construction permit.
8. **Tree Removal & Replacement:** The Owner(s) shall pay to the Corporation, prior to the issuance of a construction permit, the sum of \$3,400 being tree replacement cost for the removal of the Norway Maple (22cm DBH).
9. **Tree Protection Fencing:** The Owner(s) shall agree to install tree protection fence, prior to commencement of pre-grading activities, and shall further agree to retain a Certified Arborist to inspect the tree protection fencing prior to and during construction to ensure that the fencing remains intact and in good repair throughout the stages of development.
10. **Climate Change considerations:** The Owner(s) shall agree to compensate at caliper-per-caliper rate any trees not able to be retained on the site, in addition to the standard payment for one new tree per unit requirement at the time of building permit, to the satisfaction of the City Forester as per the Schedule of Fees.
11. **Parkland Conveyance:** The Owner(s) shall, prior to the issuance of a construction permit, pay cash-in-lieu of the 5% of lands to be developed, in accordance with By-law 12780, to the satisfaction of the Executive Director of Parks and the City Planner.
12. **Enbridge Clearance Requirements:** The Owner(s) shall agree to maintain a minimum separation of
  - i) 0.6m horizontal and 0.3m vertical from all Enbridge's plants less than NPS 16;
  - ii) 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines; and
  - iii) 1.0m when drilling parallel to any of Enbridge's pipelines.
13. **Noise and Vibration Control:** The Owner(s) shall, at its entire expense,
  - i) install a 1.8m high noise barrier fence with a minimum density of 20 kg/m<sup>2</sup> along the westerly lot line (Sixth Con. Rd. frontage) of the subject lands in accordance with the diagram labelled *Sheet 4 – Mitigation Measures (excerpt from Appendix B to Acoustical Report)* on page 14 of Appendix E attached to this report.
14. **Noise Control Measures:** The Owner(s) shall agree to design the subject development in compliance with the following criteria:
  - i) all windows leading to sensitive living areas shall have a minimum sound transmission class (STC) as noted in the diagram labelled *Sheet 4 – Mitigation Measures (excerpt from Appendix B to Acoustical Report)* on page 14 of Appendix E attached to this report, in order to meet the MOECC indoor noise level criteria;
  - ii) all walls leading to sensitive living areas shall have a minimum sound transmission class (STC) as noted in the diagram labelled *Sheet 4 –*

*Mitigation Measures (excerpt from Appendix B to Acoustical Report) on page 14 of Appendix E attached to this report;*

- iii) acoustic privacy between units in a multi-tenant building, the inter-unit wall, shall meet or exceed STC-50; and
- iv) wall separation between noisy spaces, such as refuse chutes or elevator shafts, and suites shall meet or exceed STC-55.

15. **Acoustical Consultant Review:** The Owner(s) shall, prior to the issuance of a building permit, and at their entire expense, engage the services of an acoustical consultant to review the sound transmission class (STC) for the proposed development's walls, windows, and doors to ensure they conform to the recommendations outlined in the February 20, 2024, Acoustical Report prepared by BAIRD AE.

16. **Warning Clause(s):** The Owner(s) shall agree to place the following warning clause 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 plan of subdivision [Map No. SDN-001/24-1].

a) Noise Warning -

*"This dwelling unit has been supplied with a central air conditioning system which will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment."*

b) Vibration Warning -

*"Purchasers/tenants are advised that due to the proximity of the adjacent roadway, vibration from the roadway may be felt."*

17. The Owner(s) shall agree to:

- 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-001/24)**

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 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 City Planner / Executive Director of Planning and Development, 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.*

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

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

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

**VII** 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:**

On April 9, 2024, applications were received for zoning by-law amendment and plan of subdivision approval for the properties known as 4170 and 4190 Sixth Concession Road in electoral Ward 9. The applicant is a numbered company, **2863167 Ontario Inc.** The planning department assigned file numbers SDN-001/24 and Z-012/24 to the applications. Following a preliminary review of the applications and studies submitted by the applicant, the applications were found to be ready for payment and the applicant was advised accordingly. Application fees were processed on April 19, 2024, and the applications were deemed to be complete same day, following the fee payment. A 'Notice of Complete Application' was placed in the Windsor Star.

Materials received for the proposed development applications (SDN-001/24 and Z-012/24) were uploaded on the city's website, and the Planning Department circulated the applications to municipal departments and external agencies for comment. The comments received from those who were consulted are attached as APPENDIX D to this report; those comments were considered in the preparation of this planning report. Also, required support studies were reviewed and considered in the preparation of this report; excerpts from some of the support studies are hereto attached as Appendix E.

This planning report contains different sections and subsections (headings and subheadings). The intent of this executive summary is to assist the reader in understanding the contents of this report. It is important to note that this planning report has been prepared in the standard format for all reports being submitted for the consideration of the City of Windsor Council and the

Development & Heritage Standing Committee. Therefore, this planning report contains the following headings (sections):

▪ RECOMMENDATION	pages 1 - 5
▪ EXECUTIVE SUMMARY	pages 5 - 7
▪ BACKGROUND	pages 8 - 15
▪ DISCUSSION	pages 15 - 24
▪ RISK ANALYSIS	page 24
▪ CLIMATE CHANGE RISKS	page 24
▪ FINANCIAL MATTERS	page 24
▪ CONSULTATIONS	pages 24 - 26
▪ CONCLUSIONS	page 26 - 27
▪ APPROVALS	page 27
▪ APPENDICES	page 27

Below is a synopsis of the content of each section in this report:

The **RECOMMENDATION** SECTION of this report contains the planner's recommendation to Council. The recommendations outline the conditions of approval for the draft plan of subdivision and the zoning by-law amendment. A holding prefix on the Zoning by-law amendment can only be removed following the registration of Final Plan of subdivision.

The **BACKGROUND** SECTION of this report provides the following:

1. Key Map – showing the location of the subject lands.
2. Planning Activities leading to the subject Applications – the consultations with the planning department resulted in revisions to the applicant's original development concept plan for the subject lands. The revisions resulted in a change in design concept from a proposed construction of five off-street townhouse dwellings containing a total of 73 dwelling units to the current proposal to construct five on-street townhouse dwellings with a total of 27 dwelling units.
3. Application Information – such as a description of the location of the subject land, applicant's name, agent's name, registered owner's name, applicant's proposal, and materials submitted by the applicant.
4. Site Information – (i) OP designation, (ii) zoning category, (iii) zoning district map number; (iv) current and previous uses, (v) size, and (vi) shape, of the subject lands.
5. Rezoning Map – an excerpt from the City's Zoning District Map, showing current zoning of the subject lands and surrounding lands.
6. Neighbourhood characteristics – Neighbourhood Map, Surrounding land uses and existing Municipal infrastructure.

The **DISCUSSION** SECTION of this report contains planning analysis, which is a review and analysis of the following policies, by-law(s), and matters affecting the subject land:

1. Planning Act
2. Provincial Policy Statement 2020
3. Official Plan – [Volumes I and II]
4. Zoning By-law [B/L 8600]
5. Holding Provision
6. Site Plan Control

The **RISK ANALYSIS** SECTION is noted as 'not applicable' given that this is a Planning Act matter.

The **CLIMATE CHANGE RISKS** SECTION addresses Climate Change Mitigation and Adaptation pertaining to the proposed development on the subject lands.

The **FINANCIAL MATTERS** SECTION is noted as 'not applicable' given that this is a Planning Act matter.

The **CONSULTATION** SECTION provides a brief summary of Public consultations that have either occurred, or will occur later (as in the case of the statutory Public meeting that will occur later). This section also includes consultation with municipal departments and external agencies and some highlights of their comments.

The **CONCLUSION** SECTION contains a summary of the planning opinion on the subject rezoning.

The **APPROVALS** SECTION contains names and titles of Administration with approval authority over the subject report. This list includes the Manager of Development and the City Planner, who are both Registered Professional Planners.

The **APPENDICES** SECTION contains the following list of appendices attached to this report:

1. Appendix A - Site Photos (taken June 3, 2024)
2. Appendix B - Draft Plan of Subdivision, SDN-001/24-1
3. Appendix C - Site Layout Plan (Development Concept Plan), SDN-001/24-2
4. Appendix D - Consultations – Results of Circulation
5. Appendix E - Excerpts from Planning Justification Report & other Required Support Studies
6. Appendix F - Draft Zoning By-law Amendment for Z-012/24

This report references those supporting materials submitted by the applicant for this rezoning and subdivision applications and made available at <https://www.citywindsor.ca/residents/planning/land-development/development-applications/current-development-applications/4170-4190-sixth-concession-road> for public review.

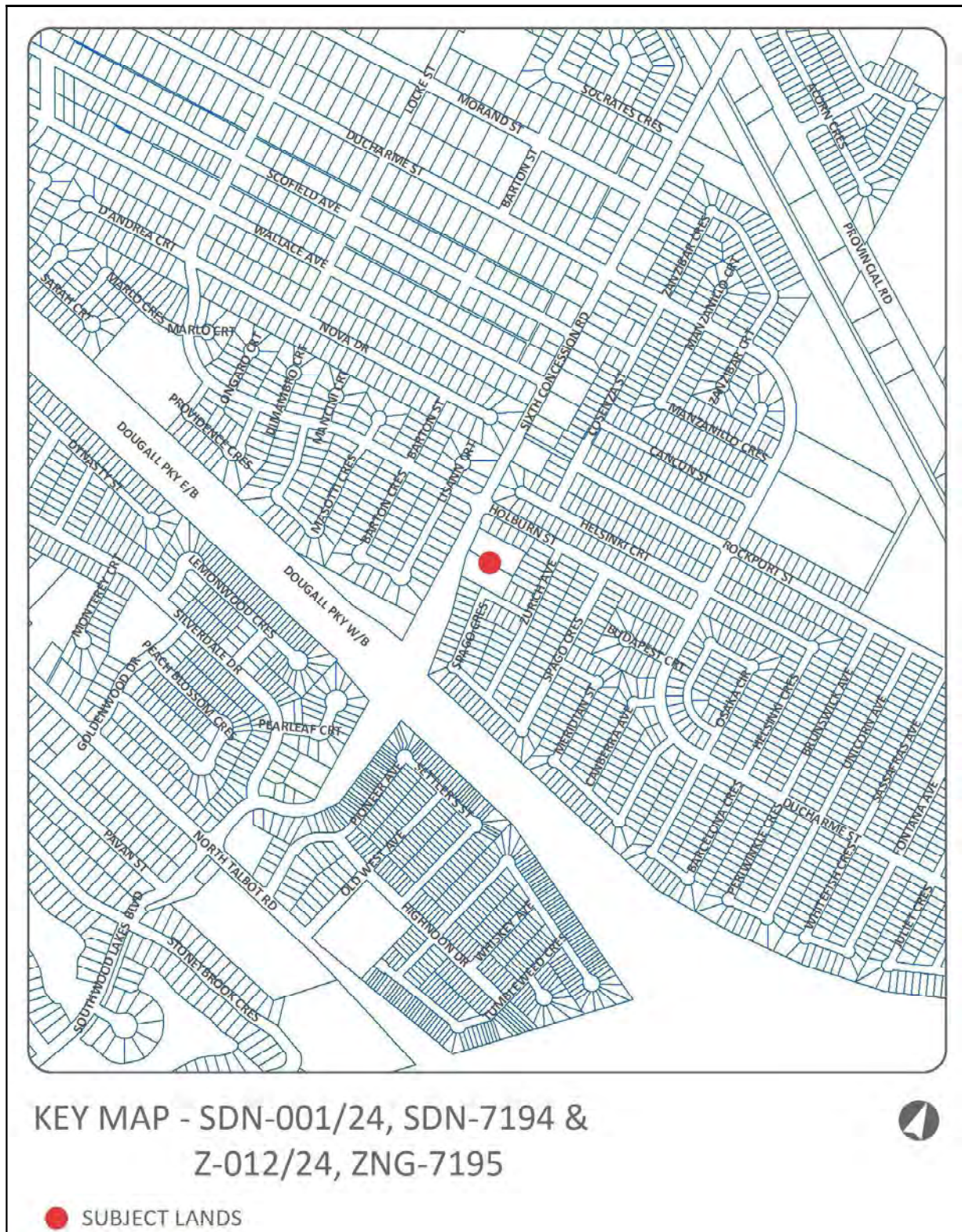
In addition, this planning report is supported by some documents included and/or referenced in the Appendices attached. This planning report provides sufficient evidence that the recommended amendment and draft plan approval are consistent with the Provincial Policy Statement 2020 and are in conformity with the applicable policies of Official Plan Volume I and the North Roseland Secondary Plan in Official Plan Volume II.

This report recommends approval of the applicant's request for rezoning and draft plan approval. A holding prefix is recommended for the zoning by-law amendment.



## Background:

### 1. KEY MAP:



## 2. PLANNING ACTIVITIES LEADING TO THE SUBJECT APPLICATIONS

In October 2021, a presubmission application was received from Avani Homes Inc. to change the zoning of the parcels known as 4170 & 4190 Sixth Concession Road from Residential District 1.2 to an appropriate Residential District to allow the construction of five townhouse dwellings containing a total of 73 dwelling units, with access from Spago Crescent and Sixth Concession Road. The planning department processed the applicant's request under file PS-116/21 and issued a letter in January 2022, summarizing next step(s) in the planning process. Comments received from municipal departments and external agencies were noted in the letter. An Official Plan Amendment would have been required for the proposed concept plan with 73 dwelling units.

As a result of the content of the January 2021 planning letter, the applicant made drastic changes to the development proposal and held a public open house / public information centre (PIC) on November 9, 2022, to discuss a revised concept plan containing five townhome dwellings with a total of 27 townhome dwelling units on the subject lands, plus the request to rezone the subject land to permit townhomes. The proponent-driven PIC allowed area residents to receive information, and provide their input, regarding the proposed development. Area residents in attendance voiced their concerns as noted in the PJR excerpts in Appendix E attached hereto.

In December 2022, the planning department received a rezoning application package to change the zoning of the subject lands from RD1.2 to RD2.2 to permit townhome dwellings. The Applicant was 2863167 ONTARIO INC. and file number Z-001/23 was assigned. The contact person and agent were the same as in the previous application (PS-116/21.) There was no concurrent subdivision application.

On February 22, 2023, the application fee was processed, and the application (Z-001/23) was deemed complete same day. On May 3, 2023, the applicant's agent requested putting the application on hold to allow them time to submit the subdivision application concurrently with the Zoning By-law Amendment (ZBA).

On July 31, 2023, the Stage 1 Planning Consultation (PC-011/23) was received for the subdivision application. On September 1, 2023, Stage 1 PC letter was emailed to the applicant and agent. On September 25, 2023, Stage 2 PC was received and processed. Following a couple of revisions to the required support studies/reports, the Stage 2 PC response letter was finalized and emailed on March 13, 2024.

On April 9, 2024, the current application package for zoning by-law amendment and plan of subdivision was assigned to staff for processing under file numbers SDN-001/24 and Z-012/24. Application fees were processed on April 19, 2024. Following a review of the applications and studies submitted by the applicant, the application package was deemed to be complete on April 19, 2024. A 'Notice of Complete Application' was placed in the Windsor Star, and the Planning Department circulated the applications to municipal departments and external agencies for their review and comment.

## 3. APPLICATION INFORMATION

**LOCATION:** 4170 & 4190 Sixth Concession Road (east side of Sixth Concession Road, between Spago Crescent & Holburn Street)



**APPLICANT:** 2863167 ONTARIO INC. (C/O PAWAN KHICHI)

**AGENT:** STOREY SAMWAYS PLANNING LTD, (C/O DAVID FRENCH)

**REGISTERED OWNER:** SAME AS APPLICANT

**PROPOSAL:**

The applicant is proposing to develop a residential subdivision with five (5) townhome dwellings containing a total of 27 townhome dwelling units at the above noted location. The proposed dwelling units will front on a proposed new roadway allowance (Street A). Access to Street A is from Spago Crescent.

The subject lands are designated *Low Profile Residential* on Schedule NR2-7 – Land Use Designations & Concept Plan, North Roseland Planning Area, OP. Vol.2, and zoned *RD1.2* by Zoning By-Law 8600. The RD1.2 zoning category does not permit townhome dwellings.

Consequently, the applicant is also requesting an amendment to the zoning by-law 8600 to change the zoning of the subject lands **from RD1.2 to RD2.3** to permit the proposed townhome dwellings. Official Plan Amendment is not required.

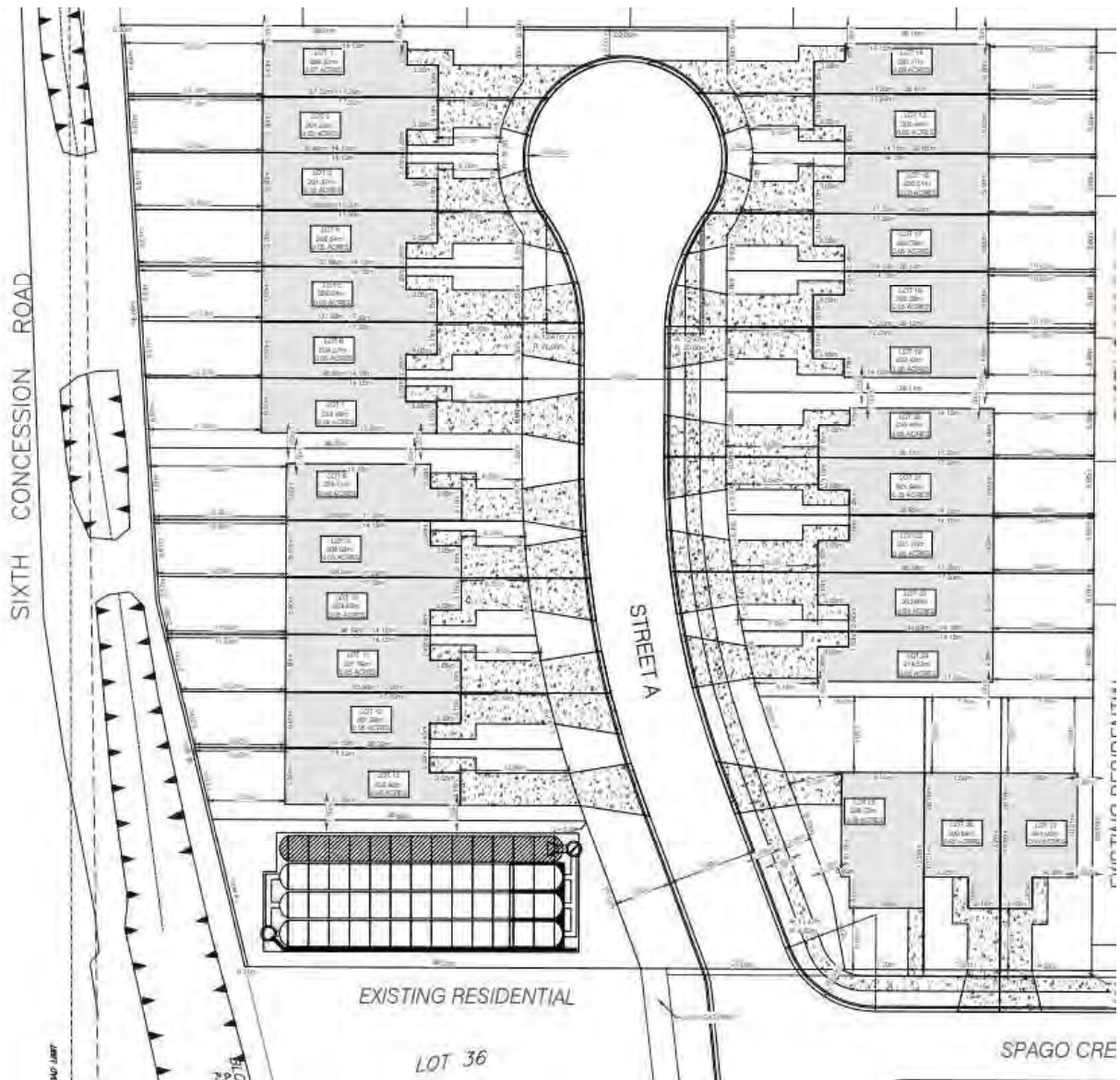
**SUBMISSIONS BY APPLICANT:**

- Plan of Subdivision Application Form
- Zoning By-law Amendment Application Form
- Draft Plan, dated Feb. 16, 2024, by Verhaegen Land Surveyors
- Concept Development Plan, dated Feb. 1, 2024, by BAIRD AE
- Planning Justification Report, dated March 18, 2024, by Storey Samways Planning Ltd.
- Traffic Impact Study, dated Aug 19, 2022, revised Feb. 20, 2024, by BAIRD AE
- Acoustical Report, dated Dec. 8, 2023, revised Feb. 20, 2024, by BAIRD AE
- Functional Servicing Report, dated Sep 8, 2022, revised Feb. 20, 2024, by BAIRD AE
- Functional Servicing Report Drawings and Appendices A, B & C, by BAIRD AE
- Vibration Study, dated Feb. 20, 2024, by BAIRD AE
- Tree Preservation Plan, dated Feb.16, 2024, by BAIRD AE
- Tree Inventory & Preservation Plan Report, dated Feb. 20, 2024, by Jackson Arboriculture Inc. for Goodban Ecological Consulting
- Avani Homes 6<sup>th</sup> Concession Road Public Information Centre (PIC) Invitation
- Avani Homes PIC Comment Summary
- Property deed
- Topographic Survey, dated Sep. 30, 2021
- Energy Strategy, dated Dec. 20, 2022, by BAIRD AE

Copy the link below to access the above materials located on the City's website:

<https://www.citywindsor.ca/residents/planning/land-development/development-applications/current-development-applications/4170-4190-sixth-concession-road>

## CONCEPT DEVELOPMENT PLAN



### 4. SITE INFORMATION

OFFICIAL PLAN	ZONING & ZDM	CURRENT USE(S)	PREVIOUS USE(S)
LOW PROFILE RESIDENTIAL: Land Use Designation, North Roseland Planning Area, OP Volume II	RESIDENTIAL DISTRICT 1.2 (RD1.2);  ZDM13	4170 Sixth Con. - Single unit dwelling;  4190 sixth Con. - Single unit dwelling	unknown
FRONTAGE	DEPTH	AREA	SHAPE
93.363 m (44.266 m + 49.097 m)	irregular	8,413.414sq.m. [2.079 acres]	irregular
Note: All measurements are in accordance with Plan 12R-12694approximate			



## 5. REZONING MAP



PART OF ZONING DISTRICT MAP 13

N.T.S.

### REQUESTED ZONING AMENDMENT

Applicant: Storey Samways Planning Ltd.



SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

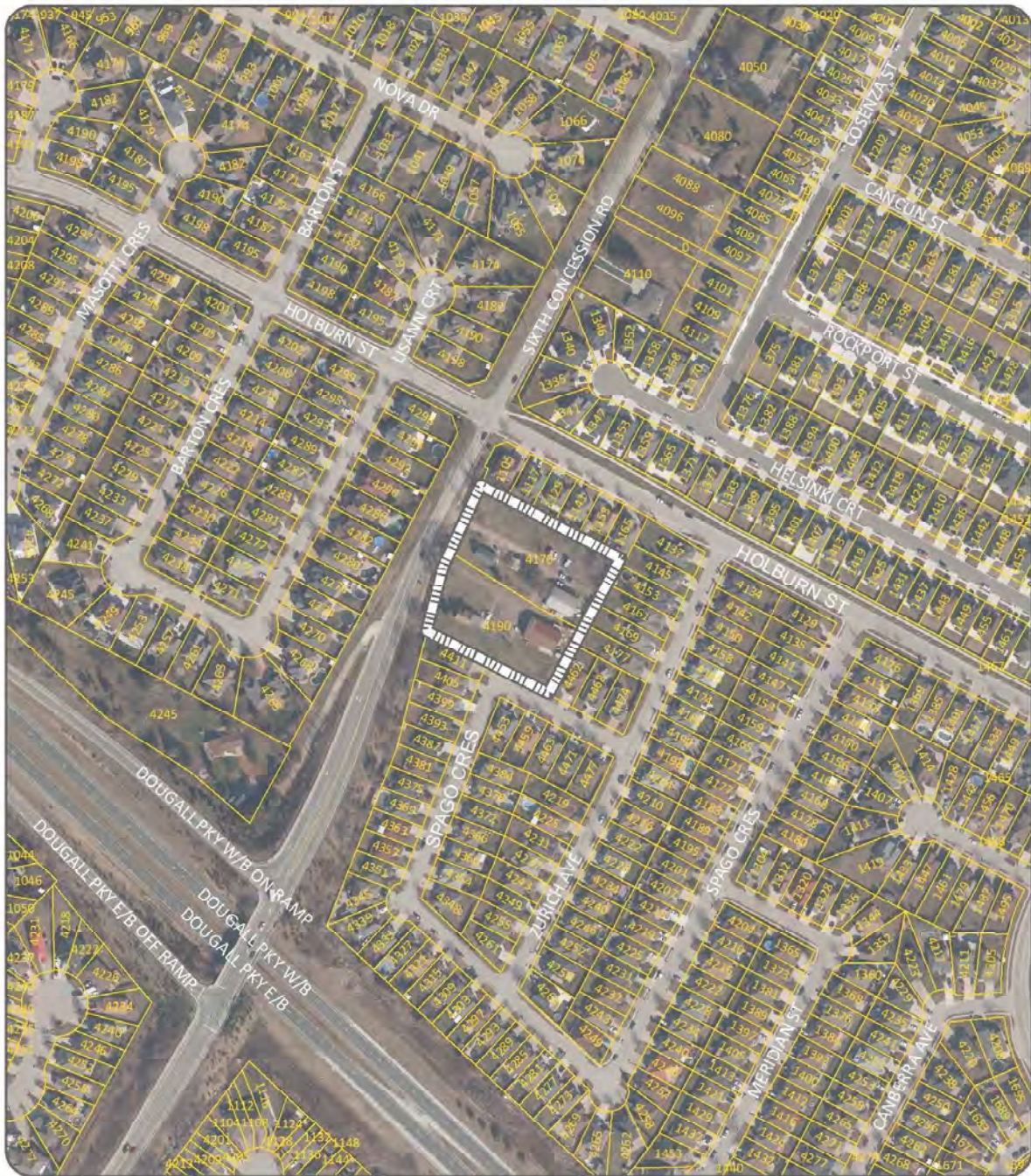


DATE : APRIL, 2024  
FILE NO. : Z-012/24, ZNG/7195



## 6. NEIGHBOURHOOD CHARACTERISTICS

### NEIGHBOURHOOD MAP



NEIGHBOURHOOD MAP - SDN-001/24, SDN-7194 &  
Z-012/24, ZNG-7195



SUBJECT LANDS





The subject neighbourhood lies on the north side of Dougall Parkway and characterized by low profile residential subdivisions containing single detached dwellings. The subject area is made up of, and currently zoned to accommodate, one low profile residential housing type (single unit dwellings) per lot; whereas, the neighbourhood south of Dougall Parkway (outside the North Roseland Planning Area) is made up of, and zoned to accommodate, a mix of low profile residential housing types (single unit dwellings, semi-detached dwellings and townhome dwellings) per lot/block.

### **SURROUNDING LAND USE**

North, East, and South sides of the subject lands – Low Profile Residential use of the single detached form of housing. Take note that the applicable zoning district (RD1.2) permits single unit dwellings, existing duplexes and existing semi-detached dwellings.

West side of the subject lands – Sixth Concession Road R.O.W, followed by Low Profile Residential use of the single detached form of housing under RD1.1 zoning category.

Further north, east, west and south of the subject lands, within 850m to 1.3km distance, are Municipal Parks and schools.

- Schools - Talbot Trail Public School (900m distance) and First Lutheran Christian Academy (1.3km distance).
- Municipal Parks - Holburn Park (900m distance), Captain John Wilson Park and Talbot Wilson Park (both 1km distance), Stoney brook Park (850m distance), Golden Park (1.2km distance) and North Talbot Park (1.3km distance).

Attached to this report as **Appendix A** are site photos taken on June 3, 2024. The site photos show some of the surrounding land uses and the character of the neighbourhood.

### **MUNICIPAL INFRASTRUCTURE**

- The City's records show there is a 250 mm diameter PVC sanitary sewer and a 525 mm diameter RCP storm sewer along Spago Crescent available to service the subject lands. In addition, there is a 315.6m long 5<sup>th</sup> Concession Drain along the Sixth Concession Road frontage.
- There is an existing 150mm PVC watermain located on the south of the property at Spago Crescent.
- Municipal watermains and fire hydrants are available on Spago Crescent, Zurich Avenue and Holburn Street and Sixth Concession Road north of the subject lands.
- LED streetlights are available within abutting roadways and there are overhead pole lines with street lights along Sixth Concession Road.
- There are concrete sidewalks along the east side of Zurich Avenue, both sides of Holburn Street, and both sides of the portion of Sixth Concession Road from the south limit of the subject lands southerly to North Talbot Road. Gravel shoulders exist on the portion of Sixth Concession Road from the south limit of the subject lands northerly to Provincial Road.
- There are concrete curbs and gutters within Holburn Street, Spago Crescent, Zurich Avenue rights-of-way, but there is no curb and gutter and no sidewalk along that portion of Sixth Concession Road fronting the subject lands and all the way to Provincial Road.
- There are bike lanes on Sixth Concession Road right-of-way, from the south limit of the subject lands southerly to North Talbot Road.
- Transit Windsor Bus routes (Walkerville 8 and School Route Extras) are available to service the subject lands and neighbourhood. Walkerville 8 buses and Massey School Route Extras run along Sixth Concession Road and Holburn Street by the subject lands. The

closest existing bus stop to the subject lands is located on Holburn Street, between Sixth Concession and Zurich Avenue, approximately 120m from the subject properties.

- Sixth Concession Road is classified as Class I Collector Road and Spago Crescent is classified as local road. Holburn Street is classified as Class II Collector Road and is a nearby collector road accessible to the subject lands through Spago Crescent or Zurich Avenue (local roads).

## Discussion:

### PLANNING ANALYSIS:

#### 1. PLANNING ACT

Section 51, subsection (17) of the Planning Act requires the applicant to provide the approval authority (being the City) with the prescribed information and material and as many copies as may be required by the approval authority of a draft plan of the proposed subdivision drawn to scale and showing several items listed from (a) to (l) inclusive. A review of the applicant's submission shows compliance with s.51(17) of the Planning Act. Further, the submission has regard to matters of Provincial interest set out in section 2 of the Planning Act and criteria for consideration of a draft Plan of subdivision set out in section 51(24) of the Act.

#### 2. PROVINCIAL POLICY STATEMENT (PPS) 2020

##### **A. Excerpts from PARTS I, II, and IV of the PPS 2020**

*PART I - PREAMBLE:* The Provincial Policy Statement provides policy direction on matters of provincial interest related to land use planning and development. The Provincial Policy Statement sets the policy foundation for regulating the development and use of land.

*PART II – LEGISLATIVE AUTHORITY:* The Provincial Policy Statement 2020 was issued under the authority of section 3 of the Planning Act and came into effect May 1, 2020.

In respect of the exercise of any authority that affects a planning matter, section 3 of the Planning Act requires that decisions affecting planning matters “shall be consistent with” policy statements issued under the 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” this Provincial Policy Statement.

*PART IV – VISION FOR ONTARIO'S LAND USE PLANNING SYSTEM:* The long-term prosperity and social well-being of Ontario depends upon planning for strong, sustainable and resilient communities for people of all ages, a clean and healthy environment, and a strong and competitive economy.

*Planning authorities are encouraged to permit and facilitate a range of housing options, including new development as well as residential intensification, to respond to current and future needs.*

Strong, liveable and healthy communities promote and enhance human health and social well-being, are economically and environmentally sound, and are resilient to climate change.

Taking action to conserve land and resources avoids the need for costly remedial measures to correct problems and supports economic and environmental principles.

***B. PPS 2020 Policies relevant to the subject Planning Act matter under consideration***

The following PPS 2020 policies are applicable to the subject planning matters (Zoning By-law Amendment and Plan of Subdivision applications):

- ✓ 1.0 Building Strong Healthy Communities
- ✓ 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns [policies 1.1.1 and 1.1.3]
- ✓ 1.4 Housing (policy 1.4.3).
- ✓ 1.6 Infrastructure and Public Service Facilities (policies 1.6.6.2 and 1.6.6.7)
- ✓ 1.7 Long-Term Economic Prosperity (policy 1.7.1)

The applicant's planning consultant has analyzed these PPS policies (excluding policy 1.6) in their Revised Planning Justification Report (PJR) dated March 18, 2024. I have reviewed the planning analysis in the March 18, 2024, revised PJR and can confirm that the Planning Consultant's analysis is acceptable.

This report provides additional analysis of the relevant PPS 2020 Policies applicable to the subject planning matters.

***1.0 Building Strong Healthy Communities:***

*Ontario's long-term prosperity, environmental health and social well-being depend on wisely managing change and promoting efficient land use and development patterns. 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.*

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 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 affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;*
- c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;*
- e) promoting the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs;*

With respect to 1.1.1(a) – The current use and zoning of the subject lands is for single detached dwellings (one on each lot). The recommended zoning by-law amendment will facilitate the redevelopment of the subject lands for a more compact development (townhome dwelling units), which is a more efficient use of the subject lands. Furthermore, the subject lands are within an established residential neighbourhood and, as such, can be readily serviced by available municipal sewers. Consequently, the recommended amendment and draft plan of subdivision

will result in a redevelopment that is cost effective and will sustain the financial well-being of the City and Province.

With respect to 1.1.1(b) – The North Roseland Planning Area is proposed to be primarily a low profile residential Community and the lands are predominantly designated Low Profile Residential. Therefore, only single detached, semi-detached and on-street townhouses are permitted on most of the lands in the area. The current residential zoning category (RD1.2) in the subject area permits single detached dwellings, plus existing duplexes and existing semi-detached dwellings. Consequently, the lands within the subject Planning Area are mostly occupied by single detached dwellings.

This amendment will promote a mix of housing types without an Official Plan Amendment. The recommended amendment from RD1.2 to RD2.3 will complement the existing residential use in the area by allowing semi detached and townhouse types to be built in the subject area.

With respect to 1.1.1(c) – No environmental or public health and safety concern is triggered by the recommended amendment. The Noise study submitted by the applicant identifies some noise concerns from Sixth Concession Road. The Study indicates that monitored noise levels exceed MOECC Noise Level Criteria and, as a result, mitigation measures such as acoustic fencing, building components and warning clauses are recommended to meet the Ministry's criteria.

With respect to 1.1.1(e) – The amendment would promote a more compact development because more units can be built together under one roof; thereby, eliminating additional side yard requirements, which in turn helps minimize land consumption and servicing costs. Each of the proposed townhome dwellings contain two or more common vertical interior walls, which reduces exterior walls in within the development; thereby, making the dwellings more energy efficient and more cost effective.

The subject zoning by-law amendment and draft plan of subdivision will bring about an efficient development with no adverse impact on the financial well-being of the City of Windsor, land consumption, and servicing costs, and will not cause any environmental or public health and safety concerns.

The recommended zoning by-law amendment and draft plan of subdivision are consistent with Policy 1.1.1 of the PPS.

### Policy 1.1.3 Settlement Areas

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

The subject parcel is located within a settlement area (City of Windsor) and the subject amendment creates opportunity for growth and development within the City of Windsor settlement area; thereby, promoting the vitality of the settlement area.

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

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

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

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

This amendment and plan of subdivision will facilitate the development of townhome dwellings that can be designed to complement the existing building stock in the subject area. The applicant's proposal is an infill residential development with increase in the number of dwelling units from 2 to 27 on the subject lands resulting in an increase in density; therefore, the recommended amendment and draft plan of subdivision promote residential intensification.

The subject amendment and plan of subdivision will achieve a more compact low profile residential development that will efficiently use land, resources, and existing infrastructure, including existing and planned active transportation options such as sidewalks and bike lanes. The amendment and plan of subdivision will also support the use of available public transit in the area. The amendment will facilitate the construction of a housing type (townhome dwellings) with dwelling units that have reduced number of exterior walls; thereby, promoting energy efficiency in the proposed buildings.

The subject amendment and plan of subdivision are consistent with Policies 1.1.3.1, 1.1.3.2 and 1.1.3.3 of the PPS.

As noted in Part IV of PPS 2020 – *Vision for Ontario's Land Use Planning System*, "Planning authorities are encouraged to permit and facilitate a range of housing options, including new development as well as residential intensification, to respond to current and future needs."

#### **Policy 1.4            Housing**

*1.4.3        Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by:*

- b) permitting and facilitating:*
  - 1. all housing options required to meet the social, health, economic and well-being requirements of current and future residents, ...; and*
  - 2. all types of residential intensification, including additional residential 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;*

This amendment and plan of subdivision will

- promote a higher density than currently exists on the subject lands;
- create an opportunity for a more compact development in an established residential area containing low density developments that are mostly single unit dwellings;
- facilitate a net increase in residential units or accommodation;
- result in intensification of the subject site and area;

- facilitate the municipality's ability to accommodate residential growth through intensification;
- provide a form of housing that is appropriate in terms of range and mix, and
- meet the social, health and well-being of current and future residents.

Appropriate level of infrastructure, active transportation and transit services are available or will be available in the subject area. The recommended amendment and plan of subdivision are consistent with policy 1.4 of the PPS.

#### *Policy 1.6 Infrastructure and Public Service Facilities*

*1.6.6.2 Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. Within settlement areas with existing municipal sewage services and municipal water services, intensification and redevelopment shall be promoted wherever feasible to optimize the use of the services.*

The subject lands are within an area that is serviced by municipal sewage services and municipal water services. The applicant's Functional Servicing Report, dated Sep 8, 2022, confirms that *"the sanitary service and water supply for the proposed development are through existing infrastructure along Spago Crescent."* The recommended zoning by-law amendment and plan of subdivision are consistent with policy 1.6.6.2 of the PPS.

*1.6.6.7 Planning for stormwater management shall:  
f) promote stormwater management best practices, including stormwater attenuation and re-use, water conservation and efficiency, and low impact development.*

The applicant's Functional Servicing Report, dated Sep 8, 2022, confirms that *"the stormwater management criteria for this development are based on the City of Windsor and ERCA requirements."* The report demonstrates that approximate stormwater management measures will be provided to satisfy water quality treatment and quantity attenuation criteria. Consequently, the recommended amendment and plan of subdivision promote stormwater management best practices; therefore, are consistent with policy 1.6.6.7 (f) of the PPS.

#### *Policy 1.7 Long-Term Economic Prosperity*

*1.7.1 Long-term economic prosperity should be supported by:*

- b) encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce.

The recommended amendment and proposed residential plan of subdivision will facilitate the supply of more housing and housing options in the immediate area; thereby, helping to support long-term economic prosperity for the city, region, and province.

In summary, the above planning analysis demonstrates that the recommended zoning by-law amendment and plan of subdivision are consistent with the relevant Policies of PPS 2020.

It should also be noted that the planning analysis provided in the applicant's Planning Justification Report (PJR) also demonstrates that the subject zoning by-law amendment is consistent with the relevant Policies of the PPS. See excerpts from the Planning Justification Report attached as **Appendix E** to this planning report. The applicant's planning consultant's conclusion in their PJR is as follows: *In consideration of the above PPS policy discussion, it is my opinion that the proposed townhouse dwelling development is consistent with, and implements, the relevant policies of the Provincial Policy Statement.*



### 3. OFFICIAL PLAN:

LAND USE DESIGNATION: Low Profile Residential, Schedule NR2-7: Land Use Designations & Concept Plan, North Roseland Planning Area, OP Vol. II. The North Roseland Planning Area is proposed to be primarily a low profile residential Community, (section 3.4, OP Vol. II).

One of the development concept goals in the North Roseland Planning Area is to “*promote land use patterns, residential profiles and building forms that make efficient use of existing resources, services and infrastructure*” (SECTION 3.5.1, OP VOL. II). This townhome development proposal will make efficient use of existing resources, services and infrastructure in the subject area, as discussed already in the PPS section of this report.

Another development concept goal in the North Roseland Planning Area is to “*Facilitate noise/vibration reduction from roads and rail and protect future residents from unacceptable levels of noise/vibrations*” (SECTION 3.5.2, OP VOL. II). See discussion under 3.6.10 and 3.7.1.2 below.

SECTION 3.6.3, OP VOL. II states “*Location of low profile residential lot frontages on the collector roads should be avoided.*” The proposed development backs unto Sixth Concession and does not front any collector road.

SECTION 3.7.2.1, OP VOL. II states “*For the purposes of this plan, Low Profile Residential development comprises the following types of dwelling: (a) single detached; (b) semi-detached; and (c) on-street townhouses.*” On-street townhouses are proposed on the subject lands.

SECTION 3.7.2.2, OP VOL. II states “*On-street townhouses shall only be permitted along Local Roads.*” The proposed on-street townhouses/townhomes front on the proposed Street A and Spago Crescent. Both Street A and Spago Crescent are classified as local roads.

The applicant’s recommended zoning amendment and plan of subdivision will result in a townhome development that conforms with the above policies of the North Roseland Secondary Plan.

With respect to Noise Control, SECTION 3.6.10, OP VOL. II states, “*Provide adequate noise control measures to reduce noise pollution, vibrations from railway tracks and highways by utilizing minimum intrusive features and appropriate subdivision designs/site plan layouts.*”

This planning report highlights the noise control measures recommended by the applicant’s Noise and Vibration consultant, BAIRD AE. See Appendix E attached to this planning report.

SECTION 3.7.1.2, OP VOL. II addresses Noise & Vibration Study requirements and states, “*A noise and vibration study(s) shall be required for residential developments and subdivision plans within 300 meters of railway tracks, Sixth Concession Road, Highway #401 and Walker Road. Such noise/vibration study(s) shall identify all noise sources and their impact on residential development. It shall recommend noise/vibration control measures for implementation...*”

As noted already in this report, the applicant submitted an Acoustical Report and a Vibration Study, prepared by BAIRD AE. Recommendations and conclusions from both studies are noted in Appendix E attached to this report.

Noise control measures and warning clauses are recommended by BAIRD AE and have been included in Recommendation III of this planning report. Vibration warning clause is also recommended by BAIRD AE and have been included in Recommendation III of this report.

In summary, the recommendations contained in this report will lead to the implementation of appropriate noise and vibration mitigation measures in the site and building design for the subject development, in accordance with the BAIRD AE's recommendations.

#### *SECTION 6.3.1 OF OP VOL. 1 – RESIDENTIAL OBJECTIVES*

The Residential objectives of the Official Plan include the following: (i) to support a complementary range of housing forms, (ii) to promote compact residential form for new developments, and (iii) to promote residential redevelopment, infill and intensification initiatives in locations in accordance with the City of Windsor Official Plan. (Sections 6.3.1.1, 6.3.1.2 and 6.3.1.3, OP Vol.1.)

The above noted objectives of the OP are satisfied by the proposed development on the subject lands. The amendment and plan of subdivision support a complementary housing form in the subject neighbourhood. The amendment also provides opportunity for residential redevelopment, infill and intensification; thereby, promoting a compact neighbourhood as shown in the concept plan SDN-001/24-2, attached as Appendix C to this report.

#### *SECTION 11.6.3 OF OP VOL. 1 – ZONING BY-LAW AMENDMENT POLICIES*

The recommended zoning by-law amendment and the draft plan of subdivision are consistent with the relevant policies of the PPS noted in this report and conform with the relevant policies of OP Vol. II as discussed already in this report.

Support studies were received as noted earlier in this report and those studies were considered in the preparation of this report. The requirements, comments and recommendations from municipal departments and circularized agencies have been considered as noted in this report, particularly, in the CONSULTATION section of this report.

The zoning by-law amendment promotes opportunity for residential redevelopment, infill and intensification, which creates a compact form of neighbourhood and ensures continuation of an orderly development pattern in the subject area. The zoning by-law amendment and draft plan of subdivision will provide additional housing supply / opportunities in the area with no adverse impact on the adjacent properties.

Based on the above analysis in this report, the recommended Zoning By-law Amendment maintains conformity with the Official Plan per section 11.6.3.1 and meets the criteria set out above under section 11.6.3.3 of the OP Vol. 1.

## **4. ZONING**

The subject lands are zoned Residential District 1.2 (RD1.2) by City of Windsor Zoning By-law 8600. This zoning by-law amendment application provides an opportunity to redevelop the underutilized lands currently occupied by two single unit dwellings and accessory structures to achieve five townhome dwellings with 27 townhome dwelling units.

The Zoning District Map shows that currently, the RD1.2, RD1.4 and DRD1.1 zoning categories are the residential zoning categories intended to permit low profile residential developments in the North Roseland Planning Area. However, these zoning categories (RD1.2, RD1.4 and DRD1.1) encourage only one type of low profile residential development out of the three forms of low profile residential developments permitted / listed in s.3.7.2.1, OP VOL. II.

The Maps below are meant to help the reader understand the gap between the current zoning categories in the subject area and the land use designation that should be implemented. This

**NORTH ROSELAND PLANNING AREA**

**SCHEDULE NR2-7 : LAND USE DESIGNATIONS**

**Legend:**

- Boundary of Planning Area (Red dashed line)
- Low Density Residential (Yellow)
- Community Park (Green)
- River Industrial (Blue)
- River/Water Recreation (Peak) (Orange)
- Class II Arterial (Dashed black line)
- Class II Collector Road (Dashed red line)
- Class II Collector Road (Dashed black line)

**Map Labels:**

DOLPHIN RD  
ACORN CRES  
PROVINCIAL RD  
LEGACY PARK DR  
WALKER RD  
DUCHARME ST  
JULIET CRES  
PWTERFISH CRES  
MERIDIAN ST  
DOUGLAS PKWY W  
HIGHWAY 401  
OLD WEST AVE  
POMEROY AVE  
SAGERBRUSH ST  
HOMERON DR  
NOVA DR  
WILLACE AVE  
SCOPEFIELD AVE  
ZUCHOWME ST  
MORAND ST  
SOCRATES CRES  
BAYTON CRES  
HOLBURN ST  
BIX FORTITE  
SPAUD CRES  
BUDAFORST  
OAKLEA CRES  
RESLING CRES  
BEAUCHAMP AVE  
MCQUINN AVE  
SASSAPRAS AVE  
FONTANA AVE  
BUNKER AVE  
LAVENDER AVE  
MANZANILLO CRES  
CANCUN ST  
ROCAPORT ST  
COLUMBIA ST

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360m<sup>2</sup>. Therefore, density remains the same for single unit dwellings on the existing and proposed zoning categories.

However, the RD2.3 zoning permits additional forms of low profile developments and higher densities, making it a more appropriate zoning category to use in implementing the North Roseland Planning Area objective for lands designated low profile residential. In the RD2.3 zoning, the minimum lot area requirement for a semi-detached dwelling is 450m<sup>2</sup>, resulting in a density of 44.44 units per hectare; while the minimum lot area requirement for a townhome dwelling is 200m<sup>2</sup> per unit, which amounts to a density of 50 units per hectare.

Tables 1 and 2 below would help the reader understand the density discussion in the subject area. As shown below, the proposed densities in Table 2 are appropriate for townhome dwellings in the North Roseland Planning Area.

<b>TABLE 1</b>	<b>SINGLE UNIT DWELLING</b>		<b>SEMI-DETACHED DWELLING</b>	<b>TOWNHOME DWELLING</b>
By-law 8600	RD1.2	RD2.3	RD2.3	RD2.3
Lot Area - minimum required	360m <sup>2</sup>	360m <sup>2</sup>	450m <sup>2</sup>	200m <sup>2</sup> per unit
Density (maximum permitted)	27.78 units per ha	27.78 units per ha	44.44 units per ha	50 units per ha

<b>TABLE 2</b>	<b>PROPOSED DENSITIES FOR THE PROPOSED TOWNHOME DEVELOPMENT</b>				
SDN-001/24-1 (APPENDIX B)	Block 1	Block 2	Block 3	Block 4	Block 5
Proposed Lot Area	1317.96m <sup>2</sup>	1542.92m <sup>2</sup>	1264.62m <sup>2</sup>	1049.36m <sup>2</sup>	751.46m <sup>2</sup>
Proposed Number of dwelling units	6	7	6	5	3
Minimum Lot Area per unit	219.66m <sup>2</sup>	220.42m <sup>2</sup>	210.77m <sup>2</sup>	209.87m <sup>2</sup>	250.49m <sup>2</sup>
Density (proposed)	45.52 units per ha	45.37 units per ha	47.44 units per ha	47.65 units per ha	39.92 units per ha

**PARKING:** Parking requirement for the proposed townhome dwellings is as follows:

*Townhome Dwelling*

- having an attached garage or carport 1 parking space for each dwelling unit
- without an attached garage or carport 1.25 parking spaces for each dwelling unit

A minimum setback of 6.0m is required from the exterior lot line to a garage wall (section 5.11.1, By-law 8600). Therefore, Lot 25 in Block 5, will not comply with by-law 8600, if it has a garage door facing the west exterior lot line). Also, if Lot 25 does not have a garage, the parking space provided is too small (per section 24.20.10, By-law 8600). The applicant is advised to adjust the design of Lot 25 to comply with the noted sections of By-law 8600.

## 5. HOLDING PROVISION

A hold provision is recommended for this zoning by-law amendment to ensure that construction permit is not issued for any of the permitted uses in the RD2.3 zoning district (save & except the single unit dwelling, which is currently permitted in the RD1.2 zoning category) until such time when the final plan of subdivision is registered. This holding provision also creates the opportunity for the City and the applicant to address outstanding planning issue(s) through a subdivision agreement, which will be executed and registered on title before a final plan of subdivision can be registered. The holding provision can be removed when an application is made for the removal of the H symbol and all applicable conditions are satisfied.

A draft by-law is attached as **Appendix F**.

## 6. SITE PLAN

The proposed amendment is NOT a “development” as defined in section 41(1) of the Planning Act and the City of Windsor By-law 1-2004. Therefore, the applicant is NOT required to submit application for Site Plan Approval.

**Risk Analysis:** N/A. See Climate Change risk analysis below.

## Climate Change Risks

### Climate Change Mitigation:

Residential intensification minimizes the impact on the community greenhouse gas emissions. Development within existing communities and neighbourhoods use available infrastructure such as sewers, sidewalks, and public transit and, as such, help to mitigate development impact. Although there are currently no sidewalks on the section of Sixth Concession Road from the subject lands northerly towards Provincial Avenue; it is expected that the existing sidewalks in the subject neighbourhood, planned future sidewalks, existing bicycle lanes in and around the subject area will facilitate active transportation and positively impact climate change. The proposed residential intensification on the subject lands will encourage the use of existing and planned transit and active transportation in the neighbourhood, which will help to minimize the City's carbon footprint.

### Climate Change Adaptation:

Trees and other landscaping features help create better living conditions and support climate change adaptation. Implementation of the lot-grading plan for this proposed development would help mitigate adverse impacts on climate change. Stormwater management facilities also help to support climate change adaptation.

**Financial Matters:** N/A

## Consultations:

### 1. PUBLIC OPEN HOUSE [Developer-led Public Information Centre (PIC)]

*DATE:* November 9, 2022.

*VENUE:* Signature Tributes Event Centre, 3310 Dougall Avenue, Windsor.

*TIME:* 7 pm (ended at 9 pm)

*NEIGHBOURHOOD PARTICIPATION:* Attended by 15 members of the public (neighbours). It is noted that 135 invitations were mailed to those landowners within a 120 m buffer of the subject lands.

Summary of comments/concerns/input from the area residents and the response from the applicant's planning consultant can be found in Appendix E attached to this report.

Key issues include:

- Increase in Density (proposed number of dwelling units is high for the land area),
- Increase in traffic volume, traffic speed, and on-street parking,
- Privacy concerns for the rear yards of abutting existing homes,
- Existing storm and sanitary sewer capacity.

Density has been discussed in the zoning section of this report, as well as in the PJR portion of Appendix E attached to this report.

Aside from the response provided by the applicant's planning consultant with respect to increase in traffic volume and speed, the applicant's Traffic Impact Study confirmed that *"upgrades are required for the existing intersection of 6th Concession Road with Holburn Street infrastructure in 2030 and 2035 background conditions. These upgrades are **not** due to the proposed development as the development's traffic will have minimum impact on the operation of existing intersections."*

The PJR portion of Appendix E contains the applicant's planning consultant's response to Privacy concerns, the existing storm, and sanitary sewer capacity. Also, excerpts from the Functional Servicing Report (see Appendix E) confirm that the existing sanitary sewer from Spago Crescent has enough capacity to accommodate the proposed development of 27 dwelling units. The FSR also states that stormwater measures will be provided to satisfy water quality treatment and quantity attenuation criteria.

## 2. DEPARTMENT AND AGENCIES

Attached as **Appendix D**, to this report, are comments from the municipal departments and external agencies. There are no objections; however, some comments include conditions and/or recommendations for the approval of the rezoning application and plan of subdivision. This report takes into consideration those conditions and recommendations found in Appendix D, and the recommendations within the required studies and reports submitted by the applicant.

The following items/issues, found in the attached Appendix D, are best addressed within a subdivision agreement. Consequently, this report recommends inclusion of those issues and other conditions of approval within a subdivision agreement for the proposed development on the subject lands.

### ***Development, Projects & ROW has the following requirements:***

**Plan of Subdivision Agreement** - The applicant enter into an agreement with the City of Windsor for all requirements under the General Provisions of the Plan of Subdivision Agreement for the Engineering Department.

**Sidewalks** -The owner(s) agrees, to:

- ❖ Pay to the Corporation, prior to the issuance of a Building Permit, the sum of \$10,080.00 being the Owner's contribution towards the future construction of a concrete sidewalk on the 6th Concession Road frontage of the subject lands.
- ❖ Construct at their expense and according to City of Windsor Standard Specifications, concrete sidewalks constructed to the satisfaction of the City Engineer. Sidewalks are to be constructed at the following locations:
  - o New Street A – along the west boulevard
  - o Spago Crescent - along the north boulevard from Street A to Zurich Avenue

**Curbs and Gutters** - The Owner further agrees to pay to the Corporation, prior to the issuance of a construction permit, the sum of \$5,328.00 being the Owner's contribution towards the future construction of concrete curb & gutter on the 6th Concession Rd frontage of the subject lands.

**Drainage Report** - The Owner agrees, at its own expense, to retain a Consulting Engineer to provide a detailed Drainage Report in accordance with the Drainage Act.

**Servicing Charges** - The applicant(s) shall note that they may be required to pay servicing charges for the existing sewers on Spago Crescent and/or sewer connection(s) owing to Sixth Concession Development Ltd. if not paid previously for this site. Proof of payment will be required prior to the issuance of a construction permit.



**Other requirements:**

- Parkland dedication
- Tree Protection Plan
- ENWIN minimum separation requirement: to ensure adequate clearances are achieved and maintained.
- Enbridge Gas has active infrastructure in the proposed area and requires a minimum separation of 0.6m horizontal and 0.3m vertical from all Enbridge's plant less than NPS 16 and a minimum separation 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines. Furthermore, Enbridge requires a minimum separation of 1.0m when drilling parallel to any of their pipelines.
- ERCA's requirement for stormwater management analysis is addressed in the City of Windsor Subdivision Agreement General Provisions G-2 (4).
- Canada Post Developer requirements are addressed in the City of Windsor Subdivision Agreement General Provisions G-2 (11) (a) to (e)

**3. PUBLIC NOTICE**

The Corporation of the City of Windsor will advertise the official notice in the Windsor Star Newspaper as prescribed by the Planning Act.

The City will mail courtesy notice to all properties within 200 m of the subject parcel, prior to the Development & Heritage Standing Committee (DHSC) meeting.

**Conclusion and Planner's Opinion:**

The applicant's request to change the zoning of the subject lands from Residential District 1.2 to Residential District 2.3 will facilitate the proposed townhome residential subdivision development on the subject lands and positively impact housing supply in the city.

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 Planning Justification Report submitted by the applicant explains salient details of the applications and provides salient information and supporting reasons why the draft plan of subdivision and the zoning by-law amendment applications should be considered and approved. As part of this report, I have provided additional planning analysis in support of the proposed Plan of Subdivision and the Zoning By-law Amendment, based on relevant provincial legislation and Official Plan policies.

In my professional opinion, both the recommended Zoning By-law Amendment and Draft Plan of Subdivision are consistent with the policies of the Provincial Policy Statement 2020 and maintain conformity with the City of Windsor Official Plan.

The proposed Draft Plan of Subdivision meets the requirements under section 51(17) of the Planning Act and can be designed in compliance with the Zoning By-law 8600 (as amended). The Draft Plan of Subdivision will provide housing opportunities in an established area.

Administration is recommending that the Draft Plan of Subdivision be approved subject to the conditions as in Recommendations III to VII (inclusive) of this report and the Zoning By-law Amendment be approved as in Recommendation I of this report, subject to a holding prefix

removal in accordance with Recommendation II of this report. The recommended zoning by-law amendment and plan of subdivision constitute good planning.

A decision to approve this zoning by-law amendment and the draft plan of subdivision is consistent with the PPS 2020.

### Planning Act Matters:

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

**Greg Atkinson, MCIP, RPP**

Manager of Development/Deputy City Planner

**Thom Hunt, MCIP, RPP**

City Planner

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

**JP**

**JM**

### Approvals:

Name	Title
Greg Atkinson	Manager of Development/Deputy City Planner
Thom Hunt	City Planner / Executive Director, Planning & Development Services
Aaron Farough	Senior Legal Council, Legal Services & Real Estate
Jelena Payne	Commissioner of Economic Development
Joe Mancina	Chief Administration Officer

### Notifications:

Name	Address	Email
Abutting property owners, tenants/ occupants within 200 meters (400 feet) radius of the subject lands		

### Appendices:

- 1 Appendix A - Site Photos (taken June 3, 2024)
- 2 Appendix B - Draft Plan of Subdivision, SDN-001/24-1
- 3 Appendix C - Development Concept Plan, SDN-001/24-2
- 4 Appendix D - Consultations – Results of Circulation
- 5 Appendix E - Excerpts from Planning Justification Report & other Required Support Studies
- 6 Appendix F - Draft By-law for Z-012/24



**Subject: Declaration of a Vacant Alley at the Eastern Boundary of Superior Park (1700 Totten Street) Previously Closed for Parks Purposes Surplus and Authority to Offer for Sale – Ward 10**

**Reference:**

Date to Council: April 28, 2025  
Author: Stephanie Allen Santos  
Coordinator of Real Estate Services  
519-255-6100 ext 6420  
ssantos@citywindsor.ca  
Legal Services, Real Estate & Risk Management  
Report Date: 4/11/2025  
Clerk's File #: APM2025

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

**Recommendation:**

- I. THAT the following City of Windsor (the “**City**”) vacant parcel of land, previously closed for Municipal Park purposes, **BE DECLARED** surplus:
  - Municipal address: **1700 Totten Street**, vacant land situate on the Eastern boundary of Superior Park
  - Legal Description: Part Alley on Registered Plan 1342, closed by R1008582 abutting Lots 23, 24, 26 to 47 on Registered Plan 1342; s/t R1008582; Windsor
  - Approximate Lot size: 903.49 feet (275.38 m) x 7 feet (2.13 m)
  - Approximate Lot area: 6,324.43 sq ft (587.56 m<sup>2</sup>) (herein the “**Subject Parcel**”); and
- II. And THAT the Manager of Real Estate Services **BE AUTHORIZED** to offer the Subject Parcel for sale to the abutting property owners at a price to be determined by the Manager of Real Estate Services, commensurate with an independent appraisal, as appropriate.

**Executive Summary:**

N/A

## Background:

Council, at its meeting of March 23, 1987, approved the closure and stopping up of various streets and alleys for municipal parks purposes, as set out in By-law 8903.

Superior Park, known municipally at 1700 Totten Street in Windsor (the “**Park**”), contains one of the closed alley systems referenced in By-law 8903. The closed alley forms the eastern boundary of Superior Park, as shown on the aerial diagram attached as Appendix A. The Park is situated north of Totten Street between Saint Edmund French Catholic Elementary School at the corner of Partington Avenue and Totten Street.

Several residential properties fronting on Mark Avenue back onto the Park along its eastern limit and Administration has determined a number of these properties encroach onto the Subject Parcel. In an effort to address the encroachments, Administration is recommending the sale of the Subject Parcel to the abutting property owners, the only possible purchaser for the lands.

## Discussion:

The process for the disposition of parkland is outlined in section 6.7.3.15 of the Official Plan:

<i>DISPOSITION OF PARKLAND</i>	6.7.3.15	Council may dispose of lands acquired for Public Open Space purposes having given consideration to the following: <ul style="list-style-type: none"><li>(a) the adequacy of other Public Open Space within the area to serve the recreation and leisure needs of residents;</li><li>(b) the ability of the Municipality to provide alternative or suitable Public Open Space in the event the standards are not met;</li><li>(c) the suitability of the site for other land uses;</li><li>(d) the environmental significance and ecological sensitivity of the site (refer to the Environment chapter);</li><li>(e) public input;</li><li>(f) any legal agreements, easements or covenants affecting the property; and</li><li>(g) the historical significance of the Public Open Space.</li></ul>
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Administration was contacted by an individual who expressed an interest in acquiring that part of the Subject Parcel which abuts the individual's property. The individual owns a fence which is encroaching on the Subject Parcel. The individual is currently obtaining a severance for their property and the Committee of Adjustments recommended that the individual either remove the encroachment or endeavour to purchase that part of the Subject Parcel abutting their property.

When Parks was asked to review the matter, it was determined that a number of abutting properties also encroach onto the Subject Parcel. The Park is 7.06 acres and selling the Subject Parcel would reduce the Park to 6.9 acres. Should the recommendation be approved, there would be minimum loss of parkland and no adverse affect on the Park however, the sale of the Subject Parcel would remedy the existing encroachments.

Although the Subject Parcel has been incorporated into Superior Park, it forms the Eastern boundary directly abutting residential properties. The recommended disposition would have no impact on the recreation and leisure needs of residents who utilize the Park. The Subject Parcel has no significant vegetation or environmental significance. There is no historical significance or ecological sensitivity related to the disposition of the Subject Parcel. There is a utility easement currently registered on the lands and the Subject Parcel will be subject to that easement.

The Executive Director of Parks, Recreation and Facilities has advised that the Subject Parcel is not required for municipal park purposes. The criteria set out in the Official Plan have been addressed in this report while the report itself provides the opportunity for public input. The requirements for Disposition of Parkland under the Official Plan have therefore been met.

In alignment with the Street and Alley Closing Policy, and by CR 130/2006, Administration recommends the sale price of the Subject Parcel be \$1.00 plus HST (if applicable), deed preparation fees and the proportionate share of the survey costs as prepared by an Ontario Land Surveyor.

## STREET AND ALLEY CLOSING POLICY

### CR130/2006

That the following policy for street and alley closings and conveyances BE ESTABLISHED:

e) the following criteria shall be applied to determine the conveyance of the closed rights-of-way:

i) purchase price of closed alley lands shall be set at market value except those alley and walkway lands adjacent to residential areas zoned RD1, RD2 or DRD11 in By-law 8600 and R.1, R.2 and PD.1 in By-law 3072 which shall be conveyed for \$1.00;

Should the Recommendations be approved, Real Estate staff will contact the abutting property owners to work towards selling the Subject Parcel. A report will be brought to Council or under Delegation of Authority, as appropriate, seeking authority to sell the Subject Parcel.

### **Risk Analysis:**

There are potential liability issues should someone be injured on the land. Additionally, maintenance of the land drains scarce municipal resources. Selling the Subject Parcel will remove any associated liability issues and maintenance costs for the City.

### **Climate Change Risks**

#### **Climate Change Mitigation:**

Declaring these properties surplus does not pose a climate change risk.

#### **Climate Change Adaptation:**

As Administration is declaring the Subject Parcel surplus and seeking authority to offer it for sale, there is no impact to climate change.

### **Financial Matters:**

N/A

### **Consultations:**

Jamelah Hersh, Senior Legal Counsel

### **Conclusion:**

Declaring the Subject Parcels surplus and authorizing the Manager of Real Estate Services to offer the Subject Parcel for sale to the abutting property owners, will allow for the orderly sale of land that is not required for any municipal purpose and remedy the encroachments with the Park lands.



## Approvals

Name	Title
Stephanie Allen Santos	Coordinator of Real Estate Services
Denise Wright	Manager of Real Estate Services
Wira Vendrasco	City Solicitor
Dana Paladino	Acting Senior Executive Director, Corporate Services
James Chacko	Executive Director, Parks, Recreation and Facilities
Michael Chantler	Acting Senior Executive Director, Community Services
Ray Mensour	Commissioner, Community and Corporate Services
Ray Mensour acting for Joe Mancina	Chief Administrative Officer

## Notifications:

Name	Address	Email

## Appendices:

- 1 Aerial Image of Subject Parcel

## Appendix A

### Subject Parcel





**Council Report: C 57/2025**

**Subject: Reimagined Adie Knox Herman Recreation Complex Project  
Tender Update - Ward 2**

**Reference:**

Date to Council: April 28, 2025

Author: Michael Todd

Project Administrator

(519) 255-6100 Ext. 6407

[mtodd@citywindsor.ca](mailto:mtodd@citywindsor.ca)

Corporate Projects – Engineering

Report Date: 4/15/2025

Clerk's File #: SR/14319

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

**Recommendation:**

- I. THAT as of a result of the recently implemented tariffs by the USA and Canada and the current economic uncertainty, Council **RE-AFFIRM** the decision made on July 25, 2022 (CR 329/2022), and **SUPPORT** Administration proceeding with the award of RFT 18-25 Adie Knox Herman Recreation Complex – General Contractor to the low bidder Fortis Construction Group Incorporated, in the amount of \$19,502,000 (excluding taxes); and further,
- II. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any amendment(s) to any required documentation/agreement(s) as may be required related to the Reimagined Adie Knox Project, provided that the amendment(s) are within approved budget amounts, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and technical content to the Commissioner of Community Services and the City Engineer; and further,
- III. THAT Administration **BE AUTHORIZED** to use available funds within the project budget for any amendment(s) or change requirement(s)/directive(s) and additional documents relating to executed agreement(s), pursuant to the Purchasing By-Law 93-2012 and amendments thereto, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer, and in technical content to the Commissioner of Community Services and the City Engineer.

## **Executive Summary:**

N/A

## **Background:**

On July 25, 2022, City Council approved the Reimagined Adie Knox Herman Recreation Complex Project (CR329/2022, attached as **Appendix A**). This project supports proposed redevelopment of the existing Adie Knox Herman Recreation Complex (“Adie Knox”) and Wilson Park parkland to create a high-quality community hub that is intended to improve the lives of residents and where residents can access recreation and community programs and services at a single location.

The project consists of proposed building and arena renovations/upgrades to approximately 36,000 SF of existing space, new 19,000 SF building addition space, new outdoor amenities in adjacent Wilson Park, and site works including new parking lot, landscaping, lighting, etc.

Through Request for Proposal 149-22, Gyemi Collaborative Architects Inc. (GCA) was selected and retained as the architect for the project.

Following the July 25, 2022 Council meeting, the City had discussions with the University of Windsor (“University”) related to the potential for Adie Knox to be the future home arena for the men’s and women’s Lancer Hockey teams. The move by Lancer Hockey to Adie Knox was viewed as instrumental in the reimagining of Adie Knox and the creation of a community hub that would offer programs and services designed for the community. In December 2024, the design for building renovations to accommodate the University was finalized.

## Discussion:

GCA worked with the City Project team to develop a design that met Council's direction (CR329/2022, attached as **Appendix A**), and which considered feedback received from the public, stakeholders and the University, regarding programming usage, layout, operation, security and function.

The project generally includes, but is not limited to:

- **Building renovations and upgrades** (new gymnasium, storage and change rooms, new dedicated University change rooms, arena upgrades & improved seating, new music room, mechanical, electrical & IT upgrades, roofing improvements, lighting, painting, flooring, AODA ramps, etc.)
- **New building addition** (new multi-purpose program rooms, kitchen, concession storage space, corridor space with seating, reception area, washrooms, fitness room, etc.)
- **Site works** (site servicing, parking, exterior lighting, electrical vehicle charging stations, drainage and landscaping, shade structure, walking trails, etc.)
- **New outdoor amenities** adjacent to Wilson Park (playground, splashpad, tennis courts, basketball court, and batting/cricket ball cages)

The Adie Knox design was finalized and tender drawings and specifications were prepared for the building and site works. The new outdoor amenities were completed separately in 2024.

Pre-qualification processes were undertaken for general construction contracting services due to the size and scope of the anticipated work as noted above. Request for Tender RFT 18-25 was released in mid-January 2025 and bids were received from two prequalified general construction contracting companies on March 6, 2025.

The bid submission results are as follows:

Vendors	Tender Amount (excluding taxes)
Fortis Construction Group Incorporated	\$19,502,000
Oscar Construction Company Limited	\$21,234,166

The low bidder is Fortis Construction Group Incorporated ("Fortis") at a total price of \$19,502,000 (excluding taxes), which falls within the approved construction budget allocation for the proposed works. The bids do not reflect increased pricing for potential tariffs. The form of agreement included in the Tender is a CCDC 2-2020 Stipulated Price Contract and includes provisions for price adjustments due to changes in law. Therefore, the City would be responsible for any additional costs incurred by Fortis on raw materials required for this project that are subject to tariffs.

Due to the recent announcements of tariffs by the United States and Canada, and with trade tensions and economic uncertainty at a heightened level, the Mayor requested Administration to seek confirmation from City Council on whether to proceed with awarding the construction contract to Fortis.

The irrevocability period for this RFT expires May 20, 2025, following which the submission is no longer valid, unless Fortis agrees to extend the irrevocability period.

### **Potential Grant Opportunity**

In the early stages of the design, Administration applied to the Federation of Canadian Municipalities (FCM) for a potential grant opportunity from the Green Municipal Fund (GMF), a program funded by the Government of Canada. The grant funding is intended to help offset a portion of the costs associated with Low Impact Development (LID) features included in the Stormwater Management (SWM) plan for the overall site.

The use of LID features is intended to reduce total volume of stormwater runoff entering the combined sewer system, potentially reducing detrimental combined sewer overflows, as recommended in the City's Sewer Coastal Flood Protection Master Plan (SMP). The use of LID features in both private and public areas also supports the City's Climate Change Adaptation plan.

On February 7, 2025 Administration was notified by FCM that the City's application was successful, and that grant funding was approved for the Adie Knox LID initiative. Should Council provide direction to move forward with construction contract award, Administration would work with the Contractor to maximize the available grant funding for this project. Currently, discussions with the grant provider regarding contribution agreement requirements and committed funding amounts are underway.

### **Risk Analysis:**

#### **Timeline Risks**

Due to the size and complexity of this project and long lead timing of key equipment such as mechanical, electrical, IT and security equipment, any delay in contract execution may extend the project completion date and affect the overall project timelines, including the agreed upon University turnover date (target June 2026). Further, delay may also result in the City losing out on the approved FCM GMF grant that would offset some of the costs associated with site drainage. In addition, should the bid from Fortis expire on May 20, 2025, there is a risk that a new RFT process yields higher priced bids.

Mitigating measures, upon Council approval would be to provide a letter of award and raw material purchase order to Fortis and initiate the legal contract as soon as possible to lock in the current bid costs.

#### **Financial Risks**



There is always the possibility of cost overruns during renovation and construction projects, particularly if unexpected challenges occur, market volatility (tariff or inflationary implications), or the need for additional resources or materials. These could result in the project exceeding the allocated budget, impacting other areas of the City's budget.

To mitigate these risks, a comprehensive budget was developed, including a contingency budget to address any unforeseen costs including potential tariff driven cost increases. The project team will track expenses carefully throughout the project.

## **Climate Change Risks**

### **Climate Change Mitigation:**

The proposed building and arena system upgrades included in the renovations and new additions are designed to current building code standards and were selected to provide increased energy efficient and minimize GHG emissions.

As with all construction projects, greenhouse gas (GHG) emissions are expected from construction equipment as well as construction materials. GHG emissions from construction can either be included in the community GHG inventory through the fuel expenditures or in the corporate GHG inventory from information provided to the City by the constructor as per the tender contract. The corporate GHG inventory will include the ongoing GHG emissions associated with operation of this amenity.

### **Climate Change Adaptation:**

By integrating energy efficiency into climate adaptation strategies, communities can enhance their resilience while contributing to broader climate goals in several ways:

- **Improved Resilience to Energy Disruptions:** Efficient systems require less energy, making communities less vulnerable to energy supply disruptions caused by extreme weather events. This resilience is vital as climate change increases the frequency and intensity of such events.
- **Enhanced Comfort and Safety:** Improved energy efficiency often leads to better indoor environments, maintaining comfort and safety during extreme temperatures, which is increasingly important in a changing climate.
- **Supporting Adoption of Renewable Energy:** Energy efficiency complements renewable energy initiatives. By reducing demand, it allows for a smoother transition to renewable sources, which is essential for long-term sustainability and adaptation.

The Climate Change Adaptation Plan (2020) updated the City's climate change projections. With temperatures and precipitation expected to increase, consideration should be given to ensure that site operation does not negatively impact climate change risks at the site and in neighbouring areas as per the following:

- **Thermal Resiliency:** Annual temperatures along with the number of days above 30 degrees C are expected to increase. As Adie Knox could be an emergency

evacuation (cooling centre) under extreme hot days, heat island impacts may be reduced through landscaping (i.e. use of green space, shade trees, etc.).

- **Extreme Precipitation Events and Flooding:** Annual precipitation is expected to increase as well as the frequency of extreme storm events. Based on the Sewer Master Plan modelling, Adie Knox is located in an area at risk for basement flooding under a 1:5 year storm event. The site incorporates strategies to mitigate flooding by treating storm runoff at the source and reducing the amount of runoff entering the combined sewers.

## **Financial Matters:**

There are sufficient unallocated funds available within the Adie Knox project budget to award the construction contract to Fortis, in the amount of \$19,502,000.00 (excluding taxes), should Council wish to proceed. As with most City projects of this scale and complexity, contingency funds have been built into the overall budget to address unforeseen costs which may occur, including unexpected challenges, unknown field conditions, market volatility, modest price fluctuations, tariffs, etc.

## **Consultations:**

Kathy Buis – Financial Planning  
Michelle Moxley-Peltier – Economic Development and Climate Change  
Emilie Dunnigan – Financial Planning  
Michael Dennis – Asset Planning  
Natasha Gabbana – Asset Planning  
Joshua Meloche – Legal  
Dawn Lamontagne – Purchasing  
Cory Elliott – Recreation  
Nada Tremblay - Recreation  
James Chacko – Parks, Recreation and Facilities  
Doran Anzolin – EIC, CAO Office

## **Conclusion:**

The Adie Knox project is the first significant City project being analysed through the lens under the current economic climate; however, future projects may come before Council for reconsideration or confirmation until this environment of uncertainty is no longer a factor. A tariff working group has been established and a subsequent report will be coming to Council at the May 12, 2025 meeting to address these challenges.

The low bid for the Adie Knox project is within the council approved budget. If it weren't for the current economic volatility and risk of tariffs, this project would have advanced, as the approved budgetary funds are available, and the necessary approvals for agreement execution are currently in place. However, as noted, given the uncertainty surrounding the tariff amounts and potential financial claims, Administration has not yet proceeded with award of tender.

If the award of the construction contract is delayed or deferred, there is risk of not meeting the timelines identified in the agreement with the University (turnover June 2026) and risk of losing out on the GMF grant funding opportunity.

Should Council provide direction to move forward with awarding the construction contract to the low bidder, Fortis, Administration will notify Fortis accordingly and proceed with contract execution.

**Approvals:**

<b>Name</b>	<b>Title</b>
Mark Spizzirri	Manager, Performance Measurement and Business Case Development
Colleen Middaugh	Manager of Corporate Projects
Stacey McGuire	Executive Director of Engineering / Deputy City Engineer
Michael Chantler	Senior Executive Director, Community Services
David Simpson	Commissioner, Infrastructure Services and City Engineer
Ray Mensour	Commissioner, Community Services, Deputy Chief Administrative Officer
Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour acting for Joe Mancina	Chief Administrative Officer

**Notifications:**

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

**Appendices:**

- 1 Appendix A - CR 329/2022

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**City Council  
Decision  
Monday, July 25, 2022**

Moved by: Councillor Costante  
Seconded by: Councillor Kaschak

Decision Number: CR329/2022

- I. That Council **APPROVE** the Reimagined Adie Knox Herman Recreation Complex Project – reconfigured to accommodate the Phase 1 build out at a total project cost of \$18,930,000 as outlined within this report; and,
- II. That City Council **APPROVE** the pre-commitment of existing placeholder funding identified within the current 5-year funding window in the Adie Knox Herman Reimagining (REC-002-21) totalling \$11,543,628 for immediate use with the balance of funding totalling \$7,386,372 being deemed pre-committed and available for immediate use as it falls within the 5-year capital funding window; and,
- III. That Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary that are related to the above project(s), provided that the procurement(s) are within approved budget amounts, pursuant to the Purchasing By-Law 93-2012 and amendments thereto; satisfactory in financial content to Commissioner, Corporate Services/Chief Financial Officer, in legal form to the Commissioner, Legal & Legislative Services; and in technical content to the Executive Director of Engineering; and,
- IV. That the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders as may be required to effect the recommendation noted above, subject to all specifications being satisfactory in technical content to the Executive Director of Engineering, and in financial content to the Commissioner, Corporate Services/Chief Financial Officer; and,
- V. That Administration **BE AUTHORIZED** to apply for any additional grants that would be appropriate for future phases of the project; and,
- VI. That the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to take any such action required to effect the recommendation noted above and sign any required documentation/agreement(s) for the projects, satisfactory in legal form to the Commissioner, Legal & Legislative Services, in technical content to the

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Executive Director of Engineering and in financial content to the Commissioner, Corporate Services/Chief Financial Officer; and,

- VII. That administration **BE DIRECTED** to include the music room, the fitness room, the indoor walking track, additional washrooms, storage room, ramp rebuild and elevator and implement into Phase 2 subject to community consultation; and,
- VIII. That this portion **BE FUNDED** from the University Avenue/Victoria Avenue (ECP014-07) placeholder with funding of \$9 million; and,
- IX. That Administration **BE REQUESTED** to consult with the Windsor Accessibility Advisory Committee, Life After Fifty and other relevant stakeholders during the design process and implementation; and further,
- X. That Administration **BE DIRECTED** to not build the additional parking lot at the South East corner and seek an exemption from the Committee of Adjustment if necessary.

Carried.

Councillors Francis, Bortolin, and Holt voting nay.

Report Number: C 110/2022

Clerk's File: SR/14319 11.1

*Anna Ciacelli*

Deputy City Clerk/Supervisor of Council Services

September 23, 2024

Department Distribution

Sergio Colucci	Project Administrator
Colleen Middaugh	Manager of Corporate Projects
France Isabelle-Tunks	Executive Director of Engineering / Deputy City Engineer
Natasha Gabbana	Senior Manager of Asset Planning
James Chacko	Executive Director of Parks & Facilities
Jen Knights	Executive Director of Recreation & Culture
Chris Nepszy	Commissioner, Infrastructure Services
Ray Mensour	Commissioner, Community Services

## OFFICE OF THE CITY CLERK COUNCIL SERVICES

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Joe Mancina	Commissioner, Corporate Services / Chief Financial Officer / City Treasurer
Shelby Askin Hager	Commissioner, Legal & Legislative Services
Alex Vucinic	Purchasing Manager
Tony Ardovini	Deputy Treasurer – Financial Planning
Natasha Gabbana	(Acting) Senior Manager of Asset Planning
Onorio Colucci	(Acting) Chief Administrative Officer

### External Distribution

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Sheila Hamm	<a href="mailto:sheilajane.hamm@gmail.com">sheilajane.hamm@gmail.com</a>
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**Council Report: C 52/2025**

**Subject: 2024 Year-End Operating Budget Variance Report - City Wide**

**Reference:**

Date to Council: April 14, 2025

Author: David Soave

Manager, Strategic Operating Budget Development & Control

519-255-6100 Ext. 1911

dsoave@citywindsor.ca

Financial Planning

Report Date: 3/28/2025

Clerk's File #: AF/14585

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

**Recommendation:**

1. THAT City Council **RECEIVE FOR INFORMATION** the 2024 Year-End Operating Budget Variance Report; and further,
2. THAT City Council **ACCEPT** the recommendations of the City Treasurer with regards to the finalization of the 2024 Year-End as follows:
  - a. THAT the Operating Budget deficit of \$2,374,125 **BE FUNDED** from the Budget Stabilization Contingency
  - b. THAT the balance remaining within the Budget Stabilization Contingency in the amount of \$25,875 **BE TRANSFERRED** to Fund 139, the Budget Stabilization Reserve
  - c. THAT \$4,737,669 in Budget Carry-Forwards **BE APPROVED** as detailed in Appendix C; and further,
3. THAT Council **RECEIVE** the attached Development Charges 2024 Income Statement Schedule as detailed in Appendix D; and further,
4. THAT Council **RECEIVE** the attached Development Charge Reserve Fund Statement – Listing of Credits as detailed in Appendix E; and further,
5. THAT City Council **AUTHORIZE** the establishment of a new reserve fund, titled “ETS Reserve” for any Performance Based Funding and unrestricted funding earned by the Employment and Training Services (ETS) division and provided by the Windsor Regional Employment Network (WREN) - Service System Manager (SSM) for purposes of developing future employment programming, and/or unforeseen expenses; and further;

6. THAT City Council **AUTHORIZE** the City Treasurer as part of the year-end closing process, to transfer surplus Performance Based Funding and unrestricted funding earned, to the ETS Reserve; and further,
7. THAT the City Treasurer **BE AUTHORIZED** to apply funds which are retained within the ETS Reserve, inclusive of interest which is earned on balances held in reserve, as may be required to fund future Employment and Training Service needs on the basis that any activity within the reserve **BE REPORTED** to Council as part of future year-end variance reports; and further,
8. THAT City Council **AUTHORIZE** an agreement with the Windsor-Essex County Health Unit, for a period of up to 24 months in the amount of \$146,527, for health promotion programs utilizing the remaining funds previously transferred to and being held by the City; and further,
9. THAT City Council **AUTHORIZE** the CAO and City Clerk to execute the agreement with the Windsor-Essex County Health Unit subject to review for legal content by the City Solicitor, financial content by the City Treasurer and technical content by the Commissioner, Human & Health Services; and,
10. THAT City Council **APPROVE** the following transfers to/(from) the various reserve accounts/funds which is required as part of the 2024 Year-End close:
  - a. (\$56,761) to Fund 231 – WREN SSM IES Reserve
  - b. (\$32,579) to Account 1756 (Reserve for Tree Planting)
  - c. (\$349) to Account 1762 (Municipal Elections Reserve)
  - d. (\$1) to Account 1768 (Ontario Fire Serve Grant Reserve)
  - e. \$1,592 from Account 1782 (Fire – Clothing Reserve)
  - f. \$12,150 from Account 1774 (Replacement of Firefighter PPE)
  - g. \$36,557 from Account 1784 (Succession Planning Reserve)
  - h. \$88,657 from Fund 114-128 (Development Charges Reserves)
  - i. \$147,824 from Account 1780 (Tennis Facility Jackson Park)
  - j. \$300,151 from Fund 160 (Capital Expenditure Reserve)

## **Executive Summary:**

N/A

## **Background:**

Annual operating budgets for all City departments are set at or around the beginning of the calendar year. Professional estimates, the current legislative environment, macroeconomic trends (such as currency fluctuations, commodity prices, unemployment figures, inflationary trends, and business investment, etc.) and other local information available at the time are significant inputs to the operating budget. All departments are responsible to monitor revenues and expenditures on an ongoing basis and undertake projections through to the end of the year to ensure they remain at, or as close to, their approved budget as possible. This assists in mitigating all material

variances as effectively as possible. As is typical with most forecasts, accuracy tends to increase as the year progresses and more information and data becomes available. In addition to the City's operating budget, which is primarily funded by the property tax levy, certain expenditures are funded by specific non-property tax levy sources such as Legislated Building Permits, On/Off Street Parking Operations and the Sewer Surcharge Operating Fund. The discussion section of this report provides additional detail for the year-end variances for all departments.

City Council is being requested to approve actions which were taken in order to finalize the 2024 year-end operating results.

## **Discussion:**

### ***Year-End Operating Variance***

The 2024 fiscal year has been closed with an operating deficit of \$2,374,125. This figure includes budget carryovers totalling \$4,737,669, which have been outlined in Appendix C. These budget carry forwards are primarily due to the timing of expenditures and will assist in ensuring that planned City services will have sufficient funding when required. The deficit also includes the use of \$3,734,069, which was drawn from the Budget Stabilization Reserve (BSR). As part of the development of the 2024 Operating budget, \$7.8 million was approved as placeholder funding to be drawn as needed. The lesser amount of \$3.7 million has been detailed below in Table C. Funding for the year-end deficit will require the use of \$2,374,125 of the \$2.4 million corporate contingency amount which is included annually as a budgeted expenditure for unforeseen or unexpected situations. The balance remaining in the corporate contingency of \$25,875 has been transferred to the BSR.

**Table A** below provides a summary of the 2024 Gross and Net approved operating budgets and year-end variances for City Departments, Agencies, Boards & Committees. The year-end variances have been sorted from largest deficit to largest surplus. Supporting explanations for the departmental variances is included in Appendix A.

**Table A: 2024 Corporate Variance Summary**

Department	2024 Gross Budget	2024 Net Budget	2024 Year-End Variance	% of Net Budget
Fire & Rescue	\$57,607,535	\$55,504,013	(\$1,929,188)	(3.48%)
Transit Windsor	\$45,840,469	\$17,618,928	(\$1,895,803)	(10.76%)
Parks, Recreation & Facilities	\$65,854,297	\$44,022,186	(\$511,516)	(1.16%)
Taxation & Financial Projects	\$4,191,258	\$649,312	(\$506,434)	(78.00%)
Corporate Security	\$3,998,394	\$1,404,244	(\$364,591)	(25.96%)
Human Resources	\$7,746,698	\$6,761,299	(\$287,387)	(4.25%)
Legal	\$14,462,972	\$6,765,382	(\$212,005)	(3.13%)
Building Services	\$9,493,128	\$1,449,696	(\$111,496)	(7.69%)
Asset Planning	\$1,598,313	\$739,513	(\$28,969)	(3.92%)
Pollution Control	\$25,201,078	\$0	\$0	0.00%
Library Services	\$9,068,428	\$8,196,393	\$0	0.00%
Mayor's Office	\$504,893	\$504,893	\$0	0.00%
Planning & Development	\$5,561,286	\$3,560,106	\$3,828	0.11%
CAO's Office	\$1,200,218	\$1,200,218	\$5,013	0.42%
Financial Accounting	\$3,404,853	\$2,731,303	\$15,061	0.55%
Housing & Children Services	\$159,319,871	\$16,256,853	\$25,169	0.15%
Financial Planning	\$4,922,080	\$3,379,996	\$28,333	0.84%
City Council	\$1,149,967	\$992,976	\$29,155	2.94%
Information Technology	\$11,480,842	\$8,920,319	\$40,229	0.45%
Public Works	\$64,702,367	\$33,482,267	\$108,436	0.32%
Equity & Diversity	\$472,345	\$359,072	\$119,763	33.35%
Communications	\$4,374,801	\$3,693,768	\$137,406	3.72%
Culture & Events	\$2,711,564	\$2,183,729	\$164,337	7.53%
Economic Development	\$2,285,949	\$2,194,123	\$165,626	7.55%
Council Services	\$7,251,786	\$4,013,349	\$265,432	6.61%
Engineering	\$10,024,571	\$2,923,403	\$575,016	19.67%
Huron Lodge	\$35,232,654	\$10,152,534	\$646,249	6.37%
Employment & Social Services	\$149,452,140	\$8,395,577	\$809,983	9.65%
Corporate Accounts	\$194,461,508	\$92,228,244	\$2,516,897	2.73%
Sub-Total: City Departments	\$903,576,265	\$340,283,696	(\$191,456)	(0.06%)
Police Services	\$123,958,993	\$103,576,858	(\$3,792,328)	(3.66%)
Housing Corporation	\$25,608,108	\$16,831,885	\$265,673	1.58%
Agencies	\$24,522,485	\$24,421,887	\$1,343,986	5.50%
Sub-Total: ABC's	\$174,089,586	\$144,830,630	(\$2,182,669)	(1.51%)
Total: Municipal	\$1,077,665,851	\$485,114,326	(\$2,374,125)	(0.49%)

## ***Operational & Economic Statistics***

**Appendix B** includes a list of relevant operational and economic statistics (extracted from various sources) that have been presented in previous variance reports to Council. The data is provided as background information and is depicted graphically for 2024 year-end, along with each of the preceding nine years for ease of reference and comparison purposes. Administration will continue to monitor and report on these statistics as part of the regular variance reporting to Council.

## ***Budget Carry-Forwards***

**Appendix C** includes a list of the recommended budget carry-forwards, which have been approved for 2024. These are budgeted items, which total \$4,737,669 and that, due to timing, not been expended in 2024. As a result, the budgets for those items have been carried forward into 2025. These expenditure line items are expected to be utilized in support of services in 2025 or beyond. A detailed review has been completed for each carry forward request and it has been determined that the amounts are reasonable.

## ***Development Charge Reserve Income Statements***

The final two appendices (**Appendix D & Appendix E**) provide City Council with detailed revenues and expenses for all of the development charge reserves in 2024, as required by the Development Charges Act, along with a listing of outstanding development charge credits at year-end.

## ***New Reserve (Employment and Training Services - ETS)***

In 2024, the Employment and Training Services division was made aware there would be an opportunity to receive additional Performance Based Funding (PBF) at the direction of the Service System Manager (SSM). PBF is earned through successfully supporting individuals in obtaining and maintaining employment and reporting the information to the SSM. This PBF funding will serve a vital role in ETS by allowing the team to fund future programming, offset unforeseen expenses and create opportunities for new initiatives laid out from the ETS team.

Approval is being sought, as part of the year-end process, to allow the City Treasurer to transfer any surplus Performance Based Funding and unrestricted funding earned, to the ETS Reserve. Further, approval is being sought that would allow the City Treasurer to retain and apply funds, inclusive of interest earned, as may be required to fund future Employment and Training Services needs. Activity within the reserve will be reported to Council as part of the annual year-end variance report.

## ***Other Operating Reserves***

### ***On/Off Street Parking***

A transfer of \$31,194 was made to the On-Off Street Parking Reserve. Although the revenue from hourly and monthly parking fees was lower than anticipated, this shortfall

was fully offset by expenditure savings. These savings were achieved through cost reductions in areas such as maintenance, utilities, staff gapping, and other operational expenses. Additional details on all account categories, including specific revenue and expenditure variances, can be found in Appendix A of this report.

### ***Building Permit Reserve***

The budgeted operating draw from the Building Permit Reserve for 2024 was \$1,355,256. However, due to the prevailing economic conditions, the revenue generated from Building Permit activity, after accounting for expenses related to the administration and enforcement of the Ontario Building Code Act, resulted in a net contribution of \$9,545,366 to the BPFR. This contribution was primarily driven by an increase in revenue totaling \$8,868,014, along with staff gapping savings of \$677,352. Additional details on all account categories, including specific revenue and expenditure variances, can be found in Appendix A of this report as well as report C50/2024 also presented at this time.

### ***Sewer Surcharge Reserve***

The year-end contribution to the Sewer Surcharge Reserve was \$11,854,566. Pollution control revenue from sewage treatment recoveries, over strength sewage rates, and leachate recoveries were higher than anticipated by \$2 million. In addition, general revenue was higher by \$9,494,840 largely due to increased development and growth resulting in more customers utilizing water and wastewater services. This increase in revenue could not have been readily projected prior to the end of the year primarily due to two factors; variability of water usage and timing of billings which occur after water usage data is collected. Most of the growth and development occurred in the later quarter of 2024 and the financial results were calculated in February/March of 2025, after the year-end close. While there were higher-than-anticipated costs for operating supplies and contracted services, these shortfalls were offset by surpluses resulting from salary gapping and holdbacks in sewer surcharge capital transfers. The salary gapping savings stemmed from temporary vacancies and staffing delays, while the holdbacks in capital transfers were due to the timing of project expenditures. Additional details on all account categories, including specific revenue and expenditure variances, can be found in Appendix A of this report.

### ***Other Reserve Transfers***

#### ***Municipal Vacant Home Tax (VHT)***

In 2024, the City launched its Municipal Vacant Home Tax Program (VHT Program) that levied a three percent (3%) tax on residential properties that were vacant more than one hundred and forty days (140) in 2024. This complaint-based program resulted in one hundred and thirty-nine billings, generating a total revenue net of related expenses of \$213,717. In accordance with Council direction (CR493/2023), revenue, net of related expenses of \$213,717 was transferred to the City's Housing Reserve (Fund 216) to assist with housing-related programs, projects, and initiatives.



### ***Municipal Accommodation Tax (MAT)***

In 2024, total revenue net of administrative costs generated from the Municipal Accommodation Tax (MAT) was \$2,991,408, of which, fifty percent (50%) or \$1,495,704, was shared equally between the City of Windsor and Tourism Windsor Essex and Pelee Island (TWEPI). The City's share was transferred to the Tourism Development Infrastructure and Program Reserve Fund to support tourism-related infrastructure projects.

### ***Agreement with the Health Unit (Oral Health Treatment)***

In 2013, City Council (CR18/2013) passed a by-law directing the Windsor Utilities Commission to cease the fluoridation of the City of Windsor water supply and that the savings from this action be directed to oral and health nutrition and education in Windsor and Essex County for a period of 5-years. An Oral Health Education Committee was established to oversee the initiative, which ran successfully from 2013 to 2018. Despite the campaign's conclusion at the end of the five years, \$146,527 remained unspent.

Administration is recommending that the City of Windsor partner with the Windsor-Essex County Health Unit (WECHU) to utilize the funds for health promotion programs supporting enhanced access to oral health treatment through provincially and federally funded programs. This programming will target prioritized populations such as low-income households, youth, and older adults to connect them to WECHU programs or a community dental office for further support. Additional partnerships with post-secondary programs will ensure core oral health assessment skills are integrated into health and social service curricula.

### ***Transfer To / From Reserves***

Throughout the course of the year, costs related to certain initiatives are captured in operating accounts/funds and then transferred at year-end to/from various specific reserves consistent with past practice. The following transfers have occurred and a summary is provided below in **Table B**.

**Table B: 2024 Summary of Transfers (To)/From Reserve Accounts/Funds**

RESERVE FUND / ACCOUNT	AMOUNT
Fund 231 - WREN SSM IES Reserve	(\$56,761)
Account 1756 - Reserve for Tree Planting	(\$32,579)
Account 1762 - Municipal Elections Reserve	(\$349)
Account 1768 - Ontario Fire Serve Grant Reserve	(\$1)
Account 1782 - Fire - Clothing Reserve	\$1,592
Account 1774 - Replacement of Firefighter Personal Protect Equipment	\$12,150
Account 1784 - Succession Planning Reserve	\$36,557
Fund 114-128 - Development Charge Reserves	\$88,657
Account 1780 - Tennis Facility Jackson Park	\$147,824
Fund 160 - Capital Expenditure Reserve	\$300,151

## One-Time Funding

During the development of the 2024 operating budget, a total of \$7,837,640 in one-time funding was approved to address non-recurring budgetary needs for the fiscal year. These requests were considered and approved during the budget process to prevent ongoing operating costs from being embedded in the base budget, thereby minimizing the required levy increase. Throughout the year, departmental budgets are closely monitored, and access to approved one-time funding is restricted to instances where a department anticipates ending the year in a deficit position. Whenever possible, departments are encouraged to avoid utilizing these funds to preserve the balance in the reserves from which they are approved. Of the total one-time funding approved in 2024, only \$3,734,069 was drawn from the reserve, representing 48% of the total allocated amount. **Table C** below includes a departmental listing of approved one-time funding vs. the total amounts transferred in 2024.

**Table C: 2024 Approved One-Time Funding vs. 2024 Actual Transfers**

Department	Approved One-Time Funding	Actual Transferred Funding	Un-transferred	Percentage Used
Building Services	\$156,440	\$0	\$156,440	0%
Communications	\$109,000	\$0	\$109,000	0%
Corporate Security	\$43,900	\$43,900	\$0	100%
Council Services	\$300,000	\$300,000	\$0	100%
Engineering	\$135,750	\$0	\$135,750	0%
Financial Planning	\$170,567	\$69,936	\$100,631	41%
Fire & Rescue	\$110,051	\$97,014	\$13,037	88%
Housing & Children's Serv.	\$342,140	\$103,063	\$239,077	30%
Housing Corporation	\$634,531	\$267,546	\$366,985	42%
Human Resources	\$62,765	\$0	\$62,765	0%
Huron Lodge	\$125,000	\$0	\$125,000	0%
Information Technology	\$521,235	\$0	\$521,235	0%
Parks, Rec. & Facilities	\$456,641	\$386,641	\$50,000	85%
Planning & Dev. Services	\$150,000	\$0	\$150,000	0%
Legal	\$82,617	\$54,084	\$28,533	65%
Public Works	\$1,393,963	\$323,123	\$1,070,840	23%
Taxation & Fin. Projects	\$138,541	\$74,234	\$64,307	54%
Transit Windsor	\$2,904,499	\$2,014,529	\$889,970	69%
<b>Total</b>	<b>\$7,837,640</b>	<b>\$3,734,069</b>	<b>\$4,083,571</b>	<b>48%</b>

## **Risk Analysis:**

There are a number of potential risks that can impact the year-end financial results which may cause differences from what had previously been reported to City Council as follows:

1. The Net Tax Additions/Reductions account is extremely difficult to project with certainty. While many of the larger tax appeals have been settled there is still an ability for taxpayers to appeal their property assessment value on an annual basis. Any variances in this account will vary dramatically based on the outcomes and timing of the settlements.
2. Current macro and micro economic conditions such as changes to local unemployment rates, volatility of energy costs, commodity prices and interest rates, as well as supply and demand for products and services. Inflationary increases (the Consumer Price Index) in 2024 averaged 2.4%. This has become a significant risk in the last couple of years and is being monitored closely.
3. Seasonal variability with respect to revenues (e.g. Recreation Fees) and expenses (e.g. winter control).
4. Potential increases in staffing costs due to factors such as sick call replacement, modified duties (particularly in mandated or 24/7 operational areas), WSIB, joint job evaluation or other arbitration decisions, and health benefit usage (Green Shield). Some of these costs may be covered by corporate provisions/reserves.
5. Potential increase to unavoidable expenditures such as unavoidable repairs and maintenance, along with related purchases of materials and supplies, legal expenses, streetlight maintenance, etc.
6. The significant use of estimates, historical knowledge and judgement in developing budgets and projecting actual expenses for the year implies that actual year-end revenues and expenditures may differ significantly from quarterly projections. One way to mitigate this risk and help to offset any unexpected or one-time variances is by way of the annual corporate contingency account.

## **Climate Change Risks**

### **Climate Change Mitigation:**

Climate Change Mitigation initiatives are budgeted throughout the corporation and any variances form part of the departmental and ABC variance descriptions.

### **Climate Change Adaptation:**

Climate Change Adaptation initiatives are budgeted throughout the corporation and any variances form part of the departmental and ABC variance descriptions.

**Financial Matters:**

Detailed descriptions to support the departmental year-end variances have been provided in Appendix A.

**Consultations:**

All City Departments provided comments to augment and clarify the analysis performed by the Financial Planning Department.

Michael Dennis, Manager, Strategic Capital Budget Development & Control

Emilie Dunnigan, Manager, Development Revenue & Financial Administration

Linda Higgins, Manager of Inter-Governmental Subsidies & Financial Administration

Mark Spizzirri, Manager, Performance Measurement & Business Case Development

**Conclusion:**

The 2024 year-end close process is complete, and the variance report is being presented to City Council for final direction.

**Planning Act Matters:**

N/A

**Approvals:**

Name	Title
David Soave	Manager, Operating Budget Development & Control
Tony Ardovini	Deputy City Treasurer – Financial Planning
Janice Guthrie	Commissioner, Finance & City Treasurer
Joe Mancina	Chief Administrative Officer

**Notifications:**

Name	Address	Email

**Appendices:**

1. Appendix A – 2024 Operating Budget Variance
2. Appendix B – 2024 Operational & Economic Statistics
3. Appendix C – 2024 Budget Carry-Forwards
4. Appendix D – 2024 Development Charges Reserve Funds Income Statement
5. Appendix E – 2024 Statement of Activity – Development Charge Credits

### Operating Budget Variance Summary by Department

Department	2024 Gross Budget	2024 Net Budget	Q1 Projected Variance	Q2 Projected Variance	Q3 Projected Variance	Year-End Final Variance	% of Net Budget
Fire & Rescue	\$57,607,535	\$55,504,013	n/a	(\$1,551,000)	(\$1,426,000)	(\$1,929,188)	(3.48%)
Transit Windsor	\$45,840,469	\$17,618,928	n/a	\$0	\$0	(\$1,895,803)	(10.76%)
Parks, Recreation & Facilities	\$65,854,297	\$44,022,186	n/a	(\$201,000)	(\$132,000)	(\$511,516)	(1.16%)
Taxation & Financial Projects	\$4,191,258	\$649,312	n/a	(\$582,000)	(\$500,000)	(\$506,434)	(78.00%)
Corporate Security	\$3,998,394	\$1,404,244	n/a	\$34,000	(\$399,000)	(\$364,592)	(25.96%)
Human Resources	\$7,746,698	\$6,761,299	n/a	(\$353,000)	(\$353,000)	(\$287,387)	(4.25%)
Legal	\$14,462,972	\$6,765,382	n/a	(\$665,000)	(\$543,000)	(\$212,005)	(3.13%)
Building Services	\$9,493,128	\$1,449,696	n/a	(\$171,000)	(\$141,000)	(\$111,496)	(7.69%)
Asset Planning	\$1,598,313	\$739,513	n/a	\$0	\$0	(\$28,969)	(3.92%)
Pollution Control	\$25,201,078	\$0	n/a	\$0	\$0	\$0	0.00%
Library Services	\$9,068,428	\$8,196,393	n/a	\$0	\$0	\$0	0.00%
Mayor's Office	\$504,893	\$504,893	n/a	\$0	\$0	\$0	0.00%
Planning & Development	\$5,561,286	\$3,560,106	n/a	\$10,000	\$0	\$3,828	0.11%
CAO's Office	\$1,200,218	\$1,200,218	n/a	\$0	\$0	\$5,013	0.42%
Financial Accounting	\$3,404,853	\$2,731,303	n/a	\$0	\$0	\$15,061	0.55%
Housing & Children Services *	\$159,319,871	\$16,256,853	n/a	(\$751,000)	\$356,000	\$25,169	0.15%
Financial Planning	\$4,922,080	\$3,379,996	n/a	\$28,000	\$100,000	\$28,333	0.84%
City Council	\$1,149,967	\$992,976	n/a	\$0	\$49,000	\$29,155	2.94%
Information Technology	\$11,480,842	\$8,920,319	n/a	\$0	\$40,000	\$40,229	0.45%
Public Works	\$64,702,367	\$33,482,267	n/a	\$775,000	(\$357,000)	\$108,436	0.32%
Equity & Diversity	\$472,345	\$359,072	n/a	\$56,000	\$105,000	\$119,763	33.35%
Communications	\$4,374,801	\$3,693,768	n/a	\$77,000	\$122,000	\$137,406	3.72%
Culture & Events	\$2,711,564	\$2,183,729	n/a	\$84,000	\$270,000	\$164,337	7.53%
Economic Development	\$2,285,949	\$2,194,123	n/a	\$0	\$0	\$165,625	7.55%
Council Services	\$7,251,786	\$4,013,349	n/a	\$67,000	\$294,000	\$265,432	6.61%
Engineering	\$10,024,571	\$2,923,403	n/a	\$57,000	\$122,000	\$575,016	19.67%
Huron Lodge	\$35,232,654	\$10,152,534	n/a	\$545,000	\$590,000	\$646,249	6.37%
Employment & Social Services	\$149,452,140	\$8,395,577	n/a	\$630,000	\$797,000	\$809,983	9.65%
Corporate Accounts	\$194,461,508	\$92,228,244	n/a	\$2,444,000	\$4,268,000	\$2,516,898	2.73%
Sub-Total: City Departments	\$903,576,265	\$340,283,696	n/a	\$533,000	\$3,262,000	(\$191,456)	(0.06%)
Police Services	\$123,958,993	\$103,576,858	n/a	(\$3,000,000)	(\$3,500,000)	(\$3,792,328)	(3.66%)
Housing Corporation	\$25,608,108	\$16,831,885	n/a	(\$482,000)	(\$486,000)	\$265,673	1.58%
Agencies	\$24,522,485	\$24,421,887	n/a	\$668,000	\$668,000	\$1,343,986	5.50%
Sub-Total: ABC's	\$174,089,586	\$144,830,630	n/a	(\$2,814,000)	(\$3,318,000)	(\$2,182,669)	(1.51%)
Total: Municipal	\$1,077,665,851	\$485,114,326	n/a	(\$2,281,000)	(\$56,000)	(\$2,374,125)	(0.49%)



### CAO's Office

#### DEPARTMENTAL OVERVIEW

The Chief Administrative Officer (CAO) works closely with the Mayor and City Council, as well as City Administration through its senior leaders, to ensure Council's goals and objectives are achieved. This is realized through strategic leadership to the Corporation, managing the daily operations of service delivery, and leading ongoing improvements with a goal of greater efficiency.

Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	\$0	\$0	\$0	\$0
Annual Expense Budget	\$1,336,637	\$1,106,545	\$1,103,044	\$1,070,193
Annual Net Budget	\$1,336,637	\$1,106,545	\$1,103,044	\$1,070,193
Annual Net Variance	\$114,810	\$3,656	\$160,731	\$30,288
Variance as a % of Net Budget	8.6%	0.3%	14.6%	2.8%

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Sr. Mngr.	1.0
Management:	1.0
Non-Union:	3.0
Total	5.0

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$1,200,218	\$431,045,100	\$432,245,318



2024 Year-End Variance: **\$5,013**  
Surplus

#### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Expenses:				
Purchased Services	n/a	\$0	\$0	\$5,013
Net Total	n/a	\$0	\$0	\$5,013

Purchased Services \$5,013

The surplus in the CAO's Office is due to a surplus in corporate consulting.

### Corporate Security

#### DEPARTMENTAL OVERVIEW

The Security and Special Activities Unit provides facilities management services to the City Hall Square campus and proactive and reactive security measures to the Corporation at large working synergistically with existing agencies, departments and tenants.

Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	(\$2,515,286)	(\$2,670,764)
Annual Expense Budget	n/a	n/a	\$3,701,829	\$3,883,870
Annual Net Budget	n/a	n/a	\$1,186,543	\$1,213,106
Annual Net Variance	n/a	n/a	\$343,282	(\$261,565)
Variance as a % of Net Budget	n/a	n/a	28.9%	(21.6%)

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Management:	1.0
Non-Union:	1.0
Local 543:	17.2
Total	19.2

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$1,404,244	\$430,841,074	\$432,245,318



2024 Year-End Variance: (\$364,592)

Deficit

## Corporate Security

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Other Miscellaneous Revenue	n/a	\$10,000	\$10,000	\$0
Expenses:				
Purchased Services	n/a	\$0	(\$450,000)	(\$394,958)
Salaries & Benefits	n/a	\$24,000	\$41,000	\$26,678
Other Miscellaneous Expenditures	n/a	\$0	\$0	\$3,688
<b>Net Total</b>	<b>n/a</b>	<b>\$34,000</b>	<b>(\$399,000)</b>	<b>(\$364,592)</b>

#### Purchased Services (\$394,958)

As previously reported the deficit of \$394,958 in purchased services is due to the Corporate Security Guard services contract .

#### Salaries & Benefits \$26,678

A surplus of \$26,678 in salaries is due to gapping of positions during the year.

#### Other Miscellaneous Expenditures \$3,688

A surplus of \$3,688 in Other Misc. Expenses is driven by a \$10,227 surplus in Licenses and Dues, \$860 surplus in various miscellaneous items offset by a deficit of \$7,400 in Office supplies.

### City Council

#### DEPARTMENTAL OVERVIEW

Ontario Municipalities are governed by municipal councils. The role of municipal councils is to provide direction on matters governing municipal services, and the various regulatory frameworks. These functions are performed based on the delegated authority contained within the Municipal Act and other legislation and regulations. In Windsor, City Council is composed of the Mayor (Head of Council) and 10 Councillors (1 for each of the 10 Wards).

Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$185,000)	(\$156,991)	(\$175,641)	(\$156,991)
Annual Expense Budget	\$1,031,469	\$1,029,184	\$1,050,834	\$1,125,767
Annual Net Budget	\$846,469	\$872,193	\$875,193	\$968,776
Annual Net Variance	\$48,836	\$57,963	\$164,560	\$17,355
Variance as a % of Net Budget	5.8%	6.6%	18.8%	1.8%

#### 2024 Budgeted Full Time Equivalent (FTE)



	<u>FTE</u>
Mayor:	1.0
Councillors:	<u>10.0</u>
Total	11.0

#### 2024 Portion of Net Municipal Tax Levy

<u>Department</u>	<u>CoW Balance</u>	<u>Net Levy</u>
\$992,976	\$431,252,342	\$432,245,318



2024 Year-End Variance:

\$29,155

Surplus

## City Council

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Other Miscellaneous Revenue	n/a	\$0	\$25,000	\$21,740
Expenses:				
Purchased Services	n/a	\$0	\$11,000	\$4,605
Other Miscellaneous Expenditures	n/a	\$0	\$13,000	\$2,811
<b>Net Total</b>	<b>n/a</b>	<b>\$0</b>	<b>\$49,000</b>	<b>\$29,155</b>

Other Miscellaneous Revenue \$21,740

The surplus of \$21,740 in miscellaneous revenue is due to increased recoveries from attendance by City Councillors at board meetings.

Purchased Services \$4,605

Due to minor surpluses in various accounts within Purchased Services accounts.

Other Miscellaneous Expenditures \$2,811

The surplus of \$2,811 is related to unspent funds within the Council Committee's overall budget.

### Mayor's Office

#### DEPARTMENTAL OVERVIEW

The Mayor is the Head of City Council the Chief Executive Officer (CEO) of the Corporation of the City of Windsor. As Head of Council he presides over all meetings of Council. The Mayor ensures that the laws governing the Municipality are properly executed and enforced. The Mayor has primary responsibility for seeing that the policies of the Municipality are implemented, and he works closely with Council to ensure that this occurs.

As CEO, the Mayor has responsibility for all actions taken on behalf of the municipal corporation. Based on the approval of Council, the Mayor has responsibility for directing municipal spending priorities in accordance with local needs and preferences, and oversees the Municipality's administration to ensure that all actions taken by administration are consistent with Council policies.

The Mayor has a staff of contract employees hired directly by the Mayor to facilitate the operations of the Mayor's Office.

Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	\$0	\$0	\$0	\$0
Annual Expense Budget	\$905,325	\$1,455,705	\$505,705	\$504,338
Annual Net Budget	\$905,325	\$1,455,705	\$505,705	\$504,338
Annual Net Variance	\$0	\$0	\$0	\$0
Variance as a % of Net Budget	0.0%	0.0%	0.0%	0.0%

#### 2024 Budgeted Full Time Equivalent (FTE)



FTE  
n/a

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$504,893	\$431,740,425	\$432,245,318



## 2024 Year-End Variance:

## \$0

## Surplus

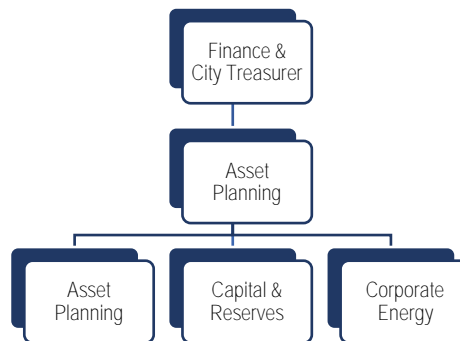
The Mayor's Office ended the year on budget.



### Asset Planning

#### DEPARTMENTAL OVERVIEW

The Asset Planning department provides asset planning, capital budget development and monitoring, corporate energy management services and capital grant funding programs to the organization.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	(\$1,010,920)	(\$803,211)
Annual Expense Budget	n/a	n/a	\$1,875,527	\$1,547,581
Annual Net Budget	n/a	n/a	\$864,607	\$744,370
Annual Net Variance	n/a	n/a	(\$35,651)	\$72,293
Variance as a % of Net Budget	n/a	n/a	(4.1%)	9.7%

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Management:	4.0
Non-Union:	6.0
Total	10.0

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$739,513	\$431,505,805	\$432,245,318



2024 Year-End Variance: **(\$28,969)**  
Deficit

## Asset Planning

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Expenses:				
Minor Capital	n/a	\$0	\$0	(\$2,561)
Operating & Maintenance Supplies	n/a	\$0	\$0	\$8,058
Purchased Services	n/a	\$0	\$0	\$7,376
Salaries & Benefits	n/a	\$0	\$0	(\$53,982)
Other Miscellaneous Expenditures	n/a	\$0	\$0	\$12,140
<b>Net Total</b>	<b>n/a</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$28,969)</b>

#### Minor Capital (\$2,561)

The year-end deficit of \$2,561 in Minor Capital was a result of the provision of a laptop for a temporary employee.

#### Operating & Maintenance Supplies \$8,058

The year-end surplus of \$8,058 is the result of less than anticipated expenditures in the department.

#### Purchased Services \$7,376

The year-end surplus of \$7,376 in Purchased Services was a result of the following unspent funds: Consulting Services - External \$2,806; Travel Expense \$1,797; Cell Phones \$1,679; and \$1,094 in various other expense accounts.

#### (\$53,982)

The year-end deficit of \$53,982 in Salaries & Benefits was a result of: the use of a co-op student hired to assist with critical tasks relating to the Asset Management Plan \$19,355; permanent gapping \$16,667; retro payment of a Non-Union Job Evaluation (NUJE) decision \$9,345; an acting assignment totalling \$5,550 and WSIB expenses totaling \$3,065. It should be noted that deficits within departments related to job evaluation retroactive payment and unanticipated WSIB expenses are offset by a corporate provision for this purpose (as highlighted in the Corporate Accounts).

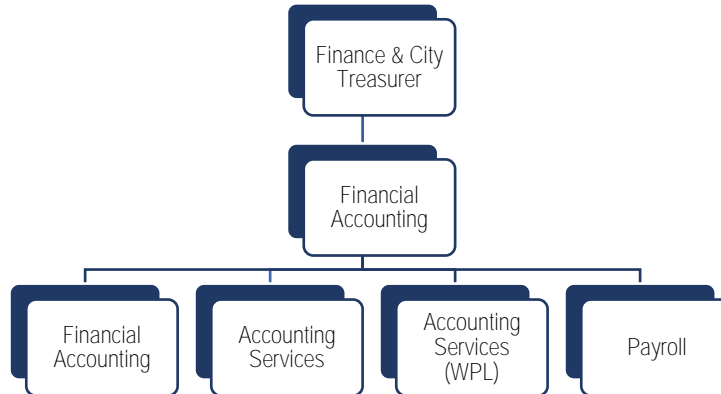
#### Other Miscellaneous Expenditures \$12,140

The year-end surplus of \$12,140 in Other Miscellaneous Expenditures was a result of unspent funds for Training Courses \$8,179; Conference Registration \$2,411 and Membership Fees & Dues \$1,550.

### Financial Accounting

#### DEPARTMENTAL OVERVIEW

The Accounting department provides accounts payable, accounts receivable, accounting and payroll services to the organization.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	(\$833,103)	(\$632,556)
Annual Expense Budget	n/a	n/a	\$3,162,235	\$3,218,530
Annual Net Budget	n/a	n/a	\$2,329,132	\$2,585,974
Annual Net Variance	n/a	n/a	\$55,004	\$0
Variance as a % of Net Budget	n/a	n/a	2.4%	0.0%

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Management:	6.0
Non-Union:	6.0
Local 543:	17.0
Total	29.0

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$2,731,303	\$429,514,015	\$432,245,318



2024 Year-End Variance:

**\$15,061**

Surplus

## Financial Accounting

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
User Fees, Permits & Charges	n/a	\$0	\$0	(\$1,342)
Expenses:				
Minor Capital	n/a	\$0	\$0	(\$1,309)
Operating & Maintenance Supplies	n/a	\$0	\$0	(\$1,682)
Purchased Services	n/a	\$0	\$0	\$43,832
Salaries & Benefits	n/a	\$0	\$0	(\$30,329)
Other Miscellaneous Expenditures	n/a	\$0	\$0	\$5,891
<b>Net Total</b>	<b>n/a</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,061</b>

#### User Fees, Permits & Charges (\$1,342)

The year-end deficit of \$1,342 in User Fees, Permits & Charges was a result of a shortfall in Return Cheque Service Fee revenues.

#### Minor Capital (\$1,309)

The year-end deficit of \$1,309 in Minor Capital was a result of the purchase of unanticipated office equipment.

#### Operating & Maintenance Supplies (\$1,682)

The year-end deficit of \$1,682 in Operating & Maintenance Supplies was a result of an increase in the cost of supplies.

#### Purchased Services \$43,832

The year-end surplus of \$43,832 in Purchased Services was due to the identification of additional HST rebates.

#### Salaries & Benefits (\$30,329)

The year-end deficit of \$30,329 in Salaries & Benefits was a result of overtime hours required by Payroll staff in order to complete critical tasks and recoveries that were not realized.

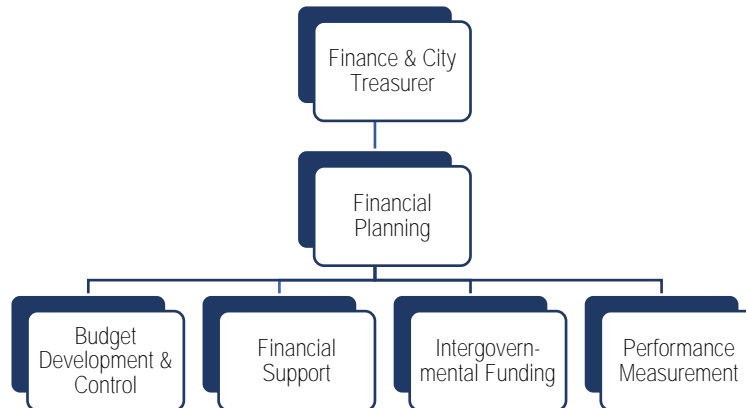
#### Other Miscellaneous Expenditures \$5,891

The year-end surplus of \$5,891 in Other Miscellaneous Expenditures was a result of unspent funds in Training Courses and Membership Fees & Dues.

### Financial Planning

#### DEPARTMENTAL OVERVIEW

The Financial Planning department provides operating budget development and monitoring services along with performance measurement and overall financial planning leadership for the Corporation and Council.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	(\$1,125,237)	(\$1,258,340)
Annual Expense Budget	n/a	n/a	\$3,971,534	\$4,270,004
Annual Net Budget	n/a	n/a	\$2,846,297	\$3,011,664
Annual Net Variance	n/a	n/a	\$100,336	(\$71,298)
Variance as a % of Net Budget	n/a	n/a	3.5%	(2.4%)

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Management:	6.0
Non-Union:	26.0
Local 543:	3.0
Total	35.0

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$3,379,996	\$428,865,322	\$432,245,318



2024 Year-End Variance:

\$28,333

Surplus

## Financial Planning

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Expenses:				
Minor Capital	n/a	(\$10,000)	\$0	(\$9,066)
Purchased Services	n/a	\$0	\$0	\$7,786
Salaries & Benefits	n/a	\$50,000	\$100,000	\$18,965
Other Miscellaneous Expenditures	n/a	(\$12,000)	\$0	\$10,648
<b>Net Total</b>	<b>n/a</b>	<b>\$28,000</b>	<b>\$100,000</b>	<b>\$28,333</b>

#### Minor Capital (\$9,066)

The year-end deficit of \$9,066 in Minor Capital was a result of the purchase of computer and office equipment for temporary employees.

#### Purchased Services \$7,786

The year-end surplus of \$7,786 in Purchased Services was a result of unspent funds in Travel Expense and Car Allowance.

#### Salaries & Benefits \$18,965

The year-end surplus of \$18,965 in Salaries & Benefits was a result of gapping.

#### Other Miscellaneous Expenditures \$10,648

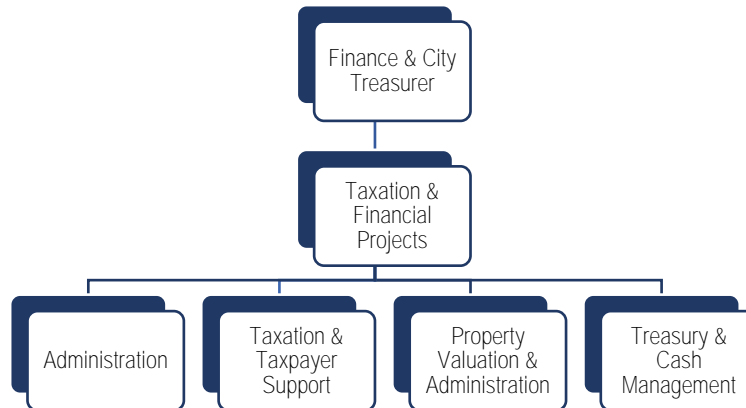
The year-end surplus of \$10,648 in Other Miscellaneous Expenditures was a result of unspent funds in Membership Fees & Dues and Conference Registration.



### Taxation & Financial Projects

#### DEPARTMENTAL OVERVIEW

The Taxation department provides property billing and tax collection services, cash management and leadership on corporate financial projects.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	(\$2,870,561)	(\$3,006,735)
Annual Expense Budget	n/a	n/a	\$3,475,392	\$3,704,444
Annual Net Budget	n/a	n/a	\$604,831	\$697,709
Annual Net Variance	n/a	n/a	(\$268,259)	(\$241,779)
Variance as a % of Net Budget	n/a	n/a	(44.4%)	(34.7%)

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Sr. Mngr.	1.0
Management:	5.0
Non-Union:	11.0
Local 543:	14.0
Total	31.0

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$649,312	\$431,596,006	\$432,245,318

CoW Balance... 

2024 Year-End Variance: **(\$506,434)**  
Deficit

## Taxation & Financial Projects

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
User Fees, Permits & Charges	n/a	(\$565,000)	(\$498,000)	(\$510,679)
Expenses:				
Minor Capital	n/a	\$0	\$0	(\$1,910)
Operating & Maintenance Supplies	n/a	\$0	\$0	\$2,184
Purchased Services	n/a	(\$50,000)	(\$58,000)	(\$38,915)
Salaries & Benefits	n/a	\$33,000	\$56,000	\$32,802
Other Miscellaneous Expenditures	n/a	\$0	\$0	\$10,084
<b>Net Total</b>	<b>n/a</b>	<b>(\$582,000)</b>	<b>(\$500,000)</b>	<b>(\$506,434)</b>

#### User Fees, Permits & Charges (\$510,679)

The year-end deficit in User Fees, Permits & Charges was \$510,679. This deficit consisted of a \$82,774 deficit in External User fees, a \$175,200 deficit in Dial-up Fees, a \$69,625 deficit in Letters of Default, a \$143,619 deficit in Ownership Changes, a \$108,650 deficit in Tax Lien Registrations, a \$7,450 deficit in Return Cheque Fees, a \$3,835 deficit in Tax Certificates and a \$1,000 deficit in Other External Revenue. These deficits were offset by a \$55,930 surplus in Collection Fees, a \$20,339 surplus in Expedited Tax Certificates, and a \$5,205 surplus in Tax Information. These user fees are externally driven and subject to market/economic conditions.

#### Minor Capital (\$1,910)

The year-end deficit of \$1,910 in Minor Capital was a result of ergonomic equipment and computer purchases

#### Operating & Maintenance Supplies \$2,184

The year-end surplus of \$2,184 in Operating & Maintenance Supplies was a result of unspent funds in Office Supplies.

#### Purchased Services (\$38,915)

The year-end deficit of \$38,915 in Purchased Services was due an increase in postage and courier costs related to property tax billings, as well as other professional services contract for armoured car services.

#### Salaries & Benefits \$32,802

The year-end surplus of \$32,802 in Salaries & Benefits was a result of gapping.

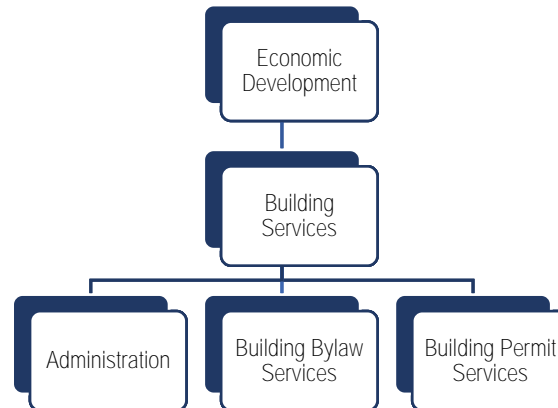
#### Other Miscellaneous Expenditures \$10,084

the year-end surplus of \$10,084 in Other Miscellaneous Expenditures was a result of unspent funds in Membership Fees & Dues and Training Courses.

### Building Services

#### DEPARTMENTAL OVERVIEW

Building Services is responsible for the application and enforcement of the Ontario Building Code and property related Municipal Bylaws. This includes issuing permits and performing inspections for all construction projects, and investigating and enforcing maintenance & land use Bylaws for all private properties.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	(\$5,779,256)	(\$5,842,761)	(\$7,320,864)
Annual Expense Budget	n/a	\$7,752,491	\$7,871,886	\$8,633,939
Annual Net Budget	n/a	\$1,973,235	\$2,029,125	\$1,313,075
Annual Net Variance	n/a	\$61,833	(\$113,227)	(\$162,074)
Variance as a % of Net Budget	n/a	3.1%	(5.6%)	(12.3%)

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Management:	10.0
Non-Union	9.0
Local 543:	<u>52.0</u>
Total	71.0

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$1,449,696	\$430,795,622	\$432,245,318

CoW Balance...  Department 0.3%

2024 Year-End Variance: **(\$111,496)**  
Deficit

## Building Services

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
User Fees, Permits & Charges	n/a	(\$364,000)	(\$525,000)	(\$530,073)
Expenses:				
Financial Expenses	n/a	(\$7,000)	(\$8,000)	\$0
Minor Capital	n/a	(\$2,000)	\$0	(\$4,447)
Operating & Maintenance Supplies	n/a	\$1,000	\$0	(\$1,512)
Purchased Services	n/a	\$21,000	\$29,000	\$39,216
Salaries & Benefits	n/a	\$240,000	\$363,000	\$404,447
Other Miscellaneous Expenditures	n/a	(\$60,000)	\$0	(\$19,127)
<b>Net Total</b>	<b>n/a</b>	<b>(\$171,000)</b>	<b>(\$141,000)</b>	<b>(\$111,496)</b>

#### User Fees, Permits & Charges (\$530,073)

The Building By-Law Division had a revenue shortfall by year end of \$343,879 as fees collected by By-Law Officers, such as enforcement of property standards, residential rental property conditions and the upkeep of vacant buildings, were lower than expected. In addition, a revenue deficit for Residential Rental Licensing of \$186,194 was due to the legal challenge from local landlords which impacted the full implementation of the pilot program.

#### Minor Capital (\$4,447)

The Building Department incurred a deficit of \$4,447 due to expenses related to the additional computer software licenses that were required for new staff members.

#### Operating & Maintenance Supplies (\$1,512)

The Building Department ended the year with a deficit of \$1,512 mainly due to Promotional material that was purchased for job fairs as well as computer supplies.

#### Purchased Services \$39,216

The Building Department had a surplus balance of \$39,216 due to lower Building inspections fleet rental fees offset by higher travel expenses and manuals.

#### Salaries & Benefits \$404,447

A surplus of \$404,447 for salary and benefit expenses is due to salary gapping.

#### Other Miscellaneous Expenditures (\$19,127)

A deficit of \$19,127 in other miscellaneous expenditures is due primarily due to training, memberships and document registrations.

### Economic Development


#### DEPARTMENTAL OVERVIEW

*Economic Development is responsible for attracting new business development to the region and helping retain existing businesses that foster a vibrant, economically diverse city.*



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	\$0	(\$263,523)
Annual Expense Budget	n/a	n/a	\$1,364,556	\$2,116,390
Annual Net Budget	n/a	n/a	\$1,364,556	\$1,852,867
Annual Net Variance	n/a	n/a	\$0	\$491,637
Variance as a % of Net Budget	n/a	n/a	0.0%	26.5%

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Sr. Mngr.	1.0
Management:	2.0
Non-Union:	5.0
Local 543:	2.0
Total	10.0

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$2,194,123	\$430,051,195	\$432,245,318

CoW Balance...  Department 0.5%

2024 Year-End Variance:

\$165,626

Third Quarter

Surplus

## Economic Development

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Other Miscellaneous Revenue	n/a	\$10,000	\$10,000	\$20,195
Expenses:				
Minor Capital	n/a	(\$11,300)	(\$11,300)	(\$22,317)
Operating & Maintenance Supplies	n/a	\$20,700	\$22,400	\$21,234
Purchased Services	n/a	\$45,900	\$46,800	\$27,662
Salaries & Benefits	n/a	\$300,000	\$154,100	\$204,095
Transfers to Reserves & Capital Funds	n/a	(\$365,300)	(\$217,200)	(\$80,000)
Other Miscellaneous Expenditures	n/a	\$0	(\$4,800)	(\$5,243)
<b>Net Total</b>	<b>n/a</b>	<b>\$0</b>	<b>\$0</b>	<b>\$165,625</b>

Other Miscellaneous Revenue \$20,195

The surplus in revenue is related to a one-time payment received from Enbridge as a Municipal incentive for municipal climate action.

Minor Capital (\$22,317)

The deficit is mainly due to higher computer software and PCs cost and higher furniture & furnishings as a result of staffing of the departments.

Operating & Maintenance Supplies \$21,234

The overall surplus is mainly due to lower program supplies \$17,800, lower promotional material & products \$11,000 partly offset by higher office supplies \$6,900.

Purchased Services \$27,662

The surplus is mainly due to lower external professional service charges offset by higher travel expenses and higher external rental expense.

Salaries & Benefits \$204,095

Year-end surplus is due to ongoing gapping.

Transfers to Reserves & Capital Funds (\$80,000)

One-Time charge to 2024 operating budget surplus to be carried forward to 2025 budget; for the purpose of funding non-recurring economic development initiatives and projects that have been delayed from 2024 and that will be executed in 2025.

Other Miscellaneous Expenditures (\$5,243)

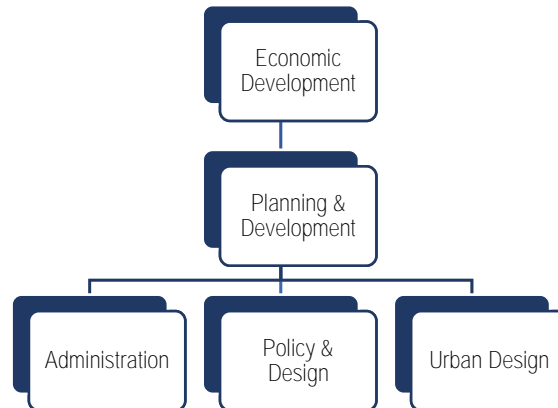
The deficit is mainly due to higher membership fees & dues, higher costs for training courses and higher conference registration charges.



### Planning & Development

#### DEPARTMENTAL OVERVIEW

Planning Services is responsible for the preparation and implementation of plans regarding land use and development including the Official Plan & Zoning By-law. The division reviews, processes and makes recommendations to Council on land development applications as set out in the Planning Act of Ontario.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	(\$897,846)	(\$934,271)	(\$1,850,430)
Annual Expense Budget	n/a	\$4,059,564	\$4,109,297	\$5,178,686
Annual Net Budget	n/a	\$3,161,718	\$3,175,026	\$3,328,256
Annual Net Variance	n/a	\$793,151	\$622,677	\$92,214
Variance as a % of Net Budget	n/a	25.1%	19.6%	2.8%

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Management:	6.0
Non-Union	21.0
Local 543:	11.0
Total	38.0

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$3,560,106	\$428,685,212	\$432,245,318

CoW Balance...  Department 0.8%

2024 Year-End Variance:

\$3,828

Surplus

## Planning & Development

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Transfers from Other Funds	n/a	\$0	\$0	(\$150,000)
User Fees, Permits & Charges	n/a	(\$662,000)	(\$681,200)	(\$535,492)
Expenses:				
Financial Expenses	n/a	\$0	(\$8,300)	(\$8,457)
Minor Capital	n/a	\$0	\$0	\$846
Operating & Maintenance Supplies	n/a	\$14,000	\$13,300	\$12,410
Purchased Services	n/a	\$21,000	(\$21,100)	\$55,883
Salaries & Benefits	n/a	\$630,000	\$691,400	\$665,415
Transfers to Reserves & Capital Fund	n/a	\$0	\$0	(\$56,800)
Other Miscellaneous Expenditures	n/a	\$7,000	\$5,900	\$20,023
<b>Net Total</b>	<b>n/a</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$3,828</b>

#### Transfers from Other Funds (\$150,000)

The Planning department was approved to receive BSR funding of \$150,000 to hire consultants to conduct a User Fee Review. However, due to the overall department surplus the BSR funding was not utilized.

#### User Fees, Permits & Charges (\$535,492)

Revenue related to planning applications ended the year in a deficit. While applications are processed on time, the current fee levels are not sufficient to fully recover services costs.

#### Financial Expenses (\$8,457)

Financial Expenses ended the year in a deficit position for the Planning department due to the volume of credit card purchases made throughout the year.

#### Minor Capital \$846

Overall the Planning department ended the year in a surplus position for Minor Capital related to furniture, furnishings and computer equipment.

#### Operating & Maintenance Supplies \$12,410

The surplus resulted in expenditures related to maintenance and office supplies being under-spent

#### Purchased Services \$55,883

Purchased services, which include publications, travel and professional services, are in a surplus position due to lower spending.

#### Salaries & Benefits \$665,415

A number of budgeted positions were vacant for part or all of 2024.

### Planning & Development

Transfers to Reserves & Capital Funds	(\$56,800)
---------------------------------------	------------

The Planning User Fee review that was approved with a \$150k budget was only partially completed in 2024. The Department estimates the cost of the remaining work at \$56,800 in 2025. Approval was received to carry forward part of the department's surplus to fund the remaining consulting fees in 2025.

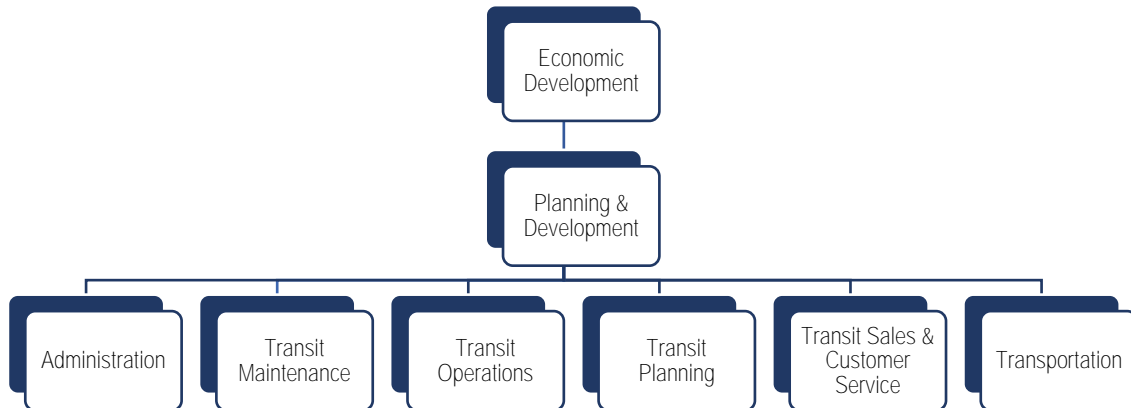
Other Miscellaneous Expenditures	\$20,023
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The overall surplus in Other Miscellaneous expenditures was mainly due to training and conferences expenses not being incurred.

### Transit Windsor

#### DEPARTMENTAL OVERVIEW

Transit Services provides residents of and visitors to the City with a variety of transit options that allow for mobility throughout the City for various purposes (employment, school, health care, shopping, etc.).



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$21,175,090)	(\$21,264,650)	(\$22,896,391)	(\$24,776,135)
Annual Expense Budget	\$36,294,433	\$36,851,094	\$39,317,934	\$42,357,601
Annual Net Budget	\$15,119,343	\$15,586,444	\$16,421,543	\$17,581,466
Annual Net Variance	\$658,202	\$792,839	(\$1,048,416)	(\$2,605,339)
Variance as a % of Net Budget	4.4%	5.1%	(6.4%)	(14.8%)

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Management:	14.0
Non-Union	18.0
Hourly:	271.0
Total	303.0

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$17,618,928	\$414,626,390	\$432,245,318



2024 Year-End Variance: **(\$1,895,803)**  
Deficit

### Transit Windsor

#### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Grants & Subsidies	n/a	(\$1,186,000)	(\$1,186,000)	(\$1,218,800)
User Fees, Permits & Charges	n/a	(\$124,000)	(\$566,200)	(\$1,549,595)
Other Miscellaneous Revenue	n/a	\$0	\$0	\$0
Expenses:				
Minor Capital	n/a	\$0	\$0	(\$42,400)
Operating & Maintenance Supplies	n/a	\$1,931,000	\$1,748,400	\$1,447,900
Purchased Services	n/a	\$94,000	\$3,800	(\$7,210)
Salaries & Benefits	n/a	(\$715,000)	\$0	\$29,400
Other Miscellaneous Expenditures	n/a	\$0	\$0	(\$555,098)
Net Total	n/a	\$0	\$0	(\$1,895,803)

#### Grants & Subsidies (\$1,218,800)

The year-end deficit of \$1,218,800 in this category is due lower than anticipated provincial gas tax funding.

#### User Fees, Permits & Charges (\$1,549,595)

The year-end deficit of \$1,549,595 for Transit related revenue is related primarily to post-secondary student based bus programs (U-Pass & SaintsPass), a reduction in ridership on the Tunnel Bus route compared to pre-pandemic levels and partially reduced funding through Ontario Works. Another additional factor contributing to this deficit is a delay in the implementation of elements of recent Transit Windsor Service Plan changes. These revenue shortfalls due to the service implementation delays also result in expenditure savings in the operating & maintenance supplies category, as identified in other categories below.

#### Minor Capital (\$42,400)

This account ended with a year-end deficit of \$42,400 mainly due to one-time purchases related to assistive devices/tools purchased as directed by Labour Canada.

#### Operating & Maintenance Supplies \$1,447,900

This account ended in a surplus of \$1,447,900 at year end. This surplus can be mainly attributed to a reduction in fuel prices as compared to budget, as well a slower than budgeted consumption given the delay in implementing certain Transit Windsor Service Plan changes. Other contributing factors to this surplus are lower than anticipated expenditures related to program supplies given Special Events recent move to an online booking system.

#### Purchased Services (\$7,210)

The year-end deficit of \$7,210 is mainly attributable to security costs. The hourly cost for security staff has increased and the need for additional security in the Downtown Windsor Terminal due to security concerns also has increased. Additionally on-time security services were contracted, which were not budgeted. These deficits were offset by surpluses attributable to reduced toll expenses due to service changes on the Tunnel Bus and lower than anticipated spending in Advertising.

### Transit Windsor

Salaries & Benefits	\$29,400
---------------------	----------

A year-end surplus of \$29,400 was realized primarily attributable to gapping for new positions approved for Transit Windsor Service Plans. A delay in implementing the Service Plan changes resulted in recruitments being completed later than planned. The other factor for these savings is attributable to other vacant positions filled by new/temporary staff who are hired at lower steps than the budgeted levels. Offsetting this surplus are additional wages paid of \$1.396 million relating to paid medical leave (PML)

Other Miscellaneous Expenditures	(\$555,098)
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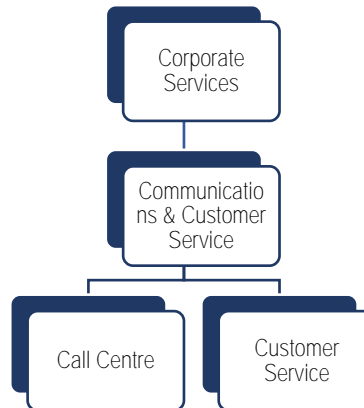
The cumulative impacts of various accounts resulted in a year end deficit of \$555,098. This can be mainly attributed to higher than budgeted WSIB costs, ICIP related one-time expenses charged to Operating due to funding guidelines, Emergency one-time costs for hoists and building repairs and higher than budgeted towing expenses. These deficits are slightly offset by savings in some other small, miscellaneous accounts.



### Communications

#### DEPARTMENTAL OVERVIEW

The Communications Department is the primary point of contact for communication and customer service, internally and externally including the 211/311 Contact Centre, for the City of Windsor.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$722,783)	(\$722,465)	(\$715,502)	(\$718,928)
Annual Expense Budget	\$3,826,234	\$3,914,452	\$4,058,175	\$4,264,283
Annual Net Budget	\$3,103,451	\$3,191,987	\$3,342,673	\$3,545,355
Annual Net Variance	n/a	(\$68,774)	(\$112,141)	\$58,880
Variance as a % of Net Budget	n/a	(2.2%)	(3.4%)	1.7%

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Management:	4.0
Non-Union:	8.0
Local 543:	17.0
Total	29.0

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$3,693,768	\$428,551,550	\$432,245,318

CoW Balance...  Department 0.9%

2024 Year-End Variance: **\$137,406**  
Surplus

### Communications

#### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Other Miscellaneous Revenue	n/a	\$22,000	\$27,000	\$63,334
Expenses:				
Minor Capital	n/a	\$0	\$0	(\$4,308)
Purchased Services	n/a	\$55,000	\$17,000	\$33,668
Salaries & Benefits	n/a	\$0	\$78,000	\$35,097
Other Miscellaneous Expenditures	n/a	\$0	\$0	\$9,615
Net Total	n/a	\$77,000	\$122,000	\$137,406

#### Other Miscellaneous Revenue \$63,334

Communications Department is reporting a surplus of \$63,334 at the end of 2024. During the year, the Customer Contact Centre received volume-based variable funding in addition to the base fees outlined in the Ontario 211 Service Agreement. Ontario 211 also approved several new initiatives, providing extra revenue streams for the project work performed. Furthermore, Communications recover costs for providing the E-Blast and Bucksip services to various internal and external customers, resulting a positive variance at the end of the year.

#### Minor Capital (\$4,308)

The Customer Contact Centre replaced 19 monitors and two laptops during the year, resulting a deficit of \$4,308 in Minor Capital at the end of the year.

#### Purchased Services \$33,668

The department is reporting a year end surplus of \$33,668 in 2024, mainly due to timing of one 2023/2024 Motorola invoice and lower telephone expenses in the year. The telephone expense is invoiced in US currency and has some components of variable based billing, therefore it could fluctuate each month. In addition, the quote for the chat module at the Customer Contact Centre came back lowered than projected, resulting a higher year end surplus. The positive variance is partially offset by the deficit reported in the language interpretation services and the corporate online engagement platform.

#### Salaries & Benefits \$35,097

The Communications Department had several positions that were vacant resulting a gapping saving.

#### Other Miscellaneous Expenditures \$9,615

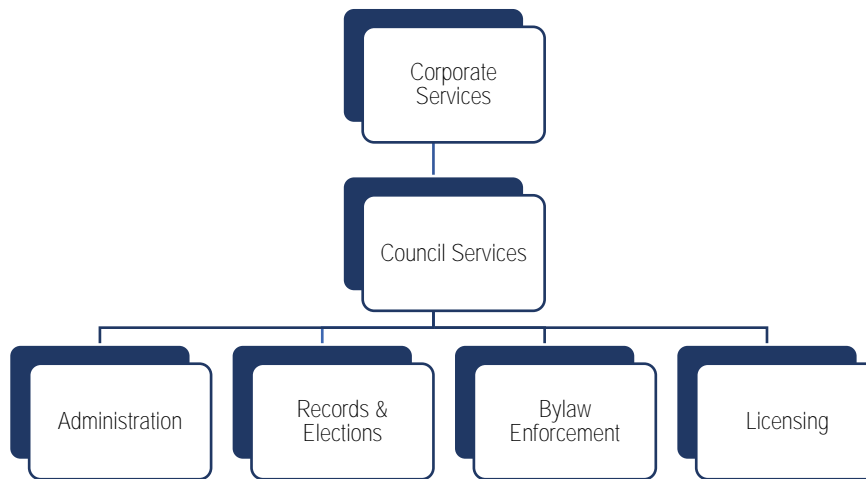
A surplus of \$9,615 in Other Miscellaneous Expenditures is resulting from the unused budget for various administrative expenses, such as conference registration, membership fees and public relations.

### Council Services

#### DEPARTMENTAL OVERVIEW

*The Council Services Department administers the city's legislative processes including Elections, Council and Committee meetings, and the maintenance of public records, as a service to City Council, Administration and the citizens of the City of Windsor.*

*Licensing & By-Law Enforcement oversees several categories of business licenses and enforcement of the licensing and various regulatory by-laws to ensure compliance and public health and safety. For example, public vehicles, hospitality, lodging, dirty yards etc. Coordinate licensing hearings for the Windsor Licensing Commission. Also acts as gaming regulator for the AGCO/OLG i.e. Bingo, raffles.*



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	(\$2,983,945)	(\$3,203,000)	(\$2,965,377)
Annual Expense Budget	n/a	\$6,732,357	\$6,585,297	\$6,646,823
Annual Net Budget	n/a	\$3,748,412	\$3,382,297	\$3,681,446
Annual Net Variance	n/a	(\$484,420)	(\$395,074)	\$187,943
Variance as a % of Net Budget	n/a	(12.9%)	(11.7%)	5.1%

#### 2024 Budgeted Full Time Equivalent (FTE)

	FTE
Management:	7.0
Non-Union	4.0
Local 543:	34.0
Total	45.0



#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$4,013,349	\$428,231,969	\$432,245,318



## Council Services

2024 Year-End Variance: **\$265,432**  
Surplus

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Recovery of Expenditures	n/a	\$5,000	\$5,000	\$8,065
User Fees, Permits & Charges	n/a	(\$230,000)	(\$278,000)	(\$293,272)
Other Miscellaneous Revenue	n/a	(\$30,000)	(\$29,000)	(\$6,693)
Expenses:				
Minor Capital	n/a	\$10,000	\$8,000	\$7,738
Operating & Maintenance Supplies	n/a	(\$12,000)	(\$7,000)	(\$4,483)
Purchased Services	n/a	\$223,000	\$206,000	\$194,704
Salaries & Benefits	n/a	\$91,000	\$323,000	\$286,954
Other Miscellaneous Expenditures	n/a	\$10,000	\$66,000	\$72,419
<b>Net Total</b>	<b>n/a</b>	<b>\$67,000</b>	<b>\$294,000</b>	<b>\$265,432</b>

#### Recovery of Expenditures \$8,065

A minor surplus in Recovery of Expenditures is due to unanticipated salary recoveries and increased Freedom of Information (FOI) requests.

#### User Fees, Permits & Charges (\$293,272)

**The deficit in User Fees, Permits & Charges is largely due to reduced by-law enforcement revenue generated from the Division's Repeat Offender Fee for land maintenance matters.** This penalty fee has been in place since 2019 and was adopted by Council as a deterrent to property owners who may fail to maintain their property. The original revenue was projected based on the number of work orders that were issued in the previous year. Fewer orders to comply are being issued, therefore less repeat offender fees are being charged, which corresponds with the original intent of the fee.

The number of residential rental licence applications has been lower than originally projected due to the ongoing litigation and court decision appeal. Although the by-law is still in place and the program remains active, the City is currently standing down on enforcement measures and has been actively encouraging and educating potential licensees of the by-law licensing requirements.

Helping offset this deficit was increased revenue from Information and Records User fees for Death Registrations and Civil Ceremonies. The licensing department business licenses are also helping offset the deficit by creating a new license agreement with Lyft and increased quarterly trip count payments from Uber. In addition, the lottery licenses have more than recovered since the pandemic and brought in a surplus of revenue.

### Council Services

Other Miscellaneous Revenue	(\$6,693)
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A deficit in other miscellaneous revenue is due to reduced re-inspection fee revenue being generated.

Minor Capital	\$7,738
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A surplus in Minor Capital is due to less than anticipated expenditures related to items such as furniture and computer supplies.

Operating & Maintenance Supplies	(\$4,483)
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A deficit in operating and maintenance supplies is mainly due to the purchase of unanticipated office supplies purchased for the By Law Enforcement division.

Purchased Services	\$194,704
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A surplus in Purchased Services is due to a multitude of factors which include Humane Society Animal Control contract and the Integrity Commissioner budget, as well as surpluses in the Civic Corner Advertising (Windsor Star Ads), Printing Services and Mail Room Budgets due to digitization efforts.

Salaries & Benefits	\$286,954
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The surplus in Salary & Benefits is due to gapping mainly in the Licensing & Enforcement, Info & Records Mgmt and By-Law divisions. Temporary positions for the Residential Rental Licensing Program are also vacant.

Other Miscellaneous Expenditures	\$72,419
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A small surplus in Other Miscellaneous Expenditures is due to surpluses in other miscellaneous items such as membership fees, conference registrations and training courses. The contingency budget for the Residential Licensing Program also has zero expenses due to the the litigation and court appeal.

### Equity & Diversity

#### DEPARTMENTAL OVERVIEW

The Equity, Diversity, and Inclusion (EDI) department is committed to fostering a culture of equality, respect, and inclusivity within our organization. Our mission is to cultivate an environment where every individual feels valued, respected, and empowered to contribute their unique perspectives and talents while striving to eliminate discrimination, bias, and systemic barriers that may impede the full participation and advancement of individuals from underrepresented groups.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	n/a	n/a
Annual Expense Budget	n/a	n/a	n/a	n/a
Annual Net Budget	n/a	n/a	n/a	n/a
Annual Net Variance	n/a	n/a	n/a	n/a
Variance as a % of Net Budget	n/a	n/a	n/a	n/a

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Management:	1.0
Non-Union:	1.0
Total:	2.0

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$359,072	\$431,886,246	\$432,245,318

CoW Balance...  Department 0.1%

2024 Year-End Variance: **\$119,763**  
Surplus



## Equity & Diversity

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Expenses:				
Minor Capital	n/a	\$0	\$10,000	\$0
Operating & Maintenance Supplies	n/a	(\$10,000)	\$1,000	\$0
Purchased Services	n/a	(\$9,000)	(\$9,000)	\$0
Salaries & Benefits	n/a	\$75,000	\$103,000	\$119,763
Net Total	n/a	\$56,000	\$105,000	\$119,763

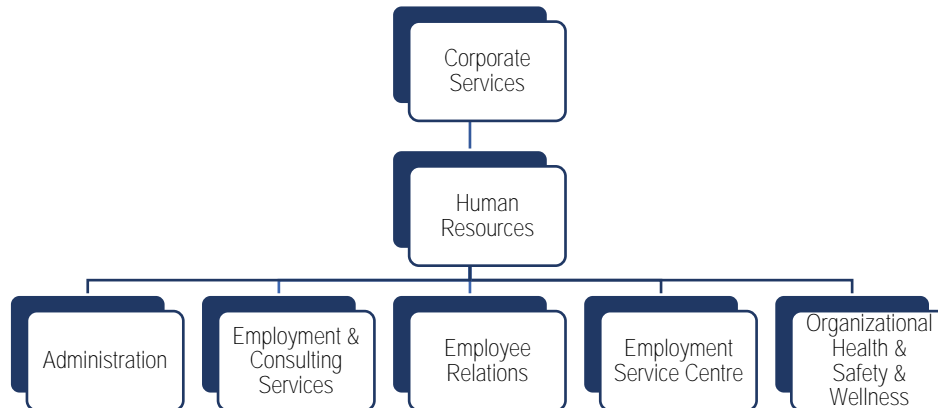
Salaries & Benefits	\$119,763
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The year-end surplus of \$119,763 in Salaries & Benefits was a result of staff gapping.

### Human Resources

#### DEPARTMENTAL OVERVIEW

The Human Resources Department provides various services such as recruitment, compensation management, benefit administration, health and safety initiatives, and employee relations. As an equal opportunity employer, the City's HR Department also endeavours to provide succession management, professional skills development, and mental health initiatives to our corporate employees and retirees.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$663,879)	(\$408,842)	(\$919,342)	(\$842,764)
Annual Expense Budget	\$6,296,537	\$6,556,998	\$7,252,526	\$7,543,216
Annual Net Budget	\$5,632,658	\$6,148,156	\$6,333,184	\$6,700,452
Annual Net Variance	\$36,310	\$6,783	\$4,009	(\$56,105)
Variance as a % of Net Budget	0.6%	0.1%	0.1%	(0.8%)

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Management:	6.0
Non-Union	41.0
Total	47.0

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$6,761,299	\$425,484,019	\$432,245,318

CoW Balance...  Department 1.6%

2024 Year-End Variance: **(\$287,387)**  
Deficit

## Human Resources

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Expenses:				
Minor Capital	n/a	\$4,000	\$7,000	\$0
Operating & Maintenance Supplies	n/a	(\$2,000)	(\$4,000)	\$0
Purchased Services	n/a	(\$307,000)	(\$276,000)	(\$249,767)
Salaries & Benefits	n/a	(\$59,000)	(\$88,000)	(\$57,004)
Other Miscellaneous Expenditures	n/a	\$11,000	\$8,000	\$19,384
<b>Net Total</b>	<b>n/a</b>	<b>(\$353,000)</b>	<b>(\$353,000)</b>	<b>(\$287,387)</b>

#### Purchased Services (\$249,767)

The year-end deficit of \$249,767 in Purchased Services was a result of external legal fees for investigations of workplace harassment and violence. There is currently no dedicated budget to fund these expenditures. These expenses are difficult to predict and fluctuate from year to year depending on both the number of complaints and cost of each investigation. The related costs are tracked and realized centrally in the Human Resource department.

#### Salaries & Benefits (\$57,004)

The year-end deficit of \$57,004 in Salaries & Benefits was a result of a heavy work load position hired to complete critical tasks.

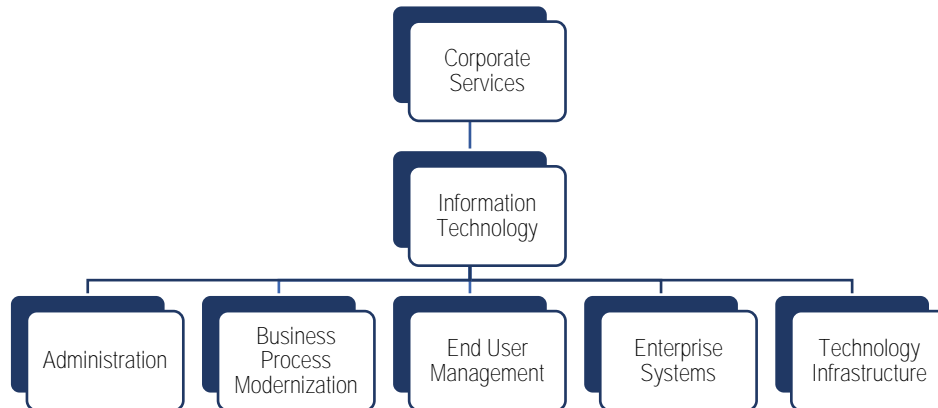
#### Other Miscellaneous Expenditures \$19,384

The year-end surplus of \$19,384 in Other Miscellaneous Expenditures was a result of a surpluses in Training Courses, Conference Registrations, and Office Supplies.

### Information Technology

#### DEPARTMENTAL OVERVIEW

Provides technology planning, support and operations, which enables City services, and drives efficiencies. Committed to providing innovative, reliable, responsive and secure solutions that align business, process and technology. Provides and supports the systems, applications, computers, networks, data, internet access, security and policies that are critical to the delivery of City services.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$1,275,439)	(\$1,362,554)	(\$1,709,375)	(\$1,709,375)
Annual Expense Budget	\$8,224,564	\$8,702,573	\$9,076,667	\$9,879,728
Annual Net Budget	\$6,949,125	\$7,340,019	\$7,367,292	\$8,170,353
Annual Net Variance	\$32,736	\$179,778	(\$31,070)	\$181,264
Variance as a % of Net Budget	0.5%	2.4%	(0.4%)	2.2%

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Management:	13.0
Non-Union	16.0
Local 543:	48.0
Total	77.0

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$8,920,319	\$423,324,999	\$432,245,318

CoW Balance...  Department 2.1%

2024 Year-End Variance:

\$40,229

Surplus

## Information Technology

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
User Fees, Permits & Charges	n/a	(\$20,000)	(\$20,000)	(\$12,703)
Expenses:				
Minor Capital	n/a	\$10,000	\$10,000	\$0
Purchased Services	n/a	\$25,000	\$30,000	\$0
Salaries & Benefits	n/a	(\$60,000)	(\$25,000)	\$14,541
Other Miscellaneous Expenditures	n/a	\$45,000	\$45,000	\$38,391
Net Total	n/a	\$0	\$40,000	\$40,229

#### User Fees, Permits & Charges (\$12,703)

A year end deficit in User Fees, Permits & Charges is projected due to lower than budgeted revenues tied to externally driven sources.

#### Salaries & Benefits \$14,541

A small surplus in Salaries & Benefits is a result of delays in hiring of vacant positions.

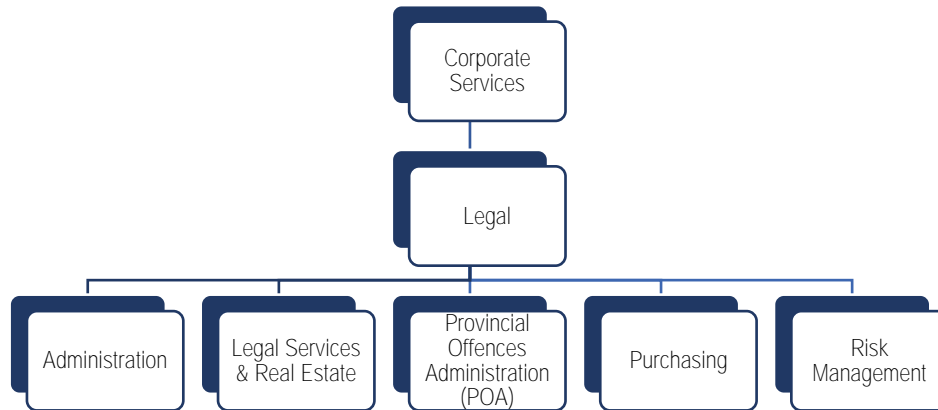
#### Other Miscellaneous Expenditures \$38,391

A small surplus in Other Miscellaneous Expenditures is due to surpluses in items such as memberships, conference registrations and training courses which were placed on hold.

### Legal

#### DEPARTMENTAL OVERVIEW

The Legal & Real Estate Services Department provides legal services in connection with administrative tribunal/court litigation, contracts and agreements, expropriations, labour/employment matters, real estate transactions and leases.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	(\$9,276,121)	(\$7,592,357)
Annual Expense Budget	n/a	n/a	\$16,095,141	\$14,430,670
Annual Net Budget	n/a	n/a	\$6,819,020	\$6,838,313
Annual Net Variance	n/a	n/a	\$199,563	(\$806,091)
Variance as a % of Net Budget	n/a	n/a	2.9%	(11.8%)

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Sr. Mngr.	1.0
Management:	7.0
Non-Union:	34.0
Local 543	8.0
<b>Total</b>	<b>50.0</b>

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$6,765,382	\$425,479,936	\$432,245,318



**2024 Year-End Variance: (\$212,005)**  
Deficit



## Legal

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
User Fees, Permits & Charges	n/a	(\$737,000)	(\$691,000)	(\$453,842)
Expenses:				
Financial Expenses	n/a	\$59,000	\$94,000	\$68,462
Minor Capital	n/a	\$17,000	\$19,000	(\$4,545)
Operating & Maintenance Supplies	n/a	\$10,000	\$15,000	\$5,023
Purchased Services	n/a	\$45,000	(\$40,000)	\$72,329
Salaries & Benefits	n/a	\$210,000	\$288,000	\$354,620
Utilities, Insurance & Taxes	n/a	(\$282,000)	(\$247,000)	(\$256,581)
Other Miscellaneous Expenditures	n/a	\$13,000	\$19,000	\$2,529
<b>Net Total</b>	<b>n/a</b>	<b>(\$665,000)</b>	<b>(\$543,000)</b>	<b>(\$212,005)</b>

#### User Fees, Permits & Charges (\$453,842)

The Provincial Offences Division (POA) has a revenue shortfall of \$406,000. The main cause of this shortfall is a reduction of court hours resulting from a lack of judicial resources in Q1 and Q2. A portion of the deficit is partially due to less than anticipated revenue generated through legal services user fees such as servicing agreements, deeds, easements, encroachment agreements and mortgage preparations.

#### Financial Expenses \$68,462

A surplus in financial expenses is due to the fact that a retrieval fee in POA no longer exists as it has moved online.

#### Minor Capital (\$4,545)

A deficit in minor capital is due to the increased annual cost of Clear Risk Software.

#### Operating & Maintenance Supplies \$5,023

A surplus in Operating and Maintenance Supplies is due to less than anticipated costs related to housekeeping supplies in POA.

#### Purchased Services \$72,329

The surplus in purchased services is due to a surplus in red light camera expenses which are significantly less than budgeted. There is also a surplus due to a new contract with WPS for POA security services.

Offsetting this surplus is a deficit in legal services related to higher than anticipated litigation costs. These costs are hard to predict and fluctuate from year to year depending on both the number of claims and the cost of each claim. Also offsetting the surplus is a deficit in provincial charges in POA; mainly victim fines surcharge and adjudication services.

#### Salaries & Benefits \$354,620

The surplus in Salaries and Benefits is a result of salary gapping mainly in the POA, Risk and Purchasing divisions.

#### Utilities, Insurance & Taxes (\$256,581)

The deficit in Risk and Insurance is due to higher property insurance premiums.

## Legal

Other Miscellaneous Expenditures	\$2,529
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A surplus in Other Miscellaneous Expenditures is due to small surpluses in other miscellaneous items such as membership fees and dues, training courses and conference registrations not incurred.

### Fire & Rescue

#### DEPARTMENTAL OVERVIEW

Services to the community include public education, code enforcement, fire plans examination, emergency dispatch, emergency response and fire cause determination. Along with structure fires, firefighters respond to a broad range of emergency incidents including vehicle fires, motor vehicle collisions, medical related emergencies, technical rescue incidents and hazardous materials incidents.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$1,481,166)	(\$1,518,324)	(\$1,952,731)	(\$2,001,430)
Annual Expense Budget	\$51,947,069	\$52,177,165	\$52,491,089	\$52,507,897
Annual Net Budget	\$50,465,903	\$50,658,841	\$50,538,358	\$50,506,467
Annual Net Variance	(\$553,373)	(\$812,297)	(\$3,464,816)	(\$1,536,849)
Variance as a % of Net Budget	(1.1%)	(1.6%)	(6.9%)	(3.0%)

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Management:	4.0
Non-Union	2.0
WFA:	<u>302.0</u>
Total	308.0

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$55,504,013	\$429,005,440	\$432,245,318



2024 Year-End Variance: **(\$1,929,188)**  
Deficit

## Fire & Rescue

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
User Fees, Permits & Charges	n/a	\$0	(\$30,000)	(\$25,267)
Expenses:				
Minor Capital	n/a	(\$21,000)	(\$30,000)	(\$26,096)
Operating & Maintenance Supplies	n/a	\$100,000	\$150,000	\$130,590
Purchased Services	n/a	\$0	\$0	\$88,759
Salaries & Benefits	n/a	(\$1,630,000)	(\$1,516,000)	(\$2,060,108)
Other Miscellaneous Expenditures	n/a	\$0	\$0	(\$37,066)
<b>Net Total</b>	<b>n/a</b>	<b>(\$1,551,000)</b>	<b>(\$1,426,000)</b>	<b>(\$1,929,188)</b>

#### User Fees, Permits & Charges (\$25,267)

User fee revenue for Fire & Rescue is a deficit of \$25,267. Fire Prevention inspections are behind in workload due to staffing capacity which created a \$47,363 deficit. However, the Fire Apparatus division incurred a \$22,096 surplus in revenue from County apparatus maintenance service.

#### Minor Capital (\$26,096)

A deficit is incurred for Fire Prevention and Fire Communication divisions Furniture & Finishings account due to office re-location.

#### Operating & Maintenance Supplies \$130,590

A surplus of \$164,249 is incurred in fuel for 2024 while a deficit of \$33,659 is incurred in Station housekeeping, maintenance accounts and First Aid Medical supplies account mainly due to inflationary cost pressures.

#### Purchased Services \$88,759

WFRS incurred a surplus of \$88,759 consisting of a \$26,218 deficit in Professional Services account and surplus of \$114,977 in Software annual fees, Telephone and Advertising expenses. Professional services deficit was created from consulting fees for labour relations work. Surplus was incurred due to delay in the Records Management module for software implementation and CAD system transition fees.

#### Salaries & Benefits (\$2,060,108)

Net Salary variance for WFRS is a deficit position of \$2,060,108, which includes overtime \$1,355,101 and various salary expenditures \$704,907. Overtime pressures are caused by absences from PTSD claims and short/long-term WSIB claims. Salary expenditures include over complement wages, acting pay due to staff shortages and pay rate adjustments.

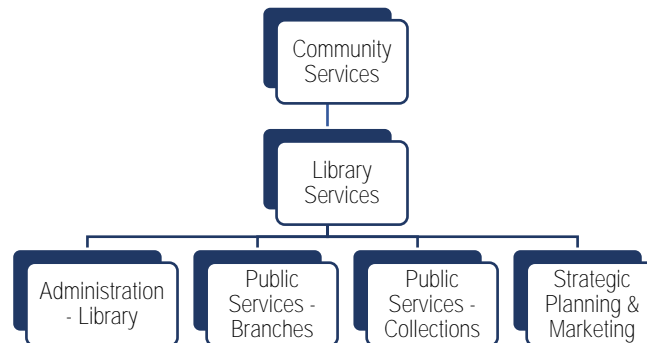
#### Other Miscellaneous Expenditures (\$37,066)

A deficit of \$37,066 is incurred in training for Fire Operations, Fire Training and Fire Prevention departments due to staffing promotions and mandated training requirements. Promotional training costs are one-time and vary each year.

### Library Services

#### DEPARTMENTAL OVERVIEW

The Windsor Public Library consists of 10 library branches of varying sizes that provide a physical space where people can gather, attend programs, gain access to the internet and access the libraries' collections.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$1,071,621)	(\$1,032,621)	(\$964,895)	(\$961,195)
Annual Expense Budget	\$9,276,250	\$9,302,368	\$9,284,880	\$9,210,381
Annual Net Budget	\$8,204,629	\$8,269,747	\$8,319,985	\$8,249,186
Annual Net Variance *	\$658,270	\$799,040	\$461,895	\$112,150
Variance as a % of Net Budget	8.0%	9.7%	5.6%	1.4%

\* As per the Library Act, the Windsor Public Library's annual surplus is transferred to their reserve.

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Management:	6.0
Non-Union	1.0
Local 2067.1:	<u>70.4</u>
Total	77.4

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$8,196,393	\$424,048,925	\$432,245,318



## 2024 Year-End Variance:

## \$0

## Surplus

### Library Services

#### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Transfers from Other Funds	n/a	\$0	\$0	\$7,078
User Fees, Permits & Charges	n/a	\$0	\$0	\$5,378
Other Miscellaneous Revenue	n/a	\$25,000	\$70,000	\$16,081
Expenses:				
Financial Expenses	n/a	(\$122,100)	(\$122,100)	(\$124,484)
Operating & Maintenance Supplies	n/a	(\$60,000)	(\$62,000)	(\$47,868)
Salaries & Benefits	n/a	\$175,000	\$168,000	\$163,202
Transfers to Reserves & Capital Funds	n/a	(\$84,400)	(\$104,200)	\$0
Utilities, Insurance & Taxes	n/a	\$66,500	\$50,300	(\$19,387)
<b>Net Total</b>	<b>n/a</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

#### Transfers from Other Funds \$7,078

It should be noted that the financial position of WPL at the end of each fiscal year is not included with all other City departments to calculate the final City surplus/deficit. Although WPL's financial statements are consolidated with the City's, WPL, as per the Public Libraries Act, is a standalone entity with its own audited financial statements, including an accumulated surplus or deficit. While the City provides WPL with operational support consistent with other departments, the overall surplus or deficit is reported within the financial results of WPL and is not reported in the overall position of the City at year-end. However, it is provided here for informational purposes. WPL had an overall accumulated deficit of \$7,078 resulting in a transfer from the reserve.

#### User Fees, Permits & Charges \$5,378

In 2024, WPL ended with a surplus of \$5,378 in user fees due to higher than anticipated use of room rentals, public copier and personal computer usage, and other equipment and service fees.

#### Other Miscellaneous Revenue \$16,081

WPL had a \$16,081 surplus in other miscellaneous revenue for 2024. Approximately \$10,500 of which is attributed to the sale of the former bookmobile and maintenance van. The remaining amount is due to an increase in other general revenue.

#### Financial Expenses (\$124,484)

The majority of the deficit in financial expenses is related to the rental for the Central Branch location. WPL has entered into a lease agreement with the City of Windsor for space within the Paul Martin Building to continue operating the Central Branch location. The payments required to satisfy this lease have lead to a (\$122,112) deficit in the Financial Expenses category for 2024.



## Library Services

Operating & Maintenance Supplies	(\$47,868)
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This year-end deficit of \$60,445 is mainly attributed to the rising costs of books and their associated processing fees, as well as the cost of digital resources, including eBooks and databases. The total deficit attributed to this is \$120,685. This deficit has been mitigated with surpluses from Vehicle Maint Parts/Materials of \$26,822 and Building Maintenance of \$45,995. The surplus in Vehicle Maintenance Parts/Materials is attributed to the new bookmobile that was acquired near the end of 2024 and therefore no maintenance has been required. Additionally, the surplus in Building Maintenance was due to less cost for winter control and some maintenance that was slated for 2024 is still in progress. These costs will be incurred in 2025 and may impact future variances.

Salaries & Benefits	\$163,202
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The Windsor Public Library ended 2024 with a surplus of \$163,202 in salary and benefits. The timing of the new bookmobile delivery led to delays in hiring for the driver positions; however, the positions have recently been filled. Additionally, retirements in various positions led to a delay in filling positions, and gaps in other roles within WPL have also contributed to the overall surplus in Salaries and Benefits.

Utilities, Insurance & Taxes	(\$19,387)
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For 2024, WPL has a deficit of \$19,387 in utilities expenses. This deficit was due to the estimated hydro rate used for budgeting purposes was lower than the actual 2024 rate and due to unexpected incidents at two branches that caused a higher water and electricity consumption.

### Parks, Recreation & Facilities

#### DEPARTMENTAL OVERVIEW

Responsible for 206 parks, with over 2,500 acres of parkland, 175 km of hard surface trails, 300,000 square feet of horticultural beds, 2300 self watering planters, and 90,000 City owned trees within the urban forest, the Ojibway Nature Centre and the most species diverse parks in Canada. Provides building maintenance and operations, caretaking, security, planning, building construction & renovations, project management, lease administration, and asset management. Also responsible for creating unique park experiences, supporting numerous special events and is committed to supporting the corporation and community by providing safe, clean, well-maintained community assets in a responsive and effective manner. Recreation services builds vibrant, healthy, active and connected communities by providing facilities (arenas, pools, community centres) and programs that allow residents to participate in recreational activities.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$25,527,424)	(\$23,473,238)	(\$21,429,802)	(\$22,575,828)
Annual Expense Budget	\$66,815,597	\$65,037,909	\$62,580,085	\$66,434,676
Annual Net Budget	\$41,288,173	\$41,564,671	\$41,150,283	\$43,858,848
Annual Net Variance	(\$1,121,791)	(\$120,615)	(\$323,720)	\$607,734
Variance as a % of Net Budget	(2.7%)	(0.3%)	(0.8%)	1.4%

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Sr. Mngr.:	1.0
Management:	44.0
Non-Union:	16.0
Local 543:	79.44
Local 82:	<u>128.9</u>
Total	269.3

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$44,022,186	\$388,223,132	\$432,245,318



2024 Year-End Variance: **(\$511,516)**  
Deficit

## Parks, Recreation & Facilities

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Grants & Subsidies	n/a	\$29,000	\$29,000	\$90,813
Recovery of Expenditures	n/a	\$0	\$0	\$187,286
User Fees, Permits & Charges	n/a	\$0	\$60,000	\$821,494
Expenses:				
Financial Expenses	n/a	\$0	\$0	(\$38,474)
Minor Capital	n/a	(\$63,000)	(\$26,000)	(\$180,888)
Operating & Maintenance Supplies	n/a	(\$188,000)	(\$292,000)	(\$192,253)
Purchased Services	n/a	(\$145,000)	(\$95,000)	(\$597,148)
Salaries & Benefits	n/a	\$147,000	\$166,000	(\$360,976)
Transfers to Reserves & Capital Funds	n/a	\$0	\$0	(\$266,260)
Other Miscellaneous Expenditures	n/a	\$19,000	\$26,000	\$24,892
<b>Net Total</b>	<b>n/a</b>	<b>(\$201,000)</b>	<b>(\$132,000)</b>	<b>(\$511,516)</b>

#### Grants & Subsidies \$90,813

Grants & Subsidies surplus include variable funding programs including Canada Summer Jobs programs for Parks student employment \$64,200 and Pathway to Potential Social investments \$26,613.

#### Recovery of Expenditures \$187,286

The year-end Recovery of Expenditures account shows a surplus of \$187,286, mainly due to higher than budgeted payment transfer from Social Services for childcare subsidies.

#### User Fees, Permits & Charges \$821,494

The year-end surplus is generated from annual leases and room rental revenues. In addition, concessions and commission revenues from the contracted vendors at community centres generated additional revenues. The surplus is partially offset by a deficit in membership sales, program registrations and retail sales.

#### Financial Expenses (\$38,474)

With higher volume of payments processed in ActiveNet through the year, more credit & debit card service fees and processing fees resulted a deficit in Financial Expenses.

#### Minor Capital (\$180,888)

The year-end deficit in Minor Capital expenses is due to inflationary pressures and a decline in CAD vs USD which impacted costs related to infrastructure, equipment, construction materials and computer software. In addition, the departments had unexpected spending for security equipment, rink repairs, furnishings and computer hardware.

### Parks, Recreation & Facilities

#### Operating & Maintenance Supplies (\$192,253)

The year-end deficit in Operating & Maintenance supplies is due to higher expenses related to vehicle usage (fuel & maintenance), vandalism repairs, housekeeping supplies and purchases of safety training equipment that were at end of life.

#### Purchased Services (\$597,148)

The year-end deficit is due to increases in contractors costs for services including security, arenas refrigeration, ground maintenance and safety equipment. In addition, unexpected expenses required to repair and extend the life of HVAC and Chiller equipment were incurred during the year.

#### Salaries & Benefits (\$360,976)

The year-end deficit is mainly due to temporary salary costs that were higher than budget to offset several regular positions that were vacant for part or all of 2024. In addition, retroactive payments for updated job evaluations were charged in 2024.

#### Transfers to Reserves & Capital Funds (\$266,260)

The year-end transfer to reserves was higher than anticipated. Recreation transfers a small portion of revenues to the Recreation Equipment Reserve and Arena Capital Reserve in accordance to the Recreation Master Plan. As the department is reporting an exceptional revenue surplus in 2024, the transfers to reserve in the year is approximately \$126,000 over budgeted amount. Unused maintenance expenditure or revenue surplus is Lakeview Park Marina \$70,084, Parkside Tennis \$30,650 and Lease Maintenance \$40,169 are also transferred to the related reserve as part of the capital budget planning.

#### Other Miscellaneous Expenditures \$24,892

The year-end surplus is due to lower training, membership dues and public relations expenses.

### Culture & Events

#### DEPARTMENTAL OVERVIEW

*The Culture department provides programs, events and services that express the City's cultural identity, celebrates traditions and improves the quality of life for Windsor residents.*



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	n/a	n/a
Annual Expense Budget	n/a	n/a	n/a	n/a
Annual Net Budget	n/a	n/a	n/a	n/a
Annual Net Variance	n/a	n/a	n/a	n/a
Variance as a % of Gross Budget	n/a	n/a	n/a	n/a

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Management:	3.0
Non-Union	3.0
Local 543:	8.7
Total	14.7

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$2,183,729	\$430,061,589	\$432,245,318



2024 Year-End Variance: **\$164,337**  
Surplus

## Culture & Events

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
User Fees, Permits & Charges	n/a	\$0	\$190,000	\$77,870
Other Miscellaneous Revenue	n/a	\$0	\$0	\$7,054
Expenses:				
Minor Capital	n/a	\$0	\$0	\$11,828
Operating & Maintenance Supplies	n/a	\$84,000	\$100,000	\$6,066
Purchased Services	n/a	\$0	\$0	\$15,518
Salaries & Benefits	n/a	\$0	(\$20,000)	\$15,755
Transfers to External Agencies	n/a	\$0	\$0	\$11,300
Transfers to Reserves & Capital Fund	n/a	\$0	\$0	(\$15,098)
Other Miscellaneous Expenditures	n/a	\$0	\$0	\$34,043
<b>Net Total</b>	<b>n/a</b>	<b>\$84,000</b>	<b>\$270,000</b>	<b>\$164,337</b>

#### User Fees, Permits & Charges \$77,870

Lease & rental revenues ended the year in a surplus of \$57,044. Commission revenues from the catering vendor at Willistead Manor added a positive impact of \$40,899. The surplus is partially offset by the deficit of \$20,074 in museum admissions, program registrations and retail sales

#### Other Miscellaneous Revenue \$7,054

The surplus of \$7,054 in Other Miscellaneous Revenue is due to more sponsorship payments received for City events such as Open Streets and the City's birthday celebration.

#### Minor Capital \$11,828

The Department spent less than budgeted amount on infrastructure maintenance and equipment. In addition, the museums did not have the need to acquire additional artifacts during the year.

#### Operating & Maintenance Supplies \$6,066

The Department incurred less than budgeted amount in building maintenance and housekeeping supplies

#### Purchased Services \$15,518

Purchased Services accounts were overall in a surplus due to lower spending in advertising, vehicle rentals and professional services. However, the surplus offset by lower labour cost recoveries from Parks and Facilities for setting up equipment at events and the costs of staffing overlap during the transition of the contracted custodians at Willistead Manor.

#### Salaries & Benefits \$15,755

Culture is reporting a slight surplus of \$15,755 in Salaries & Benefits due to gapping.

#### Transfers to External Agencies \$11,300

The year-end surplus is due to adjustments to some of the awarded funding which were made in the previous year.



### Culture & Events

Transfers to Reserves & Capital Funds	(\$15,098)
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The deficit of \$15,098 is partially caused by the annual transfer to the Museum Capital Reserve for capital maintenance at the Francois Baby House, as per the agreement with Windsor Sites Association. During the year the insurable value of the facility was updated and consequently increased the required reserve transfer.

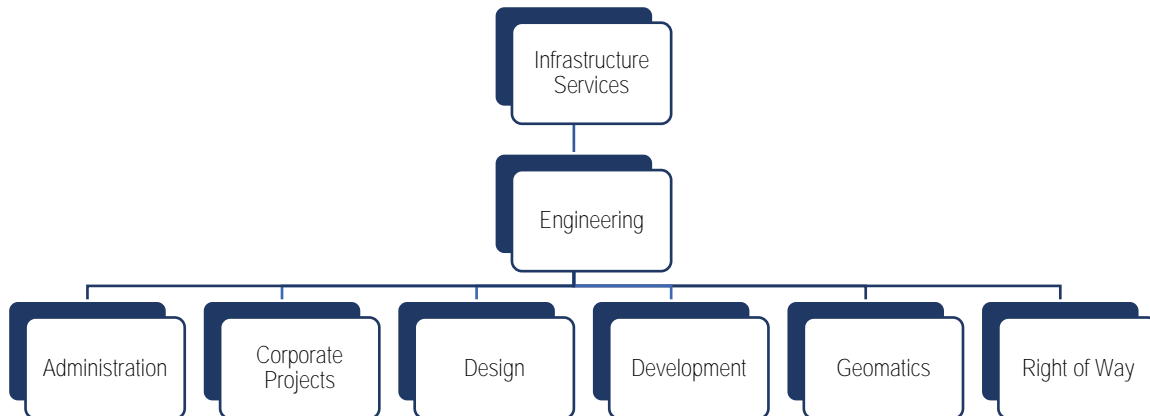
Other Miscellaneous Expenditures	\$34,043
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Expenditures for public relations, conference registrations, as well as exhibitions and conservations for the Community Museums were lower than budget in 2024.

### Engineering

#### DEPARTMENTAL OVERVIEW

Engineering is responsible for: project management of municipal infrastructure projects, new buildings and non-building projects; development services; right-of-way permits; GIS system, and CAD services.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	(\$5,338,928)	(\$6,597,807)
Annual Expense Budget	n/a	n/a	\$7,913,993	\$9,443,767
Annual Net Budget	n/a	n/a	\$2,575,065	\$2,845,960
Annual Net Variance	n/a	n/a	(\$243,858)	\$495,697
Variance as a % of Net Budget	n/a	n/a	(9.5%)	17.4%

#### 2024 Budgeted Full Time Equivalent (FTE)



	<u>FTE</u>
Sr. Mngr.	1.0
Management:	10.0
Non-Union:	34.0
Local 543:	<u>25.0</u>
Total	70.0

#### 2024 Portion of Net Municipal Tax Levy

<u>Department</u>	<u>CoW Balance</u>	<u>Net Levy</u>
\$2,923,403	\$429,321,915	\$432,245,318



Department 0.7%

CoW Balance...

2024 Year-End Variance: **\$575,016**  
Surplus

## Engineering

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Recovery of Expenditures	n/a	\$82,000	\$11,000	\$270,923
Transfers from Other Funds	n/a	(\$70,000)	(\$70,000)	\$0
User Fees, Permits & Charges	n/a	\$174,000	\$307,000	\$513,938
Other Miscellaneous Revenue	n/a	\$21,000	\$70,000	\$60,758
Expenses:				
Financial Expenses	n/a	(\$59,000)	(\$66,000)	(\$73,432)
Minor Capital	n/a	\$3,000	(\$12,000)	\$22,864
Operating & Maintenance Supplies	n/a	\$0	\$5,000	\$7,731
Purchased Services	n/a	\$0	(\$12,000)	\$0
Salaries & Benefits	n/a	(\$94,000)	(\$107,000)	(\$242,771)
Other Miscellaneous Expenditures	n/a	\$0	(\$4,000)	\$15,005
<b>Net Total</b>	<b>n/a</b>	<b>\$57,000</b>	<b>\$122,000</b>	<b>\$575,016</b>

#### Recovery of Expenditures \$270,923

The year-end surplus of \$270,923 is as a result of additional recoveries being recorded that were not anticipated. This is a combination of the following:

- 1) Surplus of \$73,076 in the Right of Way department, due to recoveries from Stormwater Finance and Amanda Portal projects.
- 2) Surplus of \$45,991 for additional salary recoveries in the City Engineer's department.
- 3) Surplus of \$116,973 in Corporate Projects as a result of heavy work load positions within the Division, which are recovered from Capital projects.
- 4) Surplus of \$34,883 in Development due to higher recoveries from Capital Projects.

#### User Fees, Permits & Charges \$513,938

The year-end surplus of \$513,938 resulted from a combination of the following:

- 1) A deficit of \$218,627 in Right of Way, caused by Sidewalk Cafe Fees being waived for 2024, as well as transfers to Capital and Reserve funds for payments received by the department being higher than budget.
- 2) A surplus of approximately \$732,565 in Geomatics due to an increase in GIS User Fees received. This increase is largely attributable to the construction of the battery plant and an increase in construction of multi-residential buildings.

#### Other Miscellaneous Revenue \$60,758

A surplus of \$60,758 in Other Miscellaneous Revenue is a result of higher than expected service and bench advertising fees received by the Right of Way department.

## Engineering

Financial Expenses	(\$73,432)
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There is a deficit of (\$73,432) in bank charges at year end. This is a continuing trend caused by the increased use of credit cards for payments made to Right of Way.

Minor Capital	\$22,864
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A surplus of \$22,864 in the Minor Capital category is largely attributable to the reduction to the amount of Permit Fees to be reallocated to IT for Amanda Services by Right of Way.

Operating & Maintenance Supplies	\$7,731
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A surplus of \$7,731 in Operating & Maintenance Supplies was due to underspending on Office and Operating Supplies.

Salaries & Benefits	(\$242,771)
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A deficit of \$242,771 was due to heavy workload positions in Corporate Projects and Temporary Salaries in the City Engineer's department.

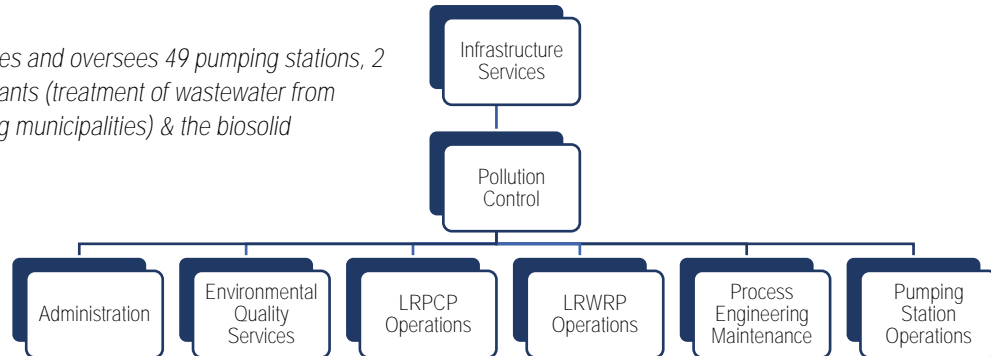
Other Miscellaneous Expenditures	\$15,005
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A surplus of \$15,005 in Other Miscellaneous Expenditures was a result of underspending in membership, training, and conference registration fees.

## Pollution Control

### DEPARTMENTAL OVERVIEW

Pollution Control manages and oversees 49 pumping stations, 2 wastewater treatment plants (treatment of wastewater from Windsor and surrounding municipalities) & the biosolid processing facility.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	(\$21,337,790)	(\$24,120,651)
Annual Expense Budget	n/a	n/a	\$21,337,790	\$24,120,651
Annual Net Budget	n/a	n/a	\$0	\$0
Annual Net Variance	n/a	n/a	n/a	n/a
Variance as a % of Gross Budget	n/a	n/a	n/a	n/a

#### 2024 Budgeted Full Time Equivalent (FTE)



	<u>FTE</u>
Management:	9.0
Non-Union:	3.0
Local 543:	8.7
Local 82:	<u>45.0</u>
Total	65.7

#### 2024 Portion of Net Municipal Tax Levy

<u>Department</u>	<u>CoW Balance</u>	<u>Net Levy</u>
n/a	n/a	n/a

2024 Year-End Variance:

\$0

Surplus

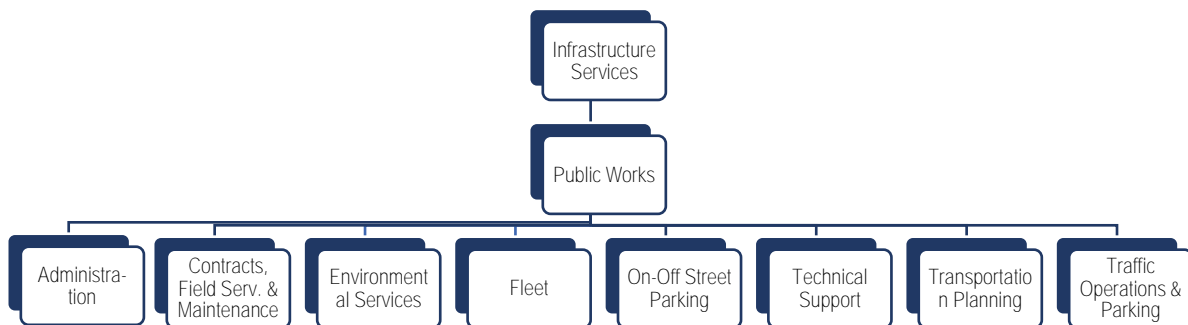
### VARIANCE SUMMARY & DESCRIPTION

The Pollution Control Department does not have a municipal levy component within their budget and therefore, no variance should be projected for municipal levy purposes. All costs related to the Pollution Control Department are recovered through the Sewer Surcharge.

### Public Works

#### DEPARTMENTAL OVERVIEW

The Roads and Infrastructure Services area provides a variety of services related to the planning, design, construction, operation and maintenance of roadways, sanitary and storm sewers, traffic control (signals & signs) and the City's fleet of vehicles. Services also include the City's street lighting, municipal parking and seasonal maintenance including snow clearing. Environmental Services ensures that all residential and municipal waste, recyclables and yard waste are collected in a manner consistent with current standards, Council approved service levels, and environmental requirements.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$30,629,406)	(\$27,330,228)	(\$29,641,435)	(\$32,474,213)
Annual Expense Budget	\$59,855,262	\$56,609,038	\$58,680,331	\$64,764,224
Annual Net Budget	\$29,225,856	\$29,278,810	\$29,038,896	\$32,290,011
Annual Net Variance	(\$1,407,608)	(\$2,606,219)	(\$2,935,920)	\$203,873
Variance as a % of Net Budget	(4.8%)	(8.9%)	(10.1%)	0.6%

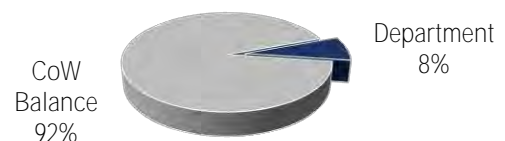
#### 2024 Budgeted Full Time Equivalent (FTE)

	<u>FTE</u>
Management:	31.0
Non-Union:	26.0
Local 543:	84.0
Local 82:	<u>83.2</u>
Total	224.2



#### 2024 Portion of Net Municipal Tax Levy

<u>Department</u>	<u>CoW Balance</u>	<u>Net Levy</u>
\$33,482,267	\$398,763,051	\$432,245,318



2024 Year-End Variance: **\$108,436**  
Surplus



## Public Works

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Recovery of Expenditures	n/a	(\$220,000)	(\$157,000)	\$644,073
User Fees, Permits & Charges	n/a	(\$225,000)	(\$1,000,000)	(\$197,363)
Expenses:				
Operating & Maintenance Supplies	n/a	\$0	\$0	(\$43,651)
Purchased Services	n/a	\$485,000	\$150,000	(\$807,565)
Salaries & Benefits	n/a	\$735,000	\$650,000	\$516,623
Other Miscellaneous Expenditures	n/a	\$0	\$0	(\$3,681)
<b>Net Total</b>	<b>n/a</b>	<b>\$775,000</b>	<b>(\$357,000)</b>	<b>\$108,436</b>

#### Recovery of Expenditures \$644,073

The year-end surplus of \$644,073 is a direct result of increased Traffic recoveries for capital works in Public Works and Engineering requiring signals, signage, and pavement markings. Offsetting the surplus related to Traffic services are deficits in several other divisions resulting from reduced staff recoveries as a result of vacancies throughout the year as well as lost revenues due to an increase in unrecoverable service provided by various recoverable divisions in the department for items such as 311 calls, police calls, and events.

#### User Fees, Permits & Charges (\$197,363)

The year-end deficit of \$197,363 related to the net variances for all user fee revenue across the department. Lost revenue is in part due to delays implementing the 2024 approved user fee increases, with the majority of the variance due to a reduction in billings in the Fleet division.

#### Operating & Maintenance Supplies (\$43,651)

The year-end deficit of \$43,651 related to all operating & maintenance supplies and tools \$378,751 offset by surpluses of \$227,296 for fuel; \$107,804 for parts.

#### Purchased Services (\$807,565)

The year-end deficit of \$807,565 related to purchased services for the winter control service, Parking Enforcement, streetlight maintenance, various services for ROW Maintenance, various services for Environmental Services including waste and recycle collection, and the rental, repair, and maintenance of vehicles, equipment, and buildings. The final variance for winter control was a surplus of \$553,058 due to fewer snowfall events during the year. The final variance for Parking Enforcement related to the contracted services is a net deficit of \$36,184. The final variance related to the contracted services for streetlight maintenance is a deficit of \$443,261 due to rate increases imposed in 2024 and a greater number of streetlight repairs needed than originally anticipated. The final variance for the Environmental Services, ROW Maintenance, Transportation Planning, and Technical Support divisions for all contracted services is an overall net deficit of \$438,561; and the final net variance for the rental, repair, and maintenance of vehicles, equipment, and buildings is a deficit of \$442,617 due to higher than anticipated outsourced repairs for the Fleet division and increased repairs and maintenance for all assets across PW.

## Public Works

Salaries & Benefits	\$516,623
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The year-end surplus of \$516,623 related to all salary and wage accounts included overtime and WSIB. Vacancies and associated salary gapping savings as a result from retirements and staff appointments into new positions, were offset with overtime for existing staff and the hiring of extra temporary staff to accommodate heavy work load situations where required.

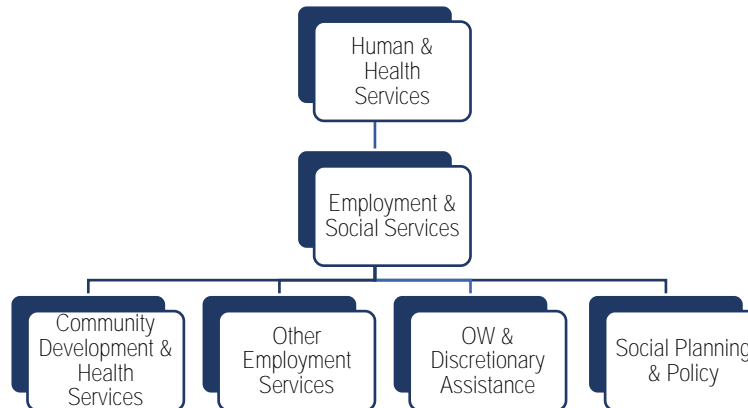
Other Miscellaneous Expenditures	(\$3,681)
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A net deficit of \$3,681 has been realized for 2024 related to the net of all line by line variances remaining for the department.

### Employment & Social Services

#### DEPARTMENTAL OVERVIEW

Employment & Social Services provides basic financial, social and employment assistance for individuals who are in temporary financial need in Windsor, Essex County and Pelee Island. Employment & Social Services also leads the provision of Employment Ontario Services for Windsor-Essex, Chatham-Kent and Sarnia-Lambton.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$108,882,445)	(\$108,913,554)	(\$93,448,255)	(\$115,187,574)
Annual Expense Budget	\$116,969,007	\$116,559,418	\$101,037,567	\$123,194,263
Annual Net Budget	\$8,086,562	\$7,645,864	\$7,589,312	\$8,006,689
Annual Net Variance	\$1,673,697	\$1,568,805	\$1,267,504	(\$109,330)
Variance as a % of Net Budget	20.7%	20.5%	16.7%	(1.4%)

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Sr. Mngr.:	1.0
Management:	20.0
Non-Union:	10.0
Local 543:	190
Total	221.0

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$8,395,577	\$423,849,741	\$432,245,318



CoW Balance... Department 1.9%

2024 Year-End Variance: **\$809,983**  
Surplus

## Employment & Social Services

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Grants & Subsidies	n/a	\$0	(\$149,000)	(\$151,419)
Recovery of Expenditures	n/a	(\$142,000)	(\$240,000)	(\$137,919)
Expenses:				
Financial Expenses	n/a	(\$21,000)	(\$24,000)	\$0
Minor Capital	n/a	(\$34,000)	\$123,000	\$160,978
Operating & Maintenance Supplies	n/a	(\$22,000)	(\$17,000)	\$0
Purchased Services	n/a	(\$30,000)	(\$107,000)	\$0
Salaries & Benefits	n/a	(\$225,000)	\$93,000	\$903,965
Transfers for Social Services	n/a	\$1,064,000	\$1,096,000	\$34,378
Other Miscellaneous Expenditures	n/a	\$40,000	\$22,000	\$0
<b>Net Total</b>	<b>n/a</b>	<b>\$630,000</b>	<b>\$797,000</b>	<b>\$809,983</b>

The Employment & Social Services department is funded primarily through Provincial, Federal and County funding, with the net City cost of the budget representing less than 6% of the gross cost. The variances outlined below are expressed in gross dollars.

#### Grants & Subsidies (\$151,419)

Ontario Works Program Delivery expenditures are partially funded by the Ministry of Children, Community and Social Services (MCCSS). After the 2024 City budget was approved, the Ministry allocated additional one-time Ontario Works Program Delivery funding requiring the municipality to cost share 50%. The required municipal contribution was available within the approved budget. This increase in provincial funding allowed for higher expenditures while utilizing less municipal funding.

#### Recovery of Expenditures (\$137,919)

The municipal contribution related to Ontario Works Program Delivery expenditures is cost shared with the County of Essex. Municipal savings resulting from the receipt of one-time Ontario Works Program funding resulted in lower than budgeted County revenue. Partially offsetting lower County revenues was higher staff recoveries in the Community, Safety & Well Being program.

#### Minor Capital \$160,978

A surplus was realized in Ontario Works Program Delivery as planned expenditures for furniture and fixtures did not occur this year.

#### Salaries & Benefits \$903,965

The largest portion of this gross surplus in the Ontario Works Program resulted from vacancies that were not filled and the hiring freeze. This surplus was offset by additional costs related to the overlapping of positions for upcoming retirements. Since the department as a whole ended with a surplus, the transfer from the Over-Complement Reserve Account was not drawn upon.

#### Transfers for Social Services \$34,378

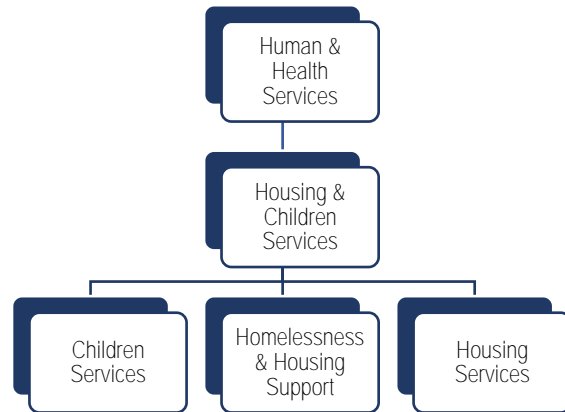
100% Municipal Discretionary Assistance ended the year with a net City surplus of \$34,378 as a result of discretionary benefit costs being lower than expected.

### Housing & Children's Services

#### DEPARTMENTAL OVERVIEW

Housing Services administers program requirements and funding for 7,800 units including over 32 social housing providers in Windsor and Essex County. The Homelessness & Housing Support area administers funding from all three levels of government and oversees various homelessness and supportive housing programs in Windsor and Essex County.

The City of Windsor is the Consolidated Municipal Service Manager (CMSM) for Children's Services in Windsor and Essex County. CMSMs are the designated child care and early years service system managers responsible for planning and managing licensed child care services and EarlyON Child and Family Centres in their communities.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$87,488,107)	(\$83,644,514)	(\$93,310,462)	(\$129,202,225)
Annual Expense Budget	\$99,172,643	\$95,941,104	\$107,209,475	\$142,844,245
Annual Net Budget	\$11,684,536	\$12,296,590	\$13,899,013	\$13,642,020
Annual Net Variance	\$1,664,625	\$43,423	(\$1,406,961)	(\$1,420,791)
Variance as a % of Net Budget	14.2%	0.4%	(10.1%)	(10.4%)

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Management:	9.0
Non-Union:	12.0
Local 543:	60.5
Total	81.5

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$16,256,853	\$415,988,465	\$432,245,318



2024 Year-End Variance:

\$25,169

Surplus

## Housing & Children's Services

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Grants & Subsidies	n/a	\$231,000	\$31,000	\$0
Recovery of Expenditures	n/a	\$233,000	\$484,000	\$132,519
Transfers from Other Funds	n/a	(\$200,000)	(\$239,000)	\$0
Expenses:				
Minor Capital	n/a	(\$14,000)	(\$21,000)	\$0
Operating & Maintenance Supplies	n/a	\$0	(\$1,000)	\$0
Purchased Services	n/a	(\$33,000)	\$165,000	\$0
Salaries & Benefits	n/a	(\$99,000)	(\$209,000)	\$0
Transfers for Social Services	n/a	(\$877,000)	\$153,000	\$692,650
Other Miscellaneous Expenditures	n/a	\$8,000	(\$7,000)	\$0
<b>Net Total</b>	<b>n/a</b>	<b>\$0</b>	<b>(\$751,000)</b>	<b>\$25,169</b>

The Housing & Children's Services department is funded primarily through Provincial, Federal and County revenues, with the net City cost of the budget representing less than 11% of the gross cost. The variances outlined below are expressed in gross dollars.

#### Recovery of Expenditures \$132,519

The city surplus of \$132,519 is primarily related to higher than budgeted County revenue for all Housing & Children's Services cost shared programs due to the change in weighted assessment rates after the budget was developed.

#### Transfers for Social Services \$692,650

Windsor Essex Housing Benefit (WEHB) realized a city surplus of \$310,346 as a result of one-time provincial funds becoming available for rent supplements units. A surplus of \$326,454 was realized in the Rapid Housing Initiative program as a result of income from residents being higher than budgeted and lower than projected costs at CHC Crawford and CHC Bloomfield locations. Pathway to Potential (P2P) realized a City surplus of \$89,343 due to unexpected delays in selecting community program partners for the strategy renewal in the RFP issued in 2024. Unbudgeted one-time expenditures \$33,493 were incurred primarily due to the fire at 333 Glengarry and operation of a temporary emergency shelter at the WFCU to accommodate displaced residents.

#### Transfers to Reserves & Capital Funds (\$800,000)

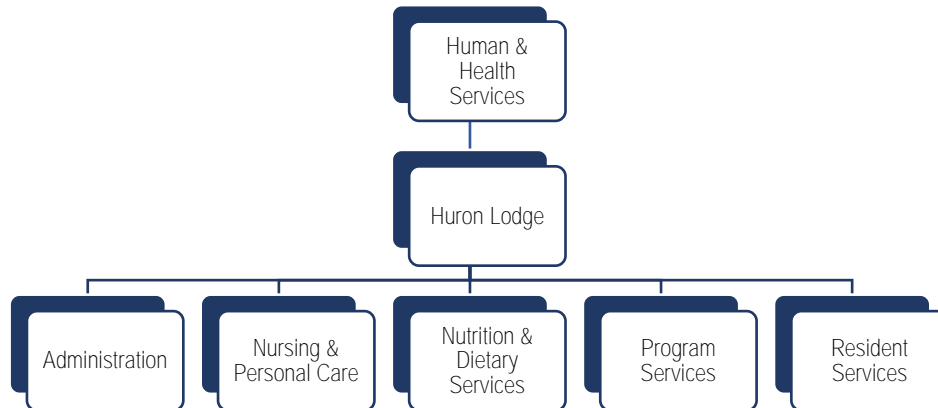
As noted above, Housing and Children's Services realized city surpluses in the categories above. A budget carryover to 2025 of \$800,000 has been approved to help offset 2025 cost pressures in Homelessness Prevention Program (HPP). The budget carryover was from surpluses in the following areas: Rapid Housing Initiative \$326,454, Windsor Essex Housing Benefit \$310,346, Children's Services Programs \$73,900, and Pathway to Potential \$89,300 for a total of \$800,000 to help address increasing funding pressures within HPP.



### Huron Lodge

#### DEPARTMENTAL OVERVIEW

Huron Lodge is a long-term care facility committed to providing compassionate, quality care in a home-like setting for those who require 24-hour nursing and personal care.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$16,950,506)	(\$18,004,118)	(\$18,059,248)	(\$22,410,512)
Annual Expense Budget	\$24,747,809	\$26,132,683	\$26,521,327	\$31,984,347
Annual Net Budget	\$7,797,303	\$8,128,565	\$8,462,079	\$9,573,835
Annual Net Variance	\$1,033,330	\$522,202	\$1,060,768	\$1,178,839
Variance as a % of Net Budget	13.3%	6.4%	12.5%	12.3%

#### 2024 Budgeted Full Time Equivalent (FTE)



	FTE
Management:	10.0
Non-Union:	7.0
ONA:	26.0
Local 543:	<u>207.2</u>
Total	250.2

#### 2024 Portion of Net Municipal Tax Levy

Department	CoW Balance	Net Levy
\$10,152,534	\$422,092,784	\$432,245,318



2024 Year-End Variance: **\$646,249**  
Surplus

## Huron Lodge

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Grants & Subsidies	n/a	(\$100,000)	(\$270,000)	(\$318,356)
Transfers from Other Funds	n/a	(\$125,000)	(\$125,000)	\$0
User Fees, Permits & Charges	n/a	\$18,000	\$80,000	\$109,171
Other Miscellaneous Revenue	n/a	\$7,000	\$30,000	\$8,696
Expenses:				
Minor Capital	n/a	(\$135,000)	(\$150,000)	(\$464,938)
Operating & Maintenance Supplies	n/a	(\$150,000)	(\$275,000)	(\$436,970)
Purchased Services	n/a	\$30,000	\$100,000	\$49,152
Salaries & Benefits	n/a	\$1,000,000	\$1,200,000	\$1,699,494
Net Total	n/a	\$545,000	\$590,000	\$646,249

#### Grants & Subsidies (\$318,356)

The department ended the year in a \$318,356 deficit position in annualized MLTC funding streams due to unforeseen variables such as the Case Mix Index reducing the per diems received.

#### User Fees, Permits & Charges \$109,171

This surplus is due to higher than budgeted Accommodation Revenue received in 2024.

#### Other Miscellaneous Revenue \$8,696

Huron Lodge receives rebates based on spending levels for various supplies such as incontinence and food items.

#### Minor Capital (\$464,938)

This variance is as a result of repairs completed in the kitchen for plumbing and humidification and also the purchase of kitchen and nursing replacement equipment to maintain the prescribed level of care services.

#### Operating & Maintenance Supplies (\$436,970)

The deficit of \$436,970 in this category is predominately due to the supplies in the Nursing division of Huron Lodge. In addition to the rising prices of nursing supplies, residents are arriving more fragile and majority from hospital requiring additional supplies for their plan of care.

#### Purchased Services \$49,152

This surplus is one-time in nature as it is due to the timing of the new physiotherapy agreement commencing in the third quarter of 2024.

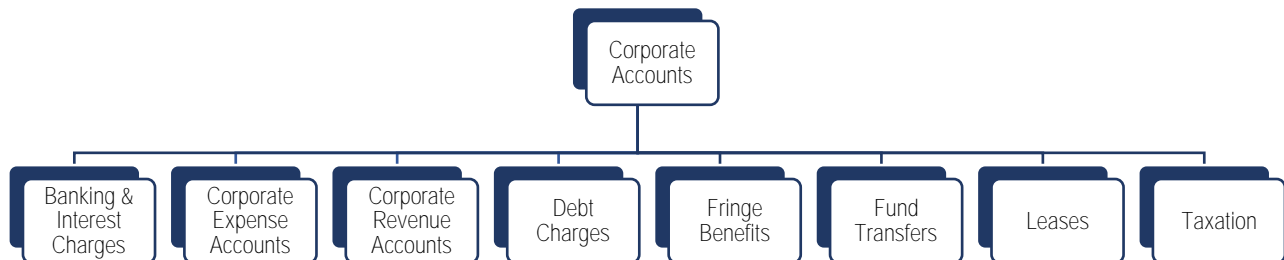
#### Salaries & Benefits \$1,699,494

The surplus in salary and benefit accounts represents the net impact of all salary and benefit accounts at Huron Lodge and is largely due to the additional funded expense for staff additions and vacancies that have not been filled yet. The department is working to meet the staffing targets set by the MLTC.

## Corporate Accounts

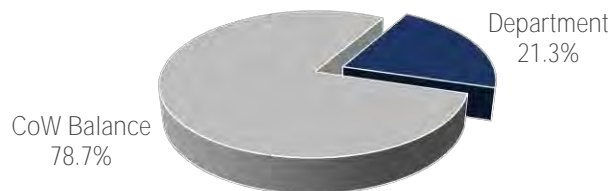
### DEPARTMENTAL OVERVIEW

The Corporate Accounts encompass a number of financial revenue and expense accounts which are not directly attributable to specific departments of the Corporation. The budgets contained in this section relate to expenditures incurred or revenues generated that impact on the Corporation as a whole as opposed to a specific department.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$217,748,697)	(\$131,127,456)	(\$135,372,275)	(\$130,354,324)
Annual Expense Budget	\$242,097,940	\$162,129,721	\$219,926,715	\$220,807,900
Annual Net Budget	\$24,349,243	\$31,002,265	\$84,554,440	\$90,453,576
Annual Net Variance	\$3,648,165	\$2,491,934	\$5,297,210	\$946,628
Variance as a % of Net Budget	15.0%	8.0%	6.3%	1.0%

### 2024 Portion of Net Municipal Tax Levy



Department	\$92,228,244
CoW Balance	\$340,017,074
Net Levy	\$432,245,318

2024 Year-End Variance: **\$2,516,898**  
Surplus

## Corporate Accounts

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Investment Income & Dividends	n/a	\$1,000,000	(\$550,000)	\$61,026
Recovery of Expenditures	n/a	\$362,000	\$355,000	\$365,184
Taxes - Municipal	n/a	\$82,000	\$135,000	\$149,366
Transfers from Other Funds	n/a	\$0	\$0	(\$627,477)
User Fees, Permits & Charges	n/a	\$1,000,000	\$2,417,000	\$2,483,410
Expenses:				
Financial Expenses	n/a	\$0	\$716,000	\$664,121
Purchased Services	n/a	\$0	\$19,000	\$18,505
Salaries & Benefits	n/a	\$0	\$900,000	(\$97,056)
Transfers to External Agencies	n/a	\$0	(\$361,000)	(\$500,181)
Utilities, Insurance & Taxes	n/a	\$0	\$637,000	\$0
Net Total	n/a	\$2,444,000	\$4,268,000	\$2,516,898

#### Investment Income & Dividends \$61,026

Capital Interest Income \$1,414,079 surplus

A year-end surplus of \$1,414,079 in Capital Interest Income was due to higher than anticipated Bank of Canada interest rates compared to budget.

YQG & Windsor-Detroit Tunnel Dividends \$800,000 deficit

Cross border and air travel were severely restricted during the pandemic and its recovery stage, resulting in significant revenue losses for tunnel tolls and airport operations. As the recovery period is ongoing, only \$1,000,000 of the \$1,500,000 Windsor-Detroit Tunnel dividend and \$700,000 of the \$1,000,000 YQG dividends was realized in 2024.

Casino Hosting Fee Revenue: \$553,053 deficit

As a result of Caesars Windsor's post pandemic recovery, less than anticipated hosting fee revenues were received during the year.

#### Recovery of Expenditures \$365,184

A year-end surplus of \$365,184 in Program Support Recoveries was due to additional program funding available within Employment & Social Services

#### Taxes - Municipal \$149,366

A year-end surplus of \$149,366 was due to an increase in the 'Heads and Beds' levy from increased student enrollment and a surplus in Payment in Lieu of Taxes for previously exempt properties.

### Corporate Accounts

Transfers from Other Funds	(\$627,477)
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This deficit represents an offset to various surpluses within the "Other Funding Sources" such as the Off Street Parking Reserve, Sewer Surcharge Reserve, Building Permit Reserve and Provincially Funded Programs. This represents a deficit for accounting purposes only.

User Fees, Permits & Charges	\$2,483,410
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A year-end surplus \$2,483,410 was a result of higher than anticipated interest and enalties on property taxes and accounts receivable. Property tax arrears is steadily rising as a result of current economic conditions.

Financial Expenses	\$664,121
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A year-end surplus of \$664,121 was recognized as a result of new assessment from growth and development.

Purchased Services	\$18,505
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A year-end surplus of \$18,505 was a result of lower fees paid to MPAC.

Salaries & Benefits	(\$97,056)
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The Corporate Salary & Wage Provision account includes provisions and accruals for various collective agreements and personnel related matters. The corporate provisions within this account include amounts for job evaluation increases, unanticipated WSIB costs, overtime for eligible non-union members, and a general contingency provision. The surplus related to these provisions total \$912,911 and are intended to offset related deficits within the departments. Also included in this account is a charge of \$1,009,967 related to future anticipated and unbudgeted salary commitments which is recorded for accounting purposes.

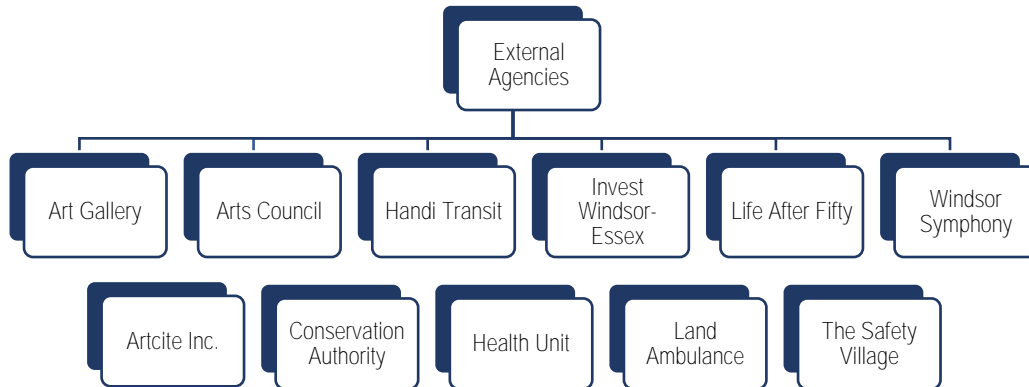
Transfers to External Agencies	(\$500,181)
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Waiver of Fees - A year-end deficit totalling \$43,151 was recognized in 2024 based on City Council approvals.

CIP Property Tax Rebates - A year-end deficit of \$457,030 was realized a result of an increase in the amount of total eligible grants required to be paid under the CIP property tax rebates program.

### Agencies

#### DEPARTMENTAL OVERVIEW



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$100,598)	(\$100,598)	(\$100,598)	(\$100,598)
Annual Expense Budget	\$19,996,396	\$20,558,892	\$20,858,514	\$22,634,432
Annual Net Budget	\$19,895,798	\$20,458,294	\$20,757,916	\$22,533,834
Annual Net Variance	\$1,056,508	\$167,535	\$1,114,860	\$289,178
Variance as a % of Net Budget	5.3%	0.8%	5.4%	1.3%

#### 2024 Portion of Net Municipal Tax Levy



2024 Year-End Variance: **\$1,343,986**  
Surplus



### Agencies

#### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Expenses:				
Transfers to External Agencies	n/a	\$668,000	\$668,000	\$1,343,986
<b>Net Total</b>	<b>n/a</b>	<b>\$668,000</b>	<b>\$668,000</b>	<b>\$1,343,986</b>

Transfers to External Agencies	\$1,343,986
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#### Windsor Essex County Heath Unit: \$644,182 Surplus

A year-end surplus of \$644,182 represents the City of Windsor pro-rata share of the 2023 Mitigation Funding adjustment approved by the Ministry of Health.

#### EMS / Land Ambulance: \$692,190 Surplus

A year-end surplus of \$692,190 includes the following: \$15,840 representing the City's share of the 2023 adjustment resulting from an increase in Provincial funding over what was reported at 2023 year-end, and \$676,350 representing the City's share of the projected 2024 surplus resulting from not fully implementing the budgeted FTE enhancement as scheduled, as well as increased revenue from the Province and other recoveries.

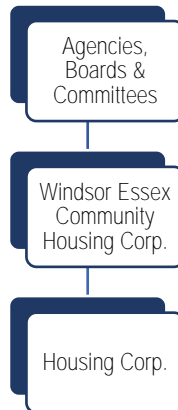
#### Essex Region Conservation Authority (ERCA): \$7,614 Surplus

The Essex Region Conservation Authority's budget was approved subsequent to the City's budget being approved and has resulted in a \$7,614 surplus.

## Windsor Essex Community Housing Corporation

### DEPARTMENTAL OVERVIEW

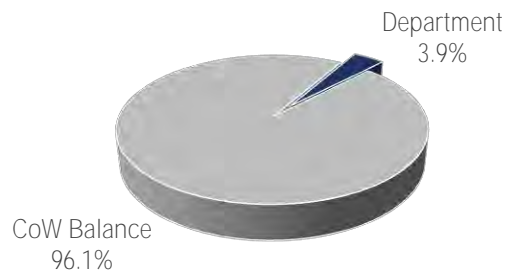
Windsor Essex Community Housing Corporation ("CHC") provides well-maintained, safe and affordable community housing in a respectful and fair manner. CHC are leaders in the housing sector and contribute to the development and support of strong communities in the City of Windsor and County of Essex



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$9,916,237)	(\$7,963,294)	(\$8,307,760)	(\$8,293,990)
Annual Expense Budget	\$21,999,658	\$20,524,712	\$21,991,253	\$23,920,525
Annual Net Budget	\$12,083,421	\$12,561,418	\$13,683,493	\$15,626,535

Annual Net Variance				
Variance as a % of Net Budget	0.0%	0.0%	0.0%	0.0%

### 2024 Portion of Net Municipal Tax Levy



Department	\$16,831,885
CoW Balance	\$415,413,433
Net Levy	\$432,245,318

2024 Year-End Variance: **\$265,673**  
Surplus

## Windsor Essex Community Housing Corporation

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Recovery of Expenditures	n/a	\$348,000	\$350,000	\$76,330
Transfers from Other Funds	n/a	\$0	\$0	\$267,546
Expenses:				
Transfers for Social Services	n/a	(\$830,000)	(\$836,000)	(\$78,203)
Net Total	n/a	(\$482,000)	(\$486,000)	\$265,673

**CHC is an arm's-length organization owned by the City of Windsor. CHC is a separate legal entity and operates as a non-profit governed by a Board of Directors (the "Board"). The Board oversees the organization, while the daily operational functions are executed by the CEO and staff employed at CHC.**

#### Recovery of Expenditures \$76,330

Social Housing provided through Windsor Essex Community Housing Corporation's (CHC) is cost shared with the County of Essex. The County revenue surplus of \$76,330 is primarily due to the change in weighted assessment which is higher than budgeted.

#### Transfers from Other Funds \$267,546

A transfer from the Budget Stabilization reserve (BSR) was utilized for \$267,546 to offset the City's share of the gross cost pressure \$424,904 for the CHC Public Housing program.

#### Transfers for Social Services (\$78,203)

CHC realized a Gross Expense deficit of \$424,904 related to pressures in the Public Housing portfolio primarily due to increased costs in building repair and maintenance. The City portion of the CHC Public Housing portfolio was funded by one-time BSR funding from the reserve (see Transfers from Other Funds). Offsetting this deficit was a CHC gross net surplus of \$346,701 primarily related to their Family portfolio, which combined with the former lead to a \$78,203 gross deficit in this budget category.

### Windsor Police Services

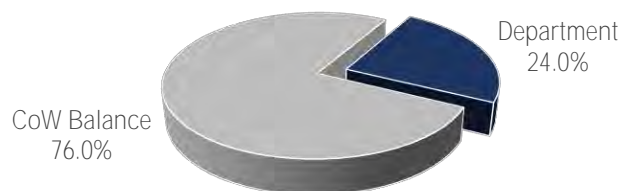
#### DEPARTMENTAL OVERVIEW

The Windsor Police Service (WPS) provides crime prevention, law enforcement, assistance to victims of crime, public order maintenance and emergency response. WPS operates in accordance with principles that ensure the safety and security of all persons and property, safeguarding the fundamental rights guaranteed by the Canadian Charter of Rights and Freedoms and the Human Rights Code.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$17,364,207)	(\$17,384,673)	(\$18,042,140)	(\$18,862,655)
Annual Expense Budget	\$109,490,813	\$111,317,082	\$115,019,577	\$117,868,133
Annual Net Budget	\$92,126,606	\$93,932,409	\$96,977,437	\$99,005,478
Annual Net Variance	\$571,091	\$1,530,708	\$620,859	(\$72,756)
Variance as a % of Net Budget	0.6%	1.6%	0.6%	(0.1%)

#### 2024 Portion of Net Municipal Tax Levy



Department	\$103,576,858
CoW Balance	\$328,668,460
Net Levy	\$432,245,318

2024 Year-End Variance: (\$3,792,328)

Deficit

## Windsor Police Services

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Expenses:				
Salaries & Benefits	n/a	(\$3,000,000)	(\$3,500,000)	(\$3,792,328)
<b>Net Total</b>	<b>n/a</b>	<b>(\$3,000,000)</b>	<b>(\$3,500,000)</b>	<b>(\$3,792,328)</b>

<b>Salaries &amp; Benefits</b>	<b>(\$3,792,328)</b>
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The most significant contributing factor was the settlement of the 2023-2026 Collective Bargaining Agreements with the Windsor Police Association. This required the WPS to remit retroactive settlements for both the 2023 and 2024 fiscal years. In addition, a long standing grievance by the WPA was settled resulting in \$250K in unbudgeted expenditures. Uncontrollable and unanticipated overtime was incurred to respond to an unprecedented level of protests and demonstrations. In addition, there was an elevated demand for officer attendance at POA and OCJ court during the year. WPS has no control over the issuance of subpoenas to officers nor the corresponding overtime incurred as the provisions are per the CBA.

## On-Off Street Parking Reserve

2024 Year-End Variance: **\$31,194**  
Surplus

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
User Fees, Permits & Charges	n/a	(\$450,000)	(\$450,000)	(\$650,074)
Expenses:				
Operating & Maintenance Supplies	n/a	\$0	\$0	\$125,356
Salaries & Benefits	n/a	\$125,000	\$100,000	\$137,926
Transfers to Reserves & Capital Fund	n/a	\$0	\$0	\$467,202
Utilities, Insurance & Taxes	n/a	\$0	(\$47,000)	(\$45,607)
Other Miscellaneous Expenditures	n/a	\$0	\$0	(\$3,609)
<b>Net Total</b>	<b>n/a</b>	<b>(\$325,000)</b>	<b>(\$397,000)</b>	<b>\$31,194</b>

#### User Fees, Permits & Charges (\$650,074)

A total deficit of (\$650,074) has been realized for 2024 related to reduced hourly and monthly parking revenue.

#### Operating & Maintenance Supplies \$125,356

A net surplus of \$125,356 has been realized for 2024 related to the purchase of operating and maintenance supplies for parking operations.

#### Salaries & Benefits \$137,926

An overall surplus of \$137,926 is realized for 2024 related to salary and wage for all staff in the On-Off Street Parking Division of Public Works. The surplus is the net total of the surpluses and deficits related to WSIB and salary and wage gapping due to a number of vacancies across the department throughout the year resulting from retirements and staff appointments into new positions offset with overtime and the hiring of extra staff to accommodate heavy work load situations where required.

#### Transfers to Reserves & Capital Funds \$467,202

The On-Off Street Parking Division has finished 2024 with an overall net deficit of (\$467,202) for the year, which has resulted in a reduced transfer to the On-Off Street Parking reserve for the year. The final 2024 balance in the reserve is \$1,790,342.11 (net of encumbrances).

#### Utilities, Insurance & Taxes (\$45,607)

An overall deficit of (\$45,607) is realized for the On-Off Street Parking Division for 2024 related to utilities and taxes.

#### Other Miscellaneous Expenditures (\$3,609)

A net deficit of (\$3,609) has been realized for 2024 related to the net of all immaterial line by line variances remaining for the department.



## Building Permit Reserve

2024 Year-End Variance: **\$9,545,366**  
Surplus

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
User Fees, Permits & Charges	n/a	\$7,500,000	\$7,518,000	\$9,735,129
Expenses:				
Financial Expenses	n/a	(\$30,000)	(\$43,000)	(\$64,072)
Minor Capital	n/a	(\$209,000)	(\$267,000)	(\$184,142)
Operating & Maintenance Supplies	n/a	(\$3,000)	(\$4,000)	(\$8,184)
Purchased Services	n/a	(\$495,000)	(\$505,000)	(\$572,339)
Salaries & Benefits	n/a	\$734,000	\$821,000	\$677,352
Other Miscellaneous Expenditures	n/a	(\$66,000)	(\$60,000)	(\$38,378)
<b>Net Total</b>	<b>n/a</b>	<b>\$7,431,000</b>	<b>\$7,460,000</b>	<b>\$9,545,366</b>

#### User Fees, Permits & Charges \$9,735,129

Building permit revenue at year end was in a surplus position of \$9,735,129. The surplus in permit revenue is largely due to larger building construction projects.

#### Financial Expenses (\$64,072)

The Building Department ended the year with a deficit totaling (\$64,072) for bank charges due to an unexpected number of large dollar permits being paid for by credit cards.

#### Minor Capital (\$184,142)

The Building Department incurred a deficit of (\$184,142) due to (\$165,524) in expenses related to the reconfiguration of the 2nd floor office space and (\$18,618) in additional costs for computers and computer software licenses.

#### Operating & Maintenance Supplies (\$8,184)

The Building Department at year end was in a deficit position of (\$8,184) due to Promotional material that was purchased for job fairs and staff as well as specific Office and computer supplies that were required with the onboarding of new staff.

#### Purchased Services (\$572,339)

A deficit in Purchased Services is due to the allocation of \$581,868 indirect program support costs to the Building Permit Fee Reserve. The deficit is offset by a small surplus of \$9,529 due to fewer fleet expenses reallocation.

## Building Permit Reserve

Salaries & Benefits	\$677,352
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A surplus of \$677,352 for salary and benefit expenses is due to salary gapping.

Other Miscellaneous Expenditures	(\$38,378)
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The Building Services Department had an overall miscellaneous expense deficit of (\$38,378) which is made up of memberships (\$9,500) and training (\$28,878).

## Sewer Surcharge Reserve

2024 Year-End Variance: **\$11,854,566**  
Surplus

### VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Recovery of Expenditures	n/a	\$289,000	\$289,000	\$0
User Fees, Permits & Charges	n/a	\$674,000	\$674,000	\$0
Other Miscellaneous Revenue	n/a	(\$1,264,000)	(\$1,264,000)	\$11,505,032
Expenses:				
Minor Capital	n/a	(\$24,000)	(\$24,000)	\$0
Operating & Maintenance Supplies	n/a	(\$605,000)	(\$641,000)	(\$564,358)
Purchased Services	n/a	\$0	n/a	(\$808,143)
Salaries & Benefits	n/a	(\$146,000)	\$340,000	\$821,782
Transfers to Reserves & Capital Fund	n/a	\$1,264,000	\$1,264,000	\$976,785
Utilities, Insurance & Taxes	n/a	\$0	\$0	(\$89,186)
Other Miscellaneous Expenditures	n/a	\$0	\$0	\$12,654
<b>Net Total</b>	<b>n/a</b>	<b>\$188,000</b>	<b>\$638,000</b>	<b>\$11,854,566</b>

Other Miscellaneous Revenue \$11,505,032

The Pollution Control Department is reporting a surplus of \$2,010,192 in Revenues in 2024. The majority of this surplus is from Sewage Treatment recoveries from 3rd parties, overstrength sewage rates, leachate recoveries and revenue from Windsor Utilities Commission (WUC) backwash all coming in higher than budgeted in 2024.

Upon final reconciliation of billed amounts not yet paid and the Enwin accrual for unbilled revenue, the final sewer surcharge revenue resulted in a surplus of \$9,494,840. The positive variance is largely a result of new accounts coming online from the recent increased development and population growth in the city. There were also additional billing cycles in December 2024 due to the number and variability of billing cycles that Enwin employs. The surplus includes a (\$102,254) variance due to greater than expected appeals refunds.

The operating surplus was transferred to the Sewer Surcharge reserve fund as per normal practice.

### Sewer Surcharge Reserve

#### Operating & Maintenance Supplies (\$564,358)

PW Operations finished 2024 with a net deficit of (\$183,144) related to all operating & maintenance supplies due to an increase in the sewer and manhole repairs in 2024. This increase in repairs is a result of a successful zoom camera sewer inspection program funded by the capital flood abatement program now in place that has identified a significantly larger area with defects that require repair.

Additionally, in the Pollution Control Department, Chemicals are in deficit of (\$381,214). It's expected that costs will continue to increase in 2025. There has been a consistent deficit in these accounts in recent years due to increasing costs for chemicals.

#### Purchased Services (\$808,143)

PW Operations finished 2024 with an overall net deficit of (\$985,891) related to all contracted services (internal and external) for all sewer repair and street sweeping services as well as sewer locates (Ontario One Call). Inflationary factors are a contributor to the deficit incurred as contracted services have become more expensive. Internal services were required throughout the year to provide hauling assistance for street sweeping materials and staffing to provide service required under the Ontario One Call program for sewer locates. Lastly, there has been a significant increase in required sewer repairs as a result of a successful zoom camera sewer inspection program funded by the capital flood abatement program now in place that has identified a larger area with defects to be repaired.

The Pollution Control Department is reporting a deficit of (\$56,696) on purchased services. These expenses are mainly for inspections, cleaning, testing, some minor repairs and maintenance, and other miscellaneous items.

For Other Sewer Surcharge Related Items there is a surplus of \$234,444 realized for purchased services in 2024 due to lower Enwin Administration fees than budgeted.

#### Salaries & Benefits \$821,782

PW Operations finished 2024 with an overall net surplus of \$659,780 related to all salary and wage accounts including overtime and WSIB. Vacancies and associated salary gapping savings result from retirements and staff appointments into new positions offset with overtime for existing staff and the hiring of extra staff to accommodate heavy workload situations where required.

The Pollution Control Department has an overall surplus of \$162,002 in 2024 related to salary and wage for all staff due to gapping and vacancies across the department.

#### Transfers to Reserve & Capital \$976,785

Transfer to Capital Funds resulted in surplus of \$976,785 which was due to holdbacks in the sewer surcharge capital transfers. This was offset by a deficit in the Sewer Surcharge revenue due to the timing of the implementation of the 2024 rates as noted above.

#### Utilities, Insurance & Taxes (\$89,186)

In the Pollution Control Department, taxes are in a deficit of (\$87,748) and a minor deficit in utilities of (\$1,438).

#### Other Miscellaneous Expenditures \$12,654

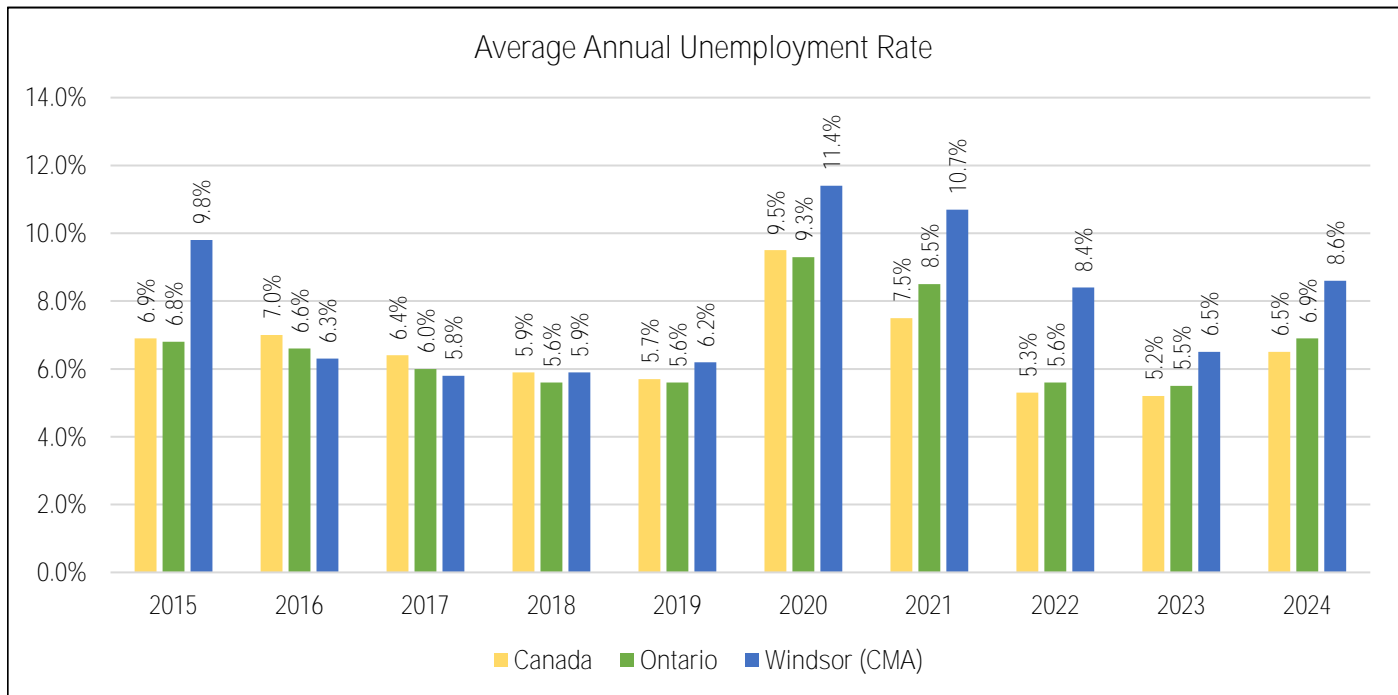
PW Operations finished with a net deficit of (\$33,690) in 2024 related to minor line by line variances remaining for the department.

The Engineering Department finished 2024 with a deficit of (\$39,973). This deficit is due to the large value of Sewer Replacement Rebates that were issued by the Right of Way Department.

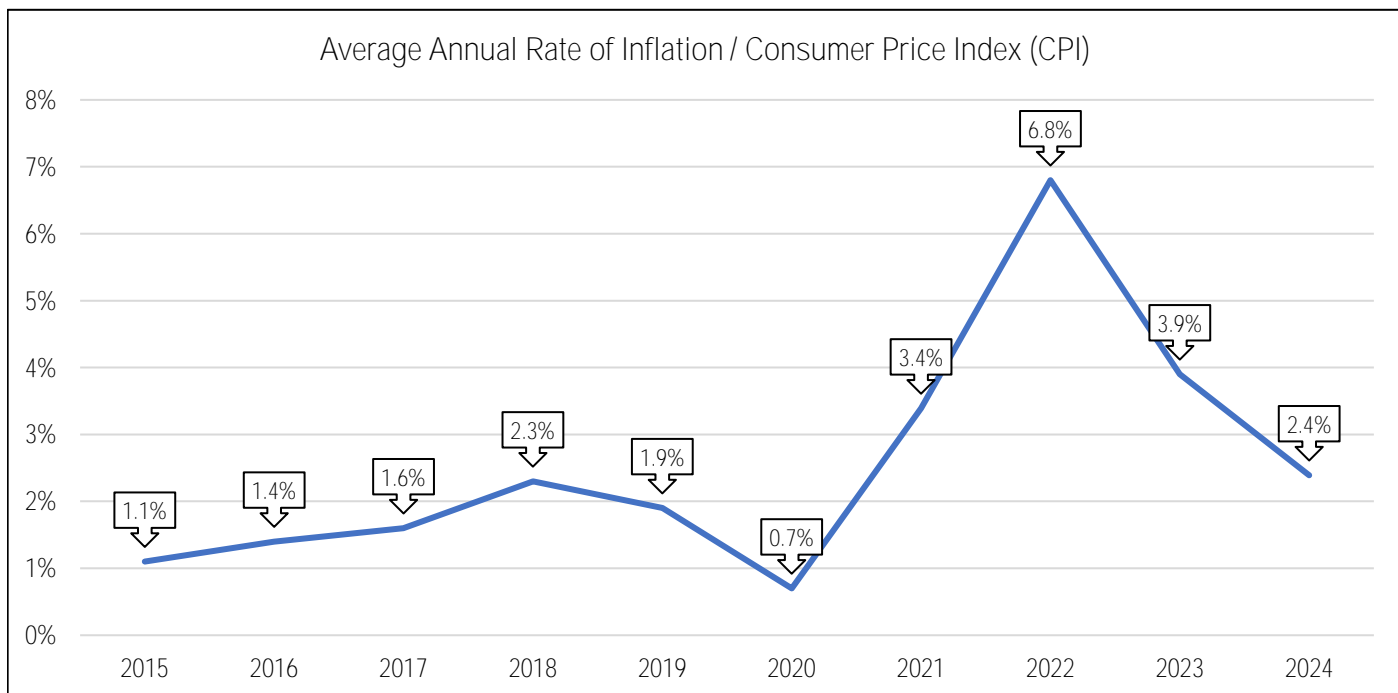
The Pollution Control Department had a combined small surplus of \$37,317 in other miscellaneous accounts

Other Sewer Surcharge Related Items - \$49,000 is due to an unused budget item specific to expenses associated with the West Nile Virus program.

### ECONOMIC STATISTICS

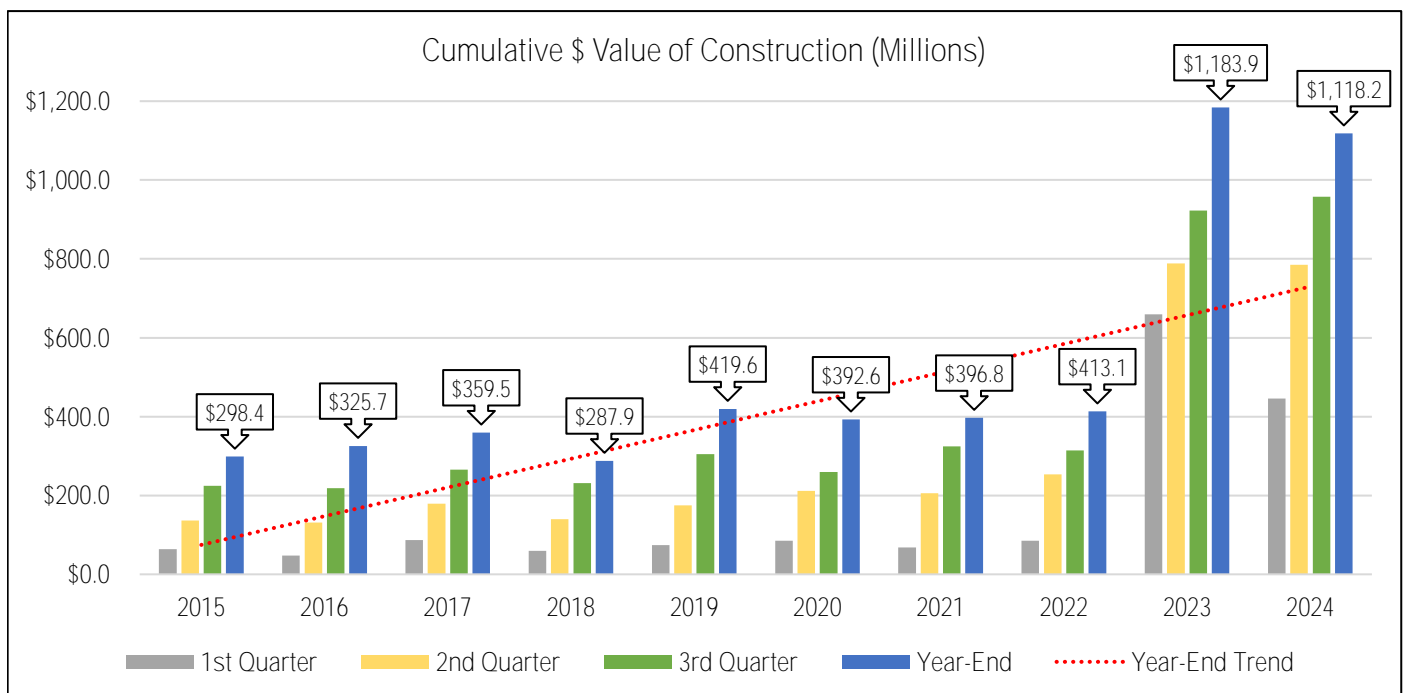
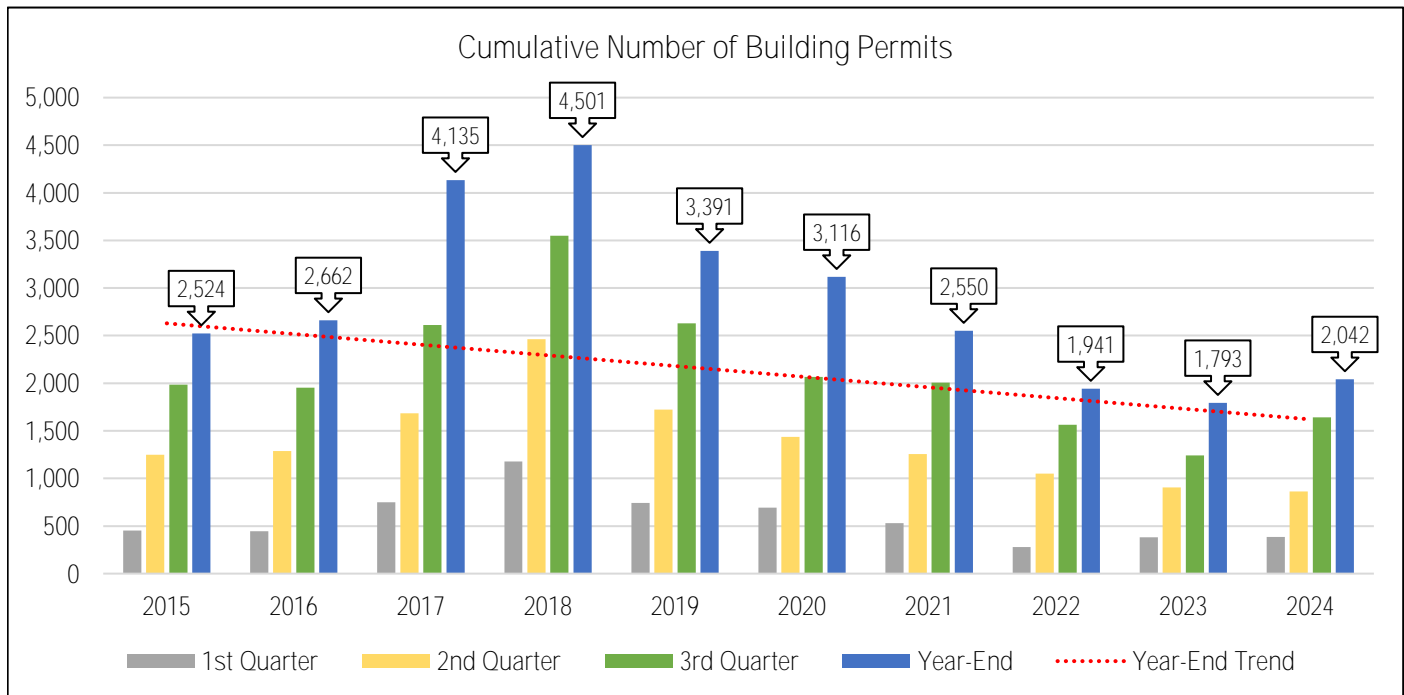


Source: Statistics Canada (3-Month Moving Average, Unadjusted)



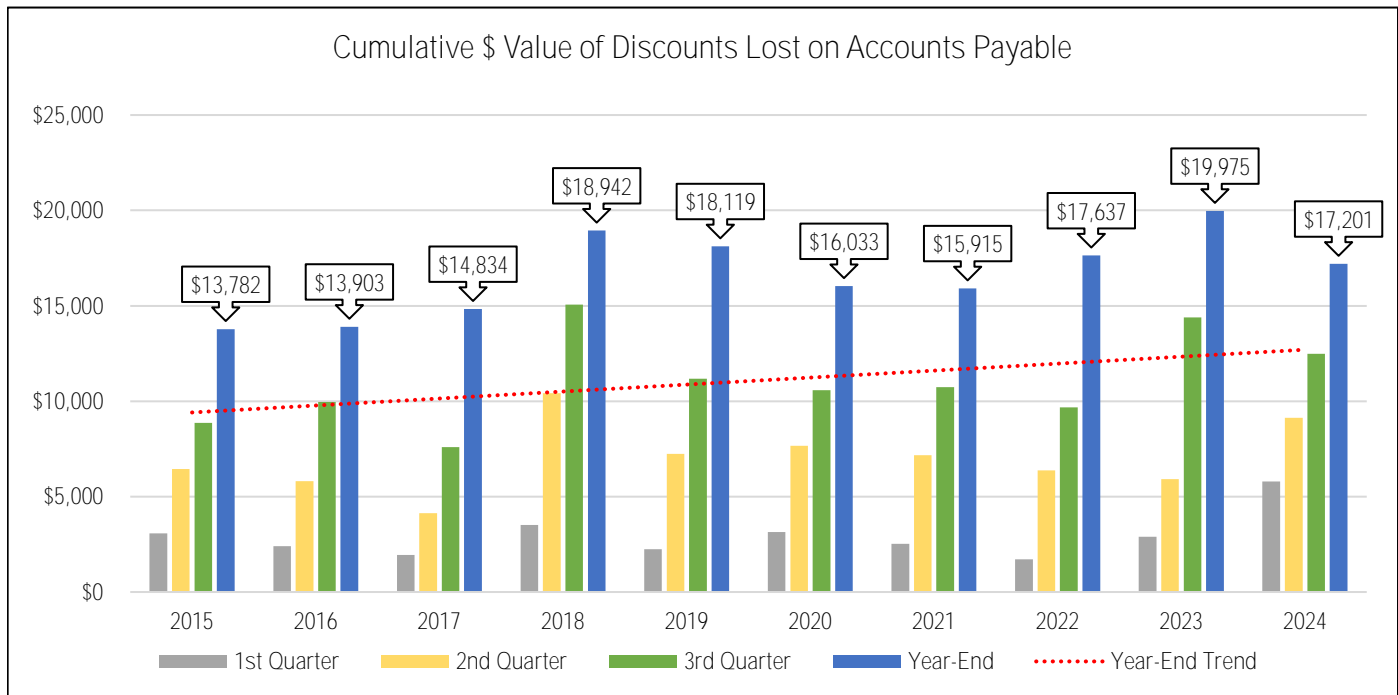
Source: Statistics Canada (All Items, Unadjusted)

## BUILDING SERVICES

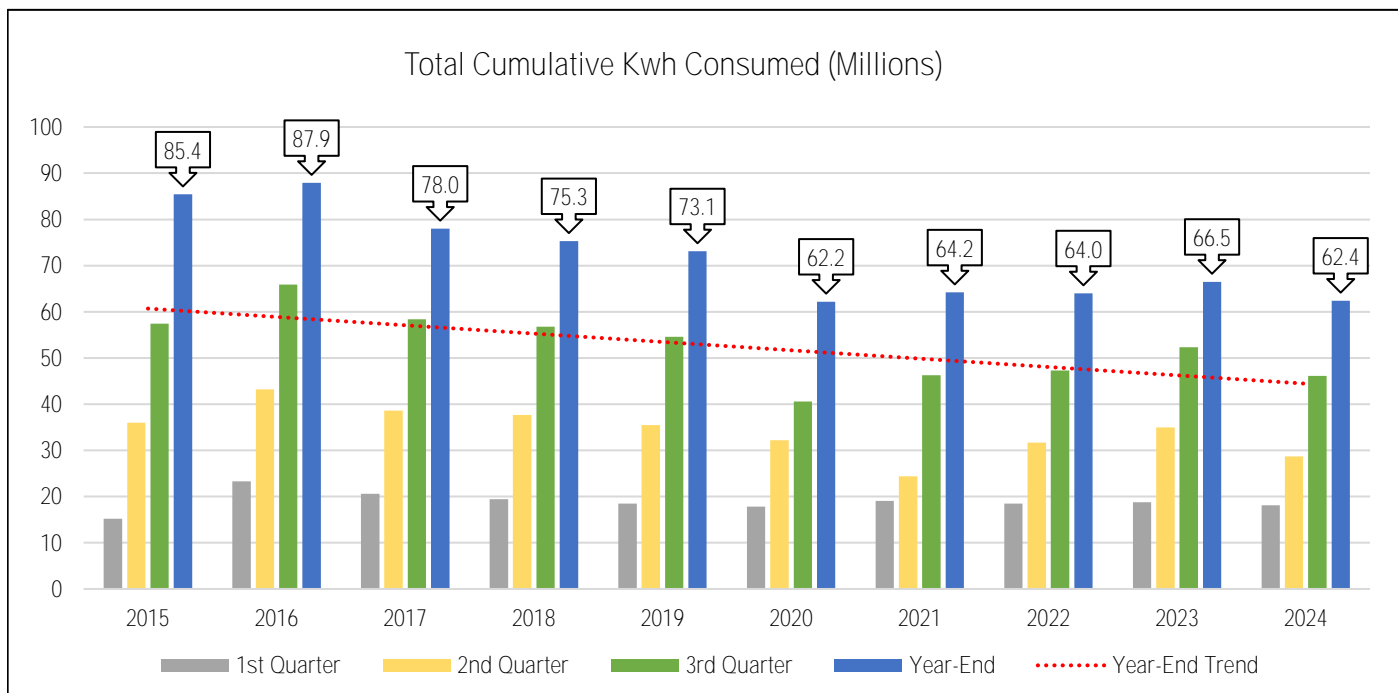




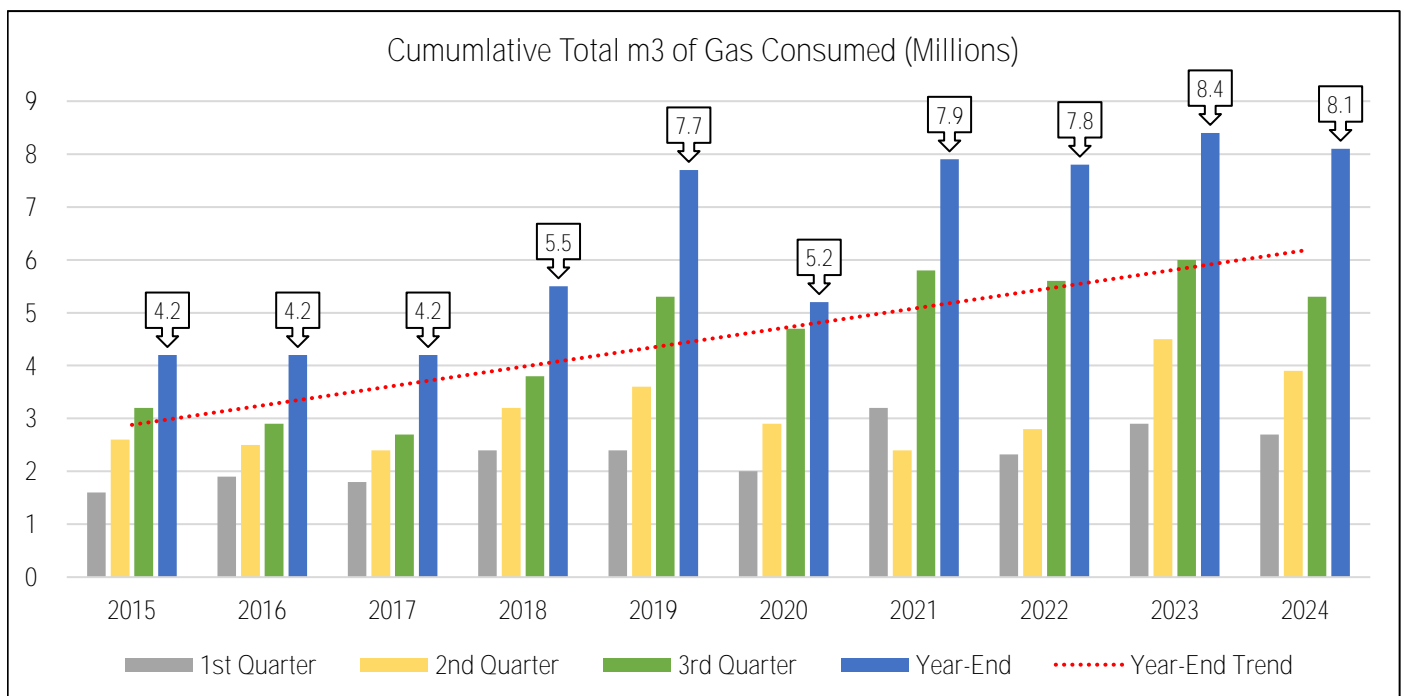
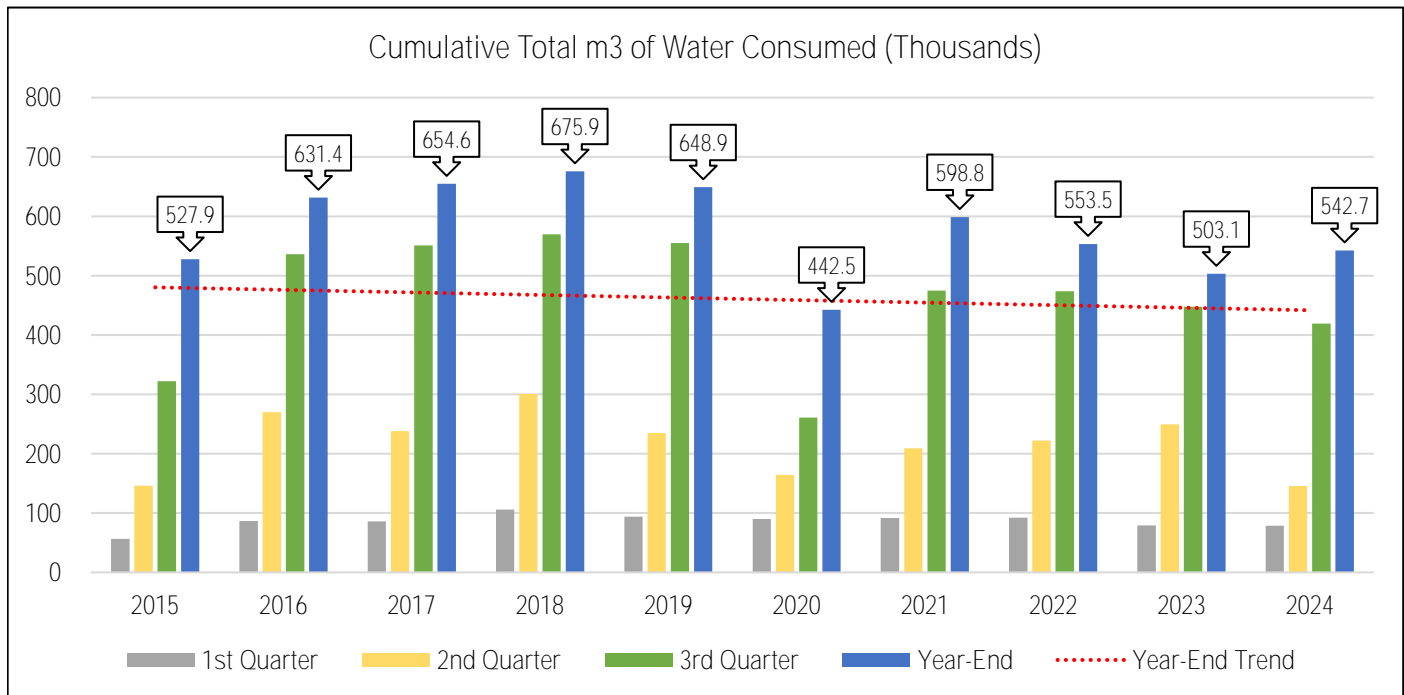
## FINANCIAL ACCOUNTING



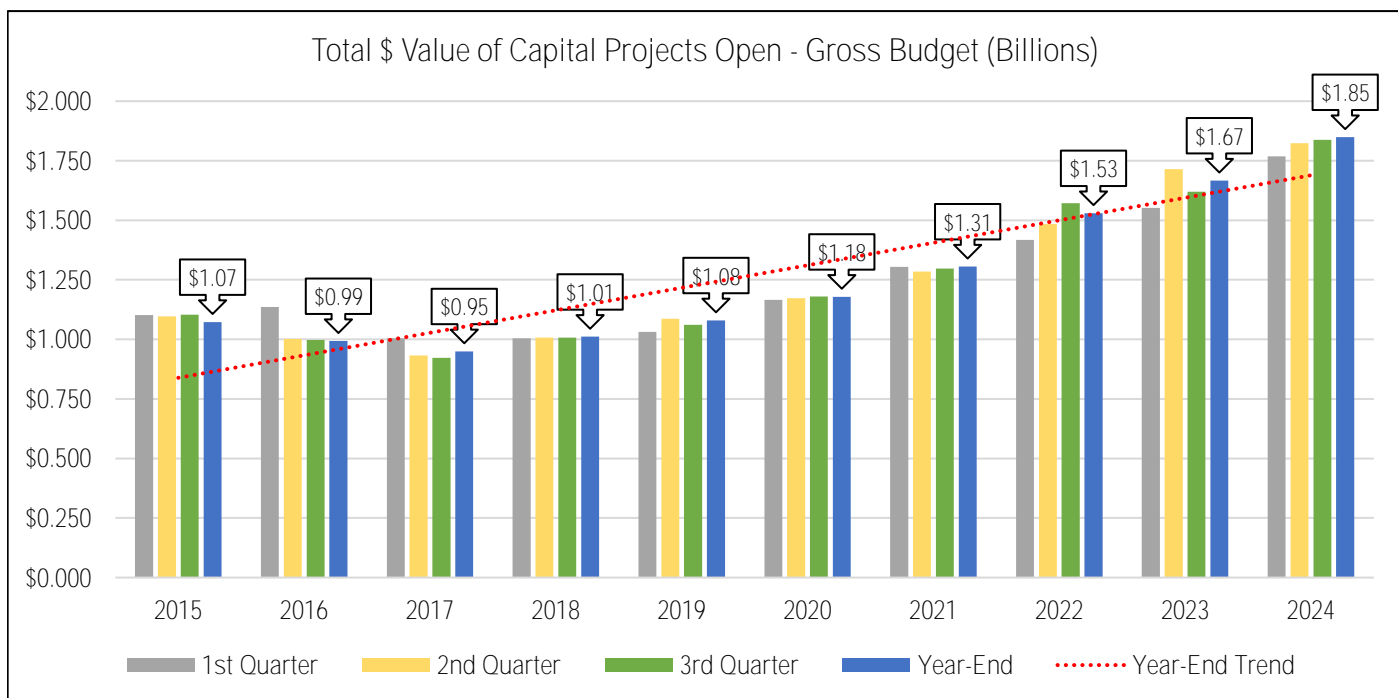
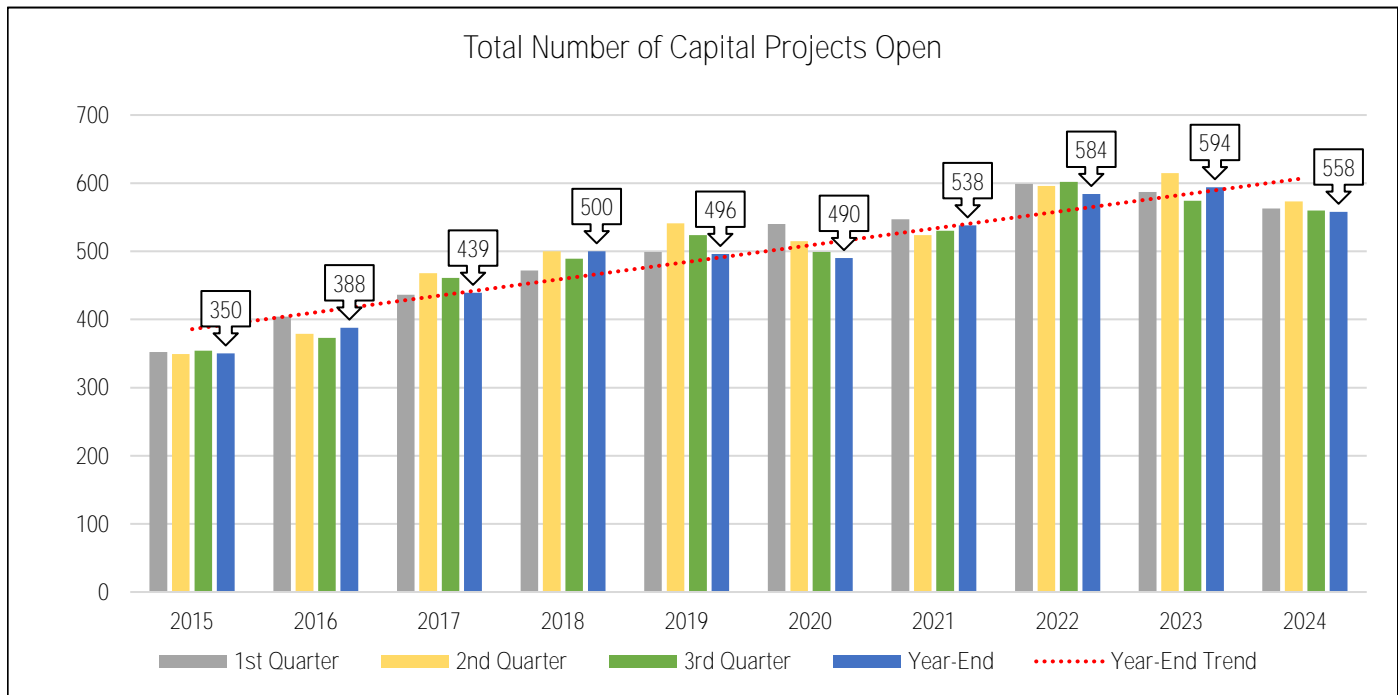
## ASSET PLANNING



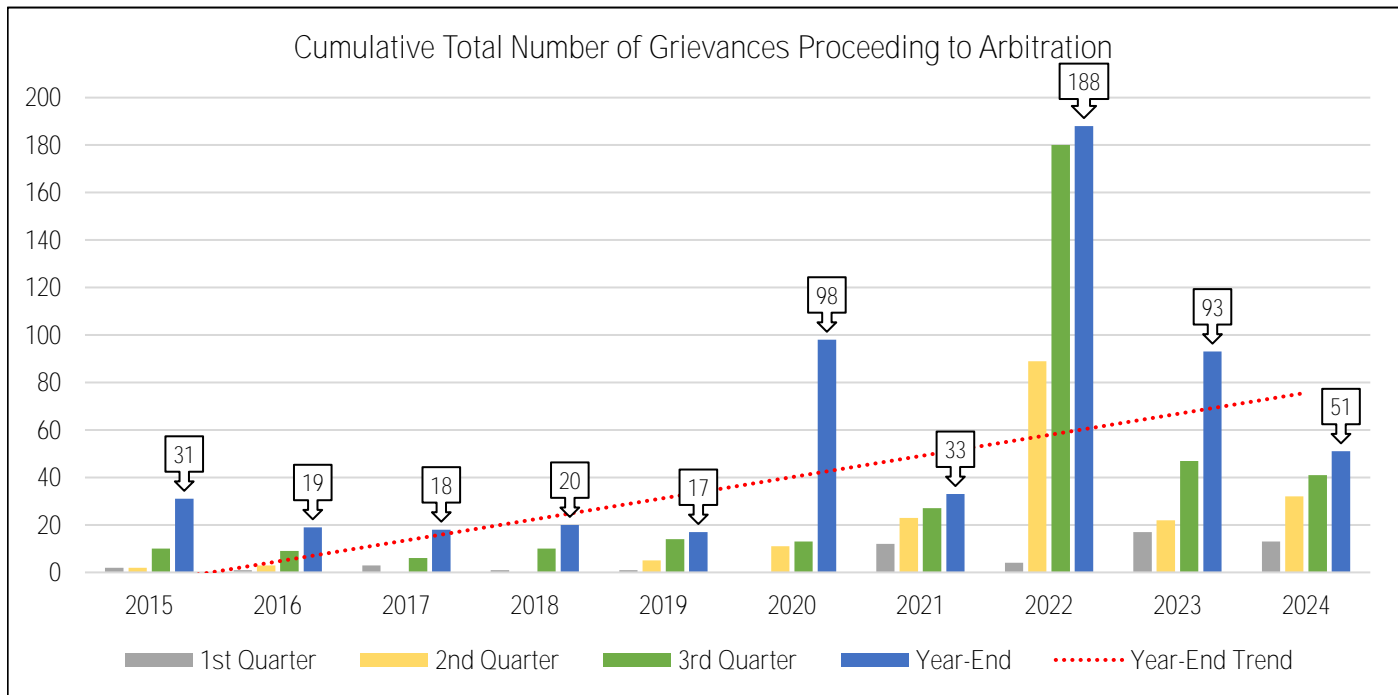
## ASSET PLANNING



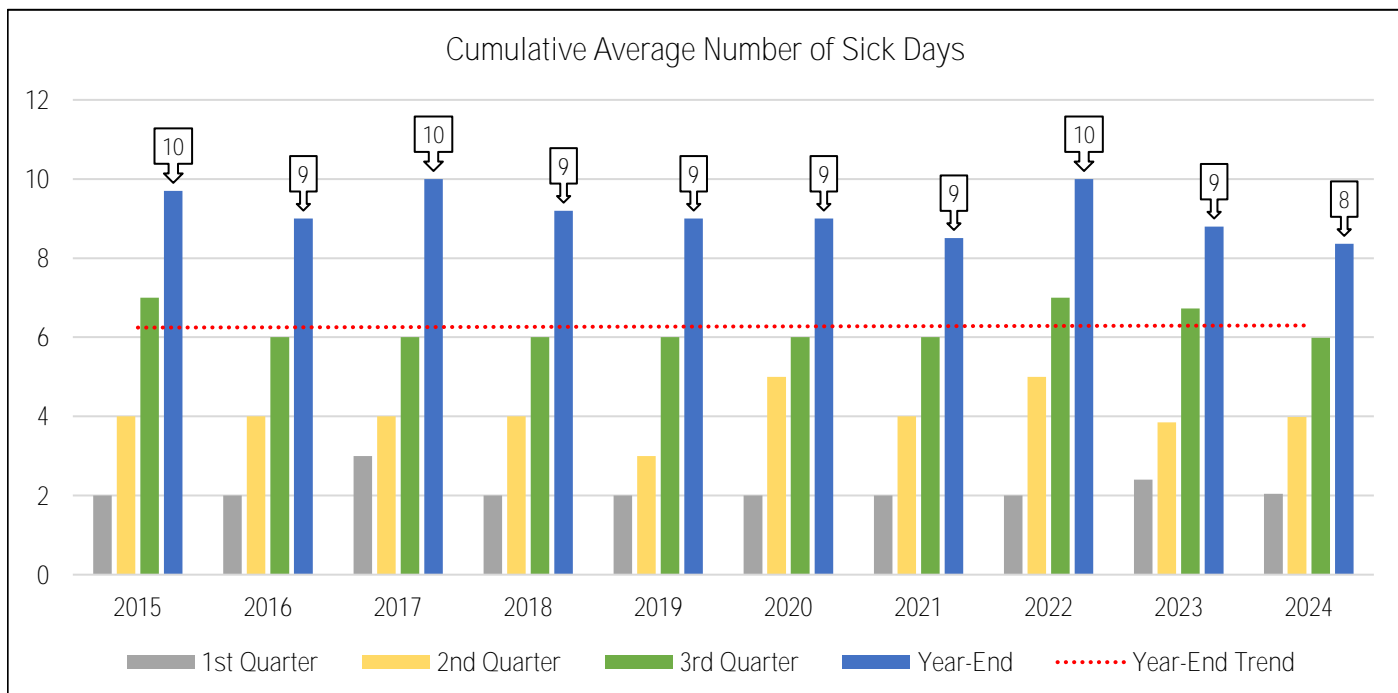
### ASSET PLANNING



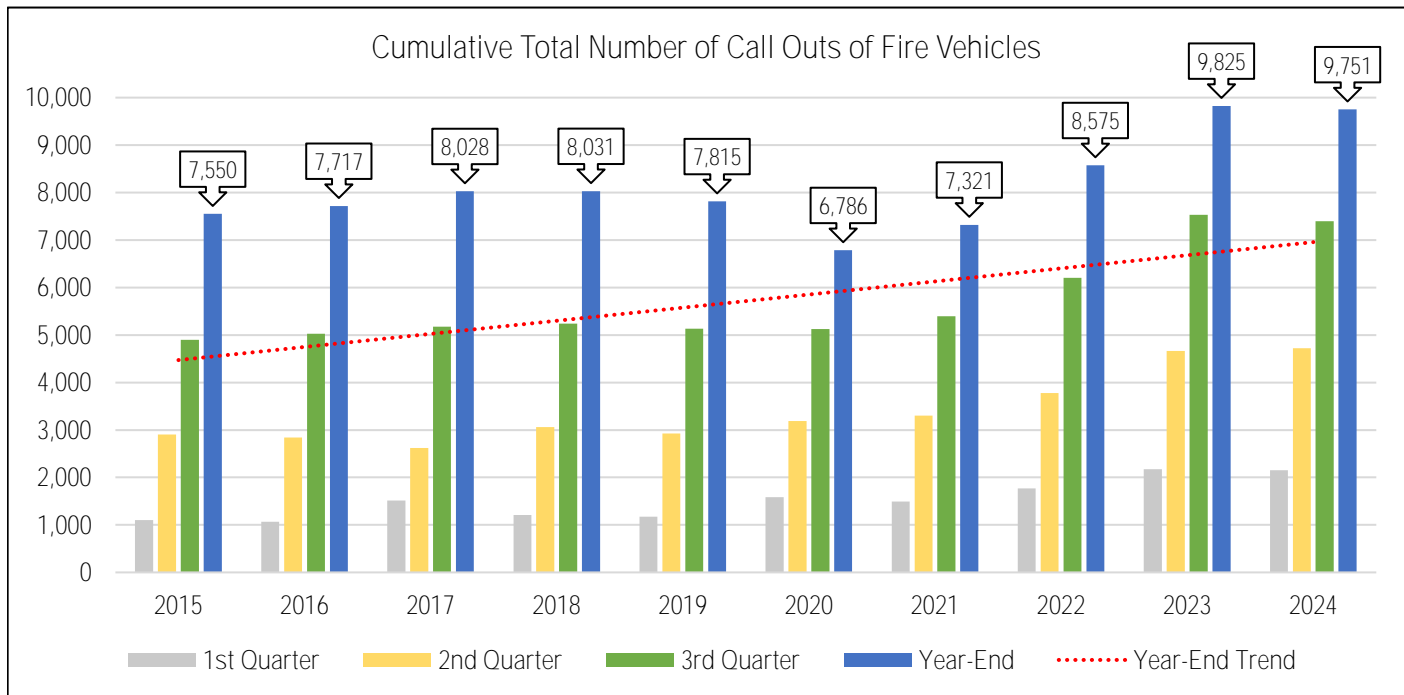
## HUMAN RESOURCES



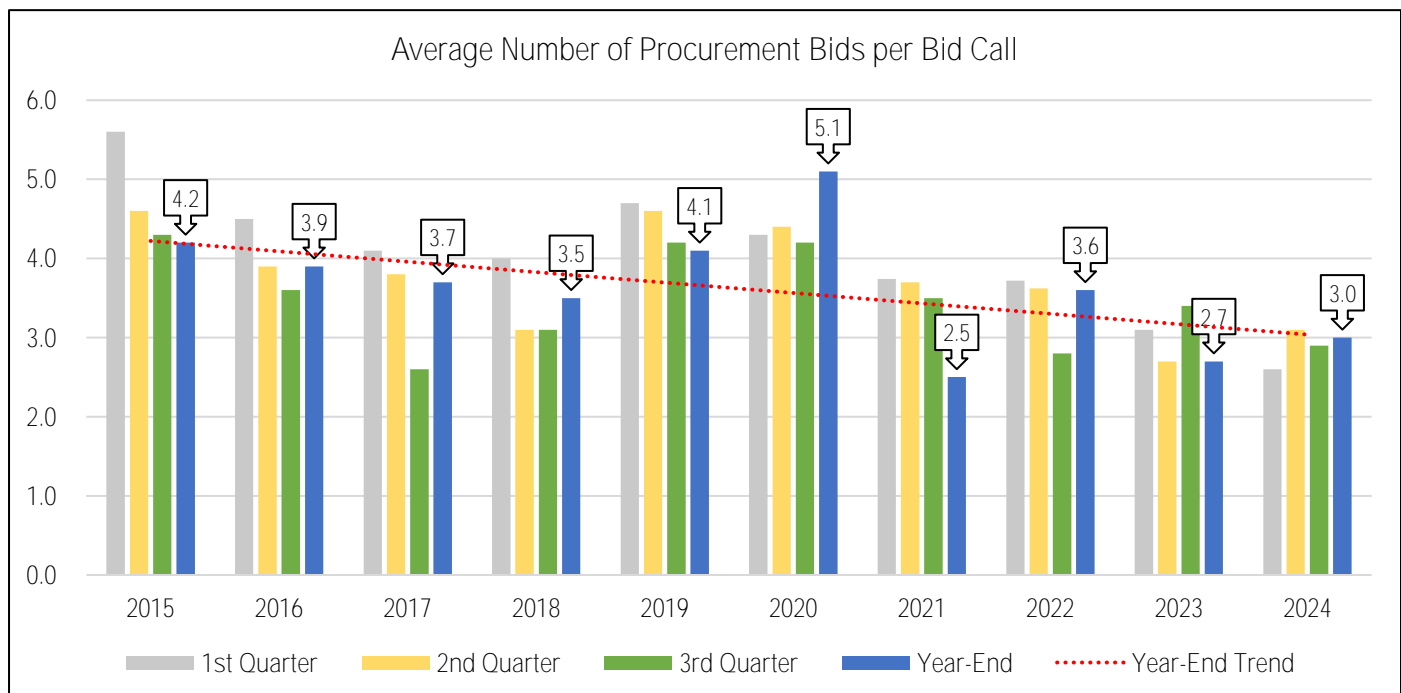
Note: In 2020, 64 of 98 grievances are attributed to Transit Windsor.



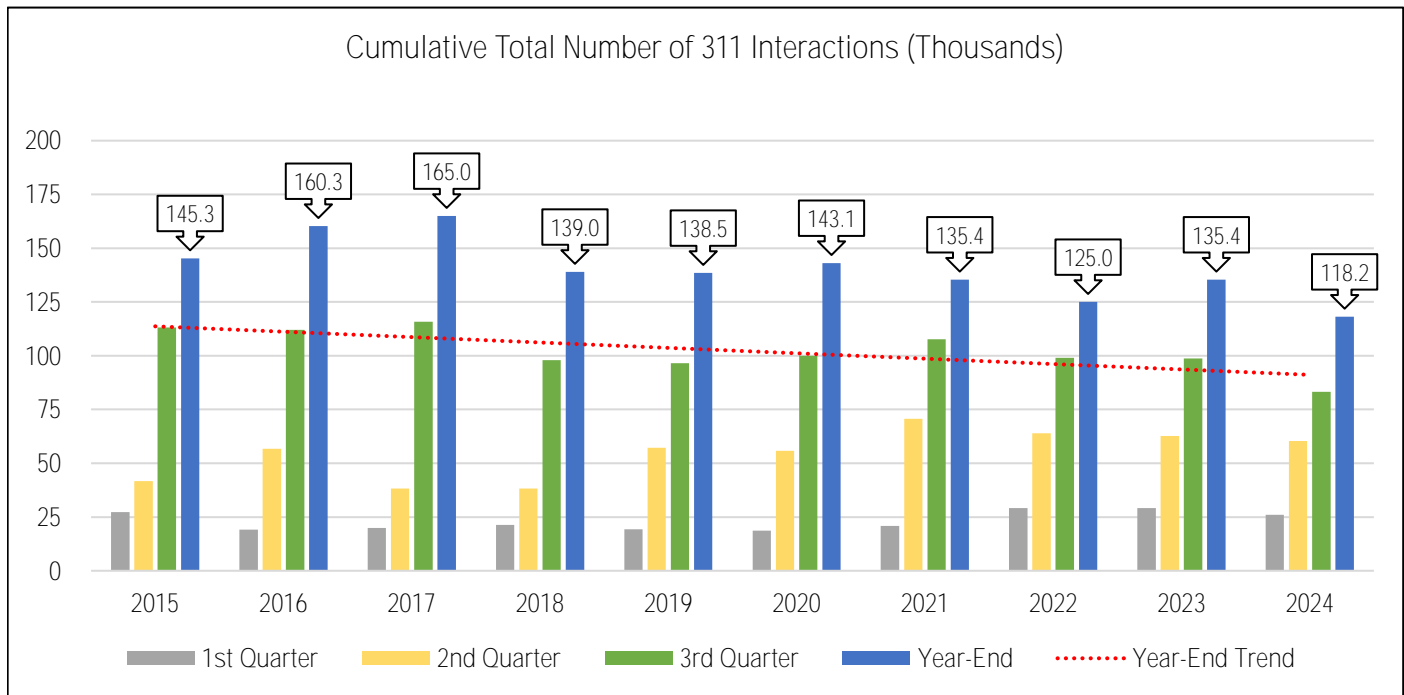
## FIRE & RESCUE



## Legal

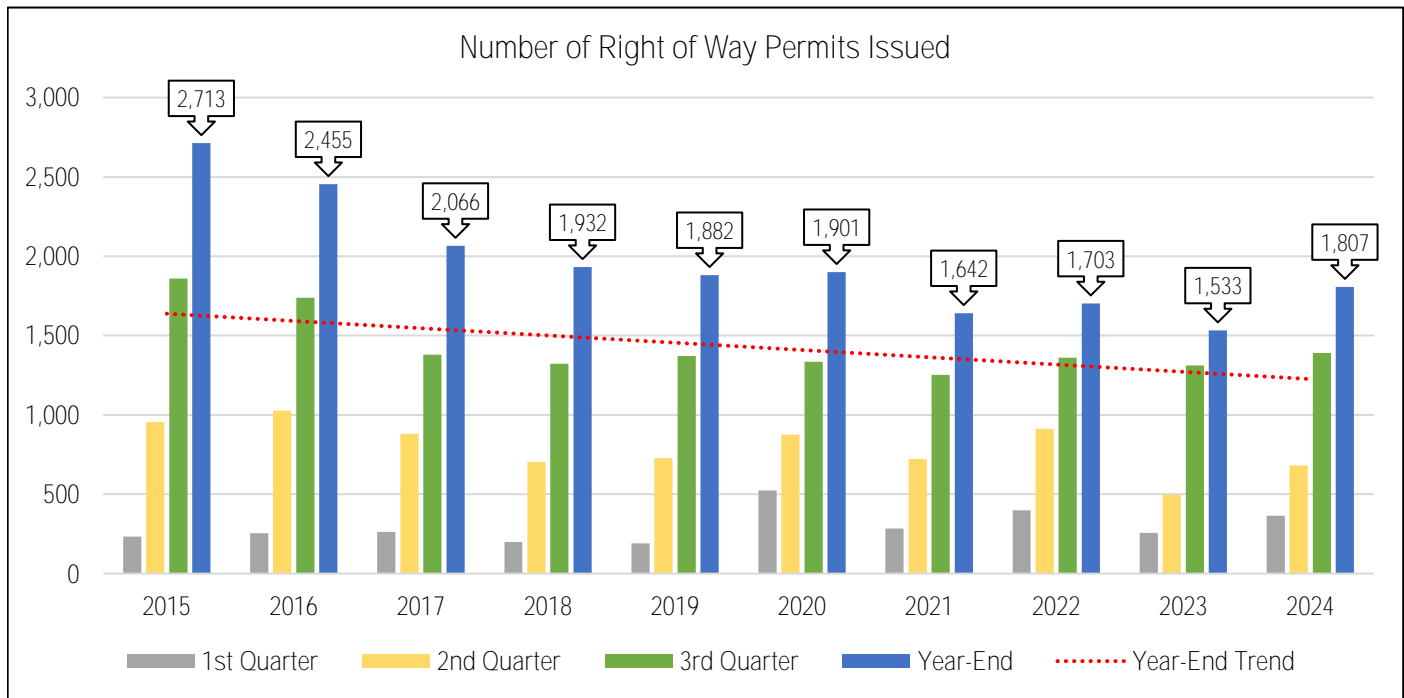


COMMUNICATIONS & CUSTOMER SERVICE

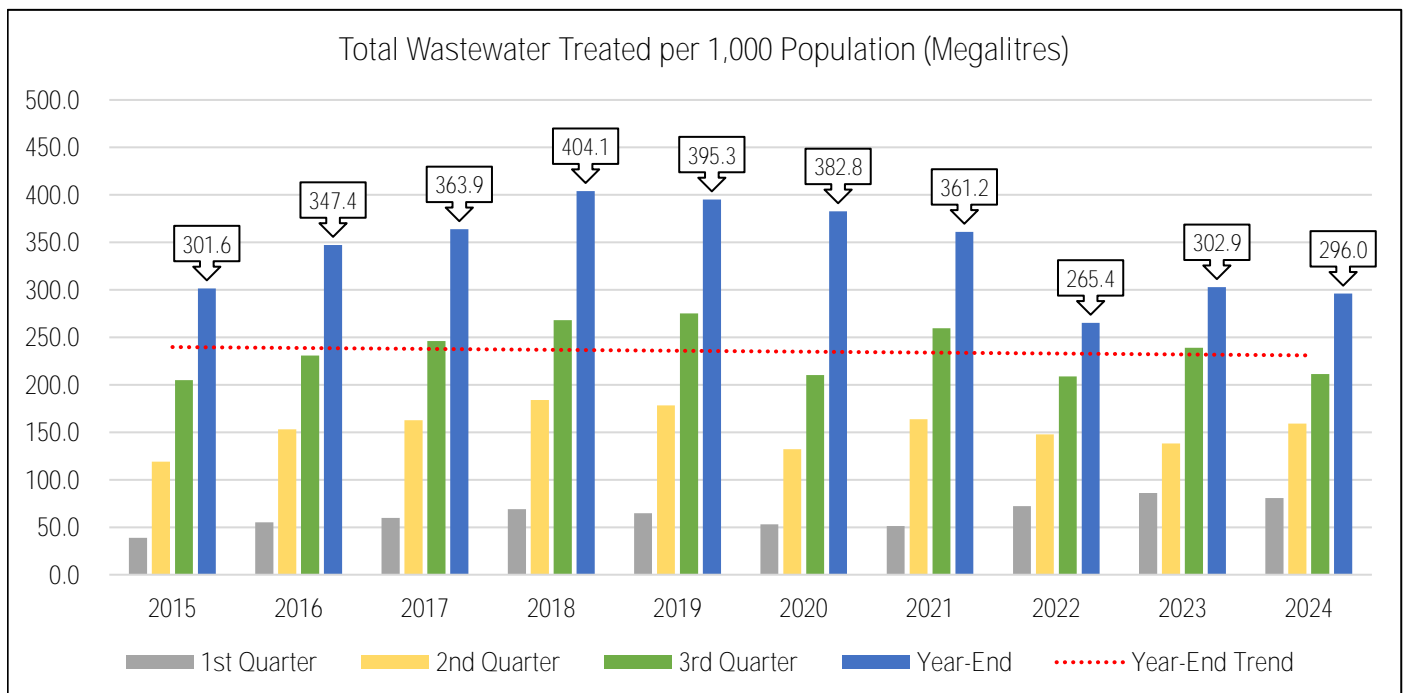




## ENGINEERING

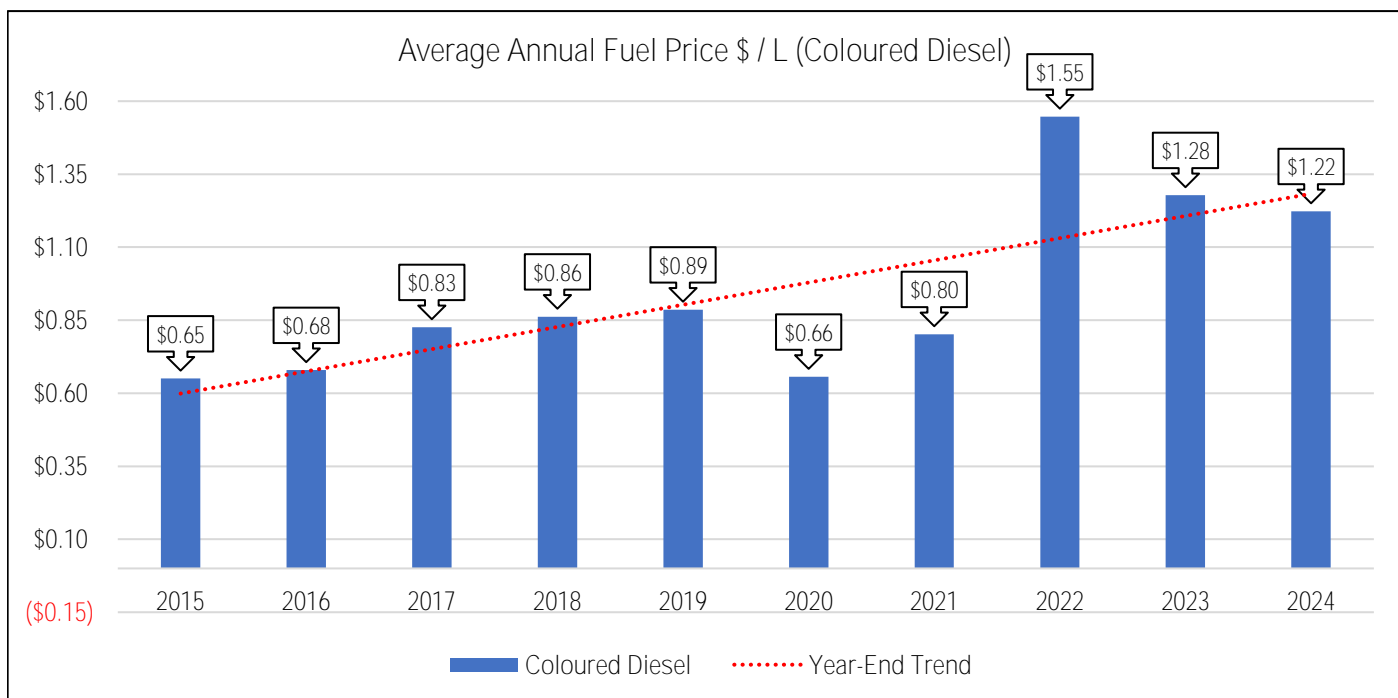
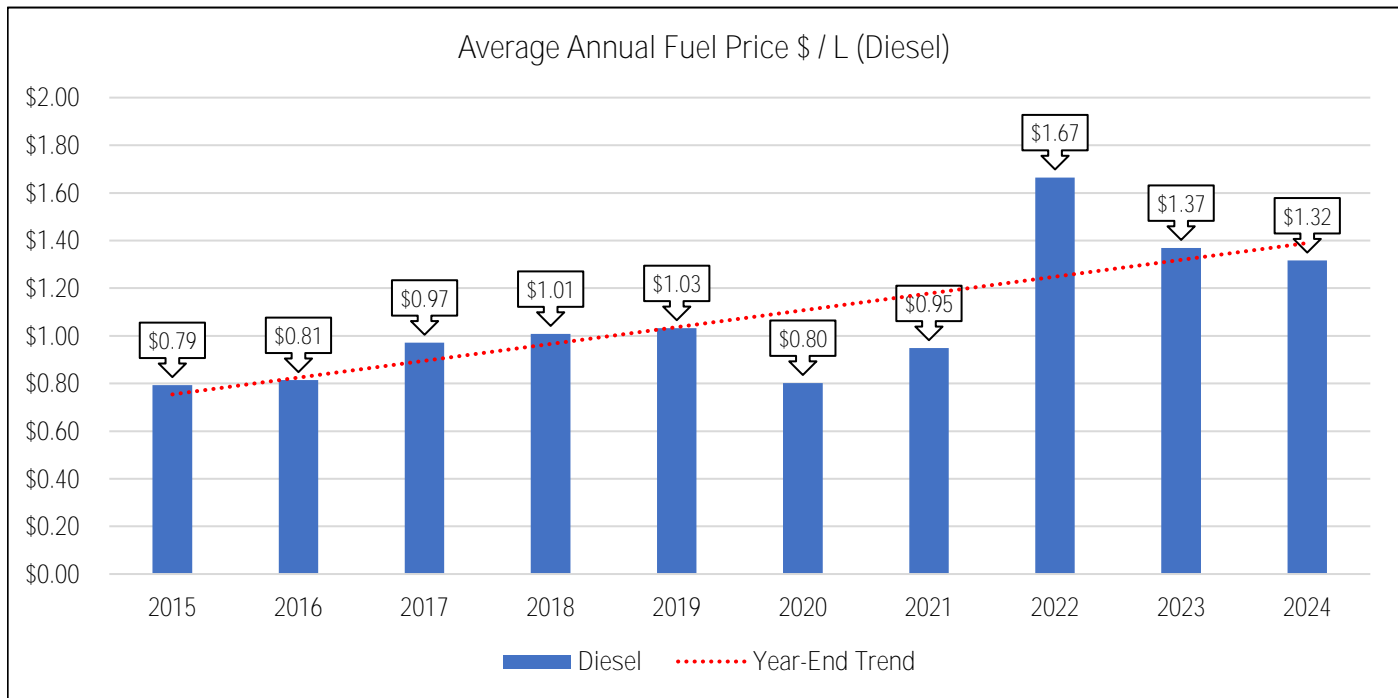


## POLLUTION CONTROL

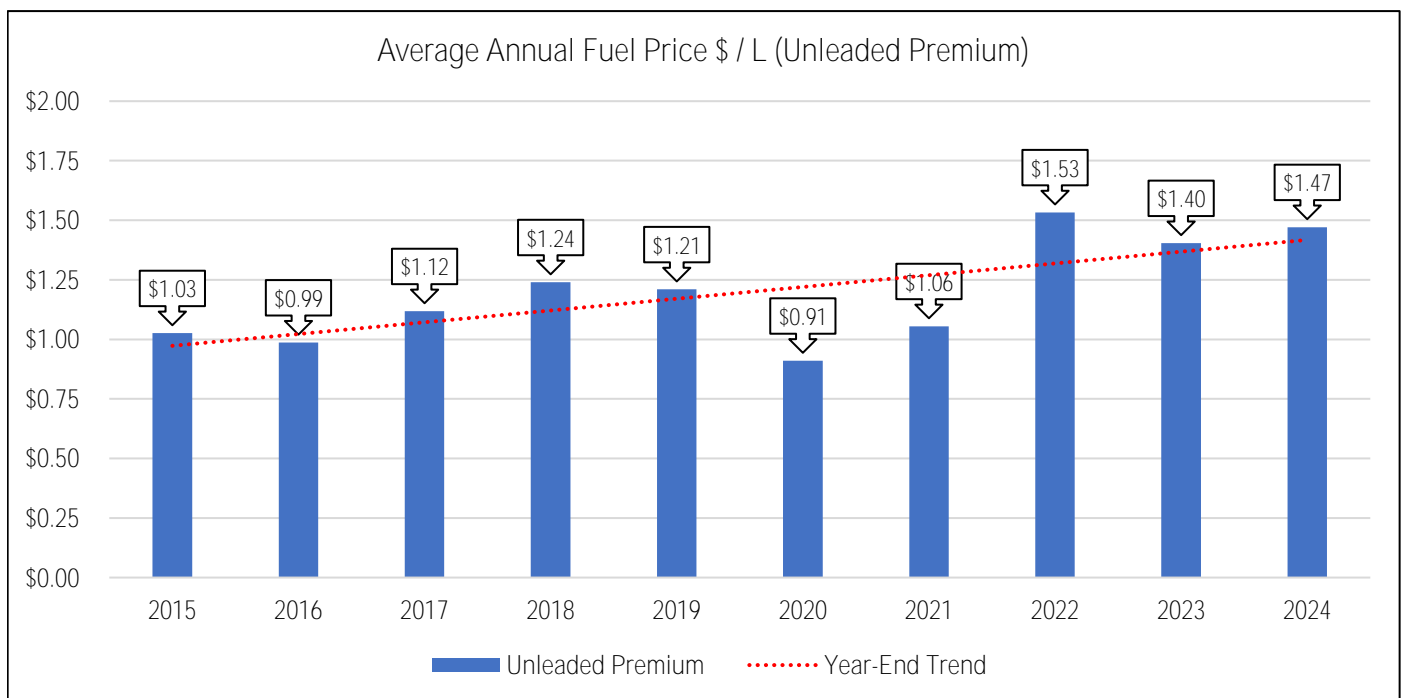
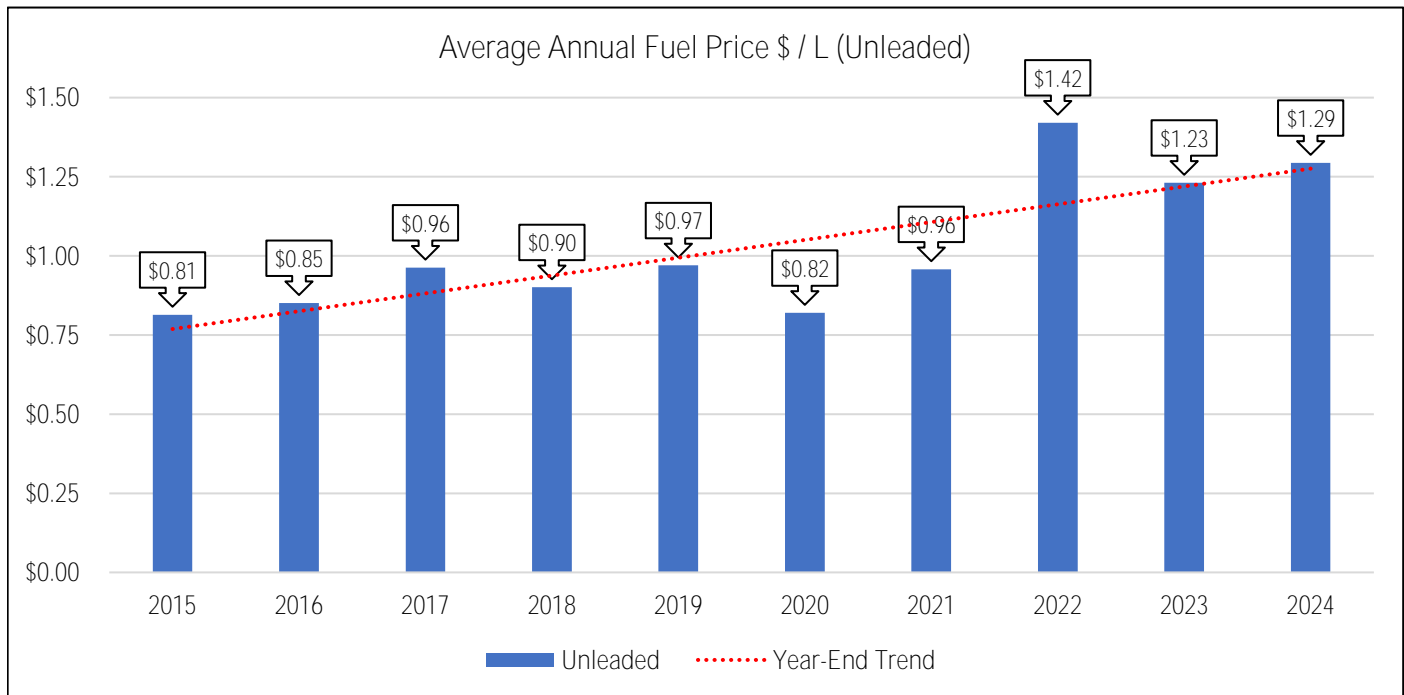


Fluctuations are partially due to changes in precipitation patterns as additional water is treated during heavy storms due to combined sewers.

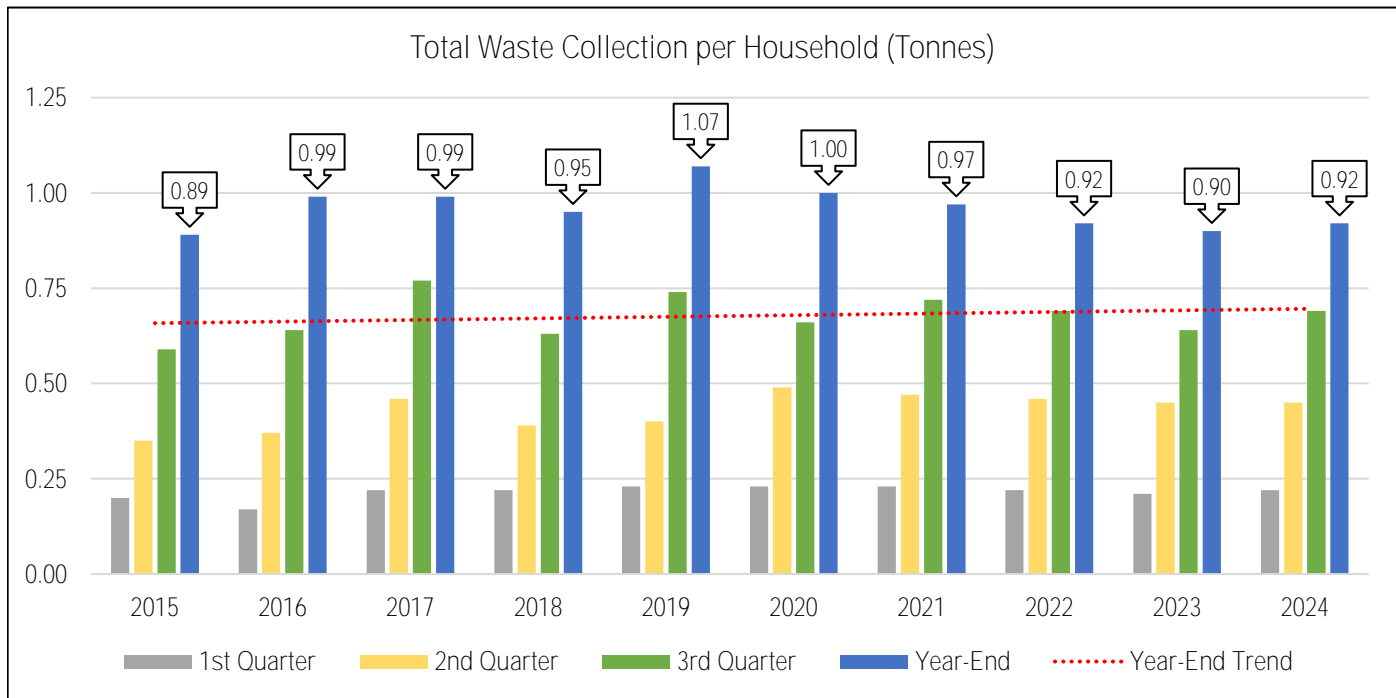
PUBLIC WORKS



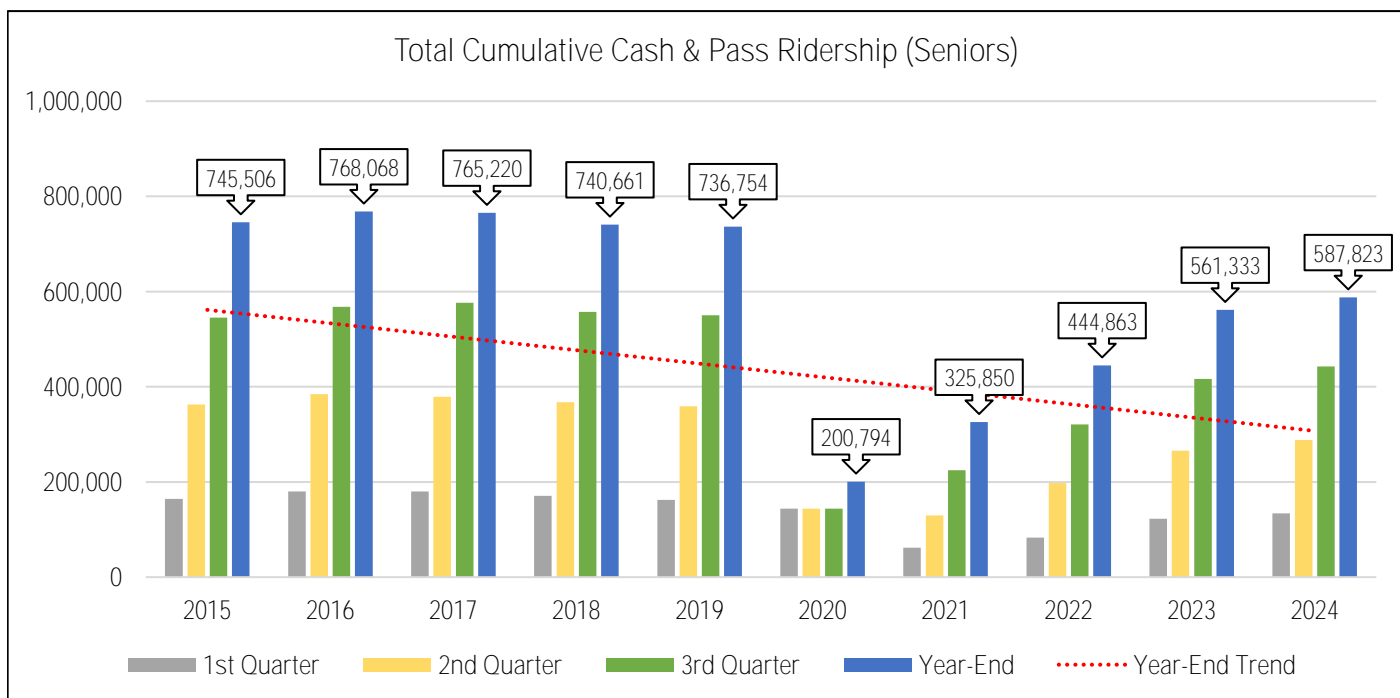
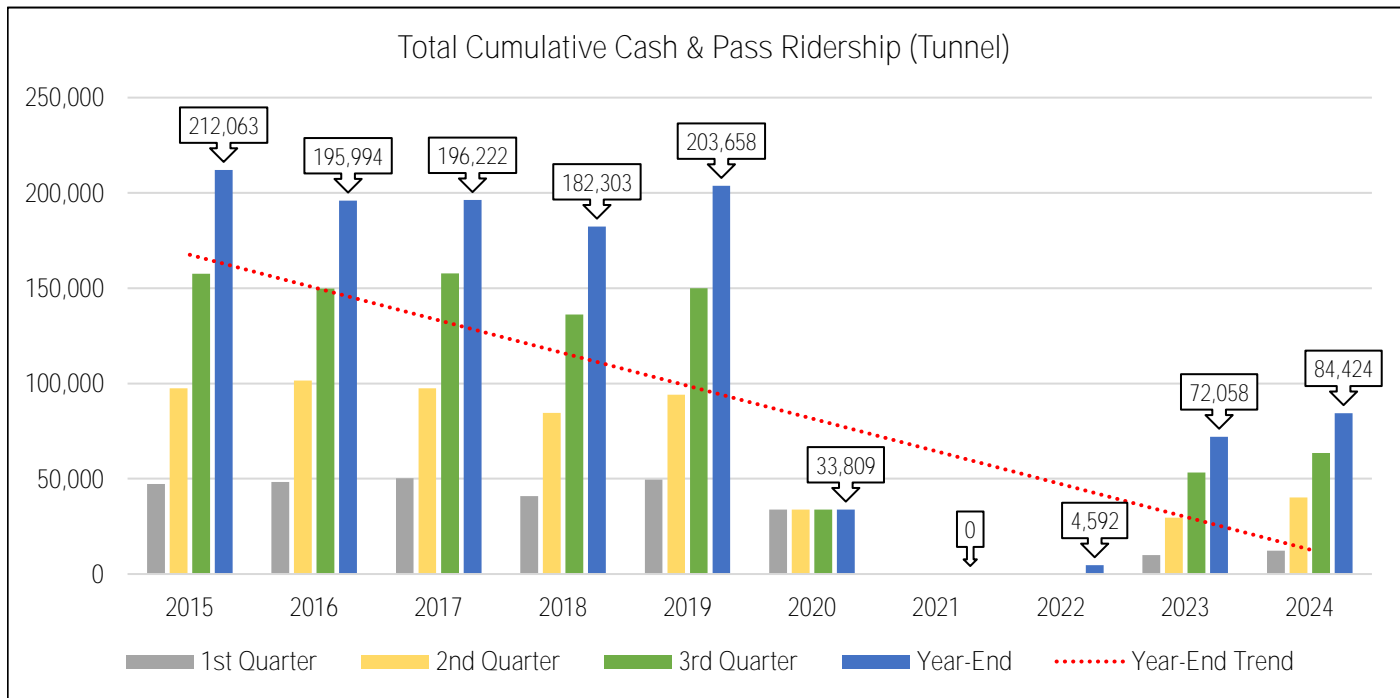
PUBLIC WORKS



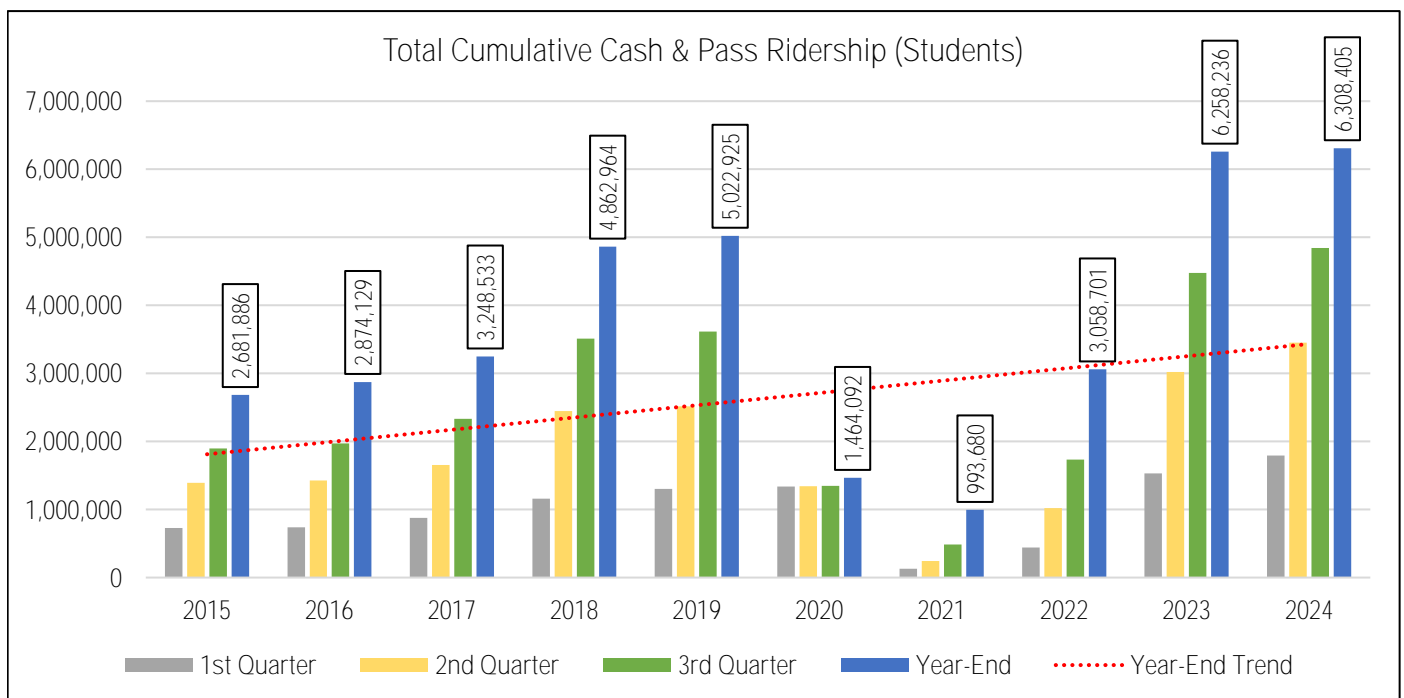
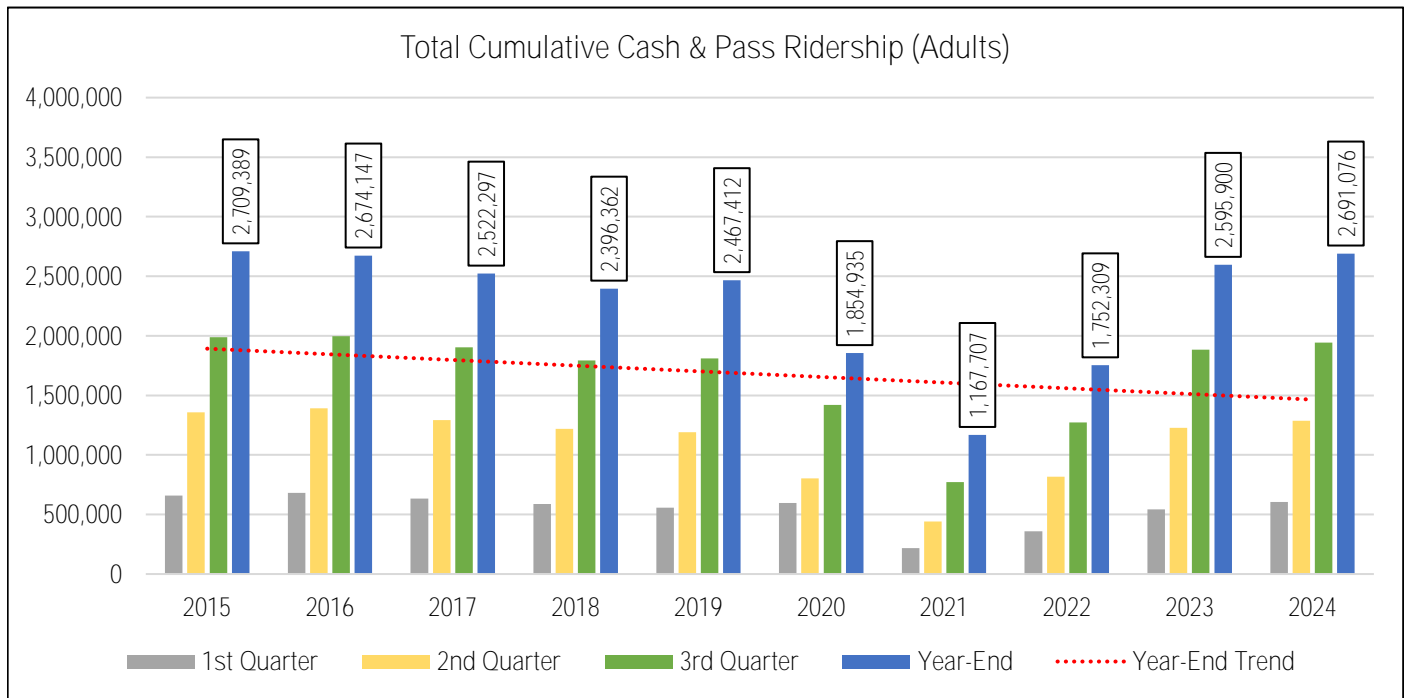
PUBLIC WORKS



### TRANSIT WINDSOR

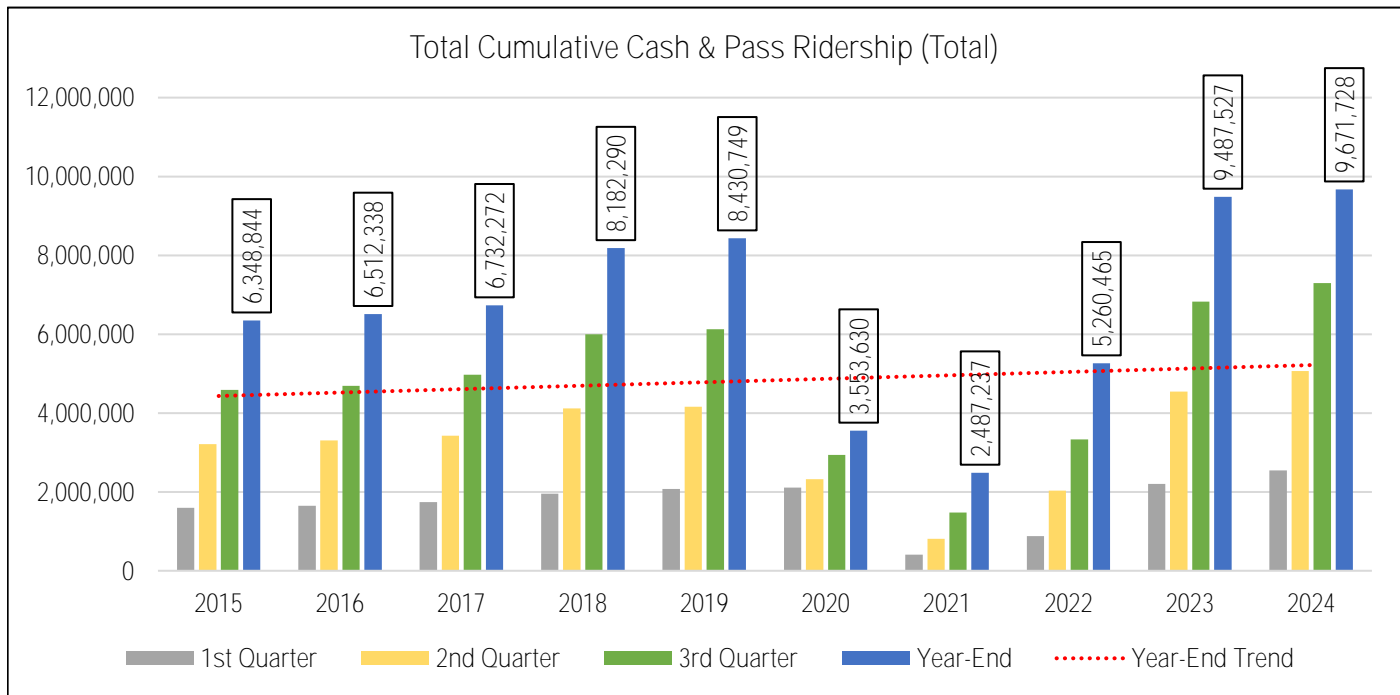


### TRANSIT WINDSOR

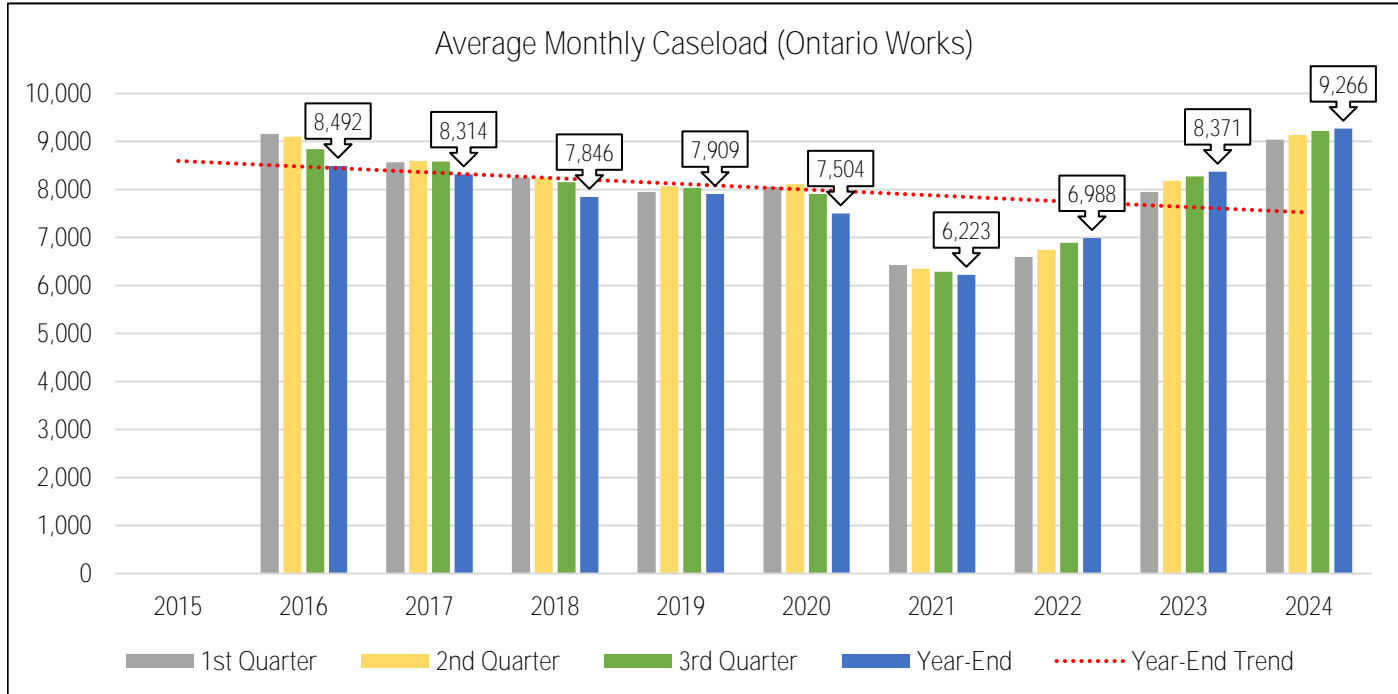




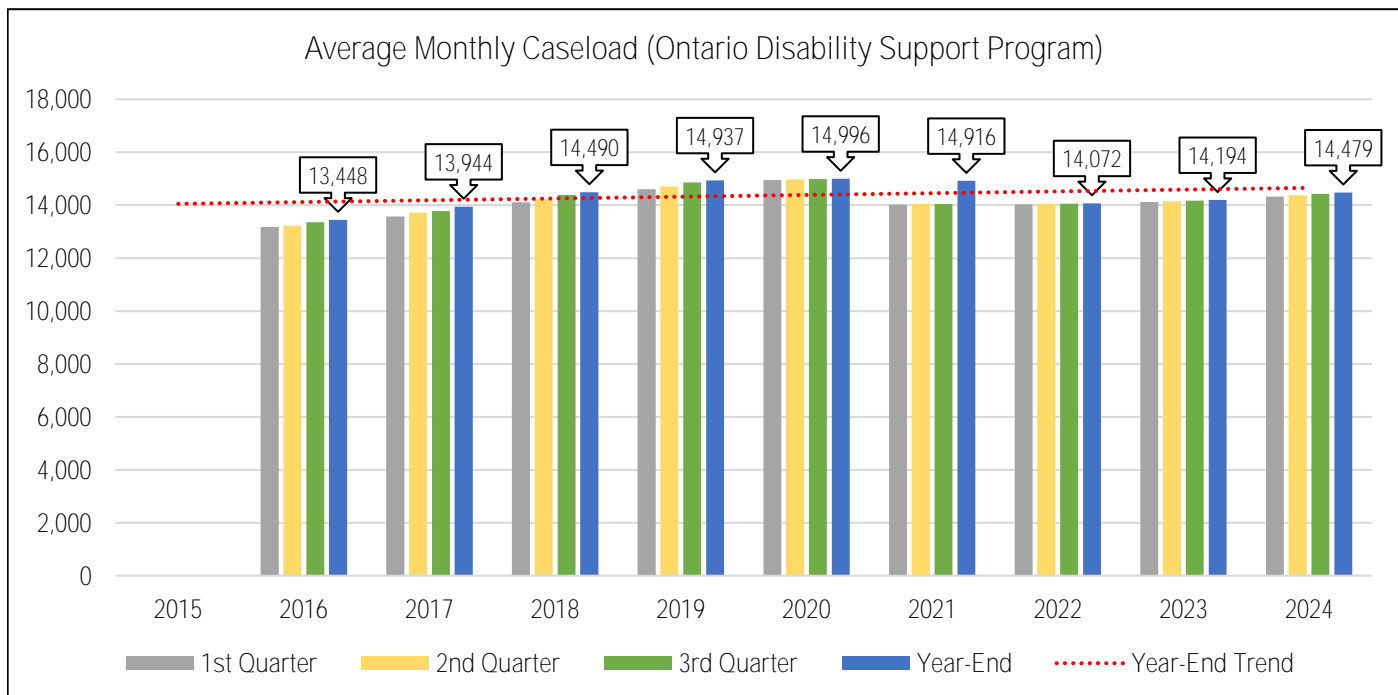
### TRANSIT WINDSOR



### EMPLOYMENT & SOCIAL SERVICES

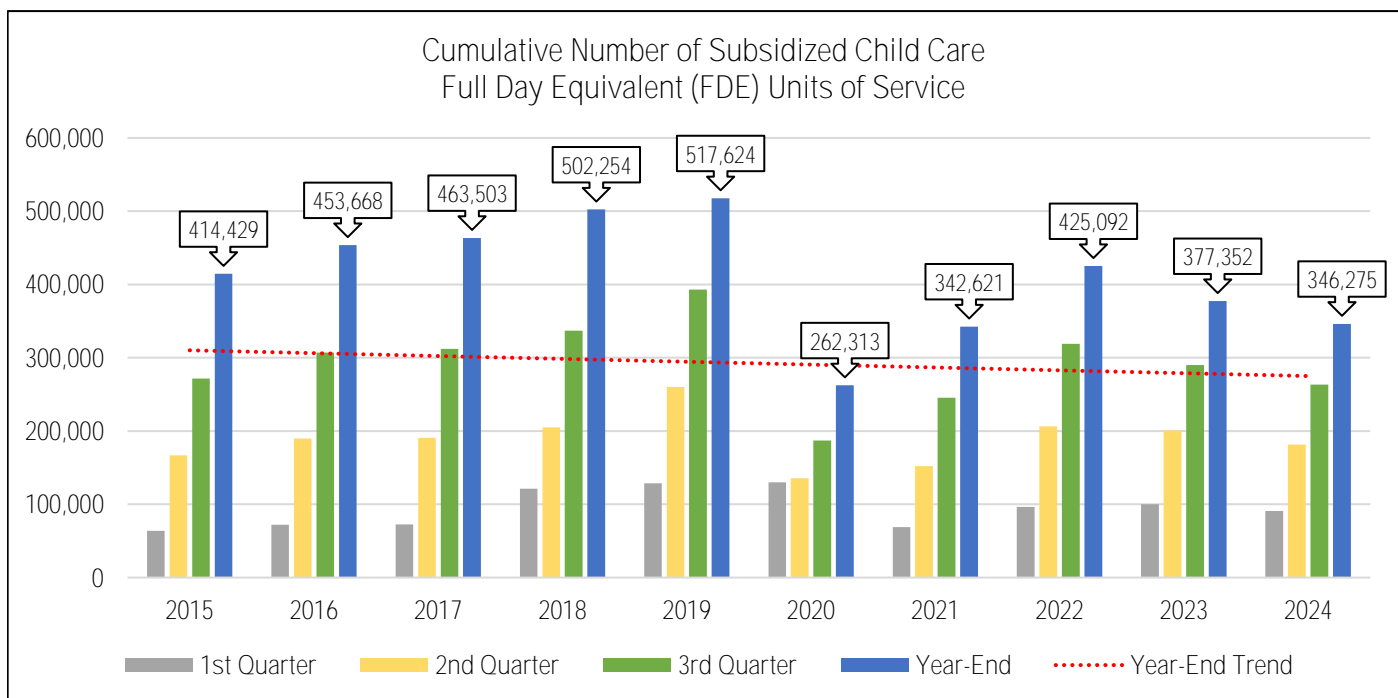
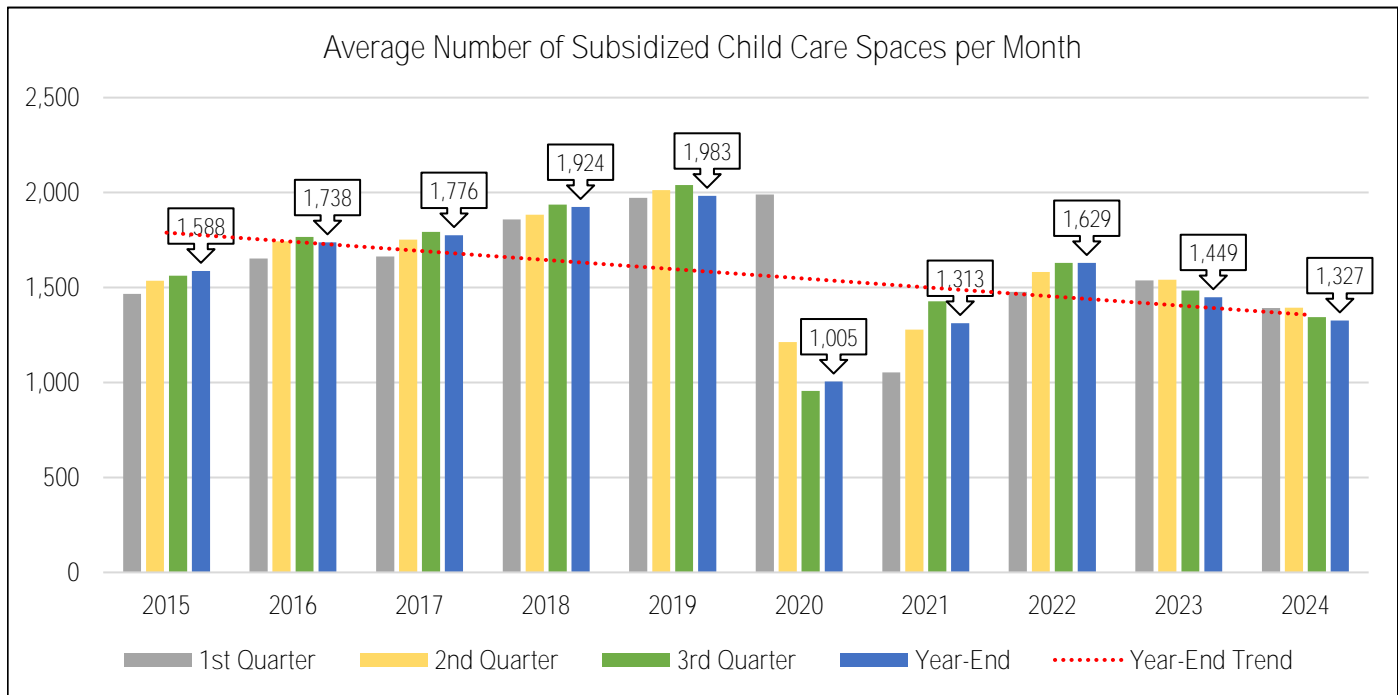


Please note that due to the Provincial OW database change in October 2015, OW caseload figures are not directly comparable to previous years as the methodology used to calculate the caseload has also changed.

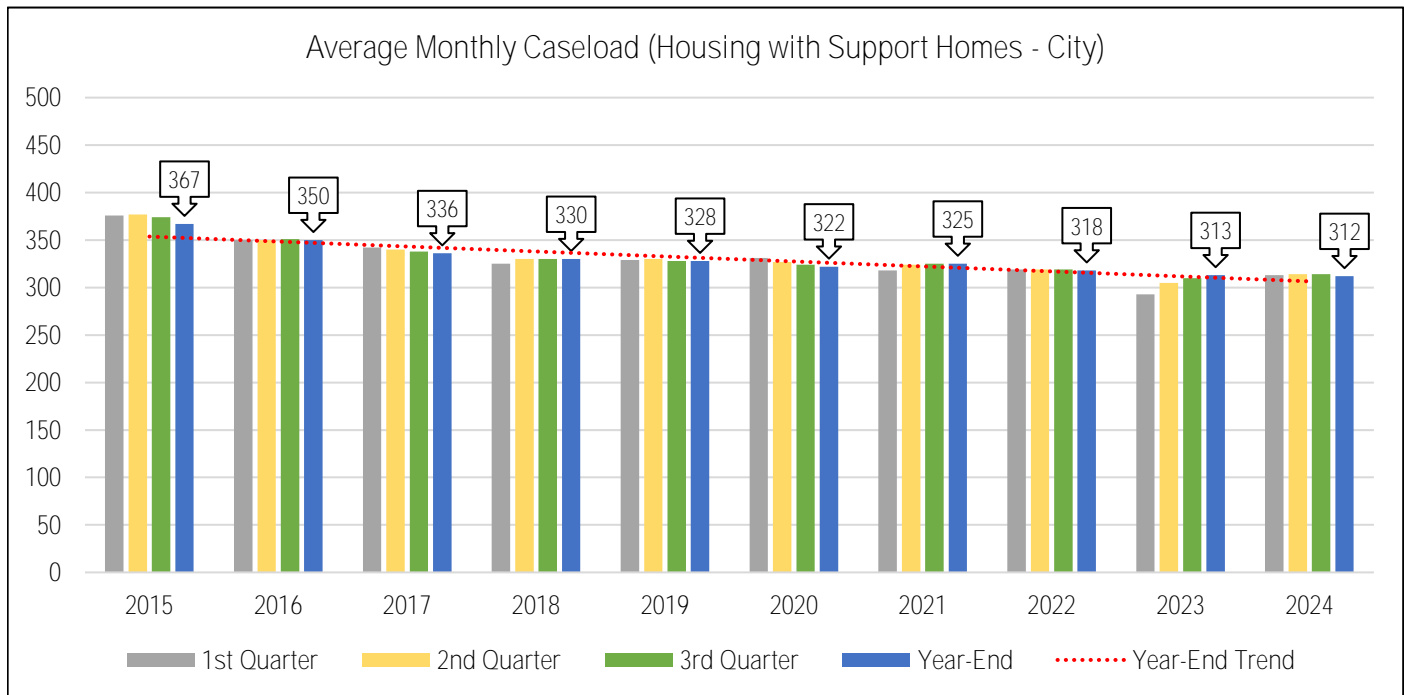


Please note that due to the Provincial ODSP database change in October 2015, ODSP caseload figures are not directly comparable to previous years as the methodology used to calculate the caseload has also changed.

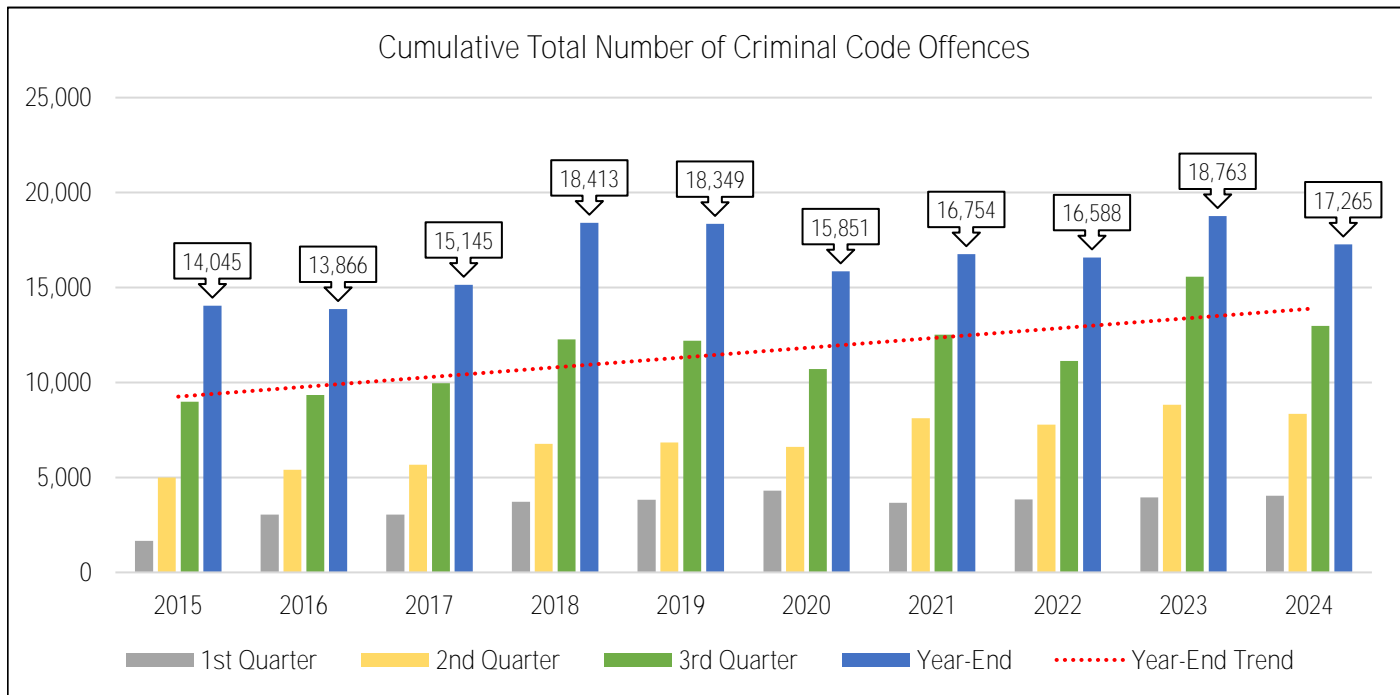
## HOUSING & CHILDREN SERVICES



## HOUSING & CHILDREN SERVICES



### WINDSOR POLICE SERVICES



Department	Description	Total
Mayor's Office	Mayor's Office Year-End Balance (Community Relations)	\$177,814
Mayor's Office	Mayor's Office Year-End Balance (Economic Development)	\$382,701
Mayor's Office	Mayor's Office Year-End Balance (Departmental)	\$227,850
Mayor's Office	Mayor's Office Year-End Balance (Youth Advisory)	\$29,687
City Council	Environmental & Climate Change Committee	\$9,945
City Council	Age Friendly Windsor Working Group	\$7,835
City Council	International Relations Committee	\$84,989
City Council	Windsor Accessibility Advisory Committee	\$3,387
CAO's Office	Economic Development	\$60,000
CAO's Office	Corporate Consulting - External	\$118,732
CAO's Office	Employee Appreciation Initiatives	\$13,250
Corporate Security	Master Security Plan	\$179,000
Asset Planning	Senior Capital Analyst Position	\$49,812
Taxation & Financial Projects	Tax Consultant	\$114,370
Economic Development	Continued Establishment of the Economic Development Department	\$380,000
Planning & Development	Planning Application Fee Review (OTF Approved 2024-0043)	\$56,800
Communications	One-Time Funding for Project Manager Position	\$149,780
Human Resources	Previously Approved Human Resource Initiatives	\$83,285
Human Resources	Mental Health Initiative - Peer to Peer Support	\$300,000
Employment & Social Services	Physician Recruitment	\$44,652
Housing & Children's Services	Homelessness Prevention Program	\$1,000,000
Housing & Children's Services	Reaching Home Program	\$463,780
Housing & Children's Services	Homelessness Prevention Program	\$800,000
TOTAL BUDGET CARRY-FORWARDS		\$4,737,669



		FUND 107	FUND 108	FUND 109	FUND 110	FUND 111	FUND 112	FUND 113	FUND 114	FUND 115	FUND 116	FUND 117	FUND 118
ACCT #	ACCOUNT DESCRIPTION	DEV. CHG - POLLUTION CONTROL	DEV. CHG - SSPD ROADS & RELATED	DEV. CHG - SSPD SANITARY SEWER	DEV. CHG - SSPD STORM SEWER & MUN DRAINS	DEV. CHG - SSPD WATER	DEV. CHG - CITY WIDE ENG STUDIES	DEV. CHG - WASTE DIVERSION	DEV. CHGS. - PARKING	DEV. CHGS. - ROADS & RELATED	DEV. CHGS. - SANITARY/ POLLUTION	DEV. CHGS. - STORM & DRAINS	DEV. CHGS. - WATER/ WUC
AVAILABLE AT BEGINNING OF YEAR SURPLUS (DEFICIT)		1,376,029	-	-	-	-	93,890	173,024	209,707	20,726,767	1,578,172	4,380,368	5,016,011
	<u>REVENUES:</u>												
6540	Investment Income - Other	37,858	-	-	-	-	3,410	10,401	7,903	985,012	84,710	152,882	173,198
6660	Developer Contributions	-	-	-	-	-	8,984	58,335	6,496	5,885,424	443,103	314,583	1,007,034
7052	TRANSFER From Capital Projects	-	-	-	-	-	-	-	-	-	-	-	-
7055	TRANSFER From Current Funds	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE		37,858	-	-	-	-	12,394	68,736	14,399	6,870,436	527,812	467,465	1,180,232
	<u>EXPENSES:</u>												
2950	Other Prof Services-External	-	-	-	-	-	-	-	-	-	-	-	2,050,269
2951	INTERNAL Service Salary Allocn	-	-	-	-	-	89	203	188	19,335	1,765	4,070	3,474
4240	TRANSFER to Current Fund	-	-	-	-	-	-	-	-	-	-	-	-
4245	TRANSFER to Capital Fund	1,411,000	-	-	-	-	-	-	-	8,517,000	-	139,000	-
4250	TRANSFER to Reserve Account	-	-	-	-	-	-	-	-	-	-	-	-
4255	TRANSFER to Reserve Fund	-	-	-	-	-	-	-	-	-	-	-	-
4540	Bank Charges	-	-	-	-	-	96	656	-	62,314	4,588	3,156	10,511
TOTAL EXPENSES		1,411,000	-	-	-	-	186	858	188	8,598,649	6,353	146,226	2,064,254
AVAILABLE AT YEAR END SURPLUS (DEFICIT)		2,887	-	-	-	-	106,098	240,902	223,918	18,998,554	2,099,632	4,701,607	4,131,989
A/C #4245	TRANSFER TO CAPITAL, BY PROJECT DETAIL:												
<u>Project #</u>	<u>Project Description</u>												
7014532	LRWRP Expansion/Upgrade	1,411,000											
7045018	TW Shelters Signs Amenities Maint												
7096001	Howard Ave S. Corridor Improve									2,417,000			
7142009	East Windsor Community Pool												
7145000	Materials Acquisition-DC reqst												
7145007	Fire Hall #6/Emerg Oper Centre												
7161061	Dougall Rd CN Underpass									4,000,000			
7171077	Banwell Road Improvements									2,100,000			
7171090	Playground Replacement Program												
7181026	Jackson Pk Trls/Pkl/Wash/Maint												
7182005	Parent/McDougall Ave Storm Swr											139,000	
7191036	Riverside Park-Parking Lot												
7197003	WPS-Specialized Equipment												
7209003	Relocation of Sand Point Beach												
7219015	Parkland Aquisitions												
7231024	2023 Fleet Addn's and Upgrades												
7241006	2024 Fleet Addns and Upgrades												
7241014	Route250-NextStar Industrial												
TOTAL TRANSFER TO CAPITAL, BY PROJECT DETAIL		1,411,000	-	-	-	-	-	-	-	8,517,000	-	139,000	-

		FUND 121	FUND 122	FUND 123	FUND 124	FUND 125	FUND 126	FUND 127	FUND 128	TOTAL
ACCT #	ACCOUNT DESCRIPTION	DEV. CHGS. - GENERAL GOV'T	DEV. CHGS. - LIBRARY	DEV. CHGS. - FIRE	DEV. CHGS. - POLICE	DEV. CHGS - INDOOR RECREATION	DEV. CHGS. - PARK DEVEL.	DEV. CHGS. - TRANSIT	DEV. CHGS. - PW/ BUILD/ EQUIP/ FLEET	DEV CHARGE RESERVE FUNDS
AVAILABLE AT BEGINNING OF YEAR SURPLUS (DEFICIT)		9,932	72,138	558,119	386,702	115,930	429,742	354,410	143,011	35,623,953
	<u>REVENUES:</u>									
6540	Investment Income - Other	1,437	7,776	32,894	18,680	10,155	15,048	20,030	10,301	1,571,694
6660	Developer Contributions	-	70,879	190,710	98,828	67,155	30,777	143,537	69,090	8,394,935
7052	TRANSFER From Capital Projects	40,000	-	-	-	-	-	-	-	40,000
7055	TRANSFER From Current Funds	-	-	-	-	-	-	-	-	-
TOTAL REVENUE		41,437	78,655	223,604	117,508	77,310	45,825	163,567	79,391	10,006,629
	<u>EXPENSES:</u>									
2950	Other Prof Services-External	-	-	-	-	-	-	-	-	2,050,269
2951	INTERNAL Service Salary Allocn	43	90	655	359	416	1,027	473	222	32,409
4240	TRANSFER to Current Fund	-	-	-	-	-	-	-	-	-
4245	TRANSFER to Capital Fund	-	43,000	747,929	75,300	171,721	211,385	108,000	211,000	11,635,335
4250	TRANSFER to Reserve Account	-	-	-	-	-	-	-	-	-
4255	TRANSFER to Reserve Fund	-	-	-	-	-	-	-	-	-
4540	Bank Charges	-	805	2,049	1,062	762	372	1,542	744	88,657
TOTAL EXPENSES		43	43,895	750,633	76,722	172,899	212,784	110,015	211,966	13,806,670
AVAILABLE AT YEAR END SURPLUS (DEFICIT)		51,325	106,899	31,090	427,488	20,342	262,782	407,962	10,436	31,823,912
A/C #4245	TRANSFER TO CAPITAL, BY PROJECT DETAIL:									
<u>Project #</u>	<u>Project Description</u>									
7014532	LRWRP Expansion/Upgrade									-
7045018	TW Shelters Signs Amenities Maint							100,000		
7096001	Howard Ave S. Corridor Improve									2,417,000
7142009	East Windsor Community Pool					171,721				171,721
7145000	Materials Acquisition-DC reqst		43,000							43,000
7145007	Fire Hall #6/Emerg Oper Centre			747,929						747,929
7161061	Dougall Rd CN Underpass									4,000,000
7171077	Banwell Road Improvements									2,100,000
7171090	Playground Replacement Program						172,489			172,489
7181026	Jackson Pk Trls/Pkl/Wash/Maint						(60,000)			(60,000)
7182005	Parent/McDougall Ave Storm Swr									139,000
7191036	Riverside Park-Parking Lot						11,420			11,420
7197003	WPS-Specialized Equipment				75,300					75,300
7209003	Relocation of Sand Point Beach						(20,000)			(20,000)
7219015	Parkland Aquisitions						107,476			107,476
7231024	2023 Fleet Addn's and Upgrades								181,000	181,000
7241006	2024 Fleet Addns and Upgrades								30,000	30,000
7241014	Route250-NextStar Industrial							8,000		
TOTAL TRANSFER TO CAPITAL, BY PROJECT DETAIL		-	43,000	747,929	75,300	171,721	211,385	108,000	211,000	11,635,335

LISTING OF OUTSTANDING CREDITS					
CREDIT HOLDER	APPLICABLE DC RESERVE FUND	Credit Balance (as at January 1, 2024)	Additional Credits Granted During Year	Credits Used by Holder During Year	Credit Balance (as at December 31, 2024)
1223244 Ontario Limited	115 - Roads & Related	\$1,282,218.50	\$ -	\$ -	\$1,282,218.50
South Windsor Development Company	117 - Storm & Drains	\$360,827.50	\$ -	\$ -	\$360,827.50
TOTAL OUTSTANDING CREDITS:					<u><u>\$1,643,046.00</u></u>

BY-LAW NUMBER 76-2025

A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 4.36 METRE EAST/WEST ALLEY SOUTH OF WYANDOTTE STREET EAST, EAST OF BELLEPERCHE PLACE AND WEST OF FAIRVIEW BOULEVARD, CITY OF WINDSOR

Passed the 28<sup>th</sup> day of April, 2025.

**WHEREAS** the 4.36 metre portion of the east/west alley south of Wyandotte Street East, east of Belleperche Place and west of Fairview Boulevard, City of Windsor, more particularly described in Schedule "A" hereto annexed, is assumed for subsequent closure;

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

1. That the 4.36 metre portion of the east/west alley south of Wyandotte Street East, east of Belleperche Place and west of Fairview Boulevard, City of Windsor, more particularly described in Schedule "A" hereto annexed and forming part of this by-law, be and the same is hereby assumed for subsequent closure.
2. That this by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading – April 28, 2025  
Second Reading – April 28, 2025  
Third Reading – April 28, 2025

**SCHEDULE “A”  
TO BY-LAW 76-2025**

Alley Plan 1152, Riverside, designated as Parts 1 to 6, Plan 12R30054; Alley  
Plan 1164, Riverside, designated as Parts 7 to 10, Plan 12R30054; Windsor

Being all of PIN 01072-0298 (LT)

City of Windsor  
County of Essex

## BY-LAW NUMBER 77-2025

A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.36 METRE EAST/WEST ALLEY SOUTH OF WYANDOTTE STREET EAST, EAST OF BELLEPERCHE PLACE AND WEST OF FAIRVIEW BOULEVARD, CITY OF WINDSOR

Passed the 28<sup>th</sup> day of April, 2025.

**WHEREAS** it is deemed expedient to close, stop up and convey the 4.36 metre portion of the east/west alley south of Wyandotte Street East, east of Belleperche Place and west of Fairview Boulevard, City of Windsor, more particularly described in Schedule "A" attached hereto;

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

1. That the 4.36 metre portion of the east/west alley south of Wyandotte Street East, east of Belleperche Place and west of Fairview Boulevard, City of Windsor, more particularly described in Schedule "A" attached hereto and forming part of this by-law, be and the same is hereby closed and stopped up.
2. That any required easements pursuant to Council Resolution CR401/2024, be registered prior to conveyance.
3. That the lands be conveyed to the abutting owners in **as is condition**, and that the conveyance cost be set as follows:
  - a) For alley conveyed to abutting lands zoned RD1.2, \$1.00 plus HST (if applicable), deed preparation fee and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.
4. That the Chief Administrative Officer and City Clerk be authorized and directed to execute on behalf of The Corporation of the City of Windsor and to seal with the seal thereof, any and all documents necessary to implement the foregoing; and that the transaction be completed electronically, for property where it is available, pursuant to By-law Number 366-2003, as amended from time to time.



5. This by-law shall come into force and take effect the day upon which it is registered in the Land Registry Office for the County of Essex (No. 12).

DREW DILKENS, MAYOR

CITY CLERK

First Reading – April 28, 2025  
Second Reading – April 28, 2025  
Third Reading – April 28, 2025

**SCHEDULE “A”  
TO BY-LAW 77-2025**

Alley Plan 1152, Riverside, designated as Parts 1 to 6, Plan 12R30054; Alley  
Plan 1164, Riverside, designated as Parts 7 to 10, Plan 12R30054; Windsor

Being all of PIN 01072-0298 (LT)

City of Windsor  
County of Essex

BY-LAW NUMBER 78-2025

A BY-LAW TO PROVIDE THAT PART-LOT CONTROL SHALL NOT APPLY TO CERTAIN LAND THAT IS WITHIN PLANS 12M676 and 12M719 IN THE CITY OF WINDSOR

Passed the 28<sup>th</sup> day of April, 2025.

**WHEREAS** the *Planning Act, R.S.O. 1990, Chapter P.13*, as amended, provides that part-lot control shall apply where land is within a plan of subdivision registered before or after the coming into force of the Act.

**AND WHEREAS** subsection 7 of Section 50 of the said *Planning Act* provides that the council of a municipality may by by-law provide that part-lot control does not apply to land that is within such registered plan or plans of subdivision or parts thereof as is or are designated in the by-law and where the by-law is passed part-lot control as described in subsection 5 of Section 50, ceases to apply to such land.

**AND WHEREAS** it is deemed desirable that the provisions of the said subsection 5 of Section 50 of the *Planning Act* shall not apply to certain land that is within **PLANS 12M676 and 12M719** in the City of Windsor.

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

1. That the provisions of subsection 5 of Section 50 of the *Planning Act, R.S.O. 1990, Chapter P.13*, do not apply to that part of the land that is within **PLANS 12M676 and 12M719**, as described in Schedule "A" attached hereto and forming part of this by-law.
2. This by-law is repealed on April 28, 2028.
3. This by-law shall come into force and take effect after the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading – April 28, 2025  
Second Reading – April 28, 2025  
Third Reading – April 28, 2025

**SCHEDULE "A"**  
**TO BY-LAW 78-2025**

BLOCK 2 PLAN 12M676 SAVE AND EXCEPT PARTS 7 TO 12 12R28862, PARTS 7 TO 12 12R28994, PARTS 13 TO 24 12R29104, PARTS 7 TO 12 12R29212, PARTS 1 TO 6 12R29572 AND PARTS 1 TO 6 12R29743; SUBJECT TO AN EASEMENT IN GROSS OVER PART 2 12R28642 AS IN CE1012215; SUBJECT TO AN EASEMENT IN GROSS OVER PART 2 12R28642 AS IN CE1012216; SUBJECT TO AN EASEMENT IN GROSS OVER PART 2 12R28642 AS IN CE1012217; SUBJECT TO AN EASEMENT IN GROSS OVER PART 2 12R28642 AS IN CE1012218; SUBJECT TO AN EASEMENT IN GROSS OVER PART 2 12R28642 AS IN CE1012219; SUBJECT TO AN EASEMENT IN GROSS OVER PART 2 12R28642 AS IN CE1012220; SUBJECT TO AN EASEMENT IN GROSS OVER PART 2 12R28642 AS IN CE1012221; SUBJECT TO AN EASEMENT IN GROSS OVER PART 2 12R28642 AS IN CE1012222; SUBJECT TO AN EASEMENT IN GROSS OVER PART 2 12R28642 AS IN CE1012223; CITY OF WINDSOR

**PIN 01596-2758 (LT)**

**2602, 2614 and 2626 Barkley Avenue, Windsor**

BLOCK 1, PLAN 12M676, SAVE & EXCEPT PARTS 1 TO 6 12R28862, PARTS 1 TO 6 12R28994, PARTS 1 TO 12 12R29104, PARTS 1 TO 6 12R29212, PARTS 1 TO 6, 12R29405 AND PARTS 1, 2, 4 & 5, 12R29742; SUBJECT TO AN EASEMENT IN GROSS OVER PART 1 12R28642 AS IN CE1012215; SUBJECT TO AN EASEMENT IN GROSS OVER PART 1 12R28642 AS IN CE1012216; SUBJECT TO AN EASEMENT IN GROSS OVER PART 1 12R28642 AS IN CE1012217; SUBJECT TO AN EASEMENT IN GROSS OVER PART 1 12R28642 AS IN CE1012218; SUBJECT TO AN EASEMENT OVER PART 1 12R28642 AS IN CE1012219; SUBJECT TO AN EASEMENT OVER PART 1 12R28642 AS IN CE1012220; SUBJECT TO AN EASEMENT OVER PART 1 12R28642 AS IN CE1012221; SUBJECT TO AN EASEMENT OVER PART 1 12R28642 AS IN CE1012222; SUBJECT TO AN EASEMENT OVER PART 1 12R28642 AS IN CE1012223; CITY OF WINDSOR

**PIN 01596-2764 (LT)**

**2587, 2599 and 2611 Barkley Avenue, Windsor**

BLOCK 1, PLAN 12M719; CITY OF WINDSOR

**PIN 01596-2800 (LT)**

**2357 – 2639 Monticello Street, Windsor**

BY-LAW NUMBER 79-2025

A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS  
LAUZON PARKWAY, IN THE CITY OF WINDSOR

Passed the 28<sup>th</sup> day of April, 2025.

**WHEREAS** the lands described in Schedule "A" annexed hereto and forming part of this by-law are vested in The Corporation of the City of Windsor.

**AND WHEREAS** it is deemed expedient to establish the said lands hereinafter described as a public highway.

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

1. That the lands described in said Schedule "A" annexed hereto are established as a public highway known as **LAUZON PARKWAY**.
2. That this by-law shall come into force and take effect after the final passing thereof on the day on which it is electronically registered in the Land Registry Office of Essex (12).

DREW DILKENS, MAYOR

CITY CLERK

First Reading – April 28, 2025  
Second Reading – April 28, 2025  
Third Reading – April 28, 2025

**SCHEDULE "A"**  
**TO BY-LAW 79-2025**

PART ALLEY PLAN 1211 RIVERSIDE, DESIGNATED AS PART 25 ON  
PLAN 12R678; WINDSOR  
**Part of PIN 01564-2207 (LT)**  
**Lauzon Parkway, Windsor**



**BY-LAW NUMBER 80-2025**

**A BY-LAW TO AMEND BY-LAW NUMBER 15-2010 BEING A BY-LAW TO APPOINT CHIEF BUILDING OFFICIAL, DEPUTY CHIEF BUILDING OFFICIALS AND INSPECTORS TO ENFORCE THE BUILDING CODE ACT AND REGULATIONS IN WINDSOR**

Passed the 28<sup>th</sup> day of April, 2025.

**WHEREAS** original By-law Number 15-2010 was passed on the 18<sup>th</sup> day of January, 2010;

**AND WHEREAS** it is deemed expedient to further amend By-law Number 15-2010;

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

1. That By-law Number 15-2010 be amended by deleting Schedule “A” attached thereto and substituting Schedule “A” attached hereto.
2. That this By-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading – April 28, 2025  
Second Reading – April 28, 2025  
Third Reading – April 28, 2025

**SCHEDULE A  
TO BY-LAW 80-2025  
APPOINTMENTS**

Department	Position	Name
Building Department	Chief Building Official	John Revell
Building Department	Senior Manager/Deputy Chief Building Official - Permits	Brandon Calleja
Building Department	Senior Manager/Deputy Chief Building Official - Inspections	Roberto Vani
Building Department	Manager of Inspections	Mike Arthur
Building Department	Manager, Building Engineer/Architect	David Leonard Dean
Building Department	Manager, Building Engineer/Architect	Philip Martin Glos
Building Department	Building Engineer/Architect	Mirella Allison
Building Department	Building Engineer/Architect	Junying Sun
Building Department	Building Engineer/Architect	Marwan Al-Ezzi
Building Department	Building Engineer/Architect	Walid Mustapha Hawilo
Building Department	Building Engineer/Architect	Laura Duncan
Building Department	Building Engineer/Architect	Adam Meeker
Building Department	Manager, Application Coordination (A)	Jessica Barlow
Building Department	Plan Examiner	Adrian Saroli
Building Department	Plan Examiner	Sukhdeep Gill
Building Department	Plan Examiner	Patrick Golen
Building Department	Inspector II	Wendy Calito
Building Department	Plan Examiner	Leslie Therrien
Building Department	Inspector II	Marc Ronald Mantha
Building Department	Inspector II	Oliver Pozar
Building Department	Inspector I	Christopher Jedlinski
Building Department	Inspector II	Mike Mollica
Building Department	Inspector I	Brian Jackson
Building Department	Inspector II	George Eberhardt
Building Department	Inspector I	Nicola Gesuale
Building Department	Inspector I	Michael Forte
Building Department	Inspector I	Armando Cala
Building Department	Inspector I	Peter Quaglia
Building Department	Inspector I	Enrique Silveyra
Building Department	Mechanical Inspector	Marco Pellerito
Building Department	Inspector I	Trevor Girard



BY-LAW NUMBER 81-2025

A BY-LAW TO AMEND BY-LAW NUMBER 208-2008, BEING A BY-LAW TO DELEGATE TO ADMINISTRATION THE AUTHORITY TO PROCESS, MAKE DECISIONS ON, AND TO EXECUTE AGREEMENTS FOR CERTAIN MATTERS.

Passed the 28<sup>th</sup> day of April, 2025.

**WHEREAS** By-law Number 208-2008 was passed by the Council of The Corporation of the City of Windsor on December 1, 2008;

**AND WHEREAS** By-law Number 208-2008 has been amended from time to time;

**AND WHEREAS** it is deemed expedient to further amend said By-law Number 208-2008 of The Corporation of the City of Windsor;

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

1. **THAT** By-law Number 208-2008 be further amended by adding the following:  
  
“3.49 Authority for the Chief Administrative Officer to sign agreements with property owners that consent to their lots being specially charged to raise the costs of the work related to decommissioning of septic systems and construction of sanitary private drain connections on private property under Part III of O. Reg. 586/06 under the Municipal Act, which agreement shall be satisfactory in form to the City Solicitor, in technical content to the City Engineer and in financial content to the City Treasurer.”
2. This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading – April 28, 2025  
Second Reading – April 28, 2025  
Third Reading – April 28, 2025

BY-LAW NUMBER 82-2025

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 28<sup>TH</sup> DAY OF APRIL, 2025.

Passed the 28<sup>th</sup> day of April, 2025.

**WHEREAS** it is deemed expedient that the proceedings of the Council of The Corporation of the City of Windsor at this meeting be confirmed and adopted by by-law;

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

1. The action of the Council of The Corporation of the City of Windsor in respect to each recommendation contained in the Report/Reports of the Committees and the local Boards and Commissions and each motion and resolution passed and other action taken by the Council of The Corporation of The City of Windsor at this meeting is hereby adopted and confirmed as if all such proceedings were expressly in this by-law.
2. The Mayor and the proper officials of The Corporation of the City of Windsor are hereby authorized and directed to do all things necessary to give effect to the action of the Council of The Corporation of the City of Windsor referred to in the preceding section hereof.
3. The Mayor and the City Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of The Corporation of the City of Windsor.

This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - April 28, 2025  
Second Reading - April 28, 2025  
Third Reading - April 28, 2025

# Written Submission for City Council Delegation

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Re: Motion to Remove the City of Windsor as a “Strong Mayor” Community

Submitted by: Christopher McAskin

Date: April 11, 2025

To the Mayor, Members of Council, and Clerk’s Office:

I am submitting this statement in support of Councilor Kieran McKenzie’s motion to remove the City of Windsor from the list of municipalities designated under the Strong Mayor legislation.

This legislation, as imposed by the Province under O. Reg. 530/22, fundamentally alters the principles of local governance and erodes the democratic framework that our municipality has long respected and upheld. By centralizing power in the Office of the Mayor, this system minimizes the essential role of elected Council members and disrupts the longstanding practice of deliberative, consensus-driven decision-making.

The strength of our city lies not in unilateral authority, but in the collective voice of its representatives. Windsor has a proud history of collaborative governance, built on dialogue, debate, and shared responsibility. That legacy is undermined by a governance model that allows executive override without meaningful checks and balances.

It is also important to note that Windsor did not formally request or consult on being designated under this framework. This lack of local consent is deeply concerning and sets a troubling precedent for the future of municipal autonomy across Ontario.

We are witnessing a growing wave of concern from citizens, elected officials, and other municipalities across the province who recognize this legislation for what it is: an unnecessary and harmful concentration of power that undermines accountability, transparency, and local democracy.

I respectfully urge Council to pass this motion, and to formally request the Premier and the Minister of Municipal Affairs and Housing to remove Windsor from the Strong Mayor framework. This action is not merely procedural it is a vital stand for representative democracy, for institutional integrity, and for the future of governance in our city.

Thank you for the opportunity to submit this statement.

Respectfully,  
Christopher McAskin



April 11, 2025

Dear City Council

**Re: Kieran McKenzie's Motion on the Strong Mayors, Building Homes Act**

Thank you for the opportunity to provide a written submission in support of this motion.

I offer the following as a concerned resident and enthusiastic participant in civil society.

There are three reasons why I support this motion opposing the Strong Mayors, Building Homes Act ( SMBH ) ; 1) the concentration of powers under the mayor's control undermines the role and function of councillors, 2) it is undemocratic to award a veto power to defeat majority votes and 3) it alters the accountability of administration.

***1) Concentration of power***

Municipal governments are often the most accessible forum for concerned citizens to exercise their democratic freedoms of participation and speech. In a time where democratic principles and practices are under serious attack, we should be enhancing the democratic underpinning of our local government. The SMBH Act has the opposite effect. By concentrating power in the mayor's office, the ability of individual councillors to represent their constituents' interests is compromised. The value of vigorous review and debate cannot be underestimated in these turbulent times. If councillors feel that their voice and vote do not matter, council will become a rubber stamp. Civil participation will decline and respect for civil process will be diminished to the detriment of our community.

***2) Undemocratic practice***

Majorities rule. It the fundamental basis of democratic civil society. The SMBH Act allows the mayor not only to veto the council's decision; it also allow the mayor to vote on the decision to rescind the veto. It does not matter who the mayor is, whether the council is right or whether it is a more expedient process. Majority votes should not be aside because one individual disagrees with the decision. If the decision is wrong in law, the courts' role is to review the exercise of power by the municipality. The SMBH Act is being touted as the solution to the provincial government's housing crisis. If the provincial government was truly interested in addressing the housing crisis, they would upload the housing portfolio to the province.

### **3) *Accountability of Administration***

The Act extends the mayor's abilities to hire staff and set budgets. The municipal staff should be accountable to council and the municipality, not to the mayor. We should be increasing the ability of council to obtain advice that is in the best interests of the municipality. Staff who feel vulnerable to the influence of the mayor will not be able to perform that function to the best of their ability.

There are huge challenges for municipalities, and we should foster an environment where the expertise and voices of our elected officials are amplified not diminished.

Yours sincerely,

Marion Overholt

Ward 4 resident