

CITY OF WINDSOR AGENDA 09/09/2024

City Council Meeting Agenda

Date: Monday, September 9, 2024 **Time:** 10:00 o'clock a.m.

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

All members will have the option of participating in person in Council Chambers or electronically and will be counted towards quorum in accordance with Procedure 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. ORDER OF BUSINESS

2. CALL TO ORDER - Playing of the National Anthem

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, lnuit and Métis peoples and their valuable past and present contributions to this land.

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

4. ADOPTION OF THE MINUTES

4.1. Adoption of the Windsor City Council minutes of its meeting held July 22, 2024 (SCM 229/2024)

5. NOTICE OF PROCLAMATIONS

Proclamations

"Suicide Awareness Month" - September 2024

Illuminations

"Prostate Cancer Awareness Month" - September 9, 2024

"World Suicide Awareness Day" - September 10 – 12, 2024

"Mexican Independence Celebration" - September 13 – 17, 2024

6. COMMITTEE OF THE WHOLE

- 7. **COMMUNICATIONS INFORMATION PACKAGE** (This includes both Correspondence and Communication Reports)
- 7.1. Correspondence 7.1.1. through 7.1.9. (CMC 12/2024)
- 7.2. Update of Round 2 of the Arts, Culture and Heritage Fund 2024 City Wide (C 98/2024)
- 7.3. Windsor Canada Utilities Ltd. 1st Quarter 2024 Financial Statements City Wide (C 99/2024)
- 7.4. 2024 Sale of Lands for Tax Arrears City Wide (C 102/2024)

8. CONSENT AGENDA

- 8.1. Amendment of Council Resolution CR839/99 Signing Officer for Municipal Capital Facility Agreement be replaced with Chief Administrative Officer and City Clerk (C 94/2024)
- 8.2. Canada Public Transit Fund (CPTF) Baseline Funding Application Citywide (C 101/2024)
- 8.3. 2024 Second Quarter Operating Budget Variance City Wide (C 108/2024)
- 8.4. Dedicated Locator Model Agreements (C 106/2024)
 - CONSENT COMMITTEE REPORTS
- 8.5. Response to CQ 4-2024 Options for Modernizing Parking Operations City Wide (SCM 165/2024) & (S 46/2024) & (Al 14/2024)
- 8.6. Minutes of the Environment & Climate Change Advisory Committee (ECCAC) of its meeting held May 21, 2024 (SCM 235/2024) & (SCM 195/2024)
- 8.7. Minutes of the Active Transportation Expert Panel of its meeting held May 30, 2024 (SCM 236/2024) & (SCM 217/2024)
- 8.8. Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held May 7, 2024 (SCM 237/2024) & (SCM 219/2024)
- 8.9. Essex Windsor Solid Waste Authority (EWSWA) Annual Report Essex-Windsor Residential Waste Diversion 2023 (SCM 238/2024) & (SCM 220/2024)
- 8.10. Bike Parking Policy City Wide (SCM 239/2024) & (S 75/2023) & (AI 16/2024)
- 8.11. Response to CQ 10-2024 Property Owner sign-off on Permit Applications City Wide (SCM 240/2024) & (S 93/2024)
- 8.12. Response to CQ 11-2024 School Safety: Students and Drivers City Wide (SCM 241/2024) & (S 94/2024)

- 8.13. Niagara Street (Lincoln Road to Walker Road) Traffic Calming Ward 4 (SCM 243/2024) & (S 95/2024)
- 8.14. Request for Heritage Permit 567 Church Street, Revell-D'Avignon House (Ward 3) (SCM 244/2024) & (S 72/2024) & (Al 17/2024)
- 8.15. Request for Partial Demolition and Removal from Municipal Heritage Register for Heritage Listed Property 232 Thompson Boulevard, House (Ward 6) (SCM 245/2024) & (S 90/2024)
- 8.16. Community Heritage Fund Request 3069 Alexander Ave, Masson-Deck House (Ward 2) (SCM 246/2024) & (S 99/2024)
- 8.17. Zoning By-law Amendment Application for property known as 1920 Grove Avenue; Applicant: Olivia Construction Homes Ltd.; File No. Z-016/24, ZNG/7206; Ward 2 (SCM 247/2024) & (S 96/2024)
- 8.18. Amendment to Sign By-law 250-04 for 2545 Howard Avenue, File No. SGN-001/24 Ward 10 (SCM 248/2024) & (S 88/2024)
- 8.19. Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by Riverside Horizons Inc. for 3251 Riverside Drive East (Ward 5) (SCM 249/2024) & (S 91/2024)
- 8.20. Downtown CIP Grant Application Amendment made by Fouad Badour (Owner) for 509, 515, 521, 527 Marentette Avenue, Ward 3 (SCM 250/2024) & (S 87/2024)
- 9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS
- 10. PRESENTATIONS AND DELEGATIONS
- 11. REGULAR BUSINESS ITEMS (Non-Consent Items)
- 11.1. Declaration of a Vacant Parcel of Land Municipally Known as 2121 York Street Surplus and Authority to Offer Same for Sale Ward 3 (C 103/2024)
- 11.2. Winter Control Maintenance of Municipal Roads Execution of Contract 14-24 City Wide (C 107/2024)
- 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)

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 128-2024** A BY-LAW TO AMEND BY-LAW 12417, BEING A BYLAW TO CLOSE, STOP UP AND CONVEY THE NORTH/SOUTH ALLEY AND PART OF THE EAST/WEST ALLEY NORTH OF PITT STREET EAST, BETWEEN OUELLLETTE AND GOYEAU, authorized by CAO 141/2024 dated July 11, 2024.
- By-law 129-2024 A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 4.27 METRE NORTH/SOUTH ALLEY, AND THE TWO PORTIONS OF 4.27 METRE EAST/WEST ALLEYS NORTH OF HAIG AVENUE, EAST OF PRINCESS AVENUE, SOUTH OF JOINVILLE AVENUE, AND WEST OF WESTMINISTER BOULEVARD, CITY OF WINDSOR, authorized by CR436/2023 dated October 30, 2023.
- 13.3 **By-law 130-2024** A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.27 METRE NORTH/SOUTH ALLEY AND THE TWO PORTIONS OF 4.27 METRE EAST/WEST ALLEYS NORTH OF HAIG AVENUE, EAST OF PRINCESS AVENUE, SOUTH OF JOINVILLE AVENUE, AND WEST OF WESTMINISTER BOULEVARD, CITY OF WINDSOR, authorized by CR436/2023 dated October 30, 2023.
- 13.4 **By-law 131-2024** A BY-LAW TO AMEND BY-LAW 12027, BEING A BYLAW TO CLOSE, STOP UP AND CONVEY THE NORTH/SOUTH ALLEY WEST OF PRADO PLACE, FROM EDGAR TO RAYMOND, authorized by CAO 157/2024 dated July 15, 2024.
- 13.5 **By-law 132-2024** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR326/2024 dated July 22, 2024.
- 13.6 **By-law 133-2024** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR326/2024 dated July 22, 2024.
- 13.7 **By-law 134-2024** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by Section 95.5 in Zoning By-law 8600 dated April 22, 2024.
- 13.8 **By-law 135-2024** 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 CR311/2024 & CR230/2023 dated July 22, 2024 & May 29, 2023.

- 13.9 **By-law 136-2024** A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 4.57 METRE EAST/WEST ALLEY AND THE 4.57 METRE NORTH/SOUTH ALLEY NORTH OF E.C. ROW, EAST OF ALEXANDRA AVENUE, SOUTH OF NORTHWOOD STREET AND WEST OF ACADEMY DRIVE, CITY OF WINDSOR, authorized by CR416/2023 dated October 16, 2023.
- 13.10 **By-law 137-2024** A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.57 METRE EAST/WEST ALLEY AND THE 4.57 METRE NORTH/SOUTH ALLEY, NORTH OF E.C. ROW, EAST OF ALEXANDRA AVENUE, SOUTH OF NORTHWOOD STREET AND WEST OF ACADEMY DRIVE, CITY OF WINDSOR, authorized by CR416/2023 dated October 16, 2023.
- 13.11 **By-law 138-2024** A BY-LAW TO ADOPT AMENDMENT NO. 179 TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR, authorized by CR325/2024 & DHSC628 dated July 22, 2024.
- 13.12 **By-law 139-2024** A BY-LAW TO ADOPT AMENDMENT NO. 181 TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR, authorized by CR333/2024 & DHSC622 dated July 22, 2024.
- 13.13 **By-law 140-2024** A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS MEADOWBOOK LANE IN THE CITY OF WINDSOR, authorized by CR76/2011 dated February 28, 2011.
- 13.14 **By-law 141-2024** A BY-LAW TO PROVIDE THAT PART-LOT CONTROL SHALL NOT APPLY TO CERTAIN LAND THAT IS WITHIN REGISTERED PLAN 1196 IN THE CITY OF WINDSOR, authorized by By-law 139-2013 dated August 26, 2013.
- 13.15 **By-law 142-2024** A BY-LAW TO AMEND BY-LAW 223-2007, BEING A BYLAW TO CLOSE, DECLARE SURPLUS AND CONVEY THE 4.27 METRE (14 FEET) WIDE NORTH/SOUTH ALLEY AND EAST/WEST ALLEY BETWEEN RANDOLPH AVENUE AND RANKIN AVENUE SOUTH OF TECUMSEH ROAD WEST, SOUTHERLY TO ALGONQUIN STREET, IN THE CITY OF WINDSOR, authorized by CAO 169/2024 dated August 9, 2024.
- 13.16 **By-law 143-2024** A BY-LAW TO AMEND BY-LAW 55-2012, BEING A BYLAW TO CLOSE, STOP UP AND CONVEY THE 4.27 METRE (14 FEET) WIDE NORTH/SOUTH ALLEY BETWEEN WALKER ROAD AND TURNER ROAD FROM LEDYARD AVENUE SOUTHERLY TO MOXLAY AVENUE, CITY OF WINDSOR, authorized by CAO 170/2024 dated August 16, 2024.
- 13.17 **By-law 144-2024** A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 5.49 METRE EAST/WEST ALLEY SOUTH OF TECUMSEH ROAD EAST, EAST OF LEONARD LANE, AND WEST OF GEORGE AVENUE, CITY OF WINDSOR, authorized by CR62/2024 dated February 12, 2024.

- 13.18 **By-law 145-2024** A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 5.49 METRE EAST/WEST ALLEY SOUTH OF TECUMSEH ROAD EAST, EAST OF LEONARD LANE, AND WEST OF GEORGE AVENUE, CITY OF WINDSOR, authorized by CR62/2024 dated February 12, 2024.
- 13.19 **By-law 146-2024** A BY-LAW TO ADOPT AMENDMENT NO. 187 TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR, authorized by CR289/2024 dated July 8, 2024.
- 13.20 **By-law 147-2024** A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR289/2024 dated July 8, 2024.
- 13.21 **By-law 148-2024** A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 9^{TH} DAY OF SEPTEMBER 2024.
- 14. MOVE BACK INTO FORMAL SESSION
- 15. NOTICES OF MOTION
- 16. THIRD AND FINAL READING OF THE BY-LAWS

By-laws 128-2024 through 148-2024 (inclusive)

- 17. PETITIONS
- 18. QUESTION PERIOD
- 18.1. Summary of Outstanding Council Questions as of August 28, 2024 (SCM 255/2024)
- 18.2. Outstanding Council Directives as of August 20, 2024 (SCM 100/2024)
- 19. STATEMENTS BY MEMBERS

20. UPCOMING MEETINGS

Development & Heritage Standing Committee Tuesday, September 3, 2024 4:30 p.m., Council Chambers

Community Services Standing Committee Wednesday, September 4, 2024 9:00 a.m., Council Chambers

Committee of Management for Huron Lodge Thursday, September 12, 2024 9:00 a.m., Meeting Room 140, 350 City Hall Square West

Environment & Climate Change Advisory Committee Tuesday, September 17, 2024 5:00 p.m., via Zoom

City Council Meeting Monday, September 23, 2024 10:00 a.m., Council Chambers

21. ADJOURNMENT



Committee Matters: SCM 229/2024

Subject: Adoption of the Windsor City Council minutes of its meeting held July 22, 2024.



CITY OF WINDSOR MINUTES 07/22/2024

City Council Meeting

Date: Monday, July 22, 2024 Time: 10:00 o'clock a.m.

Members Present:

Mayor

Mayor Drew Dilkens

Councillors

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

Clerk's Note: Councillors Renaldo Agostino and Ed Sleiman participated via video conference (Zoom), in accordance with Procedure By-law 98-2011 as amended, which allows for electronic participation

1. ORDER OF BUSINESS

2. CALL TO ORDER

Following the playing of the Canadian National Anthem and reading of the Land Acknowledgement, the Mayor calls the meeting to order at 11:01 o'clock a.m.

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None disclosed.

4. ADOPTION OF THE MINUTES

4.1. Adoption of the Windsor City Council minutes of its meeting held July 8, 2024

Moved by: Councillor Ed Sleiman

Seconded by: Councillor Renaldo Agostino

That the minutes of the Meeting of Council held July 8, 2024 **BE ADOPTED** as presented. Carried.

Report Number: SCM 221/2024

4.2. Adoption of the Special Windsor City Council - Training Session minutes of its meeting held July 10, 2024

Moved by: Councillor Ed Sleiman

Seconded by: Councillor Renaldo Agostino

That the minutes of the Special Windsor City Council – Training Session meeting held July 10, 2024 **BE ADOPTED** as presented.

Carried.

Report Number: SCM 222/2024

5. NOTICE OF PROCLAMATIONS

Proclamations

"Emancipation Day" - August 1, 2024

"Childhood Cancer Awareness Month" - September 2024

"Ovarian Cancer Awareness Month" - September 2024

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Flag Raising Ceremony

- "Windsor-Essex Pride Fest" August 2, 2024
- "Childhood Cancer Awareness Month" September 3, 2024
- "Macedonian Independence Day" September 6, 2024

Illumination

- "National Drowning Prevention Week" July 22-26, 2024
- "Childhood Cancer Awareness Month" September 1-7, 2024

6. COMMITTEE OF THE WHOLE

Moved by: Councillor Fabio Costante Seconded by: Councillor Fred Francis

That Council do now rise and move into Committee of the Whole with the Mayor presiding for the purpose of dealing with:

- (a) communication items;
- (b) consent agenda;
- (c) hearing requests for deferrals, referrals and/or withdrawals of any items of business;
- (d) hearing presentations and delegations;
- (e) consideration of business items;
- (f) consideration of Committee reports:
- (g) Report of Special In-Camera Meeting or other Committee as may be held prior to Council (if scheduled); and
- (h) consideration of by-laws 121-2024 through 127-2024 (inclusive) Carried.

7. COMMUNICATIONS INFORMATION PACKAGE

7.1. Correspondence for Monday, July 22, 2024

Moved by: Councillor Jo-Anne Gignac Seconded by: Councillor Gary Kaschak

Decision Number: CR304/2024

That the following Communication Items 7.1.1 through 7.1.6 as set forth in the Council Agenda BE

REFERRED as noted:

No.	Sender	Subject
7.1.1	Town of Tecumseh	Notice of Public Meeting for Proposed Zoning By- Law Amendment regarding land situated on the west side of Walker Road/County Road 11 City Solicitor
		City Planner Commissioner, Corporate Services Commissioner, Economic Development GM2024 Note & File
7.1.2	Enbridge Gas AND Ontario Energy Board (OEB)	2023 Utility Earnings and Disposition of Deferral and Variance Account Balances – OEB Notice of Application
		MU2024 Note & File
7.1.3	Capital Power	Notice of Completion of an Environmental Review Report for Proposed East Windsor Generation Facility Expansion
		Commissioner, Infrastructure Services & City Engineer City Planner
		Supervisor, Environmental Sustainability & Climate Change Commissioner, Economic Development El2024
7.1.4	Committee of Adjustment	Note & File Agenda for the Committee of Adjustment /Consent Authority, scheduled to be heard, Thursday, July 25, 2024.
		Z2024 Note & File
		NOTE & FILE

No.	Sender	Subject
7.1.5	City of Windsor Engineering Department	Notice of Completion – Wyandotte Street East and Jarvis Avenue Municipal Class Environmental Assessment
		Commissioner, Infrastructure Services & City Engineer
		Executive Director Engineering/Deputy City Engineer
		Commissioner, Economic Development
		City Solicitor
		City Planner
		SW2024
7.4.0	1000	Note & File
7.1.6	Windsor-Essex	Response regarding Windsor City Council's Request
	Ontario Health Team	for Information on Physician Recruitment Plans Locally
		Commissioner, Human & Health Services
		GP2024
		Note & File

Carried.

Report Number: CMC 11/2024

7.2. 2022 and 2023 Year End Risk Management Report - City Wide

Moved by: Councillor Jo-Anne Gignac Seconded by: Councillor Gary Kaschak

Decision Number: CR305/2024

That the report of the Manager - Purchasing, Risk Management dated July 2, 2024 entitled "2022

and 2023 Year End Risk Management Report - City Wide" BE RECEIVED for information.

Carried.

Report Number: C 80/2024

Clerk's File: AF2024

7.3. 2025 Budget Process & Timeline - City Wide

Moved by: Councillor Jo-Anne Gignac Seconded by: Councillor Gary Kaschak

Decision Number: CR306/2024

That the report of the Commissioner, Finance & City Treasurer dated July 22, 2024 entitled "2025"

Budget Process & Timeline - City Wide" BE RECEIVED for information.

Carried.

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Report Number: C 89/2024

Clerk's File: MD/14771 & AF/14585

7.4. Status Report on Implementation of Management Action Plans - 2023 Q4

Moved by: Councillor Jo-Anne Gignac Seconded by: Councillor Gary Kaschak

Decision Number: CR307/2024

That the report of the Executive Initiatives Coordinator dated July 5, 2024 entitled "Status Report

on Implementation of Management Action Plans - 2023 Q4" BE RECEIVED for information.

Carried.

Report Number: C 90/2024

Clerk's File: AF/14508

7.5. Recycling Collection Transition Update - City Wide

Moved by: Councillor Jo-Anne Gignac Seconded by: Councillor Gary Kaschak

Decision Number: CR308/2024

That the report of the Commissioner, Infrastructure Services & City Engineer dated July 5, 2024

entitled "Recycling Collection Transition Update - City Wide" BE RECEIVED for information.

Carried.

Report Number: C 86/2024

Clerk's File: SW/14789

7.6. Response to CQ 27-2023 Regarding Parking Spaces at Ford Test Track – Ward 5

Moved by: Councillor Ed Sleiman

Seconded by: Councillor Gary Kaschak

Decision Number: CR309/2024

That the report of the Manager, Parks Development entitled "Response to CQ 27-2023 Regarding

Parking Spaces at Ford Test Track – Ward 5" BE RECEIVED for information; and,

That Option 1 – Improve Existing Parking Lot with Parking barriers in the North Parking Lot **BE APPROVED** as outlined in the report; and,

That funding in the amount of approximately \$125,000.00 plus applicable HST **BE PRIORITIZED** as part of the 2025 Capital Budget process. Carried.

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Report Number: S 12/2024

Clerk's File: ST2024

7.7. Housing Accelerator Fund (HAF) Grant Intake #2 - City Wide

Moved by: Councillor Jo-Anne Gignac Seconded by: Councillor Gary Kaschak

Decision Number: CR310/2024

That the report of the Manager, Corporate Projects - Economic Development (Acting) dated July 11, 2024 entitled "Housing Accelerator Fund (HAF) Grant Intake #2 - City Wide" **BE RECEIVED** for information.

Carried.

Report Number: CM 9/2024 Clerk's File: GH/14271

8. CONSENT AGENDA

8.1. Delegation of Authority Annual Report for the Period January 1, 2023 - December 31, 2023 (City Wide)

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR311/2024

That the Delegation of Authority Summary Report for the period of January 1, 2023 through December 31, 2023 **BE RECEIVED** for information; and,

That City Council **APPROVE** the amendment to the Delegation of Authority By-law 208-2008 by replacing Section 3.10 regarding Letters of Support for Community Festivals and/or Outdoor Events with the following:

Letters of support from the Executive Director, Recreation and Culture or delegate for Community Festivals and/or Outdoor Events, subject to the Executive Director, Recreation and Culture or delegate submitting the request to Council's attention as a communication for Council's information coincidental to the submission of the letter of support; and,

That City Council **APPROVE** the amendment to the Delegation of Authority By-law 208-2008 by replacing Section 3.32 regarding Court Security and Prisoner Transportation with the following:

Authority for the Chief Administrative Officer and City Clerk to execute any future agreements with the Province of Ontario represented by the Ministry of the Solicitor General, or associated Ministry, which may be necessary in conjunction with the

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participation in Court Security and Prisoner Transportation (CSPT) Program satisfactory in technical content to the Chief of Police or designate, in form to the City Solicitor or designate and in financial content to the City Treasurer or designate; and,

That City Council **APPROVE** the amendment to the Delegation of Authority By-law 208-2008 by replacing Section 3.38 regarding Establishing New Bank Accounts with the following per CR338/2023:

Authority for the Chief Administrative Officer to approve the following:

- Administrative reports associated with establishing new bank accounts where the signing authorities will be the Mayor and the Chief Financial Officer/City Treasurer;
- Administrative requests associated with establishing new investment bank accounts where the signing authorities will be the Chief Financial Officer/City Treasurer PLUS any one of the four Deputy Treasurers; and,

That City Council **APPROVE** the addition of a new item to the Delegation of Authority By-law 208-2008 that authorizes the Chief Administrative Officer to hire positons outside the approved staff establishment provided the cumulative cost of such approvals does not exceed the one time upset limit of \$500,000 approved and funded from BSR in the 2022 Operating Budget per CR336/2022; and,

That City Council **APPROVE** the addition of a new item to the Delegation of Authority By-law 208-2008 that authorizes the Chief Administrative Officer to review and approve standardized reports regarding the "Performance Appraisal Corporate Status" per CR315/2023; and,

That City Council **APPROVE** the addition of a new item to the Delegation of Authority By-law 208-2008 to authorize the Chief Administrative Officer to review and approve standardized reports regarding the "Snow Angels Volunteer Acknowledgements"; and,

That City Council **APPROVE** the addition of a new item to the Delegation of Authority By-law 208-2008 to authorize the Chief Administrative Officer to review and approve standardized reports regarding the "Summary of Ministry of Labour and Labour Canada Visits"; and,

That City Council **APPROVE** the addition of a new item to the Delegation of Authority By-law 208-2008 to authorize the Chief Administrative Officer to review and approve standardized reports regarding the "Compliance with Applicable Laws and Regulations"; and further,

That City Council **AUTHORIZE** the City Solicitor to amend the Delegation of Authority By-law 208-2008 to reflect the changes as outlined in this report (C 81/2024). Carried.

Report Number: C 81/2024 Clerk's File: AS/7748

8.2. Properties Under Municipal Vesting Consideration - Wards 1, 4 and 7

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR312/2024
As relates to the properties located at:

PROPERTY ADDRESS	PROPERTY ROLL NUMBER	WARD
0 GRATIOT STREET	3739-080-730-14000- 0000	1
0 LAKEVIEW AVENUE	3739-070-730-80990- 0000	7
0 LAKEVIEW AVENUE	3739-070-730-80992- 0000	7
459 MARENTETTE AVENUE	3739-030-050-10100- 0000	4
0 TIMBER BAY CRESCENT	3739-070-890-05816- 0000	7

That City Council **AUTHORIZE** the properties be vested in the name of the Municipality; and,

That City Council **AUTHORIZE** the City Treasurer/designate to remove from the tax roll property taxes estimated in the amount of \$62,372 (inclusive of education tax) plus any additional levies or penalties that may be added from the date of this report until the date of actual removal and the amount be funded as charges as follows:

- \$53,757 to be charged to the Property Acquisition through Vesting capital project (Project ID 7171059),
- \$7,800 to be charged against the provision for property tax write-off (Dept. ID 0224140) and,
- \$815 to be recovered by way of a charge back to the Province of Ontario.

That City Council **AUTHORIZE** all future costs associated with the ongoing ownership of the vested properties held for sale, until such time as the properties can be sold, be charged to the Property Acquisition through Vesting capital project (Project ID 7171059); and,

That City Council **DIRECT** that future proceeds from the subsequent sale of the vested properties held for sale be credited to the Property Acquisition through Vesting capital project (Project ID 7171059); and,

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That City Council **AUTHORIZE** the future costs associated with the ongoing ownership of the properties that cannot be sold and for which there is no municipal use be charged to available operating budgets.

Carried.

Report Number: C 85/2024

Clerk's File: AF2024

8.3. Atura Power College Avenue Bike Trail Adopt A Park Agreement – Ward 2 and Adopt-A-Park or Trail Policy Update - City Wide

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR313/2024

That the Executive Director of Parks and Facilities or their designate **BE AUTHORIZED** to execute the Adopt-a-Park or Trail Agreement with Atura Power satisfactory in form to the City Solicitor; and,

That City Council **APPROVE** an amended Adopt-A-Park or Trail Policy to allow Administration to approve Adopt-A-Park or Trail applications. Approval of these applications in the Policy will be removed from Council's responsibility and the CAO will become responsible for "Authorizing the Executive Director of Parks and Facilities or designate to execute Adopt-a-Park or Trail Agreement(s), subject to the favourable recommendation of that Executive Director," and pursuant to Delegation of Authority Bylaw 208-2008 section 3.24. Carried.

Report Number: C 82/2024

Clerk's File: SR2024

8.4. Exemption from Sandwich Demolition Control By-law (DCB) 20-2007- 637 Brock Street (Ward 2)

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR314/2024

- I. That the Chief Building Official **BE AUTHORIZED** to issue a Demolition Permit to the registered owner, Habitat for Humanity Windsor-Essex Inc. (C/O: Pamela Breault) for the single residential dwelling located at 637 Brock Street to facilitate redevelopment of the property into a single residential dwelling (See Appendix 'A'); and,
- II. That any minor changes **BE SUBJECT** to the approval of the City Planner and Chief Building Official at the time of issuance of the Building Permit; and,

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- III. That the Chief Building Official **BE DIRECTED** to require, as a condition of the demolition permit:
 - i. The redevelopment identified in Appendix 'A' be substantially complete within two (2) years following the issuance of the demolition permit;
 - ii. If redevelopment, including construction of a new building, is not substantially complete within two years of the commencement of demolition the maximum penalty (\$20,000) shall be entered on the collectors roll of the property; and,
- IV. That the City Solicitor **BE DIRECTED** to register a notice of Condition (i) in the land registry office against the property in the event that the redevelopment is not substantially complete within two (2) years following the commencement of the demolition.

Carried.

Report Number: S 84/2024

Clerk's File: Z/8581

8.5. Asset Retirement Obligations Policy

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR315/2024

That City Council APPROVE the draft Asset Retirement Obligations Policy (attached as Appendix

A). Carried.

Report Number: C 78/2024

Clerk's File: AF2024

8.6. 2023 City of Windsor Consolidated Financial Statements - City Wide

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR316/2024

That City Council **RECEIVE AND ACCEPT** the draft 2023 City of Windsor Annual Report, which contains the Audited Consolidated Financial Statements for the year ended December 31, 2023, including the City of Windsor Trust Fund Statements; and,

That Council **AUTHORIZE** Administration **TO PUBLISH** the final audited Statements for the fiscal year ended December 31, 2023, upon receiving the 2023 City of Windsor Annual Report. Carried.

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Report Number: C 79/2024 Clerk's File: AF/14508

8.7. Physiotherapy Services for Huron Lodge - Ward 1

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR317/2024

That City Council **AUTHORIZE** the Chief Administrative Officer and the City Clerk to **EXECUTE** an agreement with Active Health Sciences Incorporated dba Lifemark Seniors Wellness in response to RFP #72-24 for physiotherapy services at Huron Lodge for an upset contract value of \$300,383 (exclusive of HST) annually for a period of three (3) years with an option to renew for an additional two (2) year term, satisfactory in form to the City Solicitor, in financial content to the Chief Financial Officer/City Treasurer and in technical content to the Executive Director of Huron Lodge. Carried.

Report Number: C 83/2024 Clerk's File: AH/11782

8.8. Auditor General Status Update Report

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR318/2024

- I. That the report from the Office of the Municipal Auditor General titled "June 30, 2024 Auditor General Work Plan Revisions" **BE RECEIVED** for information and **BE APPROVED** as presented; and,
- II. That the report from the Office of the Municipal Auditor General titled "June 30, 2024 Auditor General Work Plan Status Report **BE RECEIVED** for information, and further;
- III. That City Council **ACCEPT** the Auditor General recommendation regarding the scope of the CCEP hotline being Option A; and further,
- IV. That City Council ACCEPT the Auditor General recommendation with regards to IIA International Professional Practices Revisions Roadmap and Alignment with Municipal Act (Auditor General Elements) Initial Gap Assessment & Resolution Plan being that the Office of the Auditor General will undertake a gap assessment and subsequent gap resolution process to conform by Jan 9, 2025.

Carried.

Report Number: SCM 218/2024 Clerk's File: AF/14508 & AF2024

8.9. Response to CQ 20-2024 Bulk Collection Program in BIAs

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR319/2024 ETPS 1013

That the report of the Manager, Environmental Services dated June 10, 2024 entitled "Response to CQ 20-2024 Bulk Collection Program in BIAs" **BE RECEIVED** for information; and,

That Council **APPROVE** the inclusion of commercial businesses within BIAs in the existing Bulk Collection Program on a one-year pilot program beginning in the fall of 2024; and,

That Administration **REPORT** the results of the pilot project to Council in the fall of 2025; and,

That Administration **BE DIRECTED** to report back regarding the feasibility of expanding the bulk item pick up program into non BIA commercial districts during the final analysis or at any time within the pilot project timeline.

Carried.

Report Number: SCM 202/2024 & S 75/2024

Clerk's File: SW2024

8.11. Town of Amherstburg - Transit Service Agreement Renewal - City Wide

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR321/2024 TWB 3

That the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors **RECEIVE FOR INFORMATION** the report of the Executive Director, Transit Windsor dated May 29, 2024 entitled "Town of Amherstburg - Transit Service Agreement Renewal - City Wide"; and,

That Transit Windsor **BE AUTHORIZED** to update and renew the existing Agreement for another five-year term (September 1, 2024 – August 31, 2029) with the Town of Amherstburg to provide a transit route that connects with services provided by Transit Windsor; and,

That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign the Agreement with the Town of Amherstburg, satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer and the Executive Director of Transit Windsor.

Carried.

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Report Number: SCM 204/2024 & S 70/2024

Clerk's File: MT2024

8.13. Request for Partial Demolition of Heritage Listed Property- 820 Monmouth Road, Terrace (Ward 4)

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR323/2024 DHSC 632

That Council BE INFORMED of the proposed partial demolition at 820 Monmouth Rd, Terrace of

35 square feet of building to accommodate a one-storey rear addition.

Carried.

Report Number: SCM 207/2024 & S 73/2024

Clerk's File: MBA2024

8.14. Request for Partial Demolition of Heritage Listed Property - 886 Monmouth Road, Terrace (Ward 4)

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR324/2024 DHSC 633

That Council **BE INFORMED** of the proposed partial demolition at 886 Monmouth Road, Terrace, to remove the existing poured concrete porch and construct a new front yard deck.

Carried.

Report Number: SCM 208/2024 & S 78/2024

Clerk's File: MBA2024

8.18. 3251 Riverside Drive East Culvert Relocation - Cost Sharing - Riverside Horizons Inc. - Ward 5

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR328/2024 DHSC 634

I. That the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to sign a cost sharing agreement with Riverside Horizon's Inc., whereby the City will pay an estimated \$509,876, excluding HST (final payment to be based on actual construction costs), as the City's share of infrastructure costs associated with the Pratt Drain culvert relocation,

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to be satisfactory in form to the City Solicitor, in technical content to the City Engineer and in financial content to the City Treasurer; and,

II. That the cost sharing payment **BE FUNDED** from the New Infrastructure Development Project (Project ID #7035119).

Carried.

Report Number: SCM 212/2024 & S 80/2024

Clerk's File: SPL/14202

8.19. City of Windsor Community Improvement Plans-Extensions of Grant Approvals

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR329/2024 DHSC 637

- I. That approvals for financial incentives authorized under various Community Improvement Plans by Council Resolutions listed in Appendix A **BE EXTENDED** for one (1) year from the date of Council approval of Report S74/2024; and,
- II. That the City **CONSENT** to assignments of all existing Community Improvement Plan ("**CIP**") grant agreements with the City (each, a "**Grant Agreement**") upon the original owner (the "**Assignor**") notifying the City that all or part of the subject property is being or has been conveyed to a new owner (the "**Assignee**"), provided:
 - a. In the case of the Assignor wishing to assign the right to receive the Grant payments to the Assignee:
 - i. The Assignee and Assignor enter into an assignment agreement satisfactory in form and content to the City Solicitor;
 - ii. The Assignor agrees that the Assignee has the right to receive the Grant payments;
 - iii. The Assignee agrees to assume the Assignor's obligations under the Grant Agreement; and
 - iv. All other requirements of the Grant Agreement are satisfied; or
 - b. In the case of the Assignor wishing to continue to receive the Grant payments:
 - i. The Assignee and Assignor enter into an assignment agreement satisfactory in form and content to the City Solicitor (the "Grant Retention Agreement", and together with the Grant Assignment Agreement, the "Assignment Agreements");
 - ii. The parties agree that the Assignor shall continue to receive the Grant payments;
 - iii. The Assignee agrees to assume the Assignor's obligations under the Grant Agreement; and

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- iv. All other requirements of the Grant Agreement are satisfied.
- III. That the City Planner **BE AUTHORIZED** to sign the Assignment Agreements, satisfactory in form and content to the City Solicitor, in content to the Deputy City Planner Development and in financial content to the City Treasurer.

Carried.

Report Number: SCM 213/2024 & S 74/2024

Clerk's File: SPL2024

8.20. Application to Demolish Residential Dwelling Located at 2318 Westcott Road, which is Subject to Demolition Control By-law 131-2017 (Ward 5)

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR330/2024 DHSC 637

- I. That the Chief Building Official BE AUTHORIZED to issue a demolition permit to the property owner 2644008 Ontario Ltd. (Adel Shaya) for the single residential dwelling located at 2318 Westcott Road to facilitate redevelopment of the property into a single detached dwelling, resulting in a total of one residential dwelling unit; and,
- II. That any minor changes **BE SUBJECT** to the approval of the City Planner and Chief Building Official at the time of issuance of the Building Permit; and,
- III. That the Chief Building Official **BE DIRECTED** to require, as a condition of the demolition permit, that:
 - 1. The Redevelopment identified in Appendix 'C' be substantially complete within two years of demolition permit issuance; and,
 - 2. If redevelopment, including construction of a new building, is not substantially complete within two years of the commencement of demolition the maximum penalty (\$20,000) shall be entered on the collectors roll of the property; and,
- IV. That the City Solicitor **BE DIRECTED** to register a notice of Condition #2 in the land registry office against the property in the event that the redevelopment is not substantially complete within two (2) years following the commencement of the demolition.

Carried.

Report Number: SCM 214/2024 & S 76/2024

Clerk's File: SPL2024

8.21. Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by Reigns 740 Inc. for 3495 Bloomfield Road (Ward 2)

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Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR331/2024 DHSC 636

- I. That the request made by Reigns 740 Inc. to participate in the Environmental Site Assessment Grant Program **BE APPROVED** for the completion of a proposed Phase II Environmental Site Assessment Study for the property located at 3495 Bloomfield Road pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan; and,
- II. That the City Treasurer **BE AUTHORIZED** to issue payment up to a maximum of \$15,000 based upon the completion and submission of a Phase II Environmental Site Assessment Study completed in a form acceptable to the City Planner and City Solicitor; and,
- III. That the grant funds in the amount of \$15,000 under the Environmental Site Assessment Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to Brownfield Strategy Remediation (project 7069003) when the eligible work is completed to the satisfaction of the City Planner; and,
- IV. That should the proposed Phase II Environmental Site Assessment Study not be completed within two (2) years of Council approval, the approval **BE RESCINDED** and the funds be uncommitted and made available for other applications.

Carried.

Report Number: SCM 215/2024 & S 77/2024

Clerk's File: SPL2024

8.22. Sandwich Town CIP Application, 3495 Bloomfield Road; Owner: Reigns 740 Inc. (C/O: Sital Singh Garha); (Ward 2)

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR332/2024 DHSC 638

- I. That the request for incentives under the Sandwich Incentive Program made by Reigns 740 Inc. (C/O: Sital Singh Garha), (the "Owner") owner of the property located at 3495 Bloomfield Road (the "Property"), BE APPROVED for the following programs when all work is complete:
 - i. Development and Building Fees Grant for 100% of the Development and Building Fees identified in the Sandwich CIP to a maximum amount of (+/- \$60,000);
 - ii. Revitalization Grant Program for 70% of the municipal portion of the tax increment for up to 10 years (+/-\$10,836 per year) (collectively, the "Grant"); and,

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- II. That Administration **BE AUTHORIZED** to prepare 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 (the "Grant Agreement") to the satisfaction of the City Planner as to content, the City Solicitor as to form, and the CFO/City Treasurer as to financial implication; and,
- III. That funds in the maximum amount of \$60,000 under the *Development Building Fees Grant Program* **BE TRANSFERRED** from the CIP Reserve Fund 226 to the *Sandwich Community Development Plan Fund* (Account 7076176) when the work is complete; and,
- IV. That grants **BE PAID** to Reign 740 Inc. upon completion of the proposed three (3) single family dwellings from the *Sandwich Community Development Plan Fund* (Project 7076176) to the satisfaction of the City Planner and Chief Building Official; and,
- V. That any minor changes **BE SUBJECT** to the approval of the City Planner and Chief Building Official at the time of issuance of the Building Permit; and,
- VI. That the approved Grants **SHALL LAPSE** if the Owner has not completed the work and fulfilled the conditions within 2 years of the approval date. Extensions **SHALL BE** given at the discretion of the City Planner.

Carried.

Report Number: SCM 216/2024 & S 81/2024

Clerk's File: SPL2024

11.3. Capital Variance Report - March 31, 2024 - City Wide

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR336/2024

That City Council RECEIVE for information the 2024 Life-to-Date Capital Variance Report as at

March 31, 2024; and,

Whereas on February 2, 2024, the Capital Budget was deemed approved via Mayoral Decision MD05-2024 and subsequently as a result of the requests outlined in this report that will allow projects to proceed in an efficient and effective manner, that City Council **DIRECT** the City Treasurer to effect the following transfers and commitments:

- a. Transfers to and from existing capital projects/reserves as identified within Appendix A Summary of Capital Project Variances; and,
- b. Additional capital funding requests listed below:

- i. A transfer of \$64,488.34 from the 400 City Hall Square Reserve, Fund 186, to the Operating Dept IDs indicated in the Financial Matters section, specifically for temporary cable repairs at 400 City Hall Square,
- ii. A transfer of \$600,000 from the 400 City Hall Square Reserve, Fund 186, to the 400 City Hall Square Capital Repairs project, 7171011, specifically for permanent cable repairs at 400 City Hall Square,
- iii. A transfer of remaining funds in the Willistead Capital Improvements project, 7195000, the Mackenzie Hall project, 7073051, the Willistead Improvements (M264/2012) project, 7125002, and the Capitol Theatre Upgrades project, 7183008, to the Corporate Heritage Property Maintenance project, 7249000.
- iv. An expansion of the appropriate use of funds in the Fire Education Materials, Displays and Equipment project, 7161038, to include Community Outreach activities performed by all WFRS divisions and staff.
- v. Pre-commitments of \$27,000 and \$120,430 in 2025 and 2026 funding respectively, from the Community Improvement Plan (CIP) Review project, PBG-001-24, so that funding is made available for use in 2024.

Carried.

Report Number: C 69/2024

Clerk's File: AF/14585

11.4. Municipal Class Environmental Assessment for the Ojibway Parkway Wildlife Crossing - Ward 1

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR337/2024

- I. That Council **ENDORSE** the updated draft Environmental Study Report (ESR) for Ojibway Parkway Wildlife Crossing Municipal Class Environmental Assessment with recommendations for the preferred solution for an ecological overpass spanning both Ojibway Parkway and the Essex Terminal Railway as prepared by WSP E&I Canada Limited, dated July 2024, the Executive Summary is attached as Appendix A; and further,
- II. THAT Administration **BE DIRECTED** to finalize the Environmental Study Report (ESR) for Ojibway Parkway Wildlife Crossing Municipal Class Environmental Assessment and issue the Notice of Study Completion in accordance with the Municipal Class Environmental Assessment Planning Process to commence the minimum of 30-day review period immediately following finalizing the Environmental Assessment.

Carried.

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Report Number: C 87/2024 Clerk's File: El/13795

11.6. Award of Tender No. 150-23: Professional and protective security services – Citywide

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR339/2024

- 1. That City Council **APPROVE** retaining Paladin Security Group (Ontario) Limited for the purpose of providing professional and protective security services at municipal facilities as per the specifications, unit prices, terms, and conditions of Tender No. 150-23 for an initial two-year term with an option to extend for an additional three one-year terms; and,
- 2. That City Council **AUTHORIZE** the Chief Administrative Officer and City Clerk to execute an agreement between Paladin Security Group (Ontario) Limited and the City of Windsor, satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the Director, Corporate Security; and,
- 3. That whereas, on February 2, 2024, the 2024 operating budget was deemed approved via Mayoral Decision MD 05-2024, City Council subsequently **SUPPORTS** an amount estimated to be \$1,833,961 for security personnel in 2024, to be funded by existing operating budgets, revenue recoveries, any additional surpluses and corporate contingencies; and,
- 4. That the City Treasurer **BRING FORWARD** an operating budget issue in the amount estimated to be \$450,000 after all recoveries and revenues have been taken into consideration, for professional and protective security services as part of the 2025 Operating Budget; and further,
- 5. That the City Treasurer **BE DIRECTED** to identify this expenditure as part the 2025 operating budget with the expenditure being considered a priority.

Carried.

Report Number: C 21/2024 Clerk's File: AF/13583

11.8. International Charles Brooks Memorial Peace Fountain Replacement Project Update - Ward 6

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

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Decision Number: CR341/2024

- I. That City Council **RECEIVE FOR INFORMATION** the International Charles Brooks Memorial Peace Fountain Replacement Project Update outlined in this report; and further,
- II. That City Council **DIRECT** Administration to proceed with Option 1 and Option 2 as identified herein, for the International Charles Brooks Memorial Peace Fountain Replacement Project; and further,
- III. That City Council **PRE-APPROVE** and **AWARD** any further procurement(s) necessary that are related to the above noted project, provided that the procurement(s) are within the funds allocated to this project by Council, pursuant to the Purchasing By-Law 93-2012 and amendments thereto; satisfactory in financial content to the City Treasurer, in legal form to the City Solicitor; and in technical content to the Executive Director of Parks and Facilities and the City Engineer; and further,
- IV. That Administration BE AUTHORIZED to take any other actions as may be required to bring effect to these resolutions, and that the Chief Administrative Officer and the City Clerk BE AUTHORIZED to execute any required documentation/agreement(s) for that purpose, satisfactory in financial content to City Treasurer, in legal form to the City Solicitor; and in technical content to the Executive Director of Parks and Facilities and City Engineer; and further,
- V. 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 financial content to City Treasurer, in legal form to the City Solicitor; and in technical content to the Executive Director of Parks and Facilities and City Engineer; and further,
- VI. That Administration **BE AUTHORIZED** to issue any change order(s) for any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts, satisfactory in financial content to City Treasurer, and in technical content to the Executive Director of Parks and Facilities and City Engineer; and,
- VII. That Administration **BE DIRECTED** to undertake consultation with relevant stakeholders including the local labour community and the Brooks family as the feasibility process moves forward.

Carried.

Report Number: C 60/2024 Clerk's File: SR/14084

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9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

11.1. Response to CQ 4-2024 – Options for Modernizing Parking Operations – City Wide

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

Decision Number: CR334/2024 CR258/2024 ETPS1006

That the report of the Environment, Transportation & Public Safety Standing Committee dated April 25, 2024 entitled "Response to CQ 4-2024 – Options for Modernizing Parking Operations – City Wide" **BE DEFERRED** to a future City Council meeting to allow for administration to provide more information regarding app fees, and statistics related to the City of Windsor Parking app.

Carried.

Report Number: SCM 165/2024, S 46/2024, AI 14/2024

Clerk's File: ST2024

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.

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

Clerk's File: Z/14781 & Z/14544

10. PRESENTATIONS AND DELEGATIONS

10.1. Windsor Archaeological Management Plan Review (City-wide) and Official Plan Amendment initiated by the City of Windsor for the Windsor

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Archaeological Management Plan Review (City-wide) - File No. OPA 181 [OPA/7170]

Rob MacDonald, Managing Partner and Martin Cooper, Senior Associate, Archaeological Services Inc.

Rob MacDonald, Managing Partner, and Martin Cooper, Senior Associate, Archaeological Services Inc., appear before City Council regarding the Administrative report entitled "Windsor Archaeological Management Plan Review (City-wide)" and "Official Plan Amendment initiated by the City of Windsor for the Windsor Archaeological Management Plan Review (City-wide) – File No. OPA 181 [OPA/7170]" and provides an overview of the Windsor Archaeological Management Plan including What is an Archaeological Management Plan (AMP)--An AMP is a risk management and decision-making tool created to facilitate the stewardship of archaeological resources by municipal staff in development planning approvals and city infrastructure projects; It does not deal with built heritage or cultural heritage landscapes or replace Stage 1 property-specific archaeological assessments; Windsor's AMP, adopted in 2005, has now been updated in accordance with current best practices: Project Objectives--Update archaeological sites database: Review and update archaeological potential model; Update statutory and policy framework in accordance with best practices; Engage with stakeholders (municipal staff, development community, public, etc.); Engage with Indigenous nations; Increase public awareness and stewardship of archaeological resources; WAMP Implementation--Windsor planners use WAMP to determine when a development application triggers the archaeological assessment process; Other departments use WAMP to manage risk for municipal infrastructure projects; Archaeology Program Unit, Ministry of Citizenship & Multiculturalism, provides licensing and technical review of archaeological process; Council approval of OPA policies and schedule will allow implementation of updated WAMP: WAMP Development Steps--Prepare an inventory of registered archaeological sites; Model and map potential for additional unknown archaeological sites using GIS-based analysis of geophysical, bio-physical, archaeological, historical, and community-identified data.; Test draft models against archaeological assessment data, site distributions, ortho-imagery, and community knowledge; Recommend planning policy to conserve and manage archaeological sites, including protection of known archaeological sites, emergency situations, and protocol for Indigenous engagement; Archaeological Potential Modeling & Mapping Process--Create Indigenous site potential model, including site distribution, environmental analysis, community-identified sites or areas, and traditional ecological knowledge; Create colonial site potential model, including mapped features from historical maps, colonial sites, thematic history, and community-identified sites; Combine and test models against site distributions and community input. Facilitate community review for additional areas; Evaluate integrity by reviewing archaeological assessment reports, ortho-imagery, parcel fabric for disturbance/areas cleared of potential; Indigenous Site Potential; Pre-contact Indigenous Archaeological Site Potential; Colonial Period Archaeological Site Potential: Combined Indigenous and Colonial Period Archaeological Site Potential: Lands with No Archaeological Integrity or Previously Assessed and Cleared; and Archaeological Potential Zone and Archaeologically Sensitive Areas

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Natalya Garrod, RPP, MCIP, Caldwell First Nation

Natalya Garrod, RPP, MCIP, Caldwell First Nation appears before City Council regarding the Administrative report entitled "Windsor Archaeological Management Plan Review (City-wide)" and "Official Plan Amendment initiated by the City of Windsor for the Windsor Archaeological Management Plan Review (City-wide) – File No. OPA 181 [OPA/7170]" and expresses concern regarding the gap in the plan to address areas of cultural heritage; and concludes by encouraging ongoing consultation and relationship with Caldwell First Nation to develop policies related to identifying, reviewing and mapping of significant cultural heritage sites; and to request developing a non-disclosure agreement between Caldwell First Nation and the City of Windsor to protect information sharing by the Nation to the City.

Terrance Kennedy, area resident

Terrance Kennedy, area resident appears before City Council and expresses concern with the recommendations in the administrative reports entitled "Windsor Archaeological Management Plan Review (City-wide)" and "Official Plan Amendment initiated by the City of Windsor for the Windsor Archaeological Management Plan Review (City-wide) – File No. OPA 181 [OPA/7170]" and concludes by suggesting that Council withdraw the plan for re-evaluation.

Moved by: Councillor Kieran McKenzie Seconded by: Councillor Fred Francis

Decision Number: CR333/2024 DHSC 622

- I. That the update to the Windsor Archaeological Management Plan (WAMP) attached hereto in the Appendices **BE ADOPTED** by City Council as amended to include revised wording to the Executive Summary as outlined in Appendix 3 of report Al 13/2024; and further.
- II. That Council **DIRECT** Administration to **DEVELOP** Corporate Procedures to implement the Windsor Archaeological Management Plan (WAMP); and further,
- III. That Administration **BE DIRECTED** to undertake a search for an appropriate location to study, curate, store and display significant archaeological resources resulting from future archaeological investigations within the municipal limits of Windsor and report back to City Council on options which may be available should a future need arise; and further,

Whereas on February 2, 2024 the 2024 Capital Budget was deemed approved via Mayoral Decision MD05-2024 and subsequently City Council **SUPPORT** expenditures of up to \$75,000, be it further resolved,

IV. That a new "Windsor Archaeological Fund" reserve fund **BE ESTABLISHED** to be used as needed for unexpected studies and/or surveys, or other related costs that

- may be required during the execution of capital projects as it relates to Stage 3 and Stage 4 archaeological assessments; and further,
- V. That the City Treasurer **BE DIRECTED** to transfer \$75,000 from the Pay-As-You-Go Reserve, Fund 169, to this new "Windsor Archaeological Fund" Reserve to provide initial funding; and further,
- VI. That the City Treasurer **BE DIRECTED** to bring forward a request to establish an annual transfer to the Windsor Archaeological Fund in the amount of \$50,000 to a new Corporate Account as part of the 2025 Operating budget for consideration of future funding; and further,
- VII. That the City Treasurer **BE AUTHORIZED** to approve the allocation of the "Windsor Archaeological Fund" to projects as required; and that the use of this Reserve **BE REPORTED** to City Council semi-annually through the semi-annual variance report; and,
- VIII. That administration **BE REQUESTED** to report back with an update related to the implementation of the Windsor Archaeological Management Plan prior to the end of 2024; and,
- IX. That City Council **ACKNOWLEDGE** the 12 items identified by representatives of Caldwell First Nations (CFN) on May 22, 2024 (Appendix 1) and that Administration **BE DIRECTED** to:
 - i. Network with other Municipalities and Provincial Ministries to continually improve upon best practises regarding archaeological matters;
 - ii. Proceed with training sessions, for relevant staff, provided by the WAMP Archaeological Consultants (ASI) that will facilitate the implementation of WAMP, OPA 181 and build a better understanding of best practices to ensure meaningful engagement with all interested First Nations;
- iii. Implement the updated polices to the Official Plan and Schedule C-1: Archaeological Potential to ensure adherence to all Provincially legislated regulations, procedures and the Provincial Policy Statement; and,
- X. That Official Plan Amendment No. 181 as shown in Appendix A of report S 16/2024, regarding the Windsor Archaeological Management Plan (WAMP) review and as detailed in the administrative report entitled "Official Plan Amendment initiated by the City of Windsor for the Windsor Archaeological Management Plan Review (City-wide) File No. OPA 181 [OPA/7170]" **BE ADOPTED.**

Carried.

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Report Number: SCM 182/2024, S 15/2024, SCM 183/2024, S 16/2024 & AI 13/2024 Clerk's File: SPL/14797 & Z/14780

8.15. Official Plan Amendment to Facilitate Additional Changes to Streamline the Development Approval Process - City Wide

Jim Dyment, BES, Municipal Planning Consultants

Jim Dyment, BES, Municipal Planning Consultants, appears before Council regarding the administrative report dated June 12, 2024 entitled, "Official Plan Amendment to Facilitate Additional Changes to Streamline the Development Approval Process - City Wide" and is available for questions.

Mayor Drew Dilkens leaves the meeting at 1:17 o'clock p.m. and Councillor Gary Kaschak assumes the chair.

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR325/2024 DHSC 628

- 1. That Volume 1: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by adopting Official Plan Amendment (OPA) 179 attached hereto as Appendix 1, and summarized as follows:
 - a) Chapter 10, Procedures; Section 10.2, Supporting Studies and Information is hereby deleted and replaced by a new Section 10.2 Development Applications;
 - b) Chapter 10, Procedures; Section 10.6, Public Participation is hereby deleted and replaced with a new Section 10.6 Public Participation;
 - c) Chapter 11, Tools; Subsection 11.4.3, Consents is hereby deleted and replaced by a new Subsection 11.4.3 Consent Policies;
 - d) Chapter 11, Tools; Section 11.4.4, Part Lot Control is hereby deleted and replaced with a new Subsection 11.4.4 Part Lot Control Policies;
 - e) Chapter 11, Tools; Subsection 11.6.3, Zoning By-law Amendment Policies is hereby amended by adding Subsection 11.6.3.4;
 - f) Chapter 11, Tools; Subsection 11.6.6 Minor Variance Policies is hereby amended by deleting and replacing with new Subsections 11.6.6.1 to 11.6.6.5 (inclusive); and,
 - g) Chapter 11, Tools; Section 11.7 Site Plan Control is hereby amended by deleting and replacing with a new Section 11.7.; and,
- 2. That the Terms of Reference Planning Application Technical Guidelines attached as Appendix 2 to this report **BE ADOPTED** as a reference document to assist administration and applicants when submitting development applications; and,

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3. That Administration continue to give consideration to matters which could further assist with streamlining the development approval process and **REPORT BACK** on any options or parameters regarding the delegation of authority to Administration.

Carried.

Mayor Drew Dilkens and Councillor Fabio Costante were absent from the meeting when the vote was taken on this matter.

Report Number: SCM 209/2024 & S 22/2024

Clerk's File: Z/14733

8.16. Zoning By-law Amendment Application for 0 Turner Road, Z-014/24 [ZNG-7202], Ward 9

Tracey Pillon-Abbs, RPP Principal Planner, Pillon Abbs Inc

Tracey Pillon-Abbs, RPP Principal Planner, Pillon Abbs Inc. appears before City Council regarding the Administrative report entitled "Zoning By-law Amendment Application for 0 Turner Road, Z-014/24 [ZNG-7202], Ward 9" and requests an amendment to the recommendation as it relates to minimum landscaped open space as the applicant is requesting 35% rather than the recommended 41.6%.

Moved by: Councillor Fred Francis

Seconded by: Councillor Mark McKenzie

Decision Number: CR326/2024 DHSC 631

I. That Zoning By-law 8600 BE AMENDED by changing the zoning for the lands located on the southeast corner of Moxlay Avenue and Turner Road, described as Part of Lots 1007 to 1010, Part of Closed Alley, Plan 1126, Part 2, Reference Plan 12R-11872 [PIN No. 01350-0225 LT], from Residential District 1.1 (RD1.1), to Residential District 3.2 (RD3.2), subject to additional regulations:

508. SOUTHEAST CORNER OF MOXLAY AVENUE AND TURNER ROAD

- (1) For the lands comprising of Part of Lots 1007 to 1010, Part of Closed Alley, Plan 1126, Part 2, Reference Plan 12R-11872, PIN No. 01350-0225 LT, the following shall apply:
- 1. Section 5.15.5 shall not apply.
- 2. The provisions of Section 12.2.5 shall apply, save and except Subsections 12.2.5.3, 12.2.5.4 and 12.2.5.8.
- 3. Lot Coverage maximum

41.6%

For this provision lot coverage shall exclude any portion of an

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accessory building covered by a green roof.

4. Main Building Height - maximum 10.0 m

5. Front Yard Depth - maximum 0.0 m

6. Landscaped Open Space Yard - minimum 41.6% of lot area

For this provision a *landscaped open space yard* shall include a *green roof* and *soft landscaping* defined as follows:

"GREEN ROOF means an area open to the sky, located on the roof of a building and maintained with flowers, grass, shrubs, and/or trees."

"SOFT LANDSCAPING means an area open to the sky, maintained with flowers, grass, shrubs, and/or trees."

- 7. A minimum of 390.0 m² of *green roof* shall be provided.
- 8. Notwithstanding Section 25.5.20.1.2 of Table 25.5.20.1, the minimum separation from a *parking area* and Turner Road shall be 1.20 metres, and such separation shall include a 1.20-metre-high ornamental fence spanning the length of the separation, save and except that portion of the separation within 0.30 metres of an *access area*.
- 9. Notwithstanding Section 25.5.20.1.3 of Table 25.5.20.1, the minimum separation from a *parking area* to the south interior lot line shall be 1.20 metres.
- 10. Notwithstanding Section 25.5.20.1.6 of Table 25.5.20.1, the minimum separation from a *parking area* to a building wall containing a *habitable room window* shall be 3.50 metres, and such separation shall include a soft landscaping buffer with a minimum depth of 2.00 metres along any building wall containing a *habitable room window*.

[ZDM 12; ZNG/7202]

and,

- II. 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. Micro-Climate Study, prepared by Haddad Morgan & Associates Ltd., dated December 30, 2023.

- b. Planning Rationale Report, prepared by Pillon Abbs Inc., dated April 25, 2024.
- c. Road Traffic and Stationary Noise Impact Study: Turner Road Noise Impact Study, prepared by Acoustic Engineering Ltd., dated November 9, 2023.
- d. Sanitary Study, prepared by Haddad Morgan & Associates Ltd., dated August 14, 2023.
- e. Stormwater Management Study, prepared by Haddad Morgan & Associates Ltd., stamped on March 27, 2024.
- f. Stormwater Management Study Approval Letter, from the Office of the Commissioner of Engineering Services, dated March 27, 2024.
- g. Tree Inventory & Preservation Study, prepared by a licensed landscape architect, in accordance with Section 10.2.14 of the City of Windsor Official Plan.
- h. Urban Design Study, prepared by a qualified consultant, in accordance with Section 10.2.12 of the City of Windsor Official Plan; and,
- III. That the Site Plan Approval Officer **BE DIRECTED** to incorporate the following, subject to any updated information, into an approved site plan and executed and registered site plan agreement:
 - a. 1.83-metre-high screening fence shall be erected and maintained on the north limit of Lot 1011, Plan 1126, PIN No. 01350-0183 LT.
 - b. 1.83-metre-high screening fence shall be erected and maintained the west limit of the east half of the Closed Alley, Plan 1126, PIN No. 01350-0226 LT.
 - c. Mitigation measures identified in the aforesaid Road Traffic and Stationary Noise Impact Study: Turner Road Noise Impact Study, subject to the approval of the Chief Building Official.
 - d. Servicing and right-of-way requirements of the City of Windsor Engineering Department - Right-of-Way Division contained in Appendix E of this report and measures identified in the aforesaid Sanitary Study and Stormwater Management Study; and,
- IV. That the Site Plan Approval Officer **CONSIDER** the following matter in an approved site plan and/or executed and registered site plan agreement:
 - a. Energy Strategy prepared by a qualified consultant, in accordance with the Energy Strategy Terms of Reference.

Carried.

Mayor Drew Dilkens and Councillor Fabio Costante were absent from the meeting when the vote was taken on this matter.

Report Number: SCM 210/2024 & S 79/2024

Clerk's File: Z/14808

8.10. Response to CR183/2024-Petition from Residents on the Corner of Derek Street and Radcliff Avenue in Opposition to Implementation of Bus Route - City Wide

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Mark Sementilli, area resident

Mark Sementilli, area resident appears before City Council and expresses concern with the recommendation in the administrative report entitled "Response to CR183/2024-Petition from Residents on the Corner of Derek Street and Radcliff Avenue in Opposition to Implementation of Bus Route - City Wide", opposing the proposed bus route, citing several concerns identified by the neighbourhood through consultation and petition including: lane widths, spacing and placement of bus stops, transit maneuverability and visibility, turn radius, ridership participation and public safety.

Mayor Drew Dilkens returns to the meeting at 1:28 o'clock p.m. and Councillor Gary Kaschak returns to his seat at the Council Table.

Anne Dougall, area resident

Anne Dougall, area resident appears before City Council and expresses concern with the recommendation in the administrative report entitled "Response to CR183/2024-Petition from Residents on the Corner of Derek Street and Radcliff Avenue in Opposition to Implementation of Bus Route - City Wide", citing concerns related to lack of communication or community outreach, the inability to provide feedback related to the proposal, parking concerns and potential environmental impacts.

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

Decision Number: CR320/2024 TWB 2

That the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors **RECEIVE FOR INFORMATION** the report of the Manager, Transit Planning dated March 22, 2024 entitled "Response to CR183/2024- Petition from Residents on the Corner of Derek Street and Radcliff Avenue in Opposition to Implementation of Bus Route - City Wide."

Carried.

Councillor Jim Morrison was absent from the meeting when the vote was taken on this matter. Councillor Angelo Marignani voting nay.

Report Number: SCM 203/2024 & S 40/2024

Clerk's File: ACO/14715

8.12. Zoning By-law Amendment Application for 0 Bernard Road, Z-011/24 [ZNG-7193], Ward 5

Tracey Pillon-Abbs, RPP Principal Planner, Pillon Abbs Inc.

Tracey Pillon-Abbs, RPP Principal Planner, Pillon Abbs Inc. appears before City Council regarding the Administrative report entitled "Zoning By-law Amendment Application for 0 Bernard Road, Z-

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011/24 [ZNG-7193], Ward 5" and provides an overview of the proposed development as a two-unit semi-detached dwelling as it relates to the zoning by-law, intensification guidelines, the Provincial Policy Statement and the City's official plan.

Andi Shallavari, representing the property owner

Andi Shallavari, representing the property owner appears before City Council regarding the Administrative report entitled "Zoning By-law Amendment Application for 0 Bernard Road, Z-011/24 [ZNG-7193], Ward 5" and provides an overview of the proposed development from the developer's perspective related to proposing affordable housing developments.

Erik Gerth, area resident

Erik Gerth, area resident appears before City Council and expresses concern regarding the recommendations in the administrative report entitled "Zoning By-law Amendment Application for 0 Bernard Road, Z-011/24 [ZNG-7193], Ward 5" and concludes by presenting a video of an arial view of the neighbourhood which characterizes the types of homes that exist and cites concerns regarding the proposed development related to parking, density, and the cohesiveness of the neighbourhood.

Moved by: Councillor Ed Sleiman

Seconded by: Councillor Angelo Marignani

That the report of the Planner II – Development Review dated May 14, 2024 entitled "Zoning Bylaw Amendment Application for 0 Bernard Road, Z011/24 [ZNG-7193], Ward 5" BE DENIED.

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

Aye votes: Councillors Ed Sleiman and Angelo Marignani.

Nay votes: Councillors Fred Francis, Fabio Costante, Renaldo Agostino, Mark McKenzie, Jo-Anne

Gignac, Gary Kaschak, Kieran McKenzie and Jim Morrison.

Absent: None. Abstain: None.

Moved by: Councillor Kieran McKenzie Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR322/2024 DHSC 630

I. That Zoning By-law 8600 BE AMENDED by changing the zoning for the lands located on the east side of Bernard Road between Ypres Street and Somme Avenue, described as Lot 191, Part of Block C, and Part of Closed Alley, Plan 1102, and Parts 2 & 4, Reference Plan 12R-28879, (PIN No. 01362-0223 LT), by adding a site specific provision to permit a Semi-Detached Dwelling as an additional permitted use, subject to additional regulations:

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504. EAST SIDE OF BERNARD ROAD BETWEEN YPRES STREET AND SOMME AVENUE

- (1) For the lands comprising of Lot 191, Part of Block C, and Part of Closed Alley) Plan 1102, and Parts 2 & 4, Reference Plan 12R-28879, PIN No. 01362-0223 LT, a *Semi-Detached Dwelling* shall be an additional permitted *main use* subject to the following additional provisions:
- 1. The Semi-Detached Dwelling provisions of Section 10.2.5, save and except Subsections 10.2.5.1 and 10.2.5.2;
- 2. Lot Width minimum

12.2 m

3. Lot Area - minimum

389.6 m²

- 4. Section 5.99.80.1.1.b) shall not apply.
- 5. Notwithstanding Section 24.28.1.3.2, the total area of the required front yard occupied by a hard surface for the purpose of a walkway, driveway, access area, parking space, or any combination thereof for a lot having a width of less than 9 metres shall not exceed 50% of the required front yard.
 [ZDM 11: ZNG/7193]

Carried.

Councillor Ed Sleiman voting nay.

Report Number: SCM 206/2024 & S 65/2024

Clerk's File: Z/14774

11. REGULAR BUSINESS ITEMS (Non-Consent Items)

11.2. 2024 Evaluation of the Homelessness & Housing Help Hub (H4)

Moved by: Councillor Jo-Anne Gignac Seconded by: Councillor Jim Morrison

Decision Number: CR335/2024

That the report of the Acting Manager, Homelessness & Housing Support dated June 14, 2024 entitled "2024 Evaluation of the Homelessness & Housing Help Hub (H4)" **BE ENDORSED**; and further,

That Administration **PREPARE** an official letter on behalf of City Council to advocate to upper levels of government for operating and capital dollars to expand supportive housing in Windsor Essex; and further,

That the Commissioner, Human & Health Services and Executive Director, Housing & Children's Services **BE DIRECTED** to seek endorsement from the Windsor Essex Ontario Health Team to **PURSUE** the additional resources necessary to expand mental health and addiction support at the Homelessness & Housing Help Hub (H4). Carried.

Councillor Fabio Costante voting nay.

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Report Number: S 82/2024 Clerk's File: MD/14771

11.5. Banwell Road/E.C. Row Expressway Interchange and Corridor Improvements - Funding and Approvals - Ward 7

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: CR338/2024

That with respect to the Banwell Road / E.C. Row Interchange and Corridor Improvements Capital Works project (the Project):

- I. That City Council PRE-APPROVE and AWARD any procurement(s) necessary that are related to the Project provided that the procurement(s) are within approved budget amounts, pursuant to the Purchasing By-Law 93-2012 and amendments thereto, satisfactory in legal form to the City Solicitor, in financial content to the City Treasurer and in technical content to the City Engineer; and further,
- II. That the Purchasing Manager **BE AUTHORIZED** to issue purchase orders as may be required to effect the recommendations related to the Project and amend any purchase orders as may be required, subject to the purchase orders and amendments thereto being within approved budget amounts and all specifications being satisfactory in financial content to the Chief Financial Officer/City Treasurer, and in technical content to the City Engineer; and further,
- III. 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 financial content to City Treasurer, in legal form to the City Solicitor; and in technical content to the City Engineer; and further,
- IV. That Administration **BE AUTHORIZED** to issue any change order(s) for any project agreement, contracts and/or amendment(s) for the Project as may be required, provided the amendment(s) are within approved budget amounts, satisfactory in financial content to the City Treasurer, and in technical content to the City Engineer; and further,
- V. That Council **AUTHORIZE** the creation of a new capital account "Banwell/EC Row Interchange Improvements" to be used to track and record expenditures related to the infrastructure construction works relating to the Project including staff and project management costs; and further.

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To preserve the ability to utilize external funding sources as outlined in the report and to meet legislative requirements under the *Ontario Municipal Act* where external financing may be utilized:

- VI. That Council **DIRECT** the City Treasurer to update the calculation of the City of Windsor Authorized Repayment Limit and estimate the annual amount payable in accordance with O.Reg.403/02; and further,
- VII. That Council **AUTHORIZE** the remaining capital works for the Project being "Banwell/EC Row Interchange Improvements" in an amount estimated to be \$85.1 million; and further,
- VIII. That Council **ENDORSE** the use of debt in an estimated amount of \$35.1 million for purposes of the long-term funding associated with the infrastructure construction costs portion of the Project with any principal and/or interest payments applied as first charges of \$31,590,000 and \$3,510,000, respectively, to the Roads & Related Development Charge Reserve (Fund 115) and Stormwater & Drains Development Charge Reserve (Fund 117); and further,
 - IX. That Council **AUTHORIZE** the City Treasurer to undertake the necessary actions that would allow for the issuance of debt to fund the infrastructure construction costs, including a review of all financing options; and further,
 - X. That prior to any use of external financing which may require the issuance of debt, the City Treasurer **BE DIRECTED** to bring a report to City Council which outlines the full costs associated with the recommended financing approach; and further,
 - XI. That Council **DIRECT** the City Treasurer to prioritize and incorporate the additional capital works of \$35.1 million as part of the 2025 10-year Capital Plan ensuring the precommitment of these funds within the first 5-year funding period; and further,
- XII. That Administration **BE AUTHORIZED** to take any other steps as may be required to bring effect to these resolutions related to the Project, and that the Chief Administrative Officer and Citv Clerk BE **AUTHORIZED** to execute anv required documentation/agreement(s) for that purpose, satisfactory in legal content to the City Solicitor, in financial content to the Chief Financial Officer/City Treasurer and technical content to the City Engineer.

Carried.

Report Number: C 91/2024 Clerk's File: SW/9581 & SPL/14449

11.7. Proposed Expropriation of Part of 2191 Dominion Boulevard for Dominion Boulevard / Ojibway Street Intersection Improvements - Ward 10

Moved by: Councillor Fred Francis Seconded by: Councillor Jim Morrison

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Decision Number: CR340/2024

- I. That City Council, as approving authority under the *Expropriations Act* (the "Act") **APPROVE** the expropriation of the fee simple interest of part of the property municipally known as 2191 Dominion Boulevard in the City of Windsor as further described in Appendix "A" attached hereto and shown on as Part 4 on Appendix "B" attached hereto, for the purposes of the Dominion Boulevard / Ojibway Street Intersection Improvements; and,
- II. That City Council **PASS** By-law 122-2024 to Expropriate attached as Appendix "C". Carried.

Report Number: C 84/2024

Clerk's File: APM2024

12. CONSIDERATION OF COMMITTEE REPORTS

12.2. Report of the Special Meeting of Council In Camera of its meeting held July 8, 2024

Moved by: Councillor Ed Sleiman

Seconded by: Councillor Renaldo Agostino

Decision Number: CR303/2024

That the report of the Special In-Camera meeting held July 8, 2024 **BE ADOPTED** as presented.

Carried.

Report Number: SCM 224/2024

Clerk's File: ACO2024

12.3. Minutes of the Windsor Accessibility Advisory Committee of its meeting held May 14, 2024

Moved by: Councillor Ed Sleiman

Seconded by: Councillor Renaldo Agostino

Decision Number: CR342/2024

That the minutes of the Windsor Accessibility Advisory Committee meeting held May 14, 2024 BE

RECEIVED as presented.

Carried.

Report Number: SCM 193/2024

Clerk's File: MB2024

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12.4. Report of the In Camera Striking Committee of its meeting held July 8, 2024

Moved by: Councillor Ed Sleiman

Seconded by: Councillor Renaldo Agostino

Decision Number: CR343/2024

That the report of the In-Camera Striking Committee of its meeting held July 8, 2024 BE

ADOPTED as presented.

Carried.

Report Number: SCM 225/2024

Clerk's File: ACO2024

12.5. Report of the Striking Committee of its meeting held July 8, 2024

Moved by: Councillor Ed Sleiman

Seconded by: Councillor Renaldo Agostino

Decision Number: CR344/2024

That the report of the Striking Committee of its meeting held July 8, 2024 BE ADOPTED as

presented. Carried.

Report Number: SCM 226/2024

Clerk's File: ACO2024

13. BY-LAWS (First and Second Reading)

Moved by: Councillor Fabio Costante Seconded by: Councillor Fred Francis

That the following By-laws No. 121-2024 through 127-2024 (inclusive) be introduced and read a first and second time:

121-2024 A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS MCDOUGALL STREET IN THE CITY OF WINDSOR, authorized by CR76/2011, dated February 28, 2011.

122-2024 A BY-LAW TO EXPROPRIATE PART OF THE LANDS KNOWN MUNICIPALLY AS 2191 DOMINION BOULEVARD See Item 11.6.

123-2024 A BY-LAW TO ADOPT AMENDMENT NO. 186 TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR, authorized by CR287/2024, dated July 8, 2024.

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124-2024 A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR287/2024, dated July 8, 2024.

125-2024 A BY-LAW TO AMEND BY-LAW 162-2023, BEING A BYLAW TO CLOSE, STOP UP AND CONVEY THE 4.57 METRE EAST/WEST ALLEY SOUTH OF CONTINENTAL AND WEST OF THE E.C. ROW EXPRESSWAY WESTBOUND ONRAMP AT HURON CHURCH ROAD AND THE 20.12 METRE HUDSON AVENUE RIGHT-OF-WAY, EAST OF FOURTH STREET AND WEST OF THE E.C. ROW EXPRESSWAY WESTBOUND ONRAMP AT HURON CHURCH ROAD, CITY OF WINDSOR, authorized by CAO 123-2024, dated June 19, 2024.

126-2024 A BY-LAW TO APPOINT WIRA VENDRASCO CITY SOLICITOR FOR THE CORPORATION OF THE CITY OF WINDSOR, authorized by MD-20-2024, dated July 15, 2024.

127-2024 A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 22ND DAY OF JULY, 2024.

Carried.

14. MOVE BACK INTO FORMAL SESSION

Moved by: Councillor Jo-Anne Gignac Seconded by: Councillor Gary Kaschak

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

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

15. NOTICES OF MOTION

None presented.

16. THIRD AND FINAL READING OF THE BY-LAWS

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

That the By-laws No. 121-2024 through 127-2024 having been read a first and second time be now read a third time and finally passed and that the Mayor and Clerk **BE AUTHORIZED** to sign and seal the same notwithstanding any contrary provision of the Council.

Carried.

17. PETITIONS

17.1. Petition Against the Building for the Homeless Residents, Drug Addiction Centre as well as the Mission, On the Wellington Ave. Site

Moved by: Councillor Mark McKenzie Seconded by: Councillor Jim Morrison

Decision Number: CR345/2024

That the petition presented by Councillor Fabio Costante on behalf of the residents surrounding Wellington Ave being in opposition of the building for the Homeless Residents, Drug Addiction Centre as well as the Mission, on the Wellington Ave. Site **BE RECEIVED** as part of the public record.

Carried.

Clerk's File: ACO/14715

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18. QUESTION PERIOD

18.1 CQ 34-2024

Moved by: Councillor Ed Sleiman

Seconded by: Councillor Renaldo Agostino

Decision Number: CR346/2024

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

CQ 34-2024:

Assigned to: Commissioner of Community & Corporate Services

Asks that Administration report back to Council on the potential of naming or dedicating one of the currently unnamed storm water ponds found within the Little River Corridor park in recognition of Teachers and Mentors.

Carried.

Clerk's File: SR2024 & ACOQ2024

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18.2 CQ 35-2024

Moved by: Councillor Ed Sleiman

Seconded by: Councillor Renaldo Agostino

Decision Number: CR347/2024

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

CQ 35-2024:

Assigned to: Commissioner of Infrastructure Services

Asks that Administration report back to Council on the potential of removing underused street parking meters including, but not limited to, Tecumseh Road East.

Carried.

Clerk's File: ST2024 & ACOQ2024

21. ADJOURNMENT

Moved by: Councillor Fabio Costante Seconded by: Councillor Fred Francis

That this Council meeting stand adjourned until the next regular meeting of Council or at the call of the Mayor.

Carried.

Accordingly, the meeting is adjourned at 2:59 o'clock p.m.

City Clerk	Mayor

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Adopted by Council at its meeting held July 22, 2024 (CR 303/2024) SV/bm

SPECIAL MEETING OF COUNCIL – IN CAMERA July 8, 2024

Meeting called to order at: 11:00 a.m.

Members in Attendance:

Mayor Drew Dilkens
Councillor Renaldo Agostino
Councillor Fabio Costante
Councillor Jo-Anne Gignac
Councillor Gary Kaschak
Councillor Angelo Marignani
Councillor Kieran McKenzie
Councillor Mark McKenzie
Councillor Jim Morrison
Councillor Ed Sleiman (virtually)

Members Absent:

Councillor Fred Francis

Alex Vucinic, Manager of Purchasing (Item 2)

Also in attendance:

Joe Mancina, Chief Administrative Officer Andrew Daher, Commissioner, Human and Health Services Mark Winterton, Acting Commissioner of Infrastructure Services/City Engineer Janice Guthrie, Commissioner of Finance/City Treasurer Dana Paladino, Acting Commissioner of Corporate Services Ray Mensour, Commissioner of Community Services John Revell for Jelena Payne, Commissioner Economic Development Steve Vlachodimos, City Clerk Wira Vendrasco, Acting City Solicitor (Items 1-4 and 6) Matthew Stubbings, Mayor's Chief of Staff Anna Ciacelli, Deputy Clerk Aftab Ahmad, Chief Information Officer (Item 1) Josh Higgins, Deputy Chief Information Officer (Item 1) Colleen Middaugh, Manager of Corporate Projects (Item 2) Stacey McGuire, Executive Director of Engineering (Item 2) James Chacko, Executive Director of Parks (Item 2)

Patrick Robitaille, Project Administrator (Item 2) Aaron Farough, Senior Legal Counsel (Item 5) Michael Chantler, Acting Chief Executive Officer Windsor Public Library (Item 6)

Verbal Motion is presented by Councillor Mark McKenzie, seconded by Councillor Kieran McKenzie, that Rule 3.3 (c) of the *Procedure By-law, 98-2011*, BE WAIVED to add the following Agenda

6. Personal Matter – labour negotiations

Motion Carried.

items:

Verbal Motion is presented by Councillor Mark McKenzie, seconded by Councillor Kieran McKenzie, to move in Camera for discussion of the following item(s), adding Item 6:

Item No.	Subject & Section - Pursuant to <i>Municipal Act</i> , 2001, as amended
1	Position/plan – security of the property – technology update, Section 239(2)(a)(k)
2	Position/plan/information supplied in confidence – update, Section 239(2)(i)(k)
3	Property matter – sale of land, Section 239(2)(c)
4	Property matter – expropriation of lands, Section 239(2)(c)
5	Legal/property matter – expropriation settlement, Section 239(2)e)
6	Personal matter - labour negotiations - update,

Section 239(2)(d) - ADDED

Motion Carried.

Page **42** of **49**

Declarations of Pecuniary Interest:

None declared.

Discussion on the items of business.

Verbal Motion is presented by Councillor Fabio Costante, seconded by Councillor Angelo Marignani, to move back into public session.

Motion Carried.

Moved by Councillor Fabio Costante, seconded by Councillor Angelo Marignani,

THAT the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In-Camera Council Meeting held July 8, 2024 directly to Council for consideration at the next Regular Meeting.

- 1. That the recommendation contained in the in-camera report from the Manager of Purchasing and Risk Management, Chief Information Officer and Executive Director Information Technology, Deputy Treasurer Taxation, Acting City Solicitor and Chief Financial Officer and City Treasurer respecting a position/plan security of the property technology update **BE APPROVED**.
- 2. That the recommendation contained in the in-camera report from the Manager of Corporate Projects, Purchasing Manager, Executive Director of Engineering, Acting Commissioner of Infrastructure, Executive Director of Parks and Facilities, Commissioner of Community Services, Acting City Solicitor and Commissioner of Finance and City Treasurer respecting a position/plan/information supplied in confidence update **BE APPROVED**.
- 3. That the recommendation contained in the in-camera report from the Coordinator of Real Estate Services, Manager of Real Estate Services, Acting City Solicitor, Acting Commissioner of Corporate Services, Manager of Development Engineering, Acting Commissioner of Infrastructure Services and Commissioner of Finance and City Treasurer respecting a property matter sale of land **BE APPROVED**.
- 4. That the recommendation contained in the in-camera report from the Lease Administrator, Manager of Real Estate Services, Acting City Solicitor, Acting Commissioner of Corporate Services, Executive Director of Engineering, Acting Commissioner of Infrastructure Services and Commissioner of Finance and City Treasurer respecting a property matter expropriation of lands **BE APPROVED**.

Page **43** of **49**

- 5. That the recommendation contained in the in-camera report from Senior Legal Counsel, Acting Commissioner of Corporate Services, Acting Deputy City Solicitor, Acting Commissioner of Infrastructure Services and Commissioner of Finance and City Treasurer respecting a legal/property matter expropriation settlement **BE APPROVED**.
- 6. That the confidential verbal report from the Commissioner of Community Services and Acting Chief Executive Officer Windsor Public Library respecting a personal matter labour negotiations update **BE RECEIVED**.

Motion Carried.

Moved by Councillor Jo-Anne Gignac, seconded by Councillor Renaldo Agostino, That the special meeting of council held July 8, 2024 BE ADJOURNED. (Time: 12:29 p.m.)

Motion Carried.

Page **44** of **49**

Adopted by Council at its meeting held July 22, 2024 (CR343/2024) SV/bm

STRIKING COMMITTEE – IN CAMERA July 8, 2024

Meeting called to order at: 12:30 p.m.

Members in Attendance:

Mayor Drew Dilkens
Councillor Renaldo Agostino
Councillor Fabio Costante
Councillor Jo-Anne Gignac
Councillor Gary Kaschak
Councillor Angelo Marignani
Councillor Kieran McKenzie
Councillor Mark McKenzie
Councillor Ed Sleiman(virtually)
Councillor Jim Morrison

Members Absent:

Councillor Fred Francis

Also in attendance:

Joe Mancina, Chief Administrative Officer
Andrew Daher, Commissioner, Human and Health Services
Mark Winterton, Acting Commissioner, Infrastructure Services/City
Engineer
Janice Guthrie, Commissioner of Finance/City Treasurer
Dana Paladino, Acting Commissioner, Corporate Services
Ray Mensour, Commissioner, Community Services
John Revell for Jelena Payne, Commissioner Economic Development
Steve Vlachodimos, City Clerk
Wira Vendrasco, Acting City Solicitor
Matthew Stubbings, Mayor's Chief of Staff
Anna Ciacelli, Deputy Clerk

Verbal Motion is presented by Councillor Fabio Costante, seconded by Councillor Renaldo Agostino,

to move in Camera for discussion of the following item(s):

Item No. Subject & Section - Pursuant to Municipal Act, 2001,

as amended

1 Personal matter – about identifiable individual(s) –

appointment of City representative to the Windsor Port Authority Board of Directors, Section 239(2)(b)

Motion Carried.

Declarations of Pecuniary Interest:

None declared.

Discussion on the items of business.

Verbal Motion is presented by Councillor Fabio Costante, seconded by Councillor Jo-Anne Gignac, to moved back into public session.

Motion Carried.

Moved by Councillor Fabio Costante, seconded by Councillor Jo-Anne Gignac,

THAT the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In-Camera Striking Committee Meeting held July 8, 2024 directly to Council for consideration at the next Regular Public Meeting or Special meeting of Council.

1. That the confidential discussions regarding the appointment of a City representative to the *Windsor Port Authority Board of Directors* BE APPROVED (see open report of the Striking Committee).

Motion Carried.

Page **46** of **49**

Moved by Councillor Mark McKenzie, seconded by Councillor Gary Kaschak That the special Striking Committee meeting held July 8, 2024 BE ADJOURNED. (Time: 12:45 p.m.) Motion Carried.

Page 47 of 49

Adopted by Council at its meeting held July 22, 2024 (CR344/2024) SV/bm Windsor, Ontario, July 22, 2024

REPORT OF THE STRIKING COMMITTEE of its meeting held July 8, 2024

Members in Attendance:

Mayor Drew Dilkens
Councillor Renaldo Agostino
Councillor Fabio Costante
Councillor Jo-Anne Gignac
Councillor Gary Kaschak
Councillor Angelo Marignani
Councillor Kieran McKenzie
Councillor Mark McKenzie
Councillor Jim Morrison
Councillor Ed Sleiman (virtually)

Members Absent:

Councillor Fred Francis

Also in attendance:

Joe Mancina, Chief Administrative Officer
Andrew Daher, Commissioner, Human and Health Services
Mark Winterton, Acting Commissioner, Infrastructure Services/City Engineer
Janice Guthrie, Commissioner of Finance/City Treasurer
Dana Paladino, Acting Commissioner, Corporate Services
Ray Mensour, Commissioner, Community Services
John Revell for Jelena Payne, Commissioner Economic Development
Steve Vlachodimos, City Clerk
Wira Vendrasco, Acting City Solicitor
Matthew Stubbings, Mayor's Chief of Staff
Anna Ciacelli, Deputy Clerk

Page **48** of **49**

Declarations of Pecuniary Interest:

None declared.

Your Committee submits the following recommendations:

- 1(a). That the resignation of Chris Ryan, Chair, on the *Olde Riverside Business Improvement Area Board of Management* BE ACCEPTED and further that Laura Tucker BE APPOINTED as Chair to the Board.
- 1(b). That Chantel Russette **BE APPOINTED** to the *Olde Riverside Business Improvement Area Board of Management* for the term expiring November 14, 2026.
- (2) That the resignations of Michael Difazio and Marina Maffessanti on the *Ford City Business Improvement Area Board of Management* BE ACCEPTED and further that Anna Eschuk and Thaddeus Renaud BE APPOINTED to fill the vacancies on the Board for the term expiring November 30, 2026.
- (3) That in accordance with the *Community Safety and Policing Act*, the composition of the Windsor Police Service Board **BE INCREASED** from 5 to 7 members as follows:

Mayor

2 members of Council (Councillor Jo-Anne Gignac previously appointed)

1 person appointed by resolution of Council (Sophia Chisholm previously appointed)

3 persons appointed by the Province (Robert de Verteuil and John Elliott previously appointed)

and further that Councillor Jim Morrison **BE APPOINTED** to the Board for the term expiring November 14, 2026 and that the Province **BE REQUESTED** to appoint 1 additional person to meet the requirements of the expanded membership of the Board.

Page **49** of **49**

(4) That Sophia Chisholm **BE APPOINTED** as the City of Windsor representative on the **Windsor Port Authority Board of Directors** effective July 7, 2024 and ending June 30, 2027 and further that Council's policy respecting appointees serving on only one Board/Committee **BE WAIVED**.

MAYOR

CITY CLERK



Correspondence Report: CMC 12/2024

ATTACHMENTS

Subject: Correspondence for Monday, September 9, 2024 City Council Meeting

No.	Sender	Subject
		-
7.1.1	Town of Tecumseh	Notice of Public Meeting for Proposed Zoning By-
		Law Amendment regarding a parcel of land located
		on the north side of South Talbot Road, immediately
		east of its intersection with Howard Avenue.
		City Solicitor
		City Planner
		Chief Building Official
		Commissioner, Community & Corporate Services
		Commissioner, Economic Development
		GM2024
		Note & File
7.1.2	Town of Tecumseh	Notice of the Passing of Zoning By-Law 2024-068,
1.1.2	TOWN OF TECUNISEN	
		regarding a parcel of land located on the west side
		of Walker Road/County Road 11.
		City Solicitor
		City Planner
		Chief Building Official
		Commissioner, Community & Corporate Services
		Commissioner, Economic Development
		GM2024
		Note & File
		Note & File

7.1.3	Town of Tecumseh	Notice of the Passing of Zoning By-Law 2024-070, regarding a parcel of land located at the northeast corner of the 8 th Concession/North Talbot Road intersection.
		City Solicitor City Planner Chief Building Official
		Commissioner, Community & Corporate Services Commissioner, Economic Development GM2024 Note & File
7.1.4	Essex Region Conservation Authority (ERCA)	Request for endorsement of Municipal Representatives for Essex Region Source Protection Committee.
		Commissioner, Infrastructure Services City Planner El/10108 COUNCIL DIRECTION REQUESTED,
7.4.5	A	Otherwise Note & File
7.1.5	Association of Municipal Managers,	Letter acknowledging Terri Knight Lepain, Manager of Records and Elections, has graduated from
	Clerks and	AMCTO's Executive Diploma in Municipal
	Treasurers of Ontario	Management program.
	(AMCTO)	City Clerk AS2024 Note & File
7.1.6.	City Planner	Application for Zoning By-law Amendment, Architecttura Inc. Architects, 1098 Albert Road, to permit a multiple dwelling containing a maximum of four dwelling units.
		Z/14833 Note & File
7.1.7	City Planner	Application for Zoning Amendment, Rock and Cari Doire, 4461 Wyandotte Street East, to permit a semi-detached dwelling.
		Z/14832 Note & File

7.1.8	Committee of	Applications heard by the Committee of Adjustment/	
	Adjustment	Consent Authority, Thursday, August 29, 2024.	
		Z2024	
		Note & File	
7.1.9	Deputy City Planner		
		Roseland Homes Ltd., 9475 Tecumseh Rd.	
		E., 77 Unit Multi Residential Development	
		Z2024	
		Note & File	

TOWN OF TECUMSEH NOTICE OF PUBLIC MEETING PROPOSED ZONING BY-LAW AMENDMENT

TAKE NOTICE that the Council of the Corporation of the Town of Tecumseh will hold a public meeting **Tuesday, August 13, 2024 at 5:00 p.m.** in the Town Municipal Office Council Chambers at 917 Lesperance Road to consider a proposed Zoning By-law amendment pursuant to the provisions of the *Planning Act, R.S.O. 1990.* Please see below for information on how to provide comments or participate in the public meeting.

A Zoning By-law amendment application (Application/File: D19 AMICO) has been submitted for a 15 hectare (37 acre) parcel of land located on the north side of South Talbot Road, immediately east of its intersection with Howard Avenue (see Key Map on reverse side for location). The purpose of the proposed amendment is to rezone the subject property from "Agricultural Zone (A)" to a site-specific "Agricultural Zone (A)" to permit the use of the property as a temporary excess soil reuse site in accordance with Ontario Regulation 406/19: Onsite and Excess Soil Management, and long-term to be used for a naturalized, passive municipal recreational property. The subject property is designated "Agricultural" in the Official Plan.

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

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Corporation of the Town of Tecumseh to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the Town of Tecumseh before the by-law is passed, the person or public body is not entitled to appeal the decision.

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

How to Provide Comments or Participate in a Public Meeting

Public Meetings are being held at the Town Municipal Office Council Chambers and live-streamed on the Town's website. Any person who wishes to make oral submissions at the Public Meeting must register as a delegate. To register as a delegate, persons may use the online registration form on the Town's website at www.tecumseh.ca/delegations or by providing their contact information (name, address, email and phone number) to the Town Clerk by 12:00 p.m. (noon) on Tuesday, August 13, 2024. Registered delegates will receive the necessary details to speak at the public meeting. By registering as a delegate, persons are consenting to their image, voice and comments being recorded and available for public viewing on the Town's website. Written submissions may also be provided to the Clerk by 12:00 p.m. (noon) on Thursday, August 8, 2024.

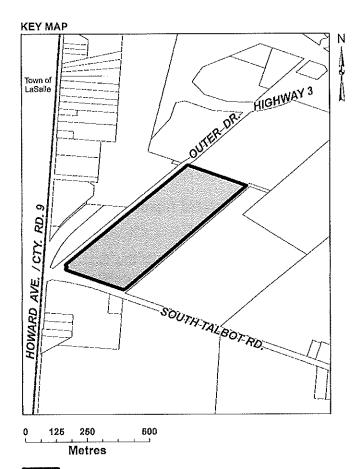
If you wish to be notified of the decision of the Council of the Corporation of Town of Tecumseh on the proposed Zoning By-law amendment, you must make a written request to the Corporation of the Town of Tecumseh, c/o Robert Auger, Director Legislative Services & Clerk, Clark, Council Services noted below.

JUL SU, 2021



FOR MORE INFORMATION about this matter, including information about appeal rights, contact the Corporation of the Town of Tecumseh, c/o Robert Auger, Director Legislative Services & Clerk, at rauger@tecumseh.ca or directly at the Town Municipal Office at 917 Lesperance Road.

The Public Meeting Agenda regarding this application will be available on the Town's website (https://calendar.tecumseh.ca/meetings) on Friday, August 9, 2024.

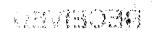


DATED AT THE TOWN OF TECUMSEH THIS 24TH DAY OF JULY, 2024.

ROBERT AUGER DIRECTOR LEGISLATIVE SERVICES & CLERK TOWN OF TECUMSEH 917 LESPERANCE ROAD TECUMSEH, ONTARIO, N8N 1W9

Lands Subject to Proposed Amendment





FORM 1 THE PLANNING ACT, R.S.O. 1990 NOTICE OF THE PASSING OF A ZONING BY-LAW AMENDMENT BY THE CORPORATION OF THE TOWN OF TECUMSEH

TAKE NOTICE that the Council of the Town of Tecumseh has passed By-law 2024-068 on the 13th day of August, 2024 under Section 34 of the *Planning Act, R.S.O. 1990*;

AND TAKE NOTICE no person or public body shall be added as a party to the hearing of the appeal unless, before the by-law was passed, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

AND TAKE NOTICE that to file an appeal to the Ontario Land Tribunal, a notice of appeal setting out the objection to the by-law and the reasons in support of the objection must be filed with the Clerk of the Corporation of the Town of Tecumseh not later than the 3rd day of September, 2024.

Any appeal must be accompanied by a fee of \$1,100 made payable to the Minister of Finance. The Ontario Land Tribunal requires that the payment be in the form of a certified cheque or money order and be accompanied by a completed *Zoning By-law Amendment Appellant Form (A1)* found on-line at:

https://olt.gov.on.ca/appeals-process/forms/#head2

or available through the Planning and Building Services Department at Tecumseh Town Hall, 917 Lesperance Road. An Appellant may request a reduction of the filing fee to \$400 if the Appellant is a private citizen or eligible community group. The request for a reduction in the fee must be made at the time of filing the appeal. The Appeal Fee Reduction Request Form can be found on-line at:

https://olt.gov.on.ca/wp-content/uploads/2023/02/OLT- -Request-for-Lower-Fee-Form.html

An explanation of the purpose and effect of the by-law, describing the lands to which the by-law applies, an explanation of the effect of any public input received, and a key map showing the location of the lands to which the by-law applies, are attached. The complete by-law and any associated information are available for inspection in my office during regular office hours.

DATED AT THE TOWN OF TECUMSEH THIS 14TH DAY OF AUGUST, 2024

Robert Auger, Director Legislative Services & Clerk
Town of Tecumseh
917 Lesperance Road
Tecumseh, ON, N8N 1W9

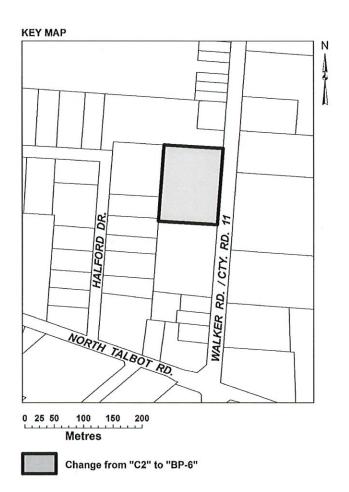
EXPLANATORY NOTE

By-law No. 2024-068 is an amendment to Zoning By-law No. 85-18 pertaining to a 1.3 hectare (3.2 acre) parcel of land located on the west side of Walker Road/County Road 11, approximately 260 metres (853 feet) north of its intersection with North Talbot Road (see Key Map below for location).

The by-law changes the zoning of the subject property from "Neighbourhood Commercial Zone (C2)" to a site-specific "Business Park Zone (BP-6)" to permit the development of the lands for a U-Haul moving and storage commercial facility and establish site-specific lot provisions related to minimum lot area, off-street parking requirements and driveway regulations.

Effect of Public Input on Council's Decision

No public comments/concerns were received by Council on this application at the Public Meeting held on July 23, 2024



Item No. 7.1.3

FORM 1 THE PLANNING ACT, R.S.O. 1990 NOTICE OF THE PASSING OF A ZONING BY-LAW AMENDMENT BY THE CORPORATION OF THE TOWN OF TECUMSEH

TAKE NOTICE that the Council of the Town of Tecumseh has passed By-law 2024-070 on the 13th day of August, 2024 under Section 34 of the *Planning Act, R.S.O. 1990*;

AND TAKE NOTICE no person or public body shall be added as a party to the hearing of the appeal unless, before the by-law was passed, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

AND TAKE NOTICE that to file an appeal to the Ontario Land Tribunal, a notice of appeal setting out the objection to the by-law and the reasons in support of the objection must be filed with the Clerk of the Corporation of the Town of Tecumseh not later than the 3rd day of September, 2024.

Any appeal must be accompanied by a fee of \$1,100 made payable to the Minister of Finance. The Ontario Land Tribunal requires that the payment be in the form of a certified cheque or money order and be accompanied by a completed Zoning Bylaw Amendment Appellant Form (A1) found on-line at:

https://olt.gov.on.ca/appeals-process/forms/#head2

or available through the Planning and Building Services Department at Tecumseh Town Hall, 917 Lesperance Road. An Appellant may request a reduction of the filing fee to \$400 if the Appellant is a private citizen or eligible community group. The request for a reduction in the fee must be made at the time of filing the appeal. The Appeal Fee Reduction Request Form can be found on-line at:

https://olt.gov.on.ca/wp-content/uploads/2023/02/OLT- -Request-for-Lower-Fee-Form.html

An explanation of the purpose and effect of the by-law, describing the lands to which the by-law applies, an explanation of the effect of any public input received, and a key map showing the location of the lands to which the by-law applies, are attached. The complete by-law and any associated information are available for inspection in my office during regular office hours.

DATED AT THE TOWN OF TECUMSEH THIS 14TH DAY OF AUGUST, 2024

Robert Auger, Director Legislative Services & Clerk
Town of Tecumseh
917 Lesperance Road
Tecumseh, ON, N8N 1W9

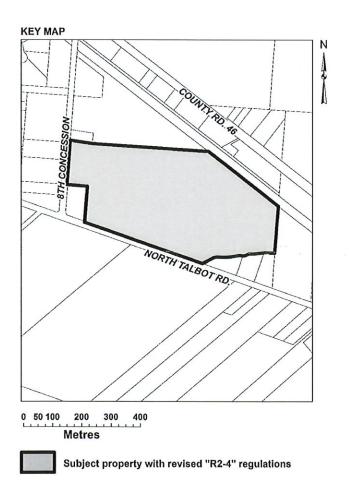
EXPLANATORY NOTE

By-law No. 2024-070 is an amendment to Zoning By-law No. 85-18 pertaining to a 20.8 hectare (51.3 acre) parcel of land located at the northeast corner of the 8th Concession/North Talbot Road intersection (Oldcastle Heights Residential Subdivision) (see Key Map below for location).

The by-law amends the zoning of the subject property by revising the current "Residential Zone 2 (R2-4)" regulations that apply to the property, in order to establish a minimum interior side yard width of 1.5 metres (4.9 feet) for all two-storey residential dwellings

Effect of Public Input on Council's Decision

No public comments/concerns were received by Council on this application at the Public Meeting held on July 23, 2024



Item No. 7.1.4

DRINKING WATER SOURCE PROTECTION Our Actions Matter

Essex Region Conservation

the place for life

July 29, 2024

Town of Amherstburg
Town of Essex
Town of Kingsville
Town of LaSalle
Municipality of Leamington
Municipality of Lakeshore
Township of Pelee
Town of Tecumseh
City of Windsor

kstammler@erca.org 519-981-4184 F.519.776.8688 360 Fairview Avenue West

Suite 311, Essex, ON N8M 1Y6

Attention: Municipal Council Clerks (for distribution)

Re: Essex Region Source Protection Committee – Municipal Representation

As required by the Clean Water Act, 2006, the Essex Region Source Protection Authority (ERSPA) has an established Source Protection Committee (SPC), which follows the guidance of Ontario Regulation 288/07 (O.Reg. 288/07). The SPC is composed of 15 members, including five (5) representatives from the municipal sector. The remaining two-thirds of the SPC are representatives of key industries (e.g. agriculture, greenhouse operations, and fuel suppliers) and members of the public at large.

In 2007, the ERSPA striking committee proposed the following composition of municipal representation on the SPC.

- City of Windsor 2 members
- Union Water Supply System 1 member
- Town of Lakeshore 1 member
- Town of Amherstburg 1 member

The striking committee felt that those municipalities responsible for the Water Treatment Plants that provide the largest water supplies should have the opportunity to have representation on the SPC. A letter was sent to all Clerks of Member Municipalities on July 30, 2007, to this effect, and this distribution of representation was subsequently endorsed by all municipalities in 2007 and has remained as such. At this time one municipal member has taken a new position and can no longer sit on the SPC in this role, one municipal member has retired, and one municipal member is being reappointed to the SPC.

In the spring of 2024, the term of appointment for Mayor Dennis Rogers, representing Union Water Supply System (UWSS), came to a close when Mayor Rogers became a member of ERCA's Board of Directors and Source Protection Authority. At the July 17, 2024, UWSS Board meeting, they selected Deputy Mayor Kirk Walstedt as their nominee for representation on the SPC.

Albert Dionne, who has represented the Municipality of Lakeshore retired in 2023. Jason Barlow, Division Leader-Water Management, has been selected by the Municipality of Lakeshore as their new representative on the SPC.

Both Mayor Rogers and Mr. Dionne were valued members of the SPC and will be missed. We look forward to working with the newly selected members.

Antonietta Giofu, Director of Infrastructure Services, has served as the representative on the SPC for the Town of Amherstburg for over a decade, with her current 5-year term expiring in November 2024. Ms. Giofu is a valued and active member of the SPC and we are pleased to re-appoint her for another 5-year term as is allowed under s.9(1.1) of O.Reg 288/07.

Municipal Councils are asked to endorse all municipal candidates prior to their formal appointment by the Essex Region Source Protection Authority as a regular SPC member. In keeping with our previous practices, at this time we are asking that all member Municipalities endorse the following individuals' appointment to the Essex Region Source Protection Committee:

- **Kirk Walstedt, Union Water Supply System**, expected appointment date: October 10, 2024; term of appointment: 5 years
- **Jason Barlow, Municipality of Lakeshore**, expected appointment date: October 10, 2024; term of appointment: 5 years
- **Antonietta Giofu, Town of Amherstburg**, expected appointment date: October 10, 2024; term of appointment: 5 years

Responses in the form of Council Resolutions are kindly requested by **September 30, 2024**. The Essex Region Source Protection Authority is tentatively scheduled to address this matter at their meeting on October 10, 2024.

This letter is sent under separate cover to municipal staff who have been appointed by their municipality to assist with Source Water Protection. Please contact me if you require any further information.

Sincerely,

Katie Stammler, PhD

Water Quality Scientist and Source Water Project Manager

Essex Region Conservation Authority





July 29, 2024

Mayor, Drew Dilkens City of Windsor 350 City Hall Square West, Suite 510 Windsor, ON N9A 6S1

Re: Terri Knight Lepain Graduation from AMCTO's Executive Diploma in Municipal Management

On behalf of the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), I am extremely pleased to announce that Terri Knight Lepain has successfully completed the intensive process to graduate from the Association's Executive Diploma in Municipal Management. We believe that this is a tremendous accomplishment and should be regarded with pride by your municipality.

Founded in 1938, AMCTO is proud to be the largest municipal professional association in Ontario with more than 2,200 members across the province. We have a mandate to provide high-quality education and professional development programs that foster municipal excellence in the province.

The Executive Diploma in Municipal Management is a comprehensive career development program designed specifically for Ontario's municipal managers. Graduates of this program are informed leaders with a comprehensive understanding of the complex and interrelated components of municipal management. They can immediately implement their knowledge and make a positive impact on any municipal corporation.

Terri has successfully completed the rigorous evaluation process to graduate from this diploma program. We hope that you and your colleagues on Council will join us in congratulating Terri on this significant achievement.

Should you have any questions, please contact Manjit Badh at 905-602-4294 ext. 228 or mbadh@amcto.com.

Yours truly,

David Arbuckle, MPA Executive Director RECEIVED

INFORMATION
AUG 0 7 2024

FILE

MAYOR'S
OFFICE

REFER TO:

REFER TO:

COPY TO:



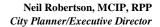
City Planner, Executive Director

NR/nm

PLANNING DEPARTMENT – DEVELOPMENT DIVISION

Memo

To:	City Clerk				
From:	City Planner/Executive Director				
Date:	July 26, 2024				
Subject:	TRANSMITTAL OF NEW FILE	Our File Number: Z-019/24 [ZNG/7215]			
RE:	Application For: (X) Zoning Amendment () Part Lot Control	() Official Plan Amendment () Draft Plan of Subdivision/Condominium			
Applicant: ARCHITECTTURA INC. ARCHITECTS Location: 1098 ALBERT RD. Description: Application to amend Zoning By-law 8600 to add a site specific exception to permit a multiple dwelling containing a maximum of four dwelling units.					
The ZONING BYLAW AMENDMENT application submitted by ARCHITECTTURA INC. ARCHITECTS for 1098 ALBERT RD. has been deemed as complete on JULY 4, 2024.					
Enclosures	s:				
() 1	copy of Application Form copy of Drawings copy of Site Plan				
Men Neil Rober	rtson, MCIP, RPP				





July 26, 2024

Architecttura Inc. Architects c/o Dan Soleski 180 Eugenie St. W. Windsor, ON N8X 2X6

Dear Applicant,

Re: ZONING BYLAW AMENDMENT APPLICATION

APPLICANT: ARCHITECTTURA INC. ARCHITECTS

LOCATION: 1098 ALBERT RD. FILE NO.: Z019/24 [ZNG/7215]

This is to acknowledge receipt of the application for a rezoning amendment which has been assigned the above-referenced file number. In accordance with the delegation authority as prescribed by By-Law 139-2013, the information and material required has been provided, therefore the application was deemed COMPLETE on July 4, 2024, and processing has begun.

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

Please email me at <u>dradulescu@citywindsor.ca</u>, if you have any questions.

Sincerely,

Diana Radulescu

Planner II – Development Review

DR/nm

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INSTRUCTIONS

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.
- During the Stage 2 process, any required studies must be completed and submitted for review and comment. Section 2: 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.
- Indicate if you are submitting other companion applications with this application. Please note that an Section 4: 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.
- Provide information about the subject land. This information is used to determine supporting information Section 5: requirements and to assist in the review of the application.
- Indicate the amendment, proposed uses and describe the nature and extent of the amendment being Section 6: requested. Indicate why the amendment is being requested and how it is consistent with the Provincial Policy Statement and conforms to the City of Windsor Official Plan.
- If there are any existing buildings or structures on the subject land, provide the required information or submit Section 7: 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

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 m²

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

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).
- 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.
- 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.
- 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

Fax: 519-255-6544 Email: planningdept@citywindsor.ca

Telephone: 519-255-6543

1. PLANNING COM	NSULTATION – Coi	mpletion of Stage 2	
Planning Consultation (Stage	2 Application) must be com	pleted before this application	can be submitted.
Has the Planning Consultation	n Stage 2 Application been	completed? NO YES	File Number: PC
Staff Use Only			
Signature of Staff PI	anner Da	ate of Consultation	
☐ Jim Abbs	☐ Kevin Alexander	☐ Tracy Tang	Frank Garardo
☐ Brian Nagata	☐ Justina Nwaesei	☐ Simona Simion	☐ Laura Strahl
☐ Adam Szymczak	-		<u></u>
2. REQUIRED SUF Consultation Stage		IATION as Identifie	d in the Planning
	letter size (8.5 x 11 inches)	in JPG and PDF format. All o	a USB flash drive or by email. Al ther document shall be provided
The City of Windsor reserves application. All supporting info			ng the processing of the
If you are submitting a compa	nion application submit only	one set of documents.	
Staff Use Only			
□ Deed or Offer to Purchase	Corporation Profile Report	Site Plan Conceptua (see Section 8)	Sketch of Subject Land (see Section 11)
Archaeological Assessment – Stage 1	☐ Built Heritage Impact Study	EnvironmentalEvaluation Report	☐ Environmental Site Assessment
Floor Plan and Elevations	☐ Geotechnical Study	☐ Guideline Plan	☐ Lighting Study
Market Impact Assessment	☐ Micro-Climate Study	☐ Noise Study	☐ Planning Rationale Report
Record of Site Condition (see Schedule E)	☐ Sanitary Sewer Study	Species at Risk Screening	☐ Storm Sewer Study
Storm Water Retention Scheme	☐ Topographic Plan of Survey	TransportationImpact Statement	☐ Transportation Impact Study
☐ Tree Preservation	☐ Tree Survey Study	☐ Urban Design Study	☐ Vibration Study

Study

☐ Wetland Evaluation

Other Required Information: _

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:	Architecttura Inc. Architects	Contact: D	an Soleski	
Address:	180 Eugenie Street West		Name of Cor	ntact Person
Address:	Windsor, ON		_ Postal Code:	N8X 2X6
Phone:	519-258-1390			
Email:	dsoleski@architecttura.com			
Registere	d Owner			
Name:	Blocs Group INc	Contact: D	Pario Silvaggi Name of Cor	
Address:	140 Winclare Drive		Name of Cor	ntact Person
Address:	Windsor ON		_ Postal Code:	N8P 1H5
Phone:	519-991-2557			
Email:	dariosilvaggi@gmail.com			
Agent Aut	horized by the Owner to File the Ap	plication (Also co	omplete Section A1	in Schedule A)
Name:	Architecttura Inc. Architects	Contact:	an Soleski	
Address:	180 Eugenie Street West	<u> </u>	Name of Cor	ntact Person
Address:	Windsor ON		_ Postal Code:	N8X 2X6
Phone:	519-258-1390			
Email:	dsoleski@architecttura.com			
4. COM	IPANION APPLICATIONS			
Are you subn	nitting a companion Official Plan Amendment	application?	NO YE	s 🗆
Are you subn	nitting a companion Plan of Subdivision/Cond	ominium application	? NO ■ YE	s□
Please note t	that if a development proposal requires site pla	an approval that an	nlication can only h	ne submitted after th

zoning amendment has been considered by City Council and the appeal period has concluded.

5. SUBJECT LAND INFORMATION

Municipal	1098 ALBERT ROAD
Address	
Legal Description	PLAN 865; LOT 106; CORNER
Assessment Roll Number	3739010090020000000
If known, the d	ate the subject land was acquired by the current owner:
Frontage (m)	9.75 Depth (m) 33.53 Area (sq m) 3520
Official Plan Designation	
Current	Site Currently zoned as single family residential looking to convert building to 4 Plex
Zoning	RD1.3 - 10.3 RESIDENTIAL DISTRICT 1.3 (RD1.3)
Existing Uses	The current building did have a commercial space , convenient store and what appe
	The building was purchased after partially demolished interior so difficult to asses where the second secon
If known, the le	engths of time that the existing uses have continued:
Previous Uses	
List the names subject land:	and addresses of the holders of any mortgages, charges, or other encumbrances in respect of the
n/a	
<u> </u>	easements or restrictive covenants affecting the subject lands? NO YES Cribe the easement or restrictive covenant and its effect:
If known boot	he subject land ever hear subject of (leave blank if unknown)
	he subject land ever been subject of: <i>(leave blank if unknown)</i> An application for a Plan of Subdivision or Consent: NO Mary YES File:
	application for an amendment to a Zoning By-law: NO YES File:
	An application for approval of a Site Plan: NO \(\square\) YES \(\square\) SPC
	A Minister's Zoning Order (Ontario Regulation): NO YES OR#:

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from:	10.3 RESIDENTIAL DISTRICT 1.3 (RD1.3)
to:	10.3 RESIDENTIAL DISTRICT 1.3 (RD1.3) *SITE SPECIFIC*
Proposed uses of subject land: Sit	e currently zoned as a single family residential looking to convert bu
Describe the nature and extent of th 10.3.1 PERMITTED USES - S	e amendment(s) being requested: SITE SPECIFIC as "MULTIPLE DWELLING"
10.3.5 PROVISIONS1 Lot V	
.3 Lot Coverage – maximum	ΓΟ 55.4% EXISTING, .5 Front Yard Depth – minimum TO 4.6m EX
.7 Side Yard Width – minimun	n TO 0.3m EXISTING, Parking: Multiple Dwelling max 4 Dwelling ur
Why is this amendment or these am We submitted for Stage 1 to p	endments being requested? Planning and was told to apply for a Zoning Amendment
Explain how the amendment to the 2	Zoning By-law is consistent with the Provincial Policy Statement:
☐ See Planning Rationale Report	
EXISTING (3) RESIDENTIAL	AND COMMERCIAL BUILDING ALTERED
TO 4 MULTIPLE DWELLING	BUILDING
☐ See Planning Rationale Report	as to the City of Windsor Official Plan:
	AND COMMERCIAL BUILDING ALTERED
TO 4 MULTIPLE DWELLING	BUILDING
If this application is to remove land f that deals with this matter:	rom an area of employment, details of the official plan or official plan amendment
☐ See Planning Rationale Report	See Official Plan Amendment
Out of business convenience	corner store and vacant commercial space altered to
residential space in residentia	l area.

7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

Are there	e 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
One ex	xisting 2 story building - vacant commercial and residential
- vacan	nt commercial and residential
- about	3/4 brick exterior finish and 1/4 horizontal siding finish
- 7.6m	is max height
8. PI	ROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND
Do you p	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
One ex	tisting 2 story building - residential Multiple Dwelling containing max 4 Dwelling units
- 4 resi	dential units
- first flo	oor addition - see drawing "PROPOSED NEW ADDITION (1ST FLOOR ONLY)"
- 7.6m	is max height
- New (ON SITE parking see drawing "NEW CONCRETE PAVED PARKING AREA (3 SPACES)"

9.	ACC	ESS TO SU	BJECT LAND	
Indi	cate if ac	cess to subject lar	nd is by: <i>(check all that appl</i> y)
	Municipa	I Road	☐ Provincial Highwa	Another public road or a right-of-way
	á			escribe the parking and docking facilities used or to be used of these facilities from the subject land and the nearest
10.	. WAT	ER, SANITA	RY SEWAGE AND	STORM DRAINAGE
WA	TER – I	ndicate whether w	vater will be provided to the	subject land by:
	Publicly (owned & operated	piped water system	
	Privately	owned & operated	d individual well	
	Privately	owned & operated	d communal well	
	Other			
SA	NITARY	/ - Indicate wheth	er sewage disposal will be p	rovided to the subject land by:
	Publicly (owned & operated	sanitary sewage system	
	Privately	owned & operated	d individual septic system - S	See Note below
	Privately	owned & operated	d communal septic system -	See Note below
	Other			
Note	syste	ems, and more tha	n 4,500 litres of effluent wou	ately owned and operated individual or communal septic ld be produced per day as a result of the development ons Report and a Hydrogeological Report.
ST	ORM D	RAINAGE - Indi	cate whether storm drainage	will be provided by:
		☐ Ditcl	nes 🗌 Swales	☐ Other

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

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

12. APPLICATION FEE & OTHER FEES

The amendment type 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 or 519-255-6543.

APPLICATION FEE

Amendment Type	Code	Minor Rezoning	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
Total Application Fee		= \$4,597.00	= \$6,187.40

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 Code 53016

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

Legal Fee - Servicing AgreementCode 63002 \$597.64 plus \$50 per unit, lot, or block

Required when the preparation of a servicing agreement is a condition of approval.

Removal of the Holding Symbol Application Code 53001 \$1,536.00

It is the responsibility of the property owner to satisfy the conditions to remove the holding symbol and to apply and fee to remove the holding symbol.

\$2,258,40

\$1,100.00

Ontario Land Tribunal (OLT) Appeal Fee

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

13. PROPOSED PUBLIC CONSULTATION STRATEGY

Select or describe y	our proposed strate	gy for consulting wit	h the public	with re	spect to the application:
Required Public	c Consultation (Public	c Notice & Public M	eeting as red	uired p	per the Planning Act)
Open House	☐ Website	Other			
14. SWORN	DECLARATIO	N OF APPLIC	CANT		
·		_			ration is to be administered remotely, how documentation that confirms your
I, Blocs Group IN	lc (Dario Silvaggi)	, solemnly	declar	e that the information required under
Schedule 1 to Onta	rio Regulation 545/0				rate and that the information contained
in the documents th	at accompany this a	pplication is accura	te, that if this	decla	ration was administered remotely that it
was in accordance	with Ontario Regulat	ion 431/20, and I m	ake this sole	mn de	claration conscientiously believing it to
be true, and knowin	ng that it is of the sam	ne force and effect a	as if made ur	der oa	ath.
	- DocuSigned by: -158A60A0D887476		City	of W	indsor, Province of Ontario
S	Signature of Applicant			Location	on of Applicant at time of declaration
	presence of a Commis or Taking Affidavits	sioner			
X This declaration	n was administered re	emotely in accordar	nce with Onta	ırio Re	gulation 431/20
	DocuSigned by:		6 -1.		Chindre Browins of Outrai
Declared before me	158A60A0D887476		_ at the C1	y 0	f Windsor, Province of Ontari
		Commissioner			Location of Commissioner
this 11	day of		, 20	24	•
day		month	У	ear	
Pl	LACE AN IMPRINT OF	YOUR STAMP BELO	DW .		

READ & COMPLETE SCHEDULES A & E IN FULL & SIGN

SCHEDULE A – Authorizations & Acknowledgements

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

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

Blocs Group INc (Dario Silvaggi)	, am the registered owner of the land that is
Name of Registered Owner	
subject of this application for an amendment to the City of	f Windsor Zoning By-law and I authorize
Architecttura Inc. (Dan Soleski)	to make this application on my behalf.
Name of Agent	
	2024-06-11
Signature of Registered Owner	Date
If Corporation - I have authority to bind the corporation	
A2. Authorization to Enter Upon the Subje I, Blocs Group INc (Dario Silvaggi)	ct Lands and Premises
Name of Registered Owner	
Corporation of the City of Windsor to enter upon the subjection form for the purpose of evaluating the merits of	of this application and subsequently to conduct any a condition of approval. This is their authority for doing so.
	2024-06-11
Signature of Registered Owner	Date

SCHEDULE A CONTINUES ON NEXT PAGE

If Corporation – I have authority to bind the corporation

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:



END OF SCHEDULE A COMPLETE SCHEDULE E ON NEXT PAGE

SCHEDULE E – Environmental Site Screening Questionnaire

Prev	vious Use of Property					
	Residential	☐ Ind	dustrial		Commercial	☐ Institutional
	☐ Agricultural	☐ Pa	ırkland		Vacant	☐ Other
a)	If previous use of the previous use of the previous use of the previous use of the previous transfer of the previous use of th				•	units. Out of business conver
b)	Has the grading of the sland?	subject land	d been changed	by a	dding earth or materi	al? Has filling occurred on the subject
	☐ Yes ■	No	Unknown			
c)	Has a gasoline station a any time?	and/or auto	mobile service s	tatio	n been located on the	e subject land or adjacent lands at
	☐ Yes ■	No	Unknown			
d)	Has there been petrole	um or othe	r fuel stored on th	ne si	ubject land or adjace	nt lands?
	☐ Yes ■	No	Unknown			
e)	Are there or have there lands?	ever been	underground sto	rage	e tanks or buried was	te on the subject land or adjacent
	☐ Yes ■	No	Unknown			
f)	Have the lands or adjact been applied as pesticid					n where cyanide products may have
	☐ Yes ■	No	Unknown			
g)	Have the lands or adjac	ent lands	ever been used a	s a	weapons firing range	?
	☐ Yes ■	No	Unknown			
h)	Is the nearest boundary operational/non-operation) of the boundary line of an lump?
	☐ Yes ■	No	Unknown			
i)	If there are existing or premaining on site which	•	•			there any building materials estos, PCB's)?
	☐ Yes ■	No	Unknown			
j)	Is there reason to believe adjacent sites?*	ve the subj	ect lands may ha	ve b	een contaminated by	y existing or former uses on the site or
	☐ Yes ■	No	Unknown			
	stations, disposal of activities and spills. dry cleaning plants h	waste mind Some com nave simila contamina	erals, raw materi mercial propertie r potential. The lo tion. Also, a serie	al sto s su onge es of	orage, and residues l ch as gasoline station r a property is under i different industrial of	to: operation of electrical transformer left in containers, maintenance ns, automotive repair garages, and industrial or similar use, the greater r similar uses upon a site could
k)						ES to any of a) to j) above, attach a licable, the land(s) adjacent to the

SCHEDULE E CONTINUES ON NEXT PAGE

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.

Blocs Group INc (Dario Silvaggi)				
Name of Applicant (print)	Signature of Applicant			
	2024-06-11			
	Date			
Architecttura Inc. (Dan Soleski)				
Name of Agent (print)	Signature of Agent			
	2024-06-11			
	Date			

END OF SCHEDULE E

DO NOT COMPLETE BELOW - STAFF USE ONLY

Receipt and Assignme	nt of Application	Date Received Stamp
This application has been assigne	d to:	
Adam Szymczak (AS)	☐ Brian Nagata (BN)	
☐ Frank Garardo (FG)	☐ Tracy Tang (TT)	
☐ Jim Abbs (JA)	☐ Justina Nwaesei (JN)	
☐ Kevin Alexander (KA)	☐ Laura Strahl (LS)	
☐ Simona Simion (SS)	<u> </u>	<u></u>
Complete Application		
This application is deemed completed	ata on	
This application is deemed comple	Date	
Signature of Delegate	d Authority	
☐ Neil Robertson, MCIP, RPP Manager of Urban Design	☐ Greg Atkinson, MCIP, RF Manager of Developmen	
Internal Information		
Fee Paid: \$	Receipt No:	Date:
Payment Type:	☐ Certified Cheque	Credit Card Personal Cheque
NEW Zoning File No. ZNG/_	Z	
Previous Zoning File No. ZNG/_	Z	<u></u>
Related OPA File No. OPA/_	OPA	<u></u>
Other File Numbers:		
Notes:		

THIS IS THE LAST PAGE OF THE APPLICATION FORM



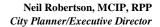
PLANNING DEPARTMENT – DEVELOPMENT DIVISION

Memo

To:	City Clerk	
From:	City Planner/Executive Director	
Date:	July 26, 2024	
Subject:	TRANSMITTAL OF NEW FILE	Our File Number: Z-023/24 [ZNG/7221]
RE:	Application For: (X) Zoning Amendment () Part Lot Control	() Official Plan Amendment () Draft Plan of Subdivision/Condominium
Applicant: Location: Description	4461 WYANDOTTE ST. E. n: Application to amend Zoning By-law 860	O to permit a semi-detached dwelling with a on a lot with a minimum lot width of 13.7
	NG AMENDMENT application submitted by Roeen deemed as complete on JULY 17, 2024.	ock and Cari Doire for 4461 Wyandotte Street
Enclosures	:	
() 1	copy of Application Form copy of Drawings copy of Site Plan	
Meil Rober	tson, MCIP, RPP	

City Planner, Executive Director

NR/nm





July 26, 2024

Tracey Pillon-Abbs 23669 Prince Albert Rd., Chatham, ON N7M 5J7

Re: ZONING BYLAW AMENDMENT APPLICATION

APPLICANT: ROCK & CARI DOIRE
LOCATION: 4461 WYANDOTTE ST. E.
FILE NO.: Z023/24 [ZNG/7221]

This is to acknowledge receipt of the applications for a rezoning amendment which has been assigned the above-referenced file number. In accordance with the delegation authority as prescribed by By-Law 139-2013, the information and material required has been provided, therefore the application was deemed COMPLETE on July 17, 2024, and processing has begun.

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

Please email me at bnagata@citywindsor.ca, if you have any questions.

Sincerely,

Brian Nagata, MCIP, RPP

Planner II – Development Review

BN/nm

Page 89 of 932



Office of the Commissioner of Economic Development & Innovation Planning & Development Services

ZONING BY-LAW AMENDMENT APPLICATION

INSTRUCTIONS

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

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 m²

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

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.
- 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.
- 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

Email: planningdept@citywindsor.ca Web Site: www.citywindsor.ca

Telephone: 519-255-6543

Fax: 519-255-6544

PLANNING CONSULTATION – Completion of Stage 2 1. 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-Staff Use Only Signature of Staff Planner Date of Consultation Jim Abbs Tracy Tang ☐ Frank Garardo ☐ Simona Simion Brian Nagata ☐ Justina Nwaesei ☐ Laura Strahl Adam Szymczak 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 □ Deed or Corporation Profile Site Plan Conceptual Sketch of Subject Offer to Purchase Report (see Section 8) Land (see Section 11) Archaeological **Built Heritage** Environmental Environmental Assessment - Stage 1 Impact Study **Evaluation Report** Site Assessment ☐ Floor Plan and Geotechnical Study Guideline Plan Lighting Study Elevations ☐ Market Impact Micro-Climate Study ☐ Noise Study ☐ Planning Rationale Assessment Report Record of Site Condition Sanitary Sewer Study ☐ Species at Risk ☐ Storm Sewer Study Screening (see Schedule E) ☐ Storm Water Topographic Transportation Transportation Plan of Survey Impact Statement Retention Scheme Impact Study ☐ Tree Preservation ☐ Tree Survey Study ☐ Urban Design Study ☐ Vibration Study

Study

Wetland Evaluation

Other Required Information:

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:	Contact: Name of Contact Person
Address:	
	Postal Code:
Phone:	Fax:
Email:	
Registered Owner	t
Name:	Contact: Name of Contact Person
Address:	
Address:	Postal Code:
Phone:	Fax:
Email:	
Agent Authorized by the Owner to Fil	e the Application (Also complete Section A1 in Schedule A)
Name:	Contact: Name of Contact Person
Address:	
Address:	Postal Code:
Phone:	Fax:
Email:	
4. COMPANION APPLICATION	S
Are you submitting a companion Official Plan Ar	nendment application? NO NO YES
Are you submitting a companion Plan of Subdivi	sion/Condominium application? NO \(\square\) YES \(\square\)

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.

5. SUBJECT LAND INFORMATION

Municipal Address	
Legal Description	
Assessment Roll Number	
If known, the da	ate the subject land was acquired by the current owner:
Frontage (m)	Depth (m) Area (sq m)
Official Plan	
Current Zoning	
Existing Uses	
If known, the le	ngths of time that the existing uses have continued:
Previous Uses	
List the names subject land:	and addresses of the holders of any mortgages, charges, or other encumbrances in respect of the
•	asements or restrictive covenants affecting the subject lands? NO \(\square \) YES \(\square \)
	ne subject land ever been subject of: (leave blank if unknown)
	n application for a Plan of Subdivision or Consent: NO YES File:
An	application for an amendment to a Zoning By-law: NO YES File:
	A Minister's Zoning Order (Ontario Regulation): NO YES OR#:

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from:	
to:	
Proposed uses of subject land:	
Describe the nature and extent of the amendment(s) be	eing requested:
Why is this amendment or these amendments being re	quested?
Explain how the amendment to the Zoning By-law is co	onsistent with the Provincial Policy Statement:
See Planning Rationale Report	
Explain how the application conforms to the City of Wir	ndsor Official Plan:
See Planning Rationale Report	
If this application is to remove land from an area of em that deals with this matter:	ployment, details of the official plan or official plan amendmen
☐ See Planning Rationale Report	☐ See Official Plan Amendment

7. EXISTING BUILDINGS / STRUCTURES ON SUBJECT LAND

Are there	any buildings or structures on the subject land?
□ NO	Continue to Section 8
☐ YES	Indicate the type of building or structure, the date of construction (if known), and, in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.
	See attached Existing Plan or Sketch of Subject Land
	ROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND opose to build any buildings or structures on the subject land?
Do you p	opose to build any buildings or structures on the subject land?
Do you p	opose to build any buildings or structures on the subject land? Continue to Section 9 Indicate the type of building or structure and, in metric units, the setback from the front lot line, rear lot line
Do you p	opose to build any buildings or structures on the subject land? Continue to Section 9 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.
Do you p	opose to build any buildings or structures on the subject land? Continue to Section 9 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.
Do you p	opose to build any buildings or structures on the subject land? Continue to Section 9 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.
Do you p	opose to build any buildings or structures on the subject land? Continue to Section 9 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.
Do you p	opose to build any buildings or structures on the subject land? Continue to Section 9 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.

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: 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 If the application would permit development on privately owned and operated individual or communal septic Note: 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 ____

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

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

12. APPLICATION FEE & OTHER FEES

The amendment type 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 or 519-255-6543.

APPLICATION FEE

Amendment Type	Code	☐ Minor Rezoning	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
Total Application Fee		= \$4,597.00	= \$6,187.40

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 Code 53016 \$2,258.40

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

Legal Fee - Servicing AgreementCode 63002 \$597.64 plus \$50 per unit, lot, or block

Required when the preparation of a servicing agreement is a condition of approval.

Removal of the Holding Symbol Application Code 53001 \$1,536.00

It is the responsibility of the property owner to satisfy the conditions to remove the holding symbol and to apply and fee to remove the holding symbol.

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

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

13. PROPO	SED PUBL	IC CONSULTA	TION STR	ATEGY
Select or describ	e your proposed	strategy for consulting	g with the publi	ic with respect to the application:
Required Pu	blic Consultation	(Public Notice & Publi	ic Meeting as I	required per the Planning Act)
☐ Open House	Websi	te		
14. SWORI	N DECLAR	ATION OF APP	LICANT	
				the declaration is to be administered remotely, ner and show documentation that confirms your
l, Rock	Doire		, solemn	nly declare that the information required under
Schedule 1 to Or	ntario Regulation	545/06 and provided		nt is accurate and that the information contained
in the documents	s that accompan	y this application is acc	curate, that if the	his declaration was administered remotely that it
was in accordan	ce with Ontario F	Regulation 431/20, and	I I make this so	olemn declaration conscientiously believing it to
be true, and know	wing that it is of	the same force and effe	ect as if made	under oath.
	70			
	1//			
Fack	1//			Town of Amherstburg
/	Signature of Ap	plicant		Location of Applicant at time of declaration
Sign in	the presence of a For Taking Affid			
This declara	tion was adminis	stered remotely in acco	rdance with O	ntario Regulation 431/20
Declared before	me \nearrow	<i></i>	at the	Municipality of Chatham-Kent
	Sign	ature of Commissioner		Location of Commissioner
9t1	n day of	July	. 20	0 24
day		month		year
	PLACE AN IMPE	RINT OF YOUR STAMP E	BELOW	
Provi		rillon-Abbs, a Commiss or Pillon Abbs Inc. 26	sioner, etc.,	

READ & COMPLETE SCHEDULES A & E IN FULL & SIGN

July 27, 2023

City of Windsor - Zoning By-law Amendment Application

Page 10 of 15

SCHEDULE A – Authorizations & Acknowledgements

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

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

I. Rock Doire	am the registered owner of the land that is
Name of Registered Owner	The state of the s
subject of this application for an amendment to the City of	Windsor Zoning By-law and I authorize
Pillon Abbs Inc.	to make this application on my behalf.
Name of Agent	
Rekp.	July 9, 2024
Signature of Registered Owner	Date
If Corporation - I have authority to bind the corporation	
A2. Authorization to Enter Upon the Subje	ct Lands and Premises
1. Rock Doine	
Name of Registered Owner	,
hereby authorize the Development and Heritage Standing Corporation of the City of Windsor to enter upon the subject application form for the purpose of evaluating the merits of	·
Signature of Registered Owner	July 9, 2024

SCHEDULE A CONTINUES ON NEXT PAGE

If Corporation - I have authority to bind the corporation

SCHEDULE A – Authorizations & Acknowledgements - Continued

A3. Acknowledgements

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

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

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

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

Species at Risk

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

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

Additional information can be found at:

https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

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

Signature of Applicant or Agent

END OF SCHEDULE A
COMPLETE SCHEDULE E ON NEXT PAGE

SCHEDULE E – Environmental Site Screening Questionnaire

Pre	vious Use of Property			
	Residential	Industrial	☐ Commercial	☐ Institutional
	Agricultural	Parkland	☐ Vacant	Other
a)	If previous use of the p	roperty is Industrial or Comr	mercial, specify use:	
b)	Has the grading of the land?	subject land been changed	by adding earth or materi	al? Has filling occurred on the subjec
	☐ Yes ☐	No Unknown		
c)	Has a gasoline station any time?	and/or automobile service s	ation been located on the	e subject land or adjacent lands at
	☐ Yes ☐	No Unknown		
d)	Has there been petrole	um or other fuel stored on th	ne subject land or adjace	nt lands?
	☐ Yes ☐	No Unknown		
e)	Are there or have there lands?	ever been underground sto	rage tanks or buried was	ste on the subject land or adjacent
	☐ Yes ☐	No Unknown		
f)		cent lands ever been used a des and/or sewage sludge a		on where cyanide products may have
	☐ Yes ☐	No Unknown		
g)	Have the lands or adjace	cent lands ever been used a	s a weapons firing range	?
	☐ Yes ☐	No Unknown		
h)	-	y line of the application withi ional public or private waste	• •	,
	☐ Yes ☐	No Unknown		
i)		oreviously existing buildings n are potentially hazardous t		there any building materials estos, PCB's)?
	☐ Yes ☐	No Unknown		
j)	Is there reason to belie adjacent sites?*	ve the subject lands may ha	ve been contaminated by	y existing or former uses on the site o
	☐ Yes ☐	No Unknown		
	stations, disposal of activities and spills. dry cleaning plants I the potential for site	fwaste minerals, raw materi Some commercial propertie have similar potential. The lo	al storage, and residues s such as gasoline statio onger a property is under es of different industrial o	to: operation of electrical transformer left in containers, maintenance ns, automotive repair garages, and industrial or similar use, the greater r similar uses upon a site could
k)				ES to any of a) to j) above, attach a licable, the land(s) adjacent to the

SCHEDULE E CONTINUES ON NEXT PAGE

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.

Fock Doile	Lakell-	
Name of Applicant (print)	Signature of Applicant	
	July 9, 2024 Date	
Tracey Pillon-Abbs, RPP		
Name of Agent (print)	Signature of Agent	
	July 9, 2024	
	Doto	

END OF SCHEDULE E

DO NOT COMPLETE BELOW - STAFF USE ONLY

Receipt and Assignmen	nt of Application		Date Received Stamp
This application has been assigned	I to:		
Adam Szymczak (AS)	☐ Brian Nagata (BN)		
☐ Frank Garardo (FG)	☐ Tracy Tang (TT)		
☐ Jim Abbs (JA)	☐ Justina Nwaesei (JN)	
☐ Kevin Alexander (KA)	☐ Laura Strahl (LS)		
☐ Simona Simion (SS)			
O-malata Analization			
Complete Application			
This application is deemed comple	te on		<u> </u>
		Date	
O'control Deliverte	I.A. (L 2)		
Signature of Delegated		_	
Neil Robertson, MCIP, RPPManager of Urban Design	☐ Greg Atkinson, MC Manager of Develo		m Hunt, MCIP, RPP Planner & Executive Director
Internal Information			
Fee Paid: \$	Receipt No:	Date: _	
Payment Type:	☐ 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, August 29, 2024 in the order stated below.

Meeting to begin at 3:30 PM

ITEM	TIME	ROLL#	FILE#	APPLICANT	LOCATION	REQUEST
1	3:30 PM	3739040130070000000	A-043/24	2214084 ONTARIO INC.	515 CARON AVE	RELIEF: Construct a semi-detached exceeding the maximum gross floor area - main building.
2	3:30 PM	3739050290057000000	A-044/24	15847796 CANADA INC.	844 BRIDGE AVE	RELIEF: Accommodating a duplex dwelling with reduced minimum lot width, lot area and exceeding maximum main building gross floor area.
3	3:30 PM	3739080540037000000	A-045/24	NAVEED ASHRAF, KIRAN FATIMA	1803 CLEARY ST	RELIEF: Construct a single unit dwelling exceeding maximum main building height, main building gross floor area, floor area of sunroom within the required rear yard, and relief from front line definition.
4	3:30 PM	3739080190175000000	A-046/24	ANDI SHALLVARI, BORA DEMIRI	3072 BETTS AVE	RELIEF: Construct a single unit dwelling exceeding maximum gross floor areamain building.
5	3:30 PM	3739050190023000000	A-047/24	REIGNS 740 INC.	3495 BLOOMFIELD RD	RELIEF: Relief from parking requirement.
6	3:30 PM	3739050190023000000	B-030/24	REIGNS 740 INC.	3495 BLOOMFIELD RD	CONSENT: Create two new lots.
7	3:30 PM	3739050370037000000	A-048/24	ANDI SHALLVARI	1078 CALIFORNIA AVE (LOT 50)	RELIEF: Construct a single unit dwelling with two ADUs with reduced minimum lot width, lot area, minimum rear yard depth, and minimum side yard width, and maximum lot coverage.
8	3:30 PM	3739050370037000000	A-049/24	ANDI SHALLVARI	1078 CALIFORNIA AVE (LOT 51)	RELIEF: Construct a single unit dwelling with two ADUs with reduced minimum lot width, lot area, minimum rear yard depth, and minimum side yard width, and maximum lot coverage.
9	3:30 PM	3739060040099000000	A-050/24	ENRIQUE SALA	853 FORD BLVD	RELIEF: Relief from maximum front yard paving area requirement to accommodate parking.
10	3:30 PM	3739040590036000000	A-051/24	WINDSOR CITY	2121 YORK ST	RELIEF: minimum lot area.

11	3:30 PM	3739030470114100000	A-052/24	EVERMAKS PROPERTIES INC	1624 HOWARD AVE	RELIEF: Conversion of an existing wholesale store to a major commercial centre resulting in a parking area curb deficiency and a reduction in required parking spaces.
12	3:30 PM	3739050300101000000	A-053/24	IBRAHIM ALSALKHADI	940 CAMPBELL AVE	RELIEF: Accommodate a single unit dwelling with reduced minimum side yard width (retained lot only) and minimum number of parking spaces (retained lot only).
13	3:30 PM	3739050300101000000	B-032/24	IBRAHIM ALSALKHADI	940 CAMPBELL AVE	CONSENT: Create a new lot.
14	3:30 PM	3739050110022000000	A-054/24	2531823 ONTARIO LIMITED	377 ASKIN AVE	RELIEF: Maximum main building gross floor area and maximum lot coverage for all accessory buildings.
15	3:30 PM	3739070590166010000	A-055/24	SOLCZ GROUP INC.	2560-2570 JEFFERSON BLVD	RELIEF: Minimum landscaped open space yard requirement for both severed and retained lots.
16	3:30 PM	3739060330003000000	B-027/24	BAKER INVESTMENTS LIMITED	8380 WYANDOTTE ST E	CONSENT: Create a new lot.
17	3:30 PM	3739070890045000000	B-028/24	ANDREW JOSEPH HAZZARD, JESSICA LYNN ROBINSON	3170 ROBINET RD	CONSENT: Create a new lot.
18	3:30 PM	3739070030102000000	B-029/24	PHEAP RATH, ELIZABETH THONG	655 STANLEY ST	CONSENT: Alley severance.
19	3:30 PM	3739010190182000000	B-031/24	HASSAN BAHCHELI, EMINE BAHCHELI	1117 GEORGE AVE	CONSENT: Create a new lot.
20	3:30 PM	3739070200037000000	B-033/24	1603899 ONTARIO INC	1215 GRAND MARAIS RD E	CONSENT: Create a new lot
21	3:30 PM	3739070750007200000	B-034/24	LITTLE RIVER LOFTS LP	3160 MEADOWBROOK LANE	CONSENT: Create a new lot.
22	3:30 PM	3739070750007200000	B-035/24	LITTLE RIVER LOFTS LP	3160 MEADOWBROOK LANE	CONSENT: Create a new lot.
23	3:30 PM	3739070590166010000	B-036/24	SOLCZ GROUP INC.	2560 JEFFERSON BLVD	CONSENT: Lot addition.

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 emails 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)	



The Corporation of The City of Windsor

PLANNING AND BUILDING DEPARTMENT

PLANNING DIVISION

Neil Robertson, MCIP, RPP City Planner/Executive Director

MEMORANDUM

DATE: September 9, 2024

TO: City Clerk

FROM: Manager of Urban Design

RE: Recent Site Plan Control Applications

The following is a list of recent Site Plan Control (SPC) applications that have been received by the Planning Division. Administration will review and approve the site plan application once the development meets the applicable municipal policies, standards and regulations.

Applicant: City of Windsor (Marc DiDomenico)

Location: 350 City Hall Sq. W

Ward: Ward 3 File No: AMT-2024-2

Contact: Brian Velocci

Deemed Complete: April 25, 2024

Project Description: New Public Square in Front of City Hall

Applicant: Baird AE Inc. (Bryan Pearce)

Location: 3565 Forest Glade

Ward: Ward 8
File No: SPC-2024-2
Contact: Brian Velocci

Deemed Complete: May 1, 2024

Project Description: 140 Dwelling Unit Multiple Dwelling

Applicant: Santec Consulting (Rachel Haggith)

Location: 6902 Riverside DR. E

Ward: Ward 6
File No: SPC-2024-3
Contact: Brian Velocci

Deemed Complete: May 3, 2024

Project Description: St. Rose Pumping Station

Applicant: Karl Tanner

Location: 0 Riverside Dr. W

Ward: Ward 3
File No: SPC-2024-4

Contact: Jason Campigotto **Deemed Complete:** June 6, 2024

Project Description: 27 Storey Mixed Use Building

Applicant: MMC Architects (Emilio De Leon)

Location: 3020 Howard Ave.

Ward: Ward 9
File No: AMT-2024-3
Contact: Kareem Kurdi

Deemed Complete: May 21, 2024

Project Description: Demo and Replacement of Parking Area

Applicant: Progressive Architects (Saad Khalaf)

Location: 3841 Howard Ave.

Ward: Ward 9
File No: SPC-2024-5
Contact: Brian Velocci

Deemed Complete: May 27, 2024

Project Description: 4 Storey Mixed Use Residential & Office

Applicant: 1000600310 Ont. Inc. (Rio Aiello)

Location: 0 Banwell Rd.

Ward: Ward 7
File No: SPC-2024-6
Contact: Brian Velocci

Deemed Complete: May 27, 2024

Project Description: 6 Storey Mixed Use

Applicant: ADA (Tony Chau)

Location: 1913-1949 Devonshire Crt.

Ward: Ward 4
File No: SPC-2024-7
Contact: Brian Velocci
Deemed Complete: July 3, 2024

Project Description: 4 Storey Multiple Dwelling (23 Units)

Applicant: SFERA Architects (John Bortolotti)

Location: 2650 Jefferson Blv.

Ward: Ward 8
File No: SPC-2024-8
Contact: Kareem Kurdi

Deemed Complete: July 11, 2024

Project Description: New Business Plaza

Applicant: J Rauti Homes (John Rauti)

Location: 3871 Howard Ave.

Ward: Ward 9
File No: SPC-2024-9
Contact: Kareem Kurdi

Deemed Complete: July 18, 2024

Project Description: Two Buildings with Six Residential Units Each

Applicant: Michael Kaye

Location: 185 Randolph Place

Ward: Ward 2
File No: SPC-2024-10
Contact: Brian Velocci

Deemed Complete: July 24, 2024

Project Description: 2.5 Storey Multiple Dwelling – 12 Units

Applicant: J.P. Thomson Architects (Sophia Simone)

Location: 0 Central Ave.

Ward: Ward 5
File No: SPC-2024-11
Contact: Brian Velocci

Deemed Complete: August 1, 2024 **Project Description:** Medical Centre

Applicant: Roseland Homes Ltd. (Evanz Minas)

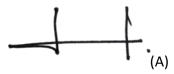
Location: 9475 Tecumseh E

Ward: Ward 7
File No: SPC-2024-13
Contact: Brian Velocci

Deemed Complete: July 11, 2024

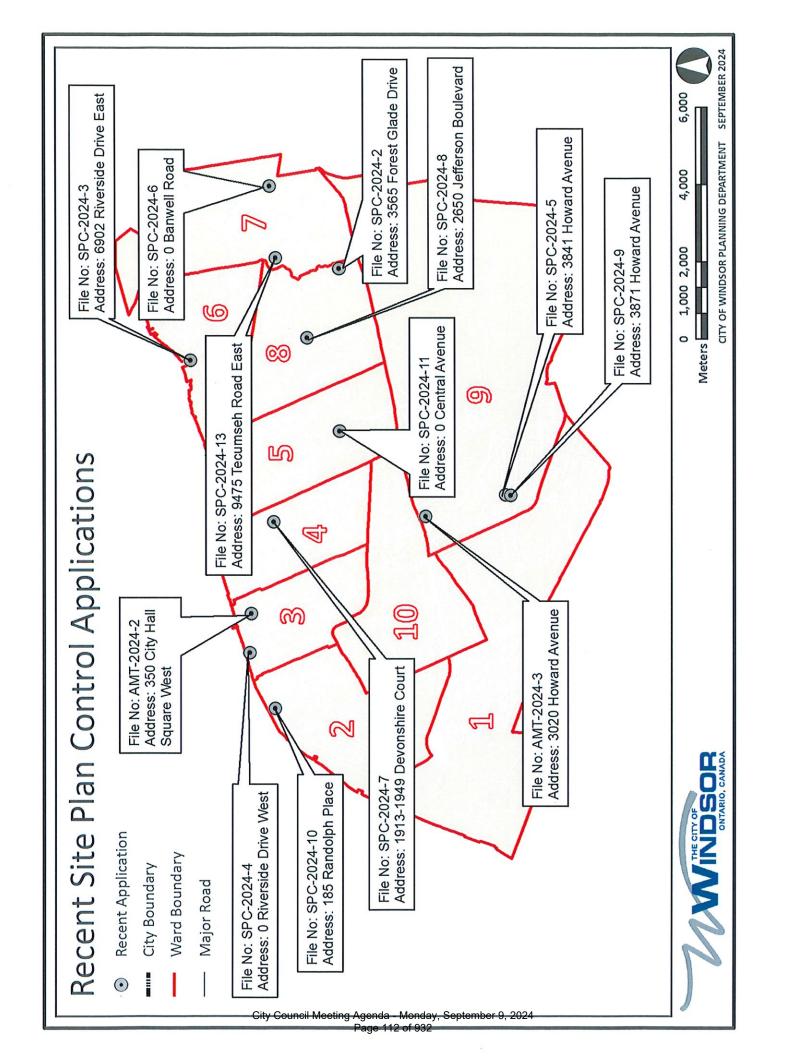
Project Description: 77 Unit Multi Residential Development

(X) 1 copy of Map



Jason Campigotto, RA, NCARB Deputy City Planner - Growth

JC/JC Enclosures





Council Report: C 98/2024

Subject: Update of Round 2 of the Arts, Culture and Heritage Fund 2024 – City Wide

Reference:

Date to Council: September 9, 2024
Author: Christopher Lawrence Menard

Supervisor, Community Programming - Cultural Affairs

cmenard@citywindsor.ca 519-253-2300 x2752

Recreation and Culture Report Date: August 15, 2024 Clerk's File #: SR2024

To: Mayor and Members of City Council

Recommendation:

THAT the report from the Supervisor, Community Programming – Cultural Affairs regarding the update on Round 2 of funding of the Arts, Culture and Heritage Fund (ACHF) in 2024 **BERECEIVED**.

Executive Summary:

N/A

Background:

A report came forward to the Social Development Health and Culture Standing Committee on April 8, 2015 that received Council support to re-allocate existing Cultural Affairs budget dollars in order to maintain the funding envelope at \$87,200. Adopted by Council at its meeting held May 4, 2015 [M174-2015] the resolution stated: **THAT** the report from the Manager of Cultural Affairs outlining the proposed funding of the Arts Culture and Heritage Fund (ACHF) Grant to a total of \$87,200 **BE APPROVED**.

Carried.

The 2022 Operating Budget approved by Council on December 13, 2021 included a recommendation that received Council support to increase funding for the Arts, Culture & Heritage Fund (ACHF) by \$30,800 to a total of \$118,000 annually, which represents a 35% increase in funding to the program. The recommendation indicated this increase would: provide additional support for the growth of the creative community in Windsor. The ACHF provides an opportunity for creatives to experiment and excel, develop new skills, and broaden community arts engagement. The creative initiatives involve multiple

artists. Program investments have a direct impact on the creative sector, and ripple effects on our creative economy, making arts, culture and heritage key ingredients to economic growth and diversification. This request is consistent within the Council approved Municipal Cultural Master Plan.

Carried.

Council approved the ACHF grant program as part of the 2024 budget process.

To date, since the program launch in 2014, and including this most recent funding round, the ACHF program has awarded \$1,068,000 in grant funding to 468 individual arts, culture and heritage projects in Windsor. This includes investments in 33 community arts-based projects, 77 visual arts projects, 64 literary arts projects, 82 performing arts projects, 121 musical arts projects, 60 film arts projects, and 31 heritage and culture projects. The program provides vital funding to exhibitions, events, workshops, sculptures, books, podcasts, poetry collections, concerts, theatre and dance productions, songwriting, music videos, films, festivals, multicultural celebrations, cultural exchanges, historic walking tours, and more.

The Guidelines for the Arts, Culture and Heritage Fund outlined the process for selecting the jurors as follows: "All applications will be assessed by a jury, working with the Culture staff. The jury will be comprised of a diverse selection of five (5) people that are arts, culture or heritage professionals. Some have direct experience working with arts, culture or heritage organizations or as individual creators. Others have municipal backgrounds with arts, culture and heritage experience. The ACHF will select jurors who:

- Have a broad spectrum of knowledge and experience of the creative community;
- Have knowledge of the arts, culture and heritage needs of the City of Windsor;
- Will provide fair and objective opinions;
- Can articulate their opinions and work in a group decision-making environment

These jurors diligently completed the evaluation process on all of the applications submitted to the current funding round.

Discussion:

The Application form for the Arts, Culture and Heritage Fund was posted on the City of Windsor's website and the targeted webpage (achfwindsor.ca) with the grant opening June 24, 2024, and closing July 19, 2024. All standard program promotion took place utilizing social media, e-blasts and e-newsletters, and sharing by cultural organizations including social media pages for the City of Windsor, Museum Windsor, and Mayor Drew Dilkens, as well as partner websites and social media pages including Arts Council Windsor & Region, Windsor-Essex Theatre Community, and Windsor Endowment for the Arts. A virtual public information session took place June 26, 2024, with City administration providing details of the program guidelines, eligibility criteria, application, and adjudication process. As with each previous funding round, all applicants completed mandatory consultations by phone or email with a member of the Culture & Events team to confirm applicant and project eligibility in advance of

submission, and to receive support through the process. The ACHF application is electronic, with both an online application form and an online process for adjudication.

The jury continues to appreciate the online process as it permits them access to the applicants' support materials by allowing them to click embedded links to artist information, letters of support, organizational documents, websites, videos, sound and image files, and work samples. Jurors using this system for adjudication, and applicants using this system to apply remain satisfied with the overall functionality of the system.

Each juror received a specific and unique login to allow them access to the online applications. Administration was able to monitor the jury's progress through the evaluation process, and answer questions as needed. The jury convened on August 6, 2024, to discuss the key objectives and priorities of the fund and to adjudicate the applications as a group to arrive at final funding decisions.

There was a long and fulsome conversation amongst the jurors to determine the final decision. At the close of the application round, Administration received forty-six eligible applications — thirty-six from individuals, and ten from organizations — totalling about \$204,000 in requested funding. If the opportunity to fund all of the requests were available, the total value of the projects would exceed approximately \$393,000 demonstrating how grant funding leverages additional spending on culture and increases spin-off investment in culture within the community. There is \$59,000 available for distribution in the second round of the ACHF in 2024.

The 2024 ACHF Jury consisted of:

- Madelyn Della Valle returning juror; Museum Windsor Curator, heritage, literature, administrator, programmer, educator, community board member, connected to/works with local heritage, French and Italian communities.
- Spencer Montcalm returning juror; Conservator and Preparator at Art Windsor-Essex (AWE), Tutor for Indigenous students (WECDSB), art conservator, arts educator, arts business owner, curator, arts volunteer.
- Trevor Pittman returning juror; Concert Producer / Operations Manager / Clarinet Instructor with University of Windsor School of Creative Arts, musician, arts educator, arts producer, arts programmer.
- Dan MacDonald Arts writer (Upfront Magazine, ROOM Magazine); radio programmer (CJAM-FM, Hear + Now); radio host (The Dan MacDonald Show on AM800 CKLW); performing artist; published poet and author; event emcee (including City-led initiatives and events); arts educator; festival and event producer.
- Vincent Georgie Executive Director and Chief Programmer for WIFF Windsor International Film Festival for ten years; arts board member (WIFF, and Windsor Symphony Orchestra); administrator, programmer, educator; holds an MBA and PhD in Film Marketing; major film representative at events including TIFF, Cannes, Telluride, and invited attendee to the Academy Awards, Golden Globe Awards and Emmy Awards.

Of their collective experience working as part of the ACHF Jury for both rounds of funding for 2024, the members' comments included:

"My experience as an ACHF juror gave me great insight and appreciation into the tremendous creativity, deep cultural knowledge and passion for heritage that Windsorites revealed in their applications for this much-needed grant. City Council is to be commended for providing support to these talented individuals and organizations."

"A well-organized and structured process allowed for careful, and intelligent consideration of many great applications. It's a positive sign to see the quality and standards continue to climb for what can be supported. High tides raise all boats. ACHF is emerging into not just a meaningful funding mechanism, but also as a stamp of quality for successful and well-thought-out projects. The opportunity to consider a small pilot test fund around infrastructure (technology, digital systems, equipment, gear) would be the natural evolution, as opposed to additional project funding. It is yet another good day in Windsor."

"It was fantastic to again see such fantastic proposals. It is very rewarding to be able to select and support local artists with interesting, creative, diverse and exciting projects. Although the original ask was a very large amount, we were still able to fund many great projects that will bring life, enjoyment and value to our community. Honestly, there were a few more that I wish we could have funded. If there was any support for some more funding, almost all of the great projects we saw could go forward. Also, I wish that there were a way for these artists and smaller artistic groups and organizations to receive funding for infrastructure. While it is great to support artistic projects and the impact of these endeavours is immediate, if we want artists and organizations to stay, survive and become long-term parts of our community, it is essential that they get some support for the kinds of infrastructure to help them level up and become more established. This could be a computer, small venue renovations, training for artistic and administrative staff, etc. With a little support of this kind, we could see more groups thrive and become sustainable parts of our community. Finally, I would love to see a program of small grants that might go to younger, early-career artists. ACHF grants currently go to artists and groups with a proven track record and larger projects. I think we could see young people stay in town and launch artistic careers if they had a little leg up early in the process."

The jury was pleased to be able to award grant funding to fifteen projects – nine grants to individuals, and six grants to organizations in this funding round. Of the applicants in this round, eighteen were first-time applicants to the program, and seven of those applicants were selected for funding. The jury selected a strong mix of projects across genres including the visual arts, the performing arts, film, music, literary arts and storytelling, and some important projects supporting diversity, inclusivity, heritage and the celebration of humanity in our community.

Table 1 below provides a detailed listing of successful applicants along with a description of the project they submitted for funding.

Upon completion of their projects, applicants are required to submit a final report to the Culture & Events office, outlining the impact of the project, both financially and within

the creative community of Windsor. All final reports require the recipients to quantify the results of their project (the number of visitors, CDs sold, attendance, engagements, etc.). The final report also includes the final budget for the project confirming any revenues realized, copies of promotional materials, and the criteria they used to measure the success of their project in meeting their goals and how they believe the project affected the quality of life of our community.

Additionally, as identified in earlier reports to Council, all of the projects selected are required to identify the City of Windsor as a funder to the project, through the display of the City logo with the accompanying words "Supported by the City of Windsor's Arts, Culture & Heritage Fund (ACHF) achfwindsor.ca" on all project materials. As requested by members of City Council with previous reports, the successful applicants are featured on our website under "ACHF Success Stories" – with the page updated on an ongoing basis. ACHF recipients are also invited to display or showcase their finished projects, where appropriate, at specific city events such as culture meetings, the City birthday celebration, and potentially the Mayor's Arts Awards (an event held in partnership with the Windsor Endowment for the Arts once every two years). Information about the projects is also shared in a City News Release, Culture e-blasts, on social media, and through program update reports to Council.

Table 1: ACHF 2024 Round 2 Grant Funding Recipients

NAME	PROJECT	DESCRIPTION	ASK	AWARDED	VARIANCE
Nicole Baillargeon	Liminal City (working title)	Funding for artist fees, exhibition fees, and production costs for a visual arts exhibition.	\$5,000	\$5,000	\$0
Allison Nelson	The Creative Community Experience: Devised Performance	Funding for artist fees for a theatrical production created by artists with cognitive disabilities.	\$5,000	\$5,000	\$0
Victoria Abboud	Transplanting Cedars: Migration Stories from Lebanese Elders	Funding for artist fees, and project recording and documentation equipment to create a collection of oral history stories and corresponding book.	\$5,000	\$5,000	\$0
Chantal Vallée	Dare to Win	Funding for artist fees for creation of a book that celebrates women in sport.	\$5,000	\$5,000	\$0
Maggie Denys	Women in Sport	Funding for artist fees for pre-production and production of a locally made documentary.	\$5,000	\$5,000	\$0

Black Kids in Action	Black History Month Production – The Journey	Funding for artist fees, venue rental, costume and props for a Black History Month show.	\$4,800	\$4,800	\$0
Arts Collective Theatre (ACT)	The Price of Freedom	Funding for artist fees, production costs, and venue rental to create and present an original stage play.	\$4,800	\$4,800	\$0
Shane Chiasson	Tabs of Hope	Funding for artist fees and production costs for a documentary on the history of 90s-2000s pop tab drives.	\$4,500	\$4,500	\$0
Michael J. Krym	End Hear	Funding for artist fees and pre-production costs for creation of a short film.	\$4,000	\$4,000	\$0
Adam Bergamin (Disco Jesus)	Regency Cabaret	Funding for artist fees, costumes, props and accessories for a drag project for seniors.	\$5,000	\$3,025	\$1,975
Windsor Feminist Theatre	#Noexcuse Monologue Project	Funding for artist fees and production costs for a stage show of monologues for the UN's International Day for the Elimination of Violence Against Women.	\$5,000	\$3,000	\$2,000
Kaitlyn Karns	The Broadway Bunch 2024	Funding for artist fees, transcription fees, supplies and venue costs for a musical theatrical production in downtown Windsor.	\$2,875	\$2,875	\$0
MusicFest Windsor	MusicFest Windsor 2024- 2025	Funding for production costs associated with a youth music festival.	\$5,000	\$2,500	\$2,500
Windsor Classic Chorale	Windsor Choral Festival	Funding for artist fees, music fees, and production costs for an annual festival featuring choral singers.	\$4,921	\$2,500	\$2,421
Bangladesh- Canada Association of Windsor- Essex	Boishakhi 1432 – Celebration of Bangla New Year.	Funding for artist fees, supplies, and production costs for a multi-genre cultural festival.	\$2,500	\$2,000	\$500
TOTALS			\$68,396	\$59,000	\$9,396

Risk Analysis:

The Municipal Cultural Master Plan originally recommended that an arm's-length commission be established that was a decision-making volunteer body independent of Council consisting of City residents who are familiar with cultural disciplines and cultural organizations in the City. The Task Force that convened to guide this project to fruition expect there to be a transparent application process in order to have the applications adjudicated without prejudice. The Task Force supported a jury process that consisted of members of the community applying or being nominated, and being selected for the knowledge and experience that they share with the community.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

As part of the 2024 Budget approval an annual operating budget of \$118,000 to distribute two rounds of funding of \$59,000 was made available. Individual grants awarded through this program are for a maximum of \$5,000 per grant will be expended as per the list provided in Table 1 of the Discussion section.

Consultations:

N/A

Conclusion:

The City of Windsor continues to make significant contributions to the cultural fabric of the community. Council has recognized the importance of investing in arts, culture and heritage in many ways, including: through establishment of the Public Art Fund; expansion of the Arts, Culture & Heritage Fund (ACHF) grant program; and through ownership, programming, and maintenance of key facilities like the Capitol Theatre, Willistead Manor, Mackenzie Hall, and the facility that houses Museum Windsor's Chimczuk Museum and the Art Windsor-Essex (AWE) gallery. Such significant and ongoing investments in the facilities that support creative work and creators in the community are not often considered when we analyze overall municipal investments in arts, culture and heritage. Often, only the ACHF program is measured as a tangible investment.

The ACHF grant funding program continues to grow the arts, culture and heritage sector by providing small and impactful amounts of funding to help make culture happen now. The purpose of this fund – *Investing in the soul of our City by providing financial assistance to locally developed arts, culture and heritage projects that provide exciting,*

surprising, and meaningful opportunities to strengthen our creative community – will continue to have an immediate impact on the creative community.

Planning Act Matters:

N/A

Approvals:

Name	Title
Tracy Ou	Financial Planning Administrator, Recreation and Culture
Christopher Menard	Supervisor, Community Programming – Cultural Affairs
Michelle Staadegaard	Manager, Culture & Events
Jen Knights	Executive Director, Recreation & Culture
Dana Paladino for Ray Mensour	Commissioner, Community Services
Janice Guthrie	Commissioner, Corporate Services/Chief Financial Officer & City Treasurer
Janice Guthrie for Joe Mancina	Chief Administrative Officer (A)

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - ACHF Guidelines City of Windsor



Arts, Culture & Heritage Fund (ACHF)

Investing in the Soul of our City

PROGRAM GUIDELINES

Culture Office Department of Recreation & Culture City of Windsor

Mailing: 2450 McDougall St. Windsor, ON. N8X 3N6
Physical: Gatehouse at Willistead Park. 1899 Niagara St. Windsor, ON. N8Y 1K3 P: 519-253-2300 □ E: culturalaffairs@citywindsor.ca □ W: citywindsor.ca

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BACKGROUND INFORMATION

Mission for Culture in Windsor

Acting as a catalyst and facilitator, the Culture section will ensure the provision of a range of affordable and accessible opportunities for engagement in cultural activities, services, and facilities to residents while at the same time building up a base of unique cultural attributes and activities for visitors, residents, investors, and businesses.

We work in the arts, culture and heritage sectors... the *creative community*. Culture is alive and thriving in our City, winding its way through every aspect of our daily lives, shaping who we are and what is amazing about our community.

The Community Strategic Plan

The City's **Community Strategic Plan** calls for a focus on cultural growth. It urges:

- Capitalizing on our strengths to promote tourism and hospitality, making the most of our advantages as a key Canadian gateway;
- Reaching out to the world to showcase Windsor as an outstanding place to live, work and visit;
- Celebrating diversity by recognizing our rich diverse culture and heritage;
- Honouring heritage by preserving structures that tell the story of our past;
- Valuing art by promoting and supporting the arts and local artists, and ensuring that our citizens have many opportunities to experience a wide variety of expression and performance.

The Municipal Cultural Master Plan (MCMP)

The City of Windsor's **Municipal Cultural Master Plan**, approved by City Council in May 2010 is a detailed report that maps out sixteen recommendations intended to serve as a goal-centred approach to facilitating the growth of culture in our community.

MCMP – Recommendation # 7 – Arm's Length Cultural Funding

It is understood that our creative community cannot act alone. It is recommended that an arm's length cultural funding commission for cultural organizations be established. This commission would be appointed to allocate funds from an amount set annually to qualifying cultural organizations according to set criteria. Jurors would be City of Windsor residents that have an understanding of cultural disciplines and organizations. Working with the City of Windsor's Cultural Affairs Office, they would facilitate a transparent and accessible application and funding process that would be accountable to Council, the City's creative community, and the City of Windsor as a whole. In all cases, the funding decisions of this body would be final, and would not be subject to an appeal.

IGENERAL INFORMATION

These guidelines are intended to help in preparing an application for funding under the **Arts, Culture & Heritage Fund (ACHF)**. Applicants are advised to read this document in its entirety prior to completing/submitting an application.

In order to be considered, applicants must consult with Culture staff prior to submitting a project for funding and before the application deadline. Consultation means a conversation, by e-mail or phone, in which the applicant provides detailed information on their proposed project. This consultation does not mean a project will be recommended for funding.

We anticipate receiving more applications than any given funding round can support.

The ACHF online application can be found at www.achfwindsor.ca, and will be available only during application intake phases. The application must be completed and submitted – with all required supporting materials – and received no later than 3:00 pm on the application deadline date for each round. Late applications will not be accepted or assessed.

Applications must be completed and submitted online. Hard copies or e-mailed / faxed applications will not be accepted.

Applicants may submit one application per funding round per fiscal year, for a maximum of two applications to the program per year.

The Culture section encourages applicants to submit projects that will be completed within six (6) months to one (1) year of receipt of funds. As such, all Final Post-Project Reports must be submitted two (2) weeks after completion of the project.

The ACHF cannot guarantee funding to all applicants, nor can it ensure that the total amount requested by successful applicants will be granted. The recommendation to fund a part of an applicant's request will depend on its fit with the program priorities, assessment criteria and the overall demand for funds available in the program. The Culture section will officially announce the results by letter or e-mail.

Applications for funding are subject to the *Freedom of Information and Protection of Privacy Act*.

The City, at is expense, reserves the right to audit any submitted financial statements or Project approved for City grants, and upon reasonable request to do so, the grant recipient shall make available at its premises all related books and records to the City of Windsor or its agents.

ABOUT THE FUND

MISSION OF THE ARTS, CULTURE & HERITAGE FUND: The City of Windsor's Arts, Culture & Heritage Fund (ACHF) invests in the soul of our City by providing financial assistance to locally-developed arts, culture and heritage projects that provide exciting, surprising and meaningful opportunities to strengthen our creative community.

PROGRAM OBJECTIVES

The ACHF provides funding to support Windsor's priority to build a strong and stable creative community that contributes to a prosperous creative economy and to making Windsor an attractive and affordable place to live. The primary objectives of the program are to make strategic investments that:

- Promote innovation and support new, dynamic efforts in the creative community;
- Develop unique cultural resources to enhance the health and vitality of our communities and the quality of life for our people;
- Encourage participants in the creative community to stay and continue to create and work in the City of Windsor;
- Make arts, culture and heritage central to the lives of all our people;
- Increase public awareness and access to the arts, culture and heritage sectors;
- Celebrate diversity by recognizing our rich creative community;
- Value creativity by promoting and supporting arts, culture and heritage.

KEY PRIORITIES OF THE ARTS, CULTURE & HERITAGE FUND

The ACHF provides financial support to help strengthen and develop Windsor's creative community to achieve economic and creative growth in the City. Preference is given to projects that benefit one or more cultural sectors, and which develop new alliances and creative, innovative approaches. Projects **must address one or more** of the following key priorities:

- Increase Windsor's attractiveness, affordability, and quality of life;
- Support the development of new audiences;
- Increase the supply of skilled cultural workers;
- Nurture creativity and imagination through arts, culture and heritage projects;
- Encourage the inclusion of diverse cultural groups;
- Increase public access to the creative community.

IMPORTANT DEFINITIONS

PROJECT

A special initiative which may be one-time, and may involve:

- New/unconventional collaboration between/across genres, disciplines or sectors;
- Creation of new work;
- Emphasis on new or emerging media, techniques, technologies and practices.

ART

Broadly conceived to include all genres within the following disciplines, with activities and expression which explore, interpret, create and celebrate:

- Performance (music, dance, theatre, spoken word, improvisation);
- Visual (two/three dimensional, performance, fine or artisanal craft, site specific or temporary installation);
- Literary (poetry, prose, storytelling);
- Media/New Media (film, video, still photography);
- Design (graphic and technological).

CULTURE & HERITAGE

Broadly conceived to include both tangible and intangible characteristics of the following elements, with activities and expression which explore, interpret and celebrate:

- Human diversity including First Nations, ethnicity, different abilities and orientations, gender and age;
- Human and natural history;
- Ecology and environment (as themes for artistic practice or historical interpretation);
- Heritage buildings, sites (including neighbourhoods, gardens, views), collections, archives, documentation, interpretation;
- Storytelling, narratives, traditions and values, artisanal methods.

IELIGIBLE ORGANIZATIONS

To be eligible for consideration, the applicant must be either an arts, culture or heritage organization that meets **all** of the following criteria:

- Be Windsor-based;
- Not receive concurrent funding from the City of Windsor;
- Be not-for-profit, incorporated as a not-for-profit, or a registered charity;
- Primarily produce and display work, and conduct regular operations in Windsor;
- Have arts, culture or heritage as the main focus;
- Be in 'good-standing' for at least one year at the time of the application;
- Demonstrate fiscal responsibility;
- Be directed by recognized professionals and / or managed by experienced volunteers.

ELIGIBLE INDIVIDUALS

To be eligible for consideration, the applicant must:

- Be a Windsor resident:
- Primarily produce and display work outside of an organizational framework;
- Be engaged in their arts, culture or heritage activity in the City of Windsor;
- Be a recognized professional (have completed formal/informal training).

ELIGIBLE PROJECTS

Eligible Projects under the ACHF program may include, but are not limited to:

- Providing opportunities for organizations to engage youth and new creators;
- Arts, culture and heritage tourism initiatives that result in new product development, increased market-readiness and new business opportunities;
- Outreach projects which identify ways to strengthen organizational capacity to reach new markets, regions, cultural minorities and untapped future audiences.

Eligible Projects must:

- Not receive concurrent funding from the City of Windsor for this initiative;
- Be accessible to everyone;
- Be publicized citywide;
- Offer a unique cultural experience;
- Have a separate budget from the organization's annual operating budget;
- Demonstrate support (financial or in-kind) beyond what is provided by the fund.

IELIGIBLE PROJECTS & EXPENDITURE

Ineligible projects and expenditures for the ACHF include the following:

- Initiatives which receive concurrent financial or in-kind support from City sources;
- Using ACHF funds to provide financial support (re-grant) to other organizations;
- · Ongoing operating or administration expenses;
- · Feasibility studies;
- Decor, food, or beverage costs;
- Costs relating to fundraising activities or events;
- Retroactive funding for events which have already occurred;
- Construction, renovation, major purchases (capital, property, etc.);
- Deficit reduction;
- Development of proposals for provincial/federal/municipal/private sector grants;
- Marketing and promotional expenditures that are not related to the project;
- Contingency or unexplained miscellaneous costs;
- Supporting activities which are politically partisan or primarily focused on sports, commercial activity (tradeshow, conferences), religion, healthcare, social service, and/or seek to attract a special interest audience;
- Any other expenditure that does not relate to the realization of the project.

Please Note:

- Depending on fulfillment of all criteria, including financial need, recipients of ACHF Project Grants may re-apply for funding of the same initiative in each of two consecutive years, but after three consecutive years of funding are no longer eligible to apply for support of the same initiative. This ensures that the group of organizations and initiatives benefiting from these grants is refreshed on an ongoing basis.
- Funding is not automatically renewed every year.

MAXIMUM FUNDING

Applicants are asked to apply for a reasonable amount of money to complete their proposed projects.

Project funding under the ACHF program will not exceed \$5,000 per funding round. Project funding not covered by the ACHF program must be provided by the applicant or through other project revenues.

The ACHF cannot guarantee funding to all applicants, nor can it ensure that the total amount requested by successful applicants will be granted. The recommendation to fund all or part of an applicant's request will depend on its fit with ACHF priorities, assessment criteria and the overall demand for funds in the program.

APPLICATION PROCESS

In addition to providing important information for the assessment of the grant application, both the financial and statistical parts of the application provide the City of Windsor's Culture section with valuable information enabling them to effectively advocate on behalf of the local creative community on an ongoing basis. Prior to completing the ACHF application, all potential applicants must consult with Cultural Affairs staff (see information on page 4 of these guidelines).

APPLICATION FORMS

The online application form is available on the City's website as of midnight on the date the application round opens. The link remains active until the funding round closes. There are separate requirements for Individuals applying and Organizations applying. All requirements are clearly laid out in the Checklist that is part of the online application.

Please use the Submission Checklist provided at the start of your application form (and page 10 of these guidelines) to ensure a complete submission before you click submit.

WHAT TO INCLUDE

Everything you need is requested on the ACHF online application. Please ensure that your application is complete, signed (name typed), accurate and legible. When you have completed your application, attached your supporting materials, and clicked submit, you will receive an email confirmation that your application has been successfully submitted. This email will include a copy of your application itself. Please retain that for your records. We will not notify you if your application is incomplete, or if supporting materials are missing. Please take the time to ensure you have completed all sections and attached all supporting materials.

HOW TO SUBMIT

It is the applicant's responsibility to complete and submit their application on time. The online application is available online for the duration of the funding round. Once the submission deadline passes, the link will be unavailable. Applications that are late, incomplete, have arrived in hard copy form, or have been faxed or sent through email will not be accepted or assessed. The online link is the *only* acceptable submission.

Supporting Materials

It is not mandatory to submit supporting materials, aside from those clearly requested; however, they can enhance your application and provide unique insight to the Jury.

For Individuals

APPLICATION CHECKLIST

All required fields in the online application must be completed. You will be asked to include:

☐ Completed Application	☐ Complete Application
□ Financial statement attachment	☐ Copies of 3 reference letters attachment
□ Project budget attachment	□ Copy of curriculum vitae attachment
☐ List of Board of Directors attachment -include names, positions, contact	□ Project budget attachment
moidde names, positions, contact	□ Supporting Materials attachment
□ List of Management/Adminattachment includes names, positions	- Supporting Materials attachment
□ Copy of Incorporation/Charitable Status Certificate attachment	
□ Supporting Materials (links, photos, de	ocuments)

Please do not forget to answer all question fields on the application completely.

Note on Budgets and Artist Fees: The City of Windsor encourages all applicants to ensure standard artist fees are provided to all artists participating in a project. Please refer to <u>CARFAC</u>, the <u>Canadian Federation of Musicians</u>, etc. to determine standard rates for artists. The City adheres to these fee schedules for all City-led events and initiatives, and encourages artists participating in ACHF to do the same.

Supporting Materials can include: web links, manuscripts; slides; audio and video clips; news stories/articles/clippings; audience testimonials; photographs (maximum of three).

Supporting materials should be in the form of PDFs, JPEGs, Word documents, etc.

The personal information collected on the application is collected under the authority of the *Municipal Act, Section 10*. This personal information may be used for the purpose of processing the application form and may become part of the public agenda at a City Council meeting or Committee Meeting. Questions about this collection may be directed to the Manager of Culture & Events, (519) 253-2300 extension 2726, or by mail to: Freedom of Information Coordinator - Office of the City Clerk Room 530 – 350 City Hall Square West Windsor, Ontario, N9A 6S1, Canada



APPLICATION ASSESSMENT PROCES

All applicants must consult with Culture staff prior to submitting a project for funding under the ACHF program before the application deadline; **otherwise they will not be considered for funding**.

All applications will be assessed by a jury, working with the Culture staff. The jury will be comprised of a diverse selection of five (5) people that are arts, culture or heritage professionals. Some have direct experience working with arts, culture and heritage organizations or as individual creators. Others have municipal backgrounds with arts, culture and heritage experience. The ACHF will select jurors who:

- Have a broad spectrum of knowledge and experience of the creative community;
- Have knowledge of the arts, culture and heritage needs of the City of Windsor;
- Will provide fair and objective opinions;
- Can articulate their opinions and work in a group decision-making environment.

With the exception of two (2) members carried over from the previous year, a new jury will be convened every year unless it is not possible to do so.

SELECTION OF JURY

Community members are encouraged to apply to be a juror for the panel. Application Forms will be posted on the City website, www.citywindsor.ca. Please submit a hard copy or scanned copy to the attention of the Culture office, Recreation & Culture, The City of Windsor, 2450 McDougall St. Windsor, ON. N8X 3N6; culturalaffairs@citywindsor.ca. Applications for jurors will be accepted up to a specified date/time. If you submit an application after that date, it will be added to the applications for the following year, as this is an ongoing process. Juror applications will be evaluated by a panel of City staff with representation from Recreation, Culture, Finance, and Planning.

ROLE OF JURORS

Prior to the meeting to assess applications, jurors are required to become familiar with the program, its assessment criteria, and the City's strategic goals. Jurors are required to read all applications, make notes about each, and grade them accordingly. At a group decision-making meeting, all jurors will review the supporting materials together and discuss the applications. Using their knowledge and expertise, they will identify funding priorities, score applications, decide on successful applications, and inform City staff.

CONFIDENTIALITY

Jurors must keep application contents and assessment discussions confidential, and must not disclose that they have been selected as jurors. Names of jurors will be released with the grant results at the end of each program year.

CONFLICT OF INTEREST

The City of Windsor is particularly concerned with potential conflicts of interest.

There are two dimensions of conflict of interest – direct and indirect. There are also two kinds of direct conflict of interest – financial and private.

DIRECT CONFLICT OF INTEREST

A juror is in direct conflict of interest with a particular application if he or she, or a member of the juror's immediate family (spouse or equivalent, son or daughter, parent, sibling or members of the immediate household), has a financial interest in the success or failure of the application. Staff or board members of an organization, or members of their immediate families, would also be considered in direct conflict.

A juror is in direct conflict of interest with a particular application if he or she has a private interest in the success or failure of the application. Staff or board members of an organization, or member of their immediate family (spouse or equivalent, son or daughter, parent, sibling or member of the immediate household), would be in direct conflict. A private interest also includes affiliations or activities that compromise or unduly influence decision making.

INDIRECT CONFLICT OF INTEREST

Any reason that makes it difficult for a juror to evaluate an application objectively may create an indirect conflict of interest.

MANAGING CONFLICT OF INTEREST

The City will not choose jurors who are in direct conflict of interest with any of the applications being assessed.

If a direct conflict of interest becomes apparent, the City will ask the juror to stand down from the Jury panel.

All jurors are asked to sign forms to identify conflicts of interest as a further means of documenting the integrity of the process.

THE ROLE OF CITY STAFF

At the jury panel meeting, City staff from the Cultural Affairs Office will answer questions and assist jurors with clarification of information on the groups being judged. Their role is to remain objective and facilitate decisions based on the jurors' impartiality.

JUDGING APPLICATIONS

ASSESSMENT CRITERIA FOR APPLICATIONS

The following criteria recognize that all applications are examined in the context of the strategic goals and objectives set by the City of Windsor's City Council each year, as well as the ACHF program budget and the number of applications per program round.

Assessment Criteria for ACHF Project Grants will be based on:

- Relevance of the Project;
- Contribution and Impact of the Project;
- Results and Measurements;
- Financial Feasibility of the Project;
- Organizational Capacity.

The jury evaluates organizations applying for grants using the following criteria in the context of each organization's stated mandate, the scale of its operations and the aesthetic or cultural environments in which it works.

RELEVANCE OF THE PROJECT

- The project strongly supports the vision of the City of Windsor, and is closely aligned with at least one of the ACHF program's key priorities.
- There is a demonstrated need for the project.

CONTRIBUTION AND IMPACT OF THE PROJECT

Applicants should present a commitment to the advancement of their discipline and to increasing public appreciation and education of the creative community of the City of Windsor. To contribute to the creative community, the organization has:

- Programming and activities that encourage public appreciation and participation;
- Programming that promotes the opportunity for cultural tourism;
- A role in the broader creative community in terms of public awareness;
- Connections with organizations in the broader community.

RESULTS & MEASUREMENTS

- Project timelines are realistic;
- Project activities are relevant to the project as a whole;
- The evaluation strategy is realistic, well-developed and addresses all outcomes, outputs and measures;
- The project's value for investment is clearly demonstrated.

JUDGING APPLICATIONS cont.

FINANCIAL FEASIBILITY OF THE PROJECT

- Project is well within the financial resources of the applicant;
- Project budget is entirely appropriate and cost-efficient;
- Appropriate human resources and materials are allocated to support the project;
- Applicant demonstrates financial stability.

ORGANIZATIONAL CAPACITY

The Organization serving as lead applicant for the project funding:

- Demonstrates sufficient resources to successfully carry out the project;
- Is managed with a clearly defined governance structure, administration and policies;
- Implements its mandate through ongoing activities and services;
- Has and seeks audiences for its work:
- Knows and can describe its audiences;
- Has marketing plans and systems to communicate with, sustain and build audiences;
- Works to develop an audience that reflects Windsor's demographics, has systems and activities which complement programming to deepen, broaden and diversify its audiences and their involvement in the organization's work;
- Has balanced sources of earned, private and government revenues with plans that generate earned, private, and government revenues

FINAL JURY FUNDING DECISIONS

DECISION-MAKING PROCESS

Jurors review each application in terms of the five (5) assessment categories: Relevance of the Project, Contribution and Impact of the Project, Results and Measurements, Financial Feasibility of the Project, and Organizational Capacity. Each of the five categories has equal weight in the assessment.

Jurors rate each of the five (5) assessment categories on a five (5) point scale:

- Excellent;
- Very good;
- Good;
- Fair;
- Poor.

An application must reach a standard of "good" in all assessment categories in order to receive funding.

FUNDING DECISIONS

Applicants will receive an email from Culture staff advising on the application result / funding decision approximately one (1) month after the deadline. Alternatively, they may receive a Grant Notification letter in the mail. Applicants should not call or e-mail for this information.

If you have been awarded a conditional grant, the grant cheque will be issued when the conditions have been fulfilled. The grant notification letter will describe any conditions associated with a grant. It is the responsibility of an organization receiving a conditional grant to share this information with its board of directors or governing body.

After grant notification, and upon request, the Culture office will provide organizations with a verbal summary of jurors' comments and information about the context in which the grant decision was made <u>if available</u>. The ACHF Jury is not required to provide feedback on every application; feedback may not be available.

All decisions of the jury are final and cannot be appealed.

The City, at is expense, reserves the right to audit any submitted financial statements or Project approved for City grants, and upon reasonable request to do so, the grant recipient shall make available at its premises all related books and records to the City of Windsor or its agents. Grant funding is intended to support the project set forth in the grant application and is not intended to cover living costs.

FUNDING CONDITIONS & EXPECTATIONS

Funding Conditions

- All decisions of the jury are final; not subject to a review or appeal;
- Failure to submit reports (interim or final) will affect future requests for funding;
- Funding recipients must publicly acknowledge support by use of the City of Windsor logo on all forms of communication related to the project;
- Funding is provided on a single / one-time only project basis;
- Funding will not be given to for-profit organizations;
- Funding will not exceed the actual cash expenditure for the project;
- Additional funding for a project may be secured from other levels of government.
 In cases where funding from other Ontario government sources is included, this
 funding must be for a component of the project that is separate and distinct from
 the portion to be supported by the ACHF.

REPORTING

Successful applicants will provide a Final Post-Project Report within two (2) weeks of the completion of the Project. This report must be submitted to the City of Windsor's Culture Office. The form can be downloaded at the City's website, www.citywindsor.ca, (specifically www.achfwindsor.ca). Receipt of these reports is a pre-condition for consideration of an organization's future grant applications in any category and will be part of the jury resources in future grant application reviews.

If a project is incomplete, it is the responsibility of the grant recipient to contact the Culture Office to discuss the project status. Even in the case of an incomplete project, a Final Post-Project Report will still be required. There are no exceptions to this.

A grant recipient seeking to make significant changes to its initiatives as outlined in an application must consult with Culture staff prior to implementation. If the changes result in the cancellation or a significant delay in the completion of the initiative, the applicant will, after consultation with staff, be required to return to the City all Project Grant funds paid for that year.



Council Report: C 99/2024

Subject: Windsor Canada Utilities Ltd. 1st Quarter 2024 Financial Statements – City Wide

Reference:

Date to Council: September 9, 2024

Author: Author: Lorie Gregg

Deputy Treasurer, Taxation, Treasury and Financial Projects

(519) 255-6100 Ext. 6522 lgregg@citywindsor.ca

Taxation & Financial Projects Report Date: August 16, 2024

Clerk's File #: AF2024

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** for information, the Windsor Canada Utilities Ltd. 1st Quarter 2024 Financial Statements attached as Appendix A.

Background:

The Shareholder direction for Windsor Canada Utilities Ltd. (WCU) requires that Quarterly Financial Statements be provided to the shareholder.

Discussion:

In compliance with this requirement, WCU has provided consolidated financial statements as at March 31, 2024, with comparatives as at March 31, 2023.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

See attached Appendix A, which includes the following as at March 31, 2024:

- Covering letter from WCU's Chief Financial Officer and the President and Chief Executive Officer
- Consolidated Balance Sheet
- Consolidated Income Statement
- Consolidated Statement of Cash Flows

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N/A

Conclusion:

Information is submitted to City Council in compliance with the requirements of the Shareholder Directions for WCU.

Approvals:

Name	Title
Janice Guthrie	Commissioner, Finance and City Treasurer
Janice Guthrie for Joseph Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A – WCU – 2024 Q1 Financial Statements



To:	Mayor and Members of City Council					
	2024 07 22					
From:	Matt Carlini					
Re:	Windsor Canada Utilities Ltd. March 2024 Quarterly Financial Statements					

BACKGROUND AND BASIS OF REPORTING

Enclosed are the financial reports for Windsor Canada Utilities Ltd. ("WCU") as at March 31, 2024.

WCU's financial statements are presented in accordance with International Financial Reporting Standards ("IFRS") which is a requirement, as WCU is a publicly accountable entity. WCU is not eligible to use Public Sector Accounting Standards, which is what the Corporation of the City of Windsor uses for external reporting. Within the Windsor Canada Utilities Ltd., consolidated operations are the operations of the local distribution company (ENWIN Utilities Ltd.) and ENWIN Energy Ltd.. The Ontario Energy Board ("OEB") regulates ENWIN Utilities Ltd. ("EWU"), and the regulator requires certain regulatory balances to be recognized and tracked for rate-setting purposes. These rate-setting accounts are considered for regulatory purposes as either regulatory assets or liabilities; however, those accounts are not recognized under IFRS.

In January 2021, the International Accounting Standards Board ("IASB") published the Exposure Draft *Regulatory Assets and Regulatory Liabilities*, which sets out proposals that aim to give investors better information about the financial performance of companies that are subject to rate regulation. The Exposure Draft is still in the consultation and review stages. It is anticipated that EWU will have the ability to recognize regulated assets and liabilities within the IFRS financial statements once this standard is published. The final standard is expected to be issued in 2025 with an effective date of January 1, 2028, however, early adoption may be an option for EWU. Until such time when this new standard is adopted, EWU will maintain

two sets of records to report regulated activities and to fulfil external financial reporting requirements.

DISCUSSION

The objective of this report is to provide quarterly consolidated financial performance updates to the Mayor and members of City Council. Further financial analysis and explanations can be found under the 'Financial Matters' section.

RISK ANALYSIS

The results reported to the City Council are for internal reporting purposes and are intended to provide an update of the company's financial performance relative to budget and prior year. The figures are not audited and do not contain all the note disclosure that would be present in a full audited financial statement.

FINANCIAL MATTERS

Financial Highlights

Overall, the performance of the group was better than budget in the first quarter of the year and is projected to outperform budget. Net Income however is highly sensitive to changes in electricity pricing as well as other regulatory rate adjustments and those are currently increasing reported earnings on an IFRS basis.

As of the quarter-ended March 31, 2024, WCU is reporting Total Revenue of \$14.0 million, Operating Income of \$6.1 million, and Net Income of \$4.6 million under IFRS. The 2024 forecast shows revenue consistent with budget and operating expenses slightly greater than budget. Finance income and previously anticipated regulatory adjustments are expected to increase overall net income. These regulatory adjustments are often impacted by market conditions, but management will continue to monitor financial performance and liquidity throughout the year.

Liquidity and Financial Strength

As at March 31, 2024, WCU is in a positive cash flow position despite having to settle some regulatory balances. Cash is expected to slowly decrease throughout 2024 because over \$5 million is anticipated to be settled through rate riders, however WCU continues to experience a strong balance sheet and consistent credit profile.

Matt Carlini

Chief Financial Officer

Garry Rossi

President and CEO

encls Appendix A – WCU Q1 2024 Consolidated Financial Review Statements

Appendix A

Windsor Canada Utilities Ltd.

Board Financial Review Statements March 31, 2024 Unaudited

	Page Reference
Consolidated Balance Sheet	i
Consolidated Income Statement	ii
Consolidated Statement of Cash Flows	iii

Windsor Canada Utilities Ltd.

Consolidated Balance Sheet (In thousands of Canadian dollars)

March 31, 2024, with comparative information for 2023

		March 2024		March 2023	December 2023		
Assets							
Current assets:							
Cash and cash equivalents	\$	21,909	\$	17,017	\$	22,234	
Investment		3,584		14,664		3,532	
Accounts receivable		49,779		40,441		48,906	
Due from related parties		4,141		3,726		5,008	
Inventory		8,758		7,046		8,828	
Other assets		2,547		3,348		1,787	
		90,718		86,242		90,295	
Non-current assets:							
Property, plant and equipment		262,437		253,294		261,513	
Intangible assets		1,115		1,170		1,228	
Investment, sinking fund		17,441		14,365		16,601	
Investment in joint venture		180		147		217	
Due from related parties - debentures and post-retirement		52,000		52,000		52,000	
Deferred income taxes		2,687		2,841		2,677	
		335,860		323,817		334,236	
Total assets	\$	426,578	\$	410,059	\$	424,531	
Current liabilities:	ė	25 421	ċ	22 726	خ	20 122	
Accounts payable and accruals	\$	25,431	\$	22,736	\$	30,123	
Payments in lieu of income taxes payable		2,074		1,918		1,080	
Due to related parties		10,341		8,834		9,391	
Current portion of customer deposits		1,350		1,247		1,107	
Deferred revenue		4,117 43,313		4,088 38,823		4,118 45,81 9	
Non-current liabilities:		7.055		C 007		C 170	
Customer deposits Deferred revenue - customer contributions		7,055		6,007 19,332		6,170 19,375	
Long-term debt		19,266 102,546		19,532		102,542	
Employee future benefits		48,500		43,944		48,299	
Employee ruture benefits		177,367		171,813		176,386	
Total liabilities		220,680		210,636		222,205	
Equity							
Common charac		01 042		01 042		01 043	
Common shares Contributed surplus		81,842 516		81,842 516		81,842 516	
•							
Retained earnings		123,543 205,901		117,066 199,424		119,969 202,327	
Total liabilities and equity	\$	426,578	\$	410,059	\$	424,531	
rotal naunities and equity	Ş	420,5/8	Ş	410,059	Þ	424,531	

Windsor Canada Utilities Ltd.

Consolidated Statement of Income (In thousands of Canadian dollars)

March 31, 2024, with comparative information for 2023

Distribution revenue: Residential General service - small General service - large Street lighting Net service revenue Services provided to WUC Services provided to City Cost of services - MSA Cost of services - depreciation - MSA Other income	4, 1, 13, 5,	342 \$ 814 022 449 627	7,349 \$ 4,788 1,061 446 13,644	(7) 26 (39) 3 (17)	\$ 6,984 9 4,404 962 426	\$ 358 410 60 23	\$ 29,396 19,530 4,450	\$ 29,389 19,556
Residential General service - small General service - large Street lighting Net service revenue Services provided to WUC Services provided to City Cost of services - MSA Cost of services - depreciation - MSA	4, 1, 13, 5,	814 022 449 627	4,788 1,061 446	26 (39) 3	4,404 962 426	410 60	19,530	
Residential General service - small General service - large Street lighting Net service revenue Services provided to WUC Services provided to City Cost of services - MSA Cost of services - depreciation - MSA	4, 1, 13, 5,	814 022 449 627	4,788 1,061 446	26 (39) 3	4,404 962 426	410 60	19,530	
General service - small General service - large Street lighting Net service revenue Services provided to WUC Services provided to City Cost of services - MSA Cost of services - depreciation - MSA	4, 1, 13, 5,	814 022 449 627	4,788 1,061 446	26 (39) 3	4,404 962 426	410 60	19,530	
General service - large Street lighting Net service revenue Services provided to WUC Services provided to City Cost of services - MSA Cost of services - depreciation - MSA	1, 13, 5,	022 449 627 151	1,061 446	(39)	962 426	60	•	19,556
Street lighting Net service revenue Services provided to WUC Services provided to City Cost of services - MSA Cost of services - depreciation - MSA	13, 5,	449 627 151	446	3	426		4.450	
Net service revenue Services provided to WUC Services provided to City Cost of services - MSA Cost of services - depreciation - MSA	13, 5,	627 151				72	•	4,367
Services provided to WUC Services provided to City Cost of services - MSA Cost of services - depreciation - MSA	5, 5,	151	13,044	(17)		851	1,784 55,160	1,787
Services provided to WUC Services provided to City Cost of services - MSA Cost of services - depreciation - MSA	5,				12,776	851	55,160	55,099
Services provided to City Cost of services - MSA Cost of services - depreciation - MSA	5,							
Cost of services - MSA Cost of services - depreciation - MSA	5,		5,358	(207)	4,991	160	21,434	21,329
Cost of services - depreciation - MSA		642	686	(44)	620	22	2,743	2,724
Cost of services - depreciation - MSA	(5,4	793	6,044	(251)	5,611	182	24,177	24,053
·		467)	(5,696)	229	(5,282)	(185)	(22,775)	(22,659)
Other income	(2	200)	(202)	2	(192)	(8)	(809)	(829)
Other income	Ì	126	146	(20)	137	(11)	593	565
other meome		239	235	4	409	(170)	970	1,081
Total revenue		992	14,025	(33)	13,322	670	56,723	56,745
Operating expenses:								
Distribution operation and maintenance	•	143	3,188	45	3,693	550	13,266	13,110
Billing and collection		888	848	(40)	843	(45)	3,441	3,470
Community relations		59	71	12	58	(1)	307	331
Administration and general		823	1,078	255	835	12	4,468	4,400
Property and tools and maintenance		541	509	(32)	550	9	1,977	2,041
Salaries and benefits	1,	902	1,975	73	1,711	(191)	7,331	7,750
Regulatory	•	123	142	19	110	(13)	570	551
Employee future benefits		449	459	10	451	2	1,834	1,826
	7,	928	8,270	342	8,251	323	33,194	33,479
Operating income / EBITDA	6,	064	5,755	309	5,071	993	23,529	23,266
Other income/expenses:								
Share of joint venture's net loss (gain)		37	2	(35)	11	(26)	9	13
Depreciation and amortization	1,	812	1,901	89	1,942	130	7,605	7,360
Net finance expense	(8	885)	243	1,128	(678)	207	978	(270)
Loss (gain) on sale of PP&E	,	72	-	(72)	1	(71)	-	72
	1,	036	2,146	1,110	1,276	240	8,592	7,175
Income before tax	5,0	028	3,609	1,419	3,795	1,233	14,937	16,091
Provision for PILs of corporate taxes	4	612	1.024	/E00\	1 220	(274)	4 220	4.650
•		613	1,024	(589)	1,239	(374)	4,229	4,659
Deferred income taxes		(10) 603	1,024	10 (579)	1,239	(364)	4,247	(4) 4,655
Not income MIEDS			2 505	840	2 550	869	10,690	11 420
Net income - MIFRS	3,	425	2,585	040	2,556	803	10,030	11,436
Regulatory adjustment (IFRS)	1,	150	801	349	(3,005)	4,155	3,202	3,551
Net income (loss) - IFRS								

Windsor Canada Utilities Ltd.

Consolidated Statement of Cash Flows (In thousands of Canadian dollars)

March 31, 2024, with comparative information for 2023

	March		March	D	ecember	Forecast
	2024		2023		2023	2024
Cash flows from operating activities:						
Total IFRS net income (loss) for the year	\$ 4,575	\$	(449)	\$	5,454	\$ 14,988
Adjustments for:	,	•	(- /	•	-, -	,
Depreciation and amortization	3,080		2,949		11,971	12,578
Amortization of deferred revenue customer contribution	(140)		(136)		(549)	(575)
Remeasurement of employee future benefits	-		-		3,651	-
Loss (gain) on investment	(892)		(867)		(2,431)	(958)
Loss (gain) on sale of property, plant and equipment	72		1		1,507	(142)
Amortization of debt issuance costs	4		4		16	16
Share in joint venture's net loss	37		11		41	13
Net finance expense	(876)		(614)		(1,026)	(171)
Income tax expense	1,613		1,239		1,721	5,939
пісопіе тах ехрепзе	7,473		2,138		20,355	31,688
Changes in:	7,473		2,130		20,333	31,000
Accounts receivable	(869)		5,541		(2,924)	(967)
Due from related parties	(869) 866		(76)		(2,924)	941
•			(607)			
Inventory Other assets	69 (763)		, ,		(2,389)	69 (777)
	(762)		(1,094)		462	(777)
Deferred income taxes	(10)		- (F 224)		164	(4)
Accounts payable and accruals	(4,693)		(5,231)		2,157	(4,918)
PIL of income taxes	(301)		-		(588)	(6,365)
Due to related parties	950		983		1,540	(1,769)
Deferred revenue	-		-		29	(4,118)
Customer deposits	1,128		704		727	1,128
Employee future benefits	201		215		920	1,126
	(3,421)		435		(1,260)	(15,654)
Interest paid	(1,116)		(1,111)		(4,721)	(5,071)
Interest received	1,992		1,725		5,747	5,243
Income taxes paid	(319) 4,609		(534) 2,653		(1,266) 18,855	(1,300) 14,906
	4,003		2,000		10,033	1-1,500
Cash flows from investing activities:	(4.004)		(0.0==)		(00.00=)	(0.4.000)
Acquisition of PP&E and intangible assets	(4,091)		(3,277)		(22,937)	(24,339)
Acquisition of investments	-		-		(1,200)	(1,200)
Investment in joint venture	-		-		(100)	-
Deferred revenue - customer contributions	30		181		690	3,109
Proceeds from investments	-		-		11,661	-
Proceeds on sale of PP&E	127		62		867	127
	(3,934)		(3,034)		(11,019)	(22,303)
Cash flows from financing activities:						
Decrease in due from related parties	-		-		-	(937)
Dividends paid	(1,000)		(1,000)		(4,000)	(4,000)
	(1,000)		(1,000)		(4,000)	(4,937)
Net increase (decrease) in cash and cash equivalents	(325)		(1,381)		3,836	(12,334)
Cash and cash equivalents, beginning of period	22,234		18,398		18,398	22,234
Cash and cash equivalents, end of period	\$ 21,909	\$	17,017	\$	22,234	\$ 9,900



Council Report: C 102/2024

Subject: 2024 Sale of Lands for Tax Arrears - City Wide

Reference:

Date to Council: September 9, 2024

Author: Angela Lonsbery

Manager, Revenue and Collections

519-255-6100 x6557 alonsbery@citywindsor.ca Taxation & Financial Projects Report Date: August 20, 2024 Clerk's File #: APM2024

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** this report regarding the planned 2024 Sale of Lands for Tax Arrears for information.

Executive Summary:

N/A

Background:

The Municipal Tax Sale Process

Pursuant to Part XI – Sale of Land for Tax Arrears under the Ontario Municipal Act, 2001 (the Act), the City is given the power to dispose of property owned by taxpayers to collect outstanding property taxes. The registration of a tax arrears certificate against a property is the first step that can eventually lead to a tax sale if all other collection measures fail. The City's interest ranks above all other creditors which typically include mortgage holders and other credit or debt collection agents except for Federal or Provincial Crown liens.

Pursuant to changes to the Act introduced in 2017, the City Treasurer may register a tax arrears certificate against a property where there are taxes owing in the **second** year following the year the taxes are due (that is in the third year of outstanding taxes). This change effectively shortened the timeframe in which a tax arrears certificate can be registered by one year. Although the Act was amended, Administration has continued to address collections in a systematic approach following the guiding collection principles as approved by Council which results in the registering of tax arrears certificates in the fourth year of outstanding taxes.

Pre-pandemic the number of accounts in arrears undergoing active collection activity historically ranged between 4,000 and 4,500; the reason being that as accounts are brought to conclusion (i.e. paid in full) a similar number of new accounts are falling into arrears. In 2020 collection timelines were placed on hold because of the emergency measures implemented by the Province and internal collection activity shifted focus to assist taxpayers who were faced with prioritizing the payment of their bills. Formal collection activity restarted in 2022 and Administration is systematically working through the accumulation of tax accounts in arrears which had grown to almost 6,000 as of December 31, 2023.

The table below outlines the number of tax arrears certificates registered in the past six years.

Year	Number of Registrations
2018	106
2019	56
2020	1
2021	4
2022	64
2023	48

After a tax arrears certificate has been registered, a property owner has one year in which to pay the cancellation price (defined as the total amount of tax arrears, including any other charges which have been added and considered a priority lien, plus an administrative fee) to have the lien discharged. Alternatively, the property owner may enter into an extension agreement with formal repayment terms (up to a maximum of 5-years or 60 months) for the payment of the cancellation price.

If payment of the cancellation price does not occur within the period under either of the two options noted above, the City Treasurer has the right to place the property up for public sale using either the auction or tender method. Administration has typically used a tender method. Sealed bids, which remain closed until time of sale, often result in a tender price closer to the current assessment value of the property. Since the City only retains the amount necessary to collect the outstanding property taxes, any excess amount is placed with the Provincial Courts for distribution, by way of official application by either the property owner or party with a registered interest. It should be noted that until such time as the closing of the tenders (3:00 p.m. on the tax sale date) property owners can come forward with payment in full to redeem their property. A property that does not sell (deemed unsuccessful) may be re-advertised once again in a subsequent tax sale.

Advertising commences approximately six weeks prior to each tax sale running for four consecutive weeks in the Windsor Star and once in the Ontario Gazette. Any person(s) wanting to place a tender on a property are allowed to do so up until 3:00 p.m. on the date of sale. A fee of \$25 plus HST is charged to all persons who place a bid. This fee assists with the administrative costs associated with the receipt and safekeeping of bids until the tender is opened.

Should a tax sale, or subsequent resale, not result in a successful purchase, the City has two years upon which to decide to vest the property or return the property to the registered owner. Regardless of its decision to vest, City Council also could write-off any or all accumulated tax arrears after an unsuccessful tax sale.

The purpose of the tax sale statute is to bring finality to the process of tax collection. Collection staff have completed the required due diligence following the guiding collection principles as approved by Council and have exhausted all efforts to otherwise collect the debt prior to the point in time where a tax arrears lien is registered.

The purpose of this report is to provide information regarding the planned tax sale for 2024.

Discussion:

2024 Tax Sale Plan

As of August 19, 2024, there are a total of 78 properties with a tax arrears lien registered on title. Of these properties, there are 14 properties where the one-year registration period has lapsed, and a formalized payment plan is not in place resulting in the properties being eligible for tax sale in 2024. Administration will be moving forward with the 2024 tax sale based upon the 14 eligible properties. These properties are detailed in a separate memo which has been marked Confidential on the basis that the actual properties will not become known publicly until such time as the properties are advertised. Historically, once notification of advertisement is sent to the property owner, it is estimated that at least 30 percent, and at times upwards to 50 percent, of those accounts will be paid in full. An additional number will likely be removed after advertisement.

Administration is planning to hold one tax sale prior to December 31, 2024, preliminarily set for mid November.

Consistent with prior years, the full listing of properties will be circulated to City departments for review and departmental consideration. Certain City departments may consider acquisition of some of the properties. Should they wish to do so, they need to obtain separate Council approval to place a tender and will need to assess the impact on their annual budget operating approvals.

Risk Analysis:

There are several risks that need to be carefully weighed prior to deciding to proceed with a tax sale. Ultimately, if a property does not sell by way of the tax sale, Administration will be required to decide as to whether or not to recommend to City Council vesting ownership of the property with the municipality. The intention of the tax registration process is to enable the municipality to take action to collect the outstanding taxes, not take property ownership away. In many cases, there is no municipal use for these properties, which leave these properties to accumulate as inventory in land held for resale.

Property specific risks such as Crown liens, environmental concerns, and property standard compliance issues are considered prior to individual properties being recommended for sale. Properties that are sold are done "as is" meaning that any liens attached could remain and become the responsibility of the new owner. Any properties which do no sell could be vested to the City. In 2014, City Council authorized Administration to enter into agreements with external third-party organizations as it relates to the collection of outstanding property taxes (CR 237-2014) which serves to mitigate this risk to the City. Administration does not anticipate the requirement for third-party involvement with the 2024 Tax Sale but the option is available should a situation arise.

Staff resourcing will be necessary to plan, co-ordinate and conduct the scheduled tax sale, which may take priority over other collection activities.

Climate Change Risks

Climate Change Mitigation: N/A

Climate Change Adaptation: N/A

Financial Matters:

The total outstanding taxes related to the properties which are being recommended to proceed to the 2024 tax sale is estimated to be approximately \$477,000.

It should be noted that the collection of the arrears is not considered to be new funding for the City but rather a repayment of a loan effectively made to property owners who did not remit payment on the prescribed due dates.

Municipalities are no longer able to apply for excess funds where registrations occurred after January 1, 2018. These funds now remain with the Courts for a period of 10 years after which the funds revert to the Province.

Consultations:

During the tax sale process, all properties are vetted for municipal considerations by Administration through several City Departments, including but not limited to: Planning, Office of the City Solicitor, Real Estate Division, Parks, Fire, and Building.

Conclusion:

Administration is planning to hold one tax sale during 2024. Each of the property owners on title has been notified by Administration on several occasions and have not responded to our efforts to collect or have been unable to pay the outstanding balances. The number of properties proceeding to sale, may likely be reduced as owners or interested parties come forward and make payment to retain their property and/or other relevant facts are brought forward to Administration. Any properties, which remain unsold after the process, will be brought forward to City Council under vesting consideration.

Planning Act Matters:

N/A

Approvals:

Name	Title
Lorie Gregg	Deputy Treasurer – Taxation, Treasury and Financial Projects
Mark Nazarewich for Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner of Finance and City Treasurer
Janice Guthrie for Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:



Council Report: C 94/2024

Subject: Amendment of Council Resolution CR839/99 - Signing Officer for Municipal Capital Facility Agreement be replaced with Chief Administrative Officer and City Clerk

Reference:

Date to Council: September 9, 2024

Author: Kate Tracey, Senior Legal Counsel

(519) 255-6100 x 1774 ktracey@citywindsor.ca

Legal Services, Real Estate & Risk Management

Report Date: July 19, 2024 Clerk's File #: AF2024

To: Mayor and Members of City Council

Recommendation:

I. THAT Council Resolution CR839/99 adopted July 26, 1999, amended by CR453/2000, adopted on May 9, 2000, **BE AMENDED** as follows:

By **DELETING** the reference to "Mayor" in its entirety and **INSERTING** "Chief Administrative Office" in its place.

Executive Summary:

N/A

Background:

In 1999, the City of Windsor entered into a partnership with the Italian Canadian Handicapable Association to allow for the construction of a completely accessible indoor Sports Complex in Mic Mac Park (the 'Facility"). CR839/99, amended by CR453/2000 (attached as Appendix A), designated the Facility as a Municipal Capital Facility and authorized a Municipal Capital Facility Agreement to be entered into between the City of Windsor and the Italian Canadian Handicapable Association and Egidio Novelletto.

At the time CR839/99, as amended by CR453/2000 was adopted, it was the City's practice to have all agreements signed by the Mayor and City Clerk.

Discussion:

Due to inadvertence, the Municipal Capital Family Agreement was not signed at the time. Administration will be attending to this now.

Administration proposes that the Resolution in CR839/99, as amended by CR453/2000, be amended to delete the reference to "Mayor" and substitute "Chief Administrative

Officer" in its place. This will allow for the Agreement to be signed by the CAO and City Clerk, in line with the City's current administrative process.

Risk Analysis:

There is no risk with the recommendations proposed herein.

Climate Change Risks

Climate Change Mitigation:

The amending of Resolution CR839/99 and Resolution CR453/2000, does not pose a climate change risk.

Climate Change Adaptation:

N/A

Financial Matters:

N/A

Consultations:

Cristina Stanis, Senior Tax Analyst Taxation, Treasury & Financial Projects Angela Lonsbery, Manager, Revenue & Collections, Taxation, Treasury & Financial Projects

Lorie Gregg, Deputy Treasurer, Taxation, Treasury & Financial Planning

Conclusion:

Amending Council Resolution CR839/99, as amended by CR453/2000, to delete the reference to Mayor and inserting Chief Administrative Office in its place, will allow for the Municipal Capital Facility Agreement to be signed in line with the City's current administrative process.

Planning Act Matters:

N/A

Approvals:

Name	Title
Kate Tracey	Senior Legal Counsel
Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner, Finance and City Treasurer
Janice Guthrie for Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

A - Council Resolution CR839/99, as amended by Council Resolution 453/2000

COUNCIL MINUTES

CR839/99 AMENDED BY CR453/2000 ADOPTED MAY 8, 2000

CR839/99

That the City of Windsor **ENTER INTO AN AGREEMENT** with the Italian Canadian Handicapable Association Windsor and District, P. O. Box 21041, Windsor, Ontario, N9B 1W2 represented by Vince Rosati, Chair Sports Complex, Italian Canadian Handicapable Association and Egidio Novelletto under the following conditions:

- 1. That the City of Windsor will lease sufficient land in Mic Mac Park (approximately 1 ½ acres) to allow for the construction of a Sports Complex as per the enclosed diagram containing indoor soccer facilities, volleyball facilities, washrooms, change rooms, referee room, multi-purpose rooms, meeting rooms, etc. to serve the needs of the physically and mentally-challenged in Windsor and Essex County.
- 2. The lease to be for One Dollar (\$1) per year.
- 3. The duration of the lease to be an initial agreement for twenty-five (25) years with two (2) twenty-five (25) year options thereafter.
- 4. The City to provide the services (storm, sanitary, hydro, etc.) to the property line of the leased area.
- 5. The new Sports Complex will be constructed and operated by the Italian Canadian Handicapable Association at their cost.
- 6. The City to rent up to six (6) dressing rooms to service the new outdoor soccer fields presently under construction, together with sufficient washroom facilities and referee room at an annual cost of Fifteen Thousand Dollars (\$15,000).
- 7. The Sports Complex to be made available to primarily the physically and mentally-challenged within Windsor and Essex County, and following this to other members of the public who may wish to use the facilities.
- 8. The City of Windsor exempt the Italian Canadian Handicapable Association from property tax and development charges conditional on compliance with the municipal capital facility provisions of the Municipal Act.
- 9. Project fulfillment will be ensured through the Commissioner of Corporate Services of the City of Windsor being satisfied as to the financial ability of the Italian Canadian Handicapable Association to complete the project.
- 10. The Italian Canadian Handicapable Association will carry Five Million Dollars (\$5,000,000) in liability insurance with the Corporation of the City of Windsor as an additional named insured.
- 11. The Italian Canadian Handicapable Association will provide builders risk insurance during construction up to occupancy. Upon occupancy, the building will vest free and clear to the City of Windsor.

and further, that the Mayor and City Clerk **BE AUTHORIZED** to sign the agreement satisfactory in form to the Commissioner of Legal and Human Resources.

Carried.

SRP1999 mq C29 Basis Report 4567

Internal Distribution

Commissioner of Parks and Recreation Commissioner of Corporate Services and Treasurer Commissioner of Legal and Human Resources

External Distribution

Egidio Novelletto c/o Italian Canadian Handicapable Association Windsor and District P. O. Box 21041 Windsor, Ontario, N9B 1W2

Vince Rosati 6555 Malden Road Windsor, Ontario N9H 1T5



Council Report: C 101/2024

Subject: Canada Public Transit Fund (CPTF) Baseline Funding Application - Citywide

Reference:

Date to Council: September 9, 2024

Author: Averil Parent
Asset Coordinator
519-255-6100 ext. 6126
aparent@citywindsor.ca
Asset Planning

Report Date: August 19, 2024

Clerk's File #: MT/12670

To: Mayor and Members of City Council

Recommendation:

- 1) THAT Administration **BE DIRECTED** to submit an Expression of Interest (EOI) (stage 1) for the City to participate in the Housing, Infrastructure and Communities Canada (HICC) Canada Public Transit Fund (CPTF) Baseline Funding stream, subject to all documentation being satisfactory in legal form to the City Solicitor, in technical content to the Commissioner, Economic Development, and in financial content to the City Treasurer, or designates; and,
- 2) THAT Administration **BE DIRECTED** to continue discussions with Housing, Infrastructure and Communities Canada (HICC) to further understand all funding requirements as they relate to cost-sharing, high density zoning and net-zero requirements; and,
- 3) THAT in the event the City receives written confirmation from Housing, Infrastructure and Communities Canada (HICC) that the Expression of Interest (EOI) submitted has been approved, Administration **REPORT BACK** to Council with all required information necessary to submit a Capital Plan Application (stage 2) to the Canada Public Transit Fund (CPTF) Baseline Funding stream.

Executive Summary:

N/A

Background:

In February 2021 the Prime Minister announced a new permanent federal funding program for public transit and active transportation infrastructure. The new Canada

Public Transit Fund (CPTF), announced in 2024, will provide \$3 billion per year for public transit and active transportation infrastructure, beginning in 2026-27. The CPTF will provide stable and predictable funding to address long-term transit goals and aims to:

- Increase the use of public transit and active transportation relative to car travel;
- Increase the housing supply and affordability as part of complete, transit-oriented communities;
- Help mitigate climate change and improve climate resilience; and
- Improve public transit and active transportation options for all, especially Indigenous People and equity-deserving groups.

Funding will be delivered through three platforms:

- Metro-Region Agreements will support the long-term development of public transit infrastructure in large urban areas. These agreements will encourage long-term integrated planning within large urban areas and will support a wide variety of projects, from transformational investments that build new subways and dedicated bus lines, to maintaining and sustaining the health of an existing transit system.
- 2) Baseline Funding will provide predictable, long-term funding to communities with existing transit systems to support routine investments, with an expected focus on public transit and active transportation system expansions, improvements, and state of good repair.
- 3) Targeted Funding will provide flexible, call-specific funding to address federal priorities that meet local needs. Funding will cover areas such as rural transit, active transportation and zero emission solutions. This approach builds on the Active Transportation Fund, the Zero Emission Transit Fund and the Rural Transit Solutions Fund launched in 2021.

The City of Windsor is currently considering application to the CPTF through the Baseline Funding stream. This is an approximately \$500 million annual envelope that will be allocated based on a formula that considers both ridership and population metrics. Baseline funding will provide predictable, long-term funding to communities with existing transit systems to support routine capital and non-capital investments, with an expected focus on projects of a relatively small-scale, including public transit and active transportation system expansions, improvements, and state of good repair.

There are two components under which projects are eligible for funding:

- Capital Infrastructure Projects: eligible projects include the acquisition, enhancement, modernization, rehabilitation, construction, expansion, restoration, renovation, refurbishment, or replacement of assets that fall under one of the following categories:
 - a. Public transit systems and related infrastructure; or
 - b. Active transportation infrastructure or networks.

- 2. Non-Capital Projects: eligible projects include transit-related development, planning, or design, of public infrastructure that support one of the following:
 - a. A potential future capital project that would be considered eligible under the program; or
 - b. Transit and active transportation projects related to planning, feasibility studies, stand-alone design work or other related capacity building, research or data projects. Projects that support the development of transitoriented communities are also eligible; this would include projects like transit-related housing needs assessments.

Communities are required to submit a mandatory EOI (stage 1) in order to be invited to submit a Capital Plan Application (stage 2) for Baseline Funding. The completed EOI must be submitted to the Housing, Infrastructure and Communities Canada online funding portal by September 16, 2024 at 3:00 PM EDT.

Discussion:

At this time, detailed project and financial information is not required to submit an EOI to this fund, however Administration is aware of funding requirements listed below that will need to be understood and considered further should we be invited to submit a complete Capital Plan (stage 2).

Federal Cost Sharing

Federal cost sharing for this fund is up to 40% of eligible costs for capital projects, and up to 80% of eligible costs for non-capital projects. For projects receiving funding through the Canada Community-Building Fund (CCBF) or the Canada Mortgage and Housing Corporation (CMHC), the CCBF and CMHC portions of funding may bring the maximum federal contribution up to 100%.

Currently, a large portion of Transit Windsor's capital budget dollars are allocated as matching funding for the Investing in Canada Infrastructure Program (ICIP) Public Transit Stream. Although the CPTF allows for stacking of Federal dollars, administration understands that ICIP does not allow for Federal contributions to be greater than 40%. To receive funding from the CPTF, matching funds will need to be identified and allocated through the Capital Budget process.

Housing

To support the CPTF objective of advancing housing outcomes as part of complete and inclusive transit-oriented communities, to submit a Capital Plan (stage 2) the City of Windsor will be required to meet a specific set of housing conditions including a Housing Needs Assessment. Currently, administration is working with a consultant to complete this assessment as part of CCBF requirements.

Additionally, communities with a population of more than 150,000 will be required to:

 Concentrate more housing development near transit by allowing high-density within 800 metres of high-frequency or higher-order transit;

- Eliminate mandatory minimum off-street parking requirements within 800 metres of high-frequency or high-order transit, excluding accessibility requirements; and
- Enable more housing supply near post-secondary institutions by allowing highdensity housing as-of-right within 800 metres of recognized post-secondary institutions.

The HICC is currently in the process of finalizing guidance with respect to definitions of high-frequency/higher-order transit as well as high-density housing under the CPTF. Administration will continue to consult with the funding provider to further understand these requirements.

These conditions do not need to be met before the submission of an EOI. However, should the City of Windsor be deemed eligible and invited to submit a Capital Plan Application, the above conditions will be required to be met.

Net-Zero

Recipients of CPTF funding will be expected to commit to supporting Canada's plan to achieve net-zero emissions by 2050 and to ensure that future potential climate impacts are considered. On May 9th 2022, City Council approved in principle a net-zero target for 2050. Administration will work with the funding provider to determine if this will meet this requirement.

Risk Analysis:

There is no risk to submitting a stage 1 EOI to the CPTF. Submitting an EOI will not commit the City of Windsor to submitting a stage 2 Capital Plan or any financial, high-density zoning, or net-zero requirements of the fund.

As seen in previous funding programs, requirements surrounding housing density and greenhouse gas emissions are becoming more stringent. As mentioned above, "high-frequency transit" and "high-density housing" have yet to be defined under the CPTF. Further information about financial, housing and net zero requirements will be brought back to Council as part of the stage 2 Capital Plan approval process.

Climate Change Risks

Climate Change Mitigation:

Submitting an EOI to the CPTF does not pose a climate change mitigation risk. Investment in public transit and active transportation infrastructure provides low carbon transportation options to the residents of Windsor. As noted, application to this fund requires support of Canada's net-zero 2050 goal.

Climate Change Adaptation:

Submitting an EOI to the CPTF does not pose a climate change adaptation risk. Climate change risk identification and mitigation will be part of the stage 2 Capital Plan application.

Financial Matters:

Funding for the CPTF will be delivered through the Baseline Funding stream, an approximately \$500 million annual envelope that will be allocated based on a formula that considers both ridership and population metrics. Administration currently does not know the exact calculation to be used in the funding formula and therefore, cannot estimate the allocation the City may be eligible to receive.

At this time, the EOI requires historical spending information only. If invited to submit a Capital Plan application to this fund, a report back to Council will provide details of this Capital Plan to be approved. Matching funding of 60% of eligible costs will need to be confirmed through the capital budget process.

Consultations:

Joe Baker, Manager Corporate Projects – Economic Development (A)

Neil Robertson, City Planner

Karina Richters, Supervisor Environmental Sustainability & Climate Change

Joshua Meloche, Senior Legal Counsel

Conclusion:

It is recommended that City Council approve the submission of an EOI to the CPTF – Baseline Funding stream.

Planning Act Matters:

N/A

Approvals:

Name	Title
Natasha Gabbana	Senior Manager, Asset Planning
Poorvangi Raval	Financial Planning Administrator
Mark Spizzirri	Manager, Performance Measurement & Business Case Development
Tyson Cragg	Executive Director, Transit Windsor
Mark Nazarewich for Wira Vendrasco	City Solicitor
Jelena Payne	Commissioner, Economic Development
Janice Guthrie	Commissioner of Finance – CFO/City Treasurer
Janice Guthrie for Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:



Council Report: C 108/2024

Subject: 2024 Second Quarter Operating Budget Variance - City Wide

Reference:

Date to Council: September 9, 2024

Author: David Soave

Manager, Strategic Operating Budget Development & Control

519-255-6100 Ext. 1911 dsoave@citywindsor.ca

Financial Planning Report Date: 8/23/2024 Clerk's File #: AF/14585

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE FOR INFORMATION** the 2024 2nd Quarter Operating Budget Variance Report; and further,

THAT the Chief Administrative Officer and the City Treasurer **BE DIRECTED** to continue to monitor the 2024 Operating Budget's projected variance and to continue to seek further means for offsetting any potential variances that may arise.

Executive Summary:

N/A

Background:

Annual operating budgets are traditionally established at the beginning of the calendar year and are based on the best available information and trends. Key inputs to the operating budget include professional estimates, the current legislative environment, macroeconomic trends (such as currency fluctuations, commodity prices, unemployment figures, and business investment), and other relevant local information available at the time of approval. Inflationary pressures related to municipal expenditures and services continue to place significant pressures on service budgets. Impacts of inflation are reflected in the departmental year-end variance projections within this report.

Discussion:

General Considerations

The financial position of the Corporation is directly impacted by uncontrollable factors such as weather conditions, unemployment rates, tax appeals, fuel and utility costs, interest rates, settlement of litigation brought against the City in addition to general inflationary pressures. As a result, material fluctuations in the projected variances provided as at 2nd quarter could still occur in the wake of significant unforeseen events.

Municipal Levy

As at Q2, Administration projects that the total overall net municipal year-end financial impact for 2024 will result in a deficit of approximately \$2.3 million. The overall projected corporate variance is comprised of a slight surplus of \$533,000 for city departments offset by a deficit of \$2.8 million for Agencies, Boards & Committees (ABCs). Details by department are provided in Appendix A to the report. To mitigate external pressures which arise after the budget has been approved is a Budget Stabilization Contingency of \$2.4 million. As in past practice, this contingency can be used to offset any negative budget variances at year-end. Alternatively, should the actual year end variance result in a surplus, any unused Budget Stabilization Contingency may be transferred to the Budget Stabilization Reserve.

Administration will continue to monitor both positive and negative variances to mitigate any unanticipated events which may materially change the projections as currently provided. Mitigation strategies as outlined will be utilized to maximize available funding while maintaining service levels across the Corporation.

One Time Funding Approved in 2024 Budget

The final approval of the 2024 Budget included \$7.8 million in one-time funding from the Budget Stabilization Reserve (BSR), capital and other sources. It is important to note that these recoveries will only be made if the department ends the year in a deficit. Based on the current Q2 projections, \$3.7 million of the total one-time funding has been included in the variance projections leaving a projected balance of \$4.1 million to be retained within the reserve for unexpected or unanticipated events which may occur prior to the end of the year.

Other Non-Tax Levy Funding Sources

In addition to the Municipal levy variance, other non-tax levy funding sources (summarized in the table below) are estimated to result in a \$7.3 million net surplus. Included in this amount are the following which will be transferred to noted Reserves; On-Off Street Parking Reserve \$325,000 deficit, Sewer Surcharge \$188,000 surplus, and Building Permit Reserve \$7.4 million surplus. Details are also included in Appendix A.

Risk Analysis:

There are a number of potential risks that can impact the year-end financial results as follows:

- Current macro and micro economic conditions such as fuel costs, changes to local unemployment rates, volatility of energy costs, commodity prices and interest rates, as well as supply and demand for products and services. Although Consumer Price Index rates have been decreasing in 2024 (currently at 2.8%), inflationary factors which affect municipal expenditures continue to remain high and will continue to impact City costs going forward.
- 2. Seasonal variability with respect to revenues (e.g. recreation fees) and expenses (e.g. winter control & storm damage) could impact current year end projections.
- 3. Continued increase in staffing costs due to factors such as sick leave 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) may require additional funding. Some of these costs may be covered by corporate provisions/reserves.
- 4. Potential increase to unavoidable expenditures such as emergency repairs and maintenance, related purchases of materials and supplies, legal expenses, streetlight maintenance, etc.
- 5. The significant use of estimates, historical knowledge and judgement in developing budget and projecting actual expenses for the year implies that actual year-end revenues and expenditures may differ significantly from quarterly projections.

Mitigation strategies have been identified and will be implemented as required to manage the year end final financial position.

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:

As at Q2, Administration has highlighted those significant factors which are projected to impact the 2024 year-end operating results including transfers to various reserve accounts. Details with regards to each operating departmental variance is included in Appendix A. Included in Appendix B are a list of relevant operational and economic statistics (extracted from various sources) as background information and is depicted

graphically for the current quarter, along with each of the preceding nine years for ease of reference and comparison purposes.

Consultations:

All departments and ABC's provided comments to augment and clarify the analysis performed by the Financial Planning Department.

Conclusion:

Administration is projecting an overall corporate levy operating year-end deficit estimated to be \$2.3 million. As part of the 2024 budget, City Council approved a Budget Stabilization Contingency budget of \$2.4 million. Administration will continue to monitor expenditures and revenues to the end of the year with a vision to mitigate any final deficit that may result. As is past practice, the Corporate Contingency could be used to mitigate any budget variances at year-end, with any remaining balance transferred to/from the Budget Stabilization Reserve.

A surplus as it relates to other funding sources of approximately \$7.3 million is projected however as noted, any surplus or deficit within these other funding sources will be retained within the specified reserve. Administration will continue to monitor the year-end projections inclusive of mitigation measures that may be required.

Planning Act Matters:

N/A

Approvals:

Name	Title
David Soave	Manager, Operating Budget Development & Control
Janice Guthrie	Commissioner of Finance /City Treasurer
Janice Guthrie for Joe Mancina	Chief Administrative Officer

Notifications

Name	Address	Email

Appendices:

- 1 Appendix A 2024 Operating Budget Variance (Q2)
- 2 Appendix B 2024 Operational & Economic Statistics





	Operatin	g Budget Vari	ance Summ	ary by Depart	ment		
Department	2024 Gross Budget	2024 Net Budget	Q1 Projected Variance	Q2 Projected Variance	Q3 Projected Variance	Year-End Final Variance	% of Gross Budget
Fire & Rescue	\$57,607,535	\$55,504,013	n/a	(\$1,551,000)			(2.69%)
Housing & Children Services *	\$159,319,871	\$16,256,853	n/a	(\$751,000)			(0.47%)
Legal	\$14,462,972	\$6,765,382	n/a	(\$665,000)			(4.60%)
Taxation & Financial Projects	\$4,191,258	\$649,312	n/a	(\$582,000)			(13.89%)
Human Resources	\$7,746,698	\$6,761,299	n/a	(\$353,000)			(4.56%)
Building Services	\$9,493,128	\$1,449,696	n/a	(\$171,000)			(1.80%)
Recreation & Culture	\$27,592,532	\$14,706,566	n/a	(\$83,000)			(0.30%)
Parks & Facilities	\$40,973,329	\$31,499,349	n/a	(\$34,000)			(0.08%)
Asset Planning	\$1,598,313	\$739,513	n/a	\$0			0.00%
Financial Accounting	\$3,404,853	\$2,731,303	n/a	\$0			0.00%
CAO's Office	\$1,200,218	\$1,200,218	n/a	\$0			0.00%
City Council	\$1,149,967	\$992,976	n/a	\$0			0.00%
Economic Development	\$2,285,949	\$2,194,123	n/a	\$0			0.00%
Information Technology	\$11,480,842	\$8,920,319	n/a	\$0			0.00%
Library Services	\$9,068,428	\$8,196,393	n/a	\$0			0.00%
Mayor's Office	\$504,893	\$504,893	n/a	\$0			0.00%
Pollution Control	\$25,201,078	\$0	n/a	\$0			0.00%
Transit Windsor	\$45,840,469	\$17,618,928	n/a	\$0			0.00%
Planning & Development	\$5,561,286	\$3,560,106	n/a	\$10,000			0.18%
Financial Planning	\$4,922,080	\$3,379,996	n/a	\$28,000			0.57%
Corporate Security	\$3,998,394	\$1,404,244	n/a	\$34,000			0.85%
Engineering	\$10,024,571	\$2,923,403	n/a	\$57,000			0.57%
Equity & Diversity	\$472,345	\$359,072	n/a	\$56,000			11.86%
Council Services	\$7,251,786	\$4,013,349	n/a	\$67,000			0.92%
Communications	\$4,374,801	\$3,693,768	n/a	\$77,000			1.76%
Huron Lodge	\$35,232,654	\$10,152,534	n/a	\$545,000			1.55%
Employment & Social Services	\$149,452,140	\$8,395,577	n/a	\$630,000			0.42%
Public Works	\$64,702,367	\$33,482,267	n/a	\$775,000			1.20%
Corporate Accounts	\$194,461,508	\$92,228,244	n/a	\$2,444,000			1.26%
Sub-Total: City Departments	\$903,576,265	\$340,283,696	n/a	\$533,000	\$0	\$0	0.06%
Police Services	\$123,958,993	\$103,576,858	n/a	(\$3,000,000)			(2.42%)
Housing Corporation	\$25,608,108	\$16,831,885	n/a	(\$482,000)			(1.88%)
Agencies	\$24,522,485	\$24,421,887	n/a	\$668,000			2.72%
Sub-Total: ABC's	\$174,089,586	\$144,830,630	n/a	(\$2,814,000)	\$0	\$0	(1.62%)
Total: Municipal	\$1,077,665,851	\$485,114,326	n/a	(\$2,281,000)	\$0	\$0	(0.21%)



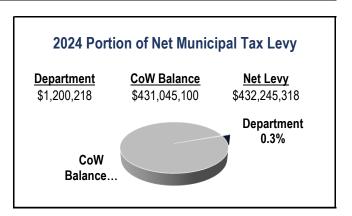
CAO's Office

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 Gross Budget	8.6%	0.3%	14.6%	2.8%	

2024 Budgeted Full Time Equivalent (FTE) Sr. Mngr. 1.0 Management: 1.0 Non-Union: 3.0 Total 5.0



2024 Year-End Projection: \$0
Second Quarter

VARIANCE SUMMARY & DESCRIPTION

The CAO's Office budget contains provisional budgets for corporate matters and it is difficult to anticipate until very close to year end, what these budgets may be used for. A year-end variance is not projected at this time.



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 Gross Budget	n/a	n/a	9.3%	(6.7%)

2024 Budgeted Full Time Equivalent (FTE)



FTE 1.0 Management: 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 Department

CoW Balance... 0.3%

2024 Year-End Projection:

\$34,000

Second Quarter

Surplus



Corporate Security

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Other Miscellaneous Revenue	n/a	\$10,000		
Expenses:				
Salaries & Benefits	n/a	\$24,000		
Net Total	n/a	\$34,000	\$0	\$0

Other Missellenseus Devenus	¢40 000
Other Miscellaneous Revenue	\$10.000

A year end surplus of 10,000 is being projected in revenue due to enhanced cleaning services provided to tenants at 400 City Hall Square.

Purchased Services \$0

A year end deficit of (\$451,000) is being projected in Purchased Services as a result of the new security guard services contract with pricing terms higher than anticipated. This deficit will be mitigated through a Corporate provision.

Salaries & Benefits \$24,000

A year end surplus of \$24,000 in Salaries is being projected due to salary gapping.

MITIGATING MEASURES

Corporate Security will continue to review it's usage of corporate security guards and ensure external services are used in the most efficient and cost-effective manner. A Corporate Security master plan is also expected to result in operational efficiencies.



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 Gross Budget	4.7%	5.6%	15.7%	1.5%

2024 Year-End Projection: \$0
Second Quarter

VARIANCE SUMMARY & DESCRIPTION



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 Gross Budget	0.0%	0.0%	0.0%	0.0%

2024 Year-End Projection:	\$0
Second Quarter	

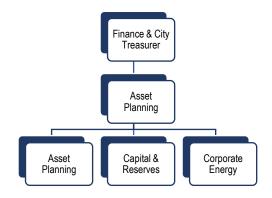
VARIANCE SUMMARY & DESCRIPTION



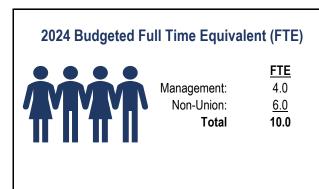
Asset Planning

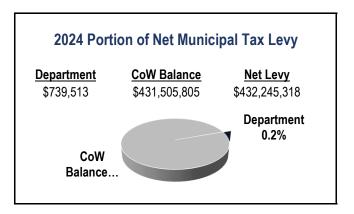
DEPARTMENTAL OVERVIEW

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 Gross Budget	n/a	n/a	(1.9%)	4.7%







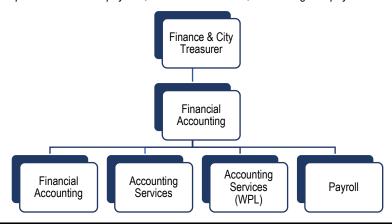
VARIANCE SUMMARY & DESCRIPTION



Financial Accounting

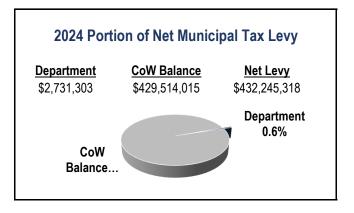
DEPARTMENTAL OVERVIEW

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 Gross Budget	n/a	n/a	1.7%	0.0%





2024 Year-End Projection:

\$0

Second Quarter

Deficit

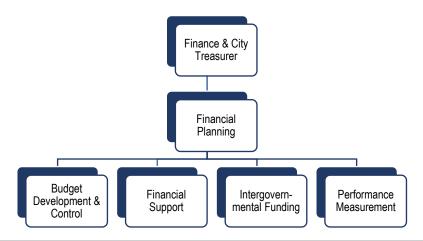
VARIANCE SUMMARY & DESCRIPTION



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.

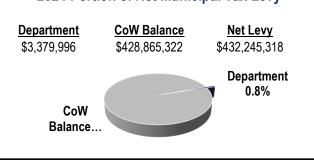


Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	n/a	(\$1,125,237)	(\$1,258,340)
Annual Expense Budget	n/a	n/a	\$3,971,534	\$4,270,004
Annual Net Budget	n/a	n/a	\$2,846,297	\$3,011,664
Annual Net Variance	n/a	n/a	\$100,336	(\$71,298)
Variance as a % of Gross Budget	n/a	n/a	2.5%	(1.7%)

2024 Budgeted Full Time Equivalent (FTE)



2024 Portion of Net Municipal Tax Levy



2024 Year-End Projection:

\$28,000

Second Quarter

Surplus



Financial Planning

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
xpenses:				
Financial Expenses	n/a			
Minor Capital	n/a	(\$10,000)		
Salaries & Benefits	n/a	\$50,000		
Other Miscellaneous Expenditures	n/a	(\$12,000)		
Net Total	n/a	\$28,000	\$0	\$(

Minor Capital	(\$10,000)	

A year-end deficit of (\$10,000) in Minor Capital is being projected as a result of furniture and computer purchases related to heavy-workload staffing.

Salaries & Benefits	\$50.000
Salaties & Detietts	ขอบ.บบบ

A year-end surplus of \$500,000 in Salaries is being projected as a result of gapping.

Other Miscellaneous Expenditures (\$12,000)

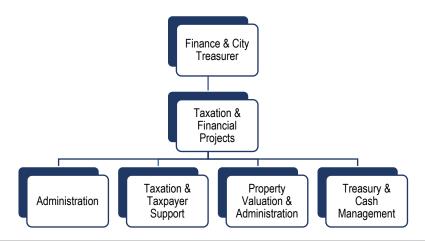
A year-end deficit of (\$12,000) in Other Miscellaneous Expenditures is being projected due in large part to the cost related to the program review that is being undertaken by Municipal Benchmarking Network of Canada. The cost of the consultant is being split by the member municipalities of the program to better align the program for success and greater value for the municipalities.



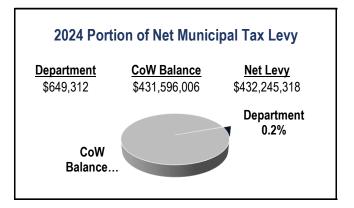
Taxation & Financial Projects

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 Gross Budget	n/a	n/a	(7.7%)	(6.5%)



2024 Year-End Projection:

(\$582,000)

Second Quarter

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)		
Expenses:				
Purchased Services	n/a	(\$50,000)		
Salaries & Benefits	n/a	\$33,000		
Net Total	n/a	(\$582,000)	\$0	\$0

User Fe	es, Permits & Charges	(\$565,000)
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A year-end deficit of (\$565,000) is projected for net external revenues within the Taxation Department.

Purchased	Services	(\$50,000)

A year-end deficit of (\$50,000) is projected for Purchased Services as a result of anticipated postage & courier, imaging & printing, other professional services related to property tax billings.

Salaries & Benefits \$33,000

A year-end surplus of \$33,000 is projected within Salaries & Benefits a result of staff gapping, offset by a heavy workload Tax Account & Collection Control Clerk position.

MITIGATING MEASURES

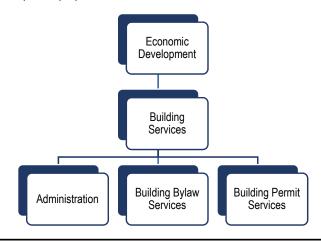
Every effort will be made where possible to limit spending on discretionary expenses in order to minimize the impact of this deficit, however, revenues are subject to external factors which are beyond the control of the department.



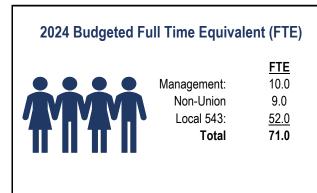
Building Services

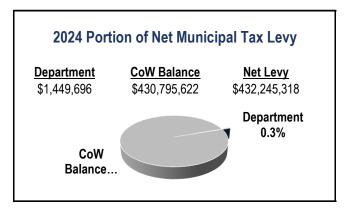
DEPARTMENTAL OVERVIEW

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 Gross Budget	n/a	0.8%	(1.4%)	(1.9%)





2024 Year-End Projection:

(\$171,000)

Second Quarter

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)		
xpenses:				
Financial Expenses	n/a	(\$7,000)		
Minor Capital	n/a	(\$2,000)		
Operating & Maintenance Supplies	n/a	\$1,000		
Purchased Services	n/a	\$21,000		
Salaries & Benefits	n/a	\$240,000		
Other Miscellaneous Expenditures	n/a	(\$60,000)		
Net Total	n/a	(\$171,000)	\$0	\$

User Fees, Permits & Charges (\$364,000)

The Building By-Law Division is expecting a revenue shortfall by year end in fees collected by By-Law Officers, such as enforcement of property standards and upkeep of vacant buildings.

Financial Expenses (\$7,000)

The Building department is expecting to end the year with a deficit of (\$7,000) due to the number of transactions that are anticipated to be paid by credit card in 2024.

Minor Capital (\$2,000)

The Minor Capital expected short fall of (\$2,000) is due to computer equipment required for new employees.

Operating & Maintenance Supplies \$1,000

The Building Department is expecting to end the year with an overall surplus of \$1,000 is mainly due to the surplus in office supplies.

Purchased Services \$21,000

The surplus in Purchased Services is due to Building Inspections Vehicle Rent-Dedicated Internal account (Fleet) anticipated to be under-spent.

Salaries & Benefits \$240,000

Staff gapping savings of \$240,000 is expected due to the number of retirements that have happened in 2024 and new positions created by the 2023 staff reorganization (Bl2023-0069) that have not yet been filled.



Appendix A 2024 Operating Budget Variance (Q2)

Building Services

Other Miscellaneous Expenditures (\$60,000)

The Building Services department's overall miscellaneous expenditures account is anticipated to end the year in a deficit of approximately (\$60,000) which is primarily due the Residential Rental Licensing program pilot. A legal challenge from local landlords has delayed the full implementation of the pilot program resulting in unanticipated expenditures.

MITIGATING MEASURES

The Department is actively recruiting new By-Law Officers which would assist the department in increasing the number of inspections and therefore, increase user fee revenue.



Economic Development

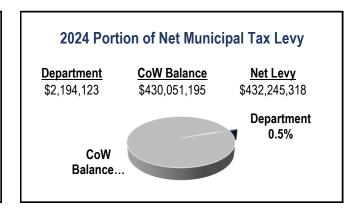
DEPARTMENTAL OVERVIEW

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 Gross Budget	n/a	n/a	0.0%	23.2%

2024 Budgeted Full Time Equivalent (FTE) Sr. Mngr. 1.0 Management: 2.0 Non-Union: 5.0 Local 543: 2.0 Total 10.0



2024 Year-End Projection: \$0

Second Quarter



Economic Development

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
devenue:				
Other Miscellaneous Revenue	n/a	\$10,000		
xpenses:				
Minor Capital	n/a	(\$11,300)		
Operating & Maintenance Supplies	n/a	\$20,700		
Purchased Services	n/a	\$45,900		
Salaries & Benefits	n/a	\$300,000		
Transfers to Reserves & Capital Funds	n/a	(\$365,300)		
Net Total	n/a	\$0	\$0	\$

Other Miscellaneous Revenue \$10,000

The surplus in revenue for Economic Development and Climate Change is related to \$10,000 received from Enbridge as a Municipal incentive for municipal climate action.

Minor Capital (\$11,300)

The projected deficit for year end is (\$11,300) which is mainly to due to the start up cost of ergonomics office equipment and laptops purchased for Economic Development.

Operating & Maintenance Supplies \$20,700

The overall projected surplus for year end is \$20,700 which mainly due to program supplies and promotional material & products being under-spent.

Purchased Services \$45,900

A surplus of \$45,900 is projected for the end of the year mainly due to external professional services fees that are not anticipated to be realized.

Salaries & Benefits \$300,000

This surplus is related to salary gapping due to timing of the hiring of positions.

Transfers to Reserves & Capital Funds (\$365,300)

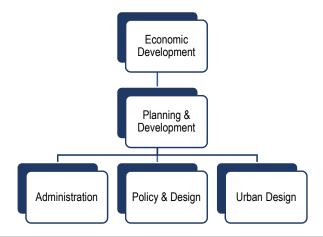
As the Economic Development Office continues to build itself to full staffing capacity, the balance of staffing related costs will be requested to be carried forward until such time that the department is at its full staffing level.



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.



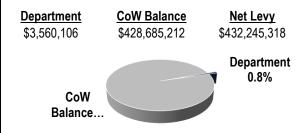
Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	n/a	(\$897,846)	(\$934,271)	(\$1,850,430)
Annual Expense Budget	n/a	\$4,059,564	\$4,109,297	\$5,178,686
Annual Net Budget	n/a	\$3,161,718	\$3,175,026	\$3,328,256
Annual Net Variance	n/a	\$793,151	\$622,677	\$92,214
Variance as a % of Gross Budget	n/a	19.5%	15.2%	1.8%

2024 Budgeted Full Time Equivalent (FTE)



Management: 6.0
Non-Union 21.0
Local 543: 11.0
Total 38.0

2024 Portion of Net Municipal Tax Levy



2024 Year-End Projection:

\$10,000

Second Quarter

Surplus



Planning & Development

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
levenue:				
User Fees, Permits & Charges	n/a	(\$662,000)		
xpenses:				
Operating & Maintenance Supplies	n/a	\$14,000		
Purchased Services	n/a	\$21,000		
Salaries & Benefits	n/a	\$630,000		
Other Miscellaneous Expenditures	n/a	\$7,000		
Net Total	n/a	\$10,000	\$0	\$0

User Fees, Permits & Charges	(\$662,000)
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Revenue related to planning applications are expected to be in a deficit in 2024 due to fee levels.

Operating & Maintenance Supplies \$14,000

A minor surplus is anticipated as expenditures related to maintenance and office supplies are likely to be under-spent.

Purchased Services \$21,000

A minor surplus is anticipated as maintenance and office supply expenditures will not be fully spent.

Salaries & Benefits \$630,000

A number of budgeted positions are projected to be vacant for part or all of 2024.

Other Miscellaneous Expenditures \$7,000

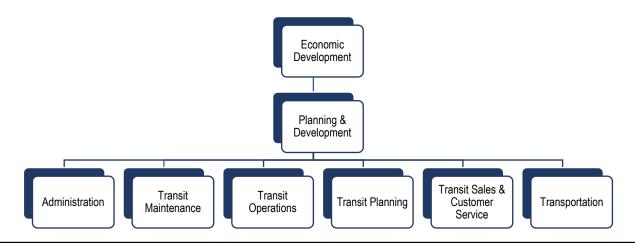
An anticipated surplus in miscellaneous expenditures is anticipated as a result of public relations related expenses that will not be incurred.



Transit Windsor

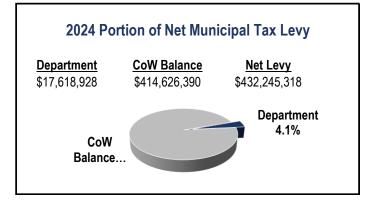
DEPARTMENTAL OVERVIEW

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 Gross Budget	1.8%	2.2%	(2.7%)	(6.2%)





2024 Year-End Projection: \$0

Second Quarter



Transit Windsor

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
evenue:				
Grants & Subsidies	n/a	(\$1,186,000)		
User Fees, Permits & Charges	n/a	(\$124,000)		
rpenses:				
Operating & Maintenance Supplies	n/a	\$1,931,000		
Purchased Services	n/a	\$94,000		
Salaries & Benefits	n/a	(\$715,000)		
Net Total	n/a	\$0	\$0	\$0

Grants & Subsidies (\$1,186,000)

Transit Windsor is projecting a deficit of (\$1,186,000) in this category. This is on account of an increase to the Gas Tax revenue budget that was approved in the 2024 Operating Budget of \$1,186,000. The budget issue was intended to align the 2024 Budget with anticipated gas tax funding based on increased overall ridership experienced in 2023. At the time 2023/24 Gas Tax amounts were not communicated by the Province. As per the 2023/24 Gas Tax letter received by the City, the actual funding approved was substantially lower. The funding letter for 2024/25 will not be received until early 2025. Therefore, this will result in a deficit in 2024.

User Fees, Permits & Charges (\$124,000)

Transit Windsor is projecting a deficit of (\$124,000) for Transit related revenue. One of the main factors contributing to this deficit is a reduction in ridership on the Tunnel Bus route compared to pre-pandemic levels. Another main factor contributing to this deficit is a delay in the implementation of elements of recent Transit Windsor Service Plan changes. The remainder of the service changes are anticipated to be launched in the fall of 2024, thereby impacting the projected revenue. 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.

Transit Windsor has continued to see a sharp rise in student ridership, coinciding with the influx of international students. The increased student ridership rates are anticipated to continue for the remainder of the year. These increases have helped reduce the overall projected revenue deficit. One time funding of \$731,000 was approved in the 2024 Operating budget to address the shortfall related to Ontario Works revenue loss. Once this one-time funding is applied, the projected year end net revenue loss is projected at (\$124,000). Recovery from one-time funding will only occur if the department ends the year in a deficit position.

Operating & Maintenance Supplies \$1,931,000

A projected surplus of approximately \$1,931,000 related to operating & maintenance supplies is expected for 2024. This surplus can be mainly attributed to reduction in fuel prices as compared to budget, as well aslower 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 vehicle maintenance and parts, caretaking and general facility maintenance charges as well as program supplies given Special Events recent move to an online booking system. The implementation of Transit Windsor Service Plan changes have been completed in phases and is anticipated to be fully completed by September 2024. As these additional phases of the Service Plan become operational, this variance may be impacted as the year progresses.

Purchased Services	\$94,000
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Appendix A 2024 Operating Budget Variance (Q2)

Transit Windsor

Transit is projecting a net surplus of \$94,000 under this category, comprised of surpluses attributable to reduced toll expenses due to service changes on the Tunnel Bus and lower than anticipated spending in Advertising. It is expected that as new routes are implemented in 2024, advertising expenses will increase. Slightly offsetting these surpluses is a projected deficit in security costs. The hourly cost for security staff has increased and the need for additional security in the Downtown Windsor Terminal due to security reasons also has increased. Additionally, during the Transit collective bargaining negotiations, additional security services were contracted, which were one-time costs that were not budgeted.

Salaries & Benefits (\$715,000)

Transit Windsor is projecting a deficit of (\$715,000) in overall Salaries and Wages for 2024. This deficit is mainly attributable to additional wages paid (projected at \$1.26 million at year-end) due to new legislation recently passed, which mandates 10 medical leave days to be paid by federally regulated employers. One time funding of up to \$1.2 million has been approved as part of the 2024 operating budget process. Recovery from one-time funding will only occur if the department ends the year in a deficit position.

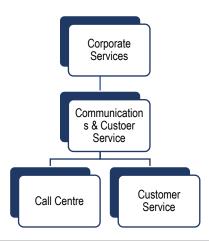
Slightly offsetting this deficit are net savings in salaries attributable to gapping for new positions approved for Transit Windsor Service Plans. A delay in implementing the Service Plan changes has resulted in recruitments being completed later than planned. The other factor for these savings is attributable to other vacant positions filled by new/temporary staff who are hired at lower steps than the budgeted levels.



Communications

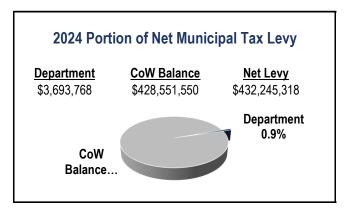
DEPARTMENTAL OVERVIEW

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 Gross Budget	n/a	(1.8%)	(2.8%)	1.4%

2024 Budgeted Full Time Equivalent (FTE) Management: 4.0 Non-Union: 8.0 Local 543: 17.0 Total 29.0



2024 Year-End Projection: \$77,000
Second Quarter Surplus



Communications

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Other Miscellaneous Revenue	n/a	\$22,000		
Expenses:				
Purchased Services	n/a	\$55,000		
Net Total	n/a	\$77,000	\$0	\$0

Other Miscellaneous	Davanua	\$22,000
Other Wiscenaneous	Revenue	カ ∠∠.UUU

The other Miscellaneous Revenues is expected to be in a surplus as the "Ontario 211 Services agreement" has variable funding approved for several initiatives outside of the regular monthly RSP Funding Schedule budget.

D	AFF 000	
I Purchased Services	\$55,000	
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The 2024 surplus is a result of timing 2023/2024 Motorola invoices.

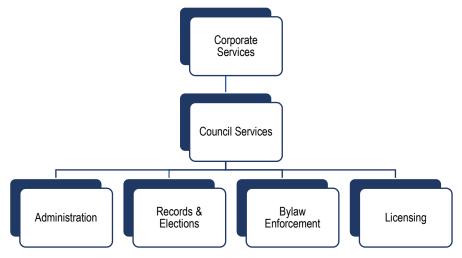


Council Services

DEPARTMENTAL OVERVIEW

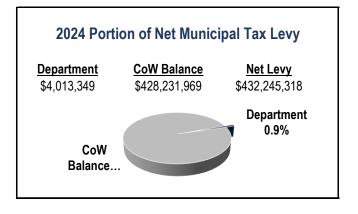
The Council Services Department administers the city's legislative processes including Elections, Council and Committee meetings, and the maintenance of public records, as a service to City Council, Administration and the citizens of the City of Windsor.

Licensing & By-Law Enforcement overseas 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 Gross Budget	n/a	(7.2%)	(6.0%)	2.8%

2024 Budgeted Fu	II Time Equival	ent (FTE)
	Management: Non-Union Local 543: Total	FTE 7.0 4.0 34.0 45.0





Council Services

2024 Year-End Projection:

\$67,000

Second Quarter

Surplus

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
evenue:				
Recovery of Expenditures	n/a	\$5,000		
User Fees, Permits & Charges	n/a	(\$230,000)		
Other Miscellaneous Revenue	n/a	(\$30,000)		
xpenses:				
Minor Capital	n/a	\$10,000		
Operating & Maintenance Supplies	n/a	(\$12,000)		
Purchased Services	n/a	\$223,000		
Salaries & Benefits	n/a	\$91,000		
Other Miscellaneous Expenditures	n/a	\$10,000		
Net Total	n/a	\$67,000	\$0	\$

Recovery of Expenditures \$5,000

A minor surplus is expected in Recovery of Expenditures due to unanticipated salary recoveries.

User Fees, Permits & Charges (\$230,000)

The projected 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.

Helping offset this deficit is increased revenue from Information and Records User fees for Marriage Licenses, Civil Ceremonies etc. 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. The lottery licenses have also more than recovered since the pandemic and are bringing in a surplus of revenue.

Other Miscellaneous Revenue	(\$30,000)
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A projected deficit in other miscellaneous revenue is due to reduced re-inspection fee revenue being generated.

Minor Capital	\$10,000
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A surplus is projected in Minor Capital due to small surpluses in other items such as furniture and computer supplies.



Appendix A 2024 Operating Budget Variance (Q2)

Council Services

Operating & Maintenance Supplies (\$12,000)

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 \$223,000

A surplus is projected in Purchased Services due to a multitude of factors which include Humane Society Animal Control contract, less revenue sharing related to the Humane Society dog licenses contract, as well as surpluses in the Civic Corner Advertising (Windsor Star Ads) and Info & Records Printing Budget due to digitization efforts.

Salaries & Benefits \$91,000

The projected surplus in Salary & Benefits is due to gapping mainly in the Licensing & Enforcement and Info & Records Mgmt divisions.

Other Miscellaneous Expenditures \$10,000

A small surplus is projected in Other Miscellaneous Expenditures due to surpluses in other miscellaneous items such as membership fees, conference registrations and training courses.



Equity & Diversity

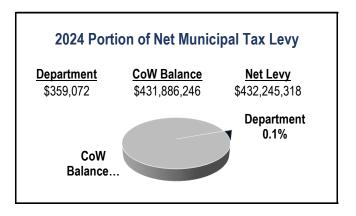
DEPARTMENTAL OVERVIEW

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 Gross Budget	n/a	n/a	n/a	n/a

2024 Budgeted Full Time Equivalent (FTE) Management: 1.0 Non-Union: 1.0 Total: 2.0



2024 Year-End Projection: \$56,000

Second Quarter

Surplus



Equity & Diversity

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
rpenses:				
Operating & Maintenance Supplies	n/a	(\$10,000)		
Purchased Services	n/a	(\$9,000)		
Salaries & Benefits	n/a	\$75,000		
Net Total	n/a	\$56,000	\$0	•

Operating & Maintenance Supplies (\$10,000)

A year-end deficit of (\$10,000) is projected for Operating & Maintenance as a result of an anticipated EDI online subscription and related resources and supplies.

Purchased Services (\$9,000)

A year-end deficit of (\$9,000) is projected for Purchased Services as a result of the one time expenditure related to recruitment services provided by an outside agency for the position of Executive Director of Diversity, Equity and Inclusion.

Salaries & Benefits \$75,000

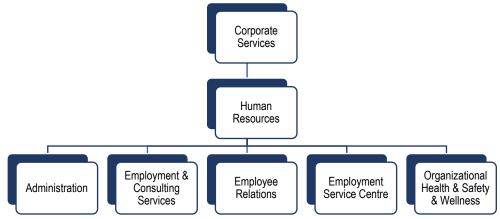
A year-end surplus of \$75,000 is projected for Salaries & Benefits a result of staff gapping.



Human Resources

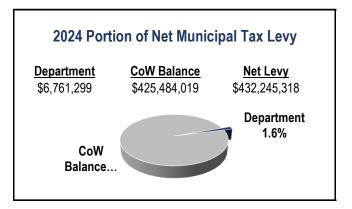
DEPARTMENTAL OVERVIEW

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 Gross Budget	0.6%	0.1%	0.1%	(0.7%)





2024 Year-End Projection:

(\$353,000)

Second Quarter

Deficit



Human Resources

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
xpenses:				
Minor Capital	n/a	\$4,000		
Operating & Maintenance Supplies	n/a	(\$2,000)		
Purchased Services	n/a	(\$307,000)		
Salaries & Benefits	n/a	(\$59,000)		
Other Miscellaneous Expenditures	n/a	\$11,000		
Net Total	n/a	(\$353,000)	\$0	\$(

Minor Capital	\$4,000
Willion Capital	ψτ,υυυ

A year-end surplus of \$4,000 is projected for Minor Capital a result of a surplus in Furniture and Furnishings.

Operating & Maintenance Supplies (\$2,000)

A year-end deficit of (\$2,000) is projected for Operating & Maintenance Supplies a result of anticipated ID badge supplies expenses.

Purchased Services (\$307,000)

A year-end deficit of (\$307,000) is projected for Purchased Services a result of anticipated 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 (\$59,000)

A year-end deficit of (\$59,000) is projected for Salaries & Benefits a result of the corporate permanent salary gapping allocation. Included in the Salaries & Benefits projection is one-time funding through BSR to fund a Human Resources Business Partner position and two Employee Relations Specialist positions.

Other Miscellaneous Expenditures \$11,000

A year-end surplus of \$11,000 is projected for Other Miscellaneous Expenditures as a result of a surplus in Training Courses expense.

MITIGATING MEASURES

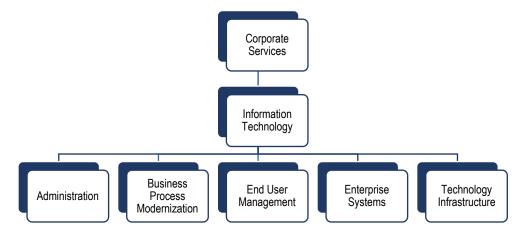
Every effort will be made where possible to limit spending on discretionary expenses in order to minimize the impact of this deficit. New programs to assist in improving employee experiences are being implemented as previously outlined to City Council. Focused attention will be given to those departments where there are higher instances of complaints to proactively address conflict in the workplace.



Information Technology

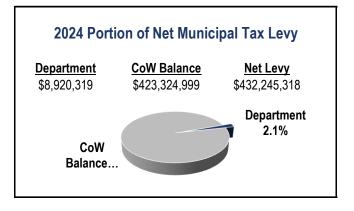
DEPARTMENTAL OVERVIEW

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 Gross Budget	0.4%	2.1%	(0.3%)	1.8%

2024 Budgeted Full Time Equivalent (FTE) Management: 13.0 Non-Union 16.0 Local 543: 48.0 Total 77.0



2024 Year-End Projection: \$0

Second Quarter



Information Technology

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
User Fees, Permits & Charges	n/a	(\$20,000)		
Expenses:				
Minor Capital	n/a	\$10,000		
Purchased Services	n/a	\$25,000		
Salaries & Benefits	n/a	(\$60,000)		
Other Miscellaneous Expenditures	n/a	\$45,000		
Net Total	n/a	\$0	\$0	\$0

User Fees, Permits & Charges	(\$20,000)
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A year end deficit in User Fees, Permits & Charges is projected due to lower than budgeted revenues tied to externally driven sources.

Minor Capital \$10,000

A slight surplus in Minor Capital expenses is anticipated due to pooled data for air cards used for mobile devices in the field.

Purchased Services \$25,000

Purchased Services are anticipated to end the year in a slight surplus position mainly due to line items such as travel, business meetings and some one-time savings in software maintenance not incurred.

Salaries & Benefits (\$60,000)

A slight deficit of approximately (\$60,000) in salary and wages is projected at year-end as a result of hiring of heavy workload and coop students to assist with critical projects in some divisions.

Other Miscellaneous Expenditures \$45,000

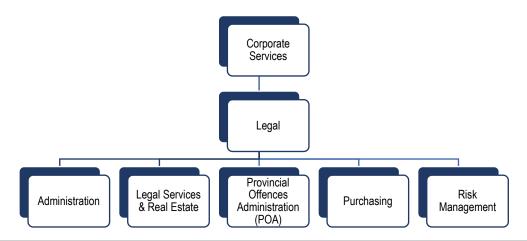
A small surplus is projected in Other Miscellaneous Expenditures due to surpluses in items such as memberships, conference registrations and training courses which have been placed on hold.



Legal

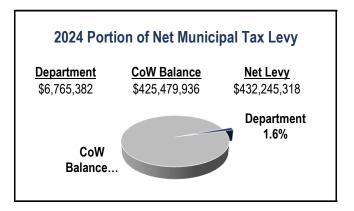
DEPARTMENTAL OVERVIEW

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 Gross Budget	n/a	n/a	1.2%	(5.6%)

2024 Budgeted Full Time Equivalent (FTE) Sr. Mngr. 1.0 Management: 7.0 Non-Union: 34.0 Local 543 Total 50.0



2024 Year-End Projection:

(\$665,000)

Second Quarter

Deficit



Legal

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
User Fees, Permits & Charges	n/a	(\$737,000)		
expenses:				
Financial Expenses	n/a	\$59,000		
Minor Capital	n/a	\$17,000		
Operating & Maintenance Supplies	n/a	\$10,000		
Purchased Services	n/a	\$45,000		
Salaries & Benefits	n/a	\$210,000		
Utilities, Insurance & Taxes	n/a	(\$282,000)		
Other Miscellaneous Expenditures	n/a	\$13,000		
Net Total	n/a	(\$665,000)	\$0	\$

User Fees, Permits & Charges (\$737,000)

The Provincial Offences Division (POA) is projecting a revenue shortfall in 2024. The main cause of this shortfall is a reduction of court hours resulting from a lack of judicial resources. 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 \$59,000

A surplus is projected in financial expenses due to there no longer being a retrieval fee in POA, as it has moved online.

Minor Capital \$17,000

A surplus is projected in Minor Capital due to less than anticipated costs related to furniture and computer supplies.

Operating & Maintenance Supplies \$10,000

A surplus is projected in Operating and Maintenance Supplies due to less than anticipated costs related to office supplies being spent.

Purchased Services \$45,000

A projected deficit in purchased services is related to higher than anticipated litigation & arbitration 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. Some of these cases are expected to be particularly large in 2024.

Offsetting this deficit is a \$325,000 projected surplus in purchased services attributed to the red light camera expenses which are expected to be significantly less than budgeted. There is also a \$41,000 surplus expected due to a new contract with WPS for POA security services that is expected to be in place by Q3.

Salaries & Benefits \$210,000

The projected surplus in Salaries and Benefits is a result of salary gapping in the POA and Risk divisions.



Appendix A 2024 Operating Budget Variance (Q2)

Legal

Utilities, Insurance & Taxes (\$282,000)

The projected deficit in Risk and Insurance is due to the Insurance Premium.

Other Miscellaneous Expenditures \$13,000

A surplus is projected in Other Miscellaneous Expenditures due to small surpluses in other miscellaneous items such as membership fees and dues, training courses and conference registrations not incurred.

MITIGATING MEASURES

In the second quarter of 2024 the POA division continued to underperform due to the lack of judicial resources that has been experienced for the last several years. On occasion, additional resources have been offered to the Windsor POA court. On August 1, 2024 an additional Justice of the Peace is being transferred to the Windsor – West Region and by the end of September an additional two Justices of the Peace will be added to our region.



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.

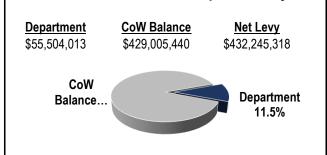


Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$1,481,166)	(\$1,518,324)	(\$1,952,731)	(\$2,001,430)
Annual Expense Budget	\$51,947,069	\$52,177,165	\$52,491,089	\$52,507,897
Annual Net Budget	\$50,465,903	\$50,658,841	\$50,538,358	\$50,506,467
Annual Net Variance	(\$553,373)	(\$812,297)	(\$3,464,816)	(\$1,536,849)
Variance as a % of Gross Budget	(1.1%)	(1.6%)	(6.6%)	(2.9%)

2024 Budgeted Full Time Equivalent (FTE)



2024 Portion of Net Municipal Tax Levy



2024 Year-End Projection:

FTE

4.0

2.0

302.0

308.0

(\$1,551,000)

Second Quarter

Deficit



Fire & Rescue

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
xpenses:				
Minor Capital	n/a	(\$21,000)		
Operating & Maintenance Supplies	n/a	\$100,000		
Salaries & Benefits	n/a	(\$1,630,000)		
Net Total	n/a	(\$1,551,000)	\$0	

Minor Capital	(\$21,000)

A deficit of (\$21,000) is anticipated for Fire Prevention and Fire Communication divisions due to office re-locations requiring additional fit-up.

Operating & Maintenance Supplies \$100,000
--

A surplus of approximately \$100,000 in fuel is anticipated for 2024.

Salaries & Benefits (\$1,630,000)

Net Salary variance for WFRS is projected to be in a deficit of (\$1,630,000) which is mitigated by \$110,051 in Budget Stabilization Reserve funding. Overtime deficit projection is (\$1,232,000) and salary is (\$398,000). Pressures in WSIB claims are ongoing creating high overtime shifts.

MITIGATING MEASURES

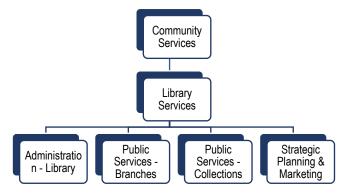
To mitigate the overtime deficit, WFRS management is using over complement firefighters approved by Council and through the attendance management process while maintaining approved service levels. Administration is reviewing alternatives to deal with the overtime pressures.



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 Gross Budget	7.1%	8.6%	5.0%	1.2%

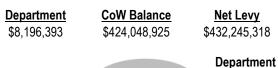
^{*} As per the Library Act, the Windsor Public Library's annual surplus is transferred to their reserve.

2024 Budgeted Full Time Equivalent (FTE)



Management: 6.0
Non-Union 1.0
Local 2067.1: 70.4
Total 77.4

2024 Portion of Net Municipal Tax Levy





2024 Year-End Projection:

\$0

1.9%

Second Quarter



Library Services

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Other Miscellaneous Revenue	n/a	\$25,000		
expenses:				
Financial Expenses	n/a	(\$122,100)		
Operating & Maintenance Supplies	n/a	(\$60,000)		
Salaries & Benefits	n/a	\$175,000		
Transfers to Reserves & Capital Fund	n/a	(\$84,400)		
Other Miscellaneous Expenditures	n/a	\$66,500		
Net Total	n/a	\$0	\$0	\$(

Other Miscellaneous Revenue \$25,000

WPL is projecting a \$25,000 surplus in other miscellaneous revenue for 2024. Approximately \$10,000 is attributed to the sale of the old bookmobile and maintenance van, and \$15,000 is due to eligible donation spending, which has allowed funding to be transferred into operating from deferred revenue.

Financial Expenses (\$122,100)

As WPL has entered into a lease agreement with the City of Windsor for leasing space within the Paul Martin Building to continue operating the Central Branch location, the payments required to satisfy this lease will lead to a (\$122,100) deficit in the Financial Expenses category for 2024.

Operating & Maintenance Supplies (\$60,000)

This projected year-end deficit of (\$60,000) 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.

Salaries & Benefits \$175,000

The Windsor Public Library is projecting to end 2024 with a surplus of \$175,000 in Salaries and Benefits. The timing of the new bookmobile delivery has led to delays in hiring for driver positions; however, the positions have recently been filled as the bookmobile is expected to be delivered in late summer 2024. Additionally, retirements in various positions have not yet been filled, and gaps in other roles within WPL have also contributed to the overall surplus in Salaries and Benefits.

Transfers to Reserves & Capital Funds (\$84,400)

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.



Appendix A 2024 Operating Budget Variance (Q2)

Library Services

Other Miscellaneous Expenditures \$66,500

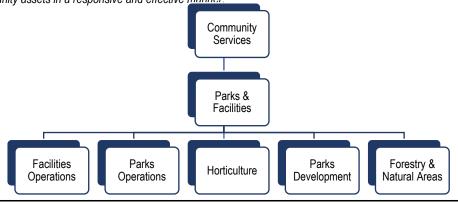
WPL is projecting a year-end surplus of \$66,500 in other miscellaneous expense accounts. The majority of this surplus is attributed to reduced vehicle maintenance costs, as the new bookmobile has not been acquired year-to-date and therefore no maintenance has been required. Additionally, WPL has not needed to purchase additional furniture and furnishings in 2024, which has also resulted in a surplus under this account. Other small surpluses in miscellaneous expenses also contribute to this overall projected surplus.



Parks & Facilities

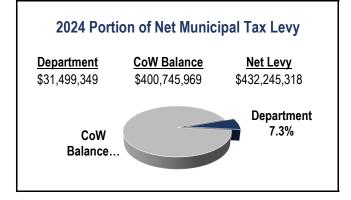
DEPARTMENTAL OVERVIEW

Parks & Facilities is 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.



Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$13,513,046)	(\$11,523,724)	(\$9,267,862)	(\$9,812,747)
Annual Expense Budget	\$41,450,753	\$40,045,445	\$36,841,100	\$39,883,357
Annual Net Budget	\$27,937,707	\$28,521,721	\$27,573,238	\$30,070,610
Annual Net Variance	\$240,604	\$37,321	(\$326,853)	(\$1,186,970)
Variance as a % of Gross Budget	0.6%	0.1%	(0.9%)	(3.0%)

2024 Budgeted Full Time Equivalent (FTE) Sr. Mngr.: 1.0 Management: 26.0 Non-Union: 9.0 Local 543: 53.4 Local 82: 108.4 Total 197.8



2024 Year-End Projection:

(\$34,000)

Second Quarter

Deficit



Parks & Facilities

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Grants & Subsidies	n/a	\$29,000		
Expenses:				
Minor Capital	n/a	(\$63,000)		
Operating & Maintenance Supplies	n/a	(\$21,000)		
Purchased Services	n/a	(\$145,000)		
Salaries & Benefits	n/a	\$147,000		
Other Miscellaneous Expenditures	n/a	\$19,000		
Net Total	n/a	(\$34,000)	\$0	\$0

Grants & Subsidies \$29,000

The Canada Summer Jobs program provides funding for expenditures related to student employment and offset the Parks Department temporary staffing expenditures. A grant application is submitted every year in early fall based on forecasted eligible costs and student placements. Since it varies every year and is subject to change, the grant funding is not budgeted. For 2024, the grant funding is projected at \$29,000 based upon forecasts of student employment in Parks.

Minor Capital (\$63,000)

A deficit of (\$63,000) is expected due to market fluctuations in the costs of infrastructure and construction materials.

Operating & Maintenance Supplies (\$21,000)

A projected deficit of approximately (\$21,000) related to fuel usage and pricing is expected for 2024.

Purchased Services (\$145,000)

A deficit of (\$145,000) is expected due to the increase in vandalism within Parks in addition to general increase in service pricing for contractors.

Salaries & Benefits \$147,000

A year end surplus of \$147,000 in Salaries is being projected due surplus in salary gapping.

Other Miscellaneous Expenditures \$19,000

A year end surplus of \$19,000 is being projected in Other Miscenaleous Expenses related to training, equipment rentals, office supplies and other miscellaneous items not incurred.

MITIGATING MEASURES

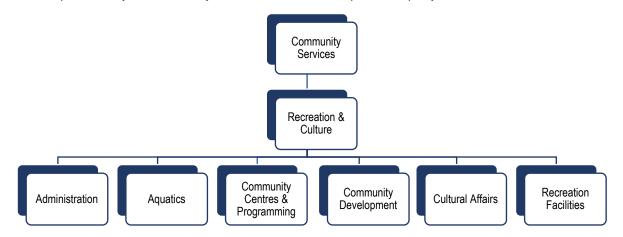
Parks & Facilities administration will continue to monitor the prices in contractual agreements as well as the supplies and materials used for maintenance and attempt to mitigate costs in order to maintain current service levels and reduce the budget variances where possible for the remainder of the year.



Recreation & Culture

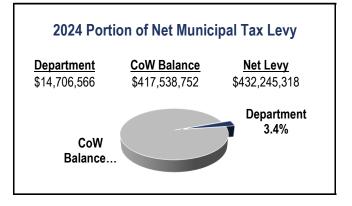
DEPARTMENTAL OVERVIEW

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. The Culture division 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	(\$12,014,378)	(\$11,949,514)	(\$12,161,940)	(\$12,763,081)
Annual Expense Budget	\$25,364,844	\$24,992,464	\$25,738,985	\$26,551,319
Annual Net Budget	\$13,350,466	\$13,042,950	\$13,577,045	\$13,788,238
Annual Net Variance	(\$1,362,395)	(\$157,936)	\$3,133	\$1,794,704
Variance as a % of Gross Budget	(5.4%)	(0.6%)	0.0%	6.8%

2024 Budgeted Full Time Equivalent (FTE) Management: 21.0 Non-Union 10.0 Local 543: 34.7 Local 82: 20.5 Total 86.2



2024 Year-End Projection:

(\$83,000)

Second Quarter

Deficit



Recreation & Culture

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
xpenses: Operating & Maintenance Supplies	n/a	(\$83,000)		
Net Total	n/a	(\$83,000)	\$0	\$(

Operating	& Maintenance Supplies	(\$83,000)

The Operating & Maintenance Supplies is currently trending a deficit of approximately \$83,000 at the end of the year. The deficit projection is mainly due to the remaining maintenance & replacement work needed at the WFCU after the flood in 2023. While there is an insurance claim for the flood related damages, the claim proceeds are not included in the projections, as the amount and timing are yet to be determined. One-time funding approved for 2024 in the amount of \$50,000 is including in the projection to mitigate a budgetary deficit in program operations at the Windsor Water World.

MITIGATING MEASURES

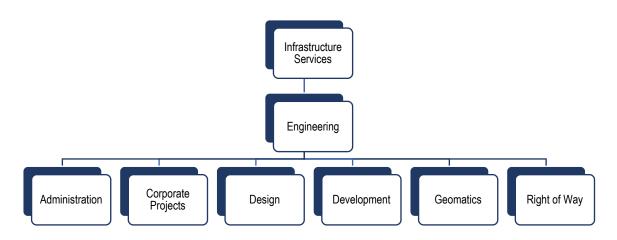
The Recreation & Culture Department will continue to monitor all areas where a deficit is currently present to ensure that the Department maintains the current service level while minimizing the costs. In addition, the Department will also continue to monitor costs of providing programming to ensure that they stay within budget.



Engineering

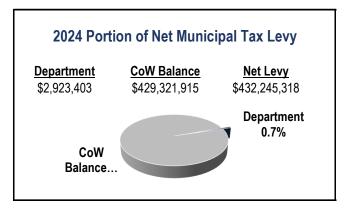
DEPARTMENTAL OVERVIEW

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 Gross Budget	n/a	n/a	(3.1%)	5.2%

2024 Budgeted Full Time Equivalent (FTE) Sr. Mngr. 1.0 Management: 10.0 Non-Union: 34.0 Local 543: 25.0 Total 70.0



2024 Year-End Projection: \$57,000
Second Quarter Surplus



Engineering

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Recovery of Expenditures	n/a	\$82,000		
Transfers from Other Funds	n/a	(\$70,000)		
User Fees, Permits & Charges	n/a	\$174,000		
Other Miscellaneous Revenue	n/a	\$21,000		
Expenses:				
Financial Expenses	n/a	(\$59,000)		
Minor Capital	n/a	\$3,000		
Salaries & Benefits	n/a	(\$94,000)		
Net Total	n/a	\$57,000	\$0	\$(

Recovery of Expenditures \$82,000

A surplus of \$82,000 is projected at year-end for recovery of expenditures. This is primarily due to salary recoveries higher than budgeted within the Design division and Office of the City Engineer. This is slightly offset by a deficit in the Geomatics division due to salary recoveries being lower than budgeted.

Transfers from Other Funds (\$70,000)

Transfers from Other Funds are projected to be a deficit of (\$70,000) at the end of 2024.

User Fees, Permits & Charges \$174,000

A surplus of \$291,000 is projected for 2024 primarily related to an increase in GIS User Fees received from economic growth and development. This is slightly offset by a small deficit in the Right of Way division, due to a decrease in the number of utility permits issued.

Other Miscellaneous Revenue \$21,000

Other Miscellaneous Revenue is projecting a small surplus of \$21,000 in Right-of-Way.

Financial Expenses (\$59,000)

A deficit of (\$59,000) in bank charges is being projected for year end. This is a continuing trend caused by the increased use of credit cards for payments made to Right of Way and Geomatics.

Minor Capital \$3,000

A surplus of \$3,000 is projected in the Minor Capital category, related to Geomatics. This is due to the recent purchase of a new machine which should require less maintenance in the first years of operation.

Salaries & Benefits	(\$94,000)	
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Appendix A 2024 Operating Budget Variance (Q2)

Engineering

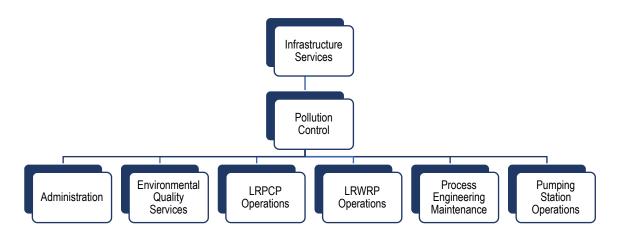
A deficit of (\$94,000) is projected at year-end in the Salaries & Benefits category, largely attributed to the secondment of staff working on special projects (stormwater financing and e-permitting), additional heavy workload positions. Offsetting these deficits are surpluses in Geomatics and Corporate Projects due to staff vacancies.



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)



2024 Portion of Net Municipal Tax Levy

<u>Department</u>	CoW Balance	Net Levy
n/a	n/a	n/a

2024 Year-End Projection:

\$0

Second Quarter



Appendix A 2024 Operating Budget Variance (Q2)

Pollution Control

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.

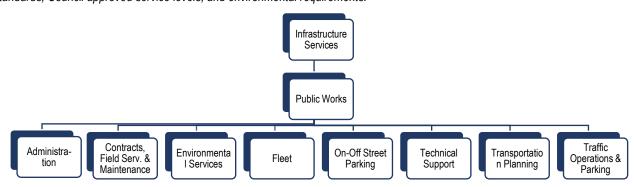
Refer to the Sewer Surcharge submission later on in this Appendix for details related to the Pollution Control variance. The Pollution Control Department is in a projected surplus position for year-end.



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.

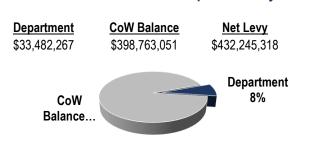


Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$30,629,406)	(\$27,330,228)	(\$29,641,435)	(\$32,474,213)
Annual Expense Budget	\$59,855,262	\$56,609,038	\$58,680,331	\$64,764,224
Annual Net Budget	\$29,225,856	\$29,278,810	\$29,038,896	\$32,290,011
Annual Net Variance	(\$1,407,608)	(\$2,606,219)	(\$2,935,920)	\$203,873
Variance as a % of Gross Budget	(2.4%)	(4.6%)	(5.0%)	0.3%

2024 Budgeted Full Time Equivalent (FTE)



2024 Portion of Net Municipal Tax Levy



2024 Year-End Projection:

\$775,000

Second Quarter

Surplus



Public Works

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Recovery of Expenditures	n/a	(\$220,000)		
User Fees, Permits & Charges	n/a	(\$225,000)		
Expenses:				
Purchased Services	n/a	\$485,000		
Salaries & Benefits	n/a	\$735,000		
Net Total	n/a	\$775,000	\$0	\$0

Recovery of Expenditures (\$220,000)

A total net deficit of (\$220,000) is estimated for 2024 related to recovery revenue in the Field Services and Contracts Divisions due to several staff vacancies and heavy workload staffing in place.

User Fees, Permits & Charges (\$225,000)

A deficit of (\$225,000) is projected for 2024 related to reduced parking ticket revenue. Parking ticket issuance continues to be below anticipated volumes.

Purchased Services \$485,000

A net surplus of approximately \$485,000 is possible for 2024 related to the expected variances for purchased services for the winter control service, streetlight maintenance, and waste collection.

Salaries & Benefits \$735,000

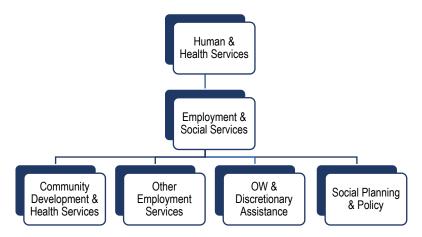
A projected net surplus of approximately \$735,000 is estimated for 2024 related to salary and wage for all staff in Public Works. The projected surplus is the net total of the surpluses and deficits expected related to salary and wage gapping due to a number of vacancies across the department resulting from retirements and staff appointments into new positions offset with the hiring of extra staff to accommodate heavy work load situations where required.



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.

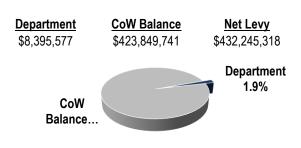


Historical Financial Summary	2020	2021	2022	2023
Annual Revenue Budget	(\$108,882,445)	(\$108,913,554)	(\$93,448,255)	(\$115,187,574)
Annual Expense Budget	\$116,969,007	\$116,559,418	\$101,037,567	\$123,194,263
Annual Net Budget	\$8,086,562	\$7,645,864	\$7,589,312	\$8,006,689
Annual Net Variance	\$1,673,697	\$1,568,805	\$1,267,504	(\$109,330)
Variance as a % of Gross Budget	1.4%	1.3%	1.3%	(0.1%)

2024 Budgeted Full Time Equivalent (FTE)



2024 Portion of Net Municipal Tax Levy



2024 Year-End Projection:

\$630,000

Second Quarter

Surplus



Employment & Social Services

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
Recovery of Expenditures	n/a	(\$142,000)		
expenses:				
Financial Expenses	n/a	(\$21,000)		
Minor Capital	n/a	(\$34,000)		
Operating & Maintenance Supplies	n/a	(\$22,000)		
Purchased Services	n/a	(\$30,000)		
Salaries & Benefits	n/a	(\$225,000)		
Transfers for Social Services	n/a	\$1,064,000		
Other Miscellaneous Expenditures	n/a	\$40,000		
Net Total	n/a	\$630,000	\$0	\$

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.

Recovery of Expenditures (\$142,000)

Ontario Works Program Delivery expenditures are cost shared with the County of Essex. Lower budgeted expenditures are projected at year-end, therefore County Revenue is projected to be lower by (\$181,000). Additional cost recoveries within the Social Policy & Planning area is expected to reduce this amount by \$39,000

Financial Expenses (\$21,000)

As Ontario Works caseloads rise, the increased use of Reloadable Payment cards (RPC) instead of cheques is resulting in higher than budgeted bank fees associated with this service. The projected deficit of (\$21,000) is expected to be offset by savings in other accounts such as postage and paper.

Minor Capital (\$34,000)

Higher than budgeted furniture and fixtures purchases related to new staff is projected by year end. This over-expenditures will be offset by savings projected within other accounts.

Operating & Maintenance Supplies (\$22,000)

The deficit of (\$21,500) is projected in this account such as computer supplies. These costs are offset by savings in other accounts.

Purchased Services (\$30,000)

Purchased Services is expected to be higher than budget (\$30,000) primarily due to increased costs in contracted services.



Appendix A 2024 Operating Budget Variance (Q2)

Employment & Social Services

Salaries & Benefits (\$225,000)

Expenditures related to the one-time Provincial funding received in 2024 were budgeted under Transfers for Social Services, however the one-time costs, such as salaries/benefits, and other one-time costs were charged to other respective accounts. The (\$225,000) deficit is offset by the surpluses in the Transfers for Social Services category.

Transfers for Social Services \$1,064,000

The year-end surplus for Transfers for Social Services relates to one-time provincial funding from Ministry of Children, Community and Social Services for the delivery of the Ontario Work Program. Although the expenditures associated with this funding were budgeted to the Transfers for Social Service category, the actual costs are charged to other expense accounts which will fully offset this surplus.

Other Miscellaneous Expenditures \$40,000

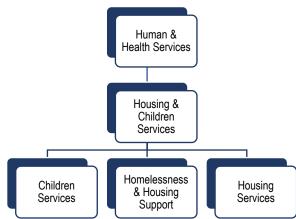
A projected year end surplus of \$40,000 is primarily due to lower than expected training costs and membership fees.



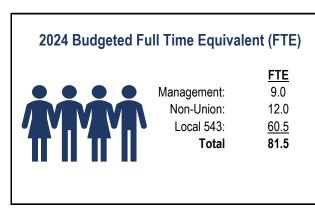
Housing & Children Services

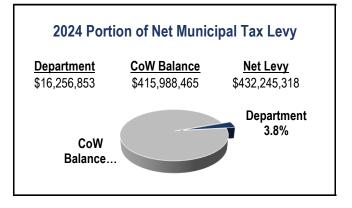
DEPARTMENTAL OVERVIEW

Social Housing administers program requirements and funding for 7,800 units including over 34 social housing providers in Windsor and Essex County. The division administers various programs related to homelessness and works with residents in Emergency Shelters and Housing with Supports Homes to ensure basic needs are met and provides assistance with transition back into the community.



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 Gross Budget	1.7%	0.0%	(1.3%)	(1.0%)





2024 Year-End Projection:

(\$751,000)

Second Quarter

Deficit



Housing & Children Services

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
evenue:				
Grants & Subsidies	n/a	\$231,000		
Recovery of Expenditures	n/a	\$233,000		
Transfers from Other Funds	n/a	(\$200,000)		
xpenses:				
Minor Capital	n/a	(\$14,000)		
Purchased Services	n/a	(\$33,000)		
Salaries & Benefits	n/a	(\$99,000)		
Transfers for Social Services	n/a	(\$877,000)		
Other Miscellaneous Expenditures	n/a	\$8,000		
Net Total	n/a	(\$751,000)	\$0	\$(

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.

Grants & Subsidies \$231,000

One time provincial funding was approved by Ministry of Municipal of Affairs and Housing (MMAH) related to the Rent Supplement program. Therefore, it is anticipated that the funding from the Budget Stabilization Reserve (BSR) of \$200,000, referenced in Transfer from Other Funds, will not be drawn upon. Emergency Preparedness received one-time funding \$31,000 in-year related to the Emergency Nuclear Program Grant.

Recovery of Expenditures \$233,000

Of the total surplus, \$92,000 relates to higher than budgeted County revenue for all cost shared programs. The balance of the surplus relates to additional one-time cost recoveries.

Transfers from Other Funds (\$200,000)

At this time, funding from the Budget Stabilization Reserve of (\$200,000) for Rent Supplement program is not anticipated will be drawn on in 2024, due to one time provincial funding approved by Ministry of Municipal of Affairs and Housing (MMAH) which is referenced in Grants & Subsidies section.

Minor Capital (\$14,000)

A deficit of (\$14,000) is projected in this account for computer related purchases.

Purchased Services (\$33,000)

The Reaching Home program is projecting a deficit of approximately (\$50,000). This projected deficit relates to providing expanded hours of security services during the period of May 1 – December 31, 2024 at the Homelessness & Housing Help Hub (H4) which are unbudgeted. This deficit will be offset by \$17,000 in projected savings in Housing area.

Salaries & Benefits (\$99,000)

The projected additional staffing (\$99,000) cost will be funded through one-time provincial funding (Recovery of Expense).



Appendix A 2024 Operating Budget Variance (Q2)

Housing & Children Services

(\$877,000)

Transfers for Social Services

Non-Profit Housing is projecting a gross deficit of approximately (\$284,000) due to higher subsidy costs, as well as from the reconciliation of Service Providers year end reports. The costs in the Non-profit housing portfolio are legislated, and mitigation of these costs may not be possible. These increased costs will be offset by additional County Revenue referenced in the Recovery of Expense section. Emergency Preparedness is projecting a deficit of approximately (\$31,000) related to expenses incurred for the Emergency Nuclear Program which has been recovered by revenue received in Grants & Subsidies section. Unbudgeted one-time expenditures of approximately (\$62,000) were incurred due to the fire at 333 Glengarry and operation of a temporary emergency shelter at the WFCU to accommodate displaced residents. In addition, a (\$500,000) deficit is expected in the Homelessness Prevention Program as a result of the significant demand for one-time emergency rent assistance under the Housing Stability Plan program which provides first/last months rent to those exiting homelessness/emergency shelters or provides rental arrears payments to prevent people from entering homelessness. Emergency rent assistance is a cost-effective homelessness prevention program that reduces demand on the emergency shelter system.

Other Miscellaneous Expenditures \$8,000

A surplus of \$8,000 is being projected in this major account as a result of savings in conference registrations and membership fees.

MITIGATING MEASURES

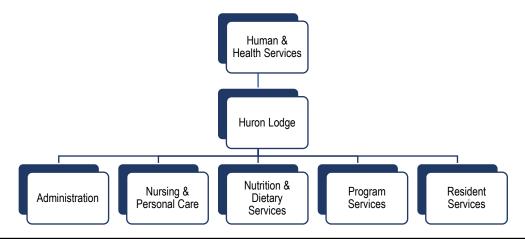
Administration will continue to monitor expenditures relting to housing programs and services with a view to mitigate impacts while maintaining services, utilizing any other funding sources which may become available.



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 Gross Budget	4.2%	2.0%	4.0%	3.7%

2024 Budgeted Full Time Equivalent (FTE)



Management: 10.0
Non-Union: 7.0
ONA: 26.0
Local 543: 207.2
Total 250.2

2024 Portion of Net Municipal Tax Levy



2024 Year-End Projection:

\$545,000

Second Quarter

Surplus



Huron Lodge

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
levenue:				
Grants & Subsidies	n/a	(\$100,000)		
Transfers from Other Funds	n/a	(\$125,000)		
User Fees, Permits & Charges	n/a	\$18,000		
Other Miscellaneous Revenue	n/a	\$7,000		
xpenses:				
Minor Capital	n/a	(\$135,000)		
Operating & Maintenance Supplies	n/a	(\$150,000)		
Purchased Services	n/a	\$30,000		
Salaries & Benefits	n/a	\$1,000,000		
Net Total	n/a	\$545,000	\$0	\$(

Grants & Subsidies (\$100,000)

The projected surplus is predominately due to one-time funding allocation of \$570,000 from the Ministry of Long-Term Care (MLTC) to assist long-term care homes with facility repairs. The department will transfer the funding to the capital project 7153006- Huron Lodge Facilities Improvements to offset the costs of the works being performed this year. Huron Lodge is expecting to transfer the entire amount of the one-time funding to the capital project (7153006) to offset the facility repairs that are occurring this year. The department is expected to end the year in a (\$100,000) deficit position in annualized MLTC funding streams due to unforeseen variables such as the Case Mix Index reducing the per diems received.

Transfers from Other Funds (\$125,000)

As part of the 2024 approved budget, council approved a one-time transfer of \$125,000 to offset the cost of an alternative service delivery model for laundering linen at Huron Lodge. At this time, it is expected that the \$125,000 transfer from BSR will not occur as Huron Lodge is expecting an overall departmental surplus and some costs associated with new service delivery were incurred in 2023.

User Fees, Permits & Charges \$18,000

This estimated surplus is due to higher than budgeted Accommodation Revenue expected in 2024. Budgets are set based on historical trends for occupancy in the home and accommodation rates that are determined by the MLTC.

Other Miscellaneous Revenue \$7,000

Huron Lodge receives rebates based on spending levels for various supplies such as incontinence and food items. Budgets are set for expected rebates and are based on historical trends. It is projected to end the year with a \$7,000 surplus in this category.

Minor Capital (\$135,000)

Necessary repairs in the kitchen for plumbing and humidification and refrigeration equipment contribute to the majority of the estimated year-end variance in minor capital at Huron Lodge.



Appendix A 2024 Operating Budget Variance (Q2)

Huron Lodge

Operating & Maintenance Supplies (\$150,000)

The expected overage in the Operating & Maintenance Supplies category is predominately due to the supplies in the Nursing division of Huron Lodge. Residents are coming in more fragile and majority from hospital requiring additional supplies for their plan of care.

Purchased Services \$30,000

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 \$1,000,000

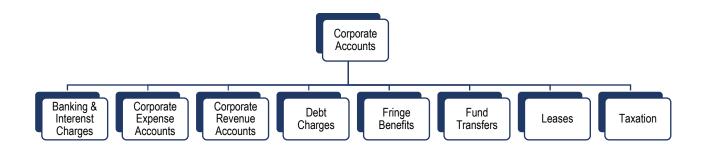
The projected surplus in salary and benefit accounts represents the net impact of all salary and benefit accounts at Huron Lodge and is largely due to the additional funded expense for staff additions that have not been filled yet. The department is working with Human Resources to fill positions necessary as approved by S172/2021 CR 35/2022 to meet the staffing targets set by the MLTC.



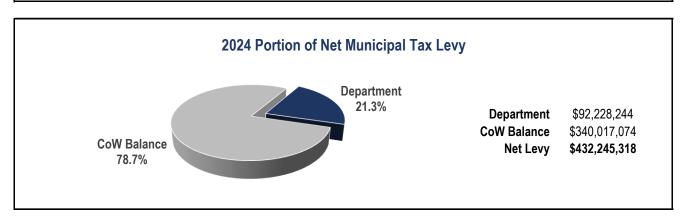
Corporate Accounts

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 Gross Budget	1.5%	1.5%	2.4%	0.4%



2024 Year-End Projection:

\$2,444,000

Second Quarter

Surplus



Corporate Accounts

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
evenue:				
Investment Income & Dividends	n/a	\$1,000,000		
Recovery of Expenditures	n/a	\$362,000		
Taxes - Municipal	n/a	\$82,000		
User Fees, Permits & Charges	n/a	\$1,000,000		
Net Total	n/a	\$2,444,000	\$0	\$(

		41.000.000
Investment	Income & Dividends	\$1.000.000

A year end surplus of \$1,000,000 is being projected in Capital interest Income due to projects being funded internally.

Recovery of Expenditures \$362,000

A year-end surplus of \$362,000 is being projected in Program Support Recoveries due to additional program funding available within Employment & Social Services.

Taxes - Municipal \$82,000

A year-end surplus of \$82,000 is being projected in Taxes-Municipal as a result of the increase in the 'Heads and Beds' levy from increased student enrollment.

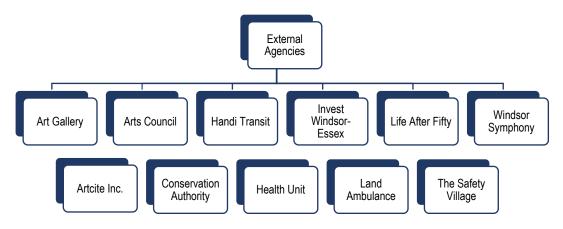
User Fees, Permits & Charges \$1,000,000

A year-end surplus of \$1,000,000 is being projected in Interest and Penalties on Taxes Receivable.

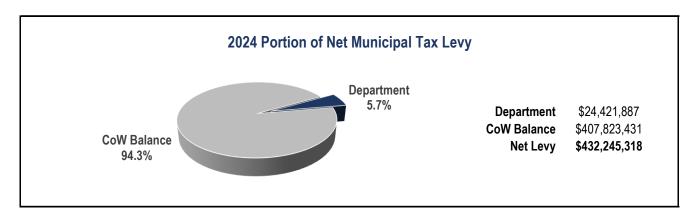


Agencies

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 Gross Budget	5.3%	0.8%	5.3%	1.3%



2024 Year-End Projection: \$668,000
Second Quarter Surplus

Agencies

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
xpenses:				
Transfers to External Agencies	n/a	\$668,000		
Net Total	n/a	\$668,000	\$0	\$(

Transfers	to External	Agencies	\$668,000
Hansicis	to External	Agenoics	φοσο,σσσ

EMS / Land Ambulance: \$16,000 Surplus

A projected year-end surplus of \$16,000 is anticipated as this represents the City's share of the 2023 adjustment resulting from an increase in Provincial funding over what was reported at 2023 Year End.

Windsor Essex County Heath Unit: \$645,000 Surplus

A projected year-end surplus of \$645,000 is anticipated as this represents the City's share of the 2023 Mitigation Funding adjustment approved by the Minstry of Health.

Essex Region Conservation Authority (ERCA): \$7,000 Surplus

The Essex Region Conservation Authority's budget was approved subsequent to the City's budget being approved and has resulted in a \$7,000 surplus.

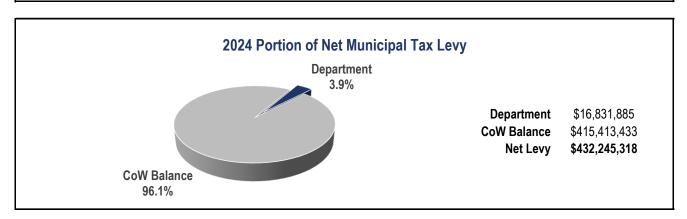


Windsor Essex Community Housing Corporation

DEPARTMENTAL OVERVIEW



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2024 Year-End Projection: (\$482,000)
Second Quarter Deficit



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		
Expenses:				
Transfers for Social Services	n/a	(\$830,000)		
Net Total	n/a	(\$482,000)	\$0	\$0

Recovery of Expenditures	\$348,000

Social Housing provided through Windsor Essex Community Housing Corporation's (CHC) is cost shared with the County of Essex. The County revenue surplus is associated with the additional Transfers for Social Services, noted below, is projected to \$348,000 higher than budgeted.

Transfers for Social Services (\$830,000)

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. The City as Service Manager for Social Housing provides operating subsidy to CHC through the Approved Housing Budget to maintain CHC operations. CHC is projecting a gross deficit in their Public Housing portfolio of approximately (\$830,000) primarily due to increased costs in building repair and maintenance.

MITIGATING MEASURES

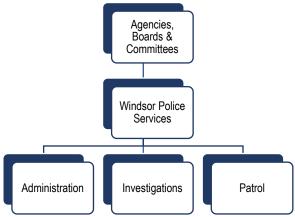
Housing Services is working with CHC administration to monitor expenditures, in key controllable categories such as increased costs related to utilities, and maintenance.



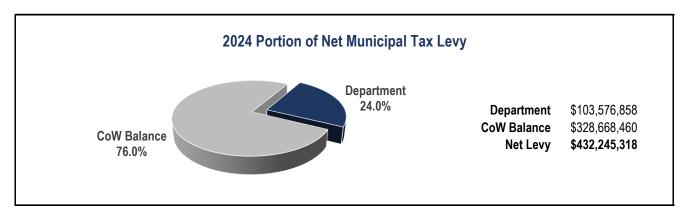
Windsor Police Services

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 Gross Budget	0.5%	1.4%	0.5%	(0.1%)



2024 Year-End Projection: (\$3,000,000)

Second Quarter Deficit



Windsor Police Services

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
xpenses:				
Salaries & Benefits	n/a	(\$3,000,000)		
Net Total	n/a	(\$3,000,000)	\$0	\$(

Salaries & Benefits	(\$3,000,000)

Once adjusted for impending wage settlements, known timing issues, fringes, and utilities; the second quarter report provided to City Administration projects that the WPS will experience a \$3M budget deficit by year end. The most significant contributing factor is the settlement of the 2023-2026 Collective Bargaining Agreements with the Windsor Police Association. This requires the WPS to remit retroactive settlements for both the 2023 and 2024 fiscal years. The 2023 and 2024 salary budget provisions were based on comparator data which was available during the annual budget planning processes.

MITIGATING MEASURES

WPS will continue to manage and monitor discretionary spending where possible to mitigate the impacts of negotiated salary increases.



On-Off Street Parking Reserve

2024 Year-End Projection:

(\$325,000)

Second Quarter

Deficit

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
User Fees, Permits & Charges	n/a	(\$450,000)		
Expenses:				
Salaries & Benefits	n/a	\$125,000		
Net Total	n/a	(\$325,000)	\$0	\$0

User Fees, Permits & Charges	(\$450,000)	۱
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A total deficit of (\$450,000) is estimated for 2024 related to reduced hourly and monthly parking revenue at meters, in lots, and in garages. This estimate is based on year to date trends in 2024 as compared to previous years both pre and post pandemic.

Salaries & Benefits \$125,000

A projected overall surplus of approximately \$125,000 is estimated for 2024 related to salary and wage for all staff in the On-Off Street Parking Division of Public Works. The projected surplus is the net total of the surpluses and deficits expected related to salary and wage gapping due to a number of vacancies across the department resulting from retirements and staff appointments into new positions.

MITIGATING MEASURES

A draw from the Off Street Parking Reserve will be required should revenue projections remain below anticipated volumes.



Building Permit Reserve

2024 Year-End Projection:

\$7,431,000

Second Quarter

Surplus

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
Revenue:				
User Fees, Permits & Charges	n/a	\$7,500,000		
xpenses:				
Financial Expenses	n/a	(\$30,000)		
Minor Capital	n/a	(\$209,000)		
Operating & Maintenance Supplies	n/a	(\$3,000)		
Purchased Services	n/a	(\$495,000)		
Salaries & Benefits	n/a	\$734,000		
Other Miscellaneous Expenditures	n/a	(\$66,000)		
Net Total	n/a	\$7,431,000	\$0	\$

User Fees, Permits & Charges \$7,500,000

Building permit revenue is expecting a year end surplus of \$7,500,000. The surplus in permit revenue is largely due to larger building construction projects.

Financial Expenses (\$30,000)

The Building department is expecting to end the year with a deficit of (\$30,000) due to the number of transactions that are anticipated to be paid by credit card in 2024.

Minor Capital (\$209,000)

The Minor Capital is expected to have a short fall of (\$209,000) for the renovation of the 2nd floor in the 350 City Hall Building.

Operating & Maintenance Supplies (\$3,000)

The Building Department is expecting to end the year with an overall deficit of (\$3,000) mainly due to promotional material that was purchased for job fairs and other community events.

Purchased Services (\$495,000)

A deficit in Purchased Services is to due the allocation of indirect program support costs to the Building Permit Fee Reserve as well as for advertising and telephone purchases for hiring new employees. The deficit is expected to be offset by a surplus due to fewer fleet expenses reallocation.



Appendix A 2024 Operating Budget Variance (Q2)

Building Permit Reserve

Salaries & Benefits \$734,000

Staff gapping savings of \$734,000 is expected due to the number of retirements in 2024 and new positions created by the 2023 staff reorganization (BI2023-0069) that have not been filled.

Other Miscellaneous Expenditures (\$66,000

The expected Deficit in Other Miscellaneous Expenditures is mainly due to (\$63,000) in training and (\$3,000) for Document registrations.



Sewer Surcharge Reserve

2024 Year-End Projection:

\$188,000

Second Quarter

Surplus

VARIANCE SUMMARY & DESCRIPTION

Description	Q1 Projection	Q2 Projection	Q3 Projection	Year-End Variance
evenue:				
Recovery of Expenditures	n/a	\$289,000		
User Fees, Permits & Charges	n/a	\$674,000		
Other Miscellaneous Revenue	n/a	(\$1,264,000)		
xpenses:				
Minor Capital	n/a	(\$24,000)		
Operating & Maintenance Supplies	n/a	(\$605,000)		
Salaries & Benefits	n/a	(\$146,000)		
Transfers to Reserves & Capital Fund	n/a	\$1,264,000		
Net Total	n/a	\$188,000	\$0	\$(

Recovery of Expenditures \$289,000

A surplus of \$289,000 is projected from recoveries in Environmental Quality Services from the Windsor Salt Evaporation Facility. The net recoveries of \$289k were also for expenses from prior year.

User Fees, Permits & Charges \$674,000

A surplus of \$232,000 is projected in septic services revenue within the Pollution Control division. The sewage that Enviroland has been bringing LRWRP is part of a special project for a trailer park lagoon repair. Enviroland has been hauling for the trailer park since 2023, and the project has now been completed in 2024. Sewer rates were increased in 2024 and are projected to yield a \$410,000 surplus.

Additionally, the Engineering division is projecting a surplus of approximately \$32,000 in User Fees, Permits & Charges. This is the automated Sewer Surcharge Work Auth entries fully recover costs allocated in the Right of Way division variance attributable to Construction Contracts (PDC Replacement Rebates paid out). This is offset by a deficit in Minor Capital.

Other Miscellaneous Revenue (\$1,264,000)

There is an anticipated deficit for other Sewer Surcharge-related miscellaneous revenue of approximately (\$1,264,000) for 2024 which is due to the timing of the implementation of the 2024 rates. This is currently being offset by a surplus in Transfers to Reserves & Capital Funds as noted below. Based on current patterns, no additional loss of revenue is expected to be incurred. However, there is a risk that a change in consumption patterns could further impact revenue during the remainder of the year. Revenue and expenses will continue to be assessed and appropriate adjustments will continue to be made throughout the year.



Appendix A 2024 Operating Budget Variance (Q2)

Sewer Surcharge Reserve

Minor Capital (\$24,000)

The Engineering division is projecting a deficit of approximately (\$24,000) due to large value of PDC Replacement Rebates expected to be paid out by Right of Way division. This is offset by a surplus in User Fees. Permits and Charges.

Operating & Maintenance Supplies (\$605,000)

Chemicals are projected to be in a deficit of (\$377,000) and Maintenance is projected to be in a deficit of (\$228,000) by the end of 2024 within the Pollution Control division.

Salaries & Benefits (\$146,000)

A projected overall surplus of approximately \$180,000 in Public Works is estimated for 2024 related to salary and wage for all staff in Public Works. The projected surplus is the net total of the surpluses and deficits expected related to salary and wage gapping due to a number of vacancies across the department resulting from retirements and staff appointments into new positions offset with the hiring of extra staff to accommodate heavy work load situations where required. Offsetting the overall salary and wage surplus is an expected deficit related to permanent gapping charges for the year.

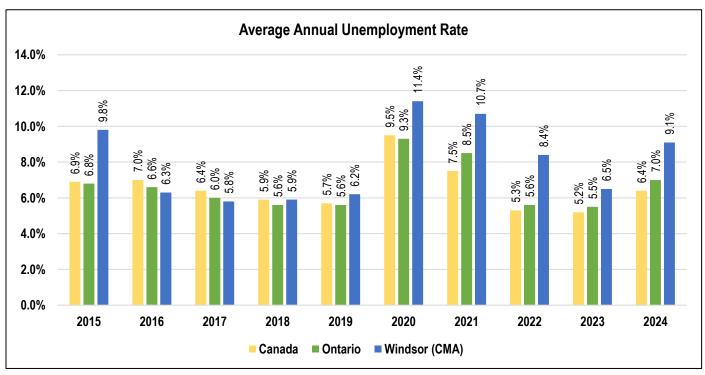
Offsetting this surplus is a projected deficit of (\$326,000) within Pollution Control, mainly due to overtime charges.

Transfers to Reserves & Capital Funds \$1,264,000

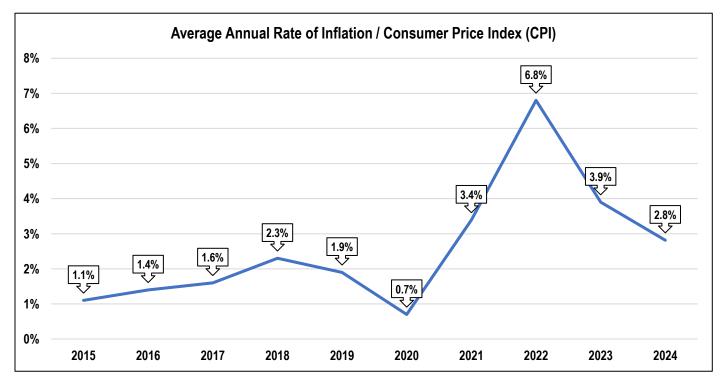
Transfer to Capital Funds is anticipated to be in a surplus of approximately \$1,264,000, which is due to a holdback in sewer surcharge capital transfers. This is to offset the anticipated deficit of Sewer Surcharge revenue due to the timing of the implementation of the 2024 rates as noted above. Based on current patterns, no additional loss of revenue is expected to be incurred. However, there is a risk that a change in consumption patterns could further impact revenue during the remainder of the year. Revenue and expenses will continue to be assessed and appropriate adjustments will continue to be made throughout the year.



ECONOMIC STATISTICS



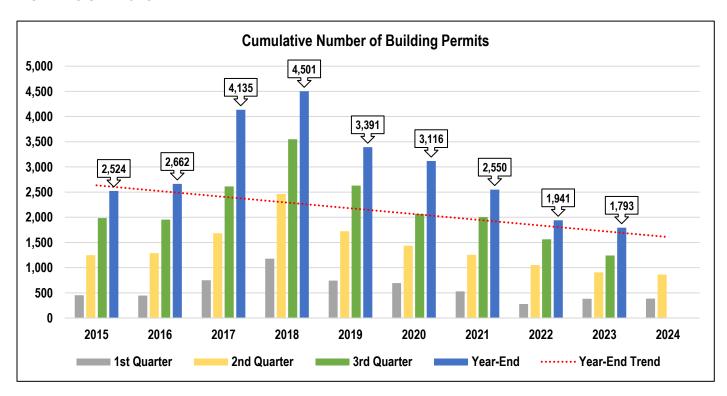
Source: Statistics Canada (3-Month Moving Average, Unadjusted)

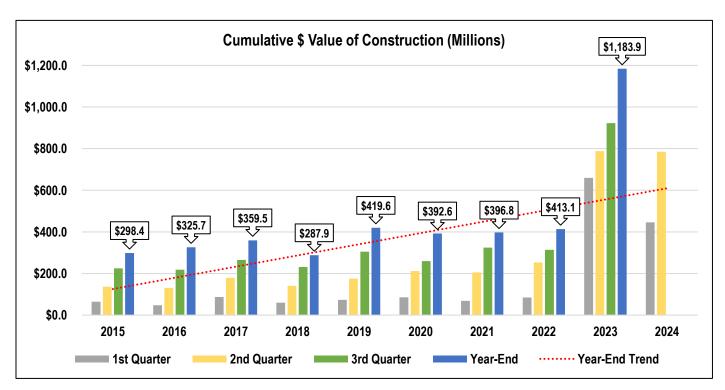


Source: Statistics Canada (All Items, Unadjusted)



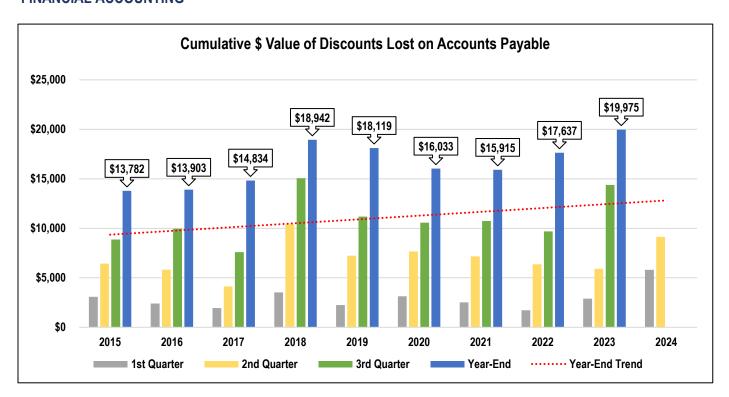
BUILDING SERVICES



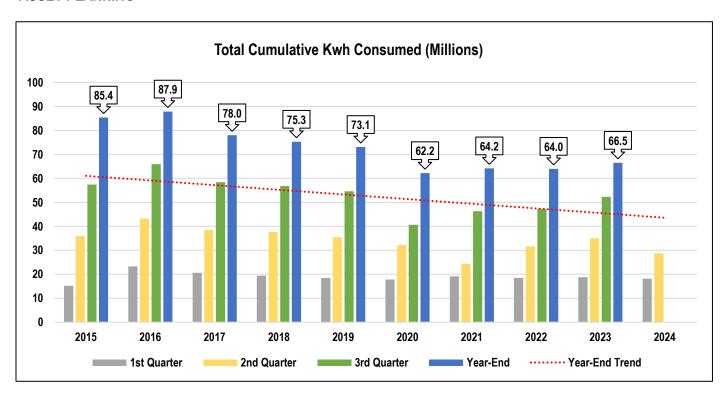




FINANCIAL ACCOUNTING

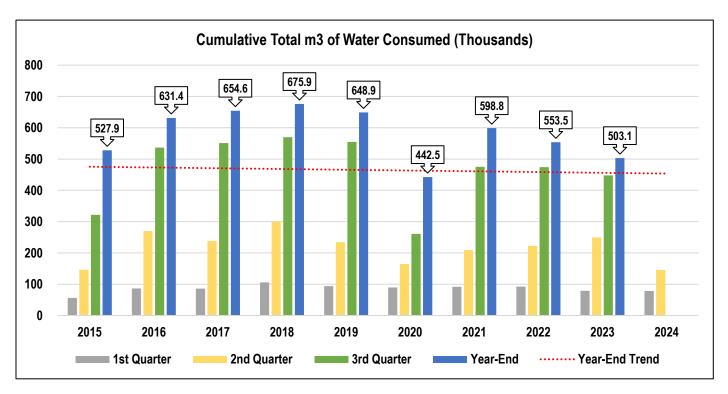


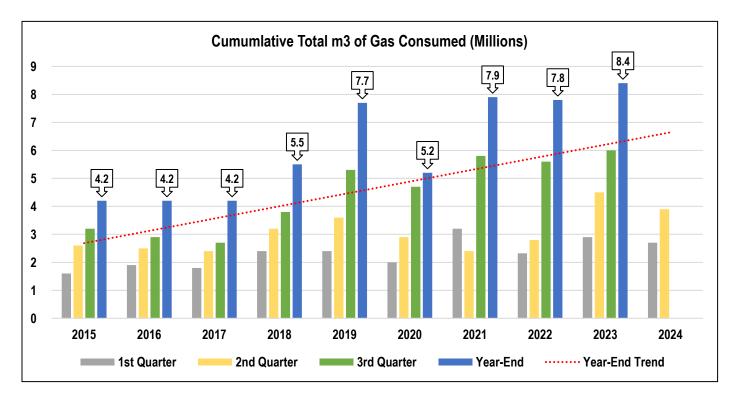
ASSET PLANNING





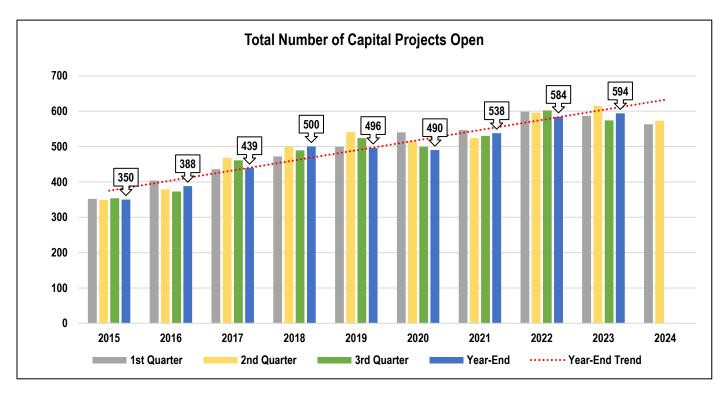
ASSET PLANNING

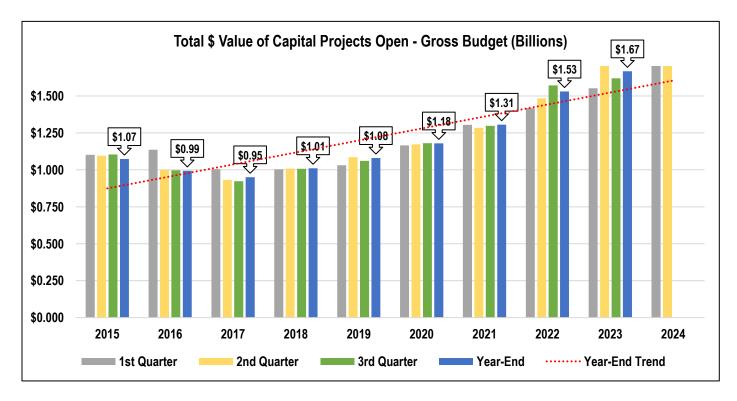






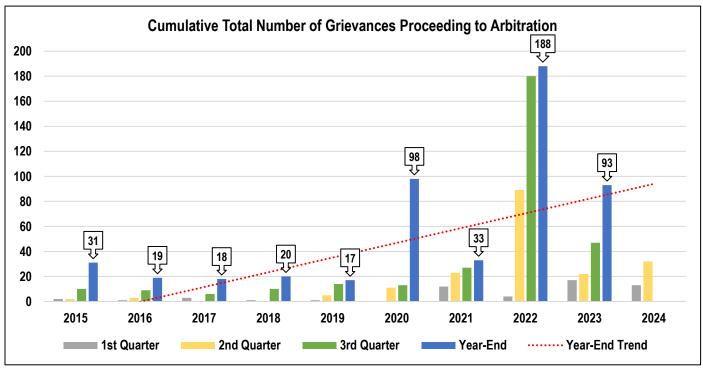
ASSET PLANNING



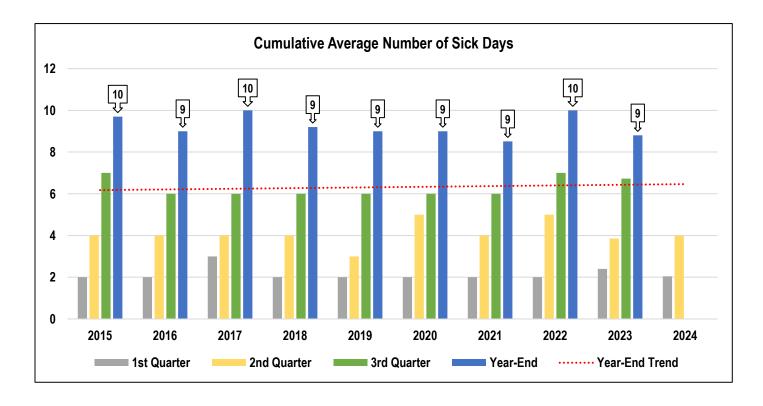




HUMAN RESOURCES

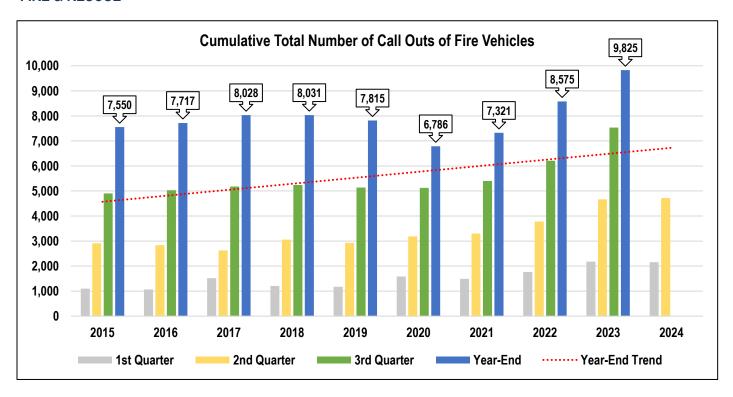


Note: In 2020, 64 of 98 grievances are attributed to Transit Windsor.

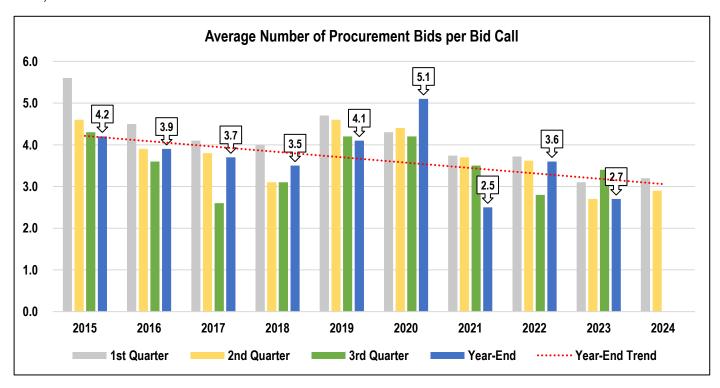




FIRE & RESCUE

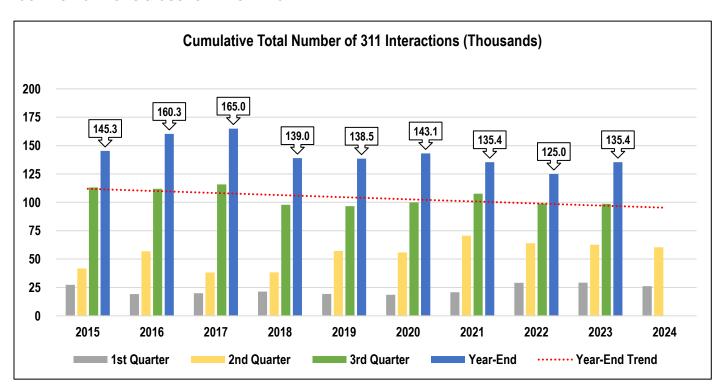


POA, PURCHASING & RISK



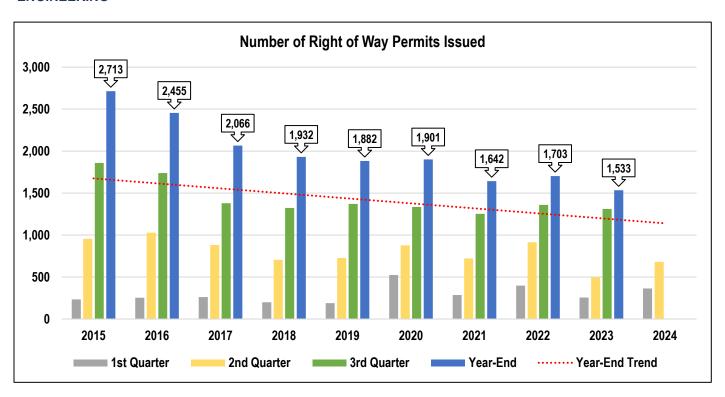


COMMUNICATIONS & CUSTOMER SERVICE

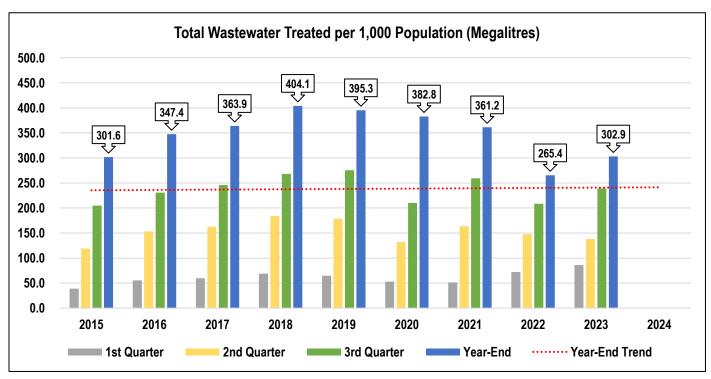




ENGINEERING



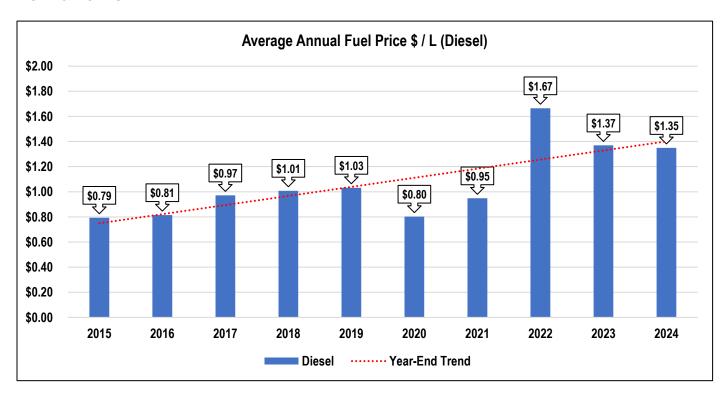
POLLUTION CONTROL

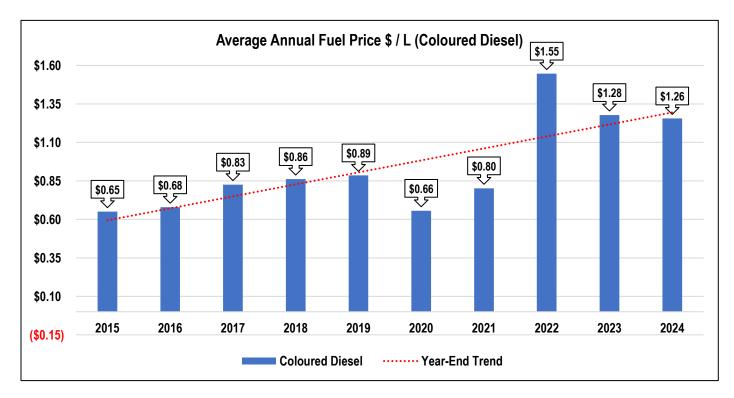


Fluctuations are partially due to changes in precipitation patterns as additional water is treated during heavy storms due to combined sewers.



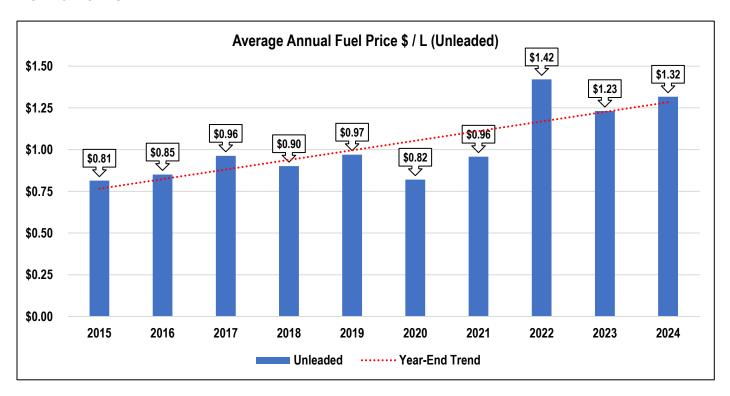
PUBLIC WORKS

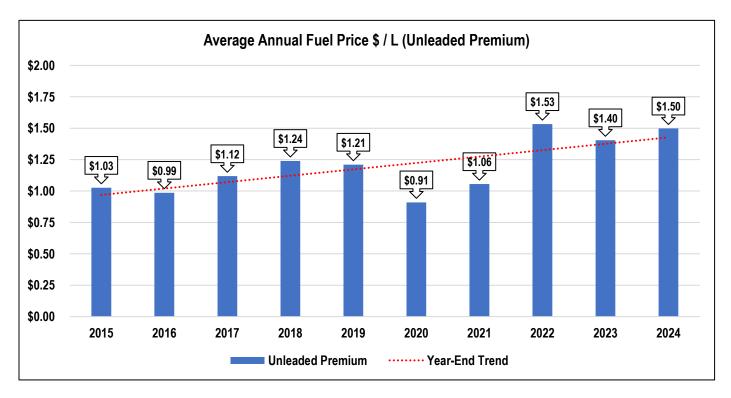






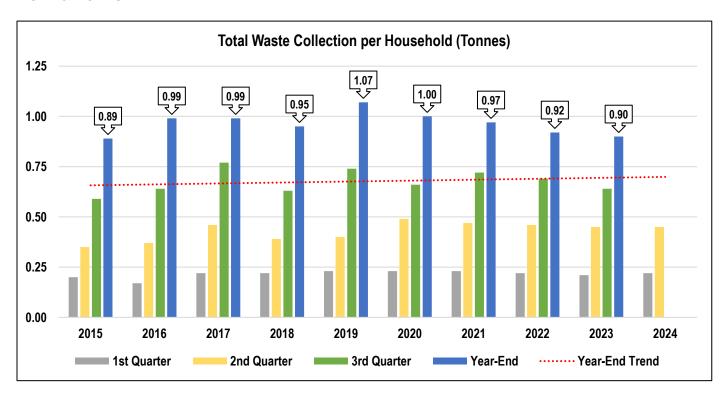
PUBLIC WORKS





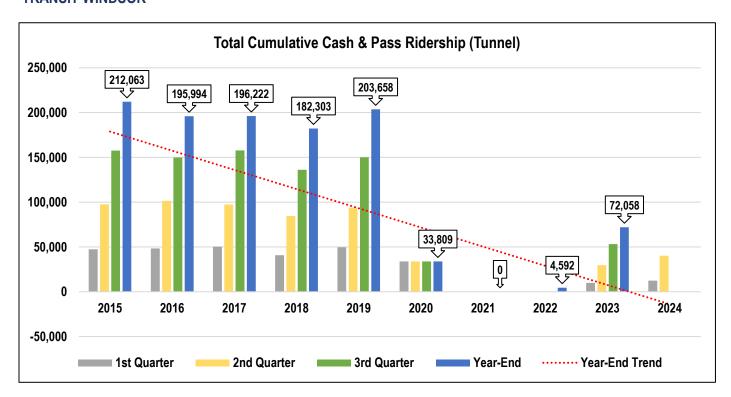


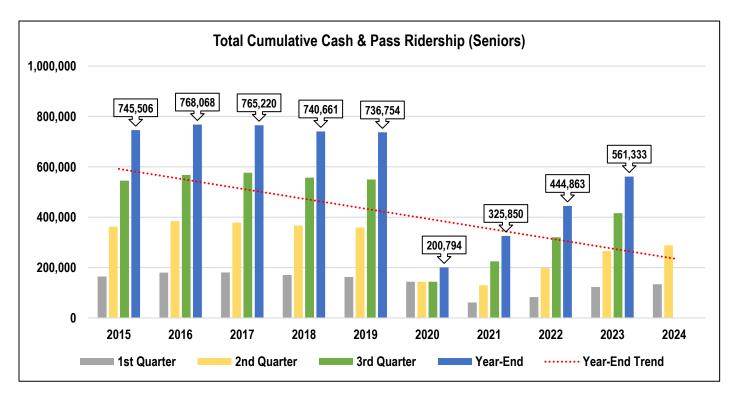
PUBLIC WORKS





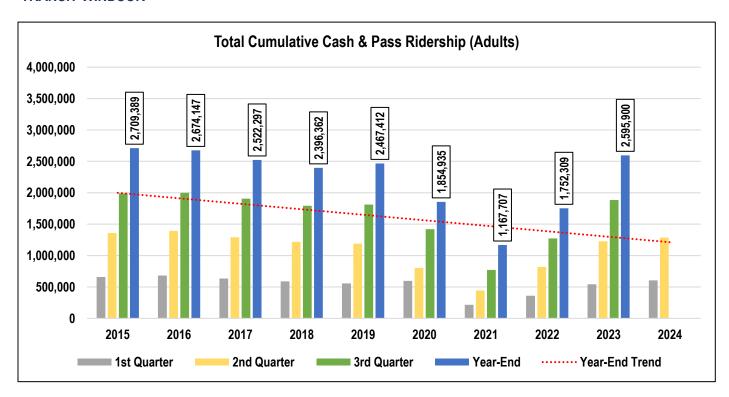
TRANSIT WINDSOR

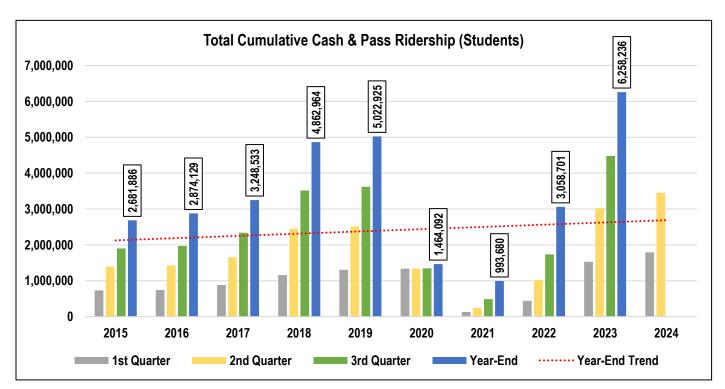






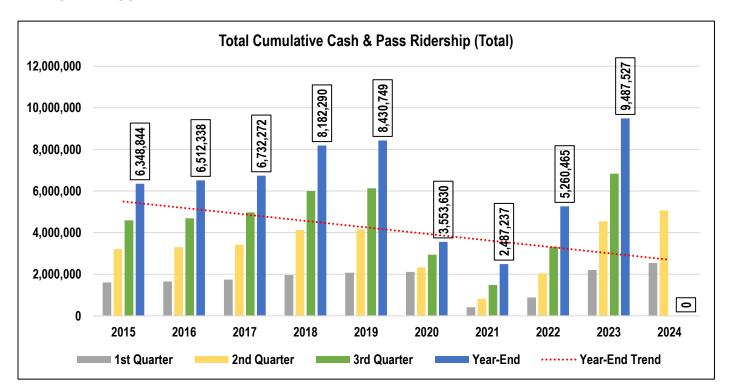
TRANSIT WINDSOR





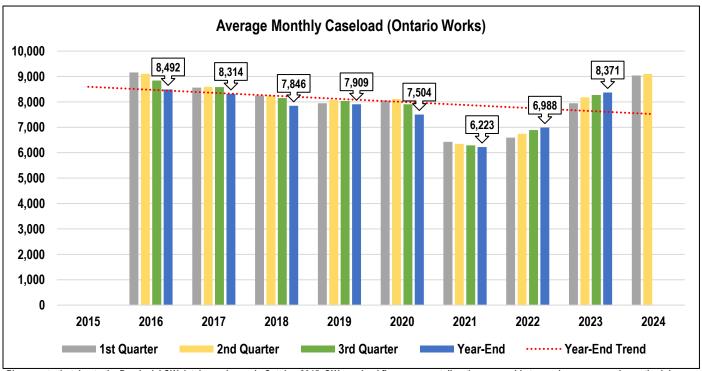


TRANSIT WINDSOR

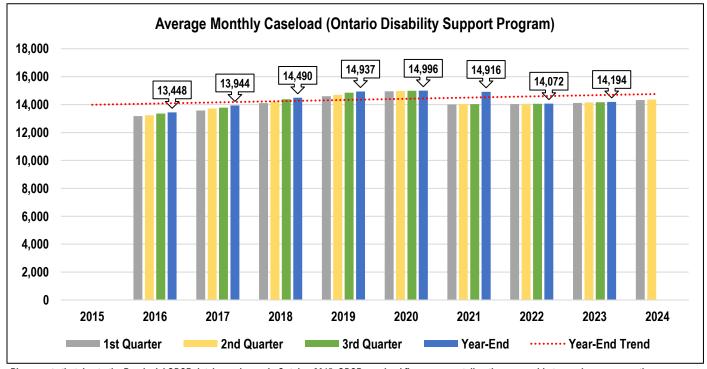




EMPLOYMENT & SOCIAL SERVICES



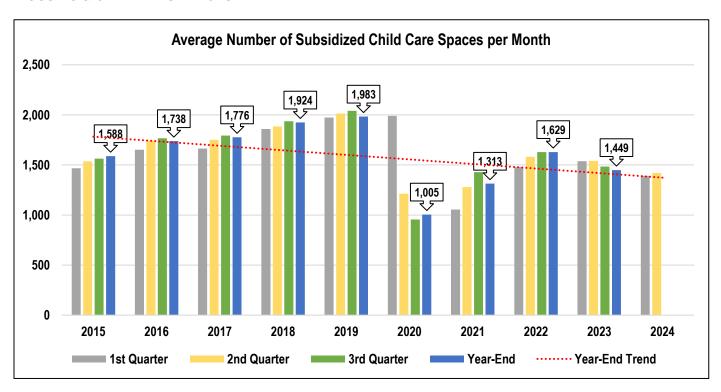
Please note that due to the Provincial OW database change in October 2015, OW caseload figures are not directly comparable to previous years as the methodology used to calculate the caseload has also changed.

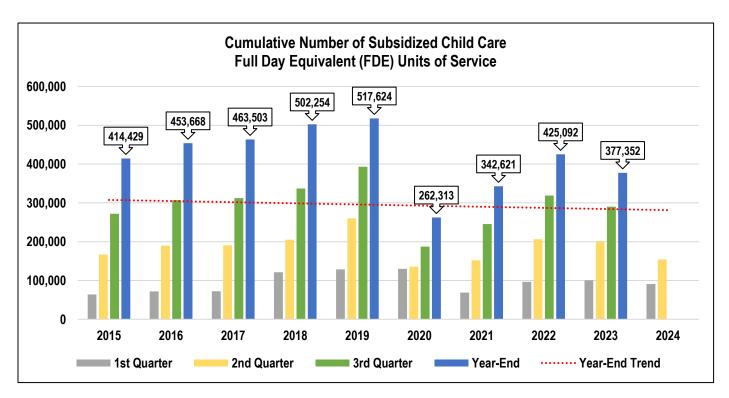


Please note that due to the Provincial ODSP database change in October 2015, ODSP caseload figures are not directly comparable to previous years as the methodology used to calculate the caseload has also changed.



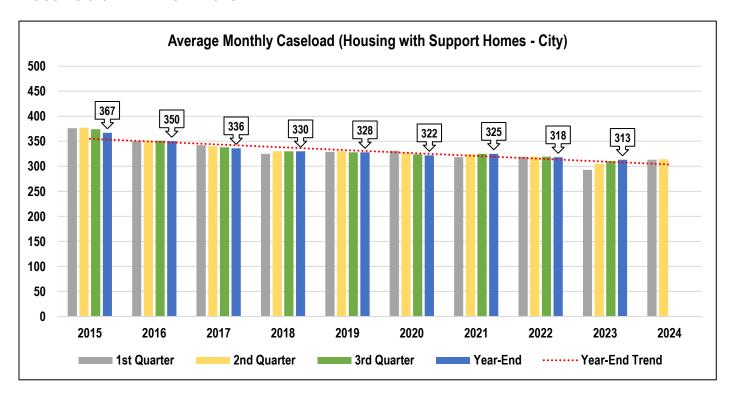
HOUSING & CHILDREN SERVICES







HOUSING & CHILDREN SERVICES





WINDSOR POLICE SERVICES





Council Report: C 106/2024

Subject: Dedicated Locator Model Agreements

Reference:

Date to Council: September 9, 2024

Author: lan Day

(A) Senior Manager Traffic Operations and Parking

519-255-6247 x 6053 iday@citywindsor.ca Public Works - Operations Report Date: August 22, 2024

Clerk's File #: ST2024

To: Mayor and Members of City Council

Recommendation:

That Council **APPROVE** entering into Dedicated Locator Model Agreements which authorizes locate service providers to locate City owned municipal services on behalf of the City in accordance with the "Ontario Underground Infrastructure Notification System Act, 2012"; and,

That Council **AUTHORIZE** the CAO and City Clerk to execute Dedicated Locator Model Agreements, including any subsequent amending agreements, provided all documentation is satisfactory in form to the City Solicitor and in technical content to the Commissioner of Infrastructure Services; and,

That Council **AUTHORIZE** the Commissioner of Infrastructure Services or designate, to approve and/or reject future applications for locate services provided it is in the best interests of the City.

Executive Summary:

N/A

Background:

The Dedicated Locator Program (the "DL Program") in Ontario was introduced as part of legislative changes to the *Ontario Underground Infrastructure Notification System Act*, 2012 (the "Act"). This program was mandated through Bill 93, the *Getting Ontario Connected Act*, which came into effect on April 14, 2022. The primary goal of the DL Program is to streamline the process of locating underground infrastructure for large-scale and long-term excavation projects, such as broadband deployment and other significant construction activities.

The DL Program is managed and overseen by Ontario One Call, which serves as a public safety administrative authority, acting as the communication link between those planning to dig and the owners of buried infrastructure. This program enhances project efficiency and also contributes to public safety by reducing the risk of damage to underground utilities.

Discussion:

Under the DL Program, the City of Windsor ("City") has received a request from Xplore Inc. to have Ontario Utility Locates Inc. locate underground City infrastructure (sewers, traffic and streetlighting) for a broadband project in the Sandwich South Servicing Area. This is the first request the City has received under the DL Program and as this is one of the last areas within the City to receive broadband servicing we do not anticipate a high frequency of reoccurrence for similar requests.

The Act mandates that anyone planning to excavate must notify Ontario One Call, which then informs the owners of underground infrastructure, such as municipalities and private utilities, to provide locates to prevent damage and ensure safety. These locates are typically required to be completed within five business days for a single civic address request and 10 business days for an advanced request.

With the passage of Bill 93, project owners have the option to hire their own Dedicated Locate Service Provider ("DLSP"). This DL Program allows project owners to bypass waiting for multiple utility owners to respond by having a single DLSP handle all required locates. While this increases flexibility and can lead to cost savings, the project owner is responsible for the full cost of the locates.

The dedicated locator process is mandatory for broadband projects but available for any project. Project owners must notify Ontario One Call 90 days before the project starts, after which Ontario One Call informs all relevant infrastructure owners. These owners then have ten business days to agree to the use of the DLSP and provide necessary records, along with entering into a formal agreement. There are legal requirements under the Ontario Underground Infrastructures Notification System Act to comply with this part of the Dedicated Locator model. If the infrastructure owner (i.e. the City) chooses to not accept the suggested DLSP, concerns need to be communicated to the project owner and Ontario One call within the 10-day window.

Like other municipalities, the City will need to establish a Dedicated Locator Model Agreement to be used with DLSPs. As an example, the City of London through a 2022 by-law established the authority for DLSP's, while Mississauga implemented a delegation of authority to permit their commissioners the authority to enter DSLP's in 2023.

Risk Analysis:

The new provisions in the Act mandates that the infrastructure owner permit a private locator appointed by a project owner to locate municipal services for their project. Ontario One Call oversees the dedicated locator process and ensures that locators have the necessary skills and knowledge. However, the DLSP must enter into a formal agreement with the infrastructure owner, defining procedures and responsibilities to protect the owner's interests and to minimize its risk and potential liability.

Below is a non-exhaustive list of items the City, as infrastructure owner, would intend to include in the applicable Dedicated Locator Model agreements:

- Full responsibility for locates assigned to the DLSP for the project's duration;
- The DLSP must comply with the City's locating procedures;
- The City provides infrastructure records support;
- All locate costs are borne by the project owner;
- The DLSP must indemnify the City, carry sufficient liability insurance, and name the City as an insured;
- The DLSP must affirm they have the necessary skills and training and comply with Ontario laws and Ontario One Call procedures;
- The DLSP must provide the City with locate records and regular performance reports; and
- The City can terminate the agreement for non-performance or breach of conditions.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

There are no substantive financial impacts to the City by entering into these agreements with the DSLP.

The DL Program offers limited cost savings for the City because the project owner, not the City, covers the costs of providing locates for their project. The City's administrative costs for managing dedicated locator agreements and providing access to municipal records are minor compared to the operational cost savings associated with not having to perform locates.

The project owner is responsible to pay the DLSP directly.

Consultations:

Joshua Meloche, Senior Legal Counsel

Rob Slater, Executive Initiatives Coordinator

Phong Nguy, Manager, Contracts, Field Services and Maintenance Andrew Lewis, Coordinator Right of Way, and Field Services

Conclusion:

It is recommended that Council approve administration entering into DL Agreements, including any subsequent amending agreements to ensure deadlines are met as outlined in the *Act*.

Further, it is recommended to permit the Commissioner of Infrastructure Services to accept or reject future request applications provided it is in the best interests of the City.

Planning Act Matters:

N/A

Approvals:

Name	Title
Phong Nguy, Acting for Shawna Boakes	Executive Director of Operations
David Simpson	Commissioner of Infrastructure Services/City Engineer
Mark Nazarewich, Acting for Wira Vendrasco	City Solicitor
Janice Guthrie, Acting for Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:



Committee Matters: SCM 165/2024

Subject: Response to CQ 4-2024 – Options for Modernizing Parking Operations – City Wide

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

Decision Number: ETPS 1006

THAT the report of Coordinator, Parking Services dated April 25, 2024 entitled "Response to CQ 4-2024 – Options for Modernizing Parking Operations – City Wide" **BE RECEIVED** for information; and further,

Whereas on February 2, 2024, the 2024 10-year Capital Plan was approved via Mayoral Directive MD05-2024 and subsequently City Council **SUPPORTS** improvements to parking meters as outlined in Option 1 which requires additional capital funding of \$144,745.04, be it further resolved:

THAT the City Treasurer **BE DIRECTED** to transfer funding in the amount of \$144,745.04 from the On-Off Street Parking Reserve Fund 138 to the Parking Equipment Replacement Project 7135001; and further,

THAT Council **DIRECT** Administration as to which, if any, additional parking revenue sources identified in the report to implement; and further,

THAT if required, the 2024 Fees and Charges By-Law **BE UPDATED** to reflect any changes to parking fees.

Carried.

Councillor Mark McKenzie voting nay.

Report Number: S 46/2024

Clerk's File: ST2024

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 May 29, 2024.
- To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240 529/-1/10487



Council Report: S 46/2024

Subject: Response to CQ 4-2024 – Options for Modernizing Parking Operations – City Wide

Reference:

Date to Council: May 29, 2024 Author: Bill Kralovensky

Coordinator, Parking Services (519) 255-6247 ext. 6103 bkralovensky@citywindsor.ca

Public Works - Operations Report Date: April 25, 2024 Clerk's File #: ST2024

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** report S46/2024, "response to CQ 4-2024 – Options for Modernizing Parking Operations" **FOR INFORMATION**; and further,

Whereas on February 2, 2024, the 2024 10-year Capital Plan was approved via Mayoral Directive MD05-2024 and subsequently City Council **SUPPORTS** improvements to parking meters as outlined in Option 1 which requires additional capital funding of \$144,745.04, be it further resolved:

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THAT Council **DIRECT** Administration as to which, if any, additional parking revenue sources identified in the report to implement; and further,

THAT if required, the 2024 Fees and Charges By-Law be updated to reflect any changes to parking fees.

Executive Summary:

N/A

Background:

On Monday, January 15, 2024, Councillor Agostino asked the following Council Question:

CQ 4-2024:

Asks that Administration look into removing parking meters across the city and replacing them with modern technology. I would like to know the costs of upgrading our system and the savings we could realize or any additional revenue sources.

This report is provided in response to CQ 4-2024.

Discussion:

The City of Windsor's current parking meter system primarily relies on traditional coin and card payments. However, these methods have become increasingly outdated in the era of digital transactions. In early 2018, the City entered into an agreement with Passport Canada for a mobile Pay-for-Parking app. After months of making a Windsor based zone system, this app was put for public use at both meters and in lots, in December of 2018. Since then 750,000 transactions have been recorded. The percentage number of app transactions to cash and or payment card continues to grow each month. The 2023 breakdown of the revenue earned through the app versus cash/debit/credit at meters and lots is as follows:

Payment Method	Percentage	Amount
Credit/Debit Cards	15%	\$321,977
Cash Deposits	58%	\$1,224,593
App Payments	27%	\$561,697
Total Revenue	100%	\$2,108,267

The City currently has 1,440 coin, and app payment operated on-street meters. These are in use between Walker Rd to the east to Huron Church to the west, Tecumseh Rd northerly to Riverside Dr. Given the shift towards digital payments, the following changes are proposed to align the City's parking management practices with current trends.

Proposed Changes:

App-Only System on Streets

Implementing an app-only payment system for street parking will encourage users to transition to digital payments, reducing the need for physical cash handling and maintenance. Cash and card users would be directed to use parking lots and garages.

Handheld and Mobile Licence Plate Recognition (LPR) Technology

The current industry standard is what is known as LPR, License Plate Recognition technology. Either a handheld device, or mobile vehicle mounted, reader scans a vehicle's license plate, and processes this plate to see the validity of the current parking area. This technology works for parking payments as well as permit parking locations. This technology will be expanded to include permit areas, residential and pay for parking, to widen in customer service and satisfaction. A trial of handheld LPR devices to enforce parking regulations more effectively and efficiently is currently being undertaken since March, 2024. If successful, this technology will be expanded to vehicle-mounted LPR systems, which will promote further cost reductions and enhanced customer service, and be funded from the Parking equipment replacement capital program, Project OPS-001-13.

Meter Head Retention

Existing meter heads will remain in place as parking space number identifiers. These are currently in use with the app, and located on the street side of each meter head, (Figure A below) and will remain until such time as we are in the position to rezone parking areas.

Figure A.



Vehicle mobile LPR will handle the larger zone areas, allowing the removal of individual space numbers. Each vehicle will be identified by its license plate number. Coin slots will be blocked and the internal electronics will be disabled to prevent coin payments.

Updated Pay and Display Machines

Pay and Display machines, currently used in the City's off street parking lots, will replace individual space meters, and be centrally located within a city block of on street pay for parking areas. One (1) machine will be able to replace up to twenty (20) individual meters. These newer-style and most recent up to date technology, Pay and

Display machines may be installed within restructured streets and new pay-for-parking areas if Council so chooses. However, due to costs for this hardware, it is recommended that for street parking areas, the city remain with app-only purchases. For example, to replace Ouellette Ave. meters with new single location Pay & Display machines, at 1 unit per block, per side of traffic, would require 22 new technology machines. The price per unit is \$8,720 excluding HST. Installing the Pay & Display machines on Ouellette Ave would currently cost \$191,840 excluding HST plus additional cost for associated infrastructure (i.e. electrical power hookups). Other associated costs are discussed further in the Financial Matters section below. Pay and Display, dashboard presented tickets, would be phased out over time as vehicle-mounted LPR systems are installed, enhancing cost reductions and promoting further customer service enhancements.

Pros and Cons of Parking Modernization

Modernizing the city's parking system to be cashless, app-based, and utilizing smart meters can have several pros and cons including the following:

Pros:

- 1. Convenience: Using the App offers greater convenience for users, who can easily pay for parking using their smartphones without needing to carry coins.
- 2. Efficiency: Smart meters cover multiple spots and reduce the number of physical individual meters required, making the system more streamlined and easier to manage as well as requiring less maintenance.
- 3. Dynamic Pricing: Modern systems can allow for dynamic pricing based on demand, time of day, or special events, which can optimize parking space utilization and potentially increase revenue.
- Data Collection: Digital systems can collect valuable data on parking patterns.
- 5. Accessibility: The App offers features such as reminders and notifications thereby enhancing the user experience.
- 6. Security: A cashless system reduces the temptation of theft and vandalism of cash containing meters and vault intrusions of Pay and Display hardware.
- Keeping up with changing industry standards: Typical municipal comparator cities throughout the Province are adapting to more modern technologies, such as these mentioned in this report.

Cons:

1. Digital Divide: Not all residents and visitors may have access to smartphones or be comfortable with using the App style payment methods to pay, potentially excluding some demographics. Currently, in the Downtown core area, there are 22 defined privately owned parking lots consisting of approximately 1,037 parking

- spaces that may be utilized by customers wishing to continue to pay by traditional means.
- 2. Privacy Concerns: The collection of data through digital systems raises concerns about privacy and the security of personal information. While the technology is Payment Card Industry (PCI) compliant, hardware can be tampered with.
- Dependence on Technology: System outages or technical issues can disrupt the parking system and inconvenience users. If a system outage lasts too long in duration, the City will lose revenue.
- 4. Implementation Costs: The initial investment in modernizing the parking system can be significant, including costs for new meters, software and enforcement technology upgrades.
- 5. Resistance to Change: There may be resistance from residents and visitors who are accustomed to the traditional parking system, requiring a concentrated effort to educate and persuade them about the benefits of the new system.

Options for Moving Forward

Option #1: Immediate cessation of cash payments at all metered street parking

This is the swiftest and most cost-efficient of the three options presented in this report. Parking Maintenance staff can convert the meters by placing stickers over the coin acceptance slots, over one weekend. These parking spots are already listed in the Passport app and can be utilized immediately as the meter poles would remain for space number indicators. As the right of ways are upgraded where these meters exist, poles will be removed and replaced with larger zone sizes and indicated with signage throughout these areas where individual space numbers will no longer be required. This will enable Parking Services and Signs and Markings to efficiently incorporate new zones. While current handheld LPR devices can be utilized immediately, these devices are less efficient and require more labour-intensive efforts as the enforcement officers are required to snap a photo of each licence plate with the device. Mobile LPR units would be acquired, installed, and put into operation as soon as possible to improve enforcement efficiency. The City's collaboration with Windsor Police Services on outstanding fines and stolen vehicle detection programs will be significantly improved through the use of mobile-mounted LPR technology, enabling the scanning of a greater number of legally parked vehicles. Delivery and installation are the unknown inhibitors to a quick start of mobile LPR. Through the communications department, social media tutorials can be taped and posted to guide customers on the new processes for parking payments. These tutorials would also address the locations where cash payments will still be accepted for those wishing to do so.

Option #1 would also allow for different pay-for-parking time models as fees can be structured for different reasons i.e.: time of day, day of week, sponsored parking, discounted parking, etc.

Option 1 – estimated time to implement: 1 month from approval.

Table 1 - Option 1 - Estimated Costs and Funding:

Purchase	Price / Unit	Quantity	Cost	Funding Source
	(Excluding HST)		(Excluding HST)	
Stickers to close meters	\$1.99	1,500	\$2,985.00	Transfer from
				the On-Off
Mobile LPR Cameras and software	\$44,955.47	3	\$134, 866 .41	Street Parking
including hardware, installation,	, ,		, ,	Reserve Fund
and extended warranty				138 to the
and extended warranty				Parking
Annual Licencing and Support for			\$6,893.63	Equipment
LPR cameras				Replacement
				•
TOTAL ESTIMATED 1 ST YEAR UP FRONT COST			\$144,745.04	Project 7135001

Administration's preferred option is Option #1. Option #1, the immediate cessation of cash payments at all metered street parking is the fastest and most economical solution among the available options. The simple installation of stickers over coin slots during a single weekend allows for an instant transition without substantial downtime or disruption.

This option, with the aid of educational tutorials uploaded to social media and local news outlets will aid customers in the switch from coin-operated street meters.

Option #2: Phased-in approach to new technology Pay-and-Display machines

This option would entail remapping the current parking zone structure and installing new signage in the affected areas appropriately for customer notification. The app provider would also be required to assist in the zone renumbering to ensure that these new zone numbers are available for use. Option 2 would require mobile LPR set up prior to engaging, as this option would result in an increase in the size of the zones that existing officers would be required to patrol without the current individual meter indicating a "No Payment" flash for the officer to see. Officers would have to check each license plate in a zone by hand to see if the vehicle was in fact in contravention. All efforts will be made to strategically place hardware near current power sources to reduce costs, but this option may not always be available. All improvements listed in Option 1 above also apply to Option 2, just over a longer implementation time frame. If current budget funding models are insufficient, Administration will bring a recommendation back to Council detailing a proposed funding plan.

Option 2 – estimated time to implement: 1-year from approval.

Table 2 - Option 2 - Estimated Costs and Funding:

Purchase	Price Per Unit (Excluding HST)	Quantity	Cost (Excluding HST)	Funding Source
APP zone signage plus installation labour and materials	\$462.33	3 per city block 144 blocks = 432 signs	\$199,726.56	On-Off Street Parking Reserve Fund 138
New Technology Pay and Display Machines	\$8,720.00	1 per city block 144 blocks = 144 machines	\$1,255,680.00	On-Off Street Parking Reserve Fund 138
Mobile LPR Cameras and software including hardware, installation, and extended warranty	\$44,955.47	3	\$134, 866 .41	On-Off Street Parking Reserve Fund 138
Annual Licencing and Support for LPR cameras			\$6,893.63	On-Off Street Parking Reserve Fund 138, 1st year Annual operating budget increase required
Infrastructure Connection – Power Source Prep	\$105	Per 400 meters 144 – 400 meter sections ESTIMATED	\$42,000 / section \$6,048,000 total	On-Off Street Parking Reserve Fund 138
Infrastructure Connection – Machine Hook Up	\$5,000	144 machines	\$720,000	On-Off Street Parking Reserve Fund 138

Option #3: Status quo with gradual hardware upgrades

In this option, the status quo would be maintained and upgrades of current hardware would occur as areas are renewed by either street or sidewalk upgrades. The costs would be the same as Option #2 above but would occur gradually over time. This option allows for necessary parking infrastructure upgrades to be completed simultaneously as street repairs are undertaken, thus lowering infrastructure costs.

Option 3 – estimated time to implement: As resources permit and projects occur.

Implementation Plan

If approved, the modernization project implementation can begin immediately following the news release, with exact timelines to be determined based on the Option chosen and the LPR trial phase results. Administration recommends implementation of all changes simultaneously to minimize disruption and consolidate the period of public adjustment.

A news release along with social media tutorials would be issued to inform the public about the upcoming changes, emphasizing the benefits of the modernized system.

The accompanying confidential memo to Council details the impact that modernizing parking operations will have on current staff.

Additional Parking Revenue Sources

CQ 4-2024 also requested any additional parking revenue sources be identified. Listed below are additional parking revenue sources that, if Council so chooses, can be implemented. Council may select any, all or none of the following:

- 1. Increased time of enforcement at meters by the hour. Each hour of extra enforcement time will add approximately \$118,000 in revenue. Council may choose the amount, if any, of extra enforcement time.
- 2. Parking lot Flat Fee can be raised from the current \$3.00 to \$5.00 per hour. This change is expected to add approximately \$92,000 in revenue.
- 3. Parking lot flat fee for lots that do not currently have an after six p.m. flat fee. Currently, six off-street lots in various BIA areas do not have this fee added and will bring an estimated \$8,850 of additional revenue.
- 4. Lot 22, Aquatic Centre area, all-day fee. The current fee is \$5.00 per day and falls below the per-hour rate. This rate is requested to be increased to \$10.00 per day with a total increase of approximately \$52,000.
- 5. Over Stay Fee. Several complaints consistently received are that the meter times are sometimes not long enough for business and or pleasure outings. A \$5.00 overstay fee is suggested. Once a maximum stay period has been passed, an option to extend will be offered. The \$5.00 fee, plus the hourly rate for the amount of time needed will be added. This increase is unquantifiable at this time.
- 6. Sunday enforcement. Currently, there are no parking fees or any parking enforcement on Sundays. All current fees and regulations could be added on Sundays. If all 52 Sundays throughout the year were added this would bring in an estimated \$267,000 in revenue.

- 7. Riverfront Parking Lots. Currently, there are several parking lots along Riverside Drive, stretching from the Ambassador Bridge easterly to Sandpoint Beach, which have no fees for use. Pay and Display machines can be added to these lots and the revenues could be used for the maintenance and upgrading of these locations. Estimated revenue increases resulting from this change are not quantifiable at this time.
- 8. Extension of Pay-for-Parking areas. Currently, the Pay-for-Parking areas border Walker Rd. westerly to Huron Church and Tecumseh Rd. northerly to Riverside Drive. These boundaries could be extended to other parking locations in both the east and west ends of the city. Estimated revenue increases resulting from this change are not quantifiable at this time.

Risk Analysis:

N/A

One of the primary concerns is public resistance to the shift to an app-only system. This resistance may be particularly pronounced among individuals who are less tech-savvy or prefer traditional payment methods. To mitigate this risk, it is essential to provide clear communication about the benefits of the new system and offer support to help users adapt to the changes.

Technical issues also pose a significant risk, as the implementation of new technologies such as handheld and mobile LPR devices and app-based payment systems can be prone to glitches, connectivity problems, and software bugs.

Data security is another concern, given the increased reliance on digital payments. Protecting user information and payment details from potential data breaches or cyberattacks requires stringent security measures and regular monitoring. These security measures are dictated to the City through the Payment Card Industry, and all vendors must provide their proof of PCI compliance. With on the street payment transaction hardware, corporate staff must ensure and document regular checks that no visible tampering or signs of security breaches have infiltrated revenue processing devices. Compliance and regulatory issues related to digital payments and data privacy must be carefully managed to avoid legal complications and ensure user trust in the system.

A heavy dependence on technology for parking management increases the vulnerability to system failures, which can disrupt operations and enforcement. Developing rapid response protocols in place will help mitigate this risk.

Equity concerns may arise due to the app-only system, particularly for individuals without access to smartphones or digital payment methods.

Climate Change Risks	
Climate Change Mitigation:	
N/A	
Climate Change Adaptation:	

Financial Matters:

Option 1 for the immediate cessation of cash payments at all metered street parking is the quickest more cost effective option for modernizing parking operations. As outlined above in Table 1, the estimated first year up-front cost of implementation is \$144,745.04. The estimated funding required for option 1 would be transferred from the On-Off Street Parking Reserve Fund 138 to the Parking Equipment Replacement Project 7135001 as there are currently no capital funding allocations approved for this implementation. Operating funding for the annual licencing and support costs for the LPR cameras will be referred to the 2025 operating budget. An increase in operating expenses for On-Off Street Parking results in a decreased transfer of net revenues to the On-Off Street Parking Reserve Fund 138.

Option 2 for the full modernization plan will incur additional costs for new zone signage, LPR equipment and licensing fees, and the purchase and installation of updated Pay and Display machines. The cost of implementing a full modernization plan is estimated above, Option 2, in Table 2. More detailed cost estimates can be provided upon the completion of a LPR trial phase. Funding for all modernization costs would be provided from the Parking Equipment Replacement Project OPS-001-13, which is funded from the On-Off Street Parking Reserve Fund 138. The current 10-year capital plan for Project OPS-001-13 includes annual funding allotments for equipment replacement of \$110,000 in 2024 (approved) with annual capital budget allotments increasing each year, up to \$129,010 in 2033.

Any additional funding required to implement a modernization plan would need to be funded from additional transfers from the On-Off Street Parking Reserve Fund 138 to the Parking Equipment Replacement Project OPS-001-13. Ongoing annual operating costs associated with the LPR equipment would require an increase in the On-Off Street Parking operating budget. Administration will submit future operating budget requests for approval. Administration will also include funding for modernization as required in the 2025 capital budget submission for On-Off Street Parking as well as the 10-year reserve projections. The balance in the On-Off Street Parking Reserve Fund as at December 31, 2023 is \$2,212,820.

Additional revenues generated provide additional funding which would be deposited to the On-Off Street Parking Reserve annually, net operating revenue. This additional revenue could provide additional funding required to implement modernization of the equipment as outlined in this report.

The Parking Operations division is deemed commercial for the purposes of HST collection and payment, and therefore, non-refundable HST costs are not applicable. The City receives a 100% credit of any HST paid.

Consultations:

Rob Slater, Executive Initiatives Coordinator

Conclusion:

The modernization of the City's parking operation will result in improved efficiency in parking enforcement and revenue collection, increased convenience for users through app-based payments, and the adoption of modern technology in parking management. Total app-only payment systems will further streamline enhancements to software such as curbside, off-street lot, and garage parking space availability and reservations. Additionally, current scofflaw and stolen vehicle detection programs, in conjunction with Windsor Police Services, will be further enhanced with mobile-mounted LPR as more legally parked vehicles can be scanned.

Planning Act Matters:

N/A

Approvals:

T = -	1
Name	Title
Cindy Becker	Financial Planning Administrator – Public
	Works
	1101110
lan Day	(A) Senior Manager Traffic Operations
lan Bay	and Parking Services
	and Parking Services
Shawna Boakes	Executive Director of Operations
Chamia Boares	Exocute Bilotter of operations
Mark Winterton	(A) Commissioner, Infrastructure Services
	and City Engineer
	and only Engineer
Janice Guthrie	Commissioner, Finance and City
	Treasurer
	Trouburon
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:



Additional Information: Al 14/2024

Subject: Additional Information to the report Response to CQ 4-2024 – Options for Modernizing Parking Operations

Reference:

Date to Council: July 22, 2024 Author: Bill Kralovensky Coordinator, Parking Services (519) 255-6247 ext. 6103 bkralovensky@citywindsor.ca

Public Works - Operations Report Date: July 4, 2024

Clerk's File #: AF/14508 and AF2024

To: Mayor and Members of City Council

Additional Information:

Recommendation:

THAT City Council **RECEIVE** report S 46/2024, "response to CQ 4-2024 – Options for Modernizing Parking Operations" for information; and further,

Whereas on February 2, 2024, the 2024 10-year Capital Plan was approved via Mayoral Directive MD05-2024 and subsequently City Council **SUPPORTS** improvements to parking meters as outlined in Option 1 which requires additional capital funding of \$144,745.04, be it further resolved:

THAT the City Treasurer **BE DIRECTED** to transfer funding in the amount of \$144,745.04 from the On-Off Street Parking Reserve Fund 138 to the Parking Equipment Replacement Project 7135001; and further,

THAT Council **DIRECT** Administration as to which, if any, additional parking revenue sources identified in the report to implement; and further,

THAT if required the 2024 Fees and Charges By-Law **BE UPDATED** to reflect any changes to parking fee.

Background:

On Monday, January 15, 2024, Councillor Agostino asked the following Council Question:

CQ 4-2024:

Asks that Administration look into removing parking metres across the city and replacing them with modern technology. I would like to know the costs of upgrading our system and the savings we could realize or any additional revenue sources.

On the regular scheduled Council meeting of Monday June 10, 2024, report number SCM 165/2024 & S 46/2024 was presented to Council. The decision of this presentation is listed below as:

Decision Number: CR258/2024

That the report of the Environment, Transportation & Public Safety Standing Committee of its meeting held May 29, 2024 regarding "Response to CQ 4-2024 — Options for Modernizing Parking Operations — City Wide" **BE REFERRED** back to administration to allow for administration to respond to issues brought forward and provide payment options and details related to implementation location; to allow for consultation with the BIAs and that the information **BE BROUGHT** forward to a future Council Meeting (within 4 months) for Council's consideration.

Discussion:

Since this decision, administration has been working diligently to meet Council's directive in a timely fashion. To date, three BIA boards and executives of the majority of metered On Street parking areas, have been met with and their questions and concerns have been addressed. After meeting with the Via Italia, Ottawa, and Olde Walkerville BIA boards, administration feels these organizations have been educated on the origin of this report as well as any and all resident educational tutorials, and business promotions and aids, that can and will be offered to effected cash paying parking customers.

Resident Education

A number of initiatives have been started by Parking Operations. APP education and "How To" placards have been placed throughout a number of the City's high user community centres, Arenas and the Aquatic Centre. These placards, pictured below, are also equipped with take home post card info sheets on the proper fashion to start an account with Passport Canada, our current APP software provider. How to pamphlets were inserted into parking infraction notice envelopes and fine notices that are sent from Parking Enforcement. A link to the City's website/APP page will also be added to all ticket screening reply letters. In working with the Communications department, a number of social media tutorials have been created and filmed to begin placement on these immediately. On the City's web page under the tab "How Do I" an extensive video has been placed for those using the *citywindsor.ca* platform.

A number of concerns were heard that Windsor's more senior population may be affected by this cashless proposal. Information sessions are being scheduled at both Life After 50 locations in the City to aid and advise these members on where and how

they may be able to park in any pay-for-parking areas. Parking Enforcement office staff will be utilized to aid any customers, either walk-in or by phone, who wish to seek assistance as well.







Payment Assistance

For those who do not wish to have their credit card numbers left permanently on an e-commerce site, a user wallet can be made on the APP and advance funds can be paid for either online, or at the Parking Enforcement office located at 1266 McDougall St. This allows users to apply funds without having their card info left on the provider's site.

Businesses within on-street parking areas may also choose to help APP reluctant parkers by submitting payment for these through their own set-up APP accounts. Once the payment is made, the business has the option to take remuneration for this transaction or use it as a business incentive for visiting their establishment. Those establishments wishing to partake in this incentive may be provided a window decal, such as the one pictured below, indicating that they are an APP-friendly business and they are there for assistance. Administration is working with APP provider to supply or fund these stickers, as this initiative will directly benefit them.



Implementation Plan

If approved, Administration is recommending a start date of October 15, 2024, the first date after Thanksgiving, as an implementation date. This allows current On-street parking procedures to continue through the 2024 tourist season and gives Parking Operations time for further educational tutorials as well as enforcement tools to be purchased and installed.

Appropriate news releases along with social media tutorials will be issued and the extended time will be used to aid in the informing of the public about the upcoming changes, emphasizing the benefits of the modernized system.

The accompanying confidential memo to Council details the impact that modernizing parking operations will have on current staff

Financial Matters:

There are no additional financial matters to note as part of this Additional Information Memo. The financial comments from report SCM 165/2024 & S 46/2024 attached are still applicable.

Consultations:

Rob Slater, Executive Initiatives Coordinator

Conclusion:

Modernizing the City's parking operation will result in improved efficiency in parking enforcement and revenue collection, increased convenience for users through app-based payments, and modern technology in parking management. Total app-only payment systems will further streamline enhancements to software such as curbside, off-street lot, and garage parking space availability and reservations. Additionally, current scofflaw and stolen vehicle detection programs, in conjunction with Windsor Police Services, will be further enhanced with mobile-mounted LPR as more legally parked vehicles can be scanned

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator – Public Works
Shawna Boakes	Executive Director of Operations
Mark Winterton	(A) Commissioner, Infrastructure Services and City Engineer

Name	Title	
Janice Guthrie	Commissioner, Finance and City Treasurer	
Joe Mancina	Chief Administrative Officer	

Appendices:



Committee Matters: SCM 235/2024

Subject: Minutes of the Environment & Climate Change Advisory Committee (ECCAC) of its meeting held May 21, 2024

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

Decision Number: ETPS 1014

THAT the minutes of the Environment & Climate Change Advisory Committee (ECCAC)

meeting held May 21, 2024 BE RECEIVED.

Carried.

Report Number: SCM 195/2024

Clerk's File: MB2024

Clerk's Note:

1. Please refer to Item 7.1 from the Environment, Transportation & Public Safety Standing Committee held on July 31, 2024.



Committee Matters: SCM 195/2024

Subject: Minutes of the Environment & Climate Change Advisory Committee (ECCAC) of its meeting held May 21, 2024

Environment and Climate Change Advisory Committee (ECCAC)

Meeting held Tuesday, May 21, 2024

A meeting of the Environment and Climate Change Advisory Committee is held this day commencing at 5:00 o'clock p.m. in Room 140, 350 City Hall Square West, there being present the following members:

Councillor Kieran McKenzie, Chair Councillor Angelo Marignani Glory Aimufua Frank Butler Mike Fisher Masoumeh Mazandarani Jennifer Nantais Maria Boada Kiemia Rezagian

Guest in attendance:

Giovanni Abari

Also present are the following resource personnel:

Karina Richters, Supervisor Environment Sustainability & Climate Change Barbara Lamoure, Environment & Sustainability Coordinator Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 5:03 o'clock p.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by Councillor Angelo Marignani, seconded by Mike Fisher,
That the minutes of the Environment and Climate Change Advisory Committee of
its meeting held March 19, 2024 **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1 Committee's 2024 Operating Budget

The Chair advises that the 2024 Operating budget is \$11,974.56.

4.2 Review of Priorities

Barbara Lamoure provides project ideas for the ECCAC to consider as follows:

- Recommend new environmental metrics worth tracking in the ROSE report.
- Share insight on the city's various projects and plans
- Bring forward work that is deemed done by other organizations or municipalities that is commendable or relevant and to determine if can be implemented into city documents.
- Councillor Kieran McKenzie refers to the Ethically Sourced Protection Plan which is an area to review what is being done regionally into the city's focus
- Bring a focus of climate change to city plans and processes.
- Participate in environmental events hosted by the city and other organizations.
- Participate in and inform on subcommittees.

In terms of the sourced protection issue, the Chair remarks that a report came to the Essex County Conservation Authority (ERCA) at a recent meeting and the Board wanted to forward it to the City of Windsor. He adds that what is happening with sourced water protection across the region, this group affiliated with ERCA has been evaluating water quality in Windsor Essex County for many years and have come forward with a number of recommendations that municipalities need to approve in their Official Plan. There is a lot of work in this area that is progressing well. The one area that is not progressing well is the update to the Official Plan in a number of municipalities including the City of Windsor that need to be undertaken. The Chair proposes to review what is in the recommendations from the Sourced Water Protection and to evaluate that against the City of Windsor's Official Plan and for ECCAC to come back with recommendations to essentially update the Official Plan. He adds that this matter can be delegated to one of the subcommittees, i.e. Planning to review with a climate change lens where we are in Official Plan updates.

4.3 Potential events/projects

Barbara Lamoure advises that, the City of Windsor will be hosting the Trail Care Day 2024 to be held on Saturday, June 1, 2024 at Dieppe Garden Park.

5. Subcommittee Reports

Barbara Lamoure reports that the subcommittees will be less formal working groups that will meet a minimum of four times per year and will report back to the Advisory Committee. At least one member of the ECCAC should be on each subcommittee. The attending subcommittee lead can report back to the Advisory Committee. Meeting minutes will also be brought back to the Advisory Committee. An overview of the various subcommittees are as follows:

BIRD TEAM

Currently have a working Bird Team which was necessary to maintain the City's Bird Friendly status. The Bird Team would work to address and mitigate key threats to birds which includes protecting their natural habitat, increasing climate resiliency and conducting community outreach and education. The subcommittee is also responsible for providing an annual report card. The Bird Team currently has four members.

PLANNING AND ENVIRONMENT SUBCOMMITTEE

The goal is to bring forward recommendations for the Official Plan and policy documents, i.e., environment, land use, greenway system.

PUBLIC EDUCATION AND ENGAGEMENT SUBCOMMITTEE

The goal is to develop and implement education and engagement, i.e. Pat on the Back Awards, which provides funding for community based projects up to \$1,000 for schools; the Green Speaker Series involving local and regional experts who speak on significant environmental issues in the community (formerly programs from the Windsor Essex County Environment Committee).

Kiemia Rezagian asks regarding the turnout for the Green Speaker Series. The Chair responds that the last two series held at Malden Park and had standing room only attendance. She notes she prefers to focus on the policy issues, i.e. the Youth Subcommittee.

The Chair indicates that the chairs of the subcommittees will be members of the Advisory Committee in order to bring that whole strategic piece together.

Councillor Angelo Marignani states as it relates to the Public Education and Engagement Subcommittee, he suggests going to the high schools; their student administrative council and to merge it with the Planning and Environment Subcommittee. He proposes meeting in Council Chambers to allow for the students to engage in conversation and to feel that they are making a difference. Following that, the recommendations provided by the students will be brought back to the Advisory Committee. Frank Butler adds that college and university students should also be included in this conversation.

Maria Boada proposes bringing in the people that are environmentalists and all of the City Councillors so that everyone is on the same page regarding what is happening internationally, regionally and locally in the environment. She agrees with the concept of doing mock council meetings.

Jennifer Nantais suggests instead of revamping the Pat on the Back Awards, think of projects to inspire work which would also tell the story of our city; to perhaps be more intentional rather than giving money away.

The Chair is hopeful that the subcommittees will come back to the Committee with their own workplans and as a committee will endorse that plan. If there is the "model Council" moment that we want to create, we will work towards that. He adds that the committee needs to create that structure and then allow it turn into whatever the people who populate it want it to become.

Kiemia Rezagian suggests that this subcommittee be integrated with the others as maybe it is standing alone independently thinking of education and engagement outside of the rest of the work everyone is doing. The integration of this subcommittee will make all of the work more powerful.

YOUTH SUBCOMMITTEE

The Youth Subcommittee can involve high school eco-teams, youth community sustainability groups and University/College students and will begin in September when classes commence. Barbara Lamoure adds they are envisioning the subcommittee meetings will be held in virtual format to accommodate individuals around the city.

Kiemia Rezagian advises that students councils are elected when the school year starts but the student trustees will have been chosen at this time. The student trustee convenes all of the prime ministers and presidents of all of the high schools in Windsor and Essex County (1 City representative and 1 County representative)

Karina Richters states that every high school has an Eco-Team which are not elected so this would expediate the process of acquiring students for the subcommittee

in September. She adds that a flyer can be sent to both school boards to advise of this initiative.

The Chair suggests perhaps limiting the number of students to just high schools, so the number of students will be manageable. He asks if additional subcommittees are required.

Frank Butler proposes a habitat land use subcommittee, Great Lakes water subcommittee, stormwater infrastructure subcommittee, possibly transportation, and a budget subcommittee. The pre-budget subcommittee would meet and have something ready for November 2024 with the assistance of Councillor Kieran McKenzie and Councillor Angelo Marignani. Following that, information will be provided to Council when budget deliberations begin in January 2025.

Karina Richters sees the budget committee as ad hoc.

The Chair indicates that the land use, Great Lakes and the transportation topics could be captured within the Planning Committee.

Mike Fisher remarks that the Committee has to have a voice at budget. The Chair adds that the budget documents are available for a certain amount of time, however, the budget process is 365 days a year, so if the Committee is working through issues, the recommendations will ultimately land in budget.

Karina Richters asks if the budget subcommittee would review the Council Agenda, keep track and then use that information to inform the budget. If this Committee is going to make a motion to City Council, it would say these are things that are contrary to or support the budget.

The Chair states that the members concur with the formation of the following subcommittees – Bird Team, Planning and Environment, Public Education and Engagement and the Youth Committee. The question is do we create an additional subcommittee.

Jennifer Nantais proposes that the Chairs of the subcommittees be established; determine the members to these committees, and then adopt an accountability lens into each of the subcommittees.

Councillor Angelo Marignani advises that the Planning and Environment Subcommittee will look more at the policies and lean towards the environmental concerns regarding the risk in those policies.

Moved by Mike Fisher, seconded by Councillor Angelo Marignani,

That the City of Windsor Bird Team Subcommittee, the Planning and Environment Subcommittee, the Public Education and Engagement Subcommittee and the Youth Subcommittee **BE SUPPORTED.**

Carried.

Moved by Frank Butler, seconded by Kiemia Rezagian.

That the Budget Subcommittee **BE SUPPORTED** for the purpose of dealing with budgetary environmental issues and to work in conjunction with the Bird Team, Planning and Environment, Public Education and Engagement and the Youth Subcommittees.

Carried.

Discussion ensues regarding the subcommittees and the members are asked to Chair or volunteer to be a member of the respective subcommittee. The following represents the results of this exercise

City of Windsor Bird Team Subcommittee

Jennifer Nantais - Chair

Planning and Environment Subcommittee

Councillor Angelo Marignani, Chair Kiemia Rezagian Maria Boada Frank Butler Masoumeh Mazandarani Glory Aimufua

Public Education and Engagement Subcommittee

Maria Boada, Chair Councillor Kieran McKenzie Frank Butler

Youth Subcommittee

Kiemia Rezagian, Chair Maria Boada

Budget Subcommittee

Frank Butler, Chair Councillor Kieran McKenzie Mike Fisher

4.4 Designing the ECCAC Logo

In terms of designing the ECCAC Logo, the following options are provided:

Option 1: Through a local company/artist, it could be created by the next meeting. Committee members would vote on the final design. There is a moderate cost expected with this option.

Option 2: Created by high school students involved in the new Youth Subcommittee, it would likely not be available until late this year. This option is likely less expensive but an award is recommended.

Councillor Kieran McKenzie states that he prefers Option 2 or could take the current logo and replace WECEC with ECCAC.

Councillor Angelo Marignani concurs with replacing WECEC with ECCAC.

Moved by Kiemia Rezagian, seconded by Councillor Angelo Marignani,

That the existing Logo **BE UPDATED** with the Environment and Climate Change Advisory Committee (ECCAC) and to discuss with the newly formed Youth Subcommittee, and the Public Education and Engagement Subcommittee to determine if there is interest in a process for a new logo.

Carried.

6. New Business

Frank Butler provides the following comments relating to May 4, 2024 article in the Windsor Star regarding "encroaching on Black Oak and the creation of 12 kilometers" by this mountain bike group:

- Damage and illegal activity is being created in a sensitive area.
- The group is called the Windsor Bike Community.
- Significant damage was done in 2018 as are building a mountain track, moving soil, and cutting down trees.

The Chair states this has been an ongoing issue in many of our parks. The decisions that have been made with respect to different types of activities happening in the park specifically with the off-road cyclists, this has been an issue not only with Black Oak Heritage and a number of other parks across the city. The city took the approach to try to build infrastructure to provide a place for these folks to do their activity. The question as to whether or not who will have access in Black Oak, the city still has control over that but is likely to change in the near future when the National Urban Park is created. The idea of allowing for that activity in a somewhat regulated way is the response to they are

going to do it anyway and the City has limited capacity to enforce. He indicates there may be more signage.

Karina Richters advises that she has been involved in the Black Oak cleanups for twenty plus years. Prior to the cyclists getting in, there were ATV's, hummers but the cyclists were doing much less damage than the jeeps, etc. because they pushed those bigger vehicles out.

Frank Butler adds that they are a very aggressive non-profit group who are engaging in illegal activity.

Councillor Angelo Marignani refers to the pump track at Little River and adds there was a bike path there which was torn down which becomes an enforcement issue. He suggests the placement of educational signage.

Mike Fisher advises that the position of Parks Canada is that they do not foresee owning back Black Oaks Heritage Park and remaining the City of Windsor jurisdiction. The challenge with education is that it works if people are interested in it, however, once people are on the front page of the newspaper breaking the law, they are quite content to break the law. The other component is whether there is a Provincial element to it because there is the element of riding the trails, but creating the trails you are destroying species at risk habitat. He asks if the city does not have resources, perhaps the Province can speak up and say you cannot dig up species at risk habitat in a natural area. He is not suggesting changing the law but enforcing or communicating the law.

Councillor Kieran McKenzie asks what the recommendation is if that is the direction. Mike Fisher responds to talk to the Ministry of Environment Conservation and Parks to get a sense of what their role is in this matter because it is not only city by-laws that are broken when you tear it up; it is violating Provincial Legislation. Jennifer Nantais adds that the City has been fighting this battle for years; they cut the fence and every Parks Canada sign has been defaced. The City has hired security, they erected fences, repaired fences, put up signage, had staff on site and it has led to a breakdown of that relationship even further.

Frank Butler proposes that Legal review this matter, and to discuss it with the Province. He further suggests that the City contact this group to advise they are engaging in illegal activity and there may be consequences.

Councillor Kieran McKenzie requests that James Chacko, Executive Director Parks and Facilities, and a representative from Legal attend a future meeting.

7. Communications

Moved by Councillor Angelo Marignani, seconded by Mike Fisher, that the following Communications **BE RECEIVED:**

- 7.1 Community and Corporate Greenhouse Gas Emission and Energy Monitoring Report 2022 City Wide
- 7.2 Windsor's 2023 Report on the State of the Environment

Carried.

8. Date of Next Meeting

To be determined.

9. Adjournment

There being no further business, the meeting is adjourned at 7:00 o'clock p.m.



Committee Matters: SCM 236/2024

Subject: Minutes of the Active Transportation Expert Panel of its meeting held May 30, 2024

Moved by: Councillor Gary Kaschak

Seconded by: Councillor Renaldo Agostino

Decision Number: ETPS 1015

THAT the minutes of the Active Transportation Expert Panel meeting held May 30, 2024

BE RECEIVED.

Carried.

Report Number: SCM 217/2024

Clerk's File: MB2024

Clerk's Note:

1. Please refer to Item 7.2 from the Environment, Transportation & Public Safety Standing Committee held on July 31, 2024.

2. To view the stream of this Standing Committee meeting, please refer to: https://csg001-

harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240731/-1/10499



Committee Matters: SCM 217/2024

Subject: Minutes of the Active Transportation Expert Panel of its meeting held

May 30, 2024

Active Transportation Expert Panel

Meeting held May 30, 2024

A meeting of the Active Transportation Expert Panel is held this day commencing at 2:30 o'clock p.m. via Zoom video conference, there being present the following members:

Dr. Paul Henshaw Teena Ireland Kevin Morse James Sommerdyk

Regrets received from:

Cole Gorham Jocelyn Nikita

Guest in attendance:

Melissa Lauzon, Executive Director, The Safety Village

Also present are the following resource personnel:

Kathy Quenneville, Chair, and Active Transportation Coordinator lan Day, Manager, Traffic Operations Karen Kadour, Committee Coordinator

1. Call to Order

Kathy Quenneville, Chair calls the meeting to order at 2:31 o'clock p.m. and the Expert Panel considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2 Declaration of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by Dr. Paul Henshaw, seconded by James Sommerdyk,
That the minutes of the Active Transportation Expert Panel of its meeting held
March 14, 2024 **BE ADOPTED** as presented.
Carried.

4. Business Items

The Presentation entitled Active Transportation Expert Panel – May 30, 2024 Meeting is **attached** as Appendix "A".

4.1 Ideas for utilization of the 2024 Operating Budget

The Chair advises that the current Operating Budget is \$7,524.

In terms of the Bike to Work Event, the Chair thanks Kevin Morse and James Sommerdyk for attending and providing support for the event. Kevin Morse responds that the event went well although there still is a challenge to promote and entice more cyclists to participate in events such as this. James Sommerdyk suggests more advertising in the future may promote more participation. The Chair states that comments were made by the attendees asking for the addition of organized bike rides to the event.

The Chair refers to the Bike to Fireworks Event which was hosted by the Windsor Bicycling Committee in the past She notes that 12 bike racks would be required as well as fencing from the Parks Department along with a security guard at a cost of approximately \$2,000. She asks if the Expert Panel is interested in moving forward with the Bike to Fireworks Event (for the June 24th Ford Fireworks).

The Chair remarks that the operating budget can also be used to purchase helmets, locks, and lights. Kevin Morse proposes doing promotional ads for a particular target i.e. safety messages towards the motorists as people forget that they have to share the road. He asks if there are particular groups or areas that the Expert Panel wants to emphasize, i.e. education skill building, policy design.

a) Safety Village, Cycling Safety Programs

Melissa Lauzon, Executive Director, The Children's Safety Village appears before the Committee and provides the following overview:

- The Safety Village since 2003 has been honouring safety and injury prevention programs for children with a focus from kindergarten to Grade 5.
- The Bicycle Safety Programming targets Grade 3 and 4. Changes were made this year as they were finding that many of the students of this age group do not ride a

bike or perhaps the first time they have been on a bike. They have now included some peddle scooters along with the bicycles.

- They have seen 38 schools take part in that program specifically since the Fall. Now including EMS to take part in their programs so every school visit receives a curriculum that is lined up with the school boards. The educators walk them through safety education for 3.5 hours so topics vary but the Bicycle Safety Program falls with their partnership with law enforcement. The educators are either Windsor Police Officers or they are from a county school with that area.
- They do not service adults at this time, but the facility is open to new partnerships and utilizing the space in any way that they can.
- The focus is on the Grade 3's and 4's.

In response to a question asked by the Chair regarding the length of the program, Melissa Lauzon responds that it is approximately 3.5 hours and the police component is about 1 hour and 10 minutes. The children will receive information on the bicycles, there is helmet fitting, direction on how to maintain a bicycle, proper hand signals, rules of the road and the practical component once they are outdoors.

Dr. Paul Henshaw notes that the Expert Panel has been reviewing the budget and its utilization, and asks if the amount of \$400 is per school. Melissa Lauzon responds that the amount of \$400. is per visit (60 students at \$8.00 per student cost) although not all schools can absorb that cost. Dr. Henshaw questions if there is a rotation of schools, i.e. a dozen schools one year, and the next year another dozen schools. Melissa Lauzon responds that it is up to the teacher to book the field trip.

As some schools cannot afford bussing, a great option for those schools would be if this organization can go to those respective schools.

Teena Ireland asks if there are statistics relating to the number of children riding their bikes to school. She advises that there are low income schools in the downtown area, who most likely require helmets and education. Melissa Lauzon responds that they track what schools come to the Safety Village and how often they attend. She indicates that they receive a donation from a local corporation of 350 helmets every summer for the Helmet Safety Program (between May and September) and if they receive a phone call from a family that needs helmets, they will do the fitting at the Safety Village.

Kevin Morse indicates that the infrastructure of where the school is built provides its parents areas to drive and park, thus are more likely to drive their children to school than walk or ride the bikes.

Dr. Paul Henshaw suggests that when the Safety Village goes into these schools, that there could be an incentive program, i.e. a child rides their bike two days a week, they would receive a bike lock which would relieve traffic around the schools. The Chair states that this could be an initiative that the Expert Panel can fund – bicycle related swag for incentivization.

Melissa Lauzon leaves the meeting at 3:00 o'clock p.m.

Moved by Dr. Paul Henshaw, seconded by Kevin Morse,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$2,500 for costs associated with the Bike to Fireworks event including the provision of fencing from the Parks Department, bike rack rentals and a security guard.

Carried.

The Chair asks for volunteers to assist at the Bike to Fireworks event. Teena Ireland remarks that in the past there were approximately six volunteers who helped with the event (in two shifts). She states with the addition of the security guard, that four volunteers will be sufficient.

Dr. Paul Henshaw expresses concern that there may be an insufficient number of members present to help with the event.

Discussion ensues regarding reaching out to various groups, and former Windsor Bicycling Committee members to determine if they are available to assist with the Bike to Fireworks event.

In terms of other initiatives, Kevin Morse asks if the Expert Panel is interested in approving some wayfinding signage as a pilot with some active transportation or environmental supports. The Chair responds that this suggestion falls under the bikeways development budget and adds they are looking at possible signage for the Victoria bikeway. She refers to the multi-use trail on the Gordie Howe Bridge and the need for more signage for travel and recreational purposes.

4.2 Prioritization of Future Projects

The Chair reviews the following Active Transportation Projects:

- Victoria Street Bikeway
- Kildare Bikeway
- Walker/Munsee/Turner/Seneca Multi-Use Trail
- Grand Marais Multi-Use Trail
- The Shepherd Street Local Street Bikeway includes the addition of speed humps, reconfiguration of stop signs and sharrow pavement markings and signage
- Review of the Capital Projects
- Review of the Active Transportation Master Plan (ATMP) High Priority Connections List along with ATMP high priority future projects

Kevin Morse states he looks at the east to west, north to south and filling in the gaps but trying to aim for whether streets or trails for the people are the safest. He wants

to ensure we are making it fluid so people can get into the downtown areas, those accessible areas in a safe way.

Dr. Paul Henshaw referred to the Shepherd Street Local Street Bikeway and asks if a there were road improvements associated with this becoming a bikeway. Ian Day responds that it depends on whether it is a rehab project with the Operations Division where it is a mill and pave of the road and if the space is available to put the bike lanes back in. In terms of most of the capital projects, if bike lanes can be incorporated they are, as they are looking at the importance of getting the bike lanes in on the existing pavement. Dr. Paul Henshaw remarks that if the road is not to be resurfaced, it will not serve the purpose that they want. If they are not going to improve the road, it does not matter if there is signage or speed bumps.

Dr. Paul Henshaw also suggested extending the Walker-Munsee-Turner-Seneca trail to the north, to the Shoppers plaza parking lot to make travel from both north and south directions along Walker to the bike lanes on Seminole possible.

Moved by Kevin Morse, seconded by James Sommerdyk,

That the update provided by Kathy Quenneville, Active Transportation Coordinator regarding the prioritization of future projects **BE RECEIVED**.

5. Confirm and Ratify E-mail Poll

That the following E-mail Poll sent on April 29, 2024 regarding an expenditure in the upset amount of \$1,000 for the Bike to Work Event **BE CONFIRMED AND RATIFIED**

Moved by Dr. Paul Henshaw, seconded by Kevin Morse,

That approval be given to an expenditure in the upset amount of \$1,000 for the purchase of light refreshments for the Bike to Work event to be held on Thursday, May 30, 2024 from 7:30 a.m. to 9:00 a.m. in Charles Clark Square.

Carried.

6. Date of Next Meeting

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

7. Adjournment

There being no further business, the meeting is adjourned at 4:03 o'clock p.m.

Active Transportation Expert Panel Meeting

May 30, 2024



AT Expert Panel Budget & Initiatives

WBC balance carry forward: \$3,791

Annual Budget: \$4,300

Bike to Work Event: \$ 567

Remaining Balance: \$7,524

Initiatives for Consideration:

> Safety Village In-School Programs - \$ 400 each to cover costs

Fireworks Bike Parking – Approx. total cost: \$2,000

• Fencing provided by Parks: \$1,651

• Security guard: \$ 106 (\$ 26.50/hr – 4 hrs)

• Bike rack rental: \$ 240 (\$20/rack @ 12 racks – 96 bikes)

- ➤ Bike helmets, locks, lights
- Other Ideas?

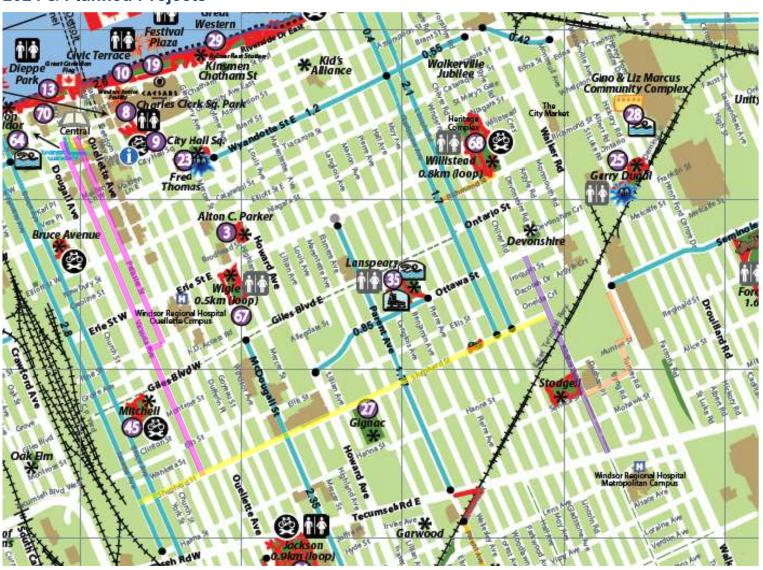


Active Transportation Projects





2024 & Planned Projects



Summer 2024

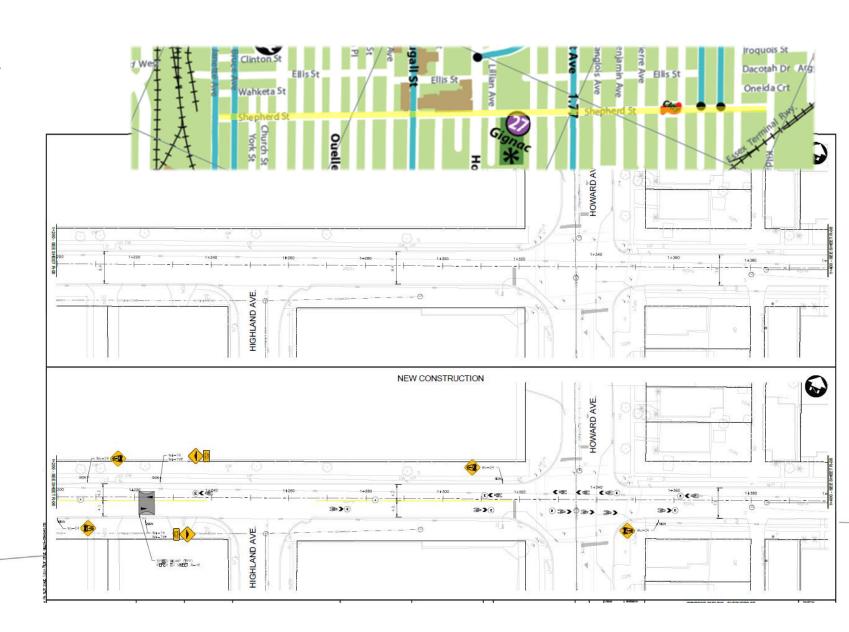
- Victoria St Bikeway
- Kildare Bikeway

Planned

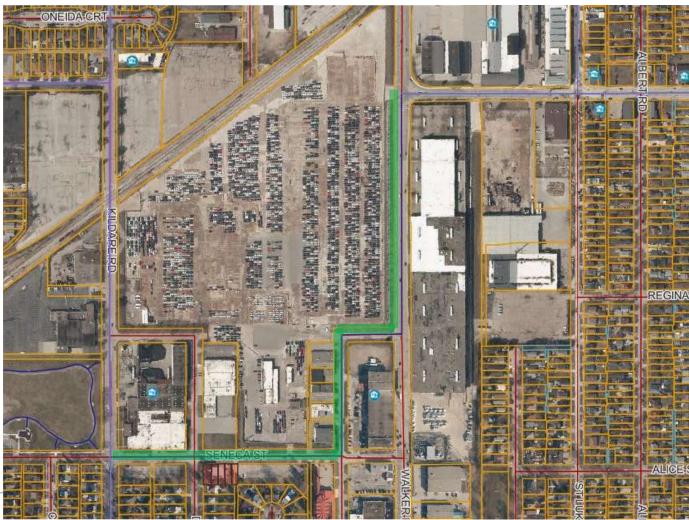
- Shepherd Bikeway
- Walker/Munsee/ Turner/Seneca MUT
 - Grand Marais MUT (not shown)

Shepherd St. Local Street Bikeway

- Addition of speed humps
- Reconfiguration of stop signs
- Sharrow pavement markings and signage



Walker-Munsee-Turner-Seneca MUT



Grand Marais MUT



BIKEWAYS DEVELOPMENT BUDGET

The 2023 approved 10-year capital plan for the Citywide Bikeway Development includes the following budget allocations to support the implementation of the ATMP:

2024	2025	2026	2027 to 2030	2031	2032	2033
\$ 400,000	\$ 400,000	\$ 400,000	\$ 100,000/yr	\$ 600,000	\$ 281,000	\$ 670,000

- > Development of the cycling network
- > AT promotion, awareness & education
- > End of trip facilities

Projects On the Shelf

Bikeway	Estimated Cost
Shepherd Ave. Local Street Bikeway	\$ 1,000,000
Walker/Munsee/Turner/Seneca Multi-use Pathway	> \$ 550,000
Grand Marais Trail Connection	\$ 100,000
TOTAL	> \$ 1,650,000



Capital Projects





FIGURE 33 - CYCLING NETWORK PRIORITIZATION RESULTS

ATMP High Priority Connections List

1. Roundabout – Sandwich St. & University Ave/Riverside Dr.



2. Kildare Rd. – Ottawa St. to Richmond St.



3. Howard Ave – Ottawa St. to Shepherd St.



4. Matchett – Chappell Ave. to Prince Rd.





ATMP High Priority Connections List cont'd

5. Wyandotte St. E. – Devonshire to Monmouth

Existing: gap in bike lanes (blue) from Devonshire/ Argyle to Monmouth.



Proposed: close gap with protected bike lanes (green & orange) by reducing the number of general purpose lanes.



ATMP High Priority Connections List cont'd

5. Roseville Garden Dr. - Thornberry Cres. to Jefferson & St. Rose





ATMP High Priority – Future Projects

Street	From	То	ATMP Facility Type	Approx. Legth (m)	Connections Made
Matchett	Broadway	Titcombe (Ojibway Nature Centre Entrance)	MUT	600	MUT on Matchett N of Broadway to Ojibway Nature Centre & MUT through Ojibway Prairie
California Avenue Bikeway	Riverside Dr. (bike lanes)	Totten (bike lanes)	Local Street Bikeway	2900	Bike lanes on Riverside, University, College, Totten
Dougall Avenue Protected Bike Lanes (Tecumseh - Eugenie)	Ellis	Eugenie	Contraflow bike lane, sharrow, protected bike lanes	1750	Shepherd bikeway, bike lanes on Dougall and bike lanes at Eugenie
Matchett	Broadway	Titcombe (Ojibway Nature Centre Entrance)	MUT	600	MUT on Matchett N of Broadway to Ojibway Nature Centre & MUT through Ojibway Prairie
George Ave	Wyandotte	Seminole	Local Street Bikeway	1000	Bike lanes on Wyandotte, bike lanes on Seminole, George Park
Brock St.	College	Sandwich St.	Local street bikeway	900	MUT on College at Brock, Sandwich St. bikeway (future) & MUT on Russell St.







Committee Matters: SCM 237/2024

Subject: Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held May 7, 2024

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

Decision Number: ETPS 1016

THAT the minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board meeting held May 7, 2024 **BE RECEIVED**.

Carried.

Report Number: SCM 219/2024

Clerk's File: MB2024

Clerk's Note:

- 1. Please refer to Item 7.3 from the Environment, Transportation & Public Safety Standing Committee held on July 31, 2024.
- To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240731/-1/10499



Committee Matters: SCM 219/2024

Subject: Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held May 7, 2024



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Tuesday, May 7, 2024

Time: 4:00 PM

Location: Essex County Civic Centre

Council Chambers, 2nd Floor 360 Fairview Avenue West Essex, Ontario N8M 1Y6

Attendance

Board Members:

Gary Kaschak -Chair
Kieran McKenzie
Jim Morrison
Gary McNamara - Vice Chair
Hilda MacDonald
Rob Shepley

City of Windsor
City of Windsor
County of Essex
County of Essex
County of Essex

EWSWA Staff:

Michelle Bishop General Manager

Steffan Brisebois Manager of Finance & Administration

Cathy Copot-Nepszy Manager of Waste Diversion Tom Marentette Manager of Waste Disposal

Madison Mantha Project Lead

Teresa Policella Executive Assistant

City of Windsor Staff:

Anne-Marie Albidone Manager of Environmental Services
Shawna Boakes Executive Director of Operations
Natasha Gabbana Senior Manager, Asset Planning

Mark Spizzirri Manager of Performance Management and Business

Case Development

County of Essex Staff:

Heidi McLeod Manager – Accounting – Administration/Deputy

Treasurer

Melissa Ryan Director of Financial Services/Treasurer

David Sundin Solicitor/Interim Director, Legislative and Community

Services

Absent:

Mark McKenzie City of Windsor Fred Francis City of Windsor

Michael Akpata County of Essex

Drew Dilkens City of Windsor (Ex-Officio)

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

1. Call to Order

The Chair called the meeting to order at 4:01PM.

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 Kieran McKenzie Seconded by Rob Shepley

THAT the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated April 10, 2024, be approved and adopted.

32-2024 Carried

4. Business Arising from the Minutes

No items were raised for discussion

5. Correspondence

A. Call2Recycle - 2023 Leader in Sustainability Award

The Manager of Waste Diversion was pleased to share that the Authority was recognized by Call2Recycle Canada, Inc. for collecting and diverting 20 tonnes of batteries from the landfill in 2023.

Moved by Hilda MacDonald Seconded by Gary McNamara

THAT the Board receive as information.

33-2024 Carried

6. Waste Diversion

A. 2023 Residential Waste Diversion Report

The Manager of Waste Diversion provided a summary of the report. The overall waste diversion rate for 2023 increased to 32.4%. This figure represents residential tonnes diverted from the Landfill. She noted new waste diversion programs such as the FoodCycler, wood pallet recycling and shingle/road-base reuse created a favourable increase in the waste diversion rate.

Mr. McKenzie commented that the increase in the diversion rate is good but still low compared to other communities.

The Manager of Waste Diversion stated that the new organics program will increase the diversion rate.

Mr. McNamara asked if there is a concern that there will be a regression in the number as we transition to producers.

Mr. Morrison asked if curbside waste audits will still be conducted.

The Manager of Waste Diversion stated that in 2022, the Authority engaged a waste auditor to conduct curbside audits to determine the behaviour between recycling and garbage. A report will be brought forward to the Board which will also include the consultant's report. We will use that data going forward to measure participation.

Moved by Gary McNamara Seconded by Rob Shepley **THAT** the Board receive the report as information.

> 34-2024 Carried

7. Finance & Administration

A. Request for Tenders for Rental and Use of Vacant Land

The General Manager stated the request was for the Board to approve an agreement between the Authority and Christopher Malott Farming Enterprises Inc. (CFME) for a five-year term. CFME's submission of \$425 per acre was the highest of three submissions received by the Authority. She noted that this is the third time CFME has bid on these properties. Mr. Malott has been an excellent tenant adhering to all terms and conditions of the lease and a good partner with the Authority. The rental revenue will increase by \$149 per acre per year.

The County of Essex will also be party to the lease agreement as they are the owners of the subject lands.

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

Moved by Kieran McKenzie Seconded by Jim Morrison

- 1. **THAT** the Board accept Administration's recommendation to enter into an agreement with Christopher Malott Farming Enterprises Inc. for a five-year term commencing on November 1, 2024 and ending on October 31, 2029 at a rate of \$425 per acre, with three (3) optional one-year extensions, if mutually agreed upon by all parties, under the same terms and conditions as set out in the Contract.
- 2. **THAT** since the County of Essex is the owner of subject lands, that a report be brought before Essex County Council recommending that the County of Essex be a party to the lease between the Authority and Christopher Malott Farming Enterprises Inc.

35-2024 Carried

B. 2024 EWSWA Asset Management Plan

The Manager of Finance provided a summary of the 2024 EWSWA Asset Management Plan (AMP). The Authority's AMP will form part of the City of Windsor (City) and County of Essex's (County) 2024 AMP. Ontario regulation guided Administration on how to create the AMP for 2024. He noted that 86% of the Authority's assets are categorized as being in Good to Very Good condition.

He noted that in 2024, the Authority is only required to present the current Community and Technical levels of service but will be required to include proposed levels of service in 2025.

The Manager of Finance referred to the risk matrix table on page 26 of the agenda package. He noted that some Authority assets fall under the high-risk areas due to their age and overall dollar value.

There are no financial implications to the 2024 budget.

The Chair asked if there were any questions.

Kieran McKenzie asked if the cost of the contractor to provide building condition assessments are included in the 2024 budget.

The Manager of Finance stated that it will form part of the 2025 budget.

Moved by Kieran McKenzie Seconded by Hilda MacDonald **THAT** the Board approve the 2024 Essex-Windsor Solid Waste Asset Management Plan.

36-2024 Carried

C. 2023 Financial Statements and Auditors' Report

The Manager of Finance provided a summary of the Authority's financial statements. KPMG has issued an "unmodified" audit opinion meaning the financial statements present fairly.

He explained the Authority was required to adopt the new Asset Retirement Obligation standards effective January 1, 2023 which replaced the Post Closure Liability Standards. He referred to the table on page 38 of the agenda package which outlined the restated 2022 figures as a result of the new standards.

He further provided a summary of the final operating deficit compared to budgeted figures for 2023.

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

Moved by Kieran McKenzie Seconded by Gary McNamara

THAT the Board approve this report, the 2023 financial statements and the associated auditors' report.

37-2024 Carried

D. January to March 2024 - Three Month Operations Financial Review

The Manager of Finance provided a summary of the three-month operations financial review. He noted that there were no significant changes in tonnage levels for both Municipal and Industrial/Commercial/Institutional landfilled material. The only significant variance to report has been the positive change in the average commodity prices for recyclable material resulting in a revenue surplus.

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

Moved by Jim Morrison Seconded by Rob Shepley

THAT the Board receive this report as information.

38-2024 Carried

8. New Business

No items were raised for discussion.

9. Other Items

No items were raised for discussion.

10. By-Laws

A. By-Law 6-2024

Moved by Gary McNamara Seconded by Kieran McKenzie

THAT By-Law 6-2024, being a By-Law to Authorize the Execution of an Agreement between the Essex-Windsor Solid Authority, the Corporation of the County of Essex and Christopher Malott Farming Enterprises Inc. for the Rental and Use of Vacant Land.

39-2024 Carried

B. **By-Law 7-2024**

Moved by Rob Shepley Seconded by Hilda MacDonald

THAT By-Law 7-2024, being a By-law to Confirm the Proceedings of the Board of the Essex-Windsor Solid Waste Authority be given three readings and be adopted this 7th day of May, 2024.

40-2024 Carried

11. Next Meeting Dates

Tuesday, June 4, 2024
Wednesday, July 10, 2024
Wednesday August 14, 2024 – Note: This meeting will start at 3:00PM
Wednesday, September 11, 2024
Wednesday, October 9, 2024
Tuesday, November 5, 2024
Tuesday, December 3, 2024

12. Adjournment

Moved by Jim Morrison Seconded by Rob Shepley **THAT** the Board stand adjourned at 4:34PM.

> 41-2024 Carried

All of which is respectfully submitted.

Gary Kaschak Chair

Michelle Bishop General Manager



Committee Matters: SCM 238/2024

Subject: Essex Windsor Solid Waste Authority (EWSWA) Annual Report - Essex-Windsor Residential Waste Diversion 2023

Moved by: Councillor Gary Kaschak

Seconded by: Councillor Renaldo Agostino

Decision Number: **ETPS 1017**

THAT the Essex Windsor Solid Waste Authority (EWSWA) Annual Report - Essex

Windsor Residential Waste Diversion 2023 BE RECEIVED.

Carried.

Report Number: SCM 220/2024

Clerk's File: MB2024

Clerk's Note:

- 1. Please refer to Item 7.4 from the Environment, Transportation & Public Safety Standing Committee held on July 31, 2024.
- To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240 <u>731/-1/10499</u>



Committee Matters: SCM 220/2024

Subject: Essex Windsor Solid Waste Authority (EWSWA) Annual Report - Essex-

Windsor Residential Waste Diversion 2023



ANNUAL REPORT

Essex-Windsor Residential Waste Diversion 2023

Report Date: March 31, 2024

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This document is formatted for accessibility and is available in alternate formats upon request.

Essex-Windsor Residential Waste Diversion

Annual Report for January - December 2023

1 Introduction

The Annual Waste Diversion Report provides information on the waste diversion activities carried out by the Essex-Windsor Solid Waste Authority (EWSWA) during 2023 in compliance with Condition 5.2 of the Environmental Assessment Approval for the Essex-Windsor Regional Landfill.

1.1 Residential Waste Diversion Rate 2023

This report also provides the EWSWA the ability to track any changes in the amount of waste diverted through waste diversion initiatives from year to year.

In 2023, the seven County of Essex municipalities and the City of Windsor delivered 109,926 tonnes of residential waste to the Essex-Windsor Regional Landfill (Landfill). During the same time period, 54,110 tonnes of residential waste were diverted from the Landfill via the blue and red box recycling program, municipal hazardous or special waste program, composting, and other waste diversion programs. These waste diversion initiatives resulted in a 2023 residential diversion rate of 32.4%. The 2022 diversion rate was 32.0%.

2023 Residential Diversion Rate is calculated as follows:

$$\frac{54,110 \text{ Tonnes Diverted (see Table 20)}}{109,926 \text{ Tonnes of Residential Refuse Collected Curbside +}} = \frac{54,110}{167,028} \times 100 = 32.4\%$$

$$2,992 \text{ Residuals + 54,110 Diverted Tonnes}$$

2022 Residential Diversion Rate is calculated as follows:

$$\frac{51,435 \text{ Tonnes Diverted (see Table 20)}}{108,059 \text{ Tonnes of Residential Refuse Collected Curbside +}} = \frac{51,435}{160,836} \times 100 = 32.0\%$$

$$1,342 \text{ Residuals + 51,435 Diverted Tonnes}$$

2 Programs

2.1 Residential Recycling Blue Box Program

The tonnes of residential recyclable materials collected curbside during 2023 totaled 21,623 tonnes. The overall tonnes of recyclables collected in 2023 were slightly lower compared to the 21,978 tonnes collected in 2022.

A monthly summary and comparison of the tonnes collected curbside from the City and the County in 2022 and 2023 is shown in Table 1. The collection of recyclables in the County was carried out under contract in 2023 by the City of Windsor. The collection of recyclables in the City of Windsor in 2023 was carried out by Green For Life Environmental Inc.

All materials were processed at the EWSWA owned Essex-Windsor Material Recovery Facility (MRF), located at E.C. Row and Central Avenue in Windsor where HGC Management Inc. via contract segregate delivered materials into marketed goods.

In addition to the residential recyclables collected curbside, 538 tonnes of recyclables were delivered to the EWSWA's Public Drop Off Depots in 2023, as compared to 611 tonnes in 2022.

Table 1: Residential recycling blue box collection tonnes by month comparison

Month	2023 County of Essex* Tonnes	2023 City of Windsor Tonnes	2023 Combined Tonnes	2022 Comparable Tonnes
January	1,013	994	2,007	1,804
February	762	788	1,550	1,770
March	883	963	1,846	1,900
April	803	800	1,603	1,813
May	927	929	1,856	1,964
June	920	958	1,878	1,953
July	870	845	1,715	1,821
August	964	1,011	1,975	1,875
September	876	892	1,767	1,807
October	871	871	1,742	1,595
November	883	902	1,785	1,793
December	949	950	1,899	1,884
Total:	10,721.00	10,903.00	21,623	21,978

^{*} The County of Essex includes the Town of Amherstburg, the Town of Essex, the Town of Kingsville, the Municipality of Lakeshore, the Town of LaSalle, the Municipality of Leamington, and the Town of Tecumseh. Due to rounding, sum of combined tonnes for 2023 will not equal total value.

2.2 Recycling Residual Disposal

Recycling Residual is the material that is left over after the processing of the recyclable materials are collected and delivered to the MRF. The residuals typically consist of contaminated materials, non-recyclable materials, and packaging materials used to secure recyclables placed in the recycle box. A total of 2,992 tonnes of recycling residuals was disposed of in 2023. This increase in residuals from 2022 (1,342 tonnes) was a result of the unavailability of end-markets for low grade materials as seen in the previous year.

3 Tonnes Marketed

For the purposes of waste diversion calculations, tonnes marketed are used instead of the tonnes collected curbside. The tonnes marketed by material type are shown in Tables 2, 3, and 4. The EWSWA markets all materials processed through the MRF and retains 100% of the revenue from the sale of materials. Revenue from the sale of material in 2023 was approximately \$2,643,176 (see Table 5), representing a basket-of-goods revenue of approximately \$140/tonne compared to a basket-of-goods revenue of \$225/tonne in 2022. This is as a result of exceptionally strong market conditions for the majority of recyclable materials marketed in 2022. A brief discussion on market conditions and prices for each of the materials follows.

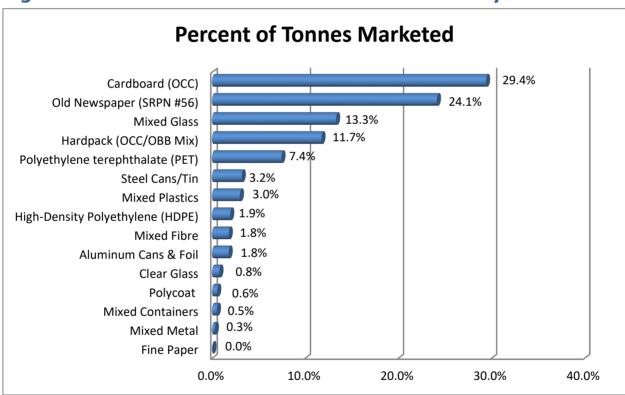


Figure 1: Percent of tonnes for 2023 marketed recyclables

3.1 Fibres

Old Newspaper (SRPN #56)

Ontario market price trends are published annually by the Continuous Improvement Fund's (CIFs) Price Sheet (December 2023). For 2023, SRPN #56 prices ranged from a low of \$82 per tonne to a high of \$117 per tonne. The EWSWA average price for 2023 was \$93 per tonne which is higher than this provincially published CIF average of \$52 per tonne. The EWSWA 2022 average price for SRPN #56 was \$175 per tonne.

Old Corrugated Cardboard (OCC)

The EWSWA price for old corrugated cardboard ranged from a low of \$71 per tonne to a high of \$156 per tonne in 2023. In 2023, the EWSWA average price per tonne was \$107 compared to \$189 in 2022. The EWSWA's average price of \$107 per tonne was higher than the provincial average of \$100 per tonne per the CIF Price Sheet - December 2023.

Hardpack (OBB)

(Example: cereal boxes, cardboard)

The EWSWA's prices for this cardboard/boxboard mix ranged from \$18 per tonne to \$94 per tonne in 2023. In 2023, the EWSWA average price was \$48 compared to \$112 per tonne in 2022, again as a result of global market conditions. The EWSWA's average 2023 price of \$48 per tonne was higher than the provincial average of \$18 per tonne per the CIF Price Sheet - December 2023.

Fine Paper

One load of fine paper was sold in 2023 with an average price of \$148 per tonne. This is a decrease compared to 2022's price of \$419.

Mixed Fibre (SRPN #54)

The pricing for mixed fibre ranged from a low of \$0 per tonne to a high of \$29 per tonne in 2023. This is a decrease from 2022 as market demands for this low-grade fibre decreased and therefore the average price for 2023 was \$20 per tonne compared to \$92 per tonne in 2022.

3.2 Containers

Steel Cans

The 2023 average price was \$360 per tonne compared to \$367 per tonne in 2022. This market price per tonne in 2023 ranged from a low of \$308 to a high of \$429.

Aluminum Cans and Foil

The 2023 average price was \$2,084 per tonne compared to \$2,560 in 2022. Again, due to market fluctuations the price per tonne ranged from \$1,873 to \$2,508 per tonne. Aluminum foil was sold at an average price of \$772 during 2023, whereas in 2022, it sold at \$886 per tonne.

Glass

The 2023 average clear glass price of \$30 per tonne was higher than the 2022 average price of \$11 per tonne, due to markets. Clear glass is the only product that is not marketed FOB (Freight on Board) at the Essex-Windsor MRF. Mixed coloured glass was delivered to the Regional Landfill for use as road base.

Polyethylene Terephthalate (PET)

(Example: plastic water bottles)

The average price was \$291 per tonne in 2023 which is much lower than the 2022 average price of \$595 per tonne.

High-Density Polyethylene (HDPE)

(Example: laundry soap bottles)

The average price was \$423 per tonne in 2023, compared to the 2022 average price of \$1,276 per tonne.

Polycoat and Gable Top

(Example: milk cartons)

Polycoat was sold in 2023 at an average price of \$0.42 per tonne compared to the average price of \$55 per tonne in 2022.

Mixed Plastics

(Example: tubs & lids, clamshells, trays, cups, plastic bottles, excludes polystyrene and plastic film bags)

The average price was \$41 per tonne in 2023 compared to the average price of \$160 per tonne in 2022.

Mixed Containers

In 2023, due to market availability at the beginning of the year (January and March), the EWSWA was able to successfully market a low-grade mixed container grade which typically is residue that results from the sorting process in the Container MRF. The average price in 2023 was \$11 per tonne compared to \$14 per tonne in 2022.

Table 2: Marketed fibre summary comparison: 2022 versus 2023

Fibre Material	2022 Tonnes	2023 Tonnes	% Change
Old newspaper (SRPN #56)	4,976	4,571	-8.1
Cardboard (OCC)	5,614	5,570	-0.8
Hardpack (OBB)	2,199	2,224	1.1
Fine paper	17	8	-53.0
Mixed fibre (SRPN #54)	596	340	-43.0
Totals:	13,402	12,713	-5.1%

Table 3: Marketed containers summary comparison: 2022 versus 2023

Container Material	2022 Tonnes	2023 Tonnes	% Change
Clear glass	79	150	90.0
Mixed glass	2,628	2,522	-4.0
Steel cans	669	604	-9.7
Aluminum cans and foil	342	338	-1.2
Polyethylene terephthalate (PET)	1,648	1,410	-14.4
High-density polyethylene (HDPE)	406	369	-9.1
Polycoat/gable top	138	105	-23.9
Mixed plastics	544	566	4.0

Essex-Windsor Solid Waste Authority

Container Material	2022 Tonnes	2023 Tonnes	% Change
Mixed containers	956	99	-89.6
Totals:	7,410	6,163	-16.8%

Table 4: Residential recyclables marketed comparison

Tonnes Marketed	2022 Tonnes	2023 Tonnes
a) Total tonnes marketed	20,812	18,876
b) ICI Tonnes	(689)	(625)
Net marketed residential recyclables	20,123	18,251

Notes: a) Total tonnes marketed less b) ICI delivered tonnes = Net marketed residential recyclables.

Table 5: Revenue comparison: 2022 versus 2023

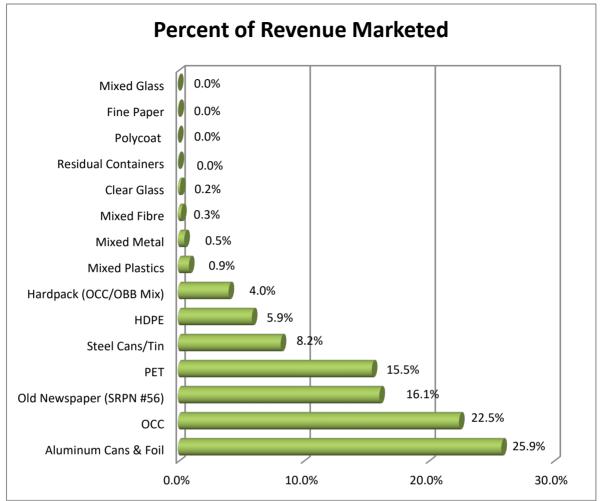
Recyclable Material	2022 Revenue	2023 Revenue
Old newspaper (SRPN #56)	\$872,762	\$425,695
Cardboard (OCC)	\$1,061,269	\$594,017
Hardpack (OBB)	\$245,421	\$106,964
Clear glass	\$849	\$4,436
Mixed fibre (SRPN #54)	\$54,733	\$6,687
Steel cans	\$245,252	\$217,166
Fine paper	\$7,141	\$1,177
Aluminum cans and foil	\$840,396	\$683,497
Polyethylene terephthalate (PET)	\$980,506	\$409,718
High-density polyethylene (HDPE)	\$244,321	\$156,163
Mixed glass	\$0	\$0
Polycoat/gable top	\$7,631	\$45
Mixed metal	\$20,215	\$13,391
Mixed plastics	\$86,865	\$23,146
Residual Containers	\$13,655	\$1,075

Recyclable Material	2022 Revenue	2023 Revenue
Total Revenue	\$4,681,016	\$2,643,177

Table 6: Annual revenue comparison

Year	Revenue
2015	\$3,101,234
2016	\$3,414,055
2017	\$4,241,411
2018	\$3,204,744
2019	\$2,076,450
2020	\$2,180,781
2021	\$4,967,436
2022	\$4,681,016
2023	\$2,643,177





3.3 Markets

Delivered tonnages for 2023 were slightly lower than 2022, as well as total marketed tonnes as a result of markets normalizing as 2023 was noted as an exceptional year for marketing blue box materials. With this shift from an exceptional, available market, it meant that there was little to no availability to market low grade materials in 2023, such as residue that was marketed for the first time in history in 2022. Further, producer shifts in materials (e.g., cardboard) released out into the Ontario market had direct impacts on collected and marketed blue box tonnage numbers for 2023. For example, the delivery of items to customers in cardboard containers has now been replaced by plastic bags where feasible as it is a cheaper more efficient method to ship.

4 Other Residential Recycling Programs

4.1 White Goods

Since 1991, white goods, such as fridges, stoves, air conditioners, washers, dryers, freezers, dishwashers, etc. have been restricted from the Landfill. In 2023, the EWSWA's curbside collection program for white goods across all municipalities in Essex County except Lakeshore (as they run their own program) captured 1,391 white good units (approximately 125 tonnes). The Municipality of Lakeshore reported that they diverted 8 tonnes of white goods through their 2023 program.

While the City of Windsor did not operate a white goods collection program during 2023, there were also 143 tonnes of white goods delivered to the Public Drop Off Depots for a combined total of approximately 276 tonnes. Table 8 details the white goods collection program for each of the municipalities in the County of Essex by month during 2023.

Table 7: Summary of white goods diversion for 2023

White Goods Summary	2023 Tonnes
EWSWA Curbside Essex County Collection	125
Municipality of Lakeshore Program	8
Drop Off Depots	143
Total Tonnes Recycled and Diverted	276

Table 8: 2023 White goods collected through the EWSWA White Goods Program by month in municipalities across Essex County

Month	Amherstburg	Essex	Kingsville	LaSalle	Leamington	Tecumseh	Total for Month
January	20	12	6	23	9	8	78
February	16	9	17	17	13	11	83
March	25	19	12	14	11	9	90
April	24	22	17	18	21	11	113
May	25	20	18	20	16	20	119
June	31	17	25	32	28	14	147
July	27	21	25	27	21	16	137
August	27	19	24	25	16	17	128
September	31	34	30	31	14	12	152
October	29	23	26	32	11	8	129
November	24	22	24	25	14	14	123
December	13	20	20	19	7	13	92
Total Units	292	238	244	283	181	153	1,391

Notes: 1,391 units with the average weight of 90 kilograms per unit results in diversion of approximately 125.19 tonnes.

4.2 Tires

As this program has moved to the full Extended Producer Responsibility (EPR) model, the historical RPRA Datacall calculations are used where approximately 3,001 tonnes of used tires were diverted across the Essex-Windsor area. While automotive tire recycling is now offered at many locations across Essex-Windsor, the EWSWA still collects and recycles used tires through the RPRA program. During 2023, approximately 127 tonnes of used tires were dropped off at the EWSWA sites, which are included in the 3,001 tonnes diverted in Essex-Windsor.

4.3 Scrap Metal

There are 40-yard roll off bins located at the Windsor Public Drop-off Depot for the collection of ferrous and non-ferrous scrap metal material. Metal materials are dropped off here from PDO visitors and other programs across the site where it may have been improperly disposed of to ensure it is diverted from the landfill. The metals are sold through a competitive bid process to local scrap dealers. In 2023, approximately 396 tonnes of metals were collected and recycled.

4.4 Electronics Recycling

Under contract with the EWSWA, Quantum Lifecycle Partners Inc. supplies sea containers for the collection of electronics at the EWSWA's Public Dropoff Depots. The EWSWA staff place electronic items that are received from the public in these containers. In 2023, approximately 251 tonnes of computers, televisions, audio visual equipment, and various electronic items were collected through the Waste Electrical and Electronics Equipment (WEEE) stewardship program.

4.5 Deposit/Return Program

The EWSWA has a capture program at the Material Recovery Facility (MRF) for deposit/return containers (i.e. aluminum beer cans; glass, wine, and spirit bottles) that have been collected through the blue box collection program. During 2023, approximately 30 tonnes of deposit/return containers were received at the MRF alone. As this program has moved to the full Extended Producer Responsibility (EPR) model, the historical RPRA Datacall calculations are used where approximately 2,329 diversion tonnes were diverted in the region for this program, where this calculation is based upon

the Essex-Windsor population as determined by Statistics Canada census data that is available.

4.6 WE ReCYCLE Bike Program

The EWSWA recognizes the importance of providing waste diversion programs that are convenient and safe for the public to access. In 2021, the EWSWA Board approved a bike reuse program, that supports bikes that are collected at the EWSWA sites to be refurbished and recycled back into the Essex-Windsor area through a community partnership program. In 2023, a total of 944 bikes were dropped off at the EWSWA sites, where 666 of those bikes were repaired/reused and the remaining 277 bikes were placed in the scrap metal bin for recycling.

Table 9: Bikes recycled through the WE ReCYCLE program in 2023

Total # of Bikes Dropped Off	Total # of Bikes Repaired/Reused	Total # of Bikes Recycled as Metal
0	0	0

As the average bike weighs 10 kg, it is estimated that a total of 9,440 kgs or 9.44 tonnes of bikes were dropped off at the EWSWA Depots, 6,660 kgs or 6.66 tonnes of those bikes were repaired/reused, and 2,770 kgs or 2.77 tonnes of unrepairable bikes were recycled as metal through the WE ReCYCLE Program in 2023.

4.7 Election Signs

As the EWSWA attempts to divert materials where feasible, it has been successful to offer a drop off program at the sites for election signs after an election. 2023 was not an election year in the region, therefore, no election signs were collected.

4.8 Wood Pallet Pilot Program

The Wood Pallet Pilot Program began in the fall of 2023, where the EWSWA was successful in arranging a local company to pick up pallets for recycling from the Windsor site. In only two months, this program helped to divert 7 tonnes of pallets from filling the Landfill as unnecessary waste.

4.9 Shingles/Road Base Diversion

In fall 2023, the EWSWA began diverting loads of road base materials that were delivered to the Windsor Public Drop Off, as these are valuable resources (e.g., stone, concrete, dirt, shingles). Because of this initiative, approximately 65 tonnes of these materials were diverted from the Landfill and rather used for road base purposes on site.

4.10 Textile Recycling with Diabetes Canada

In 2023, the EWSWA collaborated with Diabetes Canada to successfully divert approximately 3,130 kgs (approximately 3 tonnes) of textiles from the Landfill by having a textiles recycling collection bin on site at the Windsor Public Drop Off Depot. Every 6,500 pounds of textiles collected helps to send one diabetic child to a Diabetes Canada D-Camp, a summer camp designed to provide children living with type 1 diabetes the opportunity to enjoy an authentic camp experience in a medically accommodating environment, with a dedicated team of professionals.

Table 10: Other recyclables comparison: 2022 versus 2023

Other Recyclable Programs	2022 Tonnes	2023 Tonnes	% Change
White goods (all sites)	274	276	0.7%
Used tires	3,001	3,001	0%
Scrap & mixed metal	445	396	-11.0%
Electronics	257	251	-2.3%
Deposit/return & stewardship	2,329	2,329	0%
Bicycles	7	7	0%
Election Signs	1	0	-100.0%
Pallets	N/A	7	N/A
Shingles/Road Base	N/A	65	N/A
Textiles	N/A	3	N/A
Total Other Recyclables	6,314	6,335	0.3%

Notes: RPRA Datacall calculation is based on population for used tires and Deposit/return & stewardship programs in the Essex-Windsor area as reported by the Statistics Canada census.

5 Residential Organics

5.1 Yard Waste

Grass, leaves, tree trimmings, and brush are restricted from disposal at the Essex-Windsor Regional Landfill site. As a result, all local municipalities have established separate collection systems for yard waste, including special collections in January for Christmas trees. Furthermore, individual residents and grounds maintenance contractors also brought yard waste to each of the three Depots operated by the EWSWA in 2023.

The Essex-Windsor residents can set-out their yard waste in: paper bags, wheeled carts, garbage bins, and cardboard boxes to receive curbside collection. Yard waste will not be collected if it is placed in a plastic bag. Approximately 25,845 tonnes of yard waste was received in 2023, which represents an increase of 24% compared to the 20,768 tonnes delivered in 2022, which may be a result of inclement weather storms in the region.

Table 11: 2023 Yard waste summary for all of the EWSWA sites

Material Type	Windsor Public Drop Off	Kingsville Transfer Station 2	Regional Landfill	Total
Municipal Delivered	11,001	2,033	5,293	18,327
Residential Delivered	3,198	1,563	352	5,113
Total Res. Organics	14,199	3,596	5,645	23,440
*ICI Organics and Pallets	1,400	771	234	2,405
Grand Total (Tonnes)	15,599	4,368	5,879	25,845

Notes: *ICI is Industrial, Commercial, and Institutional delivered material type. Due to rounding, sum of tonnes for 2023 will not equal total value.

Table 12: Yard waste tonnes comparison: 2022 versus 2023

Material Type	2022 Tonnes	2023 Tonnes
Municipal Delivered	15,875	18,326
Residential Delivered	3,134	5,114
Total Res. Organics	19,009	23,440
*ICI Organics and Pallets	1,759	2,405
Grand Total (Tonnes)	20,768	25,845

^{*}ICI is Industrial, Commercial, and Institutional delivered material type.

5.2 Screened Compost Sales

The EWSWA undertakes an in-depth process to the organics and yard waste it receives to turn it into saleable, quality compost. The composting process involves grinding up yard waste and placing it in long rows called 'windrows'. The material is turned frequently and the temperature is maintained above 55 degrees Celsius in order to kill any pathogens or weed seeds. Once the compost has matured, it is tested, screened, and then sold for use in landscaping, as well as flower and vegetable gardens.

In 2023, compost was sold as bulk (delivered or pick-up), bag-your-own, and prepackaged items as listed below.

Table 13: Compost sales 2023 summary

Compost Material	Quantity Sold	Tonnes	
Delivered	879 cubic yards	440	
Bulk sales	25,286 cubic yards	12,643	
Bag-Your-Own	1,216 bags	67-69	
Prepackaged Garden Gold	11,464 bags	206-252	
	Total Tonnes	13,356 - 13,404	

Table 13 Notes: Pre-packaged bag weights are based on approximately 18 to 22 kg/bag; Bag-Your-Own is approximately 55-57 kg/bag; Bulk compost is approximately 500 kg/cubic yard. Compost weight is expressed in 'ranges' due to the differing moisture content & density. One cubic yard = one bucket from the EWSWA small loader in Windsor. Weights are approximate.

Under contract with the EWSWA, Frank Dupuis Landscaping and Trucking provided delivery services for the sale of 440 tonnes of bulk compost locally. In total, 12,643 tonnes of compost was sold through the bulk sale program to residents and businesses at the EWSWA Depots. Additionally, approximately 11,464 prepackaged bags of compost ("Garden Gold") were sold at the Depots. Many residents also bagged their own compost at one of the Depots. The combined total weight of compost sold in 2023 was approximately 13,356 – 13,404 tonnes. In 2023, compost sales totalled \$267,477.

5.3 Backyard Composting

Backyard composters (BYC) with the brand name "The Earth Machine" and "The Green Cone" were sold to Essex-Windsor residents in 2023. Both units were sold through local Home Hardware stores year-round. In the spring of 2023, the EWSWA ran a coupon in Enviro Tips for the BYC. Residents were directed to 4 participating Home Hardware locations to purchase a BYC at a discounted price. A total of 189 units were sold during this sale. An additional 36 Earth Machine units were sold through the Home Hardware stores throughout the year, for a total of 225 units sold in 2023. There were 11 Green Cones sold in 2023 through Home Hardware stores. This brings the cumulative total to 846 Green Cones distributed since 2010, which is when they were first introduced to the area. The combined BYC distributed in 2023 was 236 units, bringing the total number of units sold since 1988 to 40,483 units.

Current research has indicated that approximately 100 kg/year/BYC is diverted as a result of the backyard composting program. This translates into 4,048 tonnes of organic waste diverted from the Landfill through this program. This does not consider homemade composters or composting done independent of the EWSWA's backyard composting program.

5.4 FoodCycler™ Pilot Program

In July 2023, the EWSWA partnered with Food Cycle Science (FCS), to launch a pilot program featuring the FoodCyclerTM. The FoodCyclerTM is a countertop unit which converts food waste into a sanitary soil amendment.

- 250 FoodCyclerTM units were made available for the pilot program
- 1,826 residents registered to participate in the pilot program
- Usage of each unit was tracked over a 12-week period

 A total of 46.4 metric tonnes of food waste was diverted from the Landfill through the FoodCycler[™] Pilot Program (based upon results submitted by participants of the program)

Based on the results of the pilot program, FCS was encouraged to offer additional discounted FoodCycler[™] units for Essex-Windsor residents during the fall (and Waste Reduction Week), as well as the holiday season (Christmas). Through this initiative, an additional 277 units were sold between the months of September to December 2023, for a total of 527 FoodCycler[™] units distributed in the Essex-Windsor community in 2023. Per FCS, approximately 259 kg per year/per household of food waste is diverted when using the FoodCyclerTM unit. Therefore, approximately 51,780 kgs or 52 tonnes of food waste was diverted in Essex-Windsor from the landfill in 2023 due to the sale of the two FoodCycler[™] products to residents through the EWSWA's partnership.

Table 14: Residential organic waste reduction comparison: 2021 — 2023

Residential Organic Programs	2021 Tonnes	2022 Tonnes	2023 Tonnes
BYC Program	4,015	4,025	4,048
Mulching Blades	1,343	1,343	1,343
Yard Waste (Residential)	23,519	19,009	23,440
FoodCycler [™] Program	N/A	N/A	52
Total Residential Organics	28,877	24,377	28,883

Notes: The mulching blade program was no longer directly offered through the EWSWA after 2001. Even though mulching blades and mowers are used by residents in the area, it can't be measured for the purposes of this report; therefore, no increase in diversion is indicated.

5.5 Plastic Flower Pots Recycling

On site at the Windsor Public Drop Off Depot, residents are able to drop off plastic flower pots which are then recycled and baled on site with the mixed plastics material. This initiative prevents these materials from ending up in the landfill. These diversion numbers are accounted for in the Marketed Recyclable Goods section.

5.6 EWSWA Merchandise Recycling

On site at the Windsor Public Drop Off Depot, residents can drop off for free old merchandise of the EWSWA for the EWSWA to recycle such as carts, boxes, green cones, etc. that are worn/used/broken beyond repair. These are typically sent to a local recycler when enough stock is received and markets are available. In 2023, while this program was available, there is no tonnage to report as many items were included in the blue box program.

6 Promotion and Education (P&E)

6.1 Community Outreach

The EWSWA staff traditionally organize promotions and events to engage residents in waste diversion activities. Initiatives like the online Scavenger Hunt for Earth Day, actual in-person Earth Day Event at Malden Park, FoodCycler™ Pilot Program, a digital campaign for Waste Reduction Week, as well as print information on various programs of the EWSWA are some of the many strategies used in 2023.

After Covid-19, in person presentations were limited again in 2023 as they were in the previous two years in schools. As a result, the EWSWA is supporting all businesses, residents, and school boards with waste diversion inquiries, resources, and questions as needed. As well, the EWSWA supported special requests by school boards like MRF tours to school ambassador programs to liaise and better educate the new waste diversion school leaders.

There were twenty-five special events serviced with blue box program recycling carts in 2023 to better support waste diversion at local community events.

The EWSWA was honoured to receive two awards at the Municipal Waste Association (MWA)'s 2023 Promotion and Education Awards. In the category, "Surprise Us", the EWSWA received Bronze for making unique linkages to holidays like Easter and Thanksgiving to promote waste reduction, reuse, and recycling. In the category, "Social Media & Online Strategy", the EWSWA received Gold for the Goose Chase App initiative. To complement Earth Day, the EWSWA had 132 households register to use a free, third-party App that used a virtual scavenger hunt to educate and engage residents. Some of the scavenger hunt activities included: watching a video and answering

questions, taking photos of hazardous waste items in need of drop-off, and taking a photo of your Blue Box set-out.

6.2 Special Community Events

One notable event that the EWSWA serviced in 2023 was the annual Earth Day event, held on April 23, 2023 at Malden Park in Windsor. Approximately 1,500 people attended the event.

Some highlights of this event included environmental exhibits, food vendors, guest speakers, sciensational snakes, interactive games, and an on-site hydration station.

The EWSWA set up a tent at the Earth Day event, educating and highlighting residents on various programs/upcoming initiatives in the Essex-Windsor area, including interactive displays on: compost, food waste and organics, FoodCyclerTM units, red/blue box recycling, and BYC/Green Cone Digestors.

Another event, initiated by YQG Green, was launched in the fall of 2023 leading up to Waste Reduction Week. This new event was called the YQG Green Expo, taking place on October 14, 2023, and featured: A Fireside Chat, Environmental Exhibitors, an Expert Panel Discussion, and Community Recycle Drive Thru & Drop-Off. The EWSWA was one of the partners of this event and various administrative staff from the organization participated in the event. Residents were encouraged to drop off items such as electronics, textiles, household items, and eyeglasses, using the Community Recycle Drive Thru & Drop Off, as well as prescription medications which were collected for safe disposal, by various local not-for-profit organizations. Habitat for Humanity Restore, Unifor 444, Diabetes Canada, and Soles4Souls, etc. were some of the organizations that supported this event. The EWSWA had a booth set up at this event where several members of the staff were on-site to answer questions and provide program information to participants.

6.3 Waste Reduction Hotline

The EWSWA maintains a Waste Reduction Hotline (1-800-563-3377), where staff of the EWSWA answer residential questions, or redirect the call to the appropriate staff or department.

6.4 Print Newsletter

The EWSWA issues an annual newsletter called Enviro Tips which is delivered to each household and is available online. In spring 2023, the newsletter "Enviro Tips" was delivered to every household, apartment, farm, and business in Windsor/Essex County. Over 173,500 newsletters were delivered. The newsletter featured the FoodCycler™ Pilot Program, Garden Gold Compost, the Backyard Composter coupon, Drop Off Depot, Recycle Coach, MHSW information, and a few program reminders.

6.5 E-Newsletter

E-newsletters are also part of the program as they are low cost and another way to reach residents using Constant Contact, Inc., an online marketing company which allows the user to create effective e-mail marketing campaigns. In the past, the EWSWA has utilized Constant Contact to inform subscribers of events, sales, and various promotions of the EWSWA.

The EWSWA has a total of 4,945 subscribers. A total of 24 e-newsletters were published in 2023, which represents a substantial increase from 2022, as the EWSWA utilized Constant Contact to send out information regarding the FoodCycler™ Pilot Program (invites, registrations, pilot information, etc.). The e-newsletter proved very useful in communicating with participants of the pilot program.

Open rates for e-newsletters in 2023 are as follows: Earth Day 2023, 58%, Gold Star 2023, 64%, Feedback for Upcoming website of the EWSWA, 63%.

6.6 EWSWA Website

The EWSWA website (www.ewswa.org) is updated on a regular basis to provide detailed information and public education to residents. Topics covered range from waste management and reduction, to details regarding waste diversion activities. Through the website, residents have access to instructions, tenders, reports, calendars, acceptable recycle box materials, incentives, etc. In 2023, the EWSWA utilized Google Analytics to measure the metrics for the website. In July 2023, Google transitioned to a new platform for measuring analytics (G4). This new platform is not compatible with the much older technology on the EWSWA's current website, therefore, it is not tracking metrics properly. However, the EWSWA will be launching a new website in 2024 and the new Google Analytics Software will be built in and function properly to track metrics across the website. Using the very

limited free software, the EWSWA has the metrics for one month, as shown below:

- Total Users (one month): 5,507
- Estimated Total Users for 2023: 66,084
- Average Session Duration: 1 minute 32 seconds
- 59% of users accessed the website via mobile device, 38% of users accessed the website via desktop, and 2% of users accessed the website via tablet

6.7 Recycle Coach App

Recycle Coach is an App which makes recycling and collection schedule information easy to find. The App is continuously developing new programs to combat complacency and get people re-engaged in recycling. It promotes best practice ideas on better waste management to improve outcomes such as increasing recycling, proper disposal and diversion of solid waste, etc. In 2023, the EWSWA made it a priority to promote this App and get local residents onboard with accessing information around solid waste through this App. As a result, metrics continue to increase each year, as shown in Table 15 below for 2023:

Table 15: Recycle Coach App Metrics Comparison for 2022-2023

Metrics	2022	2023
Total Users *	26,416	28,308
Total Interactions	2,922,775	3,405,260
Reminders	2,728,826	3,248,924
Notifications	80,992	37,566
Material Searches	17,931	19,507
Page Views	27,322	25,759
Calendar Views	67,704	73,684

^{*} Note: In 2021, there was a tracking metric for the EWSWA website users accessing Recycle Coach's "What Goes Where" via the EWSWA website – which was included in the metrics as 'subscribers'. This metric is no longer included in

the subscriber number, as it tracks material searches, and therefore is tracked as a stand-alone metric "Material Searches".

6.8 Agorapulse

In 2022, the EWSWA began using Agorapulse to better manage and enhance capability to schedule social media posts. Agorapulse is a full-featured social media management platform. Some of its features include a variety of methods to publish content, schedule posts, and report about social account usage. It allows Waste Diversion staff to stay organized, save time, generate reports, and easily manage social media accounts – all from one convenient platform.

6.9 Facebook

• Fans: 433

Engagement: 1,400Impressions: 192,000

Definitions

- Fans are the number of people who are following the EWSWA's Facebook page.
- Engagement is the number of fan interactions (reactions, comments, shares, clicks, and private messages) with the EWSWA Facebook page.
- Impressions are the number of times the EWSWA page has been viewed during the selected period (2023). This includes paid, organic, and viral impressions.

Facebook Publishing:

Posts Published: 352Posts Reach: 98,333Engaged Users: 3,242

6.10 X (Formerly Twitter)

The social platform formerly known as Twitter was purchased, rebranded, and relaunched as "X" in mid-July 2023. The X platform analytics are no longer included in Agorapulse. To receive metrics for X, the EWSWA would have to pay an additional fee. The EWSWA has not yet subscribed to this additional service. X is working on improvements to their own analytics, but much of the data is currently missing.

- Followers: 1,015
- December 2023 Metrics Available: the EWSWA posts earned 2.0 impressions over the 31-day period and earned 63 impressions per day

Definitions

 Followers are the number of people who are following the EWSWA on X.

6.11 Instagram

The EWSWA added Instagram to their social media accounts in 2021. The 2023 metrics are as follows:

Followers: 220
Engagement: 179
Impressions: 13K
Brand Awareness: 24
Posts Published: 287
Posts Reached: 7,119
Posts Engagement: 207

Definitions

- Followers is the number of people following the EWSWA on Instagram.
- Number of followers' interactions (likes, saves, comments, and direct messages) to the EWSWA Instagram profile.
- Impressions is the number of times the EWSWA profile's content has been viewed during the selected period.
- Brand Awareness is the number of mentions of the EWSWA profile and listening searches containing your brand name.

6.12 Google - Public Drop Off Depot Statistics

The EWSWA strives to always ensure Google information is up-to-date as many people visit Google for topics including:

- Holiday Closures
- Hours of Operation
- Traffic Flow (heavy traffic / light traffic)
- Photos
- Reviews

Accepted Materials

During a search, Google logs 'behavior' metrics, as well as the resulting 'action' from the search (a visit to the organization's website, request directions, call, etc.).

Some key Google statistics for the EWSWA's Public Drop Off Depot searches (statistical average is over 3 months):

- 4.3/5-star rating based on public reviews
- 4,683 EWSWA business profile interactions
- 30,094 people viewed the EWSWA profile (via mobile 75%, via desktop 15%, via Google maps 9% mobile, via Google maps desktop 1%)
- 11,973 searches (website, calls, photo views, direction requests)

Through Google Business Profile Manager, the EWSWA staff have the ability to post updates (holiday closures, change in hours, photos), as well as post messages and respond to reviews.

6.13 Radio and Social Media Campaigns

The EWSWA ran several notable campaigns through a combination of social media and radio advertisements in 2023, all of which reached a significant number of individuals through the following campaigns:

What Goes Where:

- Spring Clean Drop-Off Depots reminders about light bulbs, flower pots, propane tanks, and used cooking oil; reach of 63,337
- Summer Blue Box festivals, marinas, sports fields, and parks; reach of 479,380
- Fall and Halloween reach of 407,000
- Christmas reminders about steel gravy/cranberry cans, aluminum trays, food waste, and electronics; reach of 760,000

Other Campaigns:

- Earth Day 30 Day Challenge reached 19,682 on social media
- 12 Days of Christmas radio advertisement regarding MHSW disposal; reach of 57,000

- May Madness (Compost Sale) reach of 14,651
- Waste Reduction Week radio advertisement; reach of 522,000

6.14 Gold Star Program

In 2016, the EWSWA launched a new recycling incentive program aimed at increasing public awareness regarding the red and blue box recycling program. Residents were encouraged to apply for a new "Gold Recycling Box" through a program that evaluated their curbside recycling, provided feedback and rewarded successful recyclers with a gold box. The program's ultimate objective is to decrease the amount of contamination being set out by residents and thereby decrease the amount of residual waste being landfilled. The program was renewed in 2017 and 2,050 residents registered for the "Gold Star" program and by 2018, 1,217 more homes were awarded a gold box. Due to the community engagement in this program, it continues to be offered each year to residents. In 2023, 100 more applicants registered for the program and 100 were awarded gold star boxes. To date, 2,869 homes have registered to have their recycling inspected and were rewarded for excellent recycling habits with a Gold Box. Additionally, during Waste Reduction Week, the EWSWA provided one Gold Star box to 108 elementary schools in the Essex-Windsor area, encouraging each school to distribute the box as a trophy or however the school deemed fit, with the following criteria in mind:

- The recipient of the gold box (whether that be the class, grade, student, or teacher) showed excellent efforts in Waste Reduction or the 3R's (Reduce, Reuse, Recycle)
- The school must take a picture explaining why they chose them and tag the EWSWA on social media platforms

The participating elementary schools uploaded their successful results of this initiative on various social media platforms, such as Instagram, Facebook, and Twitter, accumulating a total reach across all platforms of 2,006.

7 Municipal Hazardous or Special Wastes (MHSW) Program

7.1 MHSW Depots

The EWSWA opened the Windsor MHSW Depot in October 1995. In addition to the Windsor facility, the EWSWA opened a second MHSW Depot at

Essex-Windsor Solid Waste Authority

Transfer Station No. 2 in the Town of Kingsville in 1997. A third depot was opened at the Essex-Windsor Regional Landfill in October 2013. These Depots replaced the annual Household Chemical Waste Days held in Essex-Windsor. A total of 555,269 litres and 102,386 kg of MHSW materials were delivered to the sites in 2023. See Table 16 and 17 for details.

7.2 Reuse Centre

A Reuse Centre has been operational at the Windsor MHSW facility since 1995.

Paint is distributed in both 1-gallon and 5-gallon pails for reuse. According to records, 2,023 residents accessed the Reuse Centre as compared to 2022 which had 1,403 residents as a result of more promotions on this program. These residents, were successful is using the program as 35,260 products or approximately 52,539 kg of paint and miscellaneous materials were taken in 2023 compared to 37,829 products or 54,530 kg of reusable materials in 2022.

Table 16: Municipal Hazardous or Special Waste for 2023 in litres

Material	MHSW from Facilities	Reuse Centre Quantities	Total
Adhesives/flammable liquids	78,800	10,971	89,771
Aerosols	8,001	1,022	9,023
Antifreeze (Glycol)	12,618	0	12,618
Corrosive liquid	4,984	1,121	6,105
Inorganic acids	1,293	0	1,293
Paints & Coatings	174,459	36,618	211,077
Pesticides	5,532	850	6,382
Waste oils (used motor oil, hydraulic oil, etc.)	208,860	0	208,860
Cooking oil	10,140	0	10,140
Total MHSW Litres	504,687	50,582	555,269

Table 17: Municipal Hazardous or Special Waste for 2023 in kilograms

Material	MHSW from Facilities	Reuse Centre Quantities	Total
Car batteries	23,783	0	23,783
Dry cell batteries	17,924	0	17,924
Fire extinguishers	3,065	0	3,065
Fluorescents/misc. lamps/ballasts	18,384	0	18,384
Inorganic oxidizers	5,149	1,957	7,106
Mercury (HG items)/lead	9	0	9
Pharmaceuticals	1,520	0	1,520
Plastic used oil containers	9,210	0	9,210
Propane cylinders	3,441	0	3,441
Propane tanks/misc. tanks	15,284	0	15,284
Corrosive solids (e.g. cement)	1,879	0	1,879
Waste oil filters	781	0	781
Total MHSW Kilograms	100,429	1,957	102,386

Table 18: MHSW Diversion Comparison

	2022 Tonnes	2023 Tonnes
MHSW recycled or reused	637	658
MHSW not recycled	(16)	(18)
Total MHSW Diverted	621	640

Note: Examples of MHSW materials not recycled include: inorganic acids, inorganic oxidizers, pharmaceuticals, corrosive liquids, and pesticides.

7.3 Waste Motor Oil

Waste motor oil is collected curbside alongside the residential recycling program. As well, residents are able to deliver waste oil to the EWSWA's MHSW facilities. The quantity of waste oil collected during 2023 was 208,860

litres, compared to the 183,488 litres collected in 2022. The quantity of oil collected by month is shown in Table 19 with historical data over four years.

Table 19: Litres Waste Oil collected

Month	2020 Litres	2021 Litres	2022 Litres	2023 Litres
January	13,825	7,950	9,150	13,875
February	5,925	4,300	4,175	6,700
March	11,425	23,625	14,875	11,375
April	19,125	20,700	12,675	20,294
May	6,750	14,625	18,500	19,197
June	21,625	21,950	24,973	26,750
July	23,825	17,000	18,665	20,025
August	20,475	19,250	17,750	17,309
September	26,700	18,775	19,083	17,485
October	20,900	14,850	17,838	21,350
November	18,900	15,925	17,072	17,250
December	15,175	14,425	8,732	17,250
Total:	204,650	193,375	183,488	208,860

Note: Due to contractor change in 2021, the data for 2021-2023 accounts for all types of oil collected, both hydraulic and motor.

7.4 Waste Cooking Oil

Used cooking oil is free for residents to drop off at the EWSWA MHSW facilities at the City of Windsor Public Drop Off and the Kingsville Transfer Station #2. Sanimax collects the cooking oil which is then filtered and cleaned, and later marketed to be mixed with diesel fuel to create biodiesel. In 2023, the total amount of cooking oil collected at both sites totalled 10,140 litres or 10.14 tonnes.

7.5 Refillable Propane Tanks

In 2023, the EWSWA began working with Tank Traders, a national propane tank exchange program which offers a free service for core collection of refillable propane tanks ranging from 5 lbs to 100 lbs. Tanks that are in good condition are collected and refurbished into their exchange program for reuse, following Ontario's goal of a circular economy, and any tanks that do not pass the safety requirements are sent to a metal recycler, preventing

them from landfill. In 2023, a total of 1,406 propane tanks were collected from the EWSWA's three sites by Tank Traders, allowing them to either be reused in their exchange program or recycled.

7.6 Call2Recycle Battery Recycling Program

Call2Recycle Inc. is a not-for-profit organization that provides a battery recycling program at no-cost to consumers across Canada. Call2Recycle receives batteries from the EWSWA's three sites and recycles them, keeping them out of the Landfill and recovering the valuable materials that can be used to create new batteries and other products. As captured in Table 17, a total of 17,924 kgs or approximately 18 tonnes of batteries were collected from the EWSWA's three sites in 2023 and recycled/reused through Call2Recycle Inc.

8 Overall Summary of Residential Diversion Quantities

8.1 Residential Waste Diversion

This table below summarizes the residential waste diversion activities detailed in this report.

Table 20: Residential Waste Diversion Summary

Residential Waste Diversion Summary	2022 Tonnes	2023 Tonnes
Net Marketed Recyclables (Table 4)	20,123	18,251
Other Recyclable Programs (Table 10)	6,314	6,335
Yard Waste, BYC, Mulching Blades, & FoodCycler [™] Pilot Program (Table 14)	24,377	28,883
MHSW Waste including Waste Oil (Table 18)	621	640
Total Residential Tonnes Diverted	51,435	54,110

Due to rounding, the Total Residential Tonnes Diverted does not equate to the sum of tables 4, 10, 14, and 18.

For further information, please contact the undersigned.



Manager, Waste Diversion CCNepszy@ewswa.org

MASSIME

Michelle Bishop

General Manager

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Report prepared by:

Carlie Trepanier, Administrative Assistant



Committee Matters: SCM 239/2024

Subject: Bike Parking Policy - City Wide

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

Decision Number: ETPS 1018 ETPS 1005

THAT the report of the Policy Analyst dated November 9, 2023 entitled "Bike Parking Policy – City Wide", **BE RECEIVED** for information; and,

THAT the existing Policy for Bicycle Parking on Public Property **BE RESCINDED** and **BE REPLACED** with the Bike Parking Policy and associated attachments as appended in report S 75/2023; and,

THAT administration **REPORT BACK** to the Environment, Transportation and Public Safety Standing Committee on the costs to retro-fit existing facilities, to meet the new Bike Parking Policy requirements, including identifying priorities and funding requirements which would be required for installation and maintenance; and,

THAT administration **BE DIRECTED** to report back on the opportunity and feasibility to create a bike locker parking service pilot program in the City parking garages in the downtown core.

Carried.

Report Number: S 75/2023 & AI 16/2024

Clerk's File: ST2023

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 8.1 from the Environment, Transportation & Public Safety Standing Committee held on July 31, 2024.
- To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony/en/PowerBrowser/PowerBrowserV2/20240 731/-1/10499



Council Report: S 75/2023

Subject: Bike Parking Policy – City Wide

Reference:

Date to Council: July 31, 2024 Author: Chris Gerardi Policy Analyst 519 255 6100 ext. 6830 cgerardi@citywindsor.ca

Public Works - Operations

Report Date: November 9, 2023

Clerk's File #: ST2023

To: Mayor and Members of City Council

Recommendation:

THAT report S 75/2023, "Bike Parking Policy", **BE RECEIVED** for information; and,

THAT the existing Policy for Bicycle Parking on Public Property **BE RESCINDED** and **BE REPLACED** with the Bike Parking Policy and associated attachments as appended in report S 75/2023; and,

THAT Administration **REPORT BACK** to the Environment, Transportation and Public Safety Standing Committee on the costs to retro-fit existing facilities, to meet the new Bike Parking Policy requirements, including identifying priorities and funding requirements which would be required for installation and maintenance.

Executive Summary:

N/A

Background:

The City of Windsor Policy for Bicycle Parking on Public Property from 2004 is the most recent guiding document for bicycle parking standards within Windsor. The requirement for a new Bicycle Parking Policy was identified as part of the Active Transportation Master Plan:

A Bicycle Parking Policy framework was presented to the Windsor Bicycling Committee and bike parking subcommittee in April 2021 and an update on development was presented in November 2021. A detailed Standards and Guidelines document has been created to help provide more clarity on what is considered good practice for providing bicycle parking for administration, developers and the public. The Bike Parking Policy has been developed with a number of procedures to address a variety of items such as

temporary bicycle parking at special events, bicycle parking in the public right-of-way and at City facilities.

ACTION 3B.1: DEVELOP AND IMPLEMENT A BIKE PARKING POLICY

The City should develop a bike parking policy to outline criteria for bicycle parking in the public right-of-way (including bicycle corrals as noted in Action 3B.4) and at public facilities (as noted in Action 3B.3), as well as to support businesses in existing developments to retrofit existing buildings to provide bicycle parking and other amenities, such as storage and change room facilities to support employees' cycling to work year-round. Adding these facilities would likely require a reallocation of existing motor vehicle parking to bicycle parking.

A framework for the Bicycle Parking Policy was presented and endorsed by the Windsor Bicycling Committee with the following direction:

- 1. That the broad objectives articulated in the Bike Parking Policy Framework **BE ENDORSED**; and,
- 2. That within that the Framework, that Administration **BE REQUESTED** to develop specific proposals for Council to consider capital incentives to promote investments in end of trip bike parking facilities to promote stronger commuter cycling adoption; and,
- 3. That Crime Prevention through Environmental Design (CPTED) principles **CONTINUE** to be a point of emphasis as the Bike Parking policy be developed; and,
- 4. That the City of Windsor **BE REQUESTED** to create minimum bike parking capacity requirements for City Parks and to follow CPTED principles when determining where to locate bike parking facilities with the view to encourage park users to bike to parks; and,
- 5. That the City of Windsor **BE REQUESTED** to continue to embed consideration for bike parking facilities where appropriate in terms of land use and site design; and.
- 6. That consideration **BE AFFORDED** to provide bike parking facilities for a variety of bicycles; and,
- 7. That the City of Windsor **BE REQUESTED** to increase the required number of bike parking spaces (minimum) for all future developments; and,
- 8. That the implementation of a Bike Parking policy for the Sandwich South Lands that align with the goal of the Active Transportation Master Plan **BE SUPPORTED**; and,
- 9. That the Bike Parking Policy **BE REVISITED** every four years commensurate with the term of City Council.

At the Windsor Bicycling Committee meeting held on December 13 2022, the Policy was presented and the direction was given that:

That the proposed Draft Bike Parking Policy **BE SUPPORTED**.

Report S 75/2023 will speak to the directions related to bicycle parking on City of Windsor property.

Policy and Procedures

The Bicycle Parking Policy development process considered all of the requirements outlined in the ATMP and per Council Direction. The proposed Bicycle Parking Policy is comprised of three procedures and a standards and guidelines document. The following are proposed:

- 0. Policy Bicycle Parking
- 1. Bicycle Parking Standards and Guidelines
- Procedure Bicycle Parking at City Facilities and Buildings
- 3. Procedure Bicycle Parking in the Public Right-of-Way
- 4. Procedure Temporary Bicycle Parking for Events

Standards and Guidelines

The Bicycle Parking Standards and Guidelines are created to help form the foundation of the policy and provide information on important aspects of selecting the most appropriate infrastructure for bicycle parking spaces. The guidelines cover the following information:

- Goals and objectives of bicycle parking storage
- > Definitions of long and short term bicycle parking
- Accessibility
- Design of bicycle parking spaces; size, materials, installation, spacing
- Security

The Crime Prevention through Environmental Design (CPTED) Principles were a point of emphasis to form the standards and guidelines. Windsor Police was consulted and CPTED principles are applied by including the following requirements in the policy:

- Bike parking will be located in a well-lit location where it is oriented to be highly visible to both pedestrians and nearby passing vehicular traffic. The less a bicycle area is set back from a roadway or well travelled pedestrian route, the more "visually accountable" the outcome which elevates theft deterrence.
- Bike parking should be visible from the main entrance of a building; sight lines should be clear from varying angles towards the bicycle parking area.
- Every attempt should be made to locate the bike parking within 15 meters of the main entrance of a building and within a fully unobstructed view of the corridor.
- Bicycle rack styles should be used which allow the bike to be locked with the frame and at least one other wheel using a U-lock

Table 1 – Summary of Short-Term and Long-Term Bicycle Parking

Component	Short-Term Bicycle Parking	Long-Term Bicycle Parking
Typical length of time	Between a few minutes and a few hours	Several hours, overnight
Typical Locations, Uses	Commercial/Retail, Libraries, Parks, Community Centres, etc.	Residential, Employment & Transit Stations
Typical Users	Visitors	Residents, Employees, Bicycle & Ride Commuters
Accessibility/Availability & Security	Easy access, available to the public. Should be located close to a building entrance for the sake of convenience.	Secured access, requires registration and the use of a key device.
	Reliant on public exposure and natural surveillance.	Actively monitored by CCTV and/or by security staff.
Types of infrastructure	Bicycle Racks (on-street, and on private or public property) Post and Ring Bicycle Racks On-street Bicycle Corrals (sets of bicycle racks installed within a parking lane at an intersection)	Bicycle Lockers – Individual lockers that can store 1 bicycle. Bicycle Cages – Caged & sheltered enclosures, typically attached to offices and/or multi-unit dwellings. Bicycle Rooms – Rooms within buildings specifically for bicycle parking. Secured Parking Areas – A separate building or an extension dedicated to bicycle parking.
Weather Protection	Optional: Can be provided in the form of bicycle shelters or awnings.	Required.

Procedure – Bicycle Parking at City Facilities and Buildings

Bicycle parking at City facilities and buildings outlines the locations where bike parking should be provided or increased throughout Windsor. These areas, other than within the right-of-way, include parks, libraries, pools, offices, community centers and arenas. Bicycle parking should be provided for short term and long-term use depending on the location as outlined in the procedure.

Bicycle parking needs will be assessed according to the intensity and type of use to be serviced. At minimum, bicycle parking should be provided in quantities as outlined in the Zoning By-Law update for bicycle parking, covered through this report.

End-of-trip facilities will be important to encourage cycling as well as provide important services to cyclists when they reach their destinations. These end-of-trip facilities should include access to drinking water, shower and change stations, washrooms, bicycle repair stations and e-bike charging stations if required. The requirement for a particular type of end-of-trip facility will depend on the City facility or building as outlined in the procedure.

Transit terminals will also benefit with an increase in bicycle parking, particularly long-term bicycle parking. These spaces will be provided in accordance with the Bicycle Parking Standards and Guidelines.

Procedure - Bicycle Parking in the Public Right-of-Way

Bicycle parking within the City right-of-way should follow the Standards and Guidelines identified through the Policy. Increased bicycle parking should be provided in commercial corridors with high pedestrian and cyclist traffic, where vehicle parking is typically provided by on-street parking. These areas in the City of Windsor fall within the BIAs.

Post and Ring Program

The Post and Ring Program in the public right-of-way procedure outlines the requirements for placement of bicycle racks in the public right-of-way. BIAs or other privately funded groups can deviate from the standards to include changes to the lettering and cap provided they fund the difference between the City Standard and their selection. Examples of post and ring bicycle parking is provided in Figure 1.



Figure 1: Post and Ring Bike Racks in Walkerville, Windsor ON Location: South-East Corner of Wyandotte and Lincoln Rd.

The need for bicycle parking in the right-of-way outside of BIAs is seen as limited. Most commercial corridors with high pedestrian and cyclist traffic are located within one of the City's BIAs. Where feasible, business owners should provide bike parking on private property. However, outside of the BIA Implementation of the post and ring program will require applicants to apply for encroachment agreements.

Creation of a City wide, fully funded, Post and Ring Program was considered. The cost to inspect, maintain and replace Post and Ring racks can be extensive. They can be hit by motor vehicle collisions and are often targeted for vandalism and theft. Currently, this maintenance is paid for out of BIA funds which are limited. Should Council choose to consider adopting a city wide, fully funded, Post and Ring program, Administration could report back to Council on the estimated funding for both installation and maintenance.

If a program were created to service just the areas outside the BIAs, that would create an inconsistent level of service where the BIAs are paying for something that businesses outside the BIAs are receiving for free. Since the need for right-of-way bicycle parking outside BIAs is seen as minimal, it would be simpler to encourage private property bicycle parking and, where warranted, rely on encroachment agreements.

The cost of an encroachment application is currently \$899.60 plus the current annual fee of \$99.50. The Right-of-Way Division in the Engineering Department will evaluate the application to determine if bicycle parking is warranted and provide a pre and post-installation inspection and then yearly inspections to ensure on-going compliance with City standards.

For the life of the encroachment, the applicant will be responsible to provide a Certificate of Insurance in the Applicant's legal name confirming the Applicant has required insurance coverage. The Certificate of Insurance must be satisfactory in form and content to the City's Risk Management Division, and must contain an endorsement naming "The Corporation of the City of Windsor" as an additional insured with a 30-day cancellation notice requirement.

Bicycle Corrals

A Bike Corral Program is outlined in the procedure with details on application. Bike Corrals are used as a method to provide bicycle parking in greater quantities in the traditional auto on-street parking lane, along the curb. Corrals can be installed seasonally within an existing automobile parking spot or intersection corner if it does not pose any sight line or transit concerns. Examples of bicycle corrals are provided in Figure 2 and Figure 3.





Figure 2 (LEFT): Bicycle Corral in New York City & Figure 2 (RIGHT): Bicycle Corral in Portland

Sources: https://nyc.streetsblog.org/2020/02/14/after-years-of-neglect-dots-bike-corral-program-is-back/

https://www.portlandoregon.gov/transportation/article/481528

Bicycle corrals provide more parking than the Post and Ring Program. However, since there is a need to remove on-street parking to accommodate Bicycle corrals and a need to fund the maintenance and seasonal installation and removal of bicycle corrals, corrals should be limited to situations were the Post and Ring Program is unable to meet the Bicycle parking needs of the area. For those same reasons bicycle corrals in the ROW will be limited to BIAs.

- If a BIA requests a Bicycle corral, locations will be reviewed by administration to determine whether bicycle corrals are able to be safely implemented. Bicycle corrals will be useful in areas of the city with high pedestrian or cyclist traffic and should be placed in a visible location to encourage a passerby to use them.

Bicycle corrals should not be in areas which will obstruct:

- Bus stops
- Access to fire hydrants
- Turning bus movements
- Locations of manholes and sewer valves
- Parking meters

Required spacing and buffers are outlined in the Public Right-of-Way Procedure. Additional barriers may be provided to provide an increased physical separation from a travel lane.

The Bike corral warrant process first determines that private side bike parking and the Post & Ring Program is unable to meet the need for Bike Parking in the area. City staff and the BIA will work together to choose a suitable location, free from obstruction and agreeable to both parties. City staff will preform the installation, maintenance, and removal of bike corrals. The added cost associated with maintenance and removal of the bicycle corral will be paid for by the BIA.

Procedure – Temporary Bicycle Parking for Events

Temporary or event bicycle parking can be very useful and beneficial to a community in many ways including:

- Reducing the number of motor vehicles trips for an event and help with the parking demand, saving space.
- Reducing the need for cyclists to find a random location to lock their bikes when there are not enough racks in the right-of-way.
- Promoting the use of cycling to travel to special events, providing an enjoyable experience.
- Decreasing the number of people walking around their bicycles and special events.

Temporary event bicycle parking may be provided by event organizers for their special events in Windsor. Temporary bicycle racks which are portable and modular are required for event attendees to park their bicycles. A bike parking sign should be placed in a visible area indicating available bike parking. Private event coordinators will be responsible to provide their own staff and/or volunteers to monitor and provide a valet service for event attendees who wish to use the temporary bicycle parking.

Risk Analysis:

N/A

Climate Change Risks Climate Change Mitigation:

Increased and strategically placed bicycle parking because of the Bicycle Parking Policy has the potential to decrease greenhouse gas emissions as people opt to use bicycles to travel to their destinations as opposed to using a vehicle. This shift from personal motor vehicles to other travel modes is an important element to achieving the greenhouse gas reduction targets identified in the Community Energy Plan.

Climate Change Adaptation:

As climate change presents more global and local threats, a shift to active transportation will become more sustainable and necessary. Including the new Bicycle Parking Policy within the City of Windsor is a right step towards climate change adaptation. A decrease in the number of days per year with temperatures below -10 degrees Celsius is likely to increase the attractiveness of cycling as a year-round travel mode, which will increase the demand for strategic bicycle parking.

Financial Matters:

There is no immediate financial impact to receiving this report and approving the proposed policy.

As laid out in this report, the responsibility of bicycle parking will vary depending on the location. The budgets related to bicycle parking are spread across different City departments.

As the City's bicycle parking infrastructure is expanded across the City, there will be upward pressure on existing operating and capital budget allotments to fund the construction and on-going maintenance of the added bicycle parking. Departments will be required to update existing capital plans on a project-by-project basis as needed to meet the requirements set out in the new policy. Departments will also be required to develop and identify operating budget impacts for the ongoing maintenance required that can be presented to Council for consideration as new facilities are installed.

Current City practices related to providing bicycle parking at City facilities and buildings are generally compliant with the proposed policy and therefore the impact to existing capital budgets should be minimal. As transit facilities, buildings and parks are renovated and rehabilitated it is standard to install short term bicycle parking, as is adding bicycle parking during streetscaping projects. The current budgetary gaps will relate to the long-term bicycling parking both in terms of availability and long-term bicycle parking as well as the security needs laid out in appendix B.

Once the Policy is adopted, Administration will assess existing City facilities and their bicycle parking. A report will be prepared to outline the cost to retrofit these existing facilities with bike facilities to meet the revised policy requirements. The report will also identify priorities and funding requirements which would be required for implementation and maintenance.

Currently, all bicycle parking in the Public Right-of-Way is located within the BIAs. Construction and ongoing maintenance costs are the responsibility of those BIAs.

Outside the BIAs, bike parking in the Public Right-of-Way will be addressed through encroachment agreements. Interested property owners could follow the City of Windsor existing encroachment application process to install Bicycle Parking in the ROW fronting the owner's property. The property owner will bear the cost of application, installation, and maintenance of the Bicycle Parking to City of Windsor Standards.

Consultations:

Barry Horrobin, Inspector Jennifer Crosby, Windsor Police Service

Michelle Staadegaard, Manager of Culture and Events

Dave Nicholls, Manager of Parks Operations

Karina Richters, Supervisor Environment Sustainability & Climate Change

Jamie Scott, Manager Facilities Operations

Adam Pillon, Manager of Right-of-Way

Sandy Mio, Technologist III

Roberta Harrison, Coordinator Maintenance

Alex Vucinic, Manager of Purchasing & Risk Management

Greg Atkinson, Manager of Development Planning / Deputy City Planner

Neil Robertson, Manager of Urban Design / Deputy City Planner

Laura Ash, Project Lead, Parks Development

Natasha Gabbana, Senior Manager of Asset Planning

Michael Dennis, Manager of Strategic Budget Development and Control

Conclusion:

The existing Bicycle Parking Policy on Private Property from 2004 requires an update to include more guidelines and procedures on bicycle parking at City Facilities and Buildings, in the right-of-way and temporarily for special events. Crime Prevention through Environmental Design principles have been used throughout the development of an updated Bicycle Parking Policy which includes all the updated procedures.

Planning Act Matters:

N/A

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator – Public Works
James Chacko	Executive Director of Parks & Facilities
Ray Mensour	Commissioner, Community Services
Shawna Boakes	Executive Director of Operations/ Deputy City Engineer
Mark Winterton	Commissioner, Infrastructure Services (A)
Janice Guthrie	Commissioner, Finance & City Treasurer
Janice Guthrie for Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- Appendix A 0. Policy Bicycle Parking
- Appendix B 1. Bicycle Parking Standards and Guidelines
- Appendix C 2. Procedure Bicycle Parking at City Facilities and Buildings
- Appendix D 3. Procedure Bicycle Parking in the Public Right-of-Way
- Appendix E 4. Procedure Temporary Bicycle Parking for Events

THE CORPORATION OF THE CITY OF WINDSOR POLICY

Service Area:	Office of the Commissioner of Infrastructure Services	Policy No.:	
Department:	Public Works Operations	Approval Date:	
Division:	Transportation Planning	Approved By:	
		Effective Date:	On Approval
Subject:	Bicycle Parking Policy	Procedure Ref.:	
Review Date:		Pages:	Replaces:
Prepared By:	R. Toufeili, Policy Analyst C. Gerardi, Policy Analyst		Date:

1. POLICY

1.1. This policy governs the implementation of bicycle parking for the Corporation of the City of Windsor.

2. PURPOSE

2.1. The purpose of this policy is to provide Administration and the general public with a framework on how bicycle parking will be implemented in order to support active transportation throughout the City of Windsor.

3. SCOPE

- **3.1.** This policy covers:
 - **3.1.1.** bicycle space requirements and standards:
 - 3.1.2. bicycle parking at City facilities and buildings;
 - **3.1.3.** bicycle parking in the right-of-way;
 - **3.1.4.** temporary bicycle parking for events; and,
 - **3.1.5.** bicycle parking to support transit facilities.
- **3.2.** This policy should be utilized in coordination with the City's Active Transportation Master Plan and the Bicycle Parking on Public Property Policy.

4. RESPONSIBILITY

- **4.1.** Council has authority to approve implementation of bicycle parking under this policy and is responsible for approving amendments to this policy.
- **4.2.** Administration is responsible for carrying out this policy as follows:
 - **4.2.1.** The City Engineer and the Commissioner of Economic Development and Innovation are corporate leads for all transportation and associated public safety programs and are responsible for initiating amendments to the Bicycle Parking Policy.
 - **4.2.2.** The Transportation Planning Senior Engineer is responsible for:
 - **4.2.2.1.** Overseeing implementation of this policy,

- **4.2.2.2.** Bringing forward bicycle parking plans before Council for approval,
- **4.2.2.3.** Recommending operating and capital budget expenditures related to bicycle parking, and
- **4.2.2.4.** Recommending amendments to this policy to Council.

5. GOVERNING RULES AND REGULATIONS

- **5.1.** This policy will be implemented in accordance with the following bicycle parking guidelines and procedures:
 - **5.1.1.** Bicycle Parking Standards and Guidelines
 - 5.1.2. Bicycle Parking at City Facilities and Buildings
 - **5.1.3.** Bicycle Parking in the Public Right-of-Way
 - 5.1.4. Temporary Bicycle Parking for Events
- **5.2.** Where there are existing bicycle parking deficiencies as it relates to this policy, Council may put forward locations to be prioritized and brought to compliance in steps over a period of time.

6. RECORDS, FORMS AND ATTACHMENTS

- **6.1.** Records for this policy shall be prepared and retained in accordance with Records Retention By-Law 21-2013, as amended.
- **6.2.** Attachments:
 - **6.2.1.** Attachment 1: Bicycle Parking Standards and Guidelines
 - **6.2.2.** Attachment 2: Procedure Bicycle Parking at City Facilities and Buildings
 - 6.2.3. Attachment 3: Procedure Bicycle Parking in the Public Right-of-Way
 - **6.2.4.** Attachment 4: Procedure Temporary Bicycle Parking for Events



Bicycle Parking Standards and Guidelines

1.0 Introduction

The Bicycle Parking Policy Guidelines provides information on the expected standards of short-term and long-term bicycle parking spaces. These guidelines are intended to serve developers and City Administration in selecting the appropriate bicycle parking racks for bicycle parking on private property and in the public right-of-way.

1.1 Bicycle Parking Guidelines Goals and Objectives

- Provide increased community connectivity by facilitating bicycle storage for cyclists throughout the city;
- Promoting active transportation by increasing secure bicycle parking;
- Increasing convenience for cyclists as new developments are built;
- Creating a culture shift through increased and secured bicycle parking.

2.0 Definitions

The following definitions are applicable to this policy, and are included in zoning by-law 8600:

Bicycle parking space means an area used for the parking of an operable bicycle.

Short-term bicycle parking space means a *bicycle parking space* for the use by visitors of a *building*. These spaces are located within 15 m of, and is visible from, the main entrance of the *building* the *bicycle parking space* is intended to serve.

Long-term bicycle parking space means a *bicycle parking space* for the use by occupants or tenants of a *building*. These are located within a *building* or sheltered *structure* with a secure means of access.



Figure 1 - Short-Term to Long-Term Bicycle Parking
Source: Association of Pedestrian and Bicycle Professionals



A summary of components for short-term and long-term bicycle parking is shown in **Table 1**. Further details are provided in the next sections of the Policy

Table 1 – Summary of Short-Term and Long-Term Bicycle Parking

Component	Short-Term Bicycle Parking	Long-Term Bicycle Parking
Typical length of time	Between a few minutes and a few hours	Several hours, overnight
Typical Locations, Uses	Commercial/Retail, Libraries, Parks, Community Centres, etc.	Residential, Employment & Transit Stations
Typical Users	Visitors	Residents, Employees, Bicycle & Ride Commuters
	Easy access, available to the public.	
Accessibility/Availability & Security	Should be located close to a building entrance for the sake of	Secured access, requires registration and the use of a key device.
& Security	convenience.	Actively monitored by CCTV and/or by security staff.
	Reliant on public exposure and natural surveillance.	
		Bicycle Lockers – Individual lockers that can store 1 bicycle.
	Bicycle Racks (on-street, and on private or public property)	Bicycle Cages – Caged & sheltered enclosures, typically attached to offices and/or multi-unit dwellings.
Types of infrastructure	Post and Ring Bicycle Racks	Bicycle Rooms – Rooms within
	On-street Bicycle Corrals (sets of bicycle racks installed within a parking lane at an intersection)	buildings specifically for bicycle parking.
		Secured Parking Areas – A separate building or an extension dedicated to bicycle parking.
Weather Protection	Optional: Can be provided in the form of bicycle shelters or awnings.	Required.

Sources: the Association of Pedestrian and Bicycle Professionals (APBP), City of Toronto, Seattle Department of Transportation (SDOT)



3.0 Short-Term Bicycle Parking

Short-term bicycle parking is primarily meant to be used by the visitors of a building.

3.1 Accessibility

The following accessibility criteria should be used when providing short-term parking spaces:

- Placement on the ground floor of the building location; free of stairs or obstacles to access
- In close proximity to the building entrance; within 15 meters
- Way-finding signage should be provided to help guide cyclists to the space

3.2 Design

The following should be provided as part of the design for a bicycle rack used for short-term bicycle parking:

- Supports the bicycle upright without putting stress on the wheels
- Allows locking of the bicycle frame along with one or two wheels through the use of a U-lock
- Is securely anchored to the ground
- Resists, cutting, bending and deformation

3.2.1 Size

A bicycle parking space parked horizontally should have minimum dimensions of 1.8 meters in length, 0.6 meters of width and 1.9 meters of vertical clearance from the ground. For bicycles parked in a vertical position the required space is 0.6 metres by 1.2 metres with a vertical dimension of 1.9 metres.

3.2.2 Materials

Materials for bicycle racks should be long lasting and strong. The following criteria should apply to the materials used for the bicycle racks:

- Industrial grade materials or galvanized steel should be used
- Wood, materials with the potential to rust should be avoided
- Malleable or materials which are easily bent should be avoided
- The outer surface should be smooth in order to prevent any damages or scratches to the bicycle
- Avoid materials that weaken when welded to prevent broken racks and theft



3.2.3 Installation

Bicycle racks should be secured and installed properly using the options and as detailed in Table 2 below:

Note: It is highly recommend that all racks be on concrete pads.

Table 2 – Anchoring Surfaces and Methods

Surface	Rack Base	Anchoring Methods	Notes
Concrete	Embedded leg	Embed (dig post hole,	Suitable for new sidewalk
(sidewalk,		support rack temporarily,	construction. Permanent. Difficult
pad, poured		fill hole with concrete,	to replace when damaged.
footing, or		allow to set, remove	
non-post-		temporary support)	
tensioned	Surface flange,	Wedge anchor bolt	Suitable for new or existing
floor)	flat-bar base, or	Tamper-proof spike	sidewalk. Easy to replace when
	base frame.	Industrial adhesive	damaged. Should not be installed
			over most vaulted sidewalks.
			Stainless steel flanges
			recommended to prevent rust
			stains on concrete.
Concrete post-	Flat-bar base	Industrial adhesive	Post-tensioned concrete floors
tensioned			should not be drilled.
floor			
Asphalt	Embedded leg	Provide a concrete footing,	Do not anchor directly into asphalt.
	Surface flange	proceed as above	
	Base rail or	Landscape nails (6" to 12"	Drill pilot hole through asphalt
	frame	long spikes, typically 1/4"	using hammer drill and masonry
		to 3/8" in diameter)	bit. Drive nails with sledgehammer.
Unpaved	Embedded leg	Provide a concrete footing,	Do not anchor directly into ground.
	Surface flange	proceed as above	
	Base rail or	Landscape nails	Drive nails with sledgehammer.
	frame		

Adapted from APBP Bicycle Parking Guidelines



3.2.4 Spacing

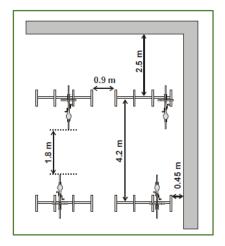
When bicycle racks are installed they require adequate space to manoeuver. **Table 3**, adapted from *City of Toronto Guidelines for Design and Management of Bicycle Parking Facilities* and *City of Mississauga Bicycle Parking Zoning By-Law Directions*, outlines the requirements for spacing when selecting the location and design of bicycle parking. Furthermore, **Figures 2 to 5** is shown below on these requirements.

Table 3 – Bicycle Parking Spacing Requirements

Situation	Requirements	
Distance between rack and wall/obstacle	 Minimum 0.45 m if bicycles parked parallel to obstacle; Minimum 2.5 m if bicycles parked perpendicular to obstacle and rack has double-sided access; Minimum 0.6 m if bicycles parked perpendicular to obstacle and rack has single-sided access (side facing wall would not accommodate bicycles). 	
Aisle width	 Preferred spacing: 1.8 m for typical bicycle racks this leaves approximately 4.2 m between racks, however this spacing will differ depending on the design of the rack. 	
Space between rack ends (linear series of racks placed end to end)	- 0.9m for maximum parking capacity.	
Distance between rack and wall, curb or other obstacle	Minimum 1.5 m for racks perpendicular to wall or other obstacle Minimum 0.7m for racks parallel to wall, or other obstacle	
Distance between individual racks	 Minimum 2.5 m for racks parallel to wall, or other obstacle or racks (3.5 m preferred in areas with high bicycle parking turnover). Minimum 1.0 m for racks perpendicular to wall or other obstacle. 	
Vertical bicycle racks and clearances	 Horizontal bicycle parking: 1.9 m minimum clearance Stacked bicycle parking: minimum 1.2 m vertical clearance required Vertically bicycle parking: 1.9 m minimum height and 1.2 m minimum length 	
Special Considerations	 In locations where trailers, cargo bikes and long bikes frequent (ex. grocery stores, parks, schools) the portions of the bicycles racks on the ground should have an additional 0.9m of in-line clearance. 	

Adapted from City of Toronto Guidelines for Design and Management of Bicycle Parking Facilities and Mississauga Bicycle
Parking Zoning By-Law Directions





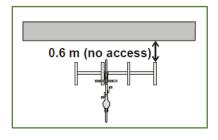


Figure 4 - Spacing for racks with single sided access

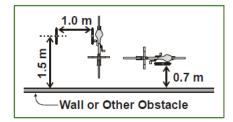


Figure 3 - Spacing required for different orientations

Figure 2 - Spacing for Multi-Bicycle Racks

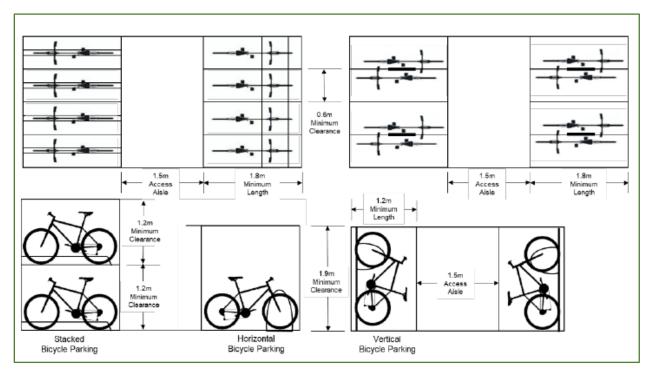


Figure 5 - Vertical clearances for varying bicycle spaces

3.3 Security

Security is required in order to prevent theft, with the following requirements:

- Areas where spaces are placed should be well lit and visible
- Spaces should be anchored and installed as per section 3.2.3 to ensure that they can not be easily damaged or moved
- Locking mechanisms do not need to be provided with or on the rack however the rack should allow for locking of the bicycle frame along with one or two wheels through the use of a U-lock



3.4 Additional Considerations

The following are additional considerations when providing short-term bicycle parking and racks in the city:

- Placing the space in a sheltered area for weather protection
- Long-term bicycle parking measures can apply for short-term use if increased shelter and security is preferred (section 4.0)
- 3.4.1 The following bicycle racks are preferred based on meeting important performance criteria:
 - Post and Ring: this is a common style of bicycle rack which is less prone to unintended perpendicular parking.
 - *Inverted U*: also called staple or loop bicycle rack, this rack has two points of ground contact and can be installed in series to create a larger parking area.
 - Wheelwell-secure: this cradles one wheel and contains bicycles wells, however it doesn't not accommodate as many bicycle types as the inverted U and post and ring style racks.

4.0 Long-Term Bicycle Parking

Long-term bicycle parking is primarily meant to be used by the occupants or tenants of a building. This includes building residents and routine users within a workplace. Long-term bicycle parking may also be used by visitors. This parking provides a more secured and sheltered space for cyclists to park their bicycles in comparison to short-term bicycle parking.

Some common examples of long-term bicycle parking include:

- Room within a residential building or workplace;
- Secure enclosures within a parking garage or lot;
- Bicycle lockers in front of a workplace; and,
- Bicycle lockers at a transit center.

4.1 Accessibility

The following accessibility criteria should be used when providing long-term parking spaces:

- Free of any major obstacles to access; ground floor preferred
- Way-finding signage should be provided to help guide cyclists to the space as they may not always be in obvious locations based on limited space availability at the site
- The space should be in good condition and simple to operate
- Should be placed in areas which do not create a blind spot for motor vehicles on the site

4.2 Design

4.2.2 Bicycle Lockers

The following are considerations for bicycle lockers:

	Description	
Locking	Control Access Systems:	
Mechanism	- Keys	- Electronic Keypad



	- Swipe Cards - Coin Operated
	- Bluetooth Technologies - Personal Locks
Models	 Secure durable lockers are made of materials which are long lasting and durable. These should withstand regular use and intense weather conditions. Models which are specifically designed for long-term bicycle parking should be used. Transparent panels can be placed on the lockers if surveillance of locker contents is desired. Models may be stackable if desired based on available space and demand.
Installation	 Bicycle Lockers should be installed on a level surface. Sufficient clearance is required for locker doors. Concrete surfaces are ideal, however surfaces should be selected and matched to the model requirements. Anchor bolts should be used to fix lockers into place. Bicycle Lockers are best placed away from sidewalks and areas with high pedestrian traffic.

4.2.3 Bicycle Cages

The following are considerations for bicycle cages:

	Description
Locking	Control Access Systems:
Mechanism	- Key
	- Swipe Cards or Pass
Models	 Racks are installed within the cage and bicycles are further locked to these racks Smaller cages are preferred to limit the number of people with access to one cage Made of tight and strong mesh or perforated metal sheets, with access through a solid door
Installation	 Can be installed in or outside of a building/parking garage Bicycle racks must be firmly secured to the ground or vertical structures A single cage of 5.6 m x 5.4 m can accommodate approximately 20 bicycles. A cage of this size occupies the same area as two car parking spaces.

4.2.4 Indoor Bicycle Storage

The following are considerations for indoor bicycle storage spaces through a parking garage or bicycle rooms:

	Description		
Locking	Controlled Access Systems:		
Mechanism	- Keys	- Electronic Keypad	
	- Swipe Ca	ards - Bluetooth Technologies	
Models	- Indoor s	torage can be provided in a parking garage; t	pically on the ground floor
	level to facilitate access for cyclists and to minimize interactions with vehicles in		
	the park	ing garage. Bicycle cages or lockers can be pr	ovided within the garage.



	- A room within a building can be used to provide secure parking spaces; typically	
	on the ground floor or near an elevator to facilitate access. Multiple rooms can	
	be provided.	
Installation	- Bicycle racks must be firmly secured within the area	
	- Reserving an area in the bicycle room for self-serve bicycle repair and	
	maintenance will add an additional level of service to the facility; features can	
	include a bicycle stand, basic tools and/or an air pump.	

4.3 Security

The following methods may be applied in order to provide secure and controlled access to long-term bicycle parking for users:

- Keyed, smartcard or Bluetooth access to the parking space
- Attendant overseeing the spaces and allowing people to access
- Leased space based on agreement with the property owners or managers
- Coin operated spaces

In addition, long-term bicycle parking spaces are not always placed in high traffic or visibility areas and it is advised that security cameras be placed in order to monitor the spaces.

THE CORPORATION OF THE CITY OF WINDSOR PROCEDURE

Service Area:	Office of the Commissioner of Infrastructure Services	Procedure No.:	
Department:	Public Works Operations	Approval Date:	
Division:	Transportation Planning	Approved By:	
		Effective Date:	On Approval
Subject:	Bicycle Parking at City Facilities and Buildings	Policy Ref.:	Bicycle Parking Policy
		Pages:	Replaces:
Prepared By:	R. Toufeili, Policy Analyst C. Gerardi, Policy Analyst		Date:

1. PURPOSE

1.1. This procedure is intended to provide details for implementation of the Bicycle Parking Policy when providing bicycle parking at City facilities and buildings.

2. SCOPE

2.1. This procedure provides details and outlines requirements for providing bicycle parking at City of Windsor facilities and buildings.

3. RESPONSIBILITY

3.1. Responsibility for implementing this procedure is outlined in the Bicycle Parking Policy.

4. PROCEDURE

- 4.1. Bicycle parking should be provided at all City facilities and buildings including;
 - 4.1.1. Parks and splash pads;
 - 4.1.2. Libraries and art galleries;
 - **4.1.3.** Pools (outdoor and indoor);
 - 4.1.4. City Hall and administrative offices;
 - 4.1.5. Community centers;
 - 4.1.6. Arenas and skating rinks;
 - **4.1.7.** Transit terminals; and,
 - **4.1.8.** Municipal parking lots and garages.

4.2. Short-Term and Long-Term Bicycle Parking

Bicycle parking may be provided for short-term and long-term use based on the facility type. All facilities, other than parks, splash pads and pools, should accommodate long-term bicycle parking. **Table 1** outlines the recommended requirements for short-term and long-term bicycle parking based on the City Facility.

Table 1 – Recommended Bicycle Parking Requirements for City Facilities

City Facility	Short-Term	Long-Term
Parks and Splash Pads	X	
Libraries and Art Galleries	X	Χ
Pools (Outdoor and Indoor)	X	X
City Hall and Administrative Offices	X	X
Community Centers	X	X
Arenas and Skating Rinks	X	X
Transit Terminals and Stops	X	Χ
Municipal City Parking Lots and Garages		Х

Bicycle parking needs will be assessed according to the intensity and type of use to be serviced. At minimum, bicycle parking spaces should be provided in quantities as outlined in Zoning By-Law 8600. The capacity of the rack or spaces should be consistent with the bike parking needs in the area.

Multiple unit bike racks will be used if required to meet the bike parking needs of the area, subject to the approval of the manager of Urban Design & Community Development, in BIAs, and areas designed Civic Image, Schedule G; of the City's Official Plan only.

Per section 4.0 of the Bicycle Parking Standards and Guidelines, "Long-term bicycle parking is primarily meant to be used by the occupants or tenants of a building. This includes building residents and routine users within a workplace. Long-term bicycle parking may also be used by visitors."

Long term parking space users at these facilities will primarily be targeted to City employees.

Short-term bicycle parking should be provided near active areas such as playgrounds, splash pads, washrooms, organized sports fields or courts. It is also ideal to include temporary bike parking near public event spaces, picnic areas and scenic overlook points.

4.3. End-of-Trip Facilities

End-of-trip facilities are provided in order to provide increased convenience and reinforces the importance of bicycle parking. **Table 2** Outlines the ancillary

facilities which may be implemented at City facilities and buildings and the appropriate locations where they may be provided.

Table 2 – End-of-Trip Facilities for City Facilities and Buildings

Table 2 – End-of-Trip Facilities for City Facilities and buildings			
End-of-trip Facility	Location		
	- Parks and splash pads		
	- Libraries and art galleries		
Water Fountains/Access to	- Pools (outdoor and indoor)		
Drinking Water	- City Hall and administrative offices		
	- Community centers		
	- Arenas and skating rinks		
	- Pools (outdoor and indoor)		
Shower and Change Stations	- City Hall and administrative offices		
Shower and Change Stations	- Community centers		
	- Arenas and skating rinks		
	- Parks and splash pads		
	- Libraries and art galleries		
Washrooms	- Pools (outdoor and indoor)		
VVasilioonis	- City Hall and administrative offices		
	- Community centers		
	- Arenas and skating rinks		
	- Parks and splash pads		
	- Libraries and art galleries		
Piovolo Popoir Stations	- Pools (outdoor and indoor)		
Bicycle Repair Stations	- City Hall and administrative offices		
	- Community centers		
	- Arenas and skating rinks		
Electric Charging Station	- For consideration on a case-by-case		
Lieune Charging Station	basis.		

4.4. Transit Terminals and Stops

- **4.4.1.** Bicycle parking should be provided to support transit facilities. Long-term bicycle parking should be provided at transit terminals including the following locations:
 - **4.4.1.1.** Tecumseh Mall Bus Terminal
 - **4.4.1.2.** Downtown Bus Terminal
 - **4.4.1.3.** The Windsor Aquatic Center
- **4.5.** Parking spaces (short-term and long-term) are to be provided in accordance with the Bicycle Parking Standards and Guidelines.

THE CORPORATION OF THE CITY OF WINDSOR PROCEDURE

Service Area:	Office of the Commissioner of Infrastructure Services	Procedure No.:	
Department:	Public Works Operations	Approval Date:	
Division:	Transportation Planning	Approved By:	
		Effective Date:	On Approval
	Bicycle Parking in the Public		
Subject:	Right-of-Way	Policy Ref.:	Bicycle Parking Policy
		Pages:	Replaces:
Prepared By:	R. Toufeili, Policy Analyst C. Gerardi, Policy Analyst		Date:

1. PURPOSE

1.1. This procedure is intended to provide details for implementation of the Bicycle Parking Policy when providing bicycle parking in the public right-of-way.

2. SCOPE

2.1. This procedure provides details and outlines requirements for providing bicycle parking in the public right-of-way. Furthermore, this procedure outlines the process for the implementation of bicycle corrals in the public right-of-way.

3. RESPONSIBILITY

- **3.1.** Responsibility for implementing this procedure is outlined in the Bicycle Parking Policy; and furthermore,
- **3.2.** The Manager of Urban Design and Community Development is responsible for ensuring that the post and ring program is coordinated with the appropriate parties, such as BIAs, and increasing bicycle parking within the right-of-way where streetscaping is implemented.

4. PROCEDURE

- **4.1.** Bicycle parking may be provided within the right-of-way through the general postring program or using bike corrals. Increased bicycle parking is encouraged in high pedestrian traffic areas such as in the Business Improvement Areas or near bus stops.
- **4.2.** Bicycle parking may be provided using the Bicycle Corral Program in this procedure. This should be implemented to increase the availability of bicycle parking in the right-of-way where there is limited space in the boulevard and there is sufficient space available on-street.

4.3. Post and Ring Program

Post & ring style bike racks and multiple unit bike racks will be the City Standard on public-right-of-ways and on public property throughout the City of Windsor and will be powder coated steel with raised lettering that reads "City of Windsor". Raised lettering may not be available for multiple unit bike racks, however, consideration should be given to customizing these units in some way. The rack selection should follow the principles outlined in the Bicycle Parking Standards and Guidelines.

- **4.3.1.** The bike rack must be durable and low maintenance. Factors such as metal gauge, welding type and finish are key indicators of durability. The bike rack should be rust resistant, vandalism resistant, and resistant to noticeable wear from normal use. The preferred finish is powder coated steel.
- **4.3.2.** The bike rack must be competitively priced while meeting the security, capacity, appearance and maintenance requirements expressed in the bike parking policy. The cost should be compared on a per bike capacity.
- 4.3.3. A BIA or other privately funded group may choose to exceed the price limit, if they agree to fund the difference between the city standard and any proposed modifications to the bike rack. Proposed modifications can include changes to lettering, and cap only. As indicated above, a galvanized finish may be considered. The BIA or other privately funded group will be expected to fully fund the additional expenses specific to the BIA such as BIA name, logo and powder coating finish. Any proposed modifications are subject to the approval of the Manager of Urban Design & Community Development and the Executive Director of Operations.
- **4.3.4.** Bicycle parking spaces should be placed following the principles outlined in the Bicycle Parking Standards and Guidelines.
- **4.3.5.** A minimum 6ft pedestrian clearance will need to be maintained.

4.4. Post and Ring Program Warrant Process

In BIAs, the need for Bike Parking is determined by the BIAs themselves. As long as their requests are compliant with City Standards, their requests should be accommodated.

Outside of BIA's the Guidelines to install Bike Parking is as follows.

- **4.4.1.** Parties will be required to apply for encroachment agreements.
- **4.4.2.** Parties will be responsible for purchase, installation and maintenance of the bike rack.
- **4.4.3.** Not to be installed were bike parking on private property could be provided.
- **4.4.4.** Limited to areas were vehicle parking is typically provided by on-street parking.
- **4.4.5.** The program is not meant to provide parking for private residences, residential areas are excluded.
- **4.4.6.** If existing City provided bike parking in the immediate area is unable to accommodate Bike Parking demands.

4.5. Bike Corral Program

Bike Corrals are used as a method to provide bicycle parking in greater quantities in the traditional auto on-street parking lane, along the curb. Corrals can be installed seasonally within an existing automobile parking spot or intersection corner if it does not pose any sight line or transit concerns.

The rack selection should follow the principles outlined in the Bicycle Parking Policy.

- **4.5.1.** The bicycle corral should be located as close as possible to the entrances of high demand locations.
- **4.5.2.** Bicycle corrals may be placed on street corners provided they do not create any safety or operational issues, as street corners provide a number of benefits. Placing corrals on corners will provide greater visibility benefits for pedestrians and improve access for cyclists.
- **4.5.3.** Bicycle corrals should be placed on main streets as opposed to side streets in order to increase visibility and convenience for cyclists to reach their destination.
- **4.5.4.** Bicycle corrals should not be located in areas which will obstruct:
 - Bus stops
 - Access to fire hydrants
 - Turning bus movements
 - Locations of manholes and sewer valves
 - Parking meters
- **4.5.5.** Bicycle racks should be securely bolted to the ground to avoid theft or vandalism. Principles outlined in the Bicycle Parking Standards and Guidelines should be used to select the appropriate rack types and installation methods.
- **4.5.6.** Racks should be placed in a method which provides a sufficient buffer for the bicycle from the vehicular travel lane. A minimum 5 foot maneuvering zone should be provided on either end of the bicycle in order to provide cyclists with space to orient themselves. Racks can be angled to increase the available space at the ends of the bicycles.
- **4.5.7.** A physical barrier may be placed between the corral and vehicle travel lane.

4.6. Bike Corral Program Warrant Process

Bike Corrals should be considered after it has been determined that private side bike parking and the Post & Ring Program is unable to meet the need for Bike Parking in the area. Due to the need to remove on-street parking, and added cost associated with maintenance and removal, Bike Corrals should be limited to BIAs. Only post & ring style bike racks should be considered outside of BIAs.

THE CORPORATION OF THE CITY OF WINDSOR PROCEDURE

Service Area:	Office of the Commissioner of Infrastructure Services	Procedure No.:	
Department:	Public Works Operations	Approval Date:	
Division:	Transportation Planning	Approved By:	
		Effective Date:	On Approval
	Temporary Bicycle Parking for		
Subject:	Events	Policy Ref.:	Bicycle Parking Policy
		Pages:	Replaces:
Prepared By:	R. Toufeili, Policy Analyst C. Gerardi, Policy Analyst		Date:

1. PURPOSE

1.1. This procedure is intended to provide details for implementation of the Bicycle Parking Policy when providing temporary bicycle parking for public events.

2. SCOPE

2.1. This procedure provides details and outlines requirements for providing temporary bicycle parking at special events within Windsor for event organizers to access.

3. RESPONSIBILITY

3.1. Responsibility for implementing this procedure is outlined in the Bicycle Parking Policy.

4. PROCEDURE

- **4.1.** Temporary event bicycle parking may be provided by event organizers for their special events in Windsor. Temporary bicycle racks which are portable and modular are required for event attendees to park their bicycles. A bike parking sign to place in a visible area indicating available bike parking.
- **4.2.** Private event coordinators will be responsible to provide their own staff and/or volunteers to monitor and provide a valet service for event attendees who wish to use the temporary bicycle parking.
- **4.3.** Temporary event bike parking racks shall be placed in a location which does not obstruct any entrances or walkways for pedestrians.
- **4.4.** Temporary event bike parking should be placed in areas of high visibility to promote active transportation, such as near event entrances or admissions tents.
- **4.5.** Bikes shall be kept secure and be monitored by administering staff or volunteers.



Additional Information: Al 16/2024

Subject: Additional Information re: S 75/2023 - Bike Parking Policy – More detailed information related to the nine items of the Bicycle Parking Policy framework – City Wide

Reference:

Date to Council: July 31, 2024 Author: Chris Gerardi Policy Analyst 519 255 6100 ext. 6830 cgerardi@citywindsor.ca

Public Works - Operations Report Date: July 15, 2024 Clerk's File #: ST2023

To: Mayor and Members of City Council

Additional Information:

Recommendation:

- THAT report AI 16 /2024 "S 75/2023 Bike Parking Policy More detailed information related to the nine items of the Bicycle Parking Policy framework" BE RECEIVED for information; and,
- II. **THAT** report S 75/2023, "Bike Parking Policy", **BE RECEIVED** for information; and,
- III. THAT the existing Policy for Bicycle Parking on Public Property **BE RESCINDED** and **BE REPLACED** with the Bike Parking Policy and associated attachments as appended in report S 75/2023; and,
- V. THAT Administration REPORT BACK to the Environment, Transportation and Public Safety Standing Committee on the costs to retro-fit existing facilities, to meet the new Bike Parking Policy requirements, including identifying priorities and funding requirements which would be required for installation and maintenance; and;
- V. **THAT** the planning department **BE CONSULTED** to provide information concurrently related to development applications.

Background:

On May 29, 2024, the Environmental, Transportation and Public Safety Standing Committee moved the following:

THAT the report of the Policy Analyst dated November 9, 2023 entitled "Bike Parking Policy – City Wide", **BE REFERRED** back to administration to provide more detailed information related to the nine items of the Bicycle Parking Policy framework; and,

THAT the planning department **BE CONSULTED** to provide information concurrently related to development applications.

This report serves to address the supplemental information requested.

Discussion:

From April 20 2021 meeting of the Windsor Bicycling committee.

A memo laying out the plans for a new bike parking policy, explaining that the implementation would be 2 parts.

"The City's bicycle parking strategy will be made up of two parts:

- Amendments to Municipal Zoning By-laws will provide requirements for bicycle parking and ancillary facilities.
- The Bicycle Parking Policy will address all other aspects of the City's bicycle parking strategy."

Amendments to Municipal Zoning By-laws will be presented to the Development and Heritage Standing committee by the Planning Department at a future date.

A framework for the Bicycle Parking Policy was presented and endorsed by the Windsor Bicycling Committee with nine directions. Below are each of the nine directions listed with an explanation as to how the City will address each direction.

1. That the broad objectives articulated in the Bike Parking Policy Framework **BE ENDORSED**; and,

This is directive will be achieved by the adoption of the overall report.

 That within that the Framework, that Administration BE REQUESTED to develop specific proposals for Council to consider capital incentives to promote investments in end of trip bike parking facilities to promote stronger commuter cycling adoption; and, This directive will be addressed using existing Community Improvement Plan (CIP) Program. Currently Bicycle Parking does qualify under this program. However, future steps will be taken to better articulate grant opportunities for potential applicants. Including in this will be a plan to bring existing developments into compliance.

3. That Crime Prevention through Environmental Design (CPTED) principles **CONTINUE** to be a point of emphasis as the Bike Parking policy be developed; and,

The Bicycle Parking policy was written to comply with CPTED principles. The mechanism to apply CPTED principles to privately provided bicycle parking will be site plan control. Site plan control is one process which administration uses to apply the provisions in various zoning by-law and will distribute a copy of the Bicycle Parking standards and guidelines.

4. That the City of Windsor **BE REQUESTED** to create minimum bike parking capacity requirements for City Parks and to follow CPTED principles when determining where to locate bike parking facilities with the view to encourage park users to bike to parks; and,

Appendix C Procedure - Bicycle Parking at City Facilities and Buildings lays out the bicycle parking requirements for City Parks. It is further supported by the City of Windsor Parks and Outdoor Recreation Master Plan.

5. That the City of Windsor **BE REQUESTED** to continue to embed consideration for bike parking facilities where appropriate in terms of land use and site design; and.

Zoning By-laws contain various bicycle parking space provisions. These provisions are applied at site plan control or building permit and that application will continue.

6. That consideration **BE AFFORDED** to provide bike parking facilities for a variety of bicycles; and,

Appendix B - Bicycle Parking Standards and Guidelines sets out standards for a variety of different bicycle parking options complete with required minimum spacing. Adapted from City of Toronto Guidelines for Design and Management of Bicycle Parking Facilities and City of Mississauga Bicycle Parking Zoning By-Law Directions, it outlines the requirements for spacing when selecting the location and design of bicycle parking to accommodate a variety of different Bicycle needs.

7. That the City of Windsor **BE REQUESTED** to increase the required number of bike parking spaces (minimum) for all future developments; and,

As part of a future housekeeping amendment to the zoning by-laws, the Planning Department will conduct a review of bicycle parking space provisions per the WBC recommendations. They will review the requirements of comparator municipalities and make a recommendation regarding revision to the bicycle parking space provisions.

The Planning Department will examine ways to separate the mechanism for bike parking from vehicle parking requirements. Currently, required bicycle parking is tied to motor vehicle parking spaces. Therefore, when the City authorizes a reduction in motor vehicle parking, it also decreases required bicycle parking. Separating these provisions will determine the minimum required number of bicycle parking spaces for future developments or expansions independent of the vehicular parking required.

As a practice, the Planning Department uses an increase in bicycle parking (among other things like access to transit) to support Committee of Adjustment requests for reductions in the vehicular parking requirements. This trade off for more bicycle parking for less vehicular parking is reviewed and evaluated as part of the Site Plan Control (SPC) approval process in consultation with Transportation Planning. This practice will continue when developments go through the SPC process.

8. That the implementation of a Bike Parking policy for the Sandwich South Lands that align with the goal of the Active Transportation Master Plan **BE SUPPORTED**; and,

Zoning By-law 85-18 is the zoning by-law for the Sandwich South Lands. Zoning By-law 8600 is the zoning by-law for the rest of the City of Windsor. The City inherited 85-18 when the Sandwich South lands were transferred to the City of Windsor. It is the view of the City of Windsor that these by-laws are appropriate for rural lands. However, as that area develops, standard practice is to remove subject parcels from 85-18 and bring them into 8600. The end goal is expanding 8600 to the whole City and repeal BL 85-18. By-law 85-18 does not require bike parking, however as these lands are absorbed into ZBL 8600, developments in the Sandwich South Lands will be required to meet minimum bike parking requirements in support of the Active Transportation Master Plan.

9. That the Bike Parking Policy **BE REVISITED** every four years commensurate with the term of City Council.

It is administrations recommendation that the Bicycle Parking Policy be reviewed every five years consistent with the *City of Windsor's Policy on Policies Framework*.

Consultations:

Adam Szymczak, Senior Planner - Development

Greg Atkinson, Manager of Development Planning / Deputy City Planner

Neil Robertson, Manager of Urban Design / Deputy City Planner.

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator – Operations
Shawna Boakes	Executive Director of Operations
Mark Winterton	(A) Commissioner, Infrastructure Services
Dan Seguin	On behalf of Commissioner, Finance & City Treasurer
Joe Mancina	Chief Administrative Officer

Appendices:



Committee Matters: SCM 240/2024

Subject: Response to CQ 10-2024 - Property Owner sign-off on Permit Applications - City Wide

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

Decision Number: ETPS 1019

THAT the report of the Technologist III dated July 12, 2024 entitled "Response to CQ 10-2024 - Property Owner sign-off on Permit Applications - City Wide" **BE RECEIVED** for information.

Carried.

Report Number: S 93/2024 Clerk's File: SB2024 & ACOQ2024

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 July 31, 2024.



Council Report: S 93/2024

Subject: Response to CQ 10-2024 - Property Owner sign-off on Permit Applications - City Wide

Reference:

Date to Council: July 31, 2024

Author: Sandy Mio Technologist III

(519) 255-6257 Ext. 6508

smio@citywindsor.ca

Right-of-Way – Engineering Report Date: July 12, 2024

Clerk's File #: SB2024 & ACOQ2024

To: Mayor and Members of City Council

Recommendation:

That Council **RECEIVE** the response to CQ 10-2024 for information.

Background:

On February 12, 2024 Councillor Mark McKenzie asked the following Council Question:

CQ10-2024

"Asks that Administration report back regarding a policy adjustment for approval, which would change the permit policy to require a property owner to sign off on any permit applications."

This report is in response to CQ 10-2024.

Discussion:

Currently, the Ontario Building Code and Right-of-Way processes do not require authorization signatures or consent from the property owner. In the current process, the owner or contractor may take out a permit for work except in specific cases such as sewer tap permits where only a pre-approved contractor may apply for permit.

Right of Way (ROW) Permits

The ROW permit application provides individual space to input information for the applicant and owner of the property. Most types of ROW permits can be applied

for and obtained by the Owner or the contractor and include an indemnity deposit that must be paid prior to the issuance of the permit. Ultimately the permit holder is responsible for the works under the permit including submission of any approval requirements such as traffic control plans, the quality and accurate completion of the work and scheduling and passing inspections. There are a few exceptions to this rule which are noted below:

Sewer Tap Permits

To obtain a sewer tap permit (direct connection of a private drain connection into the City's mainline sewer), a <u>pre-approved contractor</u> must apply for and obtain the permit on behalf of the owner (which includes payment of fees). This ensures qualified contractors retain the responsibility for the quality of the work where such work impacts municipal infrastructure. Some sewer permits require urgent review due to sewage backup, and issuance of permits are expedited. The indemnity deposit will not be returned until the work is completed to City of Windsor Standards.

Utility Permit

All telecommunication and utility companies can obtain permits to work within the ROW, but in many cases continue to complete their work into private property for private connections. Utility permits typically involve multiple streets that affect many properties. The permits in this case are not issued property by property but rather by block.

Building Permits

Typically, the contractor applies for the permit and can add the owner to the online application for their information. However, there are times when the owner chooses not to be a part of the application. If that's the case, the applicant can manually enter the owner information into the application, and the department can verify that it matches our records. If the information they provided matches, Administration does not request any additional approval from the owner.

Administration does not recommend a policy adjustment to require a property owner to sign off on a permit primarily because of the potential delays associated with this adjustment.

Having an owner sign every application relating to their property would create substantial permitting delays and prevent administration from meeting permitting legislative timeline requirements in the Planning Act, Ontario Building Code, CRTC, and City Standards. This is exponentially true for utility permits which would involve many sign offs prior to approval of a permit due to the number of properties affected by for instance one block of utility work.

Furthermore, if an applicant wished to obtain a permit without the owner's knowledge or consent, this individual would be funding a homeowner's property improvement without receiving any actual ownership or equity in return.

Risk Analysis:

There would be significant delays in permit issuance associated with requiring signature consent from owners, as outlined in this report. The cost of the permit and indemnity greatly reduces the risk of a person maliciously obtaining permits on behalf of another property owner without their consent.

Climate Change Risks
Climate Change Mitigation:
N/A
Climate Change Adaptation:
N/A
Financial Matters:
N/A
On a sulfation as
Consultations:
Brian Velocci, Planner III- Site Plan Approval Officer
Jessica Barlow, Manager- Application Coordination, Building Department
Amy Olsen, Technologist III, Right of Way

Conclusion:

The above report provided information regarding the CQ 10-2024 for information.

Alex Vucinic, Manager of Purchasing/Risk Management

It is Administration's position that the existing application process for permitting should be maintained.

Planning Act Matters:

N/A

Approvals:

Name	Title
Adam Pillon	Manager of Right-of-Way
Stacey McGuire	Executive Director, Engineering/Deputy City Engineer
John Revell	Chief Building Official
Mark Winterton	Commissioner, Infrastructure Services/ City Engineer (Acting)
Wira Vendrasco	City Solicitor
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address

Appendices:



Committee Matters: SCM 241/2024

Subject: Response to CQ 11-2024 School Safety: Students and Drivers – City Wide

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

Decision Number: ETPS 1020

THAT the report of the Active Transportation Engineer dated July 15, 2024 entitled "Response to CQ 11-2024 School Safety: Students and Drivers – City Wide" **BE RECEIVED** for information; and.

THAT administration **BE DIRECTED** to meet with the school boards through the City & School Board Liaison Committee regarding alternatives to the Kiss and Ride Program and their pilot project at Queen Victoria School currently being discussed; and,

THAT administration **BE REQUESTED** to send a letter the local School Boards outlining specific concerns from affected neighbours and the public regarding the Kiss and Ride Program related to safety in school neighbourhoods. Carried.

Report Number: S 94/2024 Clerk's File: ME2024 & ACOQ2024

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 8.4 from the Environment, Transportation & Public Safety Standing Committee held on July 31, 2024.
- To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240 731/-1/10499



Council Report: S 94/2024

Subject: Response to CQ 11-2024 School Safety: Students and Drivers – City Wide

Reference:

Date to Council: July 31, 2024 Author: Brad Holbrough Active Transportation Engineer 519-255-6380 ext. 6831 bholbrough@citwwindsor.ca

Public Works - Operations Report Date: July 15, 2024

Clerk's File #: ME2024 & ACOQ2024

To: Mayor and Members of City Council

Recommendation:

THAT report S. 94/2024, "CQ 11-2024 School Safety: students and drivers" **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

At the February 26, 2024 meeting of City Council, Councillor Angelo Marignani asked the following Council question:

CQ 11-2024 -- Asks for a strategic partnership between city Administration and Windsor Police to work closely with school administrators to address specific challenges and tailor solutions to the unique needs of each school in relation to the Kiss and Ride program. The purpose of this question is to ensure safety on our streets for our students and drivers alike.

Discussion:

The City of Windsor is actively engaged in improving safety on our streets for students and drivers alike. Outlined herein are a number of programs and initiatives to achieve this goal.

The purpose of "Kiss and Ride" (K&R) Programs is to provide children a safe way from their car to the schoolyard without stopping traffic within the public Right-of-Way (ROW).

According to this, school's K&R is an area within a school property allowing parents to safely drop off or pick up their children. The program requires the school to have appropriate infrastructure, and operational plans, in place to operate safely. A K&R area is located within school property and not on public roads or within the public right of way (ROW). Typically, K&R programs are fully managed and enforced by the school staff or volunteers. The program can improve student safety by adding order to the often chaotic nature of rush periods.

K&R programs reduce traffic congestion around schools by providing a safe option for students being dropped off and picked up by car. By providing this effective and safe option for drop offs and pick ups, kiss and rides discourage less desirable behaviours such as; consuming all the local on-street parking in the surrounding school area, parking in prohibited areas around the schools, children running across busy roads midblock without protection and excessive traffic congestions on public streets.

However, this program can only succeed if it is in place and may fail as a result of high demand at certain times thus generating traffic queues onto a public road.

Currently the City of Windsor participates with Windsor Police Services, School Board officials and School Busing companies in School Board Liaison Committee. The committee meets 3-4 times per year and discusses topics related to safety and projects within the Right of Way, such as bus bays. On the most recent meeting, the committee discussed the Crossing Guard/Active Travel Education Plan, Traffic calming and pedestrian crossing around schools, the Active Transportation Mater Plan, the School Neighbourhood policy and a number of other transportation topics including safety patrols, Community Safety Zones, and traffic enforcement in the right-of-way.

The City, WPS and the school boards engage in a number of initiatives, including;

1. Enforcement

Vehicles stopping in front of school, stopping in bus loading zones and parking or double parking around school to drop off students create an unsafe environment. These actions restrict sightlines for drivers and pedestrians alike and they cause significant traffic congestion. The City, as part of its due diligence, employs a security contractor to aid in enforcement and is working on a pilot project to hire another contractor to work specifically on school zones. This potential increase in enforcement would help the City to be more responsive to parking and traffic issues. A subsequent report will be coming to Council with regards to this pilot project in the near future.

Enforcement encourages drivers to follow the rules of the road, thus making it safer for everyone. But it is important to note, enforcement works best when it is in support of programs such as Kiss and Ride.

2. School Active Travel Education

The City of Windsor has adopted a number of programs to help reduce vehicle drop-offs and pick-ups at elementary schools. One such program is School Active Travel education. Its goals are to educate students and parents about the importance of active school travel, improve safety for students and to reduce traffic congestion around schools. Schools are provided active travel safety infographics and suggested activities

to observe Walk-to-School Days, Crossing Guard Appreciation Day and Bike Month. This year, a pilot program was initiated with a school that previously participated in a walkability/bikeability study funded under the Ontario Active School Transportation Grant. The pilot ran from February to June, where the school community received resources, in-school presentations, hands on activities, walking and biking maps culminating in students tracking their active school travel for three weeks in June. Administration is currently analysing the data plans to expand this pilot to other schools in the future.

3. Infrastructure Improvements

The Active Transportation Master Plan (ATMP), adopted in 2019, provides a framework for construction of walking and cycling facilities making it easier and safer for people to move about the City.

The ATMP established in May 2019, has the following five goals:

- i) Develop a complete active transportation network that connects all neighbourhoods;
- ii) Improve the safety and accessibility of vulnerable road users:
- iii) Support effective land-use planning to build an environment that makes walking, cycling, and transit convenient and enjoyable;
- iv) Ensure that the active transportation network is equitable and accessible for all residents:
- v) Foster a culture for active transportation.

The Development of an active transportation network will make it easier and safer for everyone to travel around the city without getting into a car or bus. This includes our students on their daily travels to and from school. For some parents, improving accessibility to walking & biking facilities will make the decision to let their child(ren) walk/bike to school more comfortable.

Encouraging students to use active transportation to travel to school can help to reduce vehicular traffic. However, it does not address the core of the issue of providing safe drop off opportunities for adult drivers wishing to drop off students. It cannot be a replacement to a functioning kiss and ride program.

The Bus Bay and the Pedestrian Generator Sidewalk Programs are infrastructure programs that can assist schools get bus bays off the road and make it easier and safer for kids to walk to school. The City of Windsor currently has a policy wherein some of the costs for constructing bus bays be shared up to 50/50 between the City and the benefiting School Board. The Pedestrian Generator Sidewalk policy increases pedestrian separation from vehicles, expands opportunity for sustainable transportation, and improves the health and welfare of City residents.

Both of these policies help to mitigate traffic congestion around schools and thus increase student safety during drop-off and pick-up. These programs are aligned with the Vision Zero Action Plan and Active Transportation Master Plan.

These approaches are in place and no additional action is expected.

4. The School Neighbourhood Policy

Windsor City Council adopted this policy in the Fall of 2016. It was then reviewed in October 2021. The policy considers some items such as parking, school location, traffic and transportation issues, active transportation, and traffic regulations to update the traffic signage plan around schools. The Policy provides guidance for the development and operation of existing and new schools, specifically as it applies to elementary schools with in the City of Windsor, for best practices in provisions for sidewalks and cycling facilities, crosswalks, and parking near schools.

Currently, the Transportation Planning department is in the process of implementing the policy using a prioritized list. The work will involve bringing the school areas/zones up to the standards as outlined in the policy. A best practice outlines in the School Neighbourhood Policy is for schools and school boards to create and implement a K & R program. This program would be the sole responsibility of school boards to develop and implement and would have to reside entirely on school property. The City of Windsor would play a supporting role with infrastructure improvements in the Right-Of-Way.

5. School Board Liaison Committee

The School Liaison Committee is a partnership made up of representatives from City administration, Windsor Police Services and the School Boards. This committee meets on a quarterly basis to discuss specific challenges and proffer solutions to the needs of City schools. This includes, but is not limited to: traffic congestion in school areas, dropoff and pick-up locations and student safety.

In addition to the formal processes and procedures listed above, Administration has met with a number of school officials on school grounds over the years. Administration provides recommendations for activities that both the City and the school board can do to help alleviate the issue being reviewed. These solutions are customized to the school and the area of the school. It should be noted that some of the recommendations may be directed at the school as not all solutions can be solved on the right-of-way.

At this time, Administration does not recommend introducing any additional programs or processes. Those listed above provide an avenue for the City, Windsor Police and the School Boards to work closely and assess needs as they arise.

Risk Analysis:

There are no risks associated with the recommendations of this report.

Climate Change Risks

Climate Change Mitigation:

Less parents are driving their children to school means less exhaust emissions, which is better for our environment.

Climate Change Adaptation:

N/A

Financial Matters:

There are no expenditures associated with the recommendations of this report.

Consultations:

- Parking Services Operations: Bill Kralovensky, Coordinator, Parking Services
- Design Standards Engineering: Paul Mourad, Design Standards Lead
- Transportation Planning: Kathleen Quenneville, Active Transportation Coordinator
- Transportation Planning: Gholamreza Sayyadi, Transportation Planning Sr. Engineer

Conclusion:

The City of Windsor is working to make our streets safer for students and drivers. This is being done with infrastructure programs like Bus Bays, Sidewalk Generator and the Active Transportation Master Plan. This is also being done through education as in School Active Travel. And finally, this is being done through parking by-law enforcement and the School Neighbourhood Policy.

Planning Act Matters:

N/A

Approvals:

Name	Title
Gholamreza (Ray) Sayyadi	(A) Transportation Planning Senior Engineer
Shawna Boakes	Executive Director of Operations

Name	Title	
Mark Winterton	(A) Commissioner of Infrastructure Services	
Joe Mancina	Chief Administrative Officer	

Notifications:

Name	Address	Email

Appendices:



Committee Matters: SCM 243/2024

Subject: Niagara Street (Lincoln Road to Walker Road) Traffic Calming - Ward 4

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

Decision Number: ETPS 1021

THAT Administration **BE DIRECTED** to install speed humps on Niagara Street between

Lincoln Road and Walker Road; and,

Whereas on February 2, 2024, the 2024 Capital Budget was deemed approved via Mayoral Decision MD05-2024 and subsequently City Council **SUPPORTS** an expenditure of \$74,950; and further,

THAT the City Treasurer **BE DIRECTED** to pre-commit \$74,950 in 2025 Pay-As-You-Go funding from the Traffic Calming Initiatives project, OPS-021-07, and make available for immediate use; and,

THAT a budget issue with regards to annual maintenance of \$5,400 **BE PRESENTED** as part of the 2025 operating budget development process and be considered a priority item based upon approval for the installations.

Carried.

Report Number: S 95/2024

Clerk's File: ST/13863

Clerk's Note:

- 1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.
- 2. Please refer to Item 8.5 from the Environment, Transportation & Public Safety Standing Committee held on July 31, 2024.
- 3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240731/-1/10499



Council Report: S 95/2024

Subject: Niagara Street (Lincoln Road to Walker Road) Traffic Calming – Ward 4

Reference:

Date to Council: July 31, 2024
Author: Clare Amicarelli
Transportation Planning Coordinator
519-255-6100 ext. 6463
camicarelli@citywindsor.ca
Public Works - Operations
Report Date: July 15, 2024
Clerk's File #: ST/13863

To: Mayor and Members of City Council

Recommendation:

THAT Administration **BE DIRECTED** to install speed humps on Niagara Street between Lincoln Road and Walker Road; and,

Whereas on February 2, 2024, the 2024 Capital Budget was deemed approved via Mayoral Decision MD05-2024 and subsequently City Council **SUPPORTS** an expenditure of \$74,950; and further,

THAT the City Treasurer **BE DIRECTED** to pre-commit \$74,950 in 2025 Pay-As-You-Go funding from the Traffic Calming Initiatives project, OPS-021-07, and make available for immediate use; and,

THAT a budget issue with regards to annual maintenance of \$5,400 be presented as part of the 2025 operating budget development process and be considered a priority item based upon approval for the installations.

Executive Summary:

N/A

Background:

The Local Roadway Speed Humps Procedure was approved by Council on May 9, 2022. Since then, the following locations have passed the speed hump survey and have been submitted to Council for consideration.

The following locations are pending approval by Council:

N/A

The following locations have been approved by Council and are pending construction:

- Kildare Avenue (Richmond Street to Ottawa Street)
- Lone Pine Street (Provincial Road to Maple Leaf Crescent)
- Partington Avenue (Columbia Court to Labelle Street)
- Church Street (Tecumseh Road West to Cul-de-Sac)

The following locations have been approved by Council and are installed:

- Dandurand Avenue (Piazza Street to Northwood Street)
- Grove Avenue (Janette Avenue to Bruce Avenue)
- Partington Avenue (College Avenue to Tecumseh Road West)
- Victoria Avenue (Tecumseh Road West to Jackson Street)
- Academy Drive (Northwood Street to North Service Road West)
- Avondale Avenue (West Grand Boulevard to Norfolk Street)
- Beals Street (Dougall Avenue to Huntington Avenue)

Discussion:

Niagara Street

A resident request for traffic calming on Niagara Street between Lincoln Road and Walker Road was received in May 2022. The street was reviewed and confirmed to be eligible for speed humps under the Local Road Speed Hump Program. Since the service request was an ongoing request from prior years, a resident survey to determine neighbourhood support was carried out from February 23, 2024, to March 24, 2024. Residents were able to vote online or via 311. The results of the survey are summarized in Table 1.

Table 1: Traffic Calming Approval Survey Results - Niagara Street

Criteria	Required	Actual			Result
	50% of households or commercials	Yes	40% (14 households)	F40/	
Response Rate	properties must respond within the survey area	No	11% (4 households)	51% (18/35 responded)	
	(18 of 35 households)		49% (17 households)		
Level of	From this, 60% must indicate their		14	78% (14/18 in	Pass
Support	support for the traffic calming speed humps	# of Households within Survey Area that Responded	18	support from those responded)	

Some residents provided additional comments when voting. A summary of comments received are as follows:

- From study area residents voting in support of speed humps:
 - Resident does not drive
 - Speeding traffic on the street constantly and it poses a risk with a sidewalk on one side only
 - Lots of speeding traffic on the street
 - Urgently need speed humps
 - Speed humps would help calm traffic that frequently speeds down this street and runs through the stop sign
 - Niagara Street has a high volume of traffic from cars avoiding Wyandotte Street, and a high volume of dump trucks
 - Vehicles do not stop or slow down at the stop signs

- Would like increased police enforcement
- Lots of speeding traffic through the neighbourhood
- Speed humps will greatly increase the safety of the area and deter the many speeding vehicles that pass through
- From study area residents voting against speed humps:
 - Speed humps are not necessary with all of the stop signs
 - Speed humps should not be placed as there are a lot of buses that come through the area for sight-seeing, and this is a heritage district
 - Police enforcement is a much better solution.
 - Speed humps will be a nuisance for residents and will diminish the historical significance of the neighbourhood

In addition to votes by residents in the study area, 6 responses were received from addresses outside the study area. Of these responses not counted toward the approval threshold, the breakdown is as follows:

- 50% (3 responses) supported speed humps on Niagara Street
- 33% (2 responses) opposed speed humps on Niagara Street
- 17% (1 responses) provided no response to speed humps on Niagara Street

Some additional comments received from these out-of-area responses are as follows:

- Would like increased police enforcement
- Would like speed humps on Moy Avenue
- Speed humps are not necessary
- Do not want to drive over speed humps everyday
- Lots of speeding traffic on Lincoln Road

Accessibility Concerns

While some comments were received expressing concerns regarding accessibility or access for people with disabilities, Administration notes that there are sidewalks available throughout the stretch of the project.

Heritage Concerns

While some comments were received expressing heritage concerns, Administration notes that sometimes there will be conflicts between traffic calming measures and

heritage designations. Speed humps are generally the same material as the road surface and while there are some additional pavement markings and signs, the benefit to the public is significant. Should Council direct, Administration could further investigation and research whether or not an update to the policy is recommended.

Risk Analysis:

No critical or significant risks have been identified with the report recommendations. This location has sidewalks on at least one side and curb and gutter; therefore, no other pilots affect the installation.

Construction costs for speed humps are subject to normal price variability for materials and tender costs. These financial risks are mitigated by following the procedures in the Purchasing By-law and normal project management practices.

Climate	Change	Risks
---------	--------	--------------

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Niagara Street

The estimated cost to install speed humps and related signage on Niagara Street between Lincoln Road and Walker Road is summarized in Table 2.

Table 2: Cost Estimate - Niagara Street Traffic Calming

	Unit	Cost per Unit			Total Cost	
Item		Initial Installation	Annual Maintenance	Quantity	Initial Installation	Annual Maintenance
Speed humps and associated signs and pavement markings	Each	\$10,250	\$770	7	\$71,750	\$5,390
"Traffic Calmed Neighbourhood" Signs	Each	\$350	\$5	2	\$700	\$10
	Grand	Total – Niag	ara Street		\$72,450	\$5,400 per year

The Traffic Calming capital budget project 7069022 was established to track and record expenditures related to the initial installation of the speed humps at all locations; however, there are currently insufficient funds available in the project.

The 2024 approved 10-year capital funding plan includes funding for Traffic Calming in the following years:

2025 \$504,384 2026 \$400,000 (\$153,300 approved in principle, \$246,700 pre-committed) 2028 \$100,000 2031 \$1,140,000

Funding for the installation of the speed humps identified in this report will require the use of \$72,450 from the approved in principle funds in 2025. By doing so, the project will incur financing charges over the next year estimated at \$2,500. In total, Administration recommends the pre-commitment of \$74,950 (\$72,450 plus \$2,500 in financing charges) in 2025 funding.

The ongoing annual maintenance cost is estimated as \$5,400 per year for speed hump maintenance as outlined in Table 2 above. Maintenance costs for initiatives such as this project have not been previously identified within operating budgets and therefore this cost may not be able to be accommodated in the existing Public Works operating budget. Should Council approve the traffic calming plan, an operating budget increase will be brought forward as part of the 2025 budget submission.

The Transportation Planning Department will attempt to install the Niagara Street speed humps within this report in 2024, along with the outstanding approved speed humps awaiting construction, which are Kildare Avenue (Richmond Street to Ottawa Street), Lone Pine Street (Provincial Road to Maple Leaf Crescent), Partington Avenue, (Columbia Court to Labelle Street), and Church Street (Tecumseh Road West to Culde-Sac). 2024 installation will depend on the whether it is possible to add the aforementioned speed humps onto an existing contract without having to create a separate contract

Consultations:

2032 \$281,000

Planning: Kristina Tang, Heritage Planner

Operations: Phong Nguy, Manager of Contracts, Field Services and Maintenance

Traffic Operations: lan Day, (A) Senior Manager of Traffic Operations and Parking

Services

Human Resources: Mark Keeler, Diversity and Accessibility Officer

Windsor Fire Rescue Services: Mike Coste, Chief Fire Prevention Officer

Transit Windsor: Jason Scott, Manager of Transit Planning

Financial Planning: Cindy Becker, Financial Planning Administrator – Public Works

Asset Planning: Mike Dennis, Manager of Strategic Budget Development and Control

Public Consultation – Niagara Street

The resident approval survey was carried out from February 23 to March 24, 2024. Methods used for resident notification and outreach were as follows:

- Mail out to all property owners and tenants in the project area, attached as Appendix A (February 23, 2024)
- Social media posts (February 23, 2024)

Notification signs posted in the survey area

Conclusion:

Having met the criteria for speed humps in the Local Road Speed Humps Procedure under the Traffic Calming Policy, Administration recommends installing speed humps on Niagara Street between Lincoln Road and Walker Road.

Planning Act Matters:

N/A

Approvals:

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

Notifications:

Name	Address	Email
Area residents and project notification list – Niagara Street (list provided to Clerks)		

Appendices:

A: Speed Hump Survey Letter and Survey Area Map -Niagara Street



OFFICE OF THE EXECUTIVE DIRECTOR OF OPERATIONS

February 21, 2024

RE: TRAFFIC CALMING SPEED HUMP REVIEW SURVEY NIAGARA STREET (LINCOLN ROAD TO WALKER ROAD)

Dear Resident,

We are requesting your input on a potential traffic calming speed hump project in your area.

A request for traffic calming has been received for **Niagara Street**. Niagara Street currently qualifies for traffic calming speed humps. To determine whether traffic calming speed humps would be supported by neighbourhood residents, a survey is being carried out. We request that you submit your vote online or call 311 to indicate whether you would support traffic calming speed humps on Niagara Street. **Please place your vote before March 24, 2024 to ensure that your vote is counted.**

In order to place your vote, please fill out the survey: http://tinyurl.com/niagarasurvey



You may also call 311 and state that you are responding to the **traffic calming survey for Niagara Street.** You will be asked for your name, address, your vote on the traffic calming survey, and given an opportunity for any other comments. After the 30-day survey period, results will be posted to the City's website at https://tinyurl.com/speedhumpresults.

One vote per household or business will be considered.

The plan will be brought forward to Council for approval if the required level of residential support described below is reached:

 A minimum of 50% of the household and commercial properties must respond within the survey area, and from this 60% must indicate their support for the traffic calming speed hump.

For more information on traffic calming please go to https://tinyurl.com/tcalming or search for "traffic calming" on the City website (www.citywindsor.ca). If you have any questions and/or concerns, please do not hesitate to contact Clare Amicarelli, Transportation Planning Coordinator, at 519-255-6100, ext. 6463 at your convenience.

Yours truly,

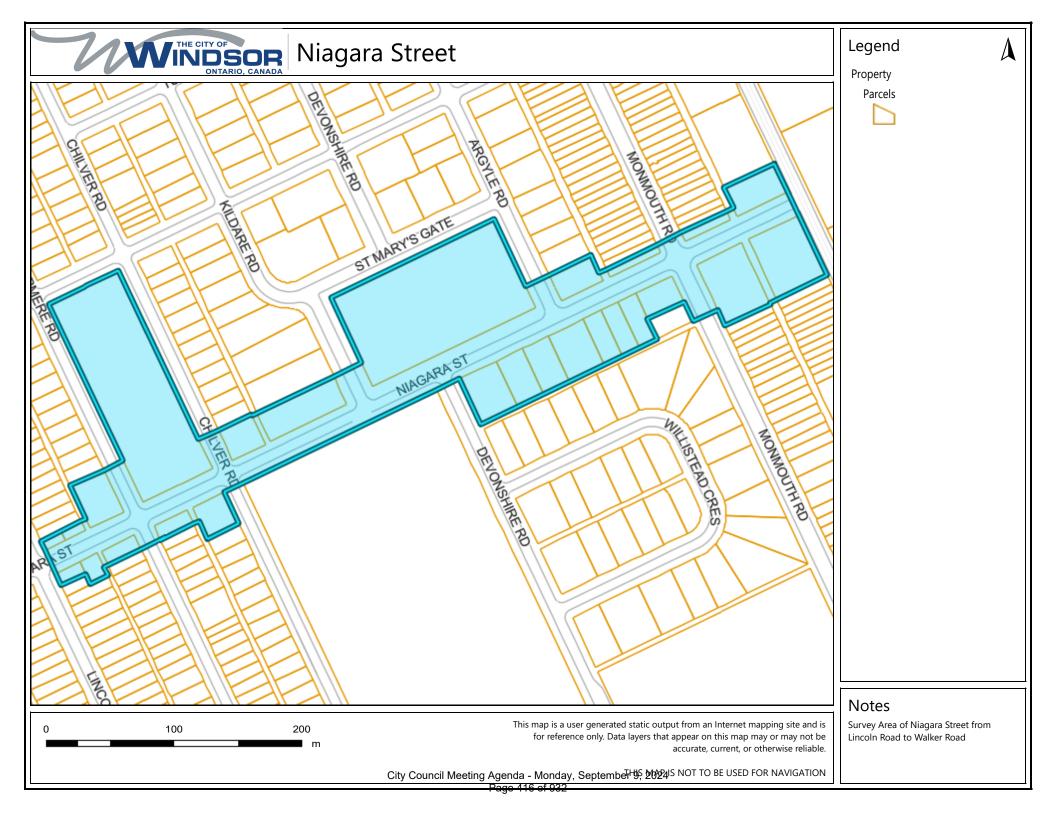
Shawna Boakes, P. Eng.

Executive Director of Operations

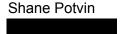
SB/ca

Attachment

cc Ward 4 Councillor



Environment, Transportation & Public Safety
Standing Committee
July 31, 2024
Item 8.5 - Written Submission



Re: Environment, Transportation & Public Safety Standing Committee Meeting Wednesday, July 31, 2024

Niagara Street (Lincoln Road to Walker Road) Traffic Calming - Ward 4

Committee Members,

Hello, my name is Shane Potvin, my wife Lauren and I live at in Windsor and have lived there since 2017. Over those years we have witnessed much speeding, careless and aggressive driving with a complete disregard for the safety of other motorists, residents and pedestrians. Although this sort of driving is rampant throughout the neighbourhood we feel that it is even more of a concern since we have a larger concentration of pedestrians and children due to the proximity to Willistead Park, King Edward School, Walkerville High School and St. Mary's Church.

It was my wife and I who initiated the initial request when the City came out with its Speed Hump Program. Originally we were only requesting traffic calming from Monmouth to Devonshire (with about 80% support) we are thrilled to see this new plan now extend from Walker through to Lincoln, which will reduce the amount of cross traffic for motorists looking for a quicker way to get from Walker to Lincoln.

We are requesting that the committee support this initiative and approve these new Speed Humps on Niagara.

Sincerely,

Shane Potvin

SKATE TON

Shane Potvin



Re: Environment, Transportation & Public Safety Standing Committee Meeting Wednesday, July 31, 2024

Niagara Street (Lincoln Road to Walker Road) Traffic Calming - Ward 4

Committee Members,

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It was my wife and I who initiated the initial request when the City came out with its Speed Hump Program. Originally we were only requesting traffic calming from Monmouth to Devonshire (with about 80% support) we are thrilled to see this new plan now extend from Walker through to Lincoln, which will reduce the amount of cross traffic for motorists looking for a quicker way to get from Walker to Lincoln.

We are requesting that the committee support this initiative and approve these new Speed Humps on Niagara.

Sincerely,

Shane Potvin

- TVA



Committee Matters: SCM 244/2024

Subject: Request for Heritage Permit – 567 Church Street, Revell-D'Avignon House (Ward 3)

Moved by: Councillor Angelo Marignani Seconded by: Councillor Fred Francis

Decision Number: DHSC 641

- I. THAT Council **BE INFORMED** of the various roof replacement options explored by the Owner of 567 Church Street as outlined in this report; and,
- II. THAT a Heritage Permit at 567 Church St, Revell-D'Avignon House, **BE GRANTED** to the Property Owners Xiaoliang Duan & Hao Cui for the repainting of the "fish-scale" shingles at the gable ends, midline band of the bay window, and wood siding of the property per details outlined in Report S 72/2024 Appendix B Heritage Permit Application; and,
- III. THAT a Heritage Permit at 567 Church St, Revell-D'Avignon House, **BE GRANTED** to the Property Owners Xiaoliang Duan & Hao Cui for the removal and replacement of the existing cedar wood roof material with Timberline HDZ asphalt shingles, subject to further review of scope of work, product information and compatible colour selection to the satisfaction of the City Planner or designate prior to work start; and,
- IV. THAT the City Planner or designate **BE DELEGATED** the authority to approve any further proposed changes associated with the roof replacement, gable ends, and ornamental strip between the two-storeys.

Carried.

Members William Tape, Joseph Fratangeli, and Charles Pidgeon voting nay.

Report Number: S 72/2024 & AI 17/2024

Clerk's File: MBA/2985

Clerk's Note:

- 1. The recommendation of the Development & Heritage Standing Committee and Administration are **NOT** the same.
- 2. Please refer to Item 10.2 from the Development & Heritage Standing Committee held on August 6, 2024
- 3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240806/-1/10500



Council Report: S 72/2024

Subject: Request for Heritage Permit – 567 Church Street, Revell-D'Avignon House (Ward 3)

Reference:

Date to Council: July 2, 2024

Author: Kristina Tang Heritage Planner

Email: ktang@citywindsor.ca Phone: 519-255-6543 X 6179

Tracy Tang

Planner III- Economic Development (A)

Email: ttang@citywindsor.ca Phone: 519-255-6543 X 6449

Julia Wu & Liyue Qiu

Research Assistant- Municipal Heritage Register Email: juwu@citywindsor.ca; lqiu@citywindsor.ca

Phone: 519-255-6543 X 6820 Planning & Building Services Report Date: June 4, 2024 Clerk's File #: MBA/2985

To: Mayor and Members of City Council

Recommendation:

- I. THAT the Heritage Permit at 567 Church St, Revell-D'Avignon House, **BE GRANTED** to the Property Owners Xiaoliang Duan & Hao Cui for the removal and replacement of the existing cedar wood roof with asphalt shingles, and the repainting of the "fish-scale" shingles at the gable ends, midline band of the bay window, and wood siding of the property per details outlined in Appendix B Heritage Permit Application; OR
- II. THAT if a cedar wood shingle roof is used for replacement at 567 Church St. Revell-D'Avignon House, that a grant from the Community Heritage Fund (Reserve Fund 157) for replacement of the roof, **BE APPROVED** for 30% of the total cost to the upset cost of \$20,000, to the Owners Xiaoliang Duan & Hao Cui subject to:
 - i. Submission of Community Heritage Fund Application with required quotes
 - ii. Submission of conservation details, technical details and samples, to the satisfaction of the City Planner or designate prior to work start;

- iii. Determination by the City Planner that the work is completed to heritage conservation standards:
- iv. Determination by the Chief Building Official (if Building Permit is deemed required) that the work is completed to applicable codes
- v. Owner's submission of paid receipts for work completed;
- vi. That the Community Heritage Fund (Reserve Fund 157), grants approved shall lapse if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date.
- III. THAT the City Planner or designate **BE DELEGATED** the authority to approve any further proposed changes associated with the roof replacement, gable ends, and ornamental strip between the two-storeys.

Executive Summary: N/A

Background:

The Revell-D'Avignon House, located at 567 Church Street, was designated on the Windsor Municipal Heritage Register on January 16, 1996, through by-law 12085. The single-family detached property, originally constructed in c.1885, was designated due to its Queen Anne Revival style with extensive wooden architectural detail and wooden clapboard, as well as its representation of the quality of houses which once lined Church Street and other early Windsor streets. The subject property is located in the 500 block of Church Street between Vera Place and Wyandotte Street West and is prominently visible as one of two large buildings on the west side of the block. The Reasons for Designation from the Designation By-law is included as Appendix 'A'.



Front elevation of the house from Church Street

In Spring 2024, Owner of the property (Xiaoliang Duan) began discussions with the City about the replacement of the cedar wood roof with asphalt shingles to address the aging and deteriorating cedar wood shingles. Administration has recommended the replacement of the current wood roof with new cedar roofing to ensure the conservation of a distinctive heritage attribute of the building. However, the Owner wishes to continue

with asphalt roofing and has applied for a Major Heritage Permit application for the work on the property. The Owner intends to begin the roofing project upon approval of the application, so as to prevent further deterioration and leaking into the interior. The complete Heritage Permit application was received on June 9, 2024.

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 Act). 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. Council also has the option to further delegate the item to an employee or official of the municipality. The delegation of final details would be more expediently handled through staff review and approval.

Part IV, 39 (1) of the *Ontario Heritage Act* (OHA) provides that "The council of a municipality may pass by-laws providing for the making of a grant or loan to the owner of a property designated under this Part for the purpose of paying for the whole or any part of the cost of alteration of such designated property on such terms and conditions as the council may prescribe." The City's Community Heritage Fund (Reserve Fund 157) exists to provide grants to heritage conservation works on designated heritage properties.

The City's Community Heritage Fund (Reserve Fund 157) and Heritage Property Tax Reduction program exists to support and encourage owners of heritage property to invest in the conservation of designated heritage properties.

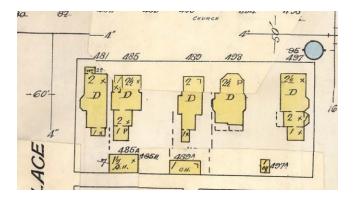
Discussion:

Proposal:

History of Roof:

The c.1885 Queen Anne Revival style property would have been constructed with a wood roof, and as evidenced in the 1924 Fire Insurance Map.





Subject house was addressed as 485 Church in 1924 Fire Insurance Map, Sheet 14, with Shingles for roofing material.

There seems to have been a change in roofing material in the 1937 & 1952 Fire Insurance Maps, indicating roofing to be Tar & Gravel on Composition. However, since the property's designation in 1996, there has been attempt to restore the heritage property to be more respectful of its original style, including in the choice of roofing material. Records of communication with a previous Owner in 1996 suggested that the Owner then was looking to make repairs to the brick foundation and to do a complete replacement of the roof to restore it back to cedar shingles from the asphalt shingles. The previous Owner was advised to obtain cost estimates from two roofing contractors for both asphalt and cedar shingles, ultimately replacing the asphalt shingles with cedar.

Proposal:

It has been near three decades since the last restoration and the roof has exhibited signs that it is at the end of its life cycle or require repair. The current Owner has expressed their desire and need for roof repairs or replacement on their home, as the broken shingles have led to leaking during storms. As such, the Owner of 567 Church Street has expressed an urgent need to replace the aging cedar wood roof to ensure that no further deterioration or damages occur to the property. The shape and slope of the roof is not requested to be changed, and the fish-scale shingles and the wood lap siding of the property is proposed to be repainted and remain in place.

Although Administration has requested and repeatedly encouraged the Owner to consider the use of Wood Shingles to maintain and support the heritage character of the property and discussed the potential of eligibility of heritage financial incentives for applicable conservation work, the Owner has not been interested in considering the wood roofing options, citing costs reasons.



Photos of the existing cedar wood roof



Photos of the midline band of the bay window (east elevation) on left and of the east facing gable on right.



Photo of the south facing gable (left) and west elevation siding (right)

Cedar Roof Replacement with new Asphalt Shingles Roof:

The Owner's preference is the Timberline HDZ asphalt shingles in the colour Barkwood, meant to "emulate wood shingle", sourced from the United States. Staff discussed with the Owner in the selection of a shingle type that is closer to the color of wood shingles.



Timberline HDZ asphalt shingles in the colour Barkwood.

Repainting of the Shingles at Gable Ends, Midline Band of Bay Window, and Lap Siding:

The Property Owners intent is to repaint the "fish-scale" shingles on two existing gables located on the east and south façade, the midline band of the front facing (east façade) bay window, and the lap siding of the property, all of which are due for repainting. The Owner plans to repaint the shingles with the BEHR ULTRA Exterior Satin Enamel Paint & Primer in the colour Midnight Blue (N480-7) and the Lunar Surface (N460-3) for the siding (sourced from the United States).



N480-7 N460-3

BEHR ULTRA Exterior Satin Enamel Paint & Primer in the colour Midnight Blue (N480-7)(left) for the shingles and the colour Lunar Surface (N460-3)(right) for the siding.



Southwest Elevation (on left) and West rear Elevation (on right)

Heritage Conservation Considerations:

Section 4.3.3 Roofs in the *Standards & Guidelines for the Conservation of Historic Places in Canada* provides direction for the best heritage practices when dealing with roofs.

	Recommended	Not Recommended
3	Documenting the form, materials and condition of roof assemblies before undertaking an intervention, including the roof's pitch, shape, decorative and functional elements, and materials, and its size, colour and patterning.	Undertaking an intervention that affects character- defining roofs and roof elements, without first documenting their existing character and condition.
12	Testing proposed interventions to establish appropriate replacement materials, quality of workmanship and methodology. This can include reviewing samples, testing products, methods or assemblies, or creating a mock-up. Testing should be carried out under the same conditions as the proposed intervention.	
16	Replacing in kind an entire element of the roof that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model to reproduce the element. This can include a large section of roofing, a dormer, or a chimney. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.	Removing a roof element that is irreparable, such as a chimney or dormer, and not replacing it, or replacing it with a new element that does not convey the same appearance or serve the same function. Replacing deteriorated roof elements and materials that are no longer available with physically or visually incompatible substitutes.

The proposal by the current Owner would result in a loss of heritage feature, though roofing could be changed back again in the future (since it is not an irreversible change) to be compatible with its heritage character. Still, Administration is also recommending that should the Owner decide further that Wood Roofing is actually a possible option, that Heritage Incentives be available to support that decision.

Official Plan Policy:

The Windsor Official Plan includes (9.3.6.1.), "Council will manage heritage resources by: (e) providing support and encouragement to organizations and individuals who undertake the conservation of heritage resources by private means".

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 ..." and enhancement [9.3.5.1(b)] "Council will enhance heritage resources by: (b) Promoting, maintaining and administering the [Community Heritage] Fund for special heritage conservation projects; ".

Risk Analysis:

The risk of taking no action for this property is the potential deterioration of a designated heritage property and potential loss of more heritage attributes due to age and water intrusion.

Cedar roof shingles and shakes are relatively rare in Windsor, with a limited number of properties still retaining such roofing material. There is a real risk of loss of these unique

heritage features in the City from the proposal, reducing the heritage value of the property, although the roofing material change could be restored in the future. There are general concerns in heritage conservation projects from the lack of specialized tradespersons, limited material supply, and inflated costs, as well as the general appeal to homeowners of the affordability and low maintenance of modern materials such as asphalt and metal. However, there are limited heritage designated properties in Windsor and properties with designated status are meant to be representative examples in Windsor. The Owner has been firm about their desire to change the roofing to asphalt.

Climate Change Risks

Climate Change Mitigation: N/A

Climate Change Adaptation: N/A

Financial Matters:

The Owner's current proposal results in a loss of heritage attribute/character to a designated property and thus would not be eligible for any heritage incentives. However, if the Owner decides to use wood roofing or if Council decides to recommend the replacement of roof with compatible wood roofing material, then the Owner could apply for Heritage incentives at that time. Therefore, Administration has provided a recommendation to that effect and is providing context in the financial section for Heritage Committee and Council's consideration.

The Community Heritage Fund (CHF) guidelines includes the following:

"As a general principle, awards will be limited to a maximum of \$50,000 unless the DHSC (Development & Heritage Standing Committee) so recommends and Council approves." The award from the Community Heritage Fund is generally given according to the following formula: Grant: 15 percent of the award in the form of a grant & Low Cost Loan: 85 percent of the award". In this particular case, the applicant has not asked for any funding due to the Asphalt Roofing request. However, if the Owner decides to use wood roofing, it is suggested by Administration that the conservation work be supported by a 30% of cost of wood roofing, up to upset limit of \$20,000, subject to all conditions outlined in the recommendations, with no loan component. The Community Heritage Fund asks for "A minimum of two cost estimates, based on specifications approved by the DHSC and the City Planner or Designate, shall be obtained by the owner for all restoration work to be done." The estimates will be reviewed to ensure that all work specified is covered. The lower bid will usually be recommended for funding." The CHF form and estimates will be required if the Owner chooses to apply for the heritage incentive.

Administration's recommendation of up to the 30% of the cost of the replacement work to upset cost of \$20,000 after HST, which is in line with recent Council decisions such as CR364/2023 for 546 Devonshire Road and 548-550 Devonshire Road. The heritage percentage funding support have been attributed due to the high cost of conserving wood roof appearance and special heritage features, especially in today's climate of increasingly expensive trades work and inflation. A previous Council Decision (CR 227/2017) for the Robinson-Beaudet House, 908 Dawson Road, granted replacement of

a heritage attribute of concrete-tile roof with other types of roofing material as well, but also supplied provision for Owner to be granted up to \$20,000 if a masonry tile roof was used for repair or replacement instead.

As of May 31, 2024, the Community Heritage Fund (Reserve Fund 157) has an uncommitted balance of \$106,071.56 available (including the safeguard of having the minimum balance of \$50,000 in the Committed funds). Therefore, there is sufficient funds in Fund 157 to cover the cost of the grant project.

The Owner will also be eligible to apply for the Heritage Property Tax Reduction program for heritage conservation work, which is administratively processed when amounts are under \$20,000 as per By-law 164-2015. The total property taxes payable in 2023 for 567 Church is approximately \$1,745.69. The annual rebate would be up to 30% or approximately \$523.70, for a maximum of 3 years up to the cost of the restoration. The Owner has been apprised that painting of the wood elements are eligible works under the Tax Reduction Program but has stated that she will not be applying for the program.

Consultations:

City staff have been consulting with the Owner in recent months and visited the site on June 6, 2024.

Conclusion:

The Property Owner will receive no assistance from the Community Heritage Fund to replace the current cedar roof to asphalt. However, should the roof be replaced with wood shingles, the Owner would be eligible to apply for Heritage Incentive programs. These approvals would be subject to conditions described. Further heritage alteration approvals necessitated for this scope of work are recommended to be delegated to the City Planner or designate to direct further conservation details.

Planning Act Matters: N/A

Approvals:

1.1			
Name	Title		
Josie Gualtieri	Financial Planning Administrator		
Kate Tracey	Senior Legal Counsel		
Jason Campigotto	Deputy City Planner - Growth		
Thom Hunt	City Planner / Executive Director Planning & Building		
Janice Guthrie	Chief Financial Officer/City Treasurer		
Jelena Payne	Commissioner of Economic Development		
Joe Mancina	Chief Administrative Officer		

Notifications:

Name	Address	Email

Appendices:

- Appendix A- Reasons for Designation Appendix B Heritage Permit Application 2

REASONS FOR DESIGNATION

Historical

Built C. 1895 for Daniel Revell, a conductor on the Great Western and the Wabash Railroads and owned by his daughter, Mrs. J. Eugene D'Avignon, wife of the Sheriff of Essex County and their daughter, Helen Eugenie D'Avignon, until 1948.

Architectural

- Queen Anne Revival style house, with extensive wooden architectural detail and wooden clapboard.
- Representative of the quality of houses which once lined Church Street and other early Windsor streets.



Planning Department Suite 320-350 City Hall Sq W Windsor ON N9A 6S1

HERITAGE PERMIT APPLICATION Revised 11/2023

APPLICATION TYPE

Minor Heritage Permit (Delegated Authority Approval)	✓ Major Heritage Permit □ De (City Council Approval)	molition
1. APPLICANT, REGISTERE	D OWNER, AND AGENT INFORMATION	N
contact person, and address applicant or registered owner	ne applicant, registered owner and agent, s, postal code, phone number, and emais a numbered company, provide the name ore than one applicant or registered owner this application.	il address. If the e of the principals
APPLICANT		
Contact Name(s) Xiaoliang	Duan	
Company or Organization		
REGISTERED OWNER IF NO Contact Name(s) Hao Cui	OT APPLICANT	
A OFNIT AUTHORITED DV DE		
	EGISTERED OWNER TO FILE THE APP	
	Postal Code	
	Phone(s)	
	,,	
Who is the primary contact?		
✓ Applicant	Registered Owner	

Page 1 of 5



Planning Department Suite 320-350 City Hall Sq W Windsor ON N9A 6S1

HERITAGE PERMIT APPLICATION

2. SUBJECT PROPERTY Municipal Address: 567 Church St Windsor ON N9A4T3 Legal Description (if known):_ Building/Structure Type: ☐ Institutional Residential ☐ Industrial □ Commercial Heritage Designation: □ Part V (Heritage Conservation District) Part IV (Individual) By-law #: 12085 District: Is the property subject to a Heritage Easement or Agreement? Yes V No 3. TYPE OF APPLICATION Check all that apply: □ Alteration* ✓ Demolition/Removal of heritage □ Addition □ Erection attributes □ Demolition/Removal of building □ Signage Lighting or structure *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 original wood roof is old and some parts have broken, We will replace a new roof with asphalt material



HERITAGE PERMIT APPLICATION Revised 11/2023

5. PROPOSED WORK

3. PROPOSED WORK
Provide a detailed written description of work to be done, including any conservat methods you plan to use. Provide details, drawings, and written specifications such building materials, measurements, window sizes and configurations, decorative detaetc Attach site plans, elevations, product spec sheets, etc. to illustrate, if necessary.
we will replace the new asphalt roof for the property. NO shape and slope wil be
changed, for the sides of the roof, the original ones are the wood materil and not brok
so we will paint it with the same colour and do not need to change to the asphalt matr
for the sides of the roof
6. HERITAGE PERMIT RATIONALE
Explain the reasons for undertaking the proposed work and why it is necessary.
The original roof is old and broken will cause leaking during the summer season. It
needs to replaeced as soon as possible
Describe the potential impacts to the heritage attributes of the property.
The property will look nice after replacing roof ,and will more strong
7. CHECKLIST OF MATERIALS SUBMITTED Check all that apply:
Required: Photographs (showing the current condition and context of existing building
structures, and heritage attributes that are affected by the application)
 Site plan/ Sketch (showing buildings on the property and location of propose work(s))
 Architectural drawings of proposed work(s) (e.g. existing and proposed elevation floor plans, roof plans, etc., as determined by Heritage Planning staff)
✓ Specifications of proposed work(s) (e.g. construction specification details)

Page 3 of 5



Planning Department Suite 320-350 City Hall Sq W Windsor ON N9A 6S1

HERITAGE PERMIT APPLICATION Revised 11/2023

Signature of Applicant(s)	Date
Signature of Applicant(s)	Date
表明是	05-13-2024
City for any resultant loss or damage are hereby expressly	waived.
or regulations that, in consideration of the issuance of the	permit, all claims against the
applicant further agrees that if the Heritage Alteration Permirregularity, in the relation to non-conformance with the sai	
specifications approved is prohibited and could result in the	e permit being revoked. The
The applicant acknowledges that in the event a permit is is conditions imposed by the Council of the Corporation of the	sued, any departure from the City of Windsor, or plans and
provisions of any By-Law of the Corporation of the City of of the Building Code Act, RSO 1980, c51.	Windsor, or the requirements
application, including attachments, and understands that Alteration Permit under the Ontario Heritage Act shall no	ot be a waiver of any of the
The applicant agrees that the proposed work shall be of	lone in accordance with this
purpose and intent of this application.	
The applicant hereby declares that the statements made he are, to the best of their belief and knowledge, a true and co	erein and information provided omplete representation of the
	i list matica arouidos
8. NOTES FOR DECLARATION	
☐ Building Condition Assessment	
☐ Heritage Conservation Plan	
☐ Heritage Impact Assessment (HIA)	
☐ Cultural Heritage Evaluation Report	
☐ Material samples, brochures, product data sheets etc.	
Registered survey	g starry.
Potentially required (to be determined by Heritage Planning	g staff):



HERITAGE PERMIT APPLICATION

Revised 11/202

SCHEDULE A

A. Authorization of Registered Owner for Agent to Make If the applicant is not the registered owner of the land that is the written authorization of the registered owner that the ap the application must be included with this application form or be completed.	the subject of this application, plicant is authorized to make
I,, am the registered owner	owner of the land that is
subject of this application for a Heritage Alteration Permit ar	ad Louthorizo
name of agent to make this application	ation on my benair.
Signature of Registered Owner	Date
If Corporation – I have authority to bind the corporation.	
B. Consent to Enter Upon the Subject Lands and Premi	ses
Heritage Committee and City Council and staff of the Corpo to enter upon the subject lands and premises described in form for the purpose of evaluating the merits of this appli conduct any inspections on the subject lands that may approval. This is their authority for doing so.	Section 3 of the application lication and subsequently to
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 W does not guarantee it to be a complete application. Further occur and I may be contacted to provide additional info discrepancies or issues with the application as submitted. I further understand that pursuant to the provisions of the Municipal Freedom of Information and Protection of Privac material and information provided with this application are not application.	or review of the application will be branched and/or resolve any ontario Heritage Act and the y Act, this application and all nade available to the public.
DX MA	05-13-2024
Signature of Applicant	Date

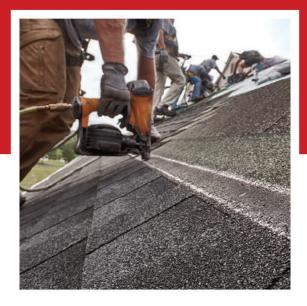
Page 5 of 5





North America's #1-selling shingle just got better — again

Now featuring a 25-Year Limited Warranty against blue-green algae discoloration*



Now with GAF Time-Release Algae-Fighting Technology and LayerLock™ Technology, Timberline HDZ® offers everything you can expect from an architectural shingle roof, and more.*

* See reverse for details



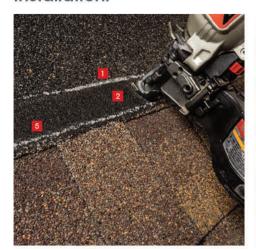


Timberline HDZ® Shingles

Benefits:

- LayerLock™ Technology mechanically fuses the common bond between overlapping shingle layers.
- The added strength at the common bond powers the StrikeZone™ — The industry's widest nailing area.
- Up to 99.9% nailing accuracy The StrikeZone™ nailing area is so easy to hit that a roofer placed 999 out of 1,000 nails correctly in our test.3
- Up to 30% faster nail fastening thanks to the industry's largest nail zone.3
- Dura Grip™ sealant pairs with the smooth microgranule surface of the StrikeZone™ nailing area for fast tack. Then, an asphalt-to-asphalt monolithic bond cures for durability, strength, and exceptional wind uplift performance.
- WindProven[™] Limited Wind Warranty² When installed with the required combination of GAF Accessories. Timberline HDZ® Shingles are eligible for an industry first: a wind warranty with no maximum wind speed limitation.
- 25-year StainGuard Plus™ Algae Protection Limited Warranty against blue-green algae discoloration.1 Proprietary GAF Time-Release Algae-Fighting Technology helps protect shingles from unsightly stains.

Installation:

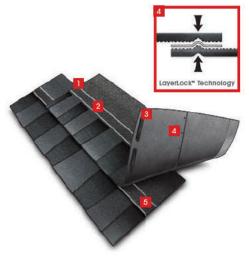


The StrikeZone™ Nailing Area The industry's largest nailing area for up to 99.9% nail placement accuracy.3



LayerLock™ Technology Proprietary technology mechanically fuses the common bond between overlapping shingle layers.

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- 1. Alignment guide
- 2. StrikeZone™ Nailing Area
- 3. Dura Grip™ Adhesive
- 4. LayerLock™ Technology
- 5. Smooth microgranule surface



Visit gaf.ca/TimberlineHDZ

- ¹25-year StainGuard Plus™ Algae Protection Limited Warranty against blue-green algae discoloration is available only on products sold in packages bearing the StainGuard Plus™ logo. See GAF Shingle & Accessory Limited Warranty for complete
- ²15-year WindProven™ limited wind warranty on Timberline HDZ® Shingles requires the use of GAF starter strips, roof deck protection, ridge cap shingles, and leak barrier or attic ventilation. See GAF Rooting System Limited Warranty for complete coverage and restrictions Visit gaf.com/LRS for qualifying GAF products
- ^aResults based on study conducted by Home Innovation Research Labs, an independent research lab, comparing installation of Timberline HD[®] Shingles to Timberline HD2[®] Shingles on a 16-square roof deck using standard 4-nall nailing pattern under City Council Meeting Agenda - Monday, September 91/2024rotect what matters most controlled Inhoratory conditions. Actual results may vary.





Millions of families have found shelter and peace of mind under a Timberline® roof.

And now, a good thing just got even better again.





It's never just a roof. It's a promise, kept.

Providing a home means making a promise — of shelter, security, and stability. It says to the people who count on you, "You're going to be safe, dry, and warm under this roof."

Choosing a Timberline HDZ® roof is a great way to help keep that promise.

It's our first shingle ever to come with patented LayerLock™ Technology. That means it's engineered for the best possible installation.

It's a shingle that helps your roofer do their best work.

LayerLock[™] Technology strengthens the bond between layers of your Timberline HDZ[®] Shingles. To help your roofer give you the best possible installation. And to help you rest easy when the wind is howling outside.

Here's how it works:

The strength added by LayerLock™ Technology allowed GAF to create the StrikeZone™ nailing area — the industry's widest nail zone — which offered 99.9% nailing accuracy in our test.¹

LayerLock[™] Technology also powers the industry's first wind warranty with no maximum wind speed limitation. Timberline HDZ[®] Shingles are eligible for the WindProven[™] limited wind warranty when installed with the required combination of four qualifying GAF Accessories.²



Results based on study conducted by Home Innovation Research Labs, an independent research lab, comparing installation of Timberline HD® Shingles to Timberline HDZ® Shingles on a 16-square roof deck using standard 4-nall nailing pattern under controlled laboratory conditions. Actual results may vary.

^{2 15-}year WindProven™ limited wind warranty on GAF Shingles with LayerLock™ Technology requires the use of GAF Starter Strips, Roof Deck Protection, Ridge Cap Shingles, and Leak Barrier or Attic Ventilation. Set Common Agencia Warranty Common Agencia Warranty September 2022 and restrictions. Visit gaf.com/LRS for qualifying GAF products. For installations not eligible for the GAF Roofing System Prage 43 or 932



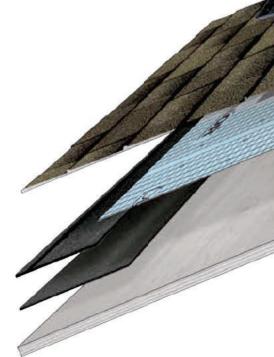
It's a system, built to protect

A Timberline HDZ® roof is so much more than shingles. It's layers of protection, working together to help keep your home safe from rain, snow, sun, and wind.

In fact, installing 4 qualifying GAF Accessories

— GAF starter strips, roof deck protection,
ridge cap shingles, and eith r leak barrier or
attic ventilation — in one roof system makes
Timberline HDZ® Shingles eligible for the
WindProven™ limited wind w xrranty.¹

Timberline HDZ® Shingles als) feature GAF
Time-Release Algae-Fighting Technology,
for long-lasting algae-fighting power, and
come with a 25-year StainG ₁ard Pl₁₁s™ Algae
Protection Limited Warranty against blue-green
algae discoloration.²





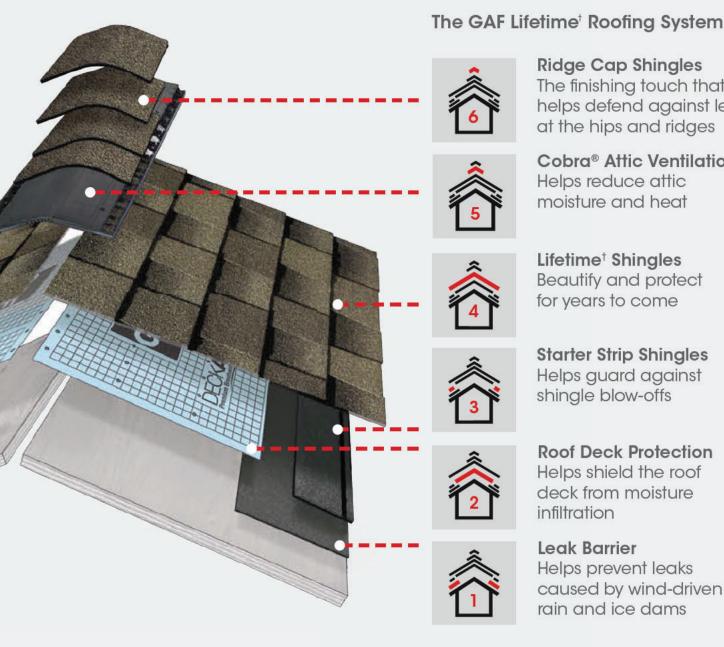


LayerLock[™] Technology mechanically fuses the common bond between overlapping shingle layers. The added strength at the common bond powers the StrikeZone[™] — the industry's widest nailing area.

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¹ 15-year WindProven™ limited wind warranty on GAF Shingles with LayerLock™ Technology requires the use of GAF Starter Strips, Roof Deck Protection, Ridge Cap Shingles, and Leak Barrier or Attic Ventilation. See *GAF Roofing System Limited Warranty* for complete coverage and restrictions. Visit gaf.com/LRS for qualifying GAF products. For installations not eligible for the *GAF Roofing System Limited Warranty*, see the *GAF Shingle & Accessory Limited Warranty*.

² 25-year StainGuard Plus™ Algae Protection Limited Warranty against blue-green algae discoloration is available only on products sold in packages bearing the StainGuard Plus™ logo. See GAF Shingle & Accessory Limited Warranty for complete coverage and restrictions and qualifying products. City Council Meeting Agenda - Monday, September 9, 2024



Ridge Cap Shingles

The finishing touch that helps defend against leaks at the hips and ridges

Cobra® Attic Ventilation Helps reduce attic moisture and heat

Lifetime† Shingles Beautify and protect for years to come

Starter Strip Shingles Helps guard against shingle blow-offs

Roof Deck Protection Helps shield the roof deck from moisture infiltration

Leak Barrier Helps prevent leaks caused by wind-driven rain and ice dams

Install any GAF Lifetime[†] Shingle and at least 3 qualifying GAF Accessories and get a Lifetime[†] limited warranty on your qualifying GAF products plus

non-prorated coverage for the first 10 years. For even stronger coverage, ask your GAF factory-certified contractor¹ about enhanced GAF warranties.



[†] Lifetime refers to the length of warranty coverage provided and means as long as the original individual owner(s) of a single-family detached residence [or eligible second owner(s)] owns the property where the qualifying GAF products are installed. For other owners/structures, Lifetime coverage is not applicable. Lifetime coverage on shingles requires the use of GAF Lifetime Shingles only. See the GAF Shingle & Accessory Limited Warranty for complete coverage and restrictions. Visit gaf.com/LRS for qualifying GAF products. Lifetime coverage on shingles and accessories requires the use of any GAF Lifetime Shingle and at least 3 qualifying GAF Accessories. See the GAF Roofing System Limited Warranty for complete coverage and restrictions. For installations not eligible for the GAF Roofing System Limited Warranty, see the GAF Shingle & Accessory Limited Warranty. Visit gaf.com/LRS for qualifying GAF products.

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¹ Contractors enrolled in GAF certification programs are not employees or agents of GAF, and GAF does not control or otherwise supervise these independent businesses. Contractors may receive benefits, such as loyalty rewards points and discounts on marketing tools from GAF for participating in the program and offering GAF enhanced warranties, which require the use of a minimum amount of GAF producity Council Meeting Agenda - Monday, September 9, 2024



Barkwood

The neutral brown Barkwood emulates wood and coordinates well with warm colors like beige, taupe, cream, gold, and yellow.

Color Availability



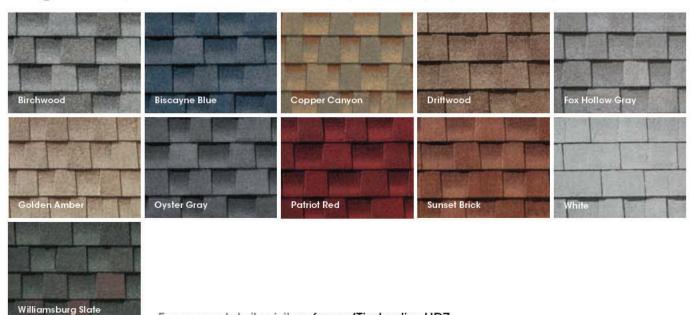
Nationally Available Colors



Harvest Blend Colors



Regionally Available Colors (See next page for details.)



For more details visit gaf.com/TimberlineHDZ

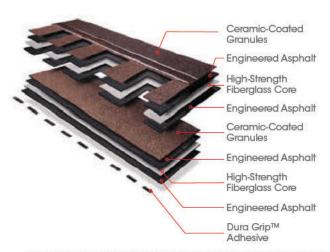
Timberline HDZ® Availability

Color Availability	1	2	3	4	5	6	7
Chart	()			-	9	•	
Most Popular Colors:							
Barkwood				•			•
Charcoal				•			•
Hickory				•			•
Hunter Green				•			•
Mission Brown	- 1			•			•
Pewter Gray				•			•
Shakewood				•			•
Slate				•			•
Weathered Wood				•			•
Harvest Blend Colors:							
Nantucket Morning				•			•
Appalachian Sky				•			•
Golden Harvest	60			•			•
Cedar Falls				•			•
Regional Colors:							
Birchwood				•			•
Biscayne Blue							
Copper Canyon ¹							
Driftwood							•
Fox Hollow Gray	0						
Golden Amber ¹							
Oyster Gray							•
Patriot Red	-						
Sunset Brick							
White ¹							
Williamsburg Slate							



¹ Rated by the Cool Roof Rating Council (CRRC); can be used to comply with 2019 Title 24 Part 6 Cool Roof Requirements of the California Code of Regulations.

The protective layers of a Timberline HDZ® Shingle



Product/System Specifics

- Fiberglass asphalt construction
- Dimensions (approx.): 13 ½ x 39 ½ (337 mm x 1,000 mm)
- Exposure: 5 5/8" (143 mm)
- Bundles/Square: 3
- Pieces/Square: 64
- StainGuard Plus[™] Algae Protection Limited Warranty¹
- Hip/Ridge: TimberTex^{®3}; TimberCrest[®]; Seal-A-Ridge^{®3}; Z[®]Ridge; Ridglass[®]
- Starter: Pro-Start®; QuickStart®; WeatherBlocker™

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- 1				1	

Applicable Standards & Protocols:

- UL Listed to ANSI/UL 790 Class A
- State of Florida approved
- Classified by UL in accordance with ICC-ES AC438
- Meets ASTM D7158, Class H
- Meets ASTM D3161, Class F
- Meets ASTM D3018, Type 1
- Meets ASTM D34622
- Miami-Dade County Product Control approved
- **ICC-ES Evaluation Reports** ESR-1475 and ESR-3267
- Meets Texas Department of Insurance Requirements
- Rated by the CRRC; Can be used to comply with 2019 Title 24 Part 6 Cool Roof Requirements of the California Code of Regulations.
- 1 25-year StainGuard Plus™ Algae Protection Limited Warranty against blue-green algae discoloration is available only on products sold in packages bearing the StainGuard Plus™ logo. See GAF Shingle & Accessory Limited Warranty for complete coverage and restrictions and qualifying products.
- Periodically tested by independent and internet lab to entire Agenda Ann hay, September 9,72624 ture.
 Harvest Blend colors are only available on Timber lex® and Seal-A-Ridpeage 449 of 932

TimberTex® and TimberCrest® Premium Ridge Cap Shingles

6

Hip & Ridge Cap Shingles accentuate the natural beauty of your architectural shingle roof. They're the perfect finishing touch that helps defend against leaks at the hips and ridges.

gaf.com/ridgecaps





TimberTex® and TimberCrest® Premium Ridge Cap Shingles are designed to complement the color of your Timberline® Shingles. To ensure the closest color consistency for your roof, ask your contractor to use genuine TimberTex® or TimberCrest® Premium Ridge Cap Shingles.¹

- Accentuate the beauty of your newly installed shingle roof
- Protect against leaks and blow-offs at the hip and ridge areas of your roof
- Complement the color of your GAF Shingles with hip and ridge cap shingles manufactured by GAF
- 25-year StainGuard Plus[™] Algae Protection Limited Warranty² against blue-green algae discoloration uses GAF Time-Release Algae-Fighting Technology to help protect your ridge cap shingles from unsightly stains.

Also available¹





¹ These products are not available in all areas. See gaf.com/ridgecapavailability for details.

² 25-year StainGuard Plus^M Algae Protection Limited Warranty against blue-green algae discoloration is available only on products sold in packages bearing the StainGuard Plus^M logo. See GAF Shingle & Acceptor Christing Agenda Lemonages september 30, 2024 dignifying products.



It seems like yesterday. In 2020, GAF introduced Timberline HDZ® Shingles with LayerLock™ Technology, which are eligible for the WindProven Limited Wind Warranty with no maximum wind speed limitation when installed with the required combination of GAF accessories.¹

Now we're making our most popular shingle even better, with the addition of a 25-year StainGuard Plus™ Algae Protection Limited Warranty² against blue-green algae discoloration. Add GAF Hip and Ridge Cap Shingles and starter strips with the StainGuard Plus™ Algae Protection Limited Warranty² for protection from eave to ridge.

Offer your customers Timberline HDZ® — the shingle that just keeps getting better. Only from GAF.

Find out more at gaf.com/StainGuardPlus

A **standard** INDUSTRIES COMPANY

We protect what matters most™

GAF



² 25-year stainGuard Plus[®] Algae Protection Limited Warranty a **Gitty: Council-Meeting Agendas Monday**; **September 9**; **2024** kages bearing the StainGuard Plus[®] logo. See *GAF Shingle* & Accessory Limited Warranty for complete coverage restrictions and qualifying products. Page 451 of 932

© 2021 GAF 12/21 • #027 • RESTZ145 398625-0122

BEHR ULTRA 946mL Exterior Satin Enamel Paint & Primer in Ultra Pure White

Model # 985004C|Store SKU # 1000468929



Overview

A revolutionary paint and primer in one, BEHR PREMIUM PLUS ULTRA is made with the finest raw materials and was developed using NANOGUARD technology for a dense, hard, durable paint film. BEHR PREMIUM PLUS ULTRA is liquid protection for your home.

Paint & Primer in One; Stain-Blocking formula

Pearl-like appearance; Ideal for siding, doors and trim

Extra-protective shell guards against damage from sunlight, moisture, stains and dirt

Enhanced mildew resistant finish

Can be applied in extreme temperatures, between 2 C -32 C

Specifications

Dimensions

Assembled Depth (in inches)	4.25
Assembled Height (in inches)	5
Assembled Weight (in lbs)	2.7
Assembled Width (in inches)	4.25
Packaged Depth (in inches)	4.33
Packaged Height (in inches)	4.83
Packaged Weight (In lbs)	2.64
Packaged Width (in inches)	4.33

Details

Base Material

Water-Based Certified

Container Size (L) 0.94

Country of Origin US-United States

Coverage Area (Sq. Ft.) 100

Eco Options Clean Air

Low VOC Yes

Mildew Resistant Yes

Primer Required No

Sheen Satin

Weatherproof Yes

I will choose color N460-3 for the siding and N480-7 for the wood shingles





Council Report: Al 17/2024

Subject: Heritage Permit Application and Funding Opportunities for Heritage Designated Property - 567 Church Street, Revell - D'Avignon House (Ward 3)

Reference:

Date to Council: August 6, 2024

Author: Kristina Tang Heritage Planner

Email: ktang@citywindsor.ca
Phone: 519-255-6543 X 6179

Tracy Tang

Planner III- Economic Development (A)

Email: ttang@citywindsor.ca
Phone: 519-255-6543 X 6449

Julia Wu & Liyue Qiu

Research Assistant - Municipal Heritage Register

Phone: 519-255-6543 X 6820 Planning & Building Services

Report Date: July 18, 2024 Clerk's File #: MBA/2985

To: Mayor and Members of City Council

Recommendation:

- I. THAT Council **BE INFORMED** of the various roof replacement options explored by the Owner of 567 Church Street as outlined in this report.
- II. THAT a Heritage Permit at 567 Church St, Revell-D'Avignon House, **BE GRANTED** to the Property Owners Xiaoliang Duan & Hao Cui for the repainting of the "fish-scale" shingles at the gable ends, midline band of the bay window, and wood siding of the property per details outlined in Report S 72/2024 Appendix B Heritage Permit Application; and,
- III. THAT a Heritage Permit at 567 Church St, Revell-D'Avignon House, **BE GRANTED** to the Property Owners Xiaoliang Duan & Hao Cui for the removal and replacement of the existing cedar wood roof material with asphalt shingles, subject to further review of scope of work, product information and

compatible colour selection to the satisfaction of the City Planner or designate prior to work start;

OR

- V. THAT a Heritage Permit at 567 Church St, Revell-D'Avignon House, BE GRANTED to the Property Owners Xiaoliang Duan & Hao Cui for the removal and replacement of the existing cedar wood roof with Grade One cedar wood roof shingles, subject to submission of conservation details, technical details and samples, to the satisfaction of the City Planner or designate prior to work start AND:
- V. THAT if a Grade One cedar wood shingle roof is used for replacement at 567 Church St., Revell-D'Avignon House, that a grant from the Community Heritage Fund (Reserve Fund 157) for replacement of the roof, BE APPROVED for 30% of the total cost to the upset cost of \$15,155.42, to the Owners Xiaoliang Duan & Hao Cui subject to:
 - i. Submission of Community Heritage Fund Application with required quotes;
 - ii. Determination by the City Planner that the work is completed to heritage conservation standards;
 - iii. Owner's submission of paid receipts for work completed;
 - iv. That the Community Heritage Fund (Reserve Fund 157), grants approved shall lapse if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date.
- VI. THAT the City Planner or designate **BE DELEGATED** the authority to approve any further proposed changes associated with the roof replacement, gable ends, and ornamental strip between the two-storeys.

Executive Summary: N/A

Background:

Report S72/2024 titled "Request for Heritage Permit – 567 Church Street, Revell-D'Avignon House – (Ward 3)" was presented at the Development & Heritage Standing Committee (DHSC) on July 2, 2024 with recommendations:

- I. THAT the Heritage Permit at 567 Church St, Revell-D'Avignon House, BE GRANTED to the Property Owners Xiaoliang Duan & Hao Cui for the removal and replacement of the existing cedar wood roof with asphalt shingles, and the repainting of the "fish-scale" shingles at the gable ends, midline band of the bay window, and wood siding of the property per details outlined in Appendix B Heritage Permit Application; OR
- II. THAT if a Cedar wood shingle roof is used for replacement at 567 Church St. Revell-D'Avignon House, that a grant from the Community Heritage Fund (Reserve Fund 157) for replacement of the roof, **BE APPROVED** for 30% of the total cost to the upset cost of \$20,000, to the Owners Xiaoliang Duan & Hao Cui subject to:
 - Submission of Community Heritage Fund Application with required quotes;
 - Submission of conservation details, technical details and samples, to the satisfaction of the City Planner or designate prior to work start;
 - iii. Determination by the City Planner that the work is completed to heritage conservation standards;
 - iv. Determination by the Chief Building Official (if Building Permit is deemed required) that the work is completed to applicable codes;
 - v. Owner's submission of paid receipts for work completed;
 - vi. That the Community Heritage Fund (Reserve Fund 157), grants approved shall lapse if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date.
- III. THAT the City Planner or designate **BE DELEGATED** the authority to approve any further proposed changes associated with the roof replacement, gable ends, and ornamental strip between the two-storeys.

Heritage Committee members sought to have the Property Owner explore roofing types beyond the asphalt shingle requested. After a time of discussion, the following recommendation was adopted by the DHSC:

THAT the report of the Heritage Planner dated June 4, 2024 entitled "Request for Heritage Permit – 567 Church Street, Revell D'Avignon House (Ward 3)" BE

REFERRED back to administration to re-engage the owner and provide information related to different and enhanced opportunities for funding that may be available to protect the heritage features of the building.

Moved by: Councillor Kieran McKenzie Seconded by: Councillor Angelo Marignani

Administration has since had active communication with the Owner in exploring different roof options and re-explaining the heritage incentives available from the City.

Discussion:

Since the July 2, 2024 DHSC meeting, Staff have been in constant communication with the Owner to explore more roof replacement options and funding opportunities. Up to the writing of this report, the Property Owner provided quotes from Roofcraft Incorporated, ROC Home Improvement, and Heritage Roofing Inc. for different types of roofing (cedar products, composite, and asphalt). The compilation of quotes received are enclosed in Appendix 1. A summary table of the quotes are as below.

COST SUMM	ARY OF QUOTES (various roof types)		
Quote from Vendor	Type of Roofing	Cost (without HST)	Cost (with HST)
Roofcraft	Cedar #1 Grade 18" Perfection Shingles	\$47,900.00	\$54,127.00
Roofcraft	Brava Composite Shake	\$49,550.00	\$55,991.50
Roofcraft	Asphalt - CertainTeed Landmark Pro	\$25,790.00	\$29,142.70
Roofcraft	CertainTeed Presidential Shake AR	\$36,870.00	\$41,663.10
ROC Home Improvement	Asphalt Shingles - IKO Cambridge Shingles	\$12,000.00	\$13,560.00
ROC Home Improvement	Composite Select Shake - Westlake DaVinci Roofscapes LLC	\$37,500.00	\$42,375.00
Heritage Roofing Inc.	Grade #1 Cedar Shingles	\$44,706.25	\$50,518.06

The Owner Xiaoliang Duan has made considerable efforts since the July DHSC meeting to solicit quotes from roofing contractors. The Owner provided information that she is awaiting quotes Dayus Roofing Inc., Allstar Roofing, and Certified Roofing Windsor (Owner says quotes would only be received sometime after July 22). The Owner has also contacted Gauthier Roofing and Siding but will not be receiving a quote.

Amongst quotes received from the three vendors, Roofcraft Incorporated and Heritage Roofing Inc. has extensive experience with roofing for local heritage properties, including repairs and replacements of cedar wood roofs. Roofcraft's quote for the Cedar #1 Grade 18" Perfection Shingles was detailed and adhered to the heritage roof specifications provided by the City. Heritage Roofing's quote also provided adequate information for the project specifications. ROC Home Improvement does not have

confirmed involvement in heritage projects, and the quote provided by them does not include one with the use of cedar wood shingles.

One of the quotes from Roofcraft Incorporated is for the use of a Grade one 18" Perfection western red cedar shingles at a 5 ½" exposure. The scope of work includes the removal of the existing cedar shingles, installation of a breathable synthetic underlayment of the roof deck, and a cedar breather over the entire section, which will provide water-resistance, moisture control, and space for continuous airflow between the roof deck and shingles. After that, the cedar shingles would be installed per product instructions. 2" hot galvanized nails would be used for the cedar shingles, which complies with the City of Windsor's roofing specifications and product specifications.

A quote from Heritage Roofing Inc. details the use of Grade One cedar shingles. The scope of work includes the removal of existing cedar shingles, to supply and install the following new: 3/8" plywood over entire roof, ice and water shield at all eaves and valleys, synthetic felt, steel valleys, and cedar breather. The preparation detailed will provide water resistance, moisture control, and space for continuous airflow between the roof deck and shingles. Then, new Grade One cedar shingles would be installed per product instructions.

If further eligible quotes in accordance with heritage standards and specifications for a Grade One cedar wood roof replacement are supplied, and if the Owner is prepared to conduct the wood roof replacement, Administration will work with the Owner to verify the selection of Vendor, product information, and scope of work.

However, during discussions with Administration, the Owner (through Xiaoliang Duan) repeatedly emphasized their desire to replace the roof with the ROC provided asphalt roofing, as the cost of a new cedar roof is beyond what she and her husband can afford (both upfront and total cost even with a 30% heritage incentive grant from the Community Heritage Fund). She has expressed that she would not consider cedar wood roofing unless the total cost of the project is below \$35,000 (hypothetical number; no quote received of that amount), and only if the City is able to provide 50% or more of the cost in grants, with the resulting cost to her being a maximum of \$18,000. The Owner has also expressed their potential intention to sell the property within 1-2 years, thereby reducing the appeal of the available Heritage Property Tax Reduction Program, which would not be received as cost recovery through tax reductions until the later half of 2025 and subsequent years.

In the case that a sufficient grant is not given (sufficient in the Owner's opinion per above), and a heritage permit for the replacement of the existing roof with asphalt shingles is not granted, the Owner has stated that they will not proceed with any repair projects and the leaking areas will be covered with temporary tarping.

Other quotes such as Composite roofing was not considered further as the pricing quoted was not competitive from the Owner's perspective and would not be eligible for heritage funding or recommended by Administration due to the inauthenticity of the material (where other traditional materials are available).

The recommendations of the report are therefore crafted in a way to allow Council to make the decision on the roof options explored, and tie funding to a percentage costing

and upset limit for a legitimate wood roofing quote received to date. Other recommendations involve repainting of wood elements that Administration did not have concerns or issues with as outlined in the original report S 72/2024. The repainting of the "fish-scale" shingles at the gable ends, midline band of the bay window, and wood siding of the property will allow the wood heritage elements to be maintained.

Risk Analysis:

The risk of taking no action for this property is the potential deterioration of a designated heritage property and potential loss of more heritage attributes due to age and water intrusion.

Cedar roof shingles and shakes are relatively rare in Windsor, with a limited number of properties still retaining such roofing material. There is a real risk of loss of these unique heritage features in the City from the proposal, reducing the heritage value of the property, although the roofing material change could be restored in the future (reversible change). There are general concerns in heritage conservation projects from the lack of specialized tradespersons, limited material supply, and inflated costs, as well as the general appeal to homeowners of the affordability and low maintenance of modern materials such as asphalt and metal. However, there are limited heritage designated properties in Windsor and properties with designated status are meant to be representative examples in Windsor. The Owner has been encouraged to explore wood roofing however have been firm about their desire to change the roofing to asphalt.

Besides the reversible risk of the loss of the cedar wood roof shingle as a heritage attribute on the property, the Owner has also stated that no further roofing repair will take place if a sufficient grant is not given for the wood roofing and a heritage permit for the replacement of the existing roof with asphalt shingles is not granted. If only temporary measures are put into place and a new roof is not installed for the duration of 1-2 years, there is a significant risk of further damage to the designated heritage property.

The Owner has been advised that all properties across the city are subject to comply with the Property Standards & Maintenance By-law 9-2019. Section 1.14 of Schedule 'A' Part 1 reads: "All roofs, including chimneys, stacks, masts, lightning arresters, antennas, fascia, soffits, flashings, solar panel and supports, and other roof structures shall be maintained in good repair, watertight and structurally sound condition. Such maintenance may include, but is not limited to: a) removal of loose, unsecured objects or materials b) keeping roods and chimneys weather tight and free from leaks and/or defects." Further, Part 5 provides Standards for Heritage Properties that are applicable to designated heritage properties to maintain, preserve and protect the heritage property. The provisions of the Bylaw are enforceable through the issuance of Orders, fines, and potential charges and legal proceedings.

Climate Change Risks

Climate Change Mitigation: N/A

Climate Change Adaptation: N/A

Financial Matters:

The Owners' desire to replace the wood roofing with asphalt results in a loss of heritage attribute/character to a designated property and thus would not be eligible for any heritage incentives. However, if the Owner decides to use heritage standards accepted wood roofing (Grade one cedar; non-composite) and if Council makes a decision to support the funding incentive for the replacement of roof with compatible wood roofing material, then the Owner could apply for Heritage incentives at that time. Therefore, Administration has provided a recommendation to that effect and is providing context in the financial section for Heritage Committee and Council's consideration.

The Community Heritage Fund (CHF) guidelines include the following:

"As a general principle, awards will be limited to a maximum of \$50,000 unless the DHSC (Development & Heritage Standing Committee) so recommends and Council approves." The award from the Community Heritage Fund is generally given according to the following formula: Grant: 15 percent of the award in the form of a grant & Low Cost Loan: 85 percent of the award". The Community Heritage Fund asks for "A minimum of two cost estimates, based on specifications approved by the DHSC and the City Planner or Designate, shall be obtained by the owner for all restoration work to be done." The estimates will be reviewed to ensure that all work specified is covered. The lower bid will usually be recommended for funding." In this particular case, the applicant has not submitted any funding application due to their desire still to proceed with the ROC quoted Asphalt Roofing replacement.

However, if the Owner decides later to use wood roofing, it is suggested by Administration that the conservation work be supported by a 30% cost of wood roofing based on the lower qualified wood roofing bid from Heritage Roofing Inc., up to the upset limit of \$15,155.42, subject to all conditions outlined in the recommendations, with no loan component. The CHF form and estimates will be required if the Owner chooses to apply for the heritage incentive. Administration's recommendation is in line with recent Council decisions such as CR364/2023 for 546 Devonshire Road and 548-550 Devonshire Road wood roofing replacements. The heritage percentage funding support have been attributed due to the high cost of conserving the wood roof, which is a special heritage feature, especially in today's climate of increasingly expensive trades work and inflation. Still, this amount of funding is too low in the opinion of the Owner, who is only willing to bear a total cost of up to \$18,000 for the roof replacement.

That said, Council has the discretion to increase the percentage of heritage financial support if Council so wishes. This could potentially set a precedent for future heritage funding requests.

As of June 30, 2024, the Community Heritage Fund (Reserve Fund 157) has an uncommitted balance of \$124,349.95 available (including the safeguard of having the

minimum balance of \$50,000 in the Committed funds). Therefore, there is sufficient funds in Fund 157 to cover the cost of the Administration recommended grant amount.

At the writing of the report, the Owner was not interested in applying for the Heritage Property Tax Reduction program. However, the Owner is eligible to apply for heritage conservation work (not modern roofing materials), which is administratively processed when amounts are under \$20,000 as per By-law 164-2015. Based on the public property inquiry records, the total property taxes payable in 2024 for 567 Church is approximately \$1,829.53. The annual tax reduction is up to 30% per year for a maximum of 3 years up to the cost of the restoration. The 3-year tax reduction is approximately \$1,646.58 for 567 Church Street but will be confirmed by Financial Tax staff as part of the regular administrative processing of the Heritage Property Tax Reduction application. The Owner has also been apprised that painting of the wood elements are eligible works under the Tax Reduction Program but has stated that she will not be applying for the program.

Consultations:

City staff have been consulting further with the Owner since the last July 2, 2024 DHSC Meeting. Josie Gualtieri, Financial Planning Administrator, assisted with confirmation of fund balance.

Conclusion:

Roof replacement options and types have been explored by the Owner and provided in this report. Council can choose to grant the heritage permit application for roof replacement to asphalt, or a grade one cedar wood roofing shingle with financial incentives to support the additional expense related to the wood roofing, subject to conditions. Further heritage alteration approvals necessitated for this scope of work and of repainting of wood elements are recommended to be delegated to the City Planner.

Planning Act Matters: N/A

Approvals:

Name	Title
Kristina Tang	Heritage Planner
Kate Tracey	Senior Legal Counsel
Josie Gualtieri	Financial Planning Administrator
Jason Campigotto	Deputy City Planner – Growth (A)
Neil Robertson	City Planner / Executive Director Planning & Building
Lorie Gregg	On behalf of Commissioner Finance & City Treasurer
Jelena Payne	Commissioner of Economic Development

Name	Title
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix 1 – Compilation of Roofing Quotes



July 16, 2024

Xiaoliang Duan 567 Church St Windsor ON N9A 4T3

• PROPOSAL TO REPLACE ROOF ON HOME WITH CEDAR SHINGLES

- Remove all existing cedar shingles to a clean and sound surface and disposal from the site.
- · Supply and install the following;
 - Waterproofing membrane underlayment at valleys and chimneys.
 - Breathable synthetic underlayment on the remainder of the roof deck.
 - · Benjamin Obdyke Cedar Breather over the entire surface.
 - New prepainted galvanized steel drip edge at eaves and gables.
 - · New prepainted galvanized steel flashing at valleys and chimneys.
 - No1 grade 18" (perfections) western red cedar shingles installed with 2" hot galvanized nails at 5 1/2" exposure.
 - · Replace all vents and flashing with new ones.
- Thorough site cleanup, including magnetic broom cleanup through grassy areas.
- · Roofcraft will warranty the workmanship for 15 years from completion.

	#1 Grade 18" Perfection Shingle at 5 1/2" exposure
Cost	\$47,900.00
HST	\$6,227.00
Total	\$54,127.00

Regards,

Doug Fraser



July 9, 2024

Xiaoliang Duan 567 Church St Windsor ON N9A 4T3

PROPOSAL TO REPLACE ROOF ON HOME WITH BRAVA COMPOSITE SHAKE

- Remove all existing cedar shingles to a clean and sound surface and disposal from the site.
- · Waterproofing membrane underlayment and prepainted steel flashing at valleys and chimneys.
- · New aluminum drip edge at eaves and gables.
- Full breathable synthetic underlayment over deck boards.
- · Install composite shake as per manufacturer recommendations.
- Thorough site cleanup, including magnetic broom cleanup through grassy areas.
- Roofcraft will warranty the workmanship for 15 years from completion.

	Brave Shake at 10" exposure
Cost	\$49,550.00
HST	\$6,441.50
Total	\$55,991.50

Regards,

Doug Fraser



July 9, 2024

Xiaoliang Duan 567 Church St Windsor ON N9A 4T3

• PROPOSAL TO REPLACE ROOF ON HOME WITH ASPHALT SHINGLES

- Remove all existing cedar shingles to a clean and sound surface and disposal from the site.
- Install new 3/8" plywood sheathing over existing deck boards.
- Waterproofing membrane underlayment and prepainted steel flashing at valleys and chimneys.
- · New aluminum drip edge at eaves and gables.
- · Install full synthetic underlayment.
- · Install shingles as per manufacturer recommendations.
- Thorough site cleanup, including magnetic broom cleanup through grassy areas.
- · Roofcraft will warranty the workmanship for 15 years from completion.

	CertainTeed Landmark Pro	CertainTeed Presidential Shake AR
Cost	\$25,790.00	\$36,870.00
HST	\$3,352.70	\$4,793.10
Total	\$29,142.70	\$41,663.10

Regards,

Doug Fraser



Customer signature

ROC HOME IMPROVEMENT

581 Maguire ST , Windsor , Ontario

Tel: (647) 787	-9368
ROC HOME Email: roc.ho	me.andy@gmail.com
improvement Customer: X ao A ang Pran Date:	2024. July of
Customer: V(voo V v v) Date:	
Address: 567 Church St - Cell Phon	e:
SHINGLED ROOF:	
Limited Life Time Warranty Shingles	cedar shingles
□ KO □BP □ OWENS CORNING □GAF □ CERTAINTEE	D (Edw String)
/ Material TypeQTY	_Color
Complete tear off of existing shingles (If additional layers are for	ound, \$0.30/sqft more added)
Inspect roof deck (if necessary, replace plywood at an extra	cost of \$70 each)
Install 3 feet Synthetic Underlayment Ice&Water from	
Replace Bathroom Exhaust Flashing (3/4")	, , , , , , , , , , , , , , , , , , , ,
Replace/ Install roof vents	
Re-caulking and refasten flashings	
Clean and inspect Eavestrough, complete waste disposal, cle	can up and magnetic sweeping
Labour warranty	an up, and magnetic sweeping
☐ Including any detached units.	
EXTRA	
□Install (Maximum Static/Solar/Turbine)Vents \$	
☐ Install synthetic underlayment over whole roof \$	
☐ Flat roof Square Feet ☐ Remove of	
Armourplast Granular (APP) TF 95 Base	2.2
Protectoboard Roofboard _	
□ Eavestrough	
Others:	
Method of payment:	27 (50) (ta)
То	otal: \$ 37500 / bosok by
☐ Cash ☐ Cheque ☐ Credit Card	
De	eposit:\$

WSIB/Licensed/insured/Work at Height

Balance: \$

- 1. All products come with full warranty from manufacturer starting from the day of installation (not include animal damage)
- 2. This estimate price is for completing the job as described above; it does not include the material price increases or additional labor.
- 3. This estimate sheet is only the contract between the customer and BJ Roofing, It dos not for the tax return use.
- 4. We require all our clients to confirms the job with cur head office before the job is started.

ROC Home improvement



ROC HOME IMPROVEMENT

581 Maguire ST , Windsor , Ontario

Tel: (647) 787-9368

Duan

Email: roc.home.andy@gmail.com

Address: 567 Church St Cell Phone:	
☐ SHINGLED ROOF:	
Limited Life Time Warranty Shingles	
☐ IKO ☐ BP ☐ OWENS CORNING ☐ GAF ☐ CERTAINTEED	
Material Type 30 Years Warrangry Color	
Complete tear on or existing sningles (if gladitional layers are found, \$0.30/sqft more added)	
Inspect roof deck (if necessary, replace plywood at an extra cost of \$70 each)	
☐ Install 3 feet Synthetic Underlayment ☐ Ice&Water ☐ from eaves (roof tilt<30")	
Replace Bathroom Exhaust Flashing (3/4")	
Replace/ Install roof vents	
Re-caulking and refasten flashings	
Clean and inspect Eavestrough, complete waste disposal, clean up, and magnetic sweeping	
☐ Labour warranty ☐ 12 years	
☐ Including any detached units.	
EXTRA	
□Install (Maximum Static/Solar/Turbine)Vents \$/each.	
☐ Install synthetic underlayment over whole roof \$	
☐ Flat roof Square Feet ☐ Remove old one	
Armourplast Granular (APP) TF 95 Base 2.2	
Protectoboard Roofboard	
□ Eavestrough	
Others:	
Method of payment:	so to
Total: \$ 2000 / hefo	12 0
☐ Cash ☐ Cheque ☐ Credit Card	
Customer signature ROC Home improvement Balance: \$	
WSIB/Licensed/insured/Work at Height	
1. All products come with full warranty from manufacturer starting from the day of installation (not include animal damage)	

2. This estimate price is for completing the job as described above; it does not include the material price increases or additional labor.

3. This estimate sheet is only the contract between the customer and BJ Roofing, It dos not for the tax return use.

4. We require all our clients to confi**city கேமுற்பியிடியிரு வேறாக்கை Manager** Manager 467 of 932

Date: 2024-07-19 Estimator: Matt Trussetter



Heritage Roofing Inc
2203 Road 4 East
Kingsville, Ontario
519-324-9690
Residential Commercial Industrial

Job Site Information:

Owner: Xiaoliang Duan

Job site Address: 567 Church St

Type of Work: Cedar Pitch(es): 13/12

Owner Phone Number:

Town: Windsor Layer(s): 1 Layer Decking: Boards

Project Specifications:

- Remove existing cedar shingles and dispose from site
- Supply and install new 3/8" plywood over entire roof
- Supply and install new ice and water shield at all eaves and valleys
- Supply and install new synthetic felt
- Supply and install new steel valleys
- Supply and install new cedar breather on roof
- Supply and install new Grade 1 Cedar shingles
- Supply and install new vents
- Supply and install new hip and ridge capping
- Supply and install new sealants as needed

Project Cost: \$ 44,706.25 HST Total: \$ 5,811.81 Project Total: \$ 50,518.06

Payment Terms:

Residential jobs will be invoiced and payment is due upon recept. A two (2) day grace period will be given. Monthly interest of 3% will be added to late payments. Jobs with a project cost of more than \$50,000 + HST will require a 30% down payment. Heritage Roofing Inc. accepts payment in forms of cash, cheque (personal or certifed), and credit card (subject to a 3.4% service charge plus a \$0.15 service fee). Heritage Roofing Inc. offers financing through Financelt. Financing is subject to credit approval. Terms and conditions apply.

Warranty:

Heritage Roofing Inc. offers a 10-year Workmanship warranty on all complete roofs. A warranty is not given for repairs. In addition to our Workmanship warranty, we can also offer extended warranties of certain manufacturers. Extended warranties will be specified under project specifications. Extended warranty price is not reflected in pricing unless approved. If warranty is approved, a revised estimate will be provided.

Notes:

- 1.) The above items comprise our full and final scope of work.
- **2.)** Pricing will remain firm if accepted within fourteen (14) calendar days from the date of estimate.
- **3.)** All existing satellite and internet dishes will be removed and re-installed if still in use. Re-alignment of satellite and internet dishes to be done by others if needed. Heritage Roofing is not responsible if signal is lost.
- **4.)**Heritage Roofing Inc. is not responsible for damage to the existing decking as a result of rot or decay or otherwise and is chargable upon discovery. Price to replace 3/8" plywood is \$5+HST per square foot. Price to replace 1/2" plywood is \$6+HST per square foot.
- **5.)** Heritage Roofing Inc. is not responsible for pest/rodent removal prior to job start or after completion of the job.
- **6.)** Heritage Roofing Inc. is not responsible for lead times associated with materials.
- **7.)** Heritage Roofing Inc. is not responsible for driveway or cement cracking or damage from scheduled delivery of materials or trailers.
- 8.) Heritage Roofing Inc. is fully insured with a \$5,000,000 liability policy
- 9.) Heritage Roofing Inc. maintains WSIB insurance coverage

Acceptance of Estimate:

10.) All workers of Heritage Roofing Inc. are fully trained and strictly abide by all safety procedures and guidelines of the Ministry of Labour.

Date:	
arty is sufficient	
Date:	
	arty is sufficient



Committee Matters: SCM 245/2024

Subject: Request for Partial Demolition and Removal from Municipal Heritage Register for Heritage Listed Property – 232 Thompson Boulevard, House (Ward 6)

Moved by: Councillor Fred Francis

Seconded by: Councillor Angelo Marignani

Decision Number: DHSC 642

- I. THAT Council **BE INFORMED** of the proposed partial demolition at 232 Thompson Boulevard to remove the existing roof, front porch, openings (doors/windows), and brick chimney to construct a second storey addition and new covered front porch; and,
- II. THAT the property at 232 Thompson Boulevard, identified as House Arts & Crafts Bungalow, **BE REMOVED** from the Windsor Municipal Heritage Register, due to the existing lack of apparent cultural heritage value or interest in combination with the proposed extent of non-reversible alterations.

Carried.

Report Number: S 90/2024 Clerk's File: MBA2024

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 August 6, 2024
- 3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240806/-1/10500



Council Report: S 90/2024

Subject: Request for Partial Demolition and Removal from Municipal Heritage Register for Heritage Listed Property – 232 Thompson Boulevard, House (Ward 6)

Reference:

Date to Council: August 6, 2024

Author: Tracy Tang

Planner III - Economic Development (A)

Email: ttang@citywindsor.ca Phone: 519-255-6543 X 6449

Gabriel Lam & Danielle Poirier

Community Development Planning Assistant

Email: glam@citywindsor.ca; dpoirier@citywindsor.ca

Planning & Building Services Report Date: July 11, 2024 Clerk's File #: MBA2024

To: Mayor and Members of City Council

Recommendation:

- I. **THAT** Council **BE INFORMED** of the proposed partial demolition at 232 Thompson Boulevard to remove the existing roof, front porch, openings (doors/windows), and brick chimney to construct a second storey addition and new covered front porch; and,
- II. **THAT** the property at 232 Thompson Boulevard, identified as House Arts & Crafts Bungalow, **BE REMOVED** from the Windsor Municipal Heritage Register, due to the existing lack of apparent cultural heritage value or interest in combination with the proposed extent of non-reversible alterations.

Executive Summary: N/A

Background:

The House – Arts and Crafts Bungalow located at 232 Thompson Blvd was listed on the Windsor Municipal Heritage Register on June 9, 2008. Research conducted at that time indicate that the house was completed circa 1929, however recent research findings indicate a date closer to 1922.

On June 12, 2024, the Owners submitted a Building Permit for additions to the existing dwelling consisting of a second storey and a new covered front porch. As the proposed changes include the demolition/removal of openings, the roof, the front porch, and the brick chimney, Heritage Planning staff advised the Property Owners and their Designer of the Heritage Planning requirements. On June 27, 2024, the Owners formally submitted notification of the partial demolition through a Heritage Permit application (Appendix A).



Front View of 232 Thompson Blvd from Thompson Blvd (July 4th, 2024)

Discussion:

Legal Provisions:

The subject property is listed on the Windsor Municipal Heritage Register, but not designated. Section 27 of Part IV of the *Ontario Heritage Act* states that "the register may include property ... that the council of the municipality believes to be of cultural heritage value or interest", without being designated. Also, "[T]he owner of the property shall not demolish or remove a building or structure on the property or permit the demolition or removal of the building or structure unless the owner gives the council of the municipality at least 60 days notice in writing of the owner's intention to demolish or remove the building or structure or to permit the demolition or removal of the building or structure." The 60 days only begins after notice is received accompanying plans and information as Council may require. City of Windsor Council approved "Requirements and Procedures, Application for Demolition of Heritage-Listed Properties" (Council Decision # M163-2015) which outlines the required information for demolition, and notes that Administration has 30 days to evaluate if the information submitted is sufficient. Only after determination has been made that the required information has been submitted, does the 60-day count begin.

During the 60 days after notice, City Council (with Committee consultation) may initiate designation or decide to take no action. If a property is proposed for designation, a notice of intent to designate must include a statement explaining the cultural heritage value or interest of the property and a description of the heritage attributes of the property, which are those features that are considered important to retain if any alterations to the property are proposed after designation. "Cultural heritage value or interest" is to be considered according to Ontario Regulation 9/06.

There is no explicit provision for the Committee or Council to comment on alterations to a heritage-listed, non-designated property, other than removal/demolition or partial demolition of structures from the Register under the *Ontario Heritage Act* unless designation is initiated. Designation is not a recommendation of this report.

Heritage Planning staff make editorial corrections to the Municipal Heritage Register as new information is found without announcing each change to the Development & Heritage Standing Committee. However, additions or deletions of property must be considered by the Committee and approved by Council.

Proposal:

The Owners intend to remove the existing roof, front porch, openings (doors/windows), and brick chimney to construct a second storey addition and a new covered front porch. The proposed second storey will be 1334 square feet, doubling the existing gross floor area to 2668 square feet. The proposed second storey and new roof will set the building at a new height of 35 feet 4 inches. The addition is proposed to increase living space and long-term functionality. The proposed covered front porch will be an approximate 242 square feet addition to the front façade, to increase useable outdoor space. This will change the front yard setback from 13 feet 7 inches to 10 feet 6 inches. The building permit drawings as submitted have been reviewed by Building Department and are found to be in conformity with the Zoning By-law 8600 (See drawings within Appendix A). The proposed size and massing are compatible with the urban form of the Mature Neighbourhood Area.

Exterior renovations include the removal and replacement of openings (doors and windows) with modern, energy efficient substitutes in black. The exterior will be refinished with white smooth finished EIFS, black cedar plank accent siding, and black trim. The roof will be medium-pitch cross gables with black asphalt shingles.

Historical Background:

The subject property is located on the east side of Thompson Boulevard between Riverside Drive East and Wyandotte Street East. This stretch of Thompson Boulevard is considered a Mature Neighbourhood Area as per Official Plan Schedule A-1. Accordingly, the Windsor Intensification Guidelines for Stable and Mature Neighbourhoods 2.2.2 apply to ensure that new developments respect and complement the surrounding cultural heritage resources. Thompson Boulevard also neighbours Prado Place, Windsor's first Heritage Conservation District. Prado Place is unique in its streetscape characteristics of narrow road width, mid-block landscaped island, and castiron streetlamps. Lined on both sides of the street are an eclectic collection of dwellings of various architectural styles and periods.

At the time of its listing on the Municipal Heritage Register in 2008, the one storey house at 232 Thompson Boulevard was noted for its physical representation of the Arts and Crafts Bungalow architectural style. It featured arched openings on the front facade, white stucco cladding, and a low-pitched clipped roof with half-timbering on the side walls of the roof. Information within the HER Heritage File was very slim, with only one photograph from 2006 and an evaluation form completed by Evelyn McLean, the City's

first Heritage Planner, in October 2006. Written at the top of the form is a note recommending deletion from the Municipal Heritage Register due to "no historical value evident" (see Appendix B – Additional Heritage Research).

Heritage Planning staff conducted heritage research on the subject property and found that it was formed through subdivision in 1913. The property has experienced several address changes since, from 10 Thompson Boulevard in 1924 to 24 Thompson Boulevard in 1953. It is situated in the former Town of Riverside. Between 1922 and 1928, the property was owned by Councillor William H. Grant. He was a prominent figure in Riverside, serving as a member of the Riverside Council, chairman of the Transportation Committee, and the runner-up mayoral candidate for Riverside in 1927 (Appendix B).



232 Thompson Blvd from HER File (2006)

Heritage Considerations:

Heritage Planning staff engaged in discussion with the Property Owners to gather information about physical alterations on the property. According to the Property Owners, the house may have undergone undocumented alterations in 2016 prior to them obtaining ownership.

Currently, the house features an asymmetrical façade with a recessed corner front porch with side stairs. The house is clad in stucco that is painted brown and plastic siding emulating stone as an accent. The windows are white vinyl, symmetrically placed, and not original to the house. There is a projecting box bay window on the north side of the house. The sides of the roof with half-timbering detail have been painted over in the same brown colour, making the half-timbering only visible at close distances and in certain lighting. The large arches on the front facade have been removed. The building's design is now straightforward and unembellished, with little to no Arts and Crafts Bungalow details remaining. The roof remains a low-pitched clipped roof with simple roof lines over the front and rear. There is a red brick chimney on the rear south side of the house that is no longer functioning. As it interferes with the proposed second storey addition, the chimney is proposed to be removed.



Size and Massing Comparison of 232 and 236 Thompson Blvd from Thompson Blvd (July 4th,



View of 232 Thompson Blvd Timber Detailing and Front Porch (July 4th, 2024)



View of 232 Thompson Blvd Red Brick Chimney (July 4th, 2024)

Through heritage research, Administration found that the Arts and Crafts Bungalow house at 232 Thompson Boulevard was associated with a locally significant individual, William H. Grant, at the time of its construction. However, this individual was only associated with the property for a short period of time. The property has undergone significant alterations in recent years which have substantially compromised the heritage value of the property, rendering the original reason for addition to the Municipal Heritage Register no longer visibly apparent (i.e. it no longer visibly demonstrates Arts and Crafts nor Bungalow architectural elements). Along with the latest plans for additions and alterations, which will further strip any remaining cultural heritage features or attributes, Administration and the current Property Owners concur that this property is a candidate for removal from the Windsor Municipal Heritage Register. It is Administration's opinion that this property would have been removed from the Municipal Heritage Register through the Bill 23 listed properties review exercise, should an application for partial demolition not have come through.

Official Plan Policy:

Chapter 9 of the City of Windsor Official Plan, Heritage Conservation, includes the following objectives related to the recognition, conservation, and enhancement of heritage resources:

CONSERVATION 9.2.1 MANAGEMENT

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

IDENTIFY
HERITAGE
RESOURCES
HERITAGE
REGISTER

9.3.3.4 Council will identify heritage resources by:

(a) Maintaining and updating the list of built heritage resources known as the Windsor Municipal Heritage Register; and

The property in its current state already demonstrates potential for removal from the Windsor Municipal Heritage Register for reasons stated above. Together with the proposed non-reversible alterations that are the subject of this report, the property will be changed to a point of no longer holding physical heritage value and attributes. Therefore, Heritage Planning staff recommend the removal of this property from the Windsor Municipal Heritage Register to keep it up to date.

Risk Analysis:

The proposed partial demolition would allow the Owners to proceed with their desired second storey addition and exterior renovation plans for the property, creating a non-reversible alteration to the property to a point where it will no longer hold heritage attributes or value. The notification of the proposed partial demolition authorized by the *Ontario Heritage Act* serves as an opportunity to provide a process to designate when required to prevent inappropriate and concerning changes applied to the building. In this case, the proposed changes will not substantially impact the built heritage of the current property, as there is little apparent heritage value remaining in its current form.

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 will be paying the full cost of the proposal.

Consultations:

Heritage Planning staff discussed the details of the proposal with the Property Owners and their Designer through email correspondence, phone calls, as well as an in-person Site Visit to the subject property on Thursday, July 4, 2024. Heritage Planning staff consulted with Sophia Di Blasi, Development Application Coordinator, Building

Department, regarding the Building Permit application and Zoning By-law provisions; and Kate Tracey and Aaron Farough, both Senior Legal Councils, Legal & Real Estate Department, regarding the legal provisions within the *Ontario Heritage Act*.

Conclusion:

Council is to be informed of the proposed partial demolition of the Heritage Listed Property – 232 Thompson Blvd, House. The demolition/removal of openings (doors and windows), the roof, front porch, and brick chimney are proposed to facilitate the construction of the second storey and covered front porch additions to the subject property. The proposed size and massing are compatible with the urban form of the Mature Neighbourhood Area.

This partial demolition and new construction will irreversibly alter the house. However, the property in its current state is already a candidate for removal from the Municipal Heritage Register. In conjunction with the proposed irreversible changes, the property will be rid of any little remaining heritage attribute and value. Administration recommends that the property be removed from the Municipal Heritage Register.

Planning Act Matters: N/A

Approvals:

Name	Title
	B
Tracy Tang	Planner III- Economic Development (A)
Krietina Tana	Haritaga Plannar
Kristina Tang	Heritage Planner
Kate Tracey	Senior Legal Counsel
Trais Trais	Comor Logar Councer
Jason Campigotto	Deputy City Planner - Growth
, 5	
Neil Robertson	City Planner / Executive Director Planning
Neil Robertson	& Building
Jelena Payne	Commissioner of Economic Development
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix 'A' Heritage Permit Application Package
- 2 Appendix 'B' Additional Heritage Research



HERITAGE PERMIT APPLICATION

APPLICATION TYPE

☐ Minor Heritage Permit (Delegated Authority Approval)	✓ Major Heritage Pe (City Council Approval)	rmit Demolition
1. APPLICANT, REGISTER	ED OWNER, AND AGENT	INFORMATION
contact person, and addres applicant or registered owner	s, postal code, phone nur is a numbered company, p ore than one applicant or r	wner and agent, the name of the mber, and email address. If the provide the name of the principals registered owner, copy this page,
APPLICANT		
Contact Name(s) Robert & N	Melanie Polewski	
Company or Organization		
Mailing Address 232 Thomp	son Blvd.	
REGISTERED OWNER IF N Contact Name(s)		
Contact Name(s)		
Company or Organization		
Mailing Address		
		stal Code
стан	Pno	one(s)
AGENT AUTHORIZED BY F		FILE THE APPLICATION
Company or Organization		
Mailine Address		
		stal Code
		one(s)
Who is the primary contact	?	
✓ Applicant	☐ Registered Owner	□ Agent

Page 1 of 5



HERITAGE PERMIT APPLICATION

2. SUBJECT PROP	EKIY		
Municipal Address:	232 Thompson Blvd		
Legal Description (if	known):		
Building/Structure Ty ✓ Residential	ype: Commercial	□ Industrial	□ Institutional
Heritage Designation Part IV (Individua		☐ Part V (Heritage	e Conservation District)
By-law #:		District:	
Is the property subje ☐ Yes	ect to a Heritage Easer ✓ No	ment or Agreement?	
		ldition ☐ Erecti	on ✓ Alteration*
attributes ✓ Demolition/Remo or structure	oval of building □ Si	gnage □ Lightir	ng
*The Ontario Heritage Act's de	finition of "alter" means to chang	e in any manner and includes to	restore, renovate, repair or disturb.
4. HERITAGE DESC	CRIPTION OF BUILDI	NG	
attributes where wor number of storeys, s	k is requested. Includ	e site layout, history,	structures, and heritage architectural description, simple roof lines.
The exterior of the h	ouse is finished with s	stucco and updated pl	astic siding.
The windows are wh	nite vinyl, not original,	and are symmetrically	y placed.
The house has a str	aightforward, unembe	lished design with a la	ack of ornate detail
emphasizing practic	ality and simplicity.		

Page 2 of 5





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. Removal of the roof and addition of a 2nd storey to increase living space & functionality. The exterior will be refinished with stucco and some wood accent siding.

The windows will be replaced with new, more energy efficient windows.

The front porch will be expanded slightly to increase useable outdoor space.

The new look of the home will be simplistic, practical and unembelished in keeping with the original style.

6. HERITAGE PERMIT RATIONALE

Explain the reasons for undertaking the proposed work and why it is necessary. To provide sufficient living space for a young, growing family and to improve the energy efficiency and functionality of the house for the long term

Describe the potential impacts to the heritage attributes of the property. The house will be changed from a bungalow to a 2-storey home.

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)

Page 3 of 5



HERITAGE PERMIT APPLICATION

Revised 11/2023

Potentially required (to be determined by Heritage Planning staff)	*
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	
Building Condition Assessment	
B. NOTES FOR DECLARATION	
The applicant hereby declares that the statements made herein a are, to the best of their belief and knowledge, a true and comple burpose and intent of this application.	
The applicant agrees that the proposed work shall be done in application, including attachments, and understands that the is Alteration Permit under the Ontario Heritage Act shall not be provisions of any By-Law of the Corporation of the City of Winds of the Building Code Act, RSO 1980, c51.	suance of the Heritage a waiver of any of the
The applicant acknowledges that in the event a permit is issued, conditions imposed by the Council of the Corporation of the City of specifications approved is prohibited and could result in the permapplicant further agrees that if the Heritage Alteration Permit is not irregularity, in the relation to non-conformance with the said agree or regulations that, in consideration of the issuance of the permappers of the permappe	of Windsor, or plans and mit being revoked. The evoked for any cause of eements, By-Laws, acts it, all claims against the
	JUNE 27/24
Signature of Applicant(s)	Date
Milanu Poleuski	June 27/24
Signature of Applicant(s)	✓ Date



HERITAGE PERMIT APPLICATION

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. , am the registered owner of the land that is subject of this application for a Heritage Alteration Permit and I authorize to make this application on my behalf. name of agent Signature of Registered Owner Date If Corporation – I have authority to bind the corporation. B. Consent to Enter Upon the Subject Lands and Premises MELANIET WE K ROBERT POLEWSKI , 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 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.

Page 5 of 5

From: Robert Polewski
To: Tang, Tracy (She/Her)

Cc: <u>brad@felixculpaarchitecture.com</u>; <u>Tang, Kristina</u>; <u>Melanie Meloche</u>

Subject: Re: 232 Thompson Blvd - Addition and Renovation

Date: Friday, June 28, 2024 2:42:34 PM

Attachments: image001.jpg

LRO 12 - Parcel Register (Inactive PIN 01085-0265) - OrderID 6095031.pdf

LRO 12 - Parcel Register (PIN 01085-0273) - OrderID 6095066.pdf

FIM Windsor 1953 Volume 3 Sheet 302.pdf
FIM Walkerville 1924 Sheet 40 - Western Archives.pdf
FIM Windsor 1953 Volume 3 Sheet 300A.pdf
FIM Windsor 1937 Volume 2 Sheet 240.pdf

FIM Windsor 1937 Volume 2 Sheet 200 - optimized.pdf

IMG 1719.jpg IMG 1721.jpg IMG 1722.jpg

Heritage Permit Application - 232 Thompson Blvd..pdf

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.

Good Afternoon Tracy,

Please see attached heritage permit application form and current photos as requested.

Please also note the following in response to your email:

- Historic ownership/residential occupants information since: Attached
 - Five years before the construction date on the Register (1929) (the records only went back so far...)
- Fire Insurance Map images of the property Attached.
- Major news events occurring at the property Extensive research yielded no significant news events or articles pertaining to this property.
- For partial demolitions, the final appearance of the property where the remaining buildings and structures attached to demolished parts (which were provided through Building Permit drawings) Included within the drawing package we submitted with our building permit application.

Furthermore, based on my education in Architecture and background in the construction industry, I personally do not feel that our current home represents a significant or unique example of arts & crafts architectural style that warrants heritage designation. The current home has also been modified over the years by previous owners and now has many non-original finishes & elements. We hope that the committee will agree that the proposed design we have provided for our home renovation is a thoughtful, modern take on the style of homes currently in this area which, being constructed of high quality materials & finishes, will compliment and fit nicely into the fabric of the Olde Riverside neighbourhood.

Thank you for your assistance with this matter and let us know if you need anything else.

Robert & Melanie Polewski

On Tue, Jun 25, 2024 at 4:55 PM Tang, Tracy (She/Her) < TTang@citywindsor.ca > wrote:

Good afternoon Brad and Robert,

Addition on Thompson 232 Thompson Ave. Windsor, ON

OWNER

Robert and Melanine Polewski

rob@rtpconstructioninc.com

ARCHITECT

FELIX CULPA ARCHITECTURE

2142 MOY AVE. WINDSOR, ON 519.890.5773

brad@felixculpaarchitecure.com

SMOKE AND CARBON MONOXIDE DETECTORS TO BE HARDWWIRED AND EQUIPPED WITH BATTERY BACK-

PROVIDE MIN. 20"X28" ATTIC ACCESS HATCH WITH

SUBMIT ROOF TRUSS, FLOOR JOIST AND ENGINEERED

FLOORING SELECTED BY OWNER AND COORDINATED BY THE GENERAL CONTRACTOR. FLOORING TO INCORPORATE SCHULTER DITRA-HEAT INFLOOR

CONTRACTOR TO PROVIDE PROTECTIVE MEASURES DURING CONSTRUCTION TO ENSURE THAT FROST DOES NOT PENETRATE BELOW FOOTINGS. MEASURES INCLUDE THICK STRAW BEDS, TARPING AND TEMPORARY HEAT AT ANY AREAS OF **EXCAVATION BELOW GRADE.**

NOTE TO CONTRACTORS AND OWNER:

ALL CONTRACTORS SHALL VERIFY AND COORDINATE ALL
DIMENSIONS ON DRAWINGS, AS WELL AS REVIEW AND

SECTIONS, AND DETAILS BEFORE COMMENCING WITH

WORK. IF DIMENSIONAL ERRORS OR CONFLICTS OCCUR BETWEEN PLANS, BUILDING ELEVATIONS, SECTIONS, DETAILS, IT SHALL BE BROUGHT TO THE ATTENTION OF

ARCHITECT BEFORE PROCEEDING WITH THE WORK CONTRACTORS WHO FAIL TO VERIFY, REVIEW, AND COORDINATE THE WORK AND CONTRACTORS WHO

		INDEX OF DRAWINGS
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	A000.2	TYPES/TABLE/LEGENDS
	A400.02	SECOND FLOOR FRAMING PLANS
	A600	ELECTRICAL PLANS
	A700.02	DOOR SCHEDULE
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	A100	ARCHITECTURAL SITE PLAN
	A200.01	FOUNDATION PLAN
	A200.02	EXISTING FLOOR PLAN
	A200.03	FIRST FLOOR PLAN
	A200.04	SECOND FLOOR PLAN
	A300.01	ELEVATIONS
	A300.02	ELEVATIONS
	A400.01	FIRST FLOOR FRAMING PLANS
	A400.03	ROOF FRAMING
	A500.01	SECTIONS
	A500.02	SECTIONS
	A700.01	WINDOW SCHEDULE
	A700.03	FINISHES AND MILLWORK
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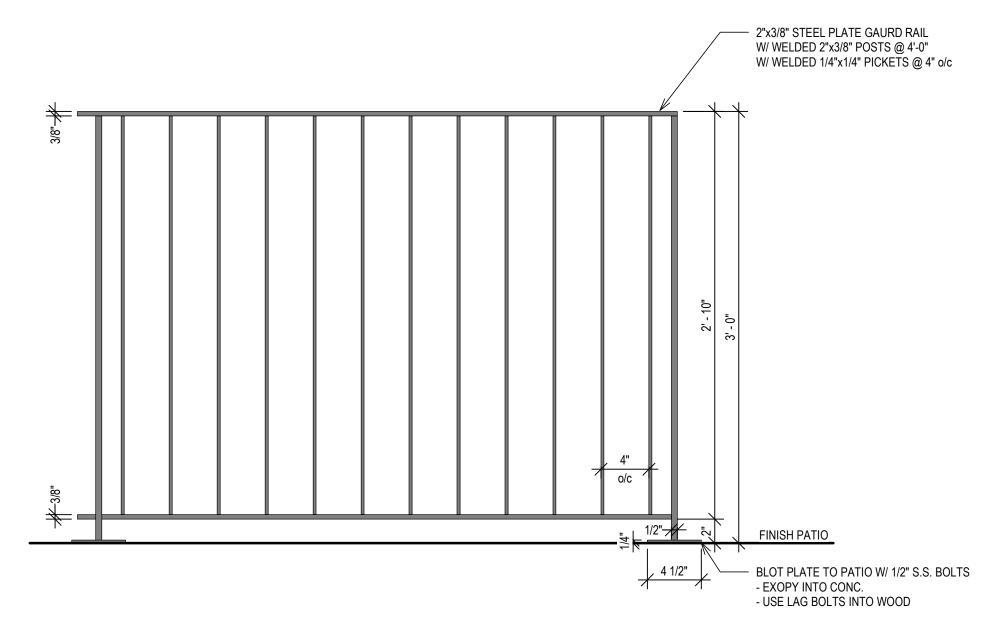
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Approved	Do not scale
B SMITH	Use figured dimensions only
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TITLE SHEET

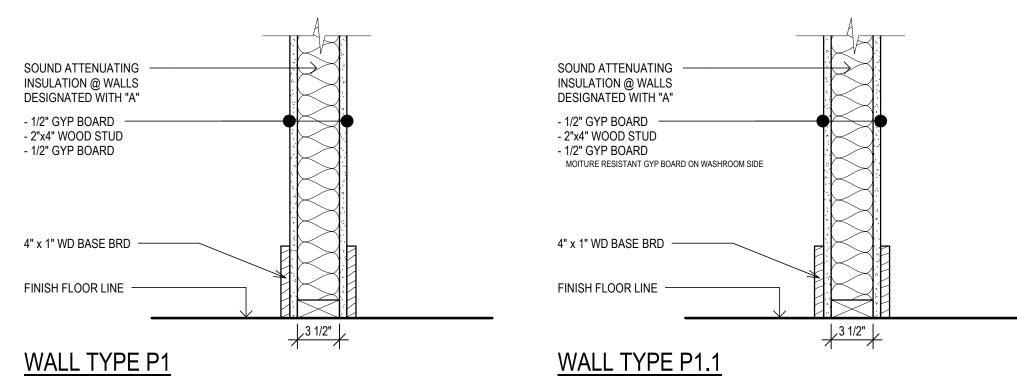
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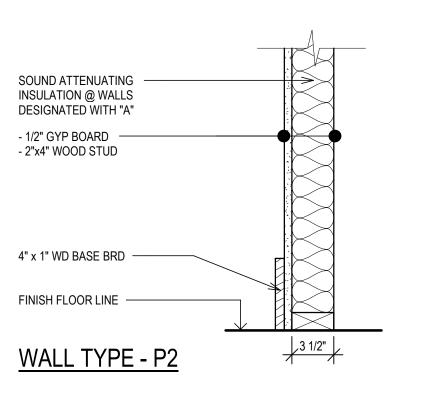


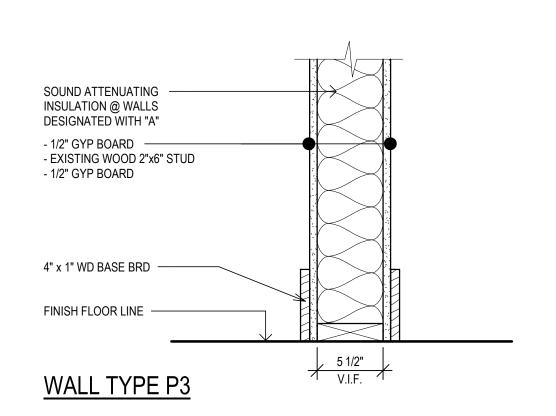
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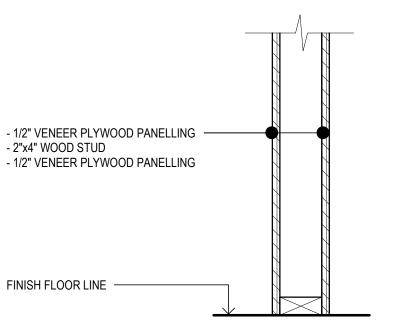
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WALL TYPE - P4

P2.6 - 6" WD STUD WALL

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Revisions



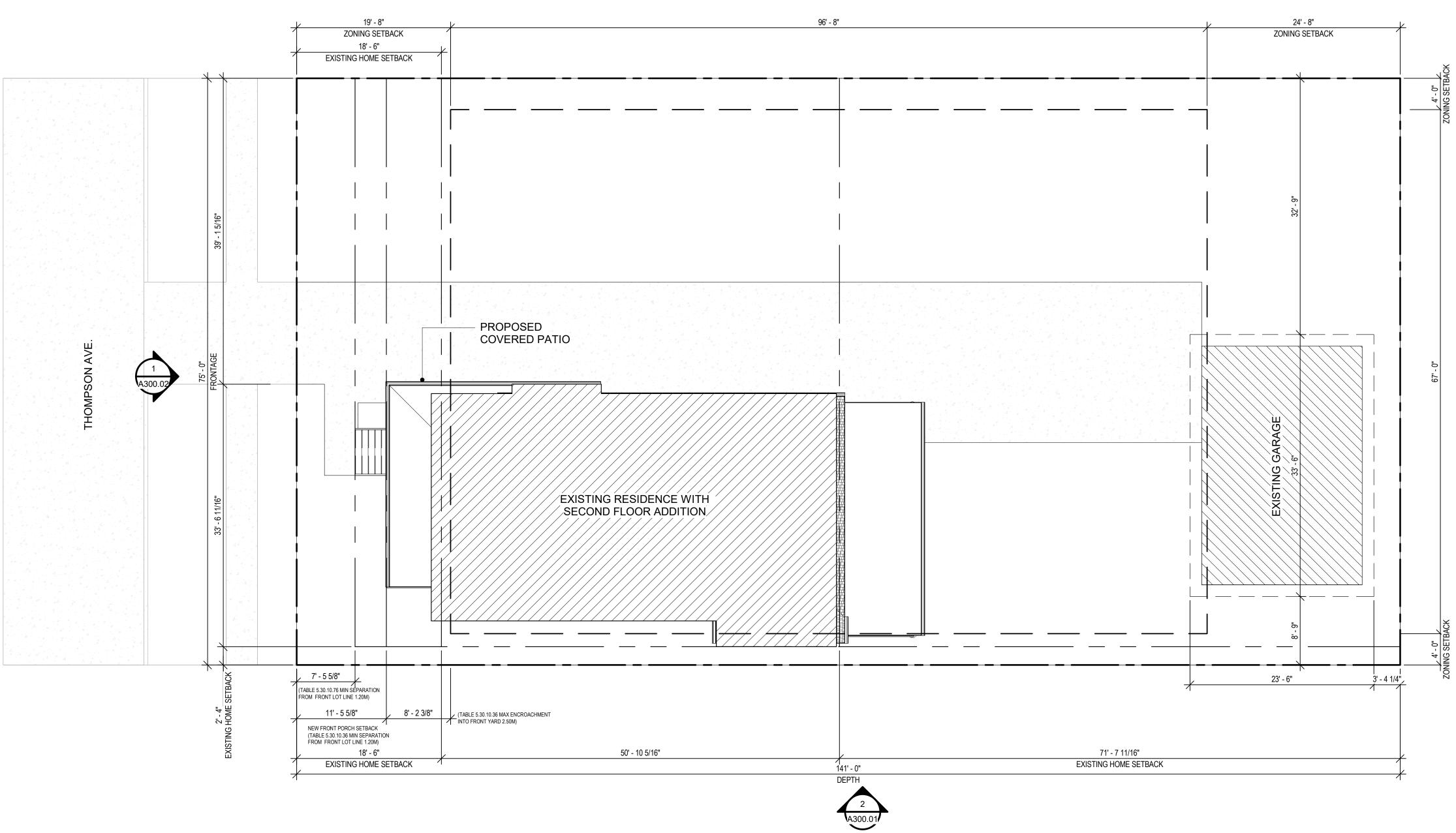
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TYPES/TABLE/LEGENDS

Sheet **A000.2**







NOTE:ARCHITECTURAL SITE PLAN FOR REFERANCE ONLY REFER TO SURVAY BY OTHERS FOR ALL CIVIL ENGINEERING INFORMATION

ZONING		LOT NO:		PLAN NO:		LOT AREA:		LOT FRONT	AGE:	LOT DEPTH:	
R1.2		-		-		10,575 FT ²		75'-0"		141'-0"	
DESCRIPTIO N	EXISTI G	N	ADDITION	TOTAL	%	ALLOWED	%	SETBACKS	EXISTIN G	PROPOSED	ALLOWED
LOT COVERAGE	2,500 FT ²		0 FT ²	2,500 FT ²	24%		45%	FRONT YARD	13'-7"	10'-6"	19'-8'
GROSS FLOOR AREA	1,334 FT ²		1,334 FT ²	2,668 FT ²				REAR YARD	74'-1"		24'-8"
LANDSCAPE AREA				-				SIDE YARD	2'-9"		4'-0"
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ARCHITECTURAL SITE

PLAN



VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE

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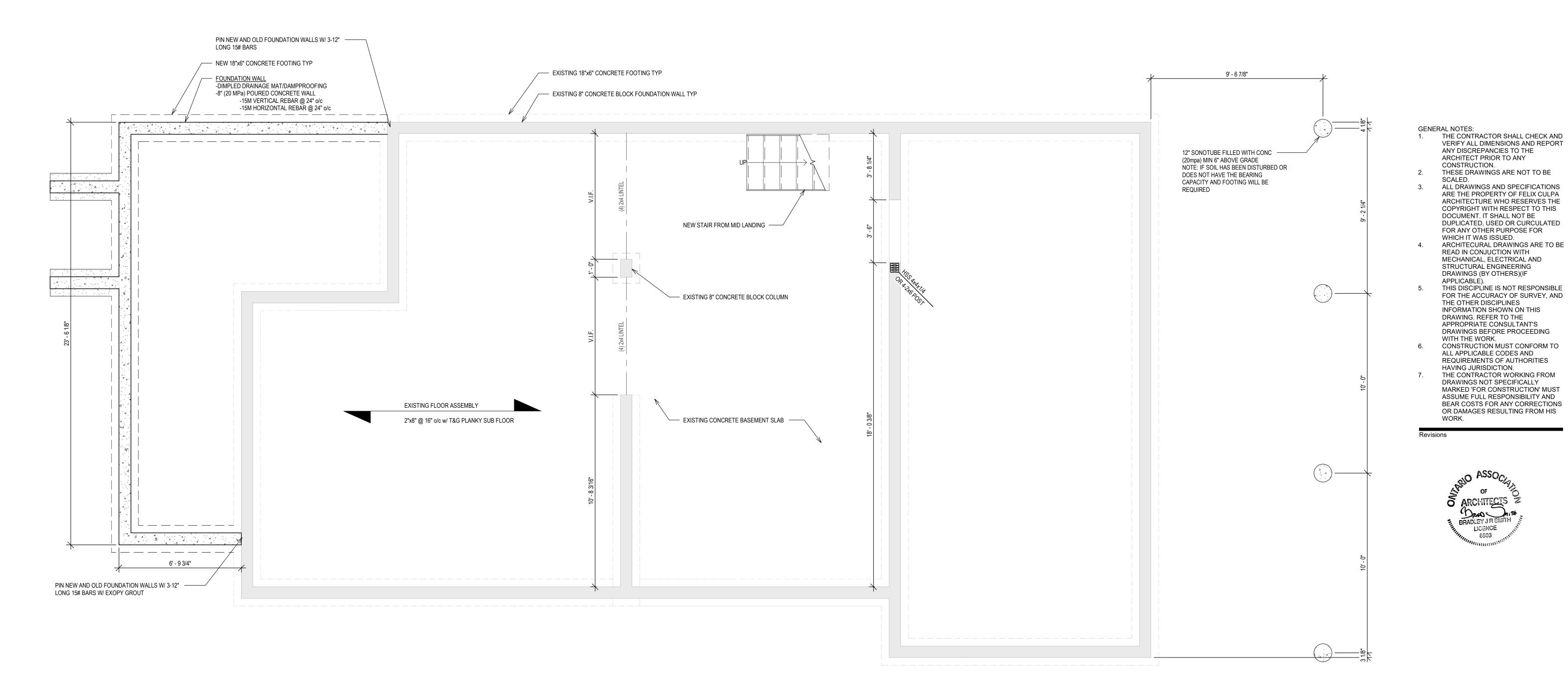
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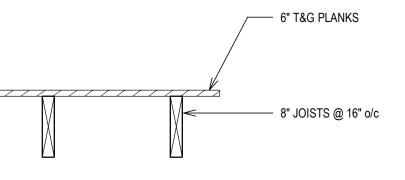
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FOUNDATION PLAN

SCALE: 3/8" = 1'-0"

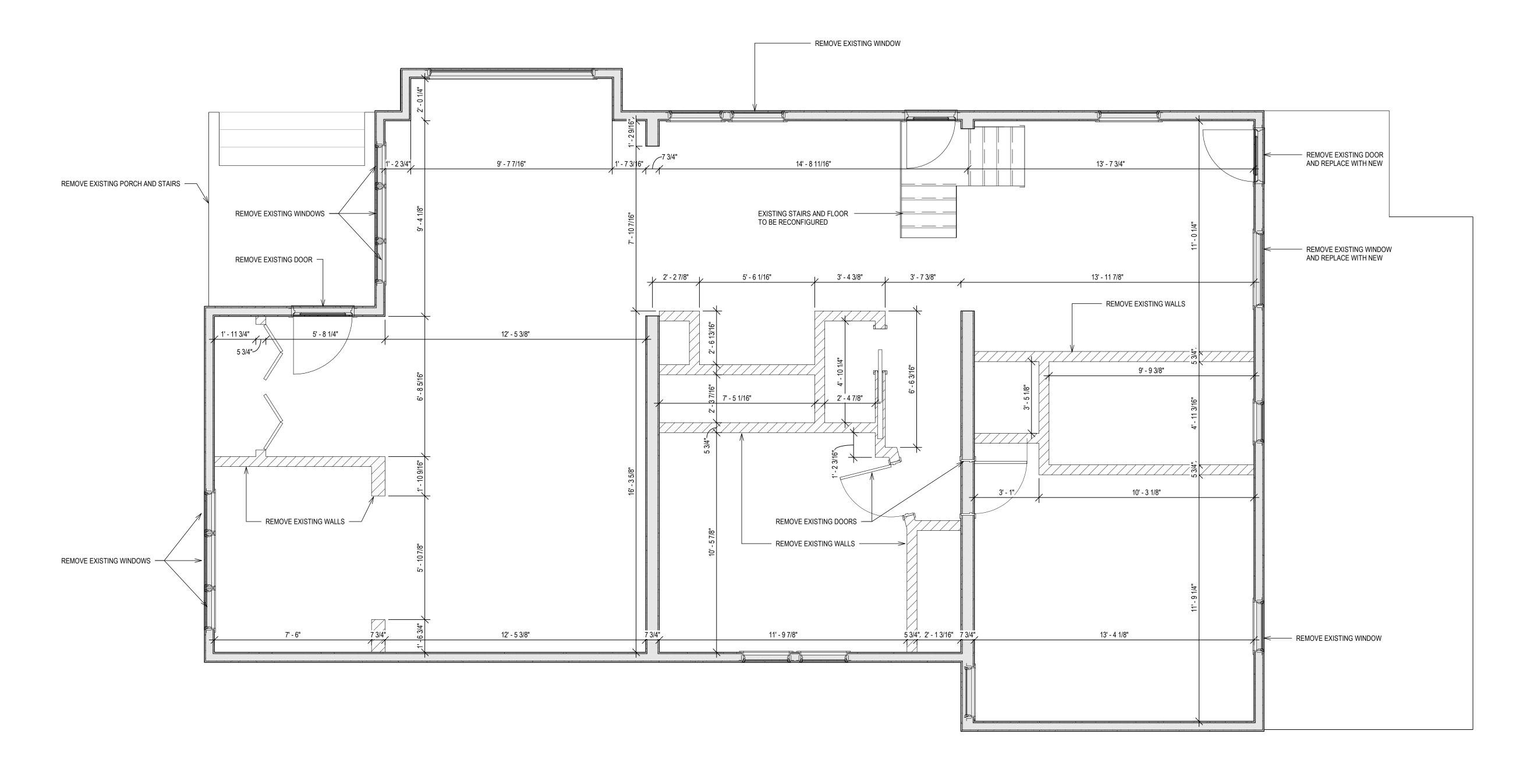
FOUNDATION PLAN

A200.01



SCALE 1" = 1'-0"

EXISTING FLOOR ASSEMBLY



1 EXISTING FLOOR PLAN

A200.02 SCALE: 3/8" = 1'-0"

GENERAL NOTES:

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Revisions



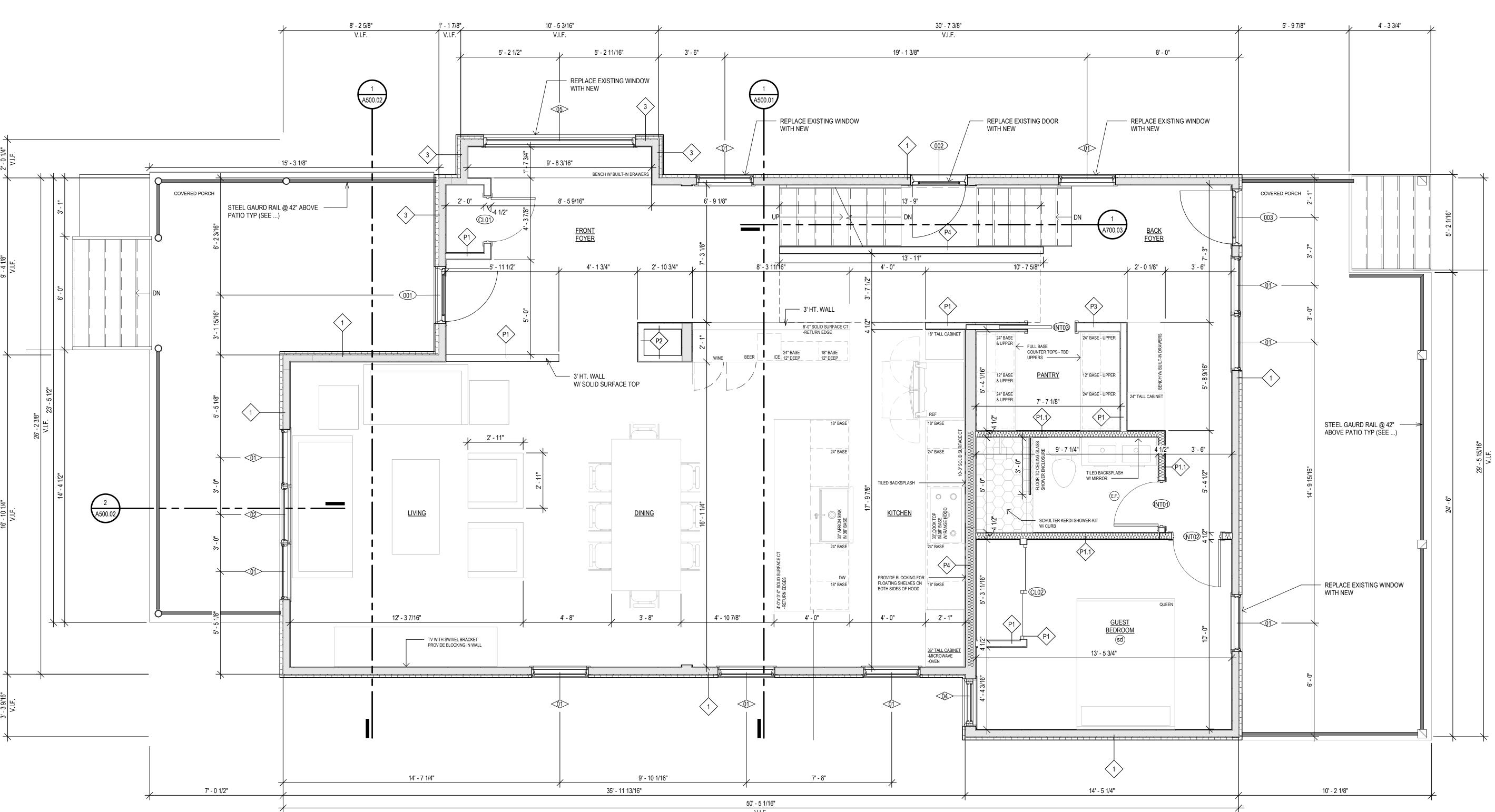
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Approved
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Approver

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Do not scale
Use figured dimensions only

Job Number

EXISTING FLOOR
PLAN

Sheet **A200.02**



1 FIRST FLOOR PLAN

A200.03 SCALE: 3/8" = 1'-0"

DESIGN NOTES:

ALL MILLWORK DESIGNED BY OTHERS AND COORDINATED BY CONTRACTOR ALL PLUMBING/ELECTIRCAL FIXTURES ARE BY

OWNER AND TO BE COORDINATED BY CONTRACTOR ALL FINISH MATERIAL BY OWNER AND TO BE COORDINATED BY CONTRACTOR

GENERAL NOTES: THE CONTRACTOR SHALL CHECK AND

VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE ARCHITECT PRIOR TO ANY CONSTRUCTION. THESE DRAWINGS ARE NOT TO BE

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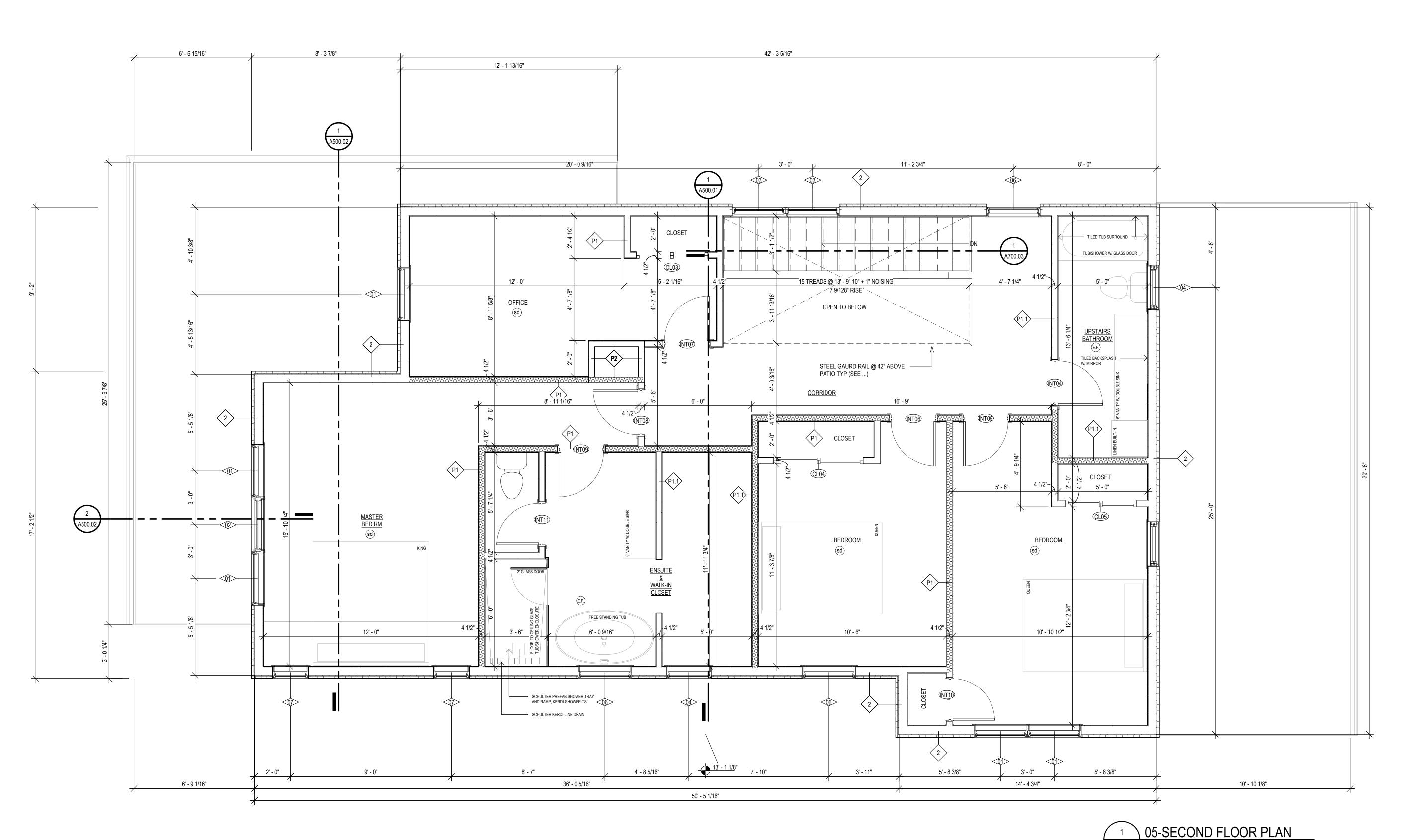
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Preliminary **B SMITH** _ Construction Record **B SMITH** Approved Do not scale **B SMITH** Use figured

FIRST FLOOR PLAN

A200.03



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COORDINATED BY CONTRACTOR

2. ALL PLUMBING/ELECTIRCAL FIXTURES ARE BY

OWNER AND TO BE COORDINATED BY CONTRACTOR

3. ALL FINISH MATERIAL BY OWNER AND TO BE
COORDINATED BY CONTRACTOR

ENERAL NOTES:

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FOR ANY OTHER PURPOSE FOR
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ARCHITECURAL DRAWINGS ARE TO BE
READ IN CONJUCTION WITH

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MECHANICAL, ELECTRICAL AND
STRUCTURAL ENGINEERING
DRAWINGS (BY OTHERS)(IF
APPLICABLE).

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Revisions



Drawn	Preliminary
Author	Construction
Checked	
Checker	Record
Approved	Do not scale
Approver	Use figured dimensions only
Bidpak Number	

Job Num

SECOND FLOOR PLAN

Sheet **A200.04**

City Council Meeting Agenda - Monday, September 9, 2024 Page 490 of 932

FELIXULPA

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Revisions



Preliminary **B SMITH** Construction Record **B SMITH** Approved Do not scale **B SMITH** Use figured dimensions only

ELEVATIONS

A300.01



GENERAL NOTES:

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Revisions



Drawn	Preliminary
A uthor	Construction
Checked	
Checker	Record
Approved	Do not scale
Approver	Use figured dimensions only
Bidpak Number	·

Job Number

Title **ELEVATIONS**





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APPLICABLE).

WITH THE WORK.

WORK.

Revisions

HAVING JURISDICTION.

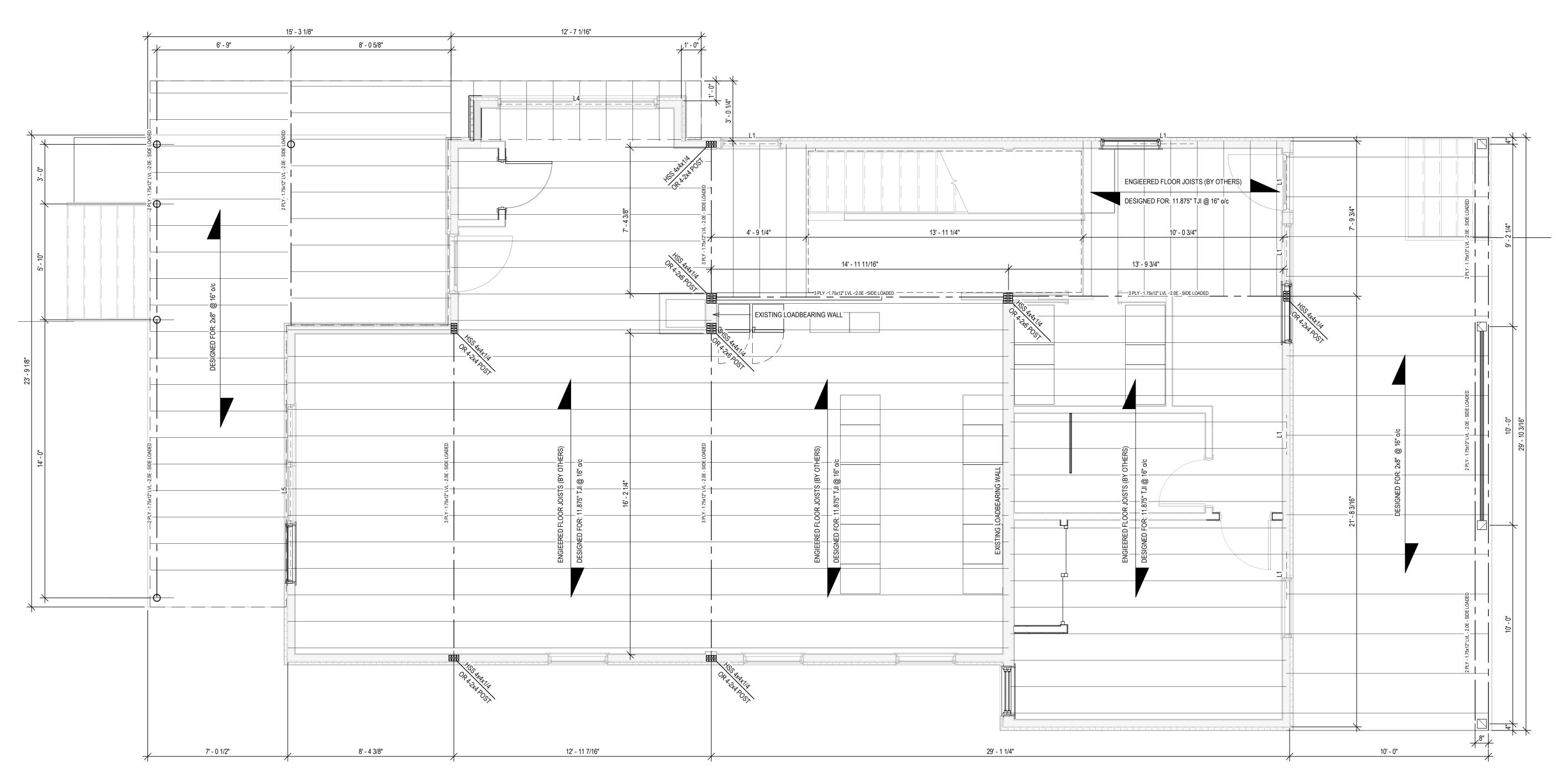
READ IN CONJUCTION WITH MECHANICAL, ELECTRICAL AND STRUCTURAL ENGINEERING DRAWINGS (BY OTHERS)(IF

CONSTRUCTION.

SCALED.

VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE

GENERAL NOTES:





NOTE:
- SUB FLOORS - T&G PLYWD GLUED & NAIL
- ALL TRUSSES TO HAVE CONTINUOUS BRIDGING
- ROOF TRUSSES TO HAVE CONTINOUOR FACIA BOARD (2"x8" OR MATCH TUSS SIZE)
- FLOOR TRUSSES TO HAVE CONTINUOUS TIMBERSTRAND RIM BOARDS TO MATCH TRUSS SIZE

WOOD LINTEL SCHEDULE		
MAX. SPAN FOR LII 1 STOREY + ROOF		ING
CLEAR SPAN	LINTEL SIZE	
UP TO 3'-10"	2 - 2"x6"	(L-1)
UP TO 5'-9"	2 - 2"x8"	(L-2)
UP TO 6'-11"	3 - 2"x8"	(L-3)
UP TO 8'-6"	3 - 2"x10"	(L-4)
UP TO 9'-10"	3 - 2"x12"	(L-5)
NOTE: THIS SCHED UNLESS NOTED OF DRAWING		ΙE

Drawn	Destination on a
Author	☐ Preliminary ☐ Construction
Checked	Record
Checker	
Approved	Do not scale
Approver	Use figured dimensions only

Job Numl

Bidpak Number

SECOND FLOOR FRAMING PLANS

Sheet **A400.02**

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Revisions

WORK.

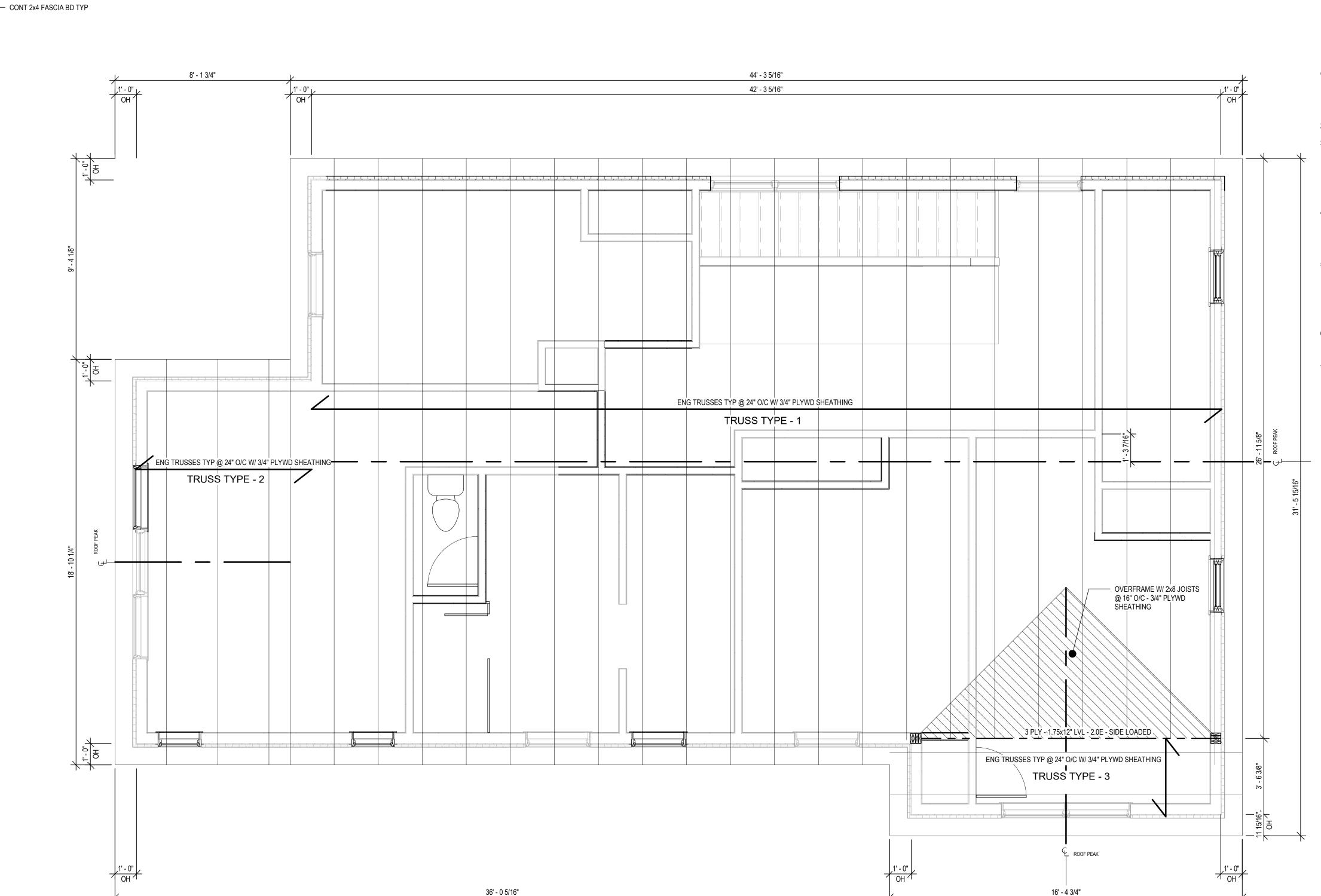


Preliminary _ Construction Record Checker Do not scale Use figured **Approver** dimensions only

Job Number

ROOF FRAMING

A400.03



TRUSS TYPE 'T2' SCALE 1/4" = 1'-0"

4' - 2 9/16"

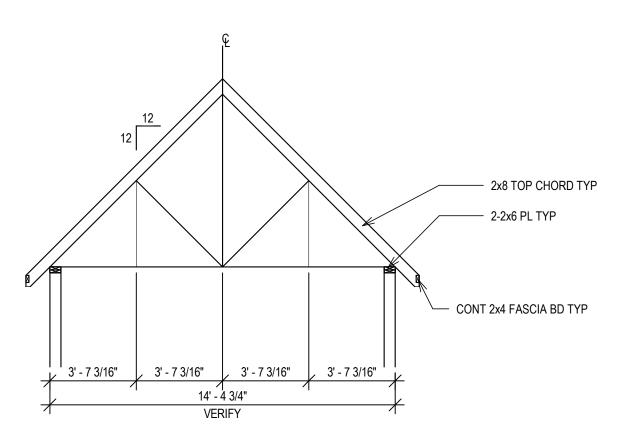
16' - 10 1/4"

4' - 2 9/16"

6' - 6 5/8"

TRUSS TYPE 'T1'

SCALE 1/4" = 1'-0"



4' - 2 9/16"

4' - 2 9/16"

6' - 6 9/16"

26' - 2 3/8"

6' - 6 9/16"

6' - 6 5/8"

- 2x8 TOP CHORD TYP

2-2x6 PL TYP

CONT 2x4 FASCIA BD TYP

— 2x8 TOP CHORD TYP

2-2x6 PL TYP

TRUSS TYPE 'T3' SCALE 1/4" = 1'-0"

> WOOD LINTEL SCHEDULE - SUB FLOORS - T&G PLYWD GLUED & NAIL - ALL TRUSSES TO HAVE CONTINUOUS BRIDGING - ROOF TRUSSES TO HAVE CONTINOUOR FACIA BOARD (2"x8" OR MATCH TUSS SIZE) - FLOOR TRUSSES TO HAVE CONTINUOUS TIMBERSTRAND RIM BOARDS TO MATCH TRUSS SIZE

MAX. SPAN FOR LINTELS SUPPORTING 1 STOREY + ROOF& CLEAR CLEAR SPAN LINTEL SIZE UP TO 3'-10" 2 - 2"x6" (L-1) UP TO 5'-9" 2 - 2"x8" (L-2) UP TO 6'-11" 3 - 2"x8" (L-3) UP TO 8'-6" 3 - 2"x10" (L-4) UP TO 9'-10" 3 - 2"x12" (L-5)

NOTE: THIS SCHEDULE APPLIES UNLESS NOTED OTHERWISE ON THE DRAWING

06-ROOF FRAMING

A300.01 SCALE: 3/8" = 1'-0"

City Council Meeting Agenda - Monday, September 9, 2024 Page 494 of 932



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Revisions



Preliminary **B SMITH** Construction **B SMITH** Approved Do not scale **B SMITH** Use figured dimensions only

Job Number

SECTIONS

A500.01



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Revisions



Preliminary Construction Record Checker Do not scale Use figured **Approver** dimensions only

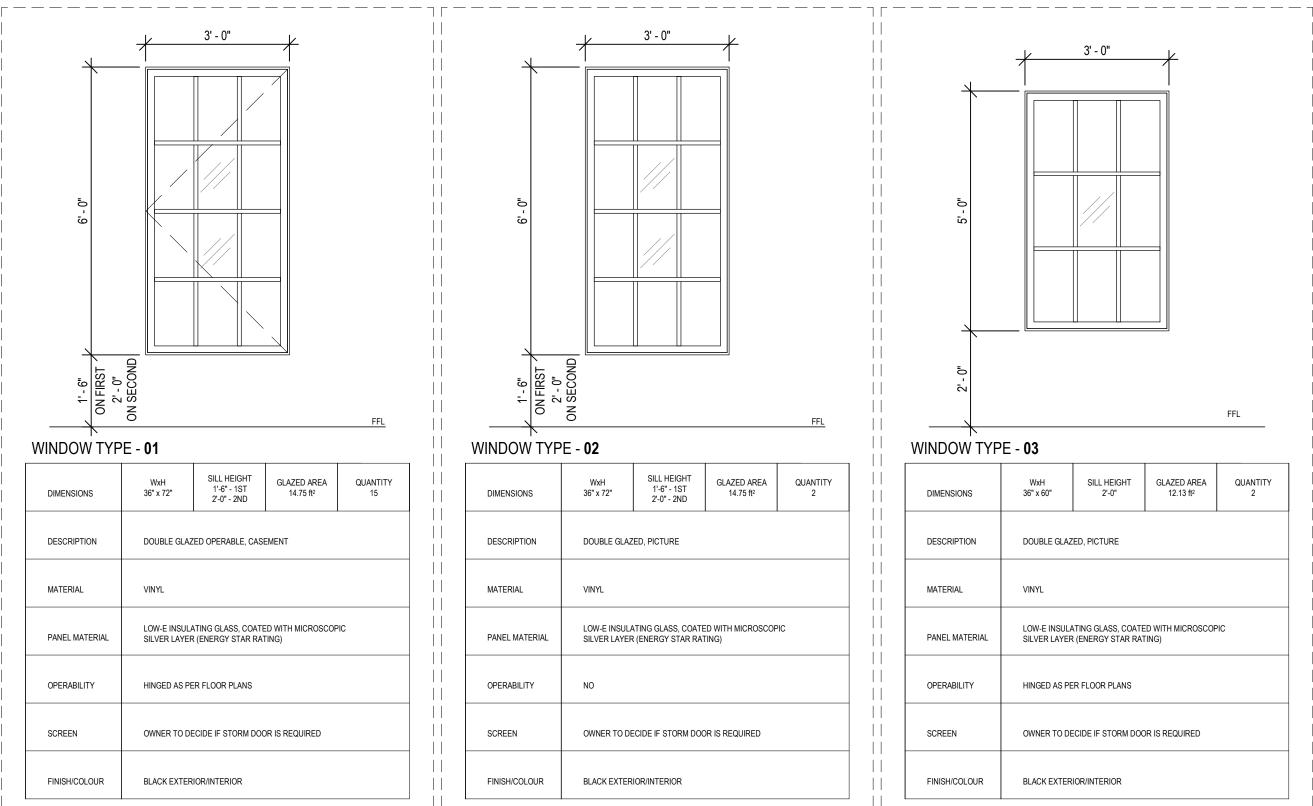
Job Number

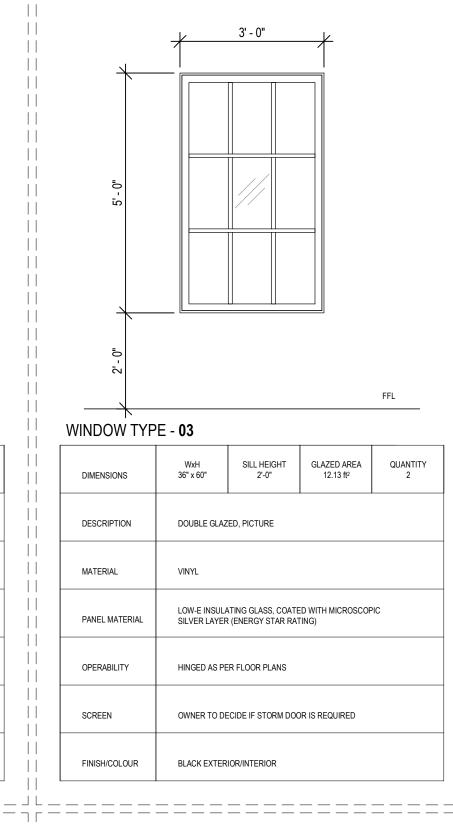
SECTIONS

Bidpak Number

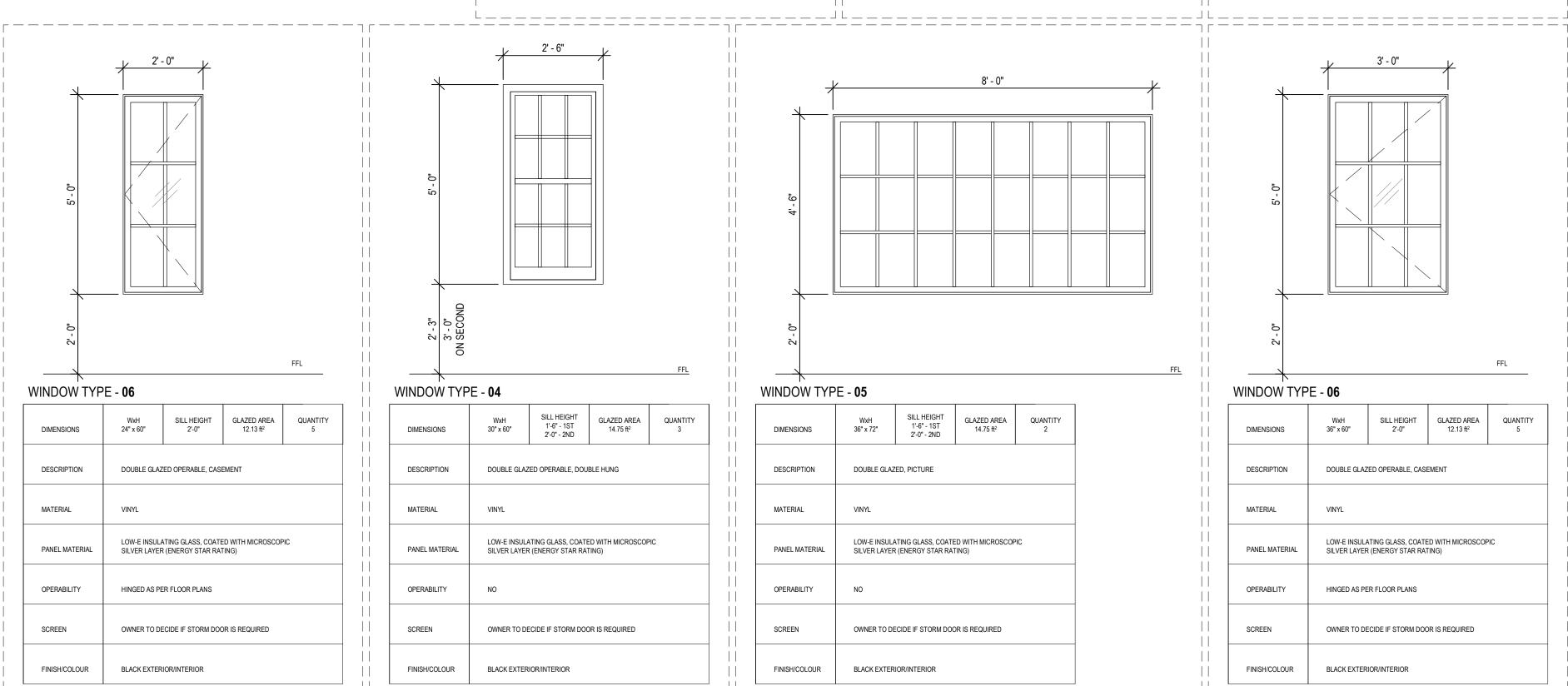
A500.02

					Schedule-	-Window			
Туре	Type Mark	Sill Height	Height	Width	Wall Thickness	Interior Material	Exterior Trim Finish	Description	Keynote
4-FIRST FLOO	R PLAN								
36" x 72"	01	1' - 6"	6' - 0"	3' - 0"	0' - 6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	1' - 6"	6' - 0"	3' - 0"	0' - 6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	1' - 6"	6' - 0"	3' - 0"	0' - 6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	1' - 6"	6' - 0"	3' - 0"	0' - 6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
6" x 72"	01	1' - 6"	6' - 0"	3' - 0"	0' - 6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
6" x 72"	01	1' - 6"	6' - 0"	3' - 0"	0' - 6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	1' - 6"	6' - 0"	3' - 0"	0' - 6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	1' - 6"	6' - 0"	3' - 0"	0' - 6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	1' - 6"	6' - 0"	3' - 0"	0' - 6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	1' - 6"	6' - 0"	3' - 0"	0' - 6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	02	1' - 6"	6' - 0"	3' - 0"	0' - 6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement/awning picture window	PICTURE
30" x 60"	04	2' - 3"	5' - 0"	2' - 6"	0' - 8 5/8"	Wood - Pine	Fibrex Composite - Black	Aluminum-clad wood double hung window	
96" x 54"	05	2' - 0"	4' - 6"	8' - 0"	0' - 7 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement/awning picture window	PICTURE
05-SECOND FL	OOR PLAN			·					
36" x 72"	01	2' - 0"	6' - 0"	3' - 0"	0' - 8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	2' - 0"	6' - 0"	3' - 0"	0' - 8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	2' - 0"	6' - 0"	3' - 0"	0' - 8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	2' - 0"	6' - 0"	3' - 0"	0' - 8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	2' - 0"	6' - 0"	3' - 0"	0' - 8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	02	2' - 0"	6' - 0"	3' - 0"	0' - 8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement/awning picture window	PICTURE
36" x 60"	03	2' - 0"	5' - 0"	3' - 0"	0' - 8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement/awning picture window	
36" x 60"	03	2' - 0"	5' - 0"	3' - 0"	0' - 8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement/awning picture window	
30" x 60"	04	2' - 0"	5' - 0"	2' - 6"	0' - 8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
30" x 60"	04	3' - 0"	5' - 0"	2' - 6"	0' - 8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl ⊢clad wood double hung window	
30" x 60"	04	3' - 0"	5' - 0"	2' - 6"	0' - 8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl ⊢clad wood double hung window	
6" x 60"	06	2' - 0"	5' - 0"	3' - 0"	0' - 8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
6" x 60"	06	2' - 0"	5' - 0"	3' - 0"	0' - 8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
6" x 60"	06	2' - 0"	5' - 0"	3' - 0"	0' - 8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
24" x 60"	07	2' - 0"	5' - 0"	2' - 0"	0' - 8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
24" x 60"	07	2' - 0"	5' - 0"	2' - 0"	0' - 8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	





GLAZED AREA 14.75 ft²



General - Window Types

SCALE 1/2" = 1'-0"

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Revisions



Drawn	Preliminary
Author	Construction
Checked	
Checker	Record
Approved	Do not scale
Approver	Use figured dimensions only
Bidpak Number	

WINDOW SCHEDULE

A700.01

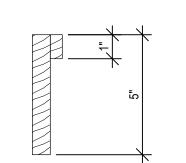
						DOOR	SCHEDULE					
			DOOR			FRAME			DETAILS			
						MATERIA					HDW.	
DOOR#	DOOR SIZE	TYPE	MATERIAL	FINISH	TYPE	L	FINISH	HEAD	JAMB	THRESHOLD	SET	REMARKS
GRADE												
002	3' - 0" x 6' - 8"	ENTRY	FIBERGLASS	PREFINISHED	T1	WOOD	PAINTED	PYWOOD RETURN	PLYWOOD RETURN	MANUFACTURER	DEAD BOLT	
04-FIRST FLOOR PLA	AN	•						•			•	
001	3' - 0" x 6' - 8"	ENTRY	FIBERGLASS	PREFINISHED	T1	WOOD	PAINTED	PYWOOD RETURN	PLYWOOD RETURN	MANUFACTURER	DEAD BOLT	
003	3' - 0" x 6' - 8"	ENTRY	FIBERGLASS	PREFINISHED	T1	WOOD	PAINTED	PYWOOD RETURN	PLYWOOD RETURN	MANUFACTURER	DEAD BOLT	
CL01	2' - 4" x 6' - 8"	CLOSET	MASONITE	PAINTED	T1	WOOD	PAINTED				PASSAGE	
CL02	5' - 0" x 6' - 8"	CLOSET	MASONITE	PAINTED	T1	WOOD	PAINTED				PASSAGE	
INT01	2' - 4" x 6' - 8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED			SOLID SURFACE	PRIVACY	
INT02	2' - 6" x 6' - 8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED				PRIVACY	
INT03	2' - 6" x 6' - 8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED				PASSAGE	
5-SECOND FLOOR	PLAN											
CL03	4' - 0" x 6' - 8"	CLOSET	MASONITE	PAINTED	T1	WOOD	PAINTED				PASSAGE	
CL04	5' - 0" x 6' - 8"	CLOSET	MASONITE	PAINTED	T1	WOOD	PAINTED				PULL	
CL05	4' - 0" x 6' - 8"	CLOSET	MASONITE	PAINTED	T1	WOOD	PAINTED				PULL	
INT04	2' - 6" x 6' - 8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED			SOLID SURFACE	PRIVACY	
INT05	2' - 6" x 6' - 8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED				PRIVACY	
INT06	2' - 6" x 6' - 8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED				PRIVACY	
INT07	2' - 6" x 6' - 8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED				PRIVACY	
INT08	2' - 6" x 6' - 8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED				PRIVACY	
INT09	2' - 6" x 6' - 8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED				PASSAGE	
INT10	2' - 4" x 6' - 8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED				PASSAGE	
INT11	2' - 4" x 6' - 8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED				PASSAGE	



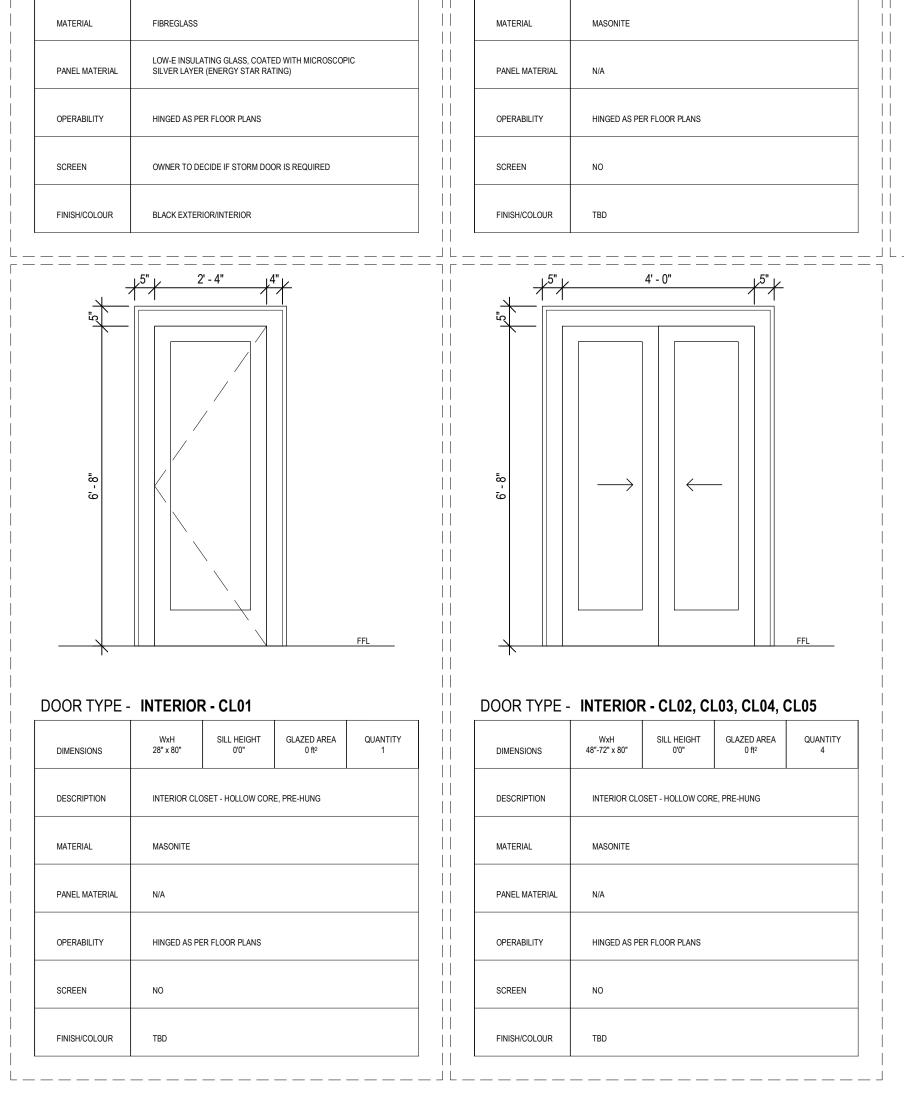
TRIM BOARD CASING

CASING OPTIONS WITH S4S TRIM BOARDS:

1. Miminalist S4S 2. S4S Bungalow 3. Picture Frame S4S 4. S4S Craftsman



T1 - INTERIOR TRIM BOARD CASING SCALE 3" = 1'-0"



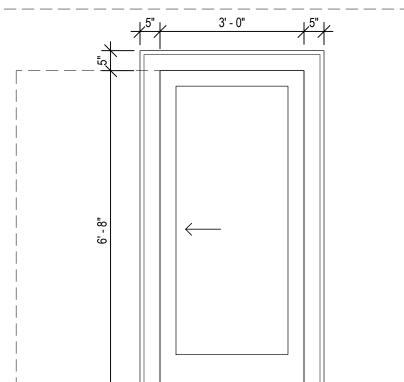
INTERIOR - INT01, INT02, INT04, INT05,

INTERIOR - HOLLOW CORE, PRE-HUNG

DESCRIPTION

SILL HEIGHT GLAZED AREA

INT06, INT07, INT08, INT09



WxH 36" x 80"	SILL HEIGHT 0'0"	GLAZED AREA 0 ft ²	QUANTITY 1	
INTERIOR POO	KET DOOR - HOLLO	W CORE, PRE-HUNG		
MASONITE				
N/A				
POCKET DOOF	₹			
NO				
	36" x 80" INTERIOR POO MASONITE N/A POCKET DOOF	36" x 80" 0'0" INTERIOR POCKET DOOR - HOLLO! MASONITE N/A POCKET DOOR	36" x 80" 0'0" 0 ft2 INTERIOR POCKET DOOR - HOLLOW CORE, PRE-HUNG MASONITE N/A POCKET DOOR	

FINISH/COLOUR

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GENERAL NOTES:

1. THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE ARCHITECT PRIOR TO ANY

CONSTRUCTION. THESE DRAWINGS ARE NOT TO BE SCALED. ALL DRAWINGS AND SPECIFICATIONS

ARE THE PROPERTY OF FELIX CULPA ARCHITECTURE WHO RESERVES THE COPYRIGHT WITH RESPECT TO THIS DOCUMENT. IT SHALL NOT BE DUPLICATED, USED OR CURCULATED FOR ANY OTHER PURPOSE FOR WHICH IT WAS ISSUED. ARCHITECURAL DRAWINGS ARE TO BE

READ IN CONJUCTION WITH MECHANICAL, ELECTRICAL AND STRUCTURAL ENGINEERING DRAWINGS (BY OTHERS)(IF APPLICABLE). THIS DISCIPLINE IS NOT RESPONSIBLE

FOR THE ACCURACY OF SURVEY, AND THE OTHER DISCIPLINES INFORMATION SHOWN ON THIS DRAWING. REFER TO THE APPROPRIATE CONSULTANT'S DRAWINGS BEFORE PROCEEDING WITH THE WORK.

CONSTRUCTION MUST CONFORM TO ALL APPLICABLE CODES AND REQUIREMENTS OF AUTHORITIES HAVING JURISDICTION.

THE CONTRACTOR WORKING FROM DRAWINGS NOT SPECIFICALLY MARKED 'FOR CONSTRUCTION' MUST ASSUME FULL RESPONSIBILITY AND BEAR COSTS FOR ANY CORRECTIONS OR DAMAGES RESULTING FROM HIS

Revisions



General - Door Types

SCALE 1/2" = 1'-0"

DOOR TYPE - **ENTRY - 001**, **002**, **003**

DESCRIPTION

GLAZED AREA

SILL HEIGHT

EXTERIOR ENTRY DOOR

Drawn	Preliminary
Author	Construction
Checked	Record
Checker	record
Approved	Do not scale
Approver	Use figured dimensions only
Bidpak Number	

DOOR SCHEDULE

A700.02

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PROPERTY OF Bradley Smith Architect. THESE GENERAL NOTES REFER TO ALL ARCHITECTURAL DRAWINGS DO NOT SCALE DRAWINGS

TH E CONTRACTOR SHALL VERIFY AND BE RESPONSI BLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB AND MUST REPORT ANY DISCREPANCIES TO THE

DESIGNER PRIOR TO ANY CONSTRUCTION ALL WORK SHALL COMPLY OR EXCEED THE REQUIREMENTS OF THE ONTARIO BUILDING CODE, FIRE CODE, PLUMBING CODE, ELECTRICAL CODE AN D/OR LOCAL BY-LAWS (BASED ON 2012 ONTARIO BUILDING CODE)

COORDINATE ALL APPLICABLE ARCHITECTURAL DRAWINGS PRIOR TO COMMENCEMENT OF CONSTRUCTION. SHOULD ANY CONFLICTS ARISE, NOTIFY THE ARCHITECT IMMEDIATELY, IN WRITING, PRIOR TO PROCEEDING WITH ANY WORK.

THE LIMITS OF THIS CONTRACT SHALL BE DETERMINED BY THE PROPERTY LINES EXCEPT WHERE OTHERWISE NOTED. ALL WORK AND STORAGE AREAS ON SITE SHALL BE ESTABLISHED BY THE OWNER PRIOR TO COMMENCEMENT OF WORK. ALL ESTABLISHED BOUNDARIES

ALL NEW SITE DRAINAGE WORK TO BE IN ACCORDANCE WITH LOCAL BY-LAWS. RE-GRADE WHERE REQUIRED AND EXTEND TO ORIGINAL GRADE LEVELS. PROVIDE NEW SODDING AND APPROPRIATE TOPSOIL AS REQUIRED. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGES INCURRED TO EXISTING SODDING, ASPHALT, CURBS, WALKWAYS, FENCES, ALL

BUILDING SERVICES, TREES AND SHRUBS. THE GENERAL CONTRACTOR SHALL REPLACE OR REPAIR DAMAGED AREAS TO MATCH ADJOINING AND EXISTING BUILDING CLASSIFICATION UNDER THE BUILDING CODE IS PART 9.

G.C. MUST HIRE ONT. LAND SURVEYOR TO PLACE HOME ON SITE AND SET ELEVATIONS FOR EXCAVATIONS.

THE ARCHITECT IS NOT RESPONSI BLE FOR THE CONTRACTOR'S MEANS, METHODS AND OR TECHNIQUES USED IN CONSTRUCTION.

EXCAVATION AND BACKFILL

SHALL BE STRICTLY OBSERVED

► EXCAVATION SHALL BE UNDERTAKEN IN SUCH A MANNER SO AS TO PREVENT DAMAGE TO EXISTING STRUCTURES, ADJACENT PROPERTY AND UTILITIES.

THE TOPSOIL AND VEGETABLE MATTER IN UNEXCAVATED AREAS UNDER A BUILDING SHALL BE REMOVED. THE BOTTOM OF EXCAVATION FOR FOUNDATIONS SHALL BE FREE OF ALL ORGANIC MATERIAL

IF TERMITES ARE KNOWN TO EXIST, ALL STUMPS, ROOTS AND HOOD DEBRIS SHALL BE REMOVED TO A MINIMUM DEPTH OF 20" (SOOMM) IN EXCAVATED AREAS UNDER A BUILDING AND THE CLEARANCE BETWEEN UNTREATED STRUCTURAL WOOD ELEMENTS AND THE GROUND SHALL BE NO LESS THAN 18" (450MM).

BACKFILL WITHIN 24" (600MM) OF THE FOUNDATION WALLS SHALL BE FREE OF DELETERIOUS ▶ DEBRIS AND BOULDERS OVER 10" (250MM) IN DIAMETER.

DAMPPROOFING AND DRAINAGE

IN NORMAL COIL CONDITIONS, THE EXTERIOR SURFACES OF FOUNDATION WALLS ENCLOSING BASEMENTS AND CRAWL SPACES SHALL BE DAMPPROOFED. WHERE HYDROSTATIC PRESSURE OCCURS, A WATERPROOFING SYSTEM IS REQUIRED.

MASONRY FOUNDATION WALLS SHALL BE PARGED WITH 0.2" (6MM) OF MORTAR COVED OVER ► THE FOOTING PRIOR TO DAMPPROOFING.

4" (100MM) DIA. FOUNDATION DRAINS SHALL BE LAID ON LEVEL, UNDISTURBED GROUND ADJACENT TO THE FOOTINGS AT OR BELOW THE TOP OF THE BASEMENT SLAB OR CRAWL ▶ SPACE FLOOR, AND SHALL BE COVERED WITH 6" (150MM) OF CRUSHED STONE. FOUNDATION DRAINS SHALL DRAIN TO A STORM SEWER, DRAINAGE DITCH, DRY WELL OR SUMP.

WINDOW WELLS SHALL BE DRAINED TO THE FOOTING LEVEL OR TO A DITCH OR SUMP PUMP DOWNSPOUTS NOT DIRECTLY CONNECTED TO A STORM SEWER SHALL HAVE EXTENSIONS TO

CARRY WATER AWAY FROM THE BUILDING, AND PROVISIONS SHALL BE MADE TO PREVENT SOIL

▶ CONCRETE SLABS IN ATTACHED GARAGES SHALL BE SLOPED TO DRAIN TO THE EXTERIOR.

THE BUILDING SITE SHALL BE GRADED SO THAT SURFACE, SUMP AND ROOF DRAINAGE HILL NOT ACCUMULATE AT OR NEAR THE BUILDING AND WILL NOT ADVERSELY AFFECT ADJACENT

MINIMUM 15MPA POURED CONCRETE.

MINIMUM 4'-0" (1200MM) BELOW FINISHED GRADE.

FOOTINGS SHALL BE FOUNDED ON NATURAL UNDISTURBED SOIL, ROCK OR COMPACTED GRANULAR FILL WITH MINIMUM BEARING CAPACITY OF 75KPA (100KPA FOR ICF).

FOOTING SIZE FLOORS SUPPORTING SUPPORTING COLUMN SUPPORTED EXT. WALL INT. WALL 10" (250MM)

14" (350MM) 14" (350MM) 0.75M2 18" (450MM) 20" (SOOMM) 1.00M2

INCREASE EXTERIOR FOOTING WIDTH BY 2.5" (65 MM) FOR EACH STOREY OF BRICK VENEER SUPPORTED, BY 5" (130MM) FOR EACH STOREY OF MASONRY AND BY 150MM FOR ICF.

INCREASE INTERIOR FOOTING WIDTH BY 4" (100MM) FOR EACH STOREY OF MASONRY ABOVE FOOTING, AND BY 4" (100MM) FOR EACH 8'-10" (2700MM) OF WALL HEIGHT ABOVE 18'-0"

THE PROJECTION OF AN UNREINFORCED FOOTING BEYOND THE WALL SUPPORTED SHALL NOT ▶ BE GREATER THAN ITS THICKNESS.

STEP FOOTINGS

24" (600MM) MAX. RISE 24" (600MM) MIN. RUN

FOUNDATION WALLS

TO BE POURED CONCRETE, UNIT MASONRY, ICF OR PRESERVED WOOD.

DAMPPROOFING SHALL BE A HEAVY COAT OF BITUMINOUS MATERIAL.

FOUNDATION WALL TO EXTEND MINIMUM 6" (150MM) ABOVE FINISHED GRADE.

A DRAINAGE LAYER IS REQUIRED ON THE OUTSIDE OF A FOUNDATION WALL WHERE THE INTERIOR INSULATION EXTENDS MORE THAN 36" (900MM) BELOW EXTERIOR GRADE. A DRAINAGE LAYER SHALL CONSIST OF MIN. 4" (100MM) MINERAL FIBRE INSULATION WITH MIN. DENSITY OF 51 KG/M 3

MIN. 4" (100MM) OF FREE DRAINAGE GRANULAR MATERIAL, OR AN APPROVED SYSTEM WHICH PROVIDES EQUIVALENT PERFORMANCE

 FOUNDATION WALLS SHALL BE BRACED OR HAVE THE FLOOR JOISTS INSTALLED BEFORE BACKFILLING.

GARAGE, CARPORT AND EXTERIOR SLABS AND EXTERIOR STEPS SHALL BE 32MPA CONCRETE WITH 5-8% AIR ENTRAINMENT.

BASEM ENT SLAB 25 MPA CONCRETE, MINIMUM 4" (100 MM) THICK, PLACED ON A MINIMUM 5" (125 MM) OF COARSE, CLEAN, GRANULAR MATERIAL.

▶ ALL FILL OTHER THAN COARSE CLEAN MATERIAL PLACED BENEATH CONCRETE SLABS SHALL BE COMPACTED TO PROVIDE UNIFORM SUPPORT.

► -6" POST = 12" DIA

-MIN 1200mm BELOW GRADE

► PROVIDE SONO TUBE FOR POURED CONC PIERS -4" POST = 8" DIA

WOOD FRAME CONSTRUCTION

ALL LUMBER SHALL BE SPRUCE-PINE-FIR NO. 14 2, AND SHALL BE DENTIFIED BY A GRADE

MAXIMUM MOISTURE CONTENT 19% AT TIME OF INSTALLATION.

WOOD FRAMING MEMBERS WHICH ARE SUPPORTED ON CONCRETE IN DIRECT CONTACT WITH SOIL SHALL BE SEPARATED FROM THE CONCRETE WITH 0.05 MM POLYETHYLENE OR TYPE '5'

SILL PLATES THAT PROVIDE BEARING FOR THE FLOOR SYSTEM SHALL HAVE A MINIMUM SIZE OF 38mm x 89mm (2"x4"). SILL PLATES SHALL BE ANCHORED TO THE FOUNDATION WALL WITH ANCHOR BOLTS THAT HAVE A MINIMUM DIAMETER OF 12.7mm (1/2") AND SPACED A MAXIMUM OF 2.4M (7'-10") O.C. THESE ANCHOR BOLTS SHALL BE PROVIDED WITH NUTS AND WASHERS AND SHALL BE EMBEDDED A MINIMUM OF 100mm (4") IN THE

EXTERIOR WALLS SHALL CONSIST OF:

CLADDING AIR BARRIER SYSTEM LAPPED 4" (100MM) AT JOINIS LUMBER, PLYWOOD, OSB OR GYPSUM SHEATHING 38X140 STUDS @ 400MM O.C. RSI 4.23 INSULATION

38X140 BOTTOM PLATE 38X140 DOUBLE TOP PLATE

INTERIOR LOADBEARING WALLS SHALL CONSIST OF: " 38X89 STUDS @ 400MM O.C. 38X89 BOTTOM PLATE AND DOUBLE 38X89 TOP PLATE

38X89 MID-GIRTS IF NOT SHEATHED

12.7MM GYPSUM BOARD SHEATHING

NON-LOADBEARING WALLS THAT ARE PARALLEL TO FLOOR JOISTS SHALL BE SUPPORTED BY JOISTS OR ON BLOCKING BETWEEN THE JOISTS. THIS BLOCKING SHALL BE NOT LESS THAN 38mm x 89mm (2"x4"), SPACED NOT MORE THAN 1.2m (3'-11") O.C.

LOADBEARING INTERIOR WALLS PARALLEL TO FLOOR JOISTS SHALL BE SUPPORTED BY BEAM OR BY WALLS OF SUFFICIENT STRENGTH TO SAFELY TRANSFER THE LOADS TO

LOADBEARING INTERIOR WALLS PERPENDICULAR TO FLOOR JOISTS SHALL BE LOCATED A MAXIMUM OF 900mm (2'-11") FROM THE JOISTS SUPPORT WHEN THE WALL DOES NOT SUPPORT A FLOOR, AND A MAXIMUM OF 600mm (23-5/8") FROM THE JOISTS SUPPORT WHEN THE WALL SUPPORTS ONE OR MORE FLOORS.

WOOD STUDS FOR INTERIOR WALLS SUPPORTING NOT MORE THAN ONE FLOOR SHALL BE NOT LESS THAN 38mm x 89mm (2"x4"), SPACED NOT MORE THAN 400mm (16") O.C.

WOOD STUDS FOR GROUND FLOOR EXTERIOR WALLS SUPPORTING NOT MORE THAN TWO FLOORS SHALL BE NOT LESS THAN 38mm x 140mm (2"x6"), SPACED NOT MORE THAN

WALL STUDS SHALL BE TRIPLED IN THE CORNERS OF LOADBEARING WALLS.

WALLS STUDS SHALL BE DOUBLED ON EACH SIDE OF OPENINGS SO THAT THE INNER STUDS EXTEND FROM THE LINTEL TO THE BOTTOM WALL PLATE AND THE OUTER STUDS EXTEND FROM THE TOP WALL PLATE TO THE BOTTOM WALL PLATE.

WALL PLATES SHALL BE NOT LESS THAN 38mm (1-1/2") THICK AND SHALL BE THE SAME WIDTH AS THE WALL STUDS.

NO FEWER THAN TWO TOP PLATES SHALL BE PROVIDED IN LOADBEARING WALLS. WHERE FLOOR SHEATHING SUPPORTS CERAMIC TILES, IT SHALL BE REINFORCED IN ACCORDANCE WITH O.B.C. SECTION 9.30.6.3. SOLID BLOCKING SHALL BE PROVIDED UNDER ALL CONCENTRATED LOADS. PROVIDE TWO LAYERS OF 16mm (5/8") SUBFLOOR

INSTALL WOOD BLOCKING IN BATHROOM WALLS FOR SECURING ACCESSORY HARDWARE AND FOR FUTURE GRAB BARS IN SHOWERS & ADJACENT TO TOILETS

CO-ORDINATE LOCATION OF ANY BLOCKING WHICH MAY BE REQUIRED FOR CABINETRY AND EQUIPMENT WTH OWNER.

JOISTS TO HAVE MINIMUM 38MM OF END BEARING.

JOISTS SHALL BEAR ON A WILL PLATE FIXED TO FOUNDATION WITH 12.1MM ANCHOR BOLTS @ 2400MM O.C.

HEADER JOISTS BETWEEN 1200MM AND 3200MM IN LENGTH SHALL BE DOUBLED. HEADER JOINTS EXCEEDING 3200MM SHALL BE SIZED BY CALCULATIONS

TRIMMER JOISTS SHALL BE DOUBLED WHEN SUPPORTED HEADER IS BETWEEN 800MM AND TRIMMER JOISTS SHALL BE SIZED BY CALCULATIONS WHEN SUPPORTED HEADER EXCEEDS 2000MM.

38X38 CROSS BRIDGING REQUIRED NOT MORE THAN 2100MM FROM EACH SUPPORT AND FROM OTHER ROWS OF BRIDGING.

JOISTS SHALL BE SUPPORTED ON JOIST HANGERS AT ALL FLUSH BEAMS, TRIMMERS, AND

HEADERS. NON-LOADBEARING PARTITIONS SHALL BE SUPPORTED ON A JOIST OR ON BLOCKING BETWEEN

CROSS BRIDGING SHALL BE PROVIDED FOR FLOOR JOISTS THAT ARE WITHIN 480mm (1'-6") OF THE MAXIMUM PERMITTED SPAN, SPACED NOT MORE THAN 2.1m (6'-11") O.C. CONTINUOUS WOOD STRAPPING NOT LESS THAN 19mm x 64mm (1"x3") TOGETHER WITH CROSS BRIDGING SHALL BE PROVIDED WHERE A CEILING FINISH IS NOT APPLIED. A GLUED AND NAILED SUBFLOOR MAY BE APPLIED INLIEU OF CROSS BRIDGING.

MASONRY WALLS

JOISTS.

WHERE CONSTRUCTED OF 3.5" (90MM) BRICK, WALL SHALL BE BANDED WITH A HEADER COURSE EVERY 24" (600MM) O/C VERTICALLY AND HORIZONTALLY AND 36" (900MM) O/C FOR BLOCK OR TILE.

PROVIDE 2" (50MM) SOLID MASONRY, CONCRETE FILLED TOP COURSE OR CONTINUOUS 2"X4" (38X89) WOOD PLATE UNDER ALL ROOF AND FLOOR FRAMING MEMBERS.

PROVIDE 7.5" (19 MM) SOLID MASONRY UNDER BEAMS AND COLUMNS.

MASONRY WALL TO BE TIED TO EACH TIER OF JOISTS WITH 40MM X 4. 16MM CORROSION RESISTANT STEEL STRAPS, KEYED MINIMUM 4" (100MM) INTO MASONRY. WHEN JOISTS ARE PARALLEL TO WALL, TIES ARE TO EXTEND ACROSS AT LEAST 3 JOISTS @ 6'-6" (2000MM) O.C.

INSIDE OF WALL TO BE PARGED AND COVERED WITH NO. 15 BREATHER-TYPE ASPHALT

FOR REDUCED FOUNDATION WALLS TO ALLOW A BRICK FACING WHILE MAINTAINING LATERAL SUPPORT, TIE MINIMUM 3.5" (90MM) BRICK TO MINIMU M 3.5" (90MM) BACKUP BLOCK WITH CORROSION RESISTANT TIES AT LEAST 17.8MM2 IN CROSS SECTIONAL AREA, SPACED 8" (200MM) VERTICALLY AND 36" (900MM) HORIZONTALLY, WITH JOINTS COMPLETELY FILLED WITH MORTAR.

MASONRY OVER OPENINGS SHALL BE SUPPORTED ON CORROSION RESISTANT OR PRIME PAINTED STEEL LINTELS WITH A MINIMUM OF 6" (150MM) END BEARING.

MASONRY VENEER

MINIMUM 3" (70MM) THICK IF JOINTS ARE NOT RAKED AND 3.5" (90MM) THICK IF JOINTS ARE

MINIMUM 1" (25 MM) AIR SPACE TO SHEATHING.

PROVIDE WEEP HOLES @ 31" (800MM) O.C. AT THE BOTTOM OF THE CAVITY AND OVER DOORS AND WINDOWS.

DIRECT DRAINAGE THROUGH WEEP HOLES WITH 0.5 MM POLY FLASHING EXTENDING MINIMUM 6" (150MM) UP BEHIND THE SHEATHING PAPER.

VENEER TIES MINIMUM 0.76MM THICK X 22 MM WIDE CORROSION RESISTANT STR»Ps sP»cED e 20° SOOMM) VERTICALLY AND 24" (600MM) HORIZONTALLY.

FASTEN TIES WITH CORROSION RESISTANT 3.18MM DIAMETER SCREWS OR SPIRAL NAILS WHICH PENETRATE AT LEAST 30MMINTO STUDS.

COLUMNS, BEAMS + LINTELS

STEEL BEAMS AND C.OLUMNS SHALL BE SHOP PRIMED 350W STEEL MINIMUM 89MM END BEARING FOR WOOD AND STEEL BEAMS, WITH 190MM SOLID MASONRY BENEATH THE BEAM.

STEEL COLUMNS TO HAVE MINIMUM OUTSIDE DIAMETER OF 73 MM AND MINIMUM WALL THICKNESS OF 4.76MM.

WOOD COLUMNS FOR CARPORTS AND GARAGES SHALL BE MINIMUM 89MM X 89 MM; IN ALL OTHER CASES EITHER 140MM X 140MM OR 184MM ROUND, UNLESS CALCULATIONS BASED ON ACTUAL LOADS SHOW LESSER SIZES ARE ADEQUATE. ALL COLUMNS SHALL BE NOT LESS

THAN THE WIDTH OF THE SUPPORTED MEMBER. MASONRY COLUMNS SHALL BE A MINIMUM OF 290MM X 290MM OR 240MM X 380MM.

PROVIDE SOLID BLOCKING THE FULL WIDTH OF THE SUPPORTED MEMBER UNDER ALL CONCENTRATED LOADS.

INSULATION + WATERPROOFING

SUPPLY DUCTS IN UNHEATED SPAC.E RSI 2.11 INSULATION SHALL BE PROTECTED WITH GYPSUM BOARD OR AN EQUIVALENT INTERIOR FINISH, EXCEPT FOR UNFINISHED BASEMENTS WHERE 0.15MM POLY IS SUFFICIENT FOR FIBREGLASS TYPE INSULATIONS.

DUCTS PASSING THROUGH UNHEATED SPACE SHALL BE MADE AIRTIGHT WITH TAPE OR

CAULKING SHALL BE PROVIDED FOR ALL EXTERIOR DOORS AND WINDOWS BETWEEN THE FRAME AND THE EXTERIOR CLADDING.

WEATHERSTRIPPING SHALL BE PROVIDED ON ALL DOORS AND ACCESS HATCHES TO THE

THE INTERIOR OF THE BUILDING INTO WALL, FLOOR, ATTIC AND ROOF SPACES.

THE UPPER PART OF FOUNDATION WALLS ENCLOSING HEATED SPACE SHALL BE

EXTERIOR, EXCEPT DOORS FROM A GARAGE TO THE EXTERIOR. THERMALLY INSULATED WALL, CEILING AND FLOOR ASSEMBLIES SHALL BE PROVIDED WITH A CONTINUOUS BARRIER TO AIR LEAKAGE AND WATER VAPOUR DIFFUSION FROM

CONCRETE SLABS ON GROUND SHALL BE INSULATED, TO A MINIMUM THERMAL RESISTANCE OF R-10, TO NOT LESS THAN 600mm (23-5/8") BELOW EXTERIOR GROUND

INSULATED, TO A MINIMUM THERMAL RESISTANCE OF R-12, FROM THE UNDERSIDE OF THE SUBFLOOR TO THE FINISHED FLOOR LEVEL OF THE BASEMENT, AND SHALL BE PROTECTED FORM MOISTURE BY A MOISTURE BARRIER, AND A VAPOUR BARRIER. AIR BARRIERS CONSISTING OF FLEXIBLE MATERIAL SHALL BE INSTALLED SO THAT JOINTS

ARE EITHER SEALED, OR LAPPED AT LEAST 100mm (4") AND CLAMPED BETWEEN FRAMING

PENETRATIONS OF THE AIR BARRIER, SUCH AS THOSE REQUIRED FOR THE INSTALLATION OF WIRING, ELECTRICAL BOXES, PIPING OR DUCTWORK, SHALL BE SEALED TO MAINTAIN THE INTEGRITY OF THE AIR BARRIER COVER THE ENTIRE SURFACE.

NATURAL VENTILATION

EVERY ROOF SPACE ABOVE AN INSULATED CEILING SHALL BE VENTILATED WITH UNOBSTRUCTED OPENINGS EQUAL TO NOT LESS THAN 1/300 OF THE INSULATED CEILING AREA.

INSULATED ROOF SPACES NOT INCORPORATING AN ATTIC SHALL BE VENTILATED WITH UNOBSTRUCTED OPENINGS EQUAL TO NOT LESS THAN 1/150 OF THE INSULATED CEILING AREA.

ROOF VENTS SHALL BE UNIFORMLY DISTRIBUTED WITH MIN. 25% AT TOP OF THE SPACE AND 25% AT BOTTOM OF THE SPACE DESIGNED TO PREVENT THE ENTRY OF RAIN, SNOW OR

UNHEATED CRAWL SPACES SHALL BE PROVIDED WITH 0.1M2 OF VENTILATION FOR EACH 50M2. MINIMUM NATURAL VENTILATION AREAS, WHERE MECHANICAL VENTILATION IS NOT PROVIDED

BATHROOMS: 0.09M2 OTHER ROOMS: 0.28M2 UNFINISHED BASEMENT: 0.2% OF FLOOR AREA

MEMBERS, FURRING OR BLOCKING AND RIGID PANELS.

DOORS AND WINDOWS

EVERY FLOOR AREA CONTAINING BEDROOMS SHALL BE PROVIDED WITH AT LEAST ONE OUTSIDE WINDOW THAT CAN BE OPENED FROM THE INSIDE WITHOUT THE USE OF TOOLS AND THE OPEN UNOBSTRUCTED PORTION OF THIS WINDOW SHALL HAVE A MINIMUM AREA OF .35 sq.m. (3.8 sq.ft) WITH NO DIMENSION LESS THAN 380mm (15") EXCEPT FOR BASEMENTS, THIS WINDOW SHALL HAVE A MAXIMUM SILL HEIGHT OF 1m (3'-3") ABOVE FLOOR LEVEL.

EXTERIOR HOUSE DOORS AND WNDOWS WITHIN 2000MM FROM GRADE SHALL BE CONSTRUCTED TO RESIST FORCED ENTRY. DOORS SHALL HAVE A DEADBOLT LOCK.

THE PRINCIPAL ENTRY DOOR SHALL HAVE EITHER A DOOR VIEWER, TRANSPARENT GLAZING OR

MAXIMUM U-VALUE 1.8 FOR WINDOWS AND SLIDING GLASS DOORS.

DOORS PROVIDING ACCESS TO A DWELLING UNIT SHALL HAVE A MINIMUM WIDTH OF 810mm (2'-8"). A MINIMUM HEIGHT OF 1.98mm (6'-6") AND SHALL RESISIT FORCED ENTRY IN ACCORDANCE WITH O.B.C. 9.6.6

EXTERIOR SWING TYPE DOORS THAT ARE NOT WEATHERSRIPPED ON ALL EDGES AND PROTECTED WITH A STORM DOOR OR ENCLOSED UNHEATED SPACE, SHALL HAVE AN AIR INFILTRATION RATE IN ACCORDANCE WITH ASTM STANDARD E283.

WINDOWS IN LIVING ROOMS AND DINING ROOMS SHALL HAVE A MINIMUM GLASS AREA OF 10% OF THE FLOOR AREA.

WINDOWS IN BEDROOMS SHALL HAVE MINIMUM GLASS AREA OF 5% OF THE FLOOR AREA. ALL WINDOWS SHALL HAVE AN AIR INFILTRATION RATE IN CONFORMANCE WITH ASTM STANDARD E283.

WINDOWS HAVING ANY PART WITHIN 2m (6'-7") OF ADJACENT GROUND LEVEL SHALL CONFORM TO THE REQUIREMENTS FOR RESISTANCE TO FORCED ENTRY AS DESCRIBED IN CLAUSE 10.13 OF CAN3-A440.

BUILDER TO COMPLY WITH MANUFACTURERS SPECS REGARDING FORCED ENTRY REQUIREMENTS FOR DOORS AND WINDOWS (DEADBOLTS, DOOR VIEWER ETC.,) SUBSECTIONS 9.6.5. & 9.7.6. O.B.C. 1990.

EXTERIOR DOORS TO CONFORM TO O.B.C. SUBSECTION 9.6.4. -WINDOWS TO CONFORM TO O.B.C. SUBSECTIONS 9.7.1. AND 9.7.2.

INSTALL SELF ADHERED THRU WALL FLASHING AROUND ALL WINDOWS AND DOORS PRIOR TO INSTALLATION. INSTALL CONTINUOUS CAULKING ON EXTERIOR PERIMETER OF ALL WINDOWS AND

EXTERIOR WALLS

DOORS.

NO WINDOWS OR OTHER UNPROTECTED OPENINGS ARE PERMITTED IN EXTERIOR WALLS LESS THAN 1200MM FROM PROPERTY LINES.

15.9MM TYPE 'X' FIRE RATED DRYWALL SHALL BE INSTALLED ON THE INSIDE FACE OF ATTACHED GARAGE EXTERIOR HALLS AND GABLE ENDS OF ROOFS WHICH ARE LESS THAN 1200MM AND NOT LESS THAN 600MM FROM PROPERTY LINES.

NON COMBUSTIBLE CLADDING SHALL BE INSTALLED ON ALL EXTERIOR WALLS LESS THAN 600MM FROM PROPERTY LINES.

WHEN CERAMIC TILE IS APPLIED TO A MORTAR BED WITH ADHESIVE. THE BED SHALL BE A

MINIMUM OF 12.5MM THICK AND REINFORCED WITH GALVANIZED DIAMON D MESH LATH, APPLIED OVER POLYETHYLENE ON SUBFLOORING ON JOISTS AT NO MORE THAN 400MM O.C., WITH AT LEAST 2 ROWS CROSS BRIDGING

ACCESS TO ATTICS AND CRAWL SPACES

ACCESS HATCH MINIMUM 545MMX 588 MM TO BE PROVI DED TO EVERY ROOF SPACE WHICH IS 10M2 OR MORE IN AREA AND MORE THAN 600MM IN HEIGHT.

ACCESS HATCH MINIMUM SOOMMX 100MM TO BE PROVIDED TO EVERY CRAWL SPACE.

GARAGE GASPROOFING

THE WALLS AND CEILING OF AN ATTACHED GARAGE SHALL BE CONSTRUCTED AND SEALED SO AS TO PROVIDE AN EFFECTIVE BARRIER TO EXHAUST FUMES.

ALL PLUMBING AND OTHER PENETRATIONS THROUGH THE WALLS AND CEILING SHALL BE CAULKED

DOORS BETWEEN THE DWELLING AND ATTACHED GARAGE MAY NOT OPEN INTO A BEDROOM AND SHALL BE WEATHERSTRIP PED AND HAVE A SELF-CLOSER.

AT LEAST ONE SMOKE ALARM SHALL BE INSTALLED ON OR NEAR THE CEILING ON EACH FLOOR AND BASEMENT LEVEL 900MM OR MORE ABOVE AN ADJACENT LEVEL.

SMOKE ALARMS SHALL BE INTERCONNECTED AND LOCATED SUCH THAT ONE IS WITHIN 5M OF EVERY BEDROOM DOOR AND NO MORE THAN 15M TRAVEL DISTANCE FROM ANY POINT ON A FLOOR.

A CARBON MONOXIDE DETECTOR SHALL BE INSTALLED ADJACENT TO EVERY SLEEPING AREA FOR

DWELLINGS WITH FUEL BURNING FIREPLACE OR STOVE, OR AN ATTACHED GARAGE.

STAIRS INTERIOR/EXTERIOR = 200mr MIN RISE = 125mm

MIN RUN = 210mm MAX RUN = 355 mrMIN TREAD = 235mm MAX TREAD = 355mm MAX NOSING = 25mm MIN WIDTH = 860mm MIN HEADROOM = 1950mm

HANDRAILS AND GUARDS

A HANDRAIL IS REQUIRED FOR INTERIOR STAIRS CONTAINING MORE THAN 2 RISERS AND EXTERIOR STAIRS CONTAINING MORE THAN 5 RISERS.

GUARDS ARE REQUIRED AROUND EVERY ACCESSIBLE SURFACE WHICH IS MORE THAN 600MM ABOVE THE ADJAC.ENT LEVEL AND WHERE THE ADJACENT SURFACE HAS A SLOPE MORE THAN 1:2.

WHERE HEIGHT ABOVE ADJACENT SURFACE EXCEEDS 1800MM. GUARDS SHALL HAVE OPENINGS SMALLER THAN 100MM AND NO MEMBER BETWEEN 140MM AND 900MM THAT WILL FACILITATE CLIMBING.

ELECTRICAL

AN EXTERIOR LIGHT CONTROLLED BY AN INTERIOR SWITCH IS REQUIRED AT EVERY ENTRANCE.

A LIGHT CONTROLLED BY A SWITCH IS REQUIRED IN EVERY KITCHEN, BEDROOM, LIVING ROOM, UTILITY ROOM, LAUNDRY ROOM, DINING ROOM, BATHROOM, VESTI BULE, HALLWAY, GARAGE AN D CARPORT. A SWITCHED RECEPTACLE MAY BE PROVIDED INSTEAD OF A LIGHT IN BEDROOMS AN D LIVING ROOMS.

STAIRS SHALL BE LIGHTED, AND EXCEPT WHERE SERVING AN UNFINISHED BASEMENT SHALL BE CONTROLLED BY A 3 WAY SWITCH AT THE HEAD AND ROOT OF

BASEMENTS REQUIRE A LIGHT FOR EACH 30M2, CONTROLLED BY A SWITCH AT THE HEAD OF THE STAIRS.

MECHANICAL VENTILATION

A MECHANICAL VENTILATION SYSTEM IS REQUIRED WITH A TOTAL CAPACITY AT LEAST EQUAL TO THE SUM OF: COOLING
10.0 L/S EACH FOR BASEMENT AN D MASTER BEDROOM

A HEAT 5.0 L/S FOR EACH OTHER ROOM DESIGNED AND INSTALLED BY A LICENCED PROFESSIONAL TO HEAT A COOL THE LOFT AND LOUNGE SPACES A PRINCIPAL DWELLING EXHAUST FAN SHALL BE INSTALLED AND CONTROLLED BY CENTRALLY LOCATED SWITCH IDENTIFIED AS SUCH SUPPLEMENTAL EXHAUST SHALL BE INSTALLED SO THAT THE TOTAL CAPACITY OF ALL KITCHEN, BATHROOM AND OTHER EXHAUSTS , LESS THE PRINCIPAL EXHAUST, IS NOT LESS THAN THE TOTAL REQUIRED CAPACITY SUPPLY AIR INTAKES SHALL BE LOCATED SO AS TO AVOID CONTAMINATION FROM EXHAUST OUTLETS.

AND THE SMOKE ALARM.

WITHIN THE DWELLING UNIT TO SOUND.

SMOKE ALARMS EXCEPT AS REQUIRED IN SENTENCE (2), SMOKE ALARMS SHALL BE PROVIDED ON EACH FLOOR

LEVEL NEAR THE STAIRS CONNECTING FLOOR LEVELS. ON FLOOR LEVELS CONTAINING BEDROOMS OR SLEEPING AREAS. THE REQUIRED SMOKE ALARMS SHALL BE INSTALLED BETWEEN SUCH BEDROOMS OR SLEEPING AREAS AND THE REMAINDER OF THE FLOOR AREA, SUCH AS A HALLWAY OR CORRIDOR SERVING SUCH ROOMS

SMOKE ALARMS SHALL BE INSTALLED BY PERMANENT CONNECTIONS TO AN ELECTRICAL CIRCUIT AND SHALL HAVE NO DISCONNECT SWITCH BETWEEN THE OVERCURRENT DEVICE

WHERE MORE THAN ONE SMOKE ALARM IS REQUIRED IN A DWELLING UNIT, THE SMOKE

ALARMS SHALL BE WIRED SO THAT THE ACTIVATION OF ONE ALARM WILL CAUSE ALL ALARMS

<u>FLASHING</u> INTERIOR AND EXTERIOR GUARDS MIN. 900MM HIGH . EXTERIOR GUARDS SHALL BE 1070MM HIGH FLASHING SHALL BE PROVIDED AT EVERY HORIZONTAL JUNCTION BETWEEN

EXTERIOR HALLS AND CHIMNEYS.

ROOF + CEILINGS

COMMON RAFTERS.

TWO DIFFERENT EXTERIOR FINISHES. FLASHING SHALL BE PROVIDED OVER ALL EXTERIOR WALL OPENINGS WHERE THE VERTICAL DISTANCE FROM THE BOTTOM OF THE EAVE TO THE TOP OF THE TRIM IS GREATER THAN 25% OF THE HORIZONTAL OVERHANG

HIP AND VALLEY RAFTER SHALL BE 38MM DEEPER THAN

HOLES IN FLOOR, ROOF AND CEILING MEMBERS TO BE NOT LARGER THAN 1/4 THE

NOTCHES IN FLOOR, ROOF AND CEILING MEMBERS IO BE LOCATED ON TOP OF

THE MEMBER WITHIN 1/2 THE ACTUAL DEPTH FROM THE EDGE OF BEARING AND

WALL STUDS MAY BE NOTCHED OR DRILLED PROVIDED THAT NO LESS THAN 2/3 THE

DEPTH OF THE STUD REMAINS, IF LOAD BEARING, AND 40MM IF NON-LOAD BEARING.

ROOF TRUSS MEMBERS SHALL NOT BE NOTCHED, DRILLED OR WEAKENED UNLESS

FASTENERS FOR ROOFING SHALL BE CORROSION RESISTANT. ROOTING NAILS

EVERY ASPHALT SHINGLE SHALL BE FASTENED WITH AT LEAST 4 NAILS FOR 1000MM

EAVE PROTECTION SHALL EXTEND 900MM UP THE ROOF SLOPE FROM THE EDGE,

CONSIST OF TYPE M OR TYPE 5 ROLL ROOTING LAID WITH MINIMUM 100MM HEAD

COATED BASE SHEETS, OR SELF SEALING COMPOSITE MEMBRANES CONSISTING

OF MODIFIED BITUMINOUS COATED MATERIAL OR NO. 15 SATURATED FELT LAPPED

BUILDINGS, FOR ROOFS EXCEEDING A SLOPE OF 1 IN 1.5, OR WHERE A LOW SLOPE

ASPHALT SHINGLE APPLICATION IS PROVIDED OPEN VALLEYS SHALL BE FLASHED

FLASHING SHALL BE PROVIDED AT THE INTERSECTION OF SHINGLE ROOFS WITH

SHEET METAL FLASHING SHALL CONSIST OF NOT LESS THAN 1.73 MM SHEET LEAD,

0.33 MM GALVANIZED STEEL, 0.33 MM COPPER, 0.35 MM ZINC., OR 0.4EMM ALUMINUM.

WITH 2 LAYERS OF ROLL ROOFING, OR 1 LAYER OF SHEET METAL MIN. 600MM HIDE.

AND END LAPS CEMENTED TOGETHER, OR GLASS FIBRE OR POLYESTER FIBRE

AND CEMENTED. EAVE PROTECTION IS NOT REQUIRED FOR UNHEATED

AND AT LEAST 300MM FROM THE INSIDE FACE OF THE EXTERIOR HALL, AND SHALL

SHALL PENETRATE THROUGH OR AT LEAST 12MM INTO ROOF SHEATHING.

AT MID-SPAN IF COLLAR TIE EXCEEDS 2400 MM IN LENGTH.

ACTUAL DEPTH OF MEMBER AND NOT LESS THAN COMM FROM EDGES.

NOTCHING 4 DRILLING OF TRUSSES, JOISTS, RAFTERS

NOIGREATER THAN 1/3 THE JOIST DEPTH.

ACCOMMODATED IN THE DESIGN.

WIDE SHINGLE (OR 6 11MM STAPLES).

FLASHING SHALL BE INSTALLED SO THAT IT EXTENDS UPWARDS A MINIMUM OF 100mm (4") BEHIND THE SHEATHING PAPER AND FORMS A DRIP ON THE OUTSIDE EDGE.

THE MINIMUM THICKNESS OF FLASHING SHALL BE AS FOLLOWS

GALVANIZED STEEL 0.33mm (0.013") ALUMINUM 0.48mm (0.019") VINYL 1.02mm (0.040") COPPER 0.46mm (0.018") 0.46mm (0.018") SHEET LEAD 1.72mm (0.068")

GYPSUM WALLBOARD

ALL JOINTS TO BE TAPED, SANDED AND PRIMED FLUSH TO RECIEVE PAINT

INSTALL WATER RESISTANT GYPSUM BOARD ON ALL WALLS AND CEILINGS IN

INSTALL CEMENT BOARD ON ALL SHOWER WALLS & CEILINGS IN LIEU OF GYPSUM BOARD.

FACTORY-BUILT FIREPLACE

THE INSTALLATION OF FACTORY-BUILT FIREPLACES MUST COMPLY WITH CAN/ULC-S610, "FACTORY-BUILT FIREPLACES". SOME GENERAL REQUIREMENTS INCLUDE: ALL PREFABRICATED FIREPLACES MUST HAVE PREFABRICATED CHIMNEYS WHICH ARE SPECIFICALLY TESTED FOR USE WITH THE FIREPLACE; ALL PARTS AND COMPONAENTS MUST BE MADE OF NON-

COMBUSTIBLE MATERIAL; ONLY FACTORY SUPPLIED HARDWARE IS TO BE

USED FOR INSTALLATION; AND ON-SITE CUTTING AND MAKE-FITTING IS STRICTLY PROHIBITED.

CHIMNEY AND FLUES THE REQUIREMENTS OF PART 9 OF TEH OBC ARE LIMITED TO CHIMNEYS THAT ARE NO GREATER THAN 12m (39'-4") IN HEIGHT. CONSTRUCTED OF MASONRY OR CONCRETE, AND THAT SERVE FIREPLACES OR APPLIANCES HAVING A TOTAL COMBINED OUTPUT OF 120 kW (41,000 BTU/h) OR LESS. THE INSTALLATION OF FLUE PIPES FOR APPLIANCES SUCH AS STOVES, COOKTOPS PREFABRICATED FIREPLACES, AND SPACE HEATERSARE GOVERNED BY CAN/CSA-B365, "INSTALLATION CODE FOR SOLID-FUEL BURNING APPLIANCES AND EQUIPMENT". ALL PREFABRICATED FIREPLACES REQUIRE FACTORY-BUILT CHIMNEYS. THE INSTALLATION OF THESE CHIMNEYS IS REGULATED BY

A FLUE MUST BE CONSTRUCTED COMPLETELY AIR-TIGHT SO AS TO PREVENT ANY SMOKE, BURNING EMBERS, OR FLAMES FROM ESCAPEING AND CREATING A FIRE HAZARD.

A CHIMNEY MUST NOT BE INCLINED MORE THAN 45 DEGREES TO THE VERICAL

12mm (1/2") CLEARANCE FOR EXTERIOR CHIMNEYS.

CAN/ULC-S629, "650 DEGREE C FACTORY-BUILT CHIMNEYS".

CLEARANCE OF CHIMENYS AND FLUES TO COMBUSTIBLES CLEAN OUT OPENINGS FOR FIREPLACES REQUIRE A MINIMUM CLEARANCE OF 150mm (5-7/8") FROM COMBUSTIBLE MATERIAL.

CLEARANCE OF COMBUSTIBLE MATERIALS FROM CHIMNEYS IS REQUIRED A Preliminary MINIMUM OF 50mm (2") OF CLEANCE IS REQUIRED FO INTERIOR CHIMNEYS AND **B SMITH** Construction B SMITH Do not scale Use figured **B SMITH** dimensions only

GENERAL NOTES

FELIXULPA 38X89 COLLAR TIES @RAFTER SPACING WITH 19X89 CONTI NUOUS BRACE A R C H I T E C T U R

2142 Moy Ave. Windsor, Ontario N8W 2M5 www.felixculpaarchitecture.com

THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE

ARCHITECT PRIOR TO ANY CONSTRUCTION. THESE DRAWINGS ARE NOT TO BE SCALED. ALL DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF FELIX CULPA

ARCHITECTURE WHO RESERVES THE

COPYRIGHT WITH RESPECT TO THIS

DUPLICATED, USED OR CURCULATED

FOR ANY OTHER PURPOSE FOR WHICH IT WAS ISSUED. ARCHITECURAL DRAWINGS ARE TO BE READ IN CONJUCTION WITH MECHANICAL, ELECTRICAL AND STRUCTURAL ENGINEERING DRAWINGS (BY OTHERS)(IF APPLICABLE). THIS DISCIPLINE IS NOT RESPONSIBLE

DOCUMENT. IT SHALL NOT BE

FOR THE ACCURACY OF SURVEY, AND THE OTHER DISCIPLINES INFORMATION SHOWN ON THIS DRAWING. REFER TO THE APPROPRIATE CONSULTANT'S DRAWINGS BEFORE PROCEEDING WITH THE WORK CONSTRUCTION MUST CONFORM TO

ALL APPLICABLE CODES AND **REQUIREMENTS OF AUTHORITIES** HAVING JURISDICTION. THE CONTRACTOR WORKING FROM DRAWINGS NOT SPECIFICALLY MARKED 'FOR CONSTRUCTION' MUST ASSUME FULL RESPONSIBILITY AND

BEAR COSTS FOR ANY CORRECTIONS

OR DAMAGES RESULTING FROM HIS

Revisions



Property Photographs – 232 Thompson Boulevard, House

Images taken by staff on July 4, 2024



Front of the property from Thompson Blvd



Front of the property looking south



Front of the property looking north



Front porch to be demolished and reconstructed



Front porch to be demolished and reconstructed



Front porch to be demolished and reconstructed



View of the half-timber roof walls from the south side. The roof and roof walls are to be demolished.



View of the half-timber roof walls from the north side. The roof and roof walls are to be demolished.



Red brick chimney at the rear south side, proposed to be demolished.

Appendix B – Additional Historic Research on 232 Thompson Boulevard

City of Windsor HER File:

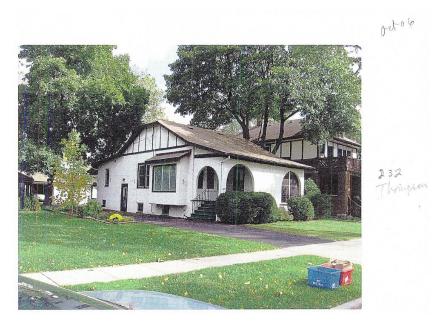
recommend deletion	Zym	Oct 06
no historical value aridant		

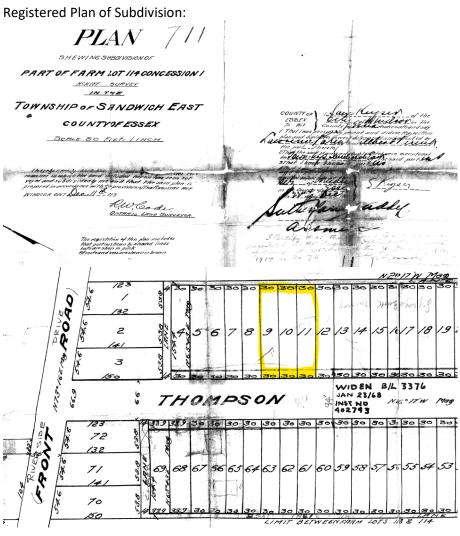


HERITAGE PROPERTY EVALUATION SYSTEM

232 THOMPSON BULL	WHPI # 53/6
PROPERTY NAME: (if applicable)	
burgalar	

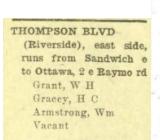
	Possible Score	Awarded Score
1. HISTORICAL VALUE	1	Store
National or Provincial association	25-40	1
 Rare, original, unique building associated with an event or 		0
person		
Local association	15-30	-
☐ Local celebrity		00
Physical remnant of area's history		20
Neighbourhood association	0-20	+
☐ Neighbourhood landmark		
Owned by original family or descendants		
Subtotal	40	20
2. ARCHITECTURAL VALUE		
Architect or Builder (person or firm)	0 - 10	
☐ International, national, provincial note	0-10	1 -
Government agency (i.e., Public Works)		0
Local, regional note Worknoon		
Style	0 - 10	+
 Recognized architectural style or type 		
☐ Culturally expressive style		8
Rare survivor of a style		
Construction Method or Material or Technique	0-10	-
Example of method (i.e., log, curtain wall)	0-10	173
Example of material (i.e., cobblestone, cast iron)		10
Stuero		
Context	0-8	-
Neighbourhood landmark	1	8
Evocative of early streetscape Isolated remnant of early neighbourhood		
Condition	0-8	
Original Compatible additions		8
 		0
Damaging, irreversible alterations		
C		
Age	0-2	-
Usery early 1929		2
Old in context of community		
Use	0-2	+-
Original		2
☐ Compatible		0
Subtetni	50	22
		. 50
3. DOCUMENTATION Early plans, photos, etc.	0 - 10	
☐ Early plans, photos, etc. ☐ Plans for similar buildings		10
C		
TOTAL COOPE		58
TOTAL SCORE	100	1





Land Registry Office: No books found for Plan 711 prior to 1968

Historic Directories:



THOMPS
(River
runs fr
to Ott
New
16 Broo
24 Cole
32 Gran
36 Pott
36 Mail
46 Sher
48 Dan
56 Hor
60 Wes

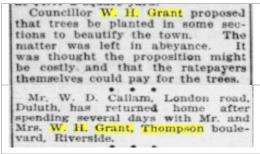
THOMPSON BLVD
(Riverside), east side,
runs from Riverside dr
to Ottawz
New house
16 Brooks, Kenneth
24 Coleman, M J
32 Grant, W H
36 Potts, John
36 Mailloux, Edmond
46 Sherwood, B M
48 Dangerfield, Bernard
56 Horten, A S
60 West, J E

1922-1923 – no address number, however Wm H Grant appears

1924-1925 – address number appears as 10 Thompson Blvd, with Wm H Grant at that address

1927-1928 – address number changes to 32 Thompson Blvd, last record of Wm H Grant at the address

Historic Newspapers:



May 6, 1924 (Page 3 of 26)

<u>The Border Cities' Star (1918-1935)</u>; Windsor,
Ontario. 06 May 1924: 3.

January 27, 1925 (Page 7 of 18)

The Border Cities' Star (1918-1935); Windsor,
Ontario. 27 Jan 1925: 7.

SLASH RATES

TO RIVERSIDE

Six Cent Fare Will Be
Extended to Lauzon Road

Hydro Officials Working
on New Schedule for
Border Municipality

Reduced rates on Hydro cars
will shortly be in effect in
Riverside, Councillor W. H.
Grant, chairman of the trans-

portation committee announced at the regular meeting of the council last night. The July 21, 1925 (Page 5 of 20)

<u>The Border Cities' Star (1918-1935)</u>; Windsor,
Ontario. 21 July 1925: 5.



January 2, 1926 (Page 5 of 32) The Border Cities' Star (1918-1935); Windsor, Ontario. 02 Jan 1926: 5.

MR. W. H. GRANT Who was elected to the River-side Council last year by the largest number of votes ever given any candidate for public office in the new municipality, is a candidate for second deputy reeve, a new office created this year. Mr. Grant has been a member of the council for three

> January 7, 1927 (Page 3 of 32) The Border Cities' Star (1918-1935); Windsor, Ontario. 07 Jan 1927: 3.

DROUILLARD READ FOR VOTE RECOUNT

Quite Willing to Have it Held if Desired By His Opponent

Mayor-elect Harry A. Drouillard, of Riverside, declared today that, if anyone wanted a recount, it was welcome as far as he was concerned, but he stated nobody had approached him with reference to such matter, and that he knew nothing of it.

"I certainly polled a heavy vote in Polls 4B and 5." he said, "but they were polls that simply went in my favor, and I was entitled to the vote, just as I was entitled to the vote of the non-resident property owners who

the non-resident property owners who

Mr. Drouiliard also declared he knew nothing of any voters having been sworn in at the polls on election

William H. Grant, mayoral candi-William H. Grant, mayoral candidate who ran second in the four-corned contest, 77 votes behind the elected candidate, said today that nothing new had developed. He had heard considerable discussion, he said, but nothing which would indicate definite action having been taken bearing upon a possible recount or protest of the election.



Committee Matters: SCM 246/2024

Subject: Community Heritage Fund Request – 3069 Alexander Ave, Masson-Deck House (Ward 2)

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

Decision Number: DHSC 640

- I. THAT a total grant of 30% of the cost to an upset amount of \$15,126.18 for the cedar roof shingles and the cedar dormer shingles, from the Community Heritage Fund (Reserve Fund 157), **BE GRANTED** to the Owner of the Masson-Deck House at 3069 Alexander Ave, subject to:
 - a. Fulfillment of the conditions of Heritage Permit HP 09/2024 issued under delegated authority;
 - b. Determination by the City Planner that the work is completed to heritage conservation standards;
 - c. Owner's submission of paid receipts for work completed;
 - d. That the Community Heritage Fund (Reserve Fund 157) grants approved shall lapse if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date.

Carried.

Report Number: S 99/2024 Clerk's File: MBA/3801

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 August 6, 2024
- To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240 806/-1/10500



Council Report: S 99/2024

Subject: Community Heritage Fund Request – 3069 Alexander Ave, Masson-Deck House (Ward 2)

Reference:

Date to Council: August 6, 2024

Author: Kristina Tang Heritage Planner

Email: ktang@citywindsor.ca
Phone: 519-255-6543 X 6179

Tracy Tang

Planner III- Economic Development (A)

Email: ttang@citywindsor.ca
Phone: 519-255-6543 X 6449

Julia Wu & Liyue Qiu

Research Assistant- Municipal Heritage Register Email: juwu@citywindsor.ca; lqiu@citywindsor.ca

Phone: 519-255-6543 X 6820 Planning & Building Services

Report Date: July 18, 2024 Clerk's File #: MBA/3801

To: Mayor and Members of City Council

Recommendation:

- I. THAT a total grant of 30% of the cost to an upset amount of \$15,126.18 for the cedar roof shingles and the cedar dormer shingles, from the Community Heritage Fund (Reserve Fund 157), **BE GRANTED** to the Owner of the Masson-Deck House at 3069 Alexander Ave, subject to:
 - a. Fulfillment of the conditions of Heritage Permit HP 09/2024 issued under delegated authority;
 - b. Determination by the City Planner that the work is completed to heritage conservation standards:
 - c. Owner's submission of paid receipts for work completed;

d. That the Community Heritage Fund (Reserve Fund 157) grants approved shall lapse if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date.

Executive Summary: N/A

Background:

The subject property, constructed in 1924, is located in the 3000 block of Alexander Avenue between Detroit Street and Rosedale Avenue, and is designated as part of the Sandwich Heritage Conservation District. However, more specifically, the Masson-Deck House, located at 3069 Alexander Avenue, was individually heritage designated on November 9, 1998, through By-law 335-1998. The current Owner, Peter Deck, was involved in the individual designation of the property, which has been owned by the Deck family for many decades. Its reasons for designation include its association with Dr. John Deck from the Deck family, and association with locally significant architect George Y. Masson, who designed the house as his personal residence, as well as its French Cottage style with a cedar shingle roof and ornate bracketed wooden door frame and front canopy. The Reasons for Designation from the Designation By-law is included as Appendix 'A'.



Front elevation of the house from Alexander Avenue with temporary protection to prevent further leaking.

Starting in May 2024, Owner of the property (Peter Deck) began discussions with the City about the replacement of the aging and deteriorating cedar wood shingles, which have caused leaks into the interior. The Owner has been contacting roofing vendors since then and experiencing the increasing pressure of the roof leaks. At the writing of the report, the Owner requested to proceed with his roof repairs to address the urgency of the leaks, and because the Owner was able to secure the roof vendor (DS 60) to commence the roof replacement in late mid-late July. Staff reviewed the submitted scope of work and specifications, and was in acceptance of the proposed work as meeting heritage standards, therefore proceeded to issue a Heritage Permit HP-09/2024 under the Delegated Authority stream, in accordance with Section 4.1.1 of Schedule 'B' of Bylaw 147-2023 (City Planner Delegated Authority Bylaw).

Despite the commencement of work, the Owner still hopes to secure retroactive heritage funding from the City for the work (details expanded in financial section of the

report). Therefore, the Owner has also submitted a Community Heritage Fund Application in Appendix B, and provided some verbal rationale for the request which has been outlined in this report.

Legal Provisions:

Part IV, 39 (1) of the *Ontario Heritage Act* (OHA) provides that "The council of a municipality may pass by-laws providing for the making of a grant or loan to the owner of a property designated under this Part for the purpose of paying for the whole or any part of the cost of alteration of such designated property on such terms and conditions as the council may prescribe." The City's Community Heritage Fund (Reserve Fund 157) exists to provide grants to heritage conservation works on designated heritage properties.

The City's Community Heritage Fund (Reserve Fund 157) and Heritage Property Tax Reduction program exists to support and encourage owners of heritage property to invest in the conservation of designated heritage properties.

Discussion:

History of Roof:

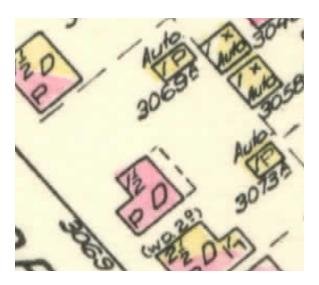
The 1924 French Cottage style property was constructed with a cedar shingle roof



c.1925 photo of property

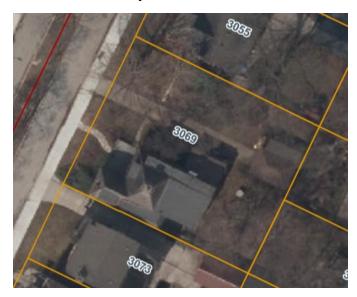


Subject house was addressed as 109 Alexander Ave. in the 1924 Fire Insurance Map (Sheet 61), with Shingles for roofing material.



1952 Fire Insurance Map

A change in roofing material was reflected in the 1952 Fire Insurance Maps, indicating roofing to be Tar & Gravel on Composition. In an article "Part of a heritage by Dale Molnar" Star staff reporter, it states that "the original cedar shingles were covered over a couple of times with asphalt roofing through the years", prior to 1999. However, since the property's designation in 1998, there has been restoration work completed to be more respectful to its original style. In 1999, Margaret Deck, previous Owner of the subject property, submitted a Community Heritage Fund application to restore the property back to its original cedar roofing. The application was approved by City Council and the Windsor Architectural Conservation Advisory Committee (WACAC) for a grant of \$5,000 to defray the \$20,000 cost of the roof restoration then.



Aerial Map of 3069 Alexander Ave (EIS, 2023)

Proposal & Conservation Details:

The current cedar roof on the single-detached building has been existing since the last restoration c. 1999 -2000.

It has been 25 years since then and the roof has exhibited signs that it is at the end of its life cycle and requires repair, evident through the roof leaking issues. The Property Owner expressed urgency in replacing the aging cedar roof to ensure that no further deterioration or damages occur to the property. When staff visited the site on July 9, 2024, there was already temporary measures in place to stop the leaks.







Photos of the roof from July 9, 2024



Photos of the roof from rear of house

The Owner actively sought quotes to source for a contractor who can do the work for a replacement cedar roof in Windsor. Hiring somebody locally with the skills who was also available to undertake the project was challenging. At the time of writing of the report, the Owner had received a quote from DS60 and another from Heritage Roofing. Staff provided conservation details and requirements to the Owner to request those standards from the Vendors. By July 17, 2024, the Owner expressed the desire to proceed with DS60 contractor due to their ability to start the roof replacement in mid-late July to address the urgency of the leaking roof. Upon the Owner's request, staff reviewed, processed, and issued a Heritage Permit (HP-09/2024) through Delegated Authority for the cedar wood roof replacement.

The DS60 quote for replacement with a new cedar roof includes the complete removal of the existing cedar shingles, the installation of new plywood and breathable underlayment, material delivery and supply, cedar shingle installation, the trimming of dormer sidewall corners, and the reinstallation of all appropriate flashing. The cedar shingle material is quoted as #1 Perfection 18"-7/16" butt with a 5 ½" exposure. In comparison to Heritage Roofing's 6" shingles, DS60's quote features a 5 ½" exposure on the cedar shingles, providing more coverage for the roof from the greater number of shingles.

The roof replacement work using cedar shingles follows the *Standards & Guidelines for Conservation of Historic Places*. Standards 13 and 14 are listed below.

Additional Standards Relating to Restoration

- 13. Repair rather than replace character-defining elements from the restoration period. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.
- 14. Replace missing features from the restoration period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.

Section 4.3.3 Roofs in the S&G provides direction for the best heritage practices when dealing with roofs.

	Recommended	Not Recommended
3	Documenting the form, materials and condition of roof assemblies before undertaking an intervention, including the roof's pitch, shape, decorative and functional elements, and materials, and its size, colour and patterning.	Undertaking an intervention that affects character- defining roofs and roof elements, without first documenting their existing character and condition.
16	Replacing in kind an entire element of the roof that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model to reproduce the element. This can include a large section of roofing, a dormer, or a chimney. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.	Removing a roof element that is irreparable, such as a chimney or dormer, and not replacing it, or replacing it with a new element that does not convey the same appearance or serve the same function. Replacing deteriorated roof elements and materials that are no longer available with physically or visually incompatible substitutes.

Official Plan Policy:

The Windsor Official Plan includes (9.3.6.1.), "Council will manage heritage resources by: (e) providing support and encouragement to organizations and individuals who undertake the conservation of heritage resources by private means".

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 ..." and enhancement [9.3.5.1(b)] "Council will enhance heritage resources by: (b) Promoting, maintaining and administering the [Community Heritage] Fund for special heritage conservation projects; ".

Risk Analysis:

The risk of taking no action for this property is the lack of demonstration from the City to support a willing heritage property Owner in the stewardship of the municipally designated heritage property.

Cedar roof shingles and shakes are relatively rare in Windsor, with a limited number of properties still retaining such roofing material. There is a real risk of loss of these unique heritage features in the City due to the lack of specialized tradespersons, limited material supply, and inflated costs, as well as the general appeal to homeowners of the affordability and low maintenance of modern materials such as asphalt and metal.

No city funds will be disbursed until the project is determined by Planning Staff to have fulfilled the conditions of the delegated Heritage Permit HP-09/2024 issued for this work, satisfactory inspections by staff that the work is completed according to heritage conservation standards, and Owner's submission of paid receipts for work completed (proof of payment reviewed by Planning & Finance Staff).

Climate Change Risks

Climate Change Mitigation: N/A

Climate Change Adaptation: N/A

Financial Matters:

The Community Heritage Fund (CHF) guidelines include the following:

"As a general principle, awards will be limited to a maximum of \$50,000 unless the DHSC (Development & Heritage Standing Committee) so recommends and Council approves." The award from the Community Heritage Fund is generally given according to the following formula: Grant: 15 percent of the award in the form of a grant & Low Cost Loan: 85 percent of the award". In this particular case, the applicant is asking to proceed with approximately 30% grant approval for replacements to cedar shingles with no loan component. As well, the Community Heritage Fund asks for "A minimum of two cost estimates, based on specifications approved by the DHSC and the City Planner or Designate, shall be obtained by the owner for all restoration work to be done." The estimates will then be reviewed to ensure that all work specified is covered. The lower bid will usually be recommended for funding."

The Owner made significant efforts to solicit bids and quotes from local companies. Up to the time of the writing of the report, quotes were only received from DS60 and Heritage Roofing. Other vendors sought include Dayus roofing & Roofcraft Inc., who had not visited the site nor provided quotes to the Owner at the time of writing this report. A summary table of the quotes received are listed in the table below (and in Appendix B). Heritage Roofing has experience with roofing for local heritage properties, including repairs and replacements of cedar wood roofs, but the Owner has been awaiting product clarification and Plywood deck cost confirmation from Heritage Roofing. For DS60, there has not been any confirmed previous experience with heritage projects. However, the Owner was in close communication with the company in adhering to City requirements ("specifications") for the wood roofing and had availability to start the urgent repairs.

COST SUMMARY OF ROOF PROJECT		
Quote from Vendors	Cost (without HST)	Cost (with HST)
DS60 Roofing & Shingles - #1 Perfection Cedar	\$44,620.00	\$50,430.60
Heritage Roofing – Grade 1 Cedar Shingles (but without plywood decking repair/replacement)	\$29, 361.25	\$33,178.21
Heritage Roofing – Grade 1 Cedar Shingles plus plywood decking *Staff assumed cost of plywood decking based on conservative estimate of 2618 sq ft at rate of \$6/sq ft of ½" plywood totalling \$15,708+HST from Quote notes	\$45,069.25	\$50,928.25

Though the Owner is still requesting financial incentives from the City, ultimately, the Owner selected DS60 as the roofing contractor in order to start the work earlier to address urgent leak issues. Staff provided precaution to the Owner that the sequencing of starting work before Council approval is not the usual practice for the City's heritage incentives program. Staff further explained to the Owner that the ultimate decision of funding would depend on Heritage Committee/City Council decision. However, there has been instances such as at 719 Victoria Ave (Treble-Large House) when Council granted heritage incentives retroactively (similar reasons of urgent repairs needed for the turret and chimney, with staff communication and guidance in partnership with the Owner through the proposed work scope). There have also been more recent Council approvals of incentives retroactively at 1958-1998 Wyandotte Street East (Strathcona Building) for the restoration costs of bay windows that were negotiated and restored with staff input through the redevelopment process of the building.

The cost of the roof replacement work with cedar shingle is a significant cost for a private property owner as opposed to more contemporary materials, such as asphalt. This is especially true in today's climate of increasingly expensive specialty trades work and inflation. The heritage financial incentive through the Community Heritage Fund (CHF) would provide support for the continued conservation of the heritage features of this designated building. Recent Council decisions such as CR364/2023 for 546 Devonshire Road and 548-550 Devonshire Road provided a 30% grant incentive from the Community Heritage Fund for cedar wood replacement work. Therefore, Administration also recommends approval of up to 30% for the cedar roof replacement work at the Masson-Deck House.

As of June 30, 2024, the Community Heritage Fund (Reserve Fund 157) has an uncommitted balance of \$124,349.95 available (including the safeguard of having the minimum balance of \$50,000 in the Committed funds). Therefore, there is sufficient funds in Fund 157 to cover the cost of the grant recommended. Administration recommends that the amount of 30% after HST to an upset amount of \$15,126.18 to the Property Owner be provided for the cedar wood roof replacement project.

The Owner has also applied for the Heritage Property Tax Reduction program which will be administratively processed when amounts are under \$20,000 as per By-law 164-2015. According to public property inquiry records, the total property taxes payable in 2024 for 3069 Alexander Avenue was \$4,228.23. The annual tax reduction is up to 30% per year for a maximum of 3 years up to the cost of the restoration. The 3-year tax reduction is approximately \$3,805.41 for 3069 Alexander Avenue but will be confirmed by Financial Tax staff as part of the regular administrative processing of the Heritage Property Tax Reduction application. This is also in line with the aforementioned heritage designated properties examples at 546 Devonshire Road and 548-550 Devonshire Road receiving financial incentives for wood roofing replacements.

Consultations:

City staff have been consulting with the Owners in recent months. Josie Gualtieri, Financial Planning Administrator, assisted with confirmation of fund balance.

Conclusion:

A total grant amount of 30% of the cost of the roof replacement at 3069 Alexander Ave to the upset amount of \$15,126.18 from the Community Heritage Fund (Reserve Fund 157) is recommended to be granted to the Property Owner, subject to conditions.

Planning Act Matters: N/A

Approvals:

Name	Title
Kristina Tang	Heritage Planner
Kate Tracey	Senior Legal Counsel
Josie Gualtieri	Financial Planning Administrator
Jason Campigotto	Deputy City Planner - Growth
Neil Robertson	City Planner / Executive Director Planning & Building
Lorie Gregg	On behalf of Commissioner of Finance & City Treasurer
Jelena Payne	Commissioner of Economic Development
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A Reasons for Designation
- 2 Appendix B Community Heritage Fund Application

SCHEDULE "B"

REASONS FOR DESIGNATION

Architectural:

- French Cottage style home build c1924.
- Hipped roof with central chimney over main section.
- Rough-cast stucco exterior.
- Cedar shingle roof.
- Six over six double hung windows except for front L window which is 6 by 4 panes.
- Brick window sills.
- Soldier course brick base at grade.
- Ornate bracketed wooden door frame and canopy (front door).

Historical:

- Col. George Y. Masson was a senior partner in the architectural firm of Sheppard & Masson which was responsible for many of the most prestigious buildings in Windsor between 1926 and the 1960s. Their work included the monumental Federal Building (Post Office) on Ouellette, the Essex Golf and Country Club, numerous residences, schools and office buildings. This house was designed by Masson as his personal residence. He owned the house from its construction in 1924 until 1964 when it was sold to John N. and Margaret Deck, the present owner.
- Dr. John Deck, professor of philosophy at the University of Windsor for 21 years, died in September 1979 at the age of 57. A native of Buffalo, New York, Dr. Deck was a Latin scholar and published several works, including a study of Greek philosopher Plotinus. He held degrees from the University of Western Ontario and a PH.D. from the University of Toronto and taught at Boston College before joining the University of Windsor in 1957.



COMMUNITY HERITAGE FUND GRANT APPLICATION

Revised 07/202

CORPORATION OF THE CITY OF WINDSOR

Planning Dept., Suite 320-350 City Hall Sq W, Windsor ON N9A 6S 519-255-6543 | 519-255-6544 (fax) |

PLICANT. 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	ter Mal	
Contact Name(s) / C	ICT PECK.	
REGISTERED OWNER IF N	OT APPLICANT	
City, Province	Post	al Code
Email	Phor	ne(s)
	REGISTERED OWNER TO F	
Mailing Address		
City, Province	Post	al Code
Email	Phor	ne(s)
	40	
#ho is the primary contac		
✓ Applicant	Registered Owner	☐ Agent



COMMUNITY HERITAGE FUND GRANT APPLICATION Revised 07/2023

2. SUBJECT	T PROPERTY FO	R WHICH HER	RITAGE FL	JNDS AF	RE REQUE		
Heritage Na	me of Property:	Musso	n- Ve	ok_	hous	~ ~	
Municipal Ad	ddress: <i></i>	3069 1	Alexa	nder	Ave		
Legal Descr	iption (Lot and Pla	n): <i>[][un</i>	107	3 L	ot 23	3 Lota	14
Assessment	Roll Number(s); _	050	-150	<u>- 020</u>	7 <i>00-</i>	0000	
Existing Use	: Single	family	Res	Eden	Hice /		_
Heritage De	signation:		,	•			
Part IV (Individual)			, -		ation District)	
By-law #: _			District: _	Sen	device	6	
le the proper	rty subject to a He	ritage Easeme	nt or Agree	ement?			
2 Yes	□ No						
3. REQUES	TED HERITAGE F	UND ASSIST	ANCE				
Total Estima	ted Project Costs:	\$ 50	000	2		· · · · · · · · · · · · · · · · · · ·	
	Amount Requested set out in the pamphlet "Wi						-
	y outstanding mor			nis prope	đ√?		
Ø No	•		J	• •	•		
⊡ Yes	Amount: \$		Instituti	on:			_
Have you pro	eviously received a	assistance fror	n the City i	for the pr	operty nar	med above?	
Ø No							
⊔ Yes	Amount: \$		Date:	***************************************			
	Source of fund	s:	<u> </u>			<u></u>	
4. HERITAG	E FUND REQUES	T RATIONAL					
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old	cedar N	OF mi	ist he	- 100 M	Haro.	1,	•
Altern	vative pas	Fing M	afenia	15 8	ould.	be Usea	A STATE OF THE STA
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COMMUNITY HERITAGE FUND

GRANT APPLICATION	-
for apply modely half the cost of	!3
cedar loof but cedar roof is part	
of reason for designation of this	- -
home.	_
E OUEOVI IST OF MATERIAL COURSE	
5. CHECKLIST OF MATERIALS SUBMITTED Check all that apply (to be determined by Heritage Planning state)	
consultants for the proposed restoration work(s). The estimates should contain sufficient detail to permit a review of individual components of the proposed work. Attach estimates to this form when filling.	
☐ A brief one-page rationale/justification letter addressed to the Heritage Committee, requesting support for the proposed works through financial assistance	
☐ 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/materials specification details)	
Early photographs or drawings showing the property's original appearance (if available)	
S. SIGNATURES	
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 burpose and intent of this application. The applicant agrees that the proposed work shape done in accordance with this application, including attachments.	Э
Refer Decl Jone 27 a	202
Signature of Applicant(s) Date	
Signature of Applicant(s) Date	
Date Received by Heritage Planner:	



COMMUNITY HERITAGE FUND GRANT APPLICATION

Revised 07/2023

SCHEDUL!

if the applicant is not the registered owner for Again the applicant is not the registered owner of the mediatered owner of the written authorization of the registered owner the application must be included with this application completed.	land that is the subject of this application. r that the applicant is authorized to make
,, am the	registered owner of the land that is
subject of this application for a Community Herit	tage Fund Grant and I authorize
name of agent to make	e this application on my behali
Signature of Registered Owner	Date
f Corporation – I have authority to bing the corp	oratus
herebernage Committee and City Council and staff to enter upon the subject lands and premises of corm for the purpose of evaluating the merits conduct any inspections on the subject lands approval. This is their authority for doing so. Signature of Registered Owner	by authorize the members of the Windsor of the Corporation of the City of Windsor described in Section 3 of the application of this application and subsequently to
f Corporation – I have authority to bind the corp	oration.
understand that receipt of this application by these not guarantee it to be a complete application cour and I may be contacted to provide addiscrepancies or issues with the application as a further understand that pursuant to the provision of Information and Protection attends and information provided with this application.	on. Further review of the application will ditional information and/or resolve any submitted. ions of the Ontario Heritage Act and the on of Privacy Act, this application and all



Peter Deck



Re: Cedar Shingle Roof On 3069 Alexander Ave., Windsor

Supply and install all labour and materials to complete the following scope of work:

- 1. Tear off remainder of shingles
- 2. Install new plywood to all areas not yet done
- 3. Install breathable underlayment to entire deck
- 4. Remove and store all copper flashings for re-use
- 5. Install all dripedge, flanges, and step flashing
- 6. Install cedar shingles; #1 Perfection 18"-7/16" butt with a 5 ½" exposure
- 7. Hip to be trimmed in copper
- 8. Dormer sidewall corners to be scribbed and trimmed to fit
- 9. All associated caulking and sealants
- 10. Clean-up and remove debris from job site

\$44,620.00 + HST

NOTES:

- 1. Job set-up to MOL requirements.
- 2. Copper flashings that cannot be re-used, will be manufactured and installed on a time and material basis.
- 3. Payment terms: 40% deposit required upon authorization to proceed, with periodic draws, and the balance due upon completion.

Thank you for the opportunity to retain your valued business.

Sincerely, Dennis Jee General Manager

DS60 is not responsible for aiming of satellites. DS60 provides a 2-year labour guarantee.

DS60 quote is based on number of layers of roofing indicated.

Any additional layers are an extra \$1.25 per Sq ft.

All material guarantees are provided by the specified manufacturer and are subject to their publications and limitations at the time of installation. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from the above specifications involving extra costs will be executed upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, windstorm, and other necessary insurance. Our workers are fully covered by the applicable workplace safety and insurance programs. Overdue (over 30 days) accounts accrue interest at the rate of 2.5% per month or 30% per annum.

Authorized Signature:			Date:	
PHONE: 519-979-6827 EMAIL: office@ds60.ca	13325 Sylvestre Drive Windsor, ON N8N 2L9 City	ASK US ABOUT Bonnie Council Meeting Agendar-Monday, S Page 523 of 932	eptember 9, 2024	www.ds60.ca

Page 523 of 932

Date: 2024-06-21 Estimator: Matt Trussetter



Heritage Roofing Inc
2203 Road 4 East
Kingsville, Ontario
519-324-9690
Residential Commercial Industrial

Job Site Information:

Owner: Peter Deck

Job site Address: 3069 Alexander Ave

Type of Work: Cedar Shingle

Pitch(es): 16/12

Owner Phone Number:

Town: Windsor Layer(s): 1 Layer

Decking: Boards

Project Specifications:

- · Remove existing roofing specifed slopes and dispose from site
- Supply and install new aluminum drip edge at all eaves and gables
- Supply and install new Hi-Temp ice and water shield at all eaves, valleys and walls
- Supply and install new Titanium synthetic felt underlayment
- Supply and install new copper valleys
- Supply and install new cedar shingles
- Supply and install new copper hip and ridge cap
- Supply and install new vents
- Supply and install new sealants as needed

Project Cost: \$ 29,361.25 **HST Total:** \$ 3,816.96 **Project Total:** \$ 33,178.21

Payment Terms:

Residential jobs will be invoiced and payment is due upon recept. A two (2) day grace period will be given. Monthly interest of 3% will be added to late payments. Jobs with a project cost of more than \$50,000 + HST will require a 30% down payment. Heritage Roofing Inc. accepts payment in forms of cash, cheque (personal or certifed), and credit card (subject to a 3.4% service charge plus a \$0.15 service fee). Heritage Roofing Inc. offers financing through Financelt. Financing is subject to credit approval. Terms and conditions apply.

Warranty:

Heritage Roofing Inc. offers a 10-year Workmanship warranty on all complete roofs. A warranty is not given for repairs. In addition to our Workmanship warranty, we can also offer extended warranties of certain manufacturers. Extended warranties will be specified under project specifications. Extended warranty price is not reflected in pricing unless approved. If warranty is approved, a revised estimate will be provided.

Notes:

- 1.) The above items comprise our full and final scope of work.
- **2.)** Pricing will remain firm if accepted within fourteen (14) calendar days from the date of estimate.
- **3.)** All existing satellite and internet dishes will be removed and re-installed if still in use. Re-alignment of satellite and internet dishes to be done by others if needed. Heritage Roofing is not responsible if signal is lost.
- **4.)**Heritage Roofing Inc. is not responsible for damage to the existing decking as a result of rot or decay or otherwise and is chargable upon discovery. Price to replace 3/8" plywood is \$5+HST per square foot. Price to replace 1/2" plywood is \$6+HST per square foot.
- **5.)** Heritage Roofing Inc. is not responsible for pest/rodent removal prior to job start or after completion of the job.
- **6.)** Heritage Roofing Inc. is not responsible for lead times associated with materials.
- **7.)** Heritage Roofing Inc. is not responsible for driveway or cement cracking or damage from scheduled delivery of materials or trailers.
- 8.) Heritage Roofing Inc. is fully insured with a \$5,000,000 liability policy
- 9.) Heritage Roofing Inc. maintains WSIB insurance coverage

Accordance of Estimates

10.) All workers of Heritage Roofing Inc. are fully trained and strictly abide by all safety procedures and guidelines of the Ministry of Labour.

Acceptance of Estimate.		
	Date:	
Signature of Homeowner(s) - one	party is sufficient	
	Date:	

Roof Measurements



VIEW 3D MODEL





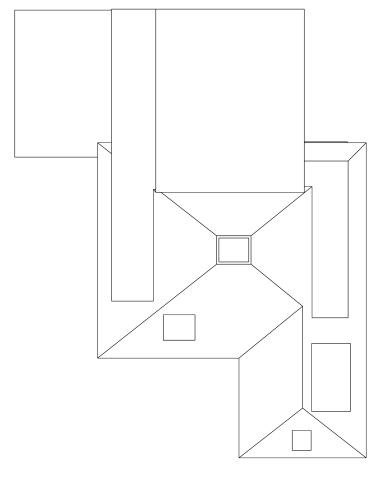
Roof Measurements

3069 Alexander Avenue, Windsor, ON

Roof	Area	Total	Length
Roof Facets	2182 ft²	18	-
Ridges / Hips	-	11	115′
Valleys	-	2	14′ 7″
Rakes	-	13	108′ 5″
Eaves	-	18	238′ 9″
Flashing	-	14	116′ 8″
Step Flashing	-	23	59′ 6″
Drip Edge/Perimeter	-	-	347′ 1″

Roof Pitch*	Area	Percentage	
1 / 12	657 ft ²	30.11%	
16 / 12	490 ft²	22.46%	
19 / 12	400 ft ²	18.33%	
15 / 12	224 ft²	10.27%	

^{*} Only top 4 values shown. Reference Roof Pitch page for all values.



Example Waste Factor Calculations

	Zero Waste	+5%	+10%	+15%	+20%
Area	2182 ft ²	2291 ft ²	2400 ft ²	2509 ft ²	2618 ft ²
Squares	22	23	241/3	25⅓	261/3

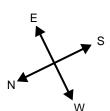
The table above provides the total roof area of a given property using waste percentages as noted. Please consider that area values and specific waste factors can be influenced by the size and complexity of the property, captured image quality, specific roofing techniques, and your own level of expertise. Additional square footage for Hip, Ridge, and Starter shingles are not included in this waste factor and will require additional materials. This table is only intended to make common waste calculations easier and should not be interpreted as recommendations.



Heritage Roofing

Roof Measurements

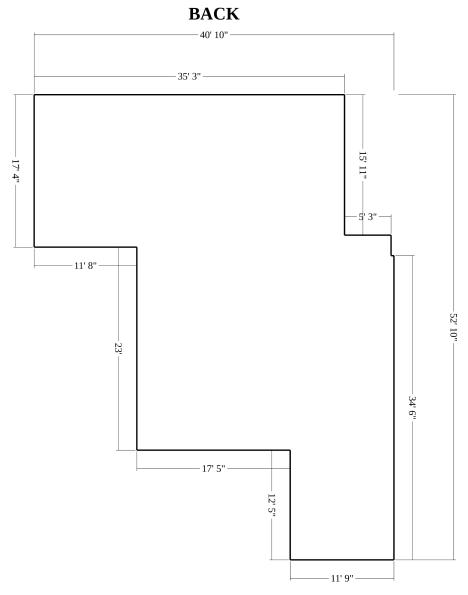
3069 Alexander Avenue, Windsor, ON



Number of Stories: > 1

Footprint Perimeter: 187' 4"

Footprint Area: 1436 ft²



FRONT



Heritage Roofing

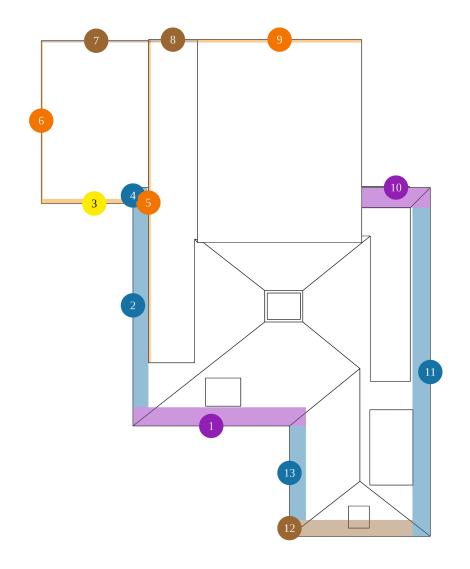


Roof Measurements

3069 Alexander Avenue, Windsor, ON

Soffit Summary

	Depth	Type	Count	Total Length	Total Area
	1" - 6"	eaves	3	70′ 11″	18 ft²
	6" - 12"	rakes	1	12′ 2″	6 ft²
	18" - 24"	eaves	4	71′	132 ft²
•	24" - 48"	eaves	2	26′ 8″	56 ft²
	> 48"	eaves	3	2' 4"	29 ft²
•			Totals	183′ 1″	240 ft ²





Heritage Roofing



Roof Measurements

3069 Alexander Avenue, Windsor, ON

Soffit Breakdown

num	Туре	Depth	Length	Area	Pitch
1	eave	25"	19′ 1″	39 ft ²	19 / 12
2	eave	20"	22′ 6″	38 ft ²	15 / 12
3	rake	6"	12′ 2″	6 ft²	3 / 12
4	eave	19"	1′ 9″	3 ft ²	15 / 12
5	eave	3"	35′ 5″	9 ft²	1 / 12
6	eave	2"	17′ 4″	3 ft ²	3 / 12
7	eave	149"	2"	2 ft²	3 / 12
8	eave	65"	4"	2 ft ²	1 / 12
9	eave	4"	18′ 2″	6 ft²	1 / 12
10	eave	27"	7' 7"	17 ft²	16 / 12
11	eave	24"	36′ 4″	71 ft²	16 / 12
12	eave	163"	1′ 10″	25 ft ²	16 / 12
13	eave	22"	10′ 5″	19 ft²	16 / 12







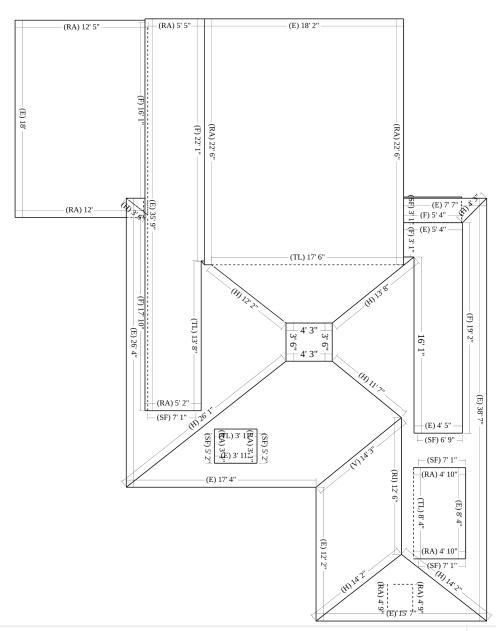
Heritage Roofing You're Covered With Us

Roof Measurements

3069 Alexander Avenue, Windsor, ON **ROOF MEASUREMENTS**

Roof	Length
Ridges (RI)	14′ 9″
Hips (H)	100′ 3″
Valleys (V)	14′ 7″
Rakes (RA)	108′ 5″
Eaves (E)	238′ 9″
Flashing (F)*	116′ 8″
Step Flashing (SF)*	59′ 6″
Transition Line (TL)	45′ 9″

^{*}Please view the 3D model for more detail (e.g. flashing, step flashing and some other roof lines may be difficult to see on the PDF)





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PROPERTY ID: 12475535

PETER

7 JUN 2024 Page 6

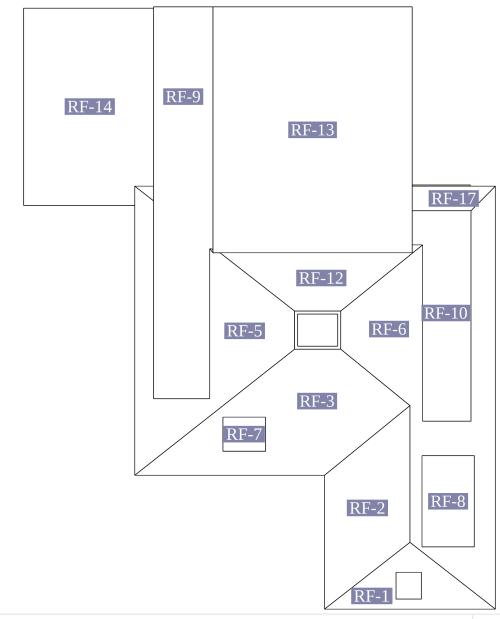


Roof Measurements

3069 Alexander Avenue, Windsor, ON **ROOF FACETS**

Roof Facets

Facet	Area	Pitch
RF-1	81 ft ²	20/12
RF-2	158 ft²	16/12
RF-3	286 ft²	19/12
RF-4	6 ft²	1/12
RF-5	224 ft²	15/12
RF-6	308 ft ²	16/12
RF-7	12 ft²	1/12
RF-8	40 ft ²	1/12
RF-9	191 ft²	1/12
RF-10	88 ft²	0/12
RF-11	4 ft ²	0/12
RF-12	111 ft²	19/12
RF-13	408 ft ²	1/12
RF-14	222 ft²	3/12
RF-15	16 ft²	10/12
RF-16	3 ft ²	19/12
RF-17	24 ft²	16/12





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PROPERTY ID: 12475535

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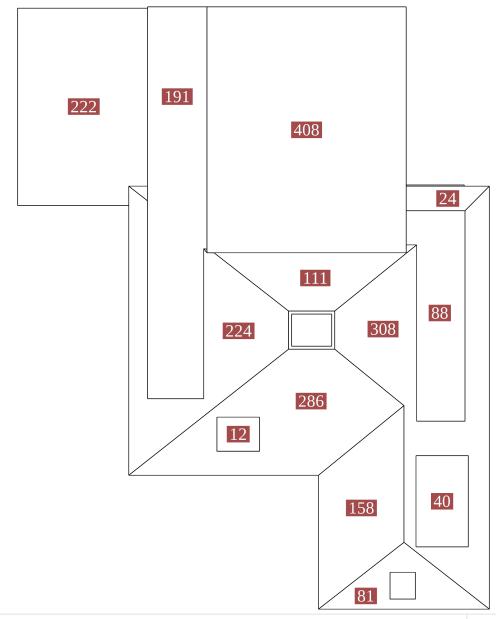
7 JUN 2024 Page 7

Heritage Roofing You're Covered With Us

Roof Measurements

3069 Alexander Avenue, Windsor, ON **ROOF AREA**

Roof	Facets	Total
Labeled Facets	17	2182 ft²
Small Facets	1	O ft²
Total	18	2182 ft²





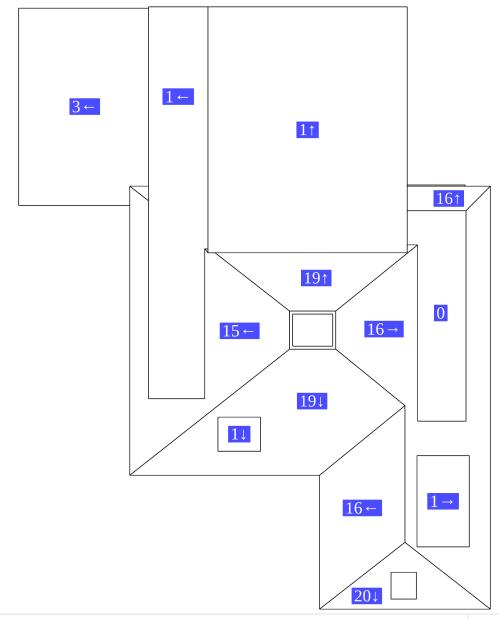
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Roof Measurements

3069 Alexander Avenue, Windsor, ON **ROOF PITCH**

Roof Pitch	Area	Percentage
1 / 12	657 ft ²	30.11%
16 / 12	490 ft ²	22.46%
19 / 12	400 ft ²	18.33%
15 / 12	224 ft²	10.27%
3 / 12	222 ft²	10.17%
0 / 12	92 ft²	4.22%
20 / 12	81 ft²	3.71%
10 / 12	16 ft²	0.73%





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PROPERTY ID: 12475535

PETER

7 JUN 2024 Page 9



Roof Measurements

3069 Alexander Avenue, Windsor, ON **PHOTOS**















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City Council Meeting Agenda - Monday, September 9, 2024

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Heritage Roofing You're Covered With Us

Roof Measurements

3069 Alexander Avenue, Windsor, ON **PHOTOS**









Committee Matters: SCM 247/2024

Subject: Zoning By-law Amendment Application for property known as 1920 Grove Avenue; Applicant: Olivia Construction Homes Ltd.; File No. Z-016/24, ZNG/7206; Ward 2

Moved by: Councillor Fred Francis Seconded by: Councillor Mark McKenzie

Decision Number: DHSC 639

I. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning of the land located on the north side of Grove Avenue, between Josephine Avenue and Partington Avenue, described as Part Lot 68, Concession 1, PIN 01219-0447 LT, from Residential District 2.1 with a holding prefix (HRD2.1) to Residential District 2.5 (RD2.5) and adding the following site-specific zoning provisions:

"511 NORTH SIDE OF GROVE AVENUE, BETWEEN JOSEPHINE AVENUE AND PARTINGTON AVENUE

For the land comprising Part Lot 68, Concession 1, PIN 01219-0447 LT, all permitted uses shall be subject to the following additional provisions:

a)	Main Building Height - maximum	11.0 m
b)	Front Yard Depth – maximum	20.3 m
c)	Rear Yard Depth – minimum	5.48 m
d)	Loading space – minimum	0
e)	Exterior finish all dwelling types – minimum	50% face brick

[ZDM 4; ZNG/7206]"

II. THAT the Site Plan Approval Officer **BE DIRECTED** to consider the municipal departments and external agencies' requirements found in Appendix D of this Report in the Site Plan Approval process and incorporate the Engineering Department's requirements and other appropriate/necessary requirements in the Site Plan Agreement for the proposed development on the subject land; and,

III. THAT the Applicant **BE REQUESTED** to conduct an open house to discuss the concerns raised by area residents prior to this matter being conisdered by Council.

Carried.

Councillor Angelo Marignani voting nay.

Report Number: S 96/2024

Clerk's File: ZB/13468

Clerk's Note:

- 1. The recommendation of the Development & Heritage Standing Committee and Administration are **NOT** the same.
- 2. Please refer to Item 7.1 from the Development & Heritage Standing Committee held on August 6, 2024
- To view the stream of this Standing Committee meeting, please refer to: https://csg001-
 harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240-806/-1/10500



Council Report: S 96/2024

Subject: Zoning By-law Amendment Application for property municipally known as 1920 Grove Avenue; Applicant: Olivia Construction Homes Ltd.; File No. Z-016/24, ZNG/7206; Ward 2

Reference:

Date to Council: August 6, 2024 Author: Justina Nwaesei, MCIP, RPP Planner III - Development 519-255-6543, ext. 6165 jnwaesei@citywindsor.ca

Planning & Building Services Report Date: July 16, 2024 Clerk's File #: ZB/13468

To: Mayor and Members of City Council

Recommendation:

I. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning of the land located on the north side of Grove Avenue, between Josephine Avenue and Partington Avenue, described as Part Lot 68, Concession 1, PIN 01219-0447 LT, from Residential District 2.1 with a holding prefix (HRD2.1) to Residential District 2.5 (RD2.5) and adding the following site-specific zoning provisions:

***511 NORTH SIDE OF GROVE AVENUE, BETWEEN JOSEPHINE AVENUE AND PARTINGTON AVENUE**

For the land comprising Part Lot 68, Concession 1, PIN 01219-0447 LT, all permitted uses shall be subject to the following additional provisions:

a)	Main Building Height - maximum	11.0 m
b)	Front Yard Depth – maximum	20.3 m
c)	Rear Yard Depth – minimum	5.48 m
d)	Loading space – minimum	0
e)	Exterior finish for all dwelling types – minimum	50% face brick
ſΖ	DM 4; ZNG/7206]"	

II. THAT the Site Plan Approval Officer **BE DIRECTED** to consider the municipal departments and external agencies' requirements found in Appendix D of this Report in the Site Plan Approval process and incorporate the Engineering Department's requirements and other appropriate/necessary requirements in the Site Plan Agreement for the proposed development on the subject land.

Executive Summary:

On May 16, 2024, the Planning Department received an application for zoning by-law amendment for the property known as 1920 Grove Avenue. Olivia Construction Homes Ltd. is the applicant. The Planning Department assigned file numbers Z-016/24; ZNG/7206 to the application. The application was deemed complete on June 24, 2024 and processing began.

Materials received for the subject application were uploaded on the city's website and the Planning Department circulated the application materials to municipal departments and external agencies for comment. The comments received are attached as APPENDIX D to this report. The comments in Appendix D and the required support studies were reviewed and considered in the preparation of this report.

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. Below is a chronological synopsis of the content of each section in this report:

The **RECOMMENDATION** SECTION of this report contains the planner's recommendation to Council.

The **BACKGROUND** SECTION of this report includes (i) the Key Map – showing the location of the subject lands, (ii) Recent Rezoning Approval on the subject land – which changed the zoning of the subject land from institutional to residential for a future subdivision, (iii) Current Application Information, (iv) Site Information, (v) Rezoning Map, and (vi) Neighbourhood characteristics – Neighbourhood Map, Surrounding land uses and existing Municipal infrastructure.

The **Discussion** SECTION of this report contains planning analysis - a review and analysis of the (i) Provincial Policy Statement 2020, (ii) Official Plan Volume 1, (iii) Zoning By-law 8600, (iv) Site Plan Control and other matters relevant to the recommended amendment.

The **RISK ANALYSIS** SECTION is '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 'not applicable' since 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.

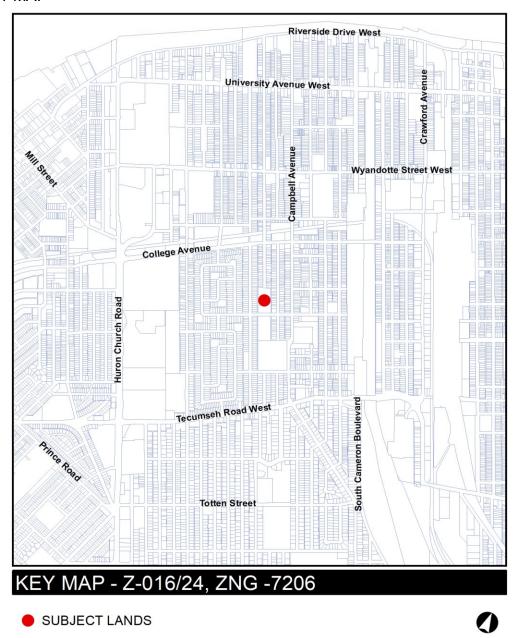
The **APPROVALS** SECTION contains names and titles of Administration with approval authority over the subject report.

The **APPENDICES** SECTION contains the list of appendices attached to this report.

This planning report provides sufficient evidence in support of the applicant's request for zoning by-law amendment and confirms that the recommended amendment is consistent with the Provincial Policy Statement 2020 and in conformity with the applicable policies of Official Plan Volume I. This report recommends approval of the applicant's request for rezoning. The amendment constitutes good planning.

Background:

1. KEY MAP



2. RECENT REZONING APPROVAL ON THE SUBJECT LAND:

In June of 2018, a demolition permit was issued for the demolition of the existing school building on the subject land.

On April 1, 2019, an application for Zoning By-law Amendment (file Z-008/2019) by Olivia Construction Homes Ltd. was deemed complete.

On July 8, 2019, Council adopted a resolution (CR329/2019) to approve the application by Olivia Construction Homes Inc. to change the zoning of the subject land from Institutional District 1.1 (ID1.1) to Residential District 2.1 (RD2.1) to facilitate future development of the subject land for a residential plan of subdivision. CR329/2019 can be found below.

Decision Number: CR329/24; DHSC 51

- I. THAT Zoning By-law 8600 BE AMENDED by changing the zoning of the land located on the north side of Grove Avenue, between Josephine Avenue and Partington Avenue, described as Pt Lot 68, Concession 1, PIN 01219-0447, from Institutional District 1.1 (ID1.1) to Residential District 2.1 (RD2.1) with a holding prefix.
- II. THAT the holding (H) symbol **BE REMOVED** when the applicant/owner submits an application to remove the 'H' symbol and the following conditions are satisfied
 - a) The Owner(s) apply to remove the hold provision;
 - b) Execution of a Subdivision Agreement for development of the subject land.
 - c) Registration of a Final Plan of Subdivision.

3. CURRENT APPLICATION INFORMATION

Location: 1920 Grove Avenue

APPLICANT: OLIVIA CONSTRUCTION HOMES INC. (C/O ASHRAF BOTROS)

AGENT: PILLON ABBS INC., (C/O TRACEY PILLON ABBS)

REGISTERED OWNER: SAME AS APPLICANT

PROPOSAL: The applicant is requesting to change the zoning of the subject land from Residential District 2.1 with a holding prefix (HRD2.1) to Residential District 2.5 (RD2.5) to permit the proposed construction of 2-storey multiple dwellings and/or townhomes on the subject land. A total of 43 dwelling units and 56 parking spaces are proposed. The parking area is accessed by way of a proposed new internal private roadway. Vehicular access to the property is proposed from Grove Avenue.

SUBMISSIONS BY APPLICANT:

- Zoning By-law Amendment Application form
- Property Deed
- Ownership Map (On Lands Map)
- Concept Plan along with Floor Plans, Cross-section, Building Elevations, Renderings, and Topographic Survey
- Planning Rational Report prepared by Pillon Abbs Inc., dated May 16, 2024
- Sanitary Sewer Study prepared by Haddad Morgan & Associates Ltd, dated June 12, 2023
- Stormwater & Storm Release Study Report
- Topographic Survey
- Urban Design Brief

The above materials can be found on the city's website by copying this link: https://www.citywindsor.ca/residents/planning/land-development-development-applications/1920-grove-avenue

4. SITE INFORMATION

OFFICIAL PLAN	ZONING & ZDM	CURRENT USE(S)	PREVIOUS USE(S)	
RESIDENTIAL (Schedule D: Land Use, OP Vol. 1)	RESIDENTIAL DISTRICT 2.1 with a holding prefix; ZDM4	Vacant land (permit was issued June 2018 for demolition of the school bldg)	Elementary School (former St. Johns Catholic School)	
FRONTAGE	D EPTH	AREA	SHAPE	
79.7m	irregular	12,079sq.m.	4-sided (like a Trapezoid)	
Note: All measurements are approximate				

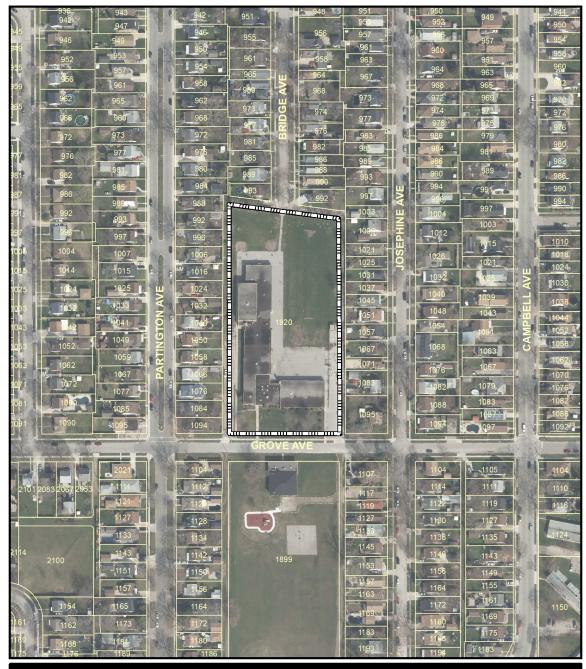
5. REZONING MAP



6. NEIGHBOURHOOD CHARACTERISTICS

The subject land is in an established residential neighbourhood characterized by low profile residential buildings that are mostly 2 storeys or less in height.

NEIGHBOURHOOD MAP



NEIGHBOURHOOD MAP - Z-016/24, ZNG/7206

SUBJECT LANDS

SURROUNDING LAND USE

North side: An east/west alley abuts the north limit of the subject land, followed by existing residential uses, mostly single detached houses, fronting on Bridge Avenue.

South side: Grove Avenue R.O.W abuts the south limit of the subject land, followed by existing Municipal Park (Bridgeview Park) abutting the north limit of Grove Avenue opposite the subject land. Further south is the West Gate Public Elementary School and Windsor Public Library at the northwest corner of Campbell Avenue and Pelletier Street.

East side: A north/south alley abuts the subject land. Next east are the existing residential uses with frontage along Josephine Avenue. Further east are residential uses under with frontage along Campbell Avenue.

West side: A north/south alley abuts the subject land. Next west are the existing residential uses with frontage along Partington Avenue. Further west are residential uses with frontage on Rankin Avenue. At the northwest corner of Partington and Grove, there is a combined use building (residential with personal service shop).

Attached to this report as **Appendix A** are site photos taken on **July 17**, **2024**, plus Google photos showing the old school building on the subject land prior to demolition.

MUNICIPAL INFRASTRUCTURE

- The City's records show that there are municipal storm and sanitary sewers available
 in the neighbourhood to service the subject land. Details can be found in the
 Engineering Department's comment in Appendix D attached to this report.
- Fire hydrant is in front of the subject land, and municipal watermains and streetlights are available within abutting roadways and along the west limit of the subject land.
- There are concrete sidewalks, curbs and gutter along both sides of Partington Avenue, Bridge Avenue and Josephine Avenue pavements.
- Grove Avenue has concrete sidewalk, overhead pole lines with streetlights along north side of the right-of-way and curb and gutter on both sides of the right-of-way.
- Partington, Bridge and Josephine Avenues each have streetlights.
- The closest existing transit route to this property is with the Dominion 5 available on Campbell Avenue. The closest existing bus stop to this property is located on Campbell at Grove Southwest Corner, approximately 200 metres from this property.
- Partington, Grove, Bridge and Josephine Avenue rights-of-way are classified as local roads.
- College and Campbell Avenue rights-of-way are nearby collector roads accessible form the subject land, while Tecumseh Road West is a nearby arterial road accessible from the subject land.

Discussion:

PLANNING ANALYSIS:

1. PROVINCIAL POLICY STATEMENT (PPS) 2020

A. Excerpts from PARTS I, II, and IV of the PPS 2020

PART I - PREAMBLE: The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The PPS 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.

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):

- √ 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)
- ✓ 1.8 Energy Conservation, Air Quality and Climate Change (policy 1.8.1)

The applicant's planning consultant has analyzed these PPS policies (excluding policy 1.7) in their Planning Rationale Report (PRR) dated May 16, 2024. I have reviewed the planning analysis in the May 16, 2024, PRR and can confirm that the Planning Consultant's analysis is acceptable.

In addition to the planning consultant's analysis, this report provides supplementary analysis of the PPS 2020 Policies relevant to the subject rezoning application.

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)...;
- c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;
- d) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;
- e) promoting the integration of land use planning, growth management, transitsupportive development, intensification and infrastructure planning to achieve costeffective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs;
- f) improving accessibility for persons with disabilities and older persons by addressing land use barriers which restrict their full participation in society;
- g) ensuring that necessary infrastructure and public service facilities are or will be available to meet current and projected needs;
- h) promoting development and land use patterns that conserve biodiversity; and
- i) preparing for the regional and local impacts of a changing climate."

With respect to 1.1.1(a) The recommended zoning by-law amendment facilitates the redevelopment of a vacant land that can be readily serviced by available municipal infrastructure for multiple and townhome dwellings, thereby promoting an efficient use of the subject land.

With respect to 1.1.1(b) – The lands fronting on Partington, Josephine and Bridge Avenues within the immediate area are predominantly zoned for single detached dwellings and existing semis and duplexes. The zoning category recommended for this amendment will permit appropriate range and mix of low profile residential developments that would complement the existing low profile residential uses in the subject neighbourhood.

With respect to 1.1.1(c) – No environmental or public health and safety concern is triggered by the proposed change of the use of the subject land. The land was previously occupied by a sensitive land use (a school) and is surrounded by other sensitive land uses (houses).

With respect to 1.1.1(d) – The subject land is surrounded by existing developments and does NOT prevent the efficient expansion of settlement areas.

With respect to 1.1.1(e) – The amendment would promote a more compact development (townhome dwellings or/and multiple dwellings) with three or more units under one roof; thereby, eliminating additional side yard requirements and minimizing land consumption

and servicing costs. The proposed redevelopment will add 43 residential units to the subject site, which intensifies the use of the site and positively impacts land consumption and the existing transit investment.

With respect to 1.1.1(f) – Sidewalks improve accessibility for persons with disabilities and older persons. As noted in this report under "Municipal Infrastructure" there are existing concrete sidewalks along Grove Avenue and the surrounding roads. Also, the proposed development is subject to site plan control and accessibility will further be reviewed at that stage. Finally, the building permit process provides another layer of review for accessibility for persons with disabilities.

With respect to 1.1.1(g) – As noted in this report, under "Surrounding Land Uses" and "Municipal Infrastructure", the land is in an area of the city that is serviced by necessary infrastructure, electricity generation facilities and transmission and distribution systems, and public service facilities.

With respect to 1.1.1(h) – Biodiversity is conserved where necessary/possible, and in areas where soft landscaping is proposed/maintained on the subject site.

With respect to 1.1.1(i) – Consideration for climate change is addressed through various methods including lot-grading plans, storm water management measures, tree planting and landscaping requirements, all of which are usually included in the site plan control agreement.

The subject zoning by-law amendment will facilitate 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 zoning by-law amendment is consistent with Policy 1.1.1 of the PPS.

The subject parcel is located within the City of Windsor settlement area and the subject amendment creates opportunity for growth and development within the settlement area. Policy 1.1.3.1 of PPS 2020 is satisfied.

The subject amendment is for low profile residential redevelopment and intensification that will efficiently use land, resources, and existing infrastructure, including existing and planned active transportation options such as sidewalks in the immediate area. The amendment has the potential to increase the use of the existing public transit. Policy 1.1.3.2 of PPS 2020 is satisfied.

The existing building stock are mostly single unit dwellings that are 2 storeys tall or less. The proposed use of the subject land for multiple dwellings / townhome dwellings can be accommodated by the recommended amendment which contains regulations that take into account existing building stock in the subject neighbourhood.

The recommended amendment is, therefore, consistent with policies 1.1.3.1, 1.1.3.2, and 1.1.3.3 of the PPS 2020.

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 1.4.3 states that "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 will promote appropriate density; 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 is consistent with policy 1.4 of the PPS 2020.

The subject land is within an area that is serviced by municipal sewage services and municipal water services. Therefore, the recommended zoning by-law amendment is consistent with Policy 1.6.6.2 of the PPS 2020.

1.6.6.7 Planning for stormwater management shall:

f) promote stormwater management best practices, including stormwater attenuation and reuse, water conservation and efficiency, and low impact development.

The applicant's Stormwater Management and Storm Release Study Report, dated January 17, 2024, prepared by Haddad Morgan & Associates Ltd. confirms that:

- The necessary storm water storage associated with the 5-year storm shall be accommodated by means of underground structures (pipes, manholes, catch basins, and storage units). The minor system hydraulic grade line (HGL) shall be below ground elevations (i.e., no surface storage), as per the standards manual.
- The necessary storm water storage associated with the 100-year storm event shall be accommodated by means of underground structures (pipes, manholes, catch basins, storage units) and surface storage.
- The site would require a minimum storage capacity of 143.7 cubic metres for the 1:5-year storm and 455.2 cubic metres for the 1:100-year storm.

The principal objective of Haddad Morgan & Associates' report is to provide stormwater management that includes the stormwater storage requirement for the proposed residential development at 1920 Grove, in accordance with the storm water management guidelines set out in Windsor/Essex Region Stormwater Management Standards Manual. Consequently, the recommended amendment promotes stormwater management best practices. Therefore, the amendment is consistent with policy 1.6.6.7 (f) of the PPS.

Policy 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 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. Policy 1.7.1 is satisfied.

In summary, the above planning analysis demonstrates that the recommended zoning bylaw amendment is consistent with the relevant Policies of PPS 2020.

In summary, the above planning analysis together with the applicant's planning consultant's analysis in the Planning Rationale Report (PRR) demonstrate that the zoning by-law amendment is consistent with the relevant Policies of the PPS 2020. To access the PRR, copy this link: https://www.citywindsor.ca/residents/planning/land-development-applications/current-development-applications/1920-grove-avenue

2. OFFICIAL PLAN:

The site is designated "Residential" in the Land Use Schedule D of City of Windsor Official Plan. The objectives and policies of the Residential land use designation establish the framework for development decisions in Residential areas within the City of Windsor. Copy this link to access the Chapter 6 Land Use. OP Vol. 1: https://www.citywindsor.ca/Documents/residents/planning/plans-and-communityinformation/windsor-official-plan/Chapter%206%20-%20Land%20Use.pdf

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 objectives of the OP are satisfied by the recommended amendment. The amendment supports 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, floor plan & elevations attached as Appendix B to this report.

Uses permitted in the Residential land use designation identified on Schedule D: Land Use include Low Profile, and Medium Profile dwelling units. The recommended amendment is for a proposed low-profile development on the subject land; therefore, policy 6.3.2.1 is satisfied.

The proposed development contains a combination of small-scale and large-scale low-profile housing. Per policy 6.3.2.3,

The recommended amendment satisfies the Locational Criteria, s.6.3.2.4 of OP Vol. 1. The subject land provide opportunity for residential infilling within an established residential neighbourhood with access to collector roads (Campbell & College Avenues) and arterial road (Tecumseh Road West). The development can be serviced by full municipal physical services. Existing community services, open spaces and public transportation are already in the neighbourhood.

The recommended amendment satisfies the Evaluation Criteria for a Neighbourhood Development Pattern, section 6.3.2.5 – OP Vol. 1.

The applicant's PRR contains information that indicates conformity with the policy requirements in s.6.3.2.5, OP Vol. 1. However, some adjustments would be necessary to accommodate the proposed development on the subject site. Consequently, this report contains recommendations that would result in development concept(s) with full conformity to the evaluation criteria listed in s.6.3.2.5.

"demonstrate to the satisfaction of the Municipality that a proposed residential development within an area having a Neighbourhood development pattern is:

- (a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:
 - (i) within or adjacent to any area identified on Schedule C: Development Constraint Areas and described in the Environment chapter of this Plan;..."
- (b) in keeping with the goals, objectives and policies of any secondary plan ...;
- (c) In existing neighbourhoods, compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas...;
- (d) provided with adequate off street parking;
- (e) capable of being provided with full municipal physical services and ...; and
- (f) ... a gradual transition from Low Profile residential development to Medium and/or..."

Section 6.3.2.5 (a) does not apply to this site or the development as of the date of this report. However, according to the City's Heritage Planner, the updated archaeological potential model indicates the subject property to be an Area of Archaeological Potential. The 2024 Windsor Archaeological Management Plan and associated Official Plan policies could be adopted by Council, potentially on July 22, 2024; meaning a Stage 1 archaeological assessment and any further recommended assessment would be required at the time of Site Plan Control for the proposed development on the subject site.

Also, s.6.3.2.5 (b) & (f) are not applicable to the proposed development concept.

Regarding s.6.3.2.5 (d) & (e), the proposed development has adequate off-street parking per the requirements of the zoning by-law 8600 and can be provided with full municipal services.

Lastly, the subject land is not within a Mature neighbourhood per schedule A-1 of OP Vol. 1. However, the subject land is within an existing neighbourhood, so s.6.3.2.5 (c) applies. The applicant's PRR states that the development satisfies the compatibility requirement in

s.6.3.2.5 (c). My review shows that the proposed use of the subject land for low profile residential development is capable of being designed to meet the requirements under s.6.3.2.5 (c). This report recommends additional zoning provisions to ensure that the massing of the proposed development is, and remains, compatible with the surrounding area.

The recommended amendment satisfies the Zoning By-law Amendment Evaluation Criteria, section 11.6.3.3 of OP Vol. 1of OP Vol. 1.

- The recommended amendment meets the relevant evaluation criteria contained in s.6.3.2.5(a), OP Vol. 1.
- Relevant 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 in arriving at the recommendation contained in this report.
- The recommended zoning by-law amendment is consistent with the relevant policies of the PPS noted in this report, as discussed already in 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 will provide additional housing supply / opportunities in the area with no negative impact on the adjacent properties.

The recommended 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 recommended amendment will provide additional housing supply / opportunities in the area, without negative 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.

3. ZONING

The subject land is zoned Residential District 2.1 with a holding prefix (HRD2.1) by City of Windsor Zoning By-law 8600. Permitted uses include:

- (a) One Duplex Dwelling
- (c) One Single Unit Dwelling
- (b) One Semi-Detached Dwelling
- (d) Any use accessory to the preceding uses

The recommended new zoning category for the subject land is Residential District 2.5 with site-specific zoning provisions as discussed below, on the next page. Permitted uses in the RD2.5 zoning category include:

- (a) Double Duplex Dwelling
- (e) Single Unit Dwelling

(b) Duplex Dwelling

(f) Townhome Dwelling

(c) Multiple dwelling

- (g) Any use accessory to the above uses
- (d) Semi-Detached Dwelling

A copy of By-law 8600 can be found on the city's website by copying this link: https://www.citywindsor.ca/documents/city-hall/by-laws-online/Consolidated%20Zoning%20By-law%208600%202024%20July%2016.pdf

A total of 43 dwelling units are proposed. Minimum parking space requirement for the 43 units is $1.25 \times 43 = 53.75$ spaces. Therefore, a total of 53 parking spaces minimum are required; applicant proposes 56 parking spaces on the subject site.

DESIGN CONCEPT: The proposed development concept depicts townhome dwellings in a multiple dwelling format. Some sections of the proposed development can be defined as multiple dwelling units while other sections of the development seem to meet the definition of townhome dwellings. To avoid any confusion at the Building Permit Stage, this developer is advised to

- create a clear distinction/separation between the multiple dwellings and townhomes on the subject land;
- reduce the Institutional / Office appearance of the development; and
- increase pedestrian connectivity from the parking area to the courtyard.

Note that the recommendation for approval in this report is for the use of the property for dwellings such as townhome dwellings and multiple dwellings. The Site Plan Approval Officer, through the site plan control process, determines and approves the final concept plan, floor plans, and elevations.

The comments from the Zoning Coordinator (see Appendix D attached) identifies the following areas of non-compliance with the applicable zoning provisions:

- Front yard depth (maximum required)
- Rear Yard depth (minimum required)
- Exterior walls finish for all dwellings, except Multiple dwellings with five or more dwelling units
- Loading (minimum required)
- Perimeter curbing requirement in section 25.5.10.3 of the zoning by-law

SITE-SPECIFIC ZONING PROVISIONS:

The applicant's Urban Design Brief (UDB) states that "the main goal is to develop the property but preserve the same characteristic the property has maintained with the community since the original school was built". In line with the UDB goal, the maximum front yard depth requirement in s.11.5.5 shall not apply to the proposed development on the subject land. The proposed increase in maximum front yard also helps to accommodate the proposed private driveway and landscaping in the front yard.

The applicant's request for reduction in rear yard depth from 7.50 m minimum required to 5.48 m minimum is supported since it does not impact another property nearby and there is a 6 m wide alley abutting the rear lot line of the subject land.

Consistent with the UDB goal noted above, the zoning bylaw requirement for exterior walls to be entirely finished in brick should be implemented as in Recommendation 1 of this report because the use of brick facing would acknowledge the former school and help this proposed development to appear more residential. The recommendation in this report addresses the applicant's request for exemption from s.11.5.5.50 of By-law 8600.

The applicant's request for zero loading space is supported since each tenant would most likely utilize their parking space for loading and unloading.

Perimeter curbing should be addressed at Site Plan Control. No relief is necessary.

To preserve the same characteristic that the property has maintained with the community since the original school was built, building height on the subject land shall be limited to the 11.0m to accommodate the proposed 10.4 m building height and unforeseen minor height increase due to design revisions at Site Plan Control and/or Building Permit stage.

A draft by-law is attached as **Appendix E.**

4. SITE PLAN

The development proposal is subject to Site Plan Control pursuant to the Planning Act and City of Windsor By-law 1-2004. Following completion of the Development and Heritage Standing Committee meeting on this matter, the applicant may submit a request for Site Plan Control Pre-Consultation at https://ca.cloudpermit.com/login

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.

Climate Change Adaptation:

Trees and other landscaping features help create better living conditions and support climate change adaptation. Stormwater management facilities also help to support climate change adaptation.

Financial Matters: N/A

Consultations:

1. DEPARTMENT AND AGENCIES

Attached as **Appendix D**, to this report, are comments from municipal departments and circularized external agencies. There are no objections to the proposed amendment. Refer to Appendix D, hereto attached, for details of the requirements from various municipal departments and external agencies.

Note that the Engineering Department requirements and some of the other requirements found in Appendix D, will be more appropriately addressed at the time of site plan approval.

2. PUBLIC NOTICE

The Corporation of the City of Windsor advertised the official notice in the Windsor Star Newspaper on Tuesday, July 16, 2024.

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 land from HRD2.1 to RD2.5 will facilitate the proposed low profile residential development on the subject land and positively impact housing supply in the city.

The application has been processed and evaluated considering the Provincial Policy Statement 2020, City of Windsor Official Plan policies, Zoning By-law 8600, and comments received from municipal staff and outside agencies.

In my professional opinion, the recommended Zoning By-law Amendment is consistent with the Provincial Policy Statement 2020 and maintains conformity with the City of Windsor Official Plan. The recommended amendment constitutes good planning. Approval is recommended as noted in Recommendation I of this report.

Planning Act Matters:

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

Greg Atkinson, MCIP, RPP

Neil Robertson, MCIP, RPP

Manager of Development/Deputy City Planner

City Planner

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

JP JM

Approvals:

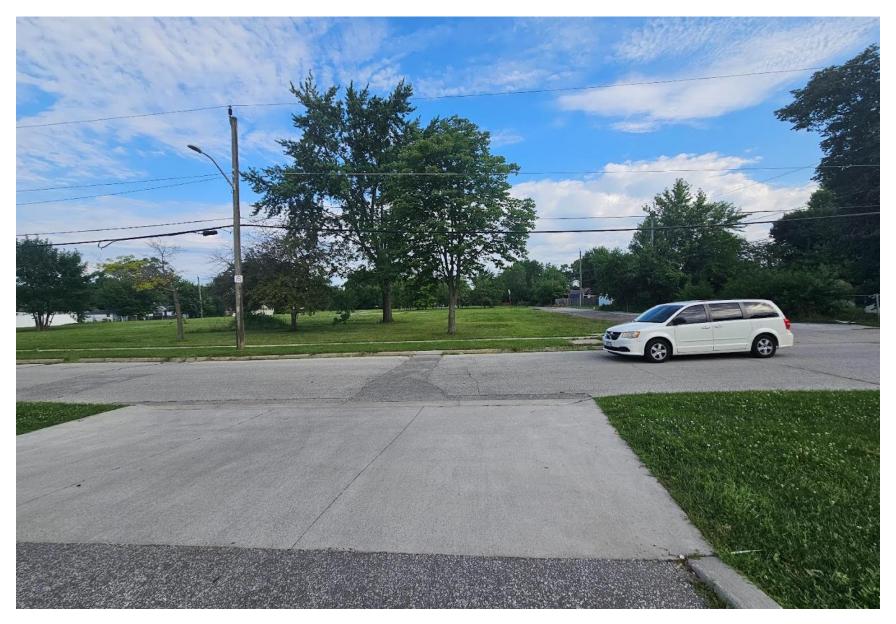
Name	Title
Greg Atkinson	Manager of Development/Deputy City Planner
Neil Robertson	City Planner / Executive Director, Planning & Development Services
Aaron Farough	Senior Legal Counsel, Legal Services & Real Estate
Jelena Payne	Commissioner of Economic Development
Joe Mancina	Chief Administration Officer

Notifications:

Name	

Appendices:

- 1 Appendix A Site Photos
- 2 Appendix B Concept Site Plan, Floor Plan and Building Elevations
- 3 Appendix C Renderings
- 4 Appendix D Consultations
- 5 Appendix E Draft By-law, Z-016-24



Site Photo taken July 17, 2024, showing the vacant subject land, looking north from Grove



Site Photo taken July 17, 2024, showing Grove Avenue Street view and a view of the Park building directly opposite the subject land



2023 Google photo of the old school looking north from Grove Avenue



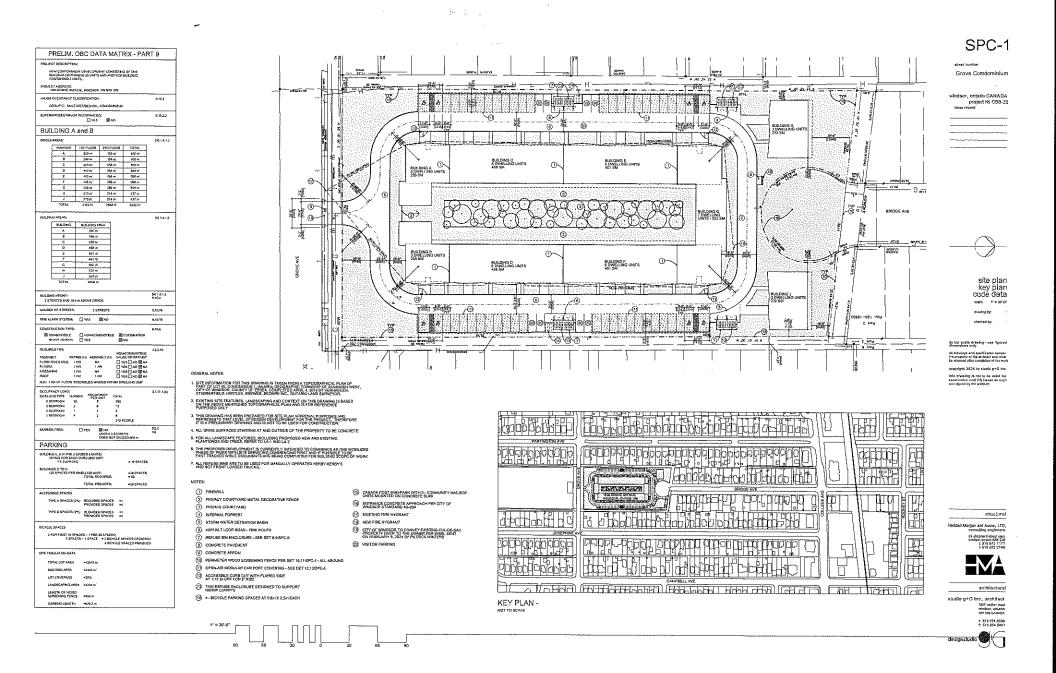
2014 Google Photo of the front (south) elevation of the old school

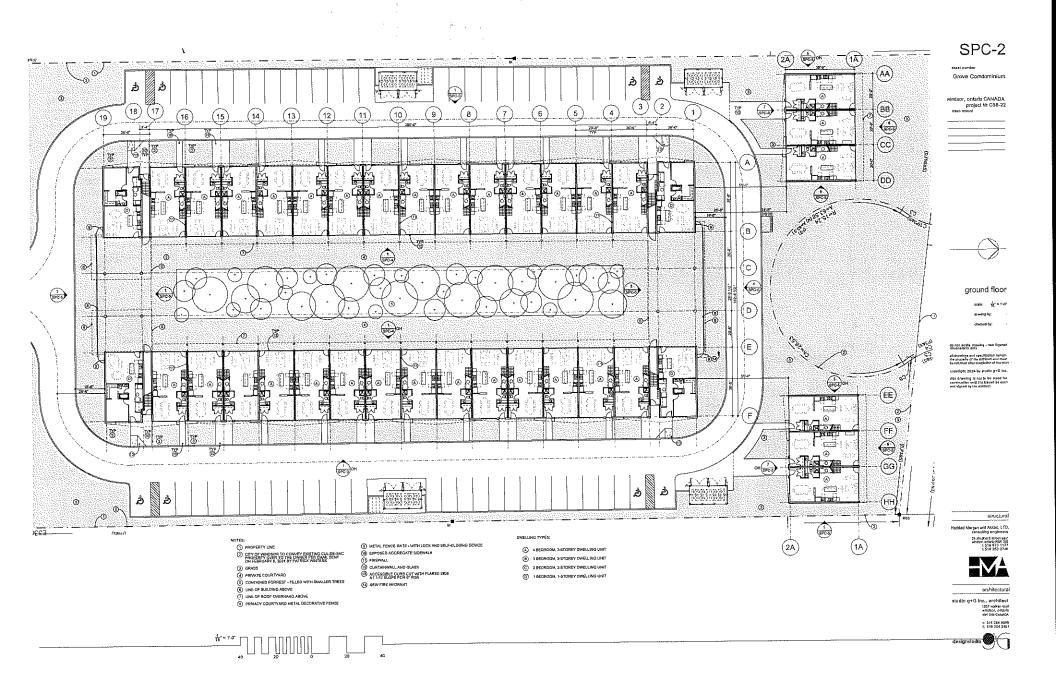


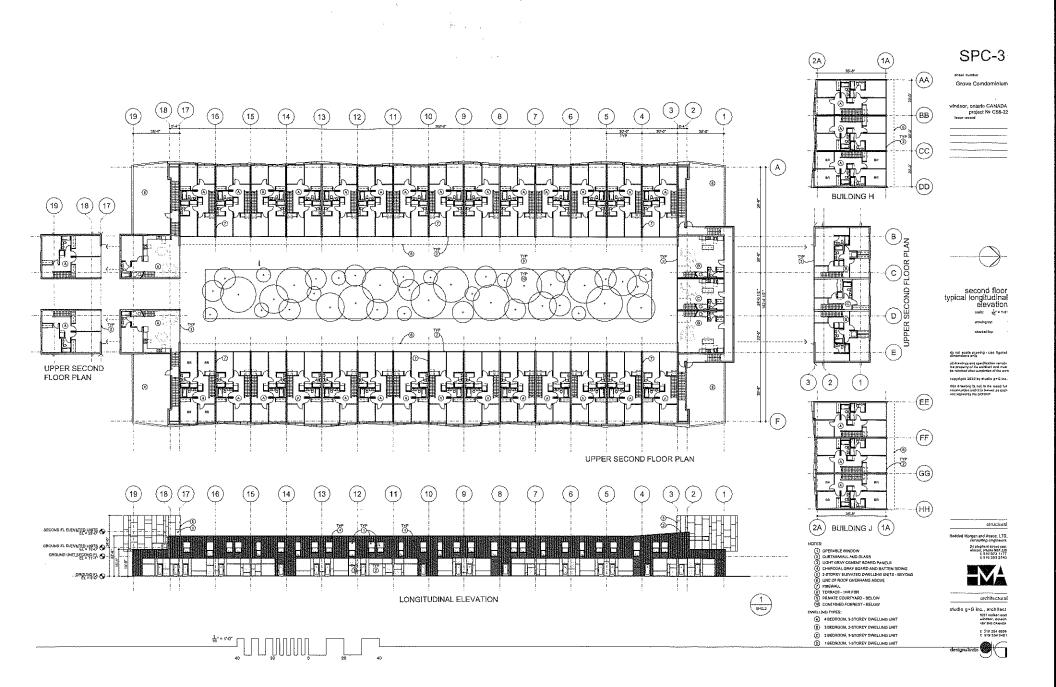
2012 Google Photo of west wall of old school

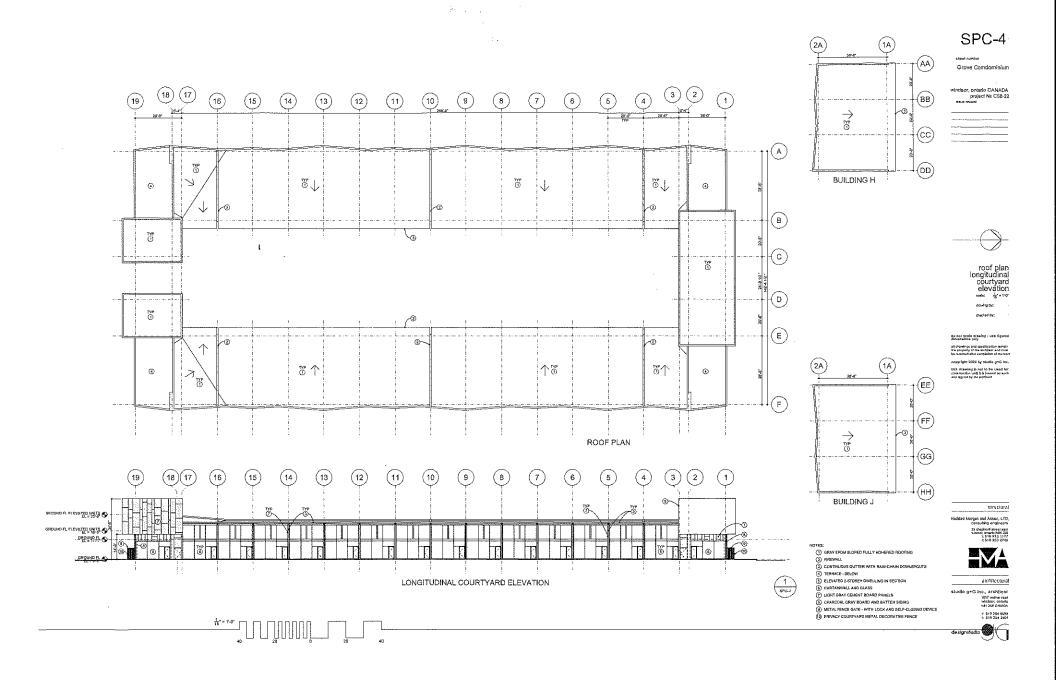


2014 Google Photo of east wall of old school











SPC-6

sheet number

Indsor, ontario CANADA project № C58-22

renderings

drawing by:

do not scale drawing - use figured dimensions only all drawings and specification remain

copyright 2022 by studio g • G this drawing is not to be used construction until it is issued as and strong by the architect





Structura
Haddad Morgan and Assoc, LTC
consulting engineers



architectura studio g+G inc., architec 1057 walker rea windsor, ontari

I: 519 254 BI





SPC-7

renderings





studio g+G inc., architect 1657 wilker road windsor, ontario NNY 2NN CANADA E 519 254 8698 E 519 254 2401



APPENDIX D - CONSULTATION

BELL CANADA – JUAN CORVALAN

Thank you for your email on: LIAISON: Z-016/24 [ZNG-7206] - Olivia Construction Homes | 1920 Grove Ave.

The information that municipalities provide to Bell Canada is instrumental to the provisioning of telecommunications infrastructure and we appreciate the opportunity to be proactively engaged in development applications and infrastructure and policy initiatives.

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 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 <u>planninganddevelopment@bell.ca</u> 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.

ENBRIDGE - JOSE DELLOSA

After reviewing the provided drawing at 1920 Grove Ave 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 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

CANADA POST – BRUNO DESANDO

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

Service type and location

- 1. Canada Post will provide mail delivery service to the 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).

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 Dominion 5. This route will soon be eliminated and replaced with Route 115 effective September 1st, 2024. The closest existing bus stop to this property is located on Campbell at Grove Southwest Corner. This bus stop is approximately 200 metres from this property falling within Transit Windsor's 400 metre walking distance guidelines to a bus stop. This will be maintained with Transit Windsor's City Council approved Transit Master Plan.

ENVIRONMENTAL SERVICES - ANNE-MARIE ALBIDONE

No concerns from Environmental Services

ERCA - ALICIA GOOD

The City of Windsor has received Application for Zoning By-Law Amendment Z-016-24 for the above noted subject lands, which proposes to change the zoning on the subject site from the HRD2.1 to RD2.5 to permit the proposed construction of 2-storey townhome/multiple dwellings on the land. The concept plan shows a total of 43 dwelling units being proposed with 56 parking spaces, and a new internal private roadway. Access is proposed from Grove Avenue.

The applicant also proposes to add a site-specific zoning provision that would permit a reduction in the required rear yard setback, zero (0) loading space on the property, and exempt the development from the building material requirement in section 11.5.5.50. The subject land is designated RESIDENTIAL [Schedule D: Land Use, OP Vol. 1], and zoned Residential District 2.1 with a holding prefix (HRD2.1), by-law 8600.

The following is provided as a result of our review of Zoning By-Law Amendment Z-016-24.

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.

FINAL RECOMMENDATION

Our office has **no objection** to Z-016-24.

ASSET MANAGMENT – JOSE MEJALLI

No objection to this development and zoning amendments as per attached.

ENVIRONMENTAL SUSTAINABILITY – BARBARA LAMOURE

In response to the Zoning By-law amendment there are no objections. This proposal promotes the efficient use of land and resources because it is an infill development. Please also note the following comments for consideration:

Energy Conservation, Air Quality and Climate Change:

Please note PPS 2020 energy conservation and efficiency policies as they relate to long-term economic prosperity (1.7.1 (j)), as well as improved air quality and reduced greenhouse gas emissions (1.8.1). In addition, the City of Windsor Community Energy Plan (approved July 17 2017) aims to improve energy efficiency; modifying land use planning; reducing energy consumption and greenhouse gas emissions; and fostering green energy solutions throughout Windsor, while supporting local economic development.

As per these policies the developer should consider **energy efficiency** in the building design. This may include but not be limited to increased insulation, energy efficient appliances and fixtures, high efficiency windows/doors and **renewable energy sources**.

The developer is encouraged to contact both Enbridge and Enwave to determine opportunities for improved energy efficiency and available incentives.

EV Charging

The installation of **EV chargers** is highly encouraged, as electric vehicles continue to penetrate the personal car and truck market and supported by federal targets for EV production. Access to home charging will continue to be the preferred charge point.

Active Transportation

To promote the use of active transportation, **bike racks** should be considered. The developer has proposed 8 bike spaces. In addition, the plans include walkways that provide connectivity to on- and off- sidewalks and pathway systems.

Climate Change Resiliency

Opportunities to increase resiliency such as providing strategic **flood risk measures** are suggested as this property is located in an area with a 1:5 year basement flooding risk as per the City's Sewer and Coastal Flooding Master Plan.

Low Impact Design should be considered during Site Plan Review to address quantity and quality of stormwater leaving the site. The addition of Green Infrastructure here would be beneficial. Please see https://greeninfrastructureontario.org for examples.

Landscaping

Consideration for **shade trees** are recommended to minimize the urban heat island impacts. Consideration of native, drought resistant plants is encouraged to limit watering requirements. The proposed exterior amenity area and the green zones between the parking area and the building could enhance the urban forest.

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. A Site Plan application currently exists for this development – SPC-2022-18 https://ca.cloudpermit.com/gov/workspace/CA-3537039-P-2022-57/application

A submission of the approved zoning changes are to be provided to Site Plan in order to continue with completion of the Site Plan application. Please direct any questions to Brian Velocci, the Planner currently assigned to this application.

TRANSPORTATION PLANNING - ELARA MEHRILOU

- Grove is classified as a local road with a required width of 20 meters. The existing right-ofway width is sufficient and therefore no conveyance is required.
- Parking must comply with zoning by-law 8600.
 - Deficient 1 loading space
- All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings.
- A pavement markings and signage plan is required.
- All exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

ZONING – STEFAN PAVLICA

- Current Zoning Designation: HRD2.1
- **Proposed Zoning Designation**: RD2.5 with a site-specific provision to permit a reduction in the required rear yard setback, zero (0) loading space on the property, and

exempt from the development from the building material requirement in section 11.5.5.50.

Existing Use [as per historical Building Permit(s) / Planning Act Application(s)]:

- Vacant lot
- Proposed Use:
 - Townhome dwellings
 - Multiple Dwelling with 5 or more dwelling units
- Section 5 General Provisions:
 - Comply
- Section 11.5.5.6 Multiple Dwelling with 5 or more dwelling units
 - o **Minimum Lot Width** (11.5.5.6.1):
 - 20.0m (Required)
 - 79.71m (Provided)
 - Minimum Lot Area per dwelling unit (11.5.5.6.2):
 - 7,138.0m2 (Required)
 - 12,746.9m2 (Provided)
 - Maximum Lot Coverage (11.5.5.6.3):
 - 50.0% (Required)
 - 26.4% (Provided)
 - Minimum Main Building Height (11.5.5.6.4):
 - 7.0m (Required)
 - 10.4m (Provided)
 - Maximum Main Building Height (11.5.5.6.4):
 - 18.0m (Required)
 - 10.0m (Provided)
 - o Minimum Front Yard Depth (11.5.5.6.5):
 - 6.0m (Required)
 - 18.2m (Provided)
 - Maximum Front Yard Depth (11.5.5.6.5):
 - 7.0m (Required)
 - 18.2m (Provided)
 - Minimum Rear Yard Depth (11.5.5.6.6):
 - 7.50m (Required)
 - 5.73m (Provided)
 - o Minimum Side Yard Depth (11.5.5.6.7):
 - 2.50m (Required)
 - 16.41m (Provided)
 - For all dwellings, except a Multiple Dwelling with 5 or more dwelling units, the exterior walls shall be entirely finished in brick (11.5.5.50):
 - Comply
- Section 11.5.5.7 Townhome Dwelling
 - Minimum Lot Width (11.5.5.7.1):
 - 20.0m (Required)
 - 79.71m (Provided)
 - o Minimum Lot Area per dwelling unit (11.5.5.7.2):

- 8,170.0m2 (Required)
- 12,746.9m2 (Provided)
- Maximum Lot Coverage (11.5.5.7.3):
 - 50.0% (Required)
 - 26.4% (Provided)
- Maximum Main Building Height (11.5.5.7.4):
 - 14.0m (Required)
 - 10.4m (Provided)
- Minimum Front Yard Depth (11.5.5.7.5):
 - 6.0m (Required)
 - 18.2m (Provided)
- o Maximum Front Yard Depth (11.5.5.7.5):
 - 7.0m (Required)
 - 18.2m (Provided)
- Minimum Rear Yard Depth (11.5.5.7.6):
 - 7.50m (Required)
 - 5.73m (Provided)
- o Minimum Side Yard Depth (11.5.5.7.7):
 - 2.50m (Required)
 - 16.41m (Provided)
- Notwithstanding Section 24, for a townhome dwelling unit that fronts a street, the required number of parking spaces shall be one parking space for each dwelling unit (11.5.5.7.50):
 - Not applicable
- For all dwellings, except a Multiple Dwelling with 5 or more dwelling units, the exterior walls shall be entirely finished in brick (11.5.5.50):
 - Does not comply
- Section 20 Site Specific Zoning Exceptions:
 - Not applicable
- Section 24 Parking, Loading, and Stacking Provisions <u>Multiple Dwelling with 5</u> or more dwelling units:
 - Required Number of Loading Spaces (24.40.1.5):
 - 1 (Required)
 - 0 (Provided)
 - The total calculated GFA is 6,350.5m2
- Section 24 Parking, Loading, and Stacking Provisions <u>Townhome Dwelling</u>:
 - o Comply
- Section 25 Parking Area Regulations:
 - Construction and Maintenance of Parking Area:
 - (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

HERITAGE PLANNING - KRISTINA TANG

There is no apparent built heritage concern with this property and it is located on an area of low archaeological potential in the current 2005 Official Plan Schedule C-1.

However, the updated archaeological potential model indicates the subject property to be an Area of Archaeological Potential. Should the 2024 Windsor Archaeological Management Plan and associated Official Plan policies be adopted (potentially July 22, 2024) before a formal Planning Act application is submitted (such as future Site Plan Control application), please note that archaeological assessment(s) will be required. In that case, a Stage 1 archaeological assessment and any further recommended assessments are required to be entered into the Ontario Public Register of Archaeological Reports to the satisfaction of the City of Windsor and the Ontario Ministry of Citizenship and Multiculturalism, prior to any additional land disturbances. A final copy of these relevant archaeological reports and GIS study area must be submitted to the City of Windsor.

ENGINEERING - DAN LOPEZ

<u>Sewers</u> The site may be serviced by a 375mm VP combined sewer located within Bridge Avenue right-of-way, and a 600mm RCP storm sewer located within the Partington Avenue right-of-way. If possible existing connections should be utilized. Any redundant connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3.

A Sanitary Sewer Study, dated June 2023 by Haddad Morgan & Associates LTD, has been received and reviewed. The applicant's consultant has confirmed that the existing 375mm VP sanitary sewer on Bridge Avenue will effectively accommodate the site's sewer servicing needs. The study demonstrates that the municipal sanitary sewers have adequate capacity, and no adverse impacts are expected on the surrounding areas as a result of the proposed development.

The Sanitary Sewer Study has been deemed acceptable, and the proposed sanitary servicing strategy is supported by the Engineering Development department.

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.

 $\frac{https://www.citywindsor.ca/business/buildersanddevelopers/Documents/Checklist-Rational-Method.pdf}{\\$

Right_of-Way

- Grove is classified as a local road with a required width of 20 meters. The existing right-of-way width is sufficient and therefore no conveyance is required.
- There are existing sidewalks on the north side of Grove Avenue and on either side of Bridge Avenue, the owner will be responsible for replacing/reconstructing any sections of sidewalk and pavement which are in conflict and/or damaged as the result of the proposed

- servicing. Redundant driveway approaches, curb cuts, and leadwalks on Grove Avenue are required to be abandoned in a manner satisfactory to the City Engineer.
- There are existing alleyways along the east, west and north sides of the property which
 do not appear to serve any municipal purpose, and are required to be closed by the
 applicant. An easement in favour of hydro may be required. Existing fencing which was
 erected by the School Board should be removed by the owner as part of the site servicing.

In summary we have no objection to the proposed development, subject to the following requirements:

<u>Servicing Agreement (Enhanced Permit)</u> – 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 necessary infrastructure to connect to the storm sewers on Partington Avenue at its entire expense, in accordance with the manner, location and design to be approved by the City Engineer. The Enhanced Permit shall include all of the applicable Servicing General Provisions, as updated from time to time. Prior to a Building Department permit application, 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

<u>Redundant Driveway Approaches</u> – The applicant(s) shall agree to close and remove all redundant driveway approaches and restore the boulevard, all to the satisfaction of the City Engineer.

<u>Video Inspection (mainline)</u> - The owner further agrees, to undertake a video inspection, of the existing 375mm vitrified clay sewer on Grove Avenue to ensure the suitability of the sewer for re-use as part of the site redevelopment.

<u>Alley Closing</u> – Prior to the issuance of a Building Permit, the applicant shall apply to the Street and Alley Closing Committee to close the existing alleys adjacent to the subject property.

The alleys to the east and west of the subject site shall be closed. The alleys to the north of the subject site may remain open under the recommendations and satisfaction of Transportation Planning.

If you have any further questions or concerns, please contact Daniel Lopez, of this department at dlopez@citywindsor.ca

ENWIN

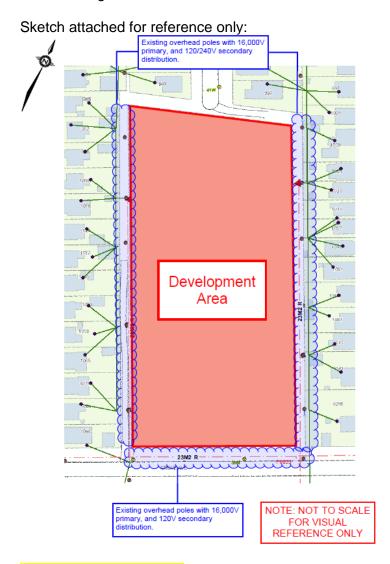
HYDRO ENGINEERING: Zachary Mancini

No Objection, provided adequate clearances are achieved and maintained.

ENWIN has existing overhead pole lines with 16,000 volt single phase primary, and 120/240 volt single phase secondary hydro distribution along the West and East sides of the development property. ENWIN also has existing overhead pole lines with 16,000 volt single phase primary, and 120 volt single phase secondary hydro distribution along the South side of the development property.

Prior to working in these areas, we would suggest notifying your contractor and referring to the Occupational Health and Safety Act and Regulations for Construction Projects to confirm clearance requirements during construction.

Also, we suggest referring to the Ontario Building Code for permanent required clearances for New Building Construction.



WATER ENGINEERING: Bruce Ogg

ENWIN Water has no objections to the rezoning. There is an easement on the property for an existing 300mm watermain that runs through the property.

APPENDIX E - DRAFT BY-LAW

B Y - L A W N U M B E R -2024

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the day of , 2024.

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.	2.	3.	4.	5.	6.
Item	Zoning	Lands Affected	Official	Zoning	New
Number	District		Plan	Symbol	Zoning
	Map Part		Amendment		Symbol
			Number		
1	4	Pt Lot 68, Concession 1, PIN 01219-0447 (located on the north side of Grove Avenue, between Josephine Avenue and Partington Avenue)	-	HRD2.1	RD2.5

2. That subsection 1 of Section 20, of said by-law, is amended by adding the following paragraph:

'511 NORTH SIDE OF GROVE AVENUE, BETWEEN JOSEPHINE AVENUE AND PARTINGTON AVENUE

For the land comprising Part Lot 68, Concession 1, PIN 01219-0447 LT, all permitted uses shall be subject to the following additional provisions:

a)	Main Building Height - maximum	11.0 m	
b)	Front Yard Depth – maximum	20.3 m	
c)	Rear Yard Depth – minimum	5.48 m	
d)	Loading space – minimum	0	
e)	Exterior finish for all dwelling types – minimum	50% face brick	
[ZDM 4; ZNG/7206]"			

3. The said by-law is further amended by changing the Zoning District Maps or parts thereof referred to in Section 1, of said by-law and made part thereof, so that the lands described in Column 3 are delineated by a broken line and further identified by the zoning symbol shown in Column 5:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendment	5. Zoning Symbol
			Number	
1	4	Pt Lot 68, Concession 1, PIN 01219-0447 (located on the north side of Grove Avenue, between Josephine Avenue and Partington Avenue)	-	S.20(1)511

DREW DILKENS, MAYOR

CLERK

First Reading - , 2024 Second Reading - , 2024 Third Reading - , 2024

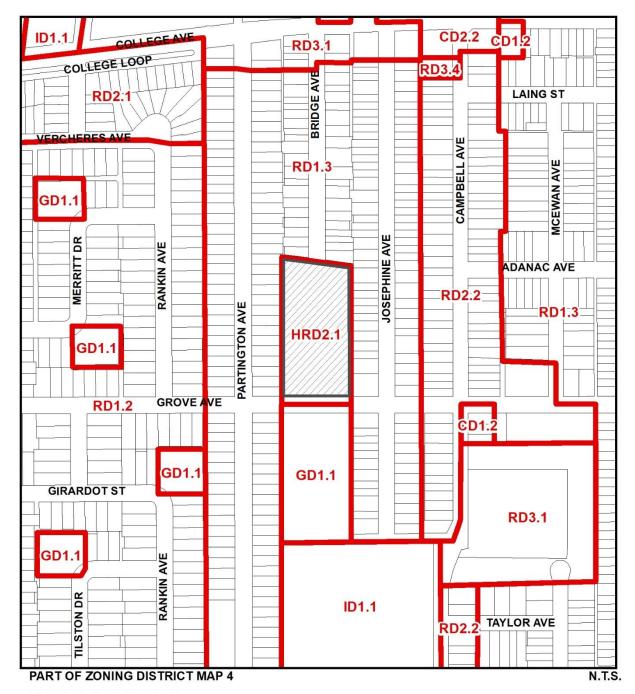
SCHEDULE 2

1. By-law _____ has the following purpose and effect:

To amend the zoning of the lands described as Pt Lot 68, Concession 1, PIN 01219-0447, located on the north side of Grove Avenue, between Josephine Avenue and Partington Avenue, by changing the zoning category to facilitate the redevelopment of the property for a townhome and multiple dwellings.

This amendment provides the opportunity for the construction of 43 dwelling units on the subject land, thereby, boosting housing supply / options in the city. This amendment also supports a more compact development and helps optimize the use of existing municipal infrastructure and public facilities in the subject area.

2. Key map showing the location of the lands to which By-law ____applies.



SCHEDULE 2

APPLICANT: OLIVIA CONSTRUCTION HOMES LTD.



SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT

DATE : JULY, 2024 FILE NO. : Z-016/24, ZNG/7206

Development & Heritage Standing
Committee Meeting
August 6, 2024
Item 7.1 - Written Submission

July 23, 2024

I start with this quote per "The Windsor Star" on Jan. 31, 2024:

Unlike those other successful applicants, Windsor refused to change its zoning bylaw to allow fourplexes on any residential lot.

Okay. Imagine that—the city refusing millions of dollars for new housing based on that issue.

Now imagine a 43-unit townhouse dwelling right smack in the middle of **your** neighbourhood—all pending on a zoning change.

The composition of our neighbourhood has already been transformed from long-term home owners to an increasing amount of missing-in-action investors at this time. A large majority of our "single dwelling" homes in our neighbourhood have already been remodeled from 2 to up to 6 bedroom rental units OFTEN without building permits. Parking along parallel Josephine Avenue is at a premium with often four cars per rented house.

The Olivia plan calls for 43 units of one, two, three and four bedrooms. The math doesn't add up for 56 parking spaces, let alone their visitors.

Parking along Grove Avenue has always been tight around the corner from Campbell onto Grove because of parking which reduces the width of the lane plus it is a busy intersection for the nearby West Gate grade school.

Our street is already used as a speeding course by those avoiding Partington Avenue's speed bumps. I can't imagine more traffic.

The report stated "No impacts on climate change is anticipated." I'm calling that debatable.

I'm worried about the noise issue. How long will construction take? Will we have to endure years of construction noise? And the influx of hundreds of people?

The owners of the property bought it as zoned residential. I'm all for progress but would prefer that residential homes NOT 2 storey townhouses sardined together butted against the perimeter of our homes be built by changing the zoning bylaws and with their request of a reduction in the required rear yard setback AND exempt the development from the building material requirement in section 11.5.5.50.

It's a no for me.

Louise Gagne,

Windsor, ON

P.S. By the way, we also have the homeless hub that was thrust upon us coming to the area of Wellington within our radius in the future. Thanks, at least, for a chance to voice our opinions on this matter of the Olivia Construction proposal.

Development & Heritage Standing Committee Meeting August 6, 2024 Item 7.1 - Written Submission

Design Concerns Regarding

Planning Rationale Report Regarding Zoning Bylaw Amendment

Proposed Development of 1920 Grove Avenue as Submitted by Pillon Abbs Inc.

The Provincial Policy Statement stipulates, "To provide an appropriate range and mix of housing options and diversities required to meet projected requirements of current and future residents of the regional market area¹." The PPR response indicates, "There is currently a need for more housing in the City." While there is indeed a need for housing, particularly affordable housing, in the City as a whole; this report has failed to analyze the needs particular to the market area – the geographical surroundings of the University of Windsor, specifically Bridgeview. A high percentage of the existing homes are transitioning into rentals: mostly student, many with absentee landlords. We fail to see the rationale of how a market-value condominiums meet the requirements of this market area.

PPS states "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.²" PRR's response includes the statement, "The development will broaden the range and mix of housing available in the area." It certainly will, but a market-value condominium complex neither meets the needs of the likely future area residents nor is 'affordable housing'.

The surrounding area of this development has been referred to several times in the Planning Rationale Report (PPR), citing that "The proposed buildings will blend in with the surrounding area1" and "The proposed development is low profile, which is similar to the surrounding area2." In fact, the surrounding area is 90% one-and-a-half storey houses built 90-110 years ago whereby the second floor comprises of sloping roofs toward the front and back of the property without windows. The proposed development is neither similar nor will 'blend in'. In fact, the modern concept of the new development is in stark contrast to the architectural design of the existing properties.

The PPR says "The proposed development is compatible in terms of scale, massing, height, siting, setbacks, parking and amenity areas". The two 'elevated buildings' (three-storey height) facing Grove Avenue are not in compliance with scale and height; they do overlook Bridgeview Park and not really any residential area. However, the two buildings containing 6 townhouse units on the north of the property are an anomaly. These two buildings overlook lots 241 to 243 on Partington, 167 and 168A on Bridge, and lots 115 through 119 on Josephine. Although the exact measurements of setback are not provided, the distance from the rear and side of the buildings to the property edge appears close enough to infringe on the aforementioned abutting lots.

The PPR response claims, "Building Height – There are no impacts on privacy or shadowing on abutting properties based on the proposed building height. This is similar to the height of a single detached dwelling.⁴" This is a false statement. While it is correct for the central complex, the two buildings on the north side will severely impact the view, shadowing and privacy of the lots surrounding the cul-de-sac.

Minimum Rear Yard Depth request to change from 7.5 metres to 5.48 metres (25 to 18 feet) – the PRR indicates "reduction in the rear yard does not impact the abutting property" applies to the centrally located buildings, but it does not apply to the separate two buildings on the north side of the plan. In addition, while the PRR indicates that the Minimum Side Yard Width of 2.5 metres complies, as the buildings on the north side of the property are 'side-facing', the Minimum Rear Yard Depth requirement should be applied to the buildings' side yards.

- 1. Provincial Policy 1.4.1
- 2. Provincial Policy 1.4.3
- 3. Official Plan 3.3.3
- 4. Official Plan 6.32.5
- 5. Official Plan 6.3.2.5
- 6. Official Plan 8.7.2.3

Submitted by Linda MacKenzie August 2024

Development & Heritage Standing Committee Meeting August 6, 2024 Item 7.1 - Written Submission Thursday, August 2nd, 2024

Honoured members of the City Council and of the Development & Heritage Standing Committee,

I am writing to express my **opposition to the proposed rezoning and development** of the vacant land located on the north side of Grove Avenue between Josephine Avenue and Partington Avenue, municipally known as 1920 Grove Avenue. Instead of the development proposal under discussion, I instead propose **preserving this land**, bolstering the city's number of green spaces and improving the quality of life for city residents living nearby.

The City's Official Plan declares the importance of "creating balance between human activities and natural systems", yet this proposed development would be removing a natural system that swept over the land after the previous structures were removed: a field of wildflowers, which has been attracting a variety of pollinators like butterflies, as well as birds and insects that help control local mosquito populations, not to mention residents who like to walk near these wildflowers to get regular exposure to nature.

The two next-nearest naturalized areas are Gateway Public Park Trail and South Cameron Woodlot, each of which is over a twenty minute walk away. None of the parks closer to here than those two have much biodiversity at all, which is not only an environmental concern but also a detriment to the quality of life in our neighbourhood.

Therefore, I urge the Council to **consider rezoning this parcel of land as a Green District** (specifically GD1.1: Public Park), and instead **create naturalized trails** on this land to complement the more open and manicured Bridgeview Park on the other side of Grove Avenue. Such a plan would help our city make great strides towards "creating balance between human activities and natural systems" and also "enhancing the image of Windsor as an attractive and livable city" where people "feel comfortable and are inspired by their surroundings" – all of which are important features of (and direct quotes from) the Official Plan.

Preserving this land as green space would also satisfy several noteworthy goals listed in Ontario's Provincial Policy Statement (PPS) 2000. In particular:

- Policy 1.1.1 (c) encourages "avoiding development and land use patterns which may cause environmental or public health and safety concerns". Although the development proposal attempts to claim that "No environmental or public health and safety concern is triggered by the proposed change of the use of the subject land," I contend that the study hasn't fully accounted for the way the land is actually being used. This land has become a valuable resource that helps us naturally boost our physical and mental health by providing us the opportunity to meander alongside a beautiful natural area. Losing this would be detrimental to our well-being and health.
- Policy 1.1.1 (h) supports "promoting development and land use patterns that conserve biodiversity". The proposed residential development would disrupt the biodiversity absolutely, while the counter-proposal of curating a naturalized green space would provide much better alignment with this policy.
- Policy 1.1.1 (i) promotes "preparing for the regional and local impacts of a changing climate", which the green space counter-proposal directly supports. Plants and trees not only help offset carbon emissions, but they also help mitigate the heat island effect of densely developed areas. Plus, green spaces naturally absorb more rainwater than developed areas; perhaps more

importantly, this parcel of land has a tendency to collect rainwater into a pond that lasts long enough in the springtime that I've seen several pairs of mallards attempting to nest there over the past few years. It could be valuable to investigate whether such a naturalized pond area would be helpful for the city's stormwater management strategies, which may become increasingly challenged as extreme weather continues to rise.

 Part IV of the PPS states that "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." Increased housing density does nothing to promote environmental resilience or the health of communities or its residents, whereas whereas a naturalized area with trails would be capable of enhancing all these and more.

The Climate Change Risks discussed in the development proposal only address the risks of proceeding with the development, while completely disregarding the risks of removing more green space from the city. While I understand the need for more housing, I believe it is also crucial to retain pockets of nature within urban settings. Once a green space is gone, it would be nigh-impossible to reclaim... and the satellite view of Windsor would end up marred with yet another grey block that had the all-too-brief opportunity to be green.

I have prepared a collection of photos highlighting the natural beauty that has arisen from this parcel of land over the past several years. These provide a much-needed contrast to the site photos provided by the developers, which have been staged to show only the apparent emptiness that they want you to see.

I have spoken to several of my neighbors who also wish to see this land preserved as green space rather than redeveloped. I hope for all our sakes (and those of our children) that you **halt the discussion of developing this land**, and take the time to **thoroughly investigate the value of preserving green space to protect biodiversity and provide community benefits**.

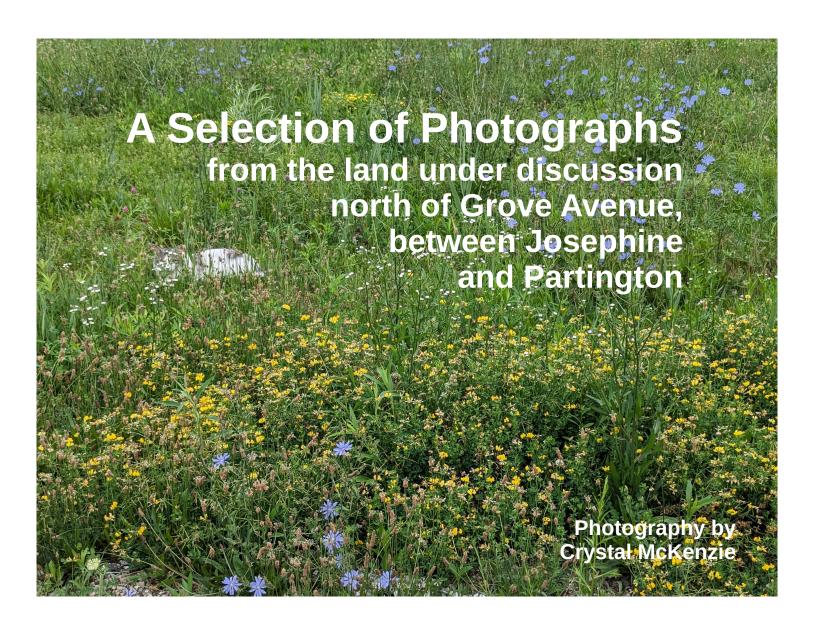
My counter-proposal of providing trails would encourage local residents to appreciate and engage with that biodiversity, supporting both environmental protection and quality of life. This aligns well with the City of Windsor's goals of enhancing residents' well-being.

Thank you for your consideration.

Sincerely,

Crystal McKenzie resident on Bridge Avenue since 2020, resident of Windsor since 1997.

Development & Heritage Standing Committee August 6, 2024 Item 7.1 - Written Submission (Appendix A)



Spring Waterfowl

Right: Ducks, March 07, 2022

Below: Geese, May 02, 2024





Summer Wildflowers

July 08, 2023



(Cover photo is also from July 08, 2023.)

City Council Meeting Agenda - Monday, September 9, 2024 Page 586 of 932



Autumn Beauty

Above: September 29, 2022

Right: November 16, 2021



City Council Meeting Agenda - Monday, September 9, 2024 Page 587 of 932

Winter Intrigues

Right: February 08, 2022

Below: November 30, 2021







Present Day

August 02, 2024









City Council Meeting Agenda - Monday, September 9, 2024 Page 589 of 932



Committee Matters: SCM 248/2024

Subject: Amendment to Sign By-law 250-04 for 2545 Howard Avenue, File No. SGN-001/24 - Ward 10

Moved by: Councillor Mark McKenzie Seconded by: Councillor Angelo Marignani

Decision Number: DHSC 645

- I. THAT the application for a Site Specific Amendment to By-law 250-2004, being a by-law respecting signs and other advertising devices in the City of Windsor, as amended (the "Sign By-law"), to allow for the installation of an Electronic Changing Copy Billboard Ground Sign on the private property at 2545 Howard Avenue, **BE APPROVED**; and,
- II. THAT Schedule "E" "Special Provisions for Individual Signs" of the Sign By-law **BE AMENDED** by adding the following as a new section E. 22:
 - **E. 22** Despite the provisions of this By-law, that a BILLBOARD SIGN, that is both a GROUND SIGN and an ELECTRONIC CHANGING COPY SIGN, may be constructed on the property located west of Howard Avenue, east of Doty Place and south of the CP Rail Line underpass, subject to the following conditions:
 - a. That the BILLBOARD SIGN does not include FLASHING ILLUMINATION, and that changing of the ELECTRONIC CHANING COPY does not occur at intervals of less than 10 seconds;
 - b. That the manufacturer of the BILLBOARD SIGN confirm compliance with the lighting restrictions in accordance with Section 3 for electronic message signs;
 - That the BILLBOARD SIGN does not have any animation including scrolling letters, television or video message, or any moving sign message objects;
 - d. That the illumination intensity of the BILLBOARD SIGN complies with subsection 3.3.1.(c) of this By-law, and that the brightness of the BILLBOARD SIGN be automatically controlled with an ambient light photo-sensor; and,
 - e. That the BILLBOARD SIGN will only be illuminated between the hours of 6am and 11pm; and,

III. THAT the City Solicitor **BE DIRECTED** to prepare the by-law to amend the Sign By-law.

Carried.

Report Number: S 88/2024

Clerk's File: SB2024

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 August 6, 2024
- 3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240806/-1/10500



Council Report: S 88/2024

Subject: Amendment to Sign By-law 250-04 for 2545 Howard Avenue, File No. SGN-001/24 - Ward 10

Reference:

Date to Council: August 6, 2024

Author: Stefan Fediuk
Sr. Urban Designer
519-255-6543 ext.6025
Planning & Building Services
Report Date: July 9, 2024
Clerk's File #: SB2024

To: Mayor and Members of City Council

Recommendation:

- I. THAT the application for a Site Specific Amendment to By-law 250-2004, being a by-law respecting signs and other advertising devices in the City of Windsor, as amended (the "Sign By-law"), to allow for the installation of an Electronic Changing Copy Billboard Ground Sign on the private property at 2545 Howard Avenue, **BE APPROVED**; and,
- II. THAT Schedule "E" "Special Provisions for Individual Signs" of the Sign By-law **BE AMENDED** by adding the following as a new section E. 22:
 - **E. 22** Despite the provisions of this By-law, that a BILLBOARD SIGN, that is both a GROUND SIGN and an ELECTRONIC CHANGING COPY SIGN, may be constructed on the property located west of Howard Avenue, east of Doty Place and south of the CP Rail Line underpass, subject to the following conditions:
 - a. That the BILLBOARD SIGN does not include FLASHING ILLUMINATION, and that changing of the ELECTRONIC CHANING COPY does not occur at intervals of less than 10 seconds;
 - b. That the manufacturer of the BILLBOARD SIGN confirm compliance with the lighting restrictions in accordance with Section 3 for electronic message signs;
 - That the BILLBOARD SIGN does not have any animation including scrolling letters, television or video message, or any moving sign message objects;
 - d. That the illumination intensity of the BILLBOARD SIGN complies with subsection 3.3.1.(c) of this By-law, and that the brightness of the BILLBOARD SIGN be automatically controlled with an ambient light photo-sensor; and

- e. That the BILLBOARD SIGN will only be illuminated between the hours of 6am and 11pm; and,
- III. THAT the City Solicitor **BE DIRECTED** to prepare the by-law to amend the Sign By-law.

Executive Summary:

N/A

Background:

The proposed site, currently located at 2545 Howard Avenue, is situated south of the CP Rail line underpass at Howard Avenue, bounded by Howard Avenue on the east, and Doty Place to the south and west. The applicant is looking to install a new Electronic Change Copy Billboard Ground Sign, located centrally on the property (Appendix "B").

This location, as depicted in Appendix "A," is subject to the City of Windsor Sign By-law 250-2004. The proposed sign is classified as a BILLBOARD GROUND SIGN utilizing an ELCTRONIC CHANGING COPY Sign Face. The sign is regulated by Section 6.3: Regulations for BILLBOARD GROUND AND WALL SIGNS. The proposed sign falls within the permitted locations for Billboard Signs as outlined in Sign Bylaw Section 6.3.2 (vi) Howard Avenue, between the Canadian Pacific Railway Underpass and Cabana Road East.

An application for a site-specific Amendment to the Sign Bylaw was received by the Building and Planning Department, for relief from City of Windsor Sign By-law, related to Section 6.3.17.iii PROHIBITION for ELECTRONIC CHANGE COPY BILLBOARDS minimum distance within 300m of any residential use or SENSITIVE USE, where SIGN FACE will be directly visible from any point of a residential use or SENSITIVE USE in any Building.

Discussion:

In March 2022, Media Resources International, through Permit World contacted the City of Windsor's Building & Planning Departments with a proposal to erect a third party Electronic Change Copy Billboard sign at the vacant lot at 2545 Howard.

While the lot maintains a Howard address, the lot's frontage is actually along Doty Place as a result of the grade separation resulting from the underpass for the CP Rail Line. Under the Sign Bylaw for Billboards prior to May 27, 2024, the original proposal resulted in four variances and restrictions related to offsets from both Howard Avenue, Doty Place and controlled intersections, as well as to residential districts.

At the February 27, 2023 Council Meeting, Council through CR103/2023 DHSC 477 approved a one-year moratorium on new billboard sign permits. As a result, the application was placed on hold until the Sign Bylaw related to Billboard Signs was Amended.

In consultation with Urban Design and Transportation Planning, the applicant and the property owner has opted to reapply under the Amended Sign Bylaw (CR 93-2024) to reduce the number of variances from four down to one prohibition. Though variances would be heard through the Committee of Adjustment process, Prohibitions can only be approved by Council through a site-specific Sign Bylaw Amendment.

The applicant is seeking a site-specific amendment to the Sign Bylaw for 1 prohibition.

PROHIBITION for ELECTRONIC CHANGE COPY BILLBOARDS:

Restrictions related to Section 6.3.17 states that, "No part of any ELECTRONIC CHANGE COPY BILLBOARD GROUND or WALL SIGN shall:

iii. Be ERECTED within 300.0m of any residential use or SENSITIVE USE, where the SIGN STRUCTURE or the SIGN FACE will be directly visible from any point of a residential use or SENSITIVE USE in any Building."

The applicant has proposed to erect the billboard sign approximately 73m from Residential Uses east of Howard Avenue. This would constitute a relief of 227m, or 75.6% of the regulation.

In total 95 residential homes lie within the 300m area east of Howard Avenue bounded by CP Rail tracks to the north, to midblock west of Lilian Avenue along South Pacific Avenue, Brazil Avenue, and Eugenie Street East. The proposed Electronic Change Billboard would not be visible to residences along Brazil Avenue or south of Brazil Avenue due to the commercial buildings found along the east side of Howard Avenue. The Billboard sign may be visible to approximately seven houses at the western end of South Pacific Avenue.

An additional 11 residences lie north of the CPR Tracks; however, the grade separation would provide a significant blockage of the visibility of the proposed billboard.

There are no known residential uses west of the proposed billboard sign.

As outlined in the Rationale prepared by the applicant (Appendix "C"), the applicant has reduced the total height from 9.0m to 8.3m to ensure the light emitted from the billboard has better blockage from the existing commercial buildings to not impact the residential properties east of Howard Avenue. In addition, the applicant is proposing that the Billboard will not be illuminated (operational) between the hours of 11pm and 6am to reduce the impact to the nearby residences. A light analysis summary has also been prepared, demonstrating a maximum increase in ambient light levels of 0.3lux for the closest residential properties; 0.3 lux is equivalent to a 60w light bulb at 14m away. The sign will be continuously monitored and tracked to ensure illumination levels do not exceed permitted intensities.

Risk Analysis:

Amending the Sign Bylaw to allow this sign to be installed at this location will create a challenging precedent for the City to enforce aspects of the Sign Bylaw especially with respect to setbacks from residential uses. Several Electronic Change Copy Billboard

Sign Permit Applications have been received by the Building & Planning Department for review. All have variances or Sign Bylaw Amendments required. Many still being reviewed have similar non-compliances to this application. Council's decision regarding this application can impact the direction for many of those applications.

Climate Change Risks

Climate Change Mitigation:

Light pollution is a contributing factor to climate change and light levels for LED display signs are regulated by the Sign Bylaw. Automatic brightness controls even out the illumination levels related to the ambient light surrounding the signage. Currently, the Sign By-law does regulate the brightness of illuminated signs in Section 3.3 Illumination Regulations, however the vary nature of Illuminated Electronic Change Copy Billboard Signs will create light pollution as they cannot be full cut-off as per CR228/200 Lighting Intensity Standards Study.

In addition, the applicant has agreed to restrict the illuminated hours of operation from 6am to 11pm to accommodate Dark Sky Friendly practices.

Climate Change Adaptation:

LED technology has proven more energy efficient than traditional static lighting. With climate change and increasing strain on natural resources, limiting carbon footprints is essential. Electronic Change Copy Billboard Signs help to reduce the amount of poster waste entering our landfills and recycling plants, but however have other risks from climate perspectives.

Financial Matters:

There are no direct matters of financial consequence to the Corporation of the City of Windsor arising from the recommendations of this application for an amendment

Consultations:

Several municipal departments where circulated for consultation and comments, including: Transportation Planning, Traffic Operations, Engineering, Planning and Building Services, Windsor Police Services, and the Legal Department, to address the variances, restrictions and prohibitions, related to this proposal.

Conclusion:

The applicant has worked with City Administration since the original application in April 2022, to provide a rational proposal that reduced the number of non-compliances originally proposed. It is Administration's opinion that applicant has demonstrated that the impact to the residential community will be minimized through the technology being utilized and the restricted hours that this Electronic Billboard Sign will be operated.

Therefore, it is Administration's opinion that Council should approve the proposed sitespecific amendments related to the proximity to the residential uses east of Howard Avenue, limited to static messages only, which change at a rate of 10 second intervals, illumination regulations Subsection 3.3. of the Sign Bylaw, and will only be illuminated between the hours of 6am and 11pm daily.

Planning Act Matters:

N/A

Approvals:

Name	Title
Stefan Fediuk	Senior Urban Designer / Landscape Architect
Jason Campigotto	Deputy City Planner - Growth (A)
Neil Robertson	City Planner / Executive Director - Planning and Development Planner
Kate Tracey	Senior Legal Counsel
Wira Vendrasco	City Solicitor
Jelena Payne	Commissioner of Economic Development
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email		

Appendices:

- 1 APPENDIX A Neighbourhood Map
- 2 APPENDIX B Proposed Sign & Location
- 3 APPENDIX C Rationale



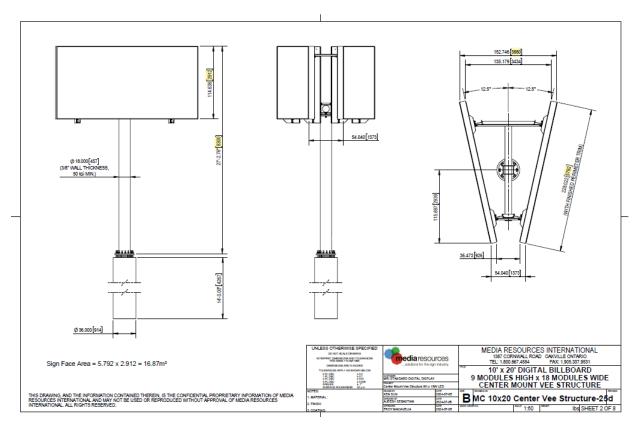
NEIGHBOURHOOD MAP - SGN-001/24

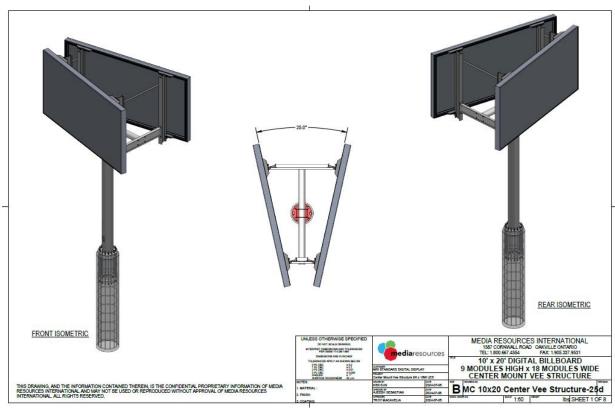
APPLICANT: PERMITWORLD BILLBOARD





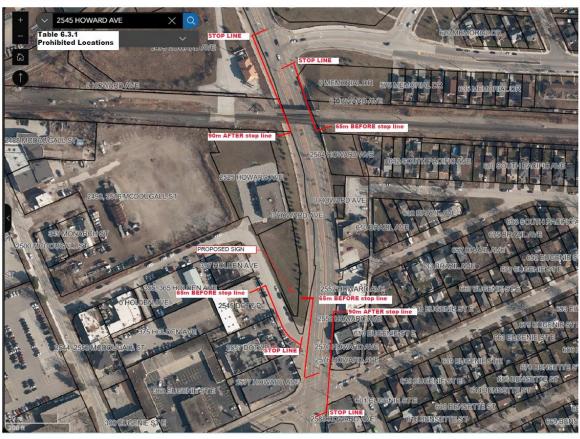
APPENDIX "B" SGN-001/24 Proposed Electronic Billboard Sign and Site Plan



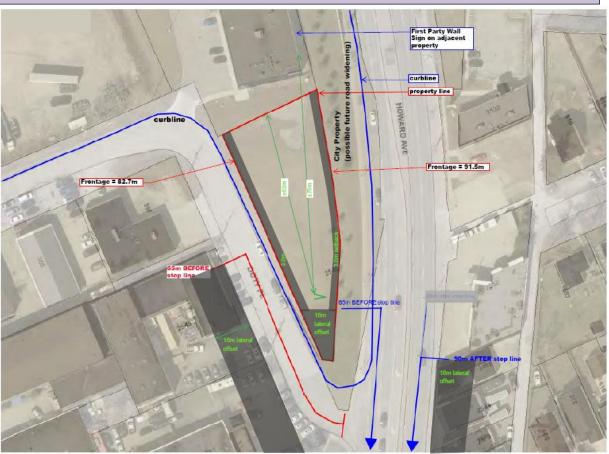


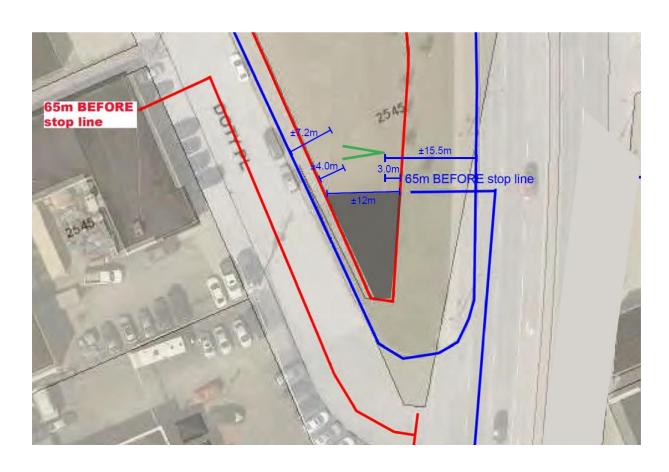
APPENDIX "B" SGN-001/24 Proposed Electronic Billboard Sign and Site Plan





APPENDIX "B" SGN-001/24 Proposed Electronic Billboard Sign and Site Plan







July 18, 2024

City of Windsor Planning Department 350 City Hall Square West Windsor, Ontario N9A 6S1

Dear Members of Staff,

Re: Sign By-Law Amendment for 1 Electronic Billboard sign at 2545 Howard Ave

We kindly request your support for our application to install one V-shaped, electronic billboard ground sign at this location. The proposed sign face will be 5.79m in width and 2.91m in length, with a total height of 8.3m from the grade.

VARIANCE

A variance to the sign bylaw has been identified as follows:

6.3.17 Prohibitions for ELECTRONIC CHANGE COPY BILLBOARDS
No part of any ELECTRONIC CHANGE COPY BILLBOARD GROUND or WALL SIGN shall:
iii. Be ERECTED within 300.0m of any residential use or SENSITIVE USE, where the SIGN STRUCTURE or the SIGN FACE will be directly visible from any point of a residential use or SENSITIVE USE in any Building,

The proposed sign fulfills nearly all the criteria of the sign bylaw, which consists of approximately 27 requirements, with the exception of one. A table of compliances has been included as Appendix A.

As per Council Report S 116/2023, Concern #2b – Setbacks from Sensitive Uses

The intent of the greater setback for ECCs was to ensure that the constant illumination would not impact residents negatively, especially during normal sleeping times.

The proposed sign will be turned off between 11pm and 6am daily which will ensure that the illumination has no negative effect on residents especially during these normal sleeping times. Additionally, the sign height has been reduced from 9.0m to 8.3m to further ensure that the visibility of the sign faces to the residential properties to the south and east are blocked by the existing commercial buildings.

The sign will not exceed 300 nits between sunset and 11pm or 5000 nits between 6am and sunset which is industry standard and will not display any flashing or animation.

To further ensure that there will be no negative effect on the surrounding properties, we have had a Light Analysis completed for this location. The full report has been included as Appendix B. We urge you to review the report in its entirety to better understand the technology that is being utilized in this situation.

<u>Light Analysis Summary</u>

- The proposed sign will be equipped with an ambient light sensor. This will allow the Illumination output of the board to be adjusted automatically based on brightness of the day. As it gets darker, the illumination level of the board will be reduced to control the perceived brightness.
- The sign will be continuously monitored to ensure that the illumination levels are within range at all times.
- A maximum increase in ambient light levels of 0.3lux is considered inconsequential by many cities and townships in North America. This is typically considered the maximum acceptable increase in ambient light in relation to residential use properties.
- A 0.3lux is equivalent to a 60W light bulb 14 metres (46') away.
- The increase in ambient light for any residential property that has visibility of the proposed sign will not exceed 0.28lux.

Surrounding Area

The properties immediately to the east of the proposed sign will have no visibility of the proposed sign faces due to the orientation of the sign. There will be no noticeable increase in ambient light levels on these properties.

The properties to the north-east and south-east could have some visibility of the proposed sign however, this would be viewed across Howard Ave, which is a 4 lane high traffic street with industrial/commercial properties on both sides of the road. There are light standards on both sides of the street which will have a greater impact on ambient light levels than the proposed sign. In addition, many of the commercial businesses that are between the proposed sign and the residential properties have illuminated ground signs.

The properties to the south-east are further blocked from viewing the proposed sign by the existing commercial businesses and the fact that the sign height has been reduced to 8.3m to reduce visibility beyond Howard Ave.

Is it desirable for the appropriate development use of the land, building, or structure?

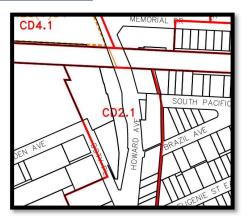
The sign bylaw specifies that billboard ground signs only be permitted within a commercial or manufacturing district where they abut one of the specified streets. This property is commercially zoned with all the immediately adjacent properties being a combination of commercial or manufacturing. Howard Ave is named as one of the streets on which billboard ground signs are permitted and remained so with the amendment to the sign bylaw.

This property is undeveloped and is under the same ownership as 2525 Howard Ave which houses a robotics engineering firm. The proposed sign is appropriate in scale and location for this property as well as for this commercial corridor.

Is the general intent and purpose of the zoning bylaw being maintained?

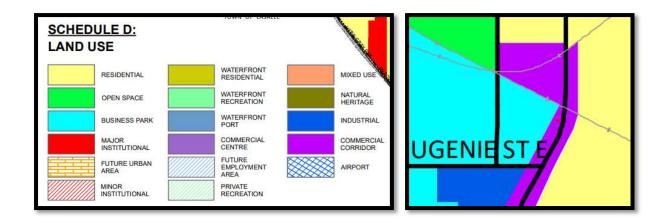
As per the City of Windsor Zoning Bylaw, the property is zoned CD2.1 – Commercial Districts (General).

CD2.1 is among the zoning designations in which a billboard ground sign is permitted. The proposed sign does not contravene any regulations in the zoning bylaw and conforms to the maximum building height and minimum setback requirements.



Is the general intent and purpose of the Official Plan being maintained?

As per the Official Plan Land Use map, 2545 Howard Ave is designated as Commercial Corridor and is located in the Remington Park Planning District.



"Our city is built on relationships – between our citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together." – Section 3.1 – Official Plan Mission Statement

The Urban Design objective within the City of Windsor's Official Plan dictates that Council will ensure that the number, location and design of signs and fixtures such as utilities and other service installations relate to the character of the surrounding neighbourhood and do not obstruct movement within the right-of-way.

The proposed sign is in keeping with the recommendations in the Official Plan and will enhance the existing streetscape while maintaining a reasonable setback from the right-of-way.

We are respectfully requesting your support in this matter. If you require any additional information or have questions, feel free to contact the undersigned.

Yours sincerely,



General Manager

Permit World Consulting Services Inc. 57 William St. W. | Waterloo, ON | N2L 1J6 519-585-1201 x 101 | spetzold@permitworld.ca www.permitworld.ca

APPENDIX A

Regulation	Compliant	<u>Comments</u>
BILLBOARD GROUND or WALL SIGN shall be permitted only on a lot within a Manufacturing District or a Commercial District, provided that such lot abuts one of the following STREETS and the proposed Billboard Sign is oriented to be primarily visible from traffic on that street:	Yes	Property is Zoned CD2.1 Sign abuts Howard Street and is oriented to be visible to traffic travelling on Howard.
THIRD PARTY ADVERTISING SIGN or INFORMATION SIGNS	Yes	Third Party Advertising Sign
One (1) BILLBOARD SIGN of any type per lot where: i) a) No FIRST PARTY ADVERTISING SIGN, including GROUND SIGNS and WALL SIGNS, currently exists, or a) If two (2) or more FIRST PARTY ADVERTISING SIGNS that are GROUND SIGNS have been authorized for the lot in accordance with this Bylaw, then one (1) of the existing FIRST PARTY ADVERTISING SIGNS may be replaced by a maximum of one (1) BILLBOARD SIGN; ii) The allowed cumulative total sign face area of all FIRST PARTY ADVERTISING SIGNS will not be exceed the Maximum Total Sign Face Area through the introduction of a BILLBOARD SIGN; and, iii) There are no variances on the property to exceed the maximum allowable number of SIGNS or the MAXIMUM SIGN FACE AREA on the property.	Yes	1 billboard ground sign There is no other signage on this lot.
Number of SIGN FACES (for BILLBOARD GROUND SIGN) i) One (1) Single and/or double sign faces or ii) One (1) 'V'-shaped Sign with an interior angle of less than or equal to 90 degrees.	Yes	Sign is V-shaped with an interior angle of 25 degrees.
Maximum sign height is 9.0m above grade	Yes	Proposed sign is 8.3m in height
22.0 m2 per SIGN FACE	Yes	Proposed sign area is 16.87m²/side
100% required for ELECTRONIC CHANGING COPY SIGNS	Yes	100% Electronic Changing Copy

A		
A maximum of five percent (5%) of the permitted total SIGN FACE AREA may extend beyond the main panel of the SIGN FACE of a POSTER BILLBOARD SIGN or, Not Permitted on ELECTRONIC CHANGING COPY SIGNS	Yes	Sign does not have a sign face extension.
Not Permitted	Yes	Sign will not be animated or employ rotation
NON-ILLUMINATED, or EXTERNAL ILLUMINATION of a POSTER BILLBOARD SIGN or, INTERNAL or DIGITAL ILLUMINATION of an ELECTRONIC CHANGING COPY SIGN	Yes	Sign will be internally illuminated.
Confirmation that all inspections have been satisfied	Yes	All inspections will be completed as required.
Sign Permit is required	Yes	We have applied for a sign permit
i. Be ERECTED within 6.0 m of the intersection of a DRIVEWAY, ALLEY or ACCESS LANE with any PUBLIC ROAD ALLOWANCE	Yes	Sign is not within 6.0m of any intersection
ii. Be ERECTED within 30.0 m of any FIRST PARTY ADVERTISING GROUND or WALL SIGN erected on the same LOT or on an abutting LOT;	Yes	Proposed sign is ±55m from the first party wall sign on the abutting lot to the north.
iii. Be ERECTED on a LOT with a STREET FRONTAGE of less than 30.0 m; STREET FRONTAGE means the length of the LOT LINE to which the SIGN relates dividing the LOT from a PUBLIC ROAD ALLOWANCE.	Yes	Sign related to Howard Ave. The Howard Ave frontage is ±91.5m in length
iv. Be ERECTED within 3.0 m of the PUBLIC ROAD ALLOWANCE	Yes	Sign will be a minimum 3.0m setback from the public road allowance on Howard Ave and 16.0m from the Public Road allowance on Doty Pl.
v. Be ERECTED within 3.0 m of a side lot line;	Yes	Sign will be a minimum 3.0m setback from all lot lines.
vi. Be ERECTED within 6.0 m of a rear lot line;	Yes	Sign will be ±35m from the rear lot line

vii. Be ERECTED less than 2.4 m above grade	Yes	Sign will be erected 6.09m above grade
viii. Be ERECTED within a DAYLIGHT CORNER	Yes	Sign will not be located within the Daylight Corner
ii. Notwithstanding the provisions of Section 6.3.2, no part of any BILLBOARD SIGN shall be erected closer than 300m of any Special Districts identified in Section 9 of the Sign Bylaw.	Yes	Sign will not be within 300m of any special sign district.
Regulations for POSTER BILLBOARD GROUND or WALL SIGN shall:	Not applicable	The proposed is NOT a Poster Billboard
i. Be ERECTED within a 200.0 m radius of any Poster/Paper BILLBOARD GROUND or WALL SIGN,	Yes	Nearest poster/paper board is 350m to the north on Howard at Lens Ave.
ii. Be ERECTED within a minimum distance of 500.0 m any other ELECTRONIC CHANGE COPY SIGN OR DIGITAL SIGN, and provided that the two ELECTRONIC CHANGE COPY SIGN or DIGITAL SIGN cannot be seen simultaneously in the same direction of travel	Yes	There are no electronic change copy signs within 500m of this site.
iii. Be ERECTED within 300.0m of any residential use or SENSITIVE USE, where the SIGN STRUCTURE or the SIGN FACE will be directly visible from any point of a residential use or SENSITIVE USE in any Building, or	No	Sign is ±73m from the nearest residential use.
iv. Be ERECTED within a prohibited location at a controlled intersection, pedestrian crossing or railway crossing as identified in Table 6.3.2 if an ELECTRONIC CHANGING COPY SIGN.	Yes	Sign will not be installed in a prohibited location as per the below table.
		Proposed:
Distance BEFORE stop line required is 65m	Yes	85m before Howard & Eugenie Southbound
Distance AFTER the stop line required is 90m	Yes	Proposed: 105m after Howard & Eugenie

Northbound

• Within 16m lateral offset on both sides of the street (measured from property line)

Yes

n/a as sign is not located in either of the above areas.



Re: Use of digital display at 2545 Howard Ave, Windsor

To whom it may concern,

Media Resources Inc. has been engaged by Signal Boards to review and assess the lighting impact of the proposed digital billboard installation at 2545 Howard Ave, Windsor. This document will describe the lighting impacts of our VISIONiQ SITELINE digital billboards in this specific application, and further commit a maximum luminance value of the display as observed from the nearby light-sensitive areas.

Background on Media Resources Digital Display Ambient-Aware Brightness Controls

During dusk, dawn, or cloudy days, the operation of the digital display according to ambient light readings is the ideal way to maintain a glare-free, light-trespass free image. Media Resources digital billboards are all equipped with factory-mounted dual photocell sensors that are redundant and capable of reading ambient brightness even if one unit suffers a hardware failure. The ambient brightness to output brightness response curves have been carefully developed into a standard to provide good readability on the display while keeping in line with the brightness of the overall visual context.

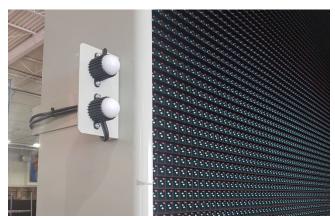
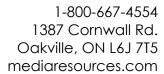


Figure 1. Media Resources standard - dual ambient brightness measuring photocells for hardware redundancy





During night-time, brightness control becomes critical as the digital billboards must be operated at a small percentage of its maximum brightness in order to avoid glare or light trespass. Media Resources endeavors to have the most comprehensive system of safeties and traceability for night-time brightness management. The proposed digital billboards are well equipped with modern brightness controls. Besides the redundant photocells above, a number of secondary fail-safes are also implemented including a communications watchdog (automatic reduction to night-time brightness in the event of a communication loss), and failback to a location/season aware time-based schedule in the event of catastrophic photocell system failure. With these safety features in place, it becomes extremely unlikely for the digital billboard to operate at high brightness levels at night.

Additionally, the Media Resources Network Operations Centre can monitor brightness and recall brightness history for traceability. See Figure 2 and Figure 3 below on our internal control system for configuring brightness and recalling brightness history.

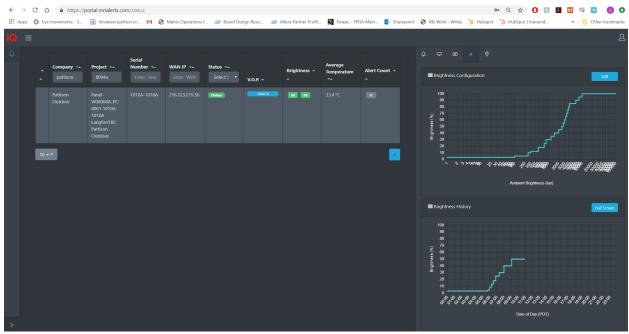


Figure 2. Media Resources web portal showing brightness configuration and history of the current day



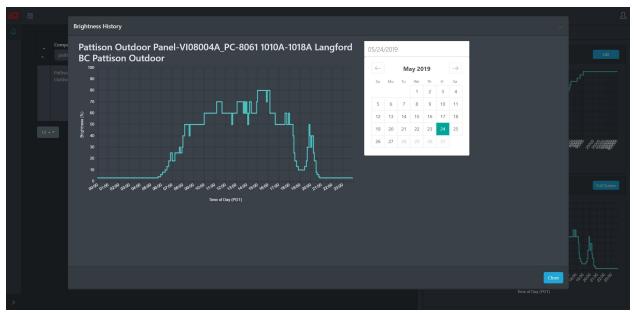


Figure 3. Media Resources web portal showing brightness history of any selected previous date.

Brightness history data is logged indefinitely on Media Resources servers.

Media Resources commits to the effectiveness of this light restriction technology when deployed at 2545 Howard Avenue.

We have calculated the expected illuminance impact to surrounding areas of concern, shown in figure 6, along with a table showing lux values at various distances and angles from each face of the display. Media Resources guarantees that the display will operate within 20% of illuminance impact calculated below. If approved and constructed, we can provide on-site lighting measurements to confirm correct installation and light restriction performance.



1-800-667-4554 1387 Cornwall Rd. Oakville, ON L6J 7T5 mediaresources.com

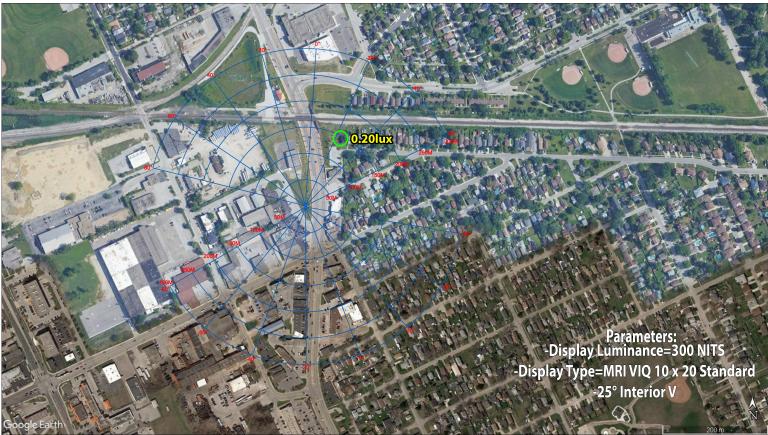


Figure 6. Site satellite photo overlay of distances and angles from proposed digital billboard site, corresponding to calculated illuminance figures in lux provided in Table 1.

corresponding to calculated informitative rigores in tox provided in Table 1.									
Site Calculations - VIQ STANDARD 300 NITS									
		Measurement Angle							
Distance (M)	-80°	-60°	-40°	-20°	0°	20°	40°	60°	80°
50	0.270lux	0.882lux	1.991lux	2.69lux	2.832lux	2.69lux	1.991lux	0.882lux	0.270lux
100	0.069lux	0.226lux	0.514lux	0.698lux	0.741lux	0.698lux	0.514lux	0.226lux	0.069lux
150	0.031lux	0.101lux	0.23lux	0.312lux	0.333lux	0.312lux	0.23lux	0.101lux	0.031lux
200	0.017lux	0.057lux	0.130lux	0.176lux	0.188lux	0.176lux	0.130lux	0.057lux	0.017lux
250	0.011lux	0.036lux	0.083lux	0.113lux	0.121lux	0.113lux	0.083lux	0.036lux	0.011lux
300	0.008lux	0.025lux	0.058lux	0.078lux	0.084lux	0.078lux	0.058lux	0.025lux	0.008lux

Table 1. Site calculations in lux based on MRI VIQ Standard Modules.



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Facing North Display MRI P13.3 RGB Modules

In terms of illuminance at the nearest point of concern, the properties on S Pacific Avenue, located at approximately -20 to -40 degrees from the sign, and 150M from the sign face direction. At this location the calculated lux value is approximately 0.20 lux. This is less than the recommended lux value of 0.3lux, or equivalent to a 60W light bulb 18M away.

The recommended lux value of 0.3lux is based on the allowable lux amounts used by many cities and townships in North America, this value is used to keep light impacts at acceptable amounts during nighttime.

Facing South Display MRI P13.3 RGB Modules

In terms of illuminance at the nearest point of concern, the properties on Eugenie Street East, located at approximately 20 to 40 degrees from the sign, and 100M from the sign face direction. At this location the calculated lux value is approximately 0.3 lux. This is less than the recommended lux value of 0.3 lux, or equivalent to a 60W light bulb 14M away. This property also has multiple buildings between it and the sign face reduction, resulting in the lux value to be lower than 0.28 lux, though this is not accounted in the models used when calculating lux values.

The recommended lux value of 0.3lux is based on the allowable lux amounts used by many cities and townships in North America, this value is used to keep light impacts at acceptable amounts during nighttime.

In Conclusion:

Facing North display has low concern for lighting impact to nearby residential zones.

Facing South display has low concern for lighting impact to nearby residential zones.



1-800-667-4554 1387 Cornwall Rd. Oakville, ON L6J 7T5 mediaresources.com

We are always committed to the responsible application of LED digital technology and are happy to engage with regulatory stakeholders at any time. Please feel free to contact us if you have any questions.

Sincerely,

Anthony Knight

Product Implementation Specialist Media Resources Inc. (289) 681-0035 aknight@mediaresources.com



Committee Matters: SCM 249/2024

Subject: Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by Riverside Horizons Inc. for 3251 Riverside Drive East (Ward 5)

Moved by: Councillor Angelo Marignani Seconded by: Councillor Kieran McKenzie

Decision Number: DHSC 643

- I. THAT the request made by Riverside Horizons Inc. to participate in the Brownfield Rehabilitation Grant Program **BE APPROVED** for 70% (or 100% if LEED certified) of the municipal portion of the tax increment resulting from the proposed redevelopment at 3251 Riverside Drive East for up to 10 years or until 100% of the eligible costs are repaid pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan; and,
- II. THAT Administration **BE DIRECTED** to prepare an agreement between Riverside Horizons Inc., the City, and any persons legally assigned the right to receive grant payments to implement the Brownfield Rehabilitation Grant Program in accordance with all applicable policies, requirements, and provisions contained within the Brownfield Redevelopment Community Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implications; and,
- III. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Rehabilitation Grant Agreement; and,
- IV. THAT the approval to participate in the Brownfield Rehabilitation Grant Programs **EXPIRE** if the agreement is not signed by applicant within two years following Council approval.

Carried.

Report Number: S 91/2024 Clerk's File: SPL/14202

Clerk's Note:

- 1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
- 2. Please refer to Item 11.1 from the Development & Heritage Standing Committee held on August 6, 2024
- 3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240806/-1/10500



Council Report: S 91/2024

Subject: Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by Riverside Horizons Inc. for 3251 Riverside Drive East (Ward 5)

Reference:

Date to Council: August 6, 2024
Author: Tracy Tang, MCIP, RPP
Planner III – Economic Development (A)
ttang@citywindsor.ca
519-255-6543 x 6449

Planning & Building Services Report Date: July 11, 2024 Clerk's File #: SPL/14202

To: Mayor and Members of City Council

Recommendation:

- I. THAT the request made by Riverside Horizons Inc. to participate in the Brownfield Rehabilitation Grant Program **BE APPROVED** for 70% (or 100% if LEED certified) of the municipal portion of the tax increment resulting from the proposed redevelopment at 3251 Riverside Drive East for up to 10 years or until 100% of the eligible costs are repaid pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan; and,
- II. THAT Administration **BE DIRECTED** to prepare an agreement between Riverside Horizons Inc., the City, and any persons legally assigned the right to receive grant payments to implement the Brownfield Rehabilitation Grant Program in accordance with all applicable policies, requirements, and provisions contained within the Brownfield Redevelopment Community Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implications; and,
- III. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Rehabilitation Grant Agreement; and,
- IV. THAT the approval to participate in the Brownfield Rehabilitation Grant Programs **EXPIRE** if the agreement is not signed by applicant within two years following Council approval.

Executive Summary: N/A

Background:

Brownfield Redevelopment Community Improvement Plan (CIP)

Brownfield sites are properties that may be contaminated due to previous industrial or commercial uses such as a manufacturing facility or gas station. City Council approved a Brownfield Redevelopment CIP at its April 19, 2010 meeting for the purpose of encouraging the study, clean-up, and redevelopment of contaminated properties. The approval of the CIP was the result of nearly five years of study and consultation, which began in October 2005.

Importance of Brownfield Redevelopment

Historically, there has been little interest in redeveloping brownfield sites due to the uncertainty surrounding the extent of contamination and the potential cost of clean-up. The Brownfield Redevelopment CIP was adopted in 2010 and provides financial incentives to undertake the necessary studies and remedial work necessary to redevelop brownfield sites and reduce the potential negative impacts to the City's environment and neighbourhoods.

The benefits associated with brownfield redevelopment go far beyond the boundaries of the property. For example, they are often strategically located within existing built-up areas of the City where services and other infrastructure, such as roads, schools, community facilities, and public transit are already available, therefore additional infrastructure costs are not incurred to service these areas. The redevelopment of these sites also remove the negative stigma often associated with brownfield properties, which increases the value of the subject property and adjacent properties.

Site Background

The subject site consists of one large property parcel located within the block east of Belleview Avenue, south of Riverside Drive East, west of Pratt Place, and north of Wyandotte Street East (see Appendix 'A': Location Map). The property is approximately 0.34 hectares (0.84 acres) in size and irregularly shaped. It is currently occupied by an asphalt-paved parking lot on the east side, and vacant on the west side of the property. The first developed use on the property was residential. On the western part of the property, two residential dwellings and garages were removed by 1990. On the eastern part of the property, one residential dwelling and garage were removed in 1983 and replaced with a parking lot.

The corporate director for Riverside Horizons Inc. (property owner), Wing On Li, intends to redevelop the property for residential use, thus a Record of Site Condition (RSC) is required under Ontario Regulation 153/04. The property owner has undergone an

Official Plan Amendment and Zoning By-law Amendment (approved in January 2024) to facilitate the redevelopment proposal. The subject property is designated 'Residential' on Official Plan Schedule D: Land Use and zoned RD3.3 (High-density Residential District) with special zoning provisions S.20(1) 483 for site-specific regulations in Zoning By-law 8600. The current zoning permits a Lodging House, Multiple Dwelling, Religious Residence, and Residential Care Facility.

Council approved an Environmental Site Assessment (ESA) Grant for this property in October 2021 through Council Resolution CR433/2021 for the completion of a Phase II ESA study. The ESA grant was estimated to total \$15,000.

The owner is in the process of undertaking the Phase II ESA. The findings from the Phase II ESA sampling analysis revealed that contamination is present on the site, thus remediation is required.

Discussion:

Brownfield Rehabilitation Grant Program

The Brownfield Rehabilitation Grant Program encourages the remediation, rehabilitation, and adaptive re-use of brownfield sites by providing grants to help pay for remediation costs as well as non-environmental rehabilitation costs normally associated with brownfield site redevelopment (e.g. development application and building permit fees, and upgrading on-site / off-site infrastructure).

The program offers annual grants funded through the increase in municipal property tax levy created by the investment for up to 10 years to help offset eligible costs. The CIP specifies Brownfield Rehabilitation Grants will equal 70% of the municipal property tax increase for a project that employs standard construction methods and 100% of the municipal property tax increase for projects that achieve any level of Leadership in Energy and Environmental Design (LEED) certification.

Annual grants are paid out following the filing of a RSC, reassessment of the property and the payment of the property taxes for the year in which the grant is to be provided. Issuance of the first grant payment typically occurs at least two years after approval to participate in the program.

CIP Goals

City staff are supportive of the application as it meets all of the eligibility requirements specified within the Brownfield Redevelopment CIP. The proposed filing of a RSC and redevelopment of the property supports the following CIP goals:

 To promote the remediation, rehabilitation, adaptive re-use, and redevelopment of brownfield sites throughout the City of Windsor in a fiscally responsible and sustainable manner over the long term;

- Improve the physical and visual quality of brownfield sites;
- Improve environmental health and public safety;
- Provide opportunities for new housing, employment uses, and commercial uses;
- Increase tax assessment and property tax revenues;
- Improving the land use compatibility of potential brownfield sites with surrounding land uses;
- Increase community awareness of the economic, environmental, and social benefits of brownfield redevelopment; and
- Utilize public sector investment to leverage significant private sector investment in brownfield remediation, rehabilitation, adaptive re-use, and redevelopment.

Policy Support

The study of brownfield sites to support clean up and redevelopment is supported by policies within the 2020 Provincial Policy Statement, the City's Official Plan, and the City's Environmental Master Plan.

Risk Analysis:

As with all brownfield sites, there is a degree of risk associated related to the potential presence of contamination. In this case, there is also a risk of the property remaining in a vacant state, which negatively affects the surrounding properties. The proposed study and remediation will assist in mitigating these risks. The City would retain a copy of the study for future reference.

Climate Change Risks

Climate Change Mitigation:

The proposed redevelopment implements Environmental Master Plan Objective C1: Encourage in-fill and higher density in existing built areas. In particular, the redevelopment would implement the action that supports the existing Brownfields Redevelopment Strategy and achieve its work plan.

Climate Change Adaptation:

The proposed redevelopment may be affected by climate change, in particular with respect to extreme precipitation and an increase in days above 30 degrees. While not the subject of this report, any new construction would be required to meet the current provisions of the Building Code, which would be implemented through the building permit process. The site would also be required to incorporate storm water management best practices.

Financial Matters:

Based on the proposed redevelopment plan submitted by the owner, Administration estimates the post-development property value assessment to increase by \$15,258,000 (i.e. from \$282,000 to \$15,540,000). The post-development total annual tax levy is estimated to be increase by \$308,190 (i.e. from \$7,708 to \$315,898), with the increase to the municipal portion of taxes totalling \$286,732. This would yield a total grant value of \$2,007,124 over ten years under the Brownfield Rehabilitation Grant Program for standard construction.

The total eligible costs are estimated to total \$2,064,696.05. This includes \$510,125 for remediation and filing a RSC, \$187,137.50 for placing clean fill and grading, \$646,113.05 in development application fees and building permit fees, \$671,070.50 in on-site and off-site infrastructure, and \$50,250 in Phase II ESA costs that were not reimbursed through the ESA Grant Program.

The Brownfield Redevelopment grants are paid back to the applicant after redevelopment has occurred, property assessment value has been reassessed by MPAC, and total taxes as it relates to the redevelopment have been paid to the City in full. Assuming the building is constructed to comply with the minimum Building Code provisions the recommended grants would reimburse 98% of the eligible costs under the Tax Assistance and Brownfield Rehabilitation Grant Programs. If constructed to LEED standard—100% of the eligible costs would be reimbursed.

•	Total	\$2,022,124.00
Brownfield Rehabilitation Grants (standard construction) (Years 1	-10)	\$2,007,124.00
Environmental Study Grant (approved through CR433/2021)		\$15,000.00

Throughout the lifespan of the grant, the City would retain \$86,020 of the increased annual municipal taxes. After the grant program ceases, the full amount of increased annual municipal taxes (i.e. \$286,732) would be retained by the City in perpetuity.

Consultations:

The development and approval of the Brownfield Redevelopment CIP was subject to extensive stakeholder and public consultation, which sought input from a wide range of stakeholders and internal City departments.

Planning staff have consulted with the applicant's agent from Dillon Consulting prior to accepting the application for the Brownfield Rehabilitation Grant Program. Greg Atkinson, Manager of Development, Planning & Building Services Department; Josie Gualtieri, Financial Planning Administrator, Finance Department; Carolyn Nelson, Manager of Property Valuation & Administration, Taxation & Financial Projects; and Kate Tracey, Senior Legal Counsel, Legal Department were consulted in the preparation of this report.

Conclusion:

City Staff recommend Council approve the request from Riverside Horizons Inc. to participate in the Brownfield Rehabilitation Grant Program. In the opinion of planning staff, the proposed remediation and redevelopment conforms to the Brownfield Redevelopment CIP and assists the City in the achievement of a number of the CIP goals.

Planning Act Matters: N/A

Approvals:

Name	Title
Josie Gualtieri	Financial Planning Administrator
Jason Campigotto	Acting Deputy City Planner - Growth
Neil Robertson	City Planner / Executive Director, Planning & Development Services
Kate Tracey	Senior Legal Counsel, Legal Services & Real Estate
Lorie Gregg	Deputy Treasurer, Taxation & Financial Projects
Lorie Gregg	On behalf of Commissioner, Finance and City Treasurer
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administration Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - Location Map



LOCATION MAP: 3251 RIVERSIDE DRIVE EAST, 222 BELLEVIEW AVENUE





Committee Matters: SCM 250/2024

Subject: Downtown CIP Grant Application Amendment made by Fouad Badour (Owner) for 509, 515, 521, 527 Marentette Avenue, Ward 3

Moved by: Councillor Fred Francis

Seconded by: Councillor Angelo Marignani

Decision Number: DHSC 644

- I. THAT Council Resolution 63/2024 adopted on February 12, 2024 **BE AMENDED** as follows:
 - i. by **DELETING** Resolutions V., VI., VII., VIII., IX., X., and XI. in their entirety, and **INSERTING** the following in their place:
 - "V. THAT the request made by Fouad Badour for the proposed development at 509, 515, 521, 527 Marentette Avenue as proposed in Report S87/2024, to participate in:
 - a) the Building/Property Improvement Tax Increment Grant Program **BE APPROVED** for 100% of the municipal portion of the tax increment resulting from the proposed development for up to five (5) years or until 100% of the eligible costs are repaid pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan; and,
 - b) the New Residential Development Grant Program **BE APPROVED** for \$30,000 towards eligible costs of twelve (12)
 new residential units (\$2,500 per new residential units)
 pursuant to the Downtown Windsor Enhancement Strategy
 and Community Improvement Plan.
 - VI. THAT Administration **BE DIRECTED** to prepare the agreements between the City and Fouad Badour to implement the Building/Property Improvement Tax Increment Grant Programs at 509, 515, 521, 527 Marentette Avenue in accordance with all applicable policies, requirements, and provisions contained within the Downtown Windsor Enhancement Strategy and Community Improvement Plan.

- VII. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Building/Property Improvement Tax Increment Grant Program agreements at 509, 515, 521, 527 Marentette Avenue to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implications.
- VIII. THAT the City Treasurer **BE AUTHORIZED** to issue payment of \$30,000 for grants under the New Residential Development Grant Program for 509, 515, 521, 527 Marentette Avenue to Fouad Badour upon completion of the twelve (12) new residential units subject to the satisfaction of the City Planner and Chief Building Official.
- IX. THAT grant funds in the amount of \$30,000 under the New Residential Development Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to the City Centre Community Development Planning Fund (Project #7011022) when work is completed.
- X. THAT the approval to participate in the Building/Property Improvement Tax Increment Grant Program **EXPIRE** if the grant agreement is not signed by applicant within two years following Council approval of Report S87/2024.
- XI. THAT should the new residential units not be completed in two (2) years following Council approval of Report S87/2024, City Council **RESCIND** the approval under the New Residential Development Grant Program and the Building/Property Improvement Grant Program and that the funds under the New Residential Development Grant Program be uncommitted and made available for other applications.
- ii. by **INSERTING** the following as a new Resolution XII:
- "XII. THAT the grants approved in Resolution V under the Building/Property Improvement Tax Increment Grant Program and the New Residential Development Grant Program shall apply to the property legally described in the Property Location section of Report S87/2024, regardless of whether the municipal addresses or roll numbers should change."

Carried.

Report Number: S 87/2024 Clerk's File: SPL2024

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 August 6, 2024
- 3. To view the stream of this Standing Committee meeting, please refer to: https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20240806/-1/10500



Council Report: S 87/2024

Subject: Downtown CIP Grant Application Amendment made by Fouad Badour (Owner) for 509, 515, 521, 527 Marentette Avenue, Ward 3

Reference:

Date to Council: August 6, 2024

Author: Laura Strahl

Planner III - Special Projects 519-255-6543 ext. 6396 Istrahl@citywindsor.ca

Planning & Building Services Report Date: July 9, 2024 Clerk's File #: SPL2024

To: Mayor and Members of City Council

Recommendation:

- I. **THAT** Council Resolution 63/2024 adopted on February 12, 2024 **BE AMENDED** as follows:
 - i. by **DELETING** Resolutions V., VI., VII., VIII., IX., X., and XI. in their entirety, and **INSERTING** the following in their place:
 - "V. **THAT** the request made by Fouad Badour for the proposed development at 509, 515, 521, 527 Marentette Avenue as proposed in Report S87/2024, to participate in:
 - a) the Building/Property Improvement Tax Increment Grant Program **BE APPROVED** for 100% of the municipal portion of the tax increment resulting from the proposed development for up to five (5) years or until 100% of the eligible costs are repaid pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan; and.
 - b) the New Residential Development Grant Program **BE APPROVED** for \$30,000 towards eligible costs of twelve (12) new residential units (\$2,500 per new residential units) pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan.

- VI. THAT Administration **BE DIRECTED** to prepare the agreements between the City and Fouad Badour to implement the Building/Property Improvement Tax Increment Grant Programs at 509, 515, 521, 527 Marentette Avenue in accordance with all applicable policies, requirements, and provisions contained within the Downtown Windsor Enhancement Strategy and Community Improvement Plan.
- VII. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Building/Property Improvement Tax Increment Grant Program agreements at 509, 515, 521, 527 Marentette Avenue to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implications.
- VIII. THAT the City Treasurer **BE AUTHORIZED** to issue payment of \$30,000 for grants under the New Residential Development Grant Program for 509, 515, 521, 527 Marentette Avenue to Fouad Badour upon completion of the twelve (12) new residential units subject to the satisfaction of the City Planner and Chief Building Official.
- IX. THAT grant funds in the amount of \$30,000 under the New Residential Development Grant Program **BETRANSFERRED** from the CIP Reserve Fund 226 to the City Centre Community Development Planning Fund (Project #7011022) when work is completed.
- X. THAT the approval to participate in the Building/Property Improvement Tax Increment Grant Program **EXPIRE** if the grant agreement is not signed by applicant within two years following Council approval of Report S87/2024.
- VI. THAT should the new residential units not be completed in two (2) years following Council approval of Report S87/2024, City Council **RESCIND** the approval under the New Residential Development Grant Program and the Building/Property Improvement Grant Program and that the funds under the New Residential Development Grant Program be uncommitted and made available for other applications.
- ii. by **INSERTING** the following as a new Resolution XII:
- "XII. THAT the grants approved in Resolution V under the Building/Property Improvement Tax Increment Grant Program and the New Residential Development Grant Program shall apply to the property legally described in the Property Location section of Report S87/2024, regardless of whether the municipal addresses or roll numbers should change."

Executive Summary:

N/A

Background:

Owner: Fouad Badour

Current Municipal Address and Legal Description: 509, 515, 521, 527 Marentette

Avenue (Property RSN191340)

Previous Municipal Address and Legal Description:

The subject properties received approval for grants under the Downtown CIP under CR 63/2024. At the time of Council approval, the lands were divided into three properties with addresses and legal descriptions as outlined below. Since that time, the City has assigned four new addresses to the four proposed townhome units, as outlined above as the current municipal address. New roll numbers will be assigned by MPAC after MPAC issues a Severance Consolidation Information Form.

527 Marentette 3739-030-050-08900

Description: LT 3 PL 519 WINDSOR; WINDSOR

0 Marentette 3739-030-050-09001

Description: PT LT 2 PL 519 DESIGNATED AS PART 1, PLAN 12R-26615 CITY OF

WINDSOR

507 Marentette 3739-030-050-09100

Description: LT 1 PL 519 WINDSOR; WINDSOR

Downtown Windsor Enhancement Strategy and Community Improvement Plan Grant Programs (Downtown CIP)

The 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 enhancements to buildings and property within the Downtown CIP boundary under the following grant programs: Upper Storey Residential Conversion Grant Program, New Residential Development Grant Program, Retail Investment Grant Program, Building/Property Improvement Grant Program, and Commercial/Mixed Use Building Facade Improvement Grant Program.

On February 12, 2024, Council approved grants under the Downtown CIP for the subject properties under the Building/Property Improvement Tax Increment Grant Program and the New Residential Development Grant Program (see Report S165/2023, attached as Appendix A and CR63/2024 attached as Appendix B). Council approved grants for a four (4) unit townhome development that contains one (1) additional dwelling unit within each townhome unit, for a total of eight (8) new residential units. The applicant has since changed their proposal to include two additional dwelling units in each townhome unit, for a total of twelve (12) new residential units. The applicant has

reconfigured the internal floor plan of the proposal to accommodate the new units, therefore the built form and total gross floor area of the proposal has not changed.

The purpose of this report is to amend the grant approvals in CR63/2024 from eight (8) new residential units to twelve (12) new residential units.

Discussion:

Downtown CIP

Building/Property Improvement Tax Increment Grant Program:

This program is intended to provide economic incentive for the development, rehabilitation and redevelopment of properties in Downtown Windsor. The program provides an annual grant equal to 100% of the increase in municipal property taxes for five years, after the project is completed and reassessed to help offset the costs of rehabilitating and redeveloping properties, as long as such development results in an increase in assessment and therefore an increase in property taxes. Grants are only paid after completion of a development and subject to meeting all the requirements within the Downtown Windsor Enhancement Strategy and Community Improvement Plan.

The proposed redevelopment on the property will increase the assessed value and therefore increase municipal taxes. This project qualifies for the Building/Property Improvement Tax Increment Grant and the Financial Matters section of this report discusses the estimated grant amount.

New Residential Development Grant Program:

The New Residential Development Grant Program is intended to provide an incentive to stimulate residential development within Downtown Windsor. The program will consist of a grant whereby property owners will be eligible to receive a grant to \$2,500 for every new residential unit, up to a maximum of \$50,000 per property.

The project was previously approved (CR63/2024) for a grant in the amount of \$20,000 for eight new residential units. The applicant has now changed their proposal to twelve (12) residential units, therefore this report recommends deleting the previous grant approval for eight (8) new residential units (\$20,000) and recommends approval for grants for the new proposal of twelve (12) residential units (\$30,000).

Risk Analysis:

Downtown CIP

There is low risk associated with the approval of the subject Downtown CIP grant applications. An agreement between the City and owner will be prepared to ensure the Building/Property Improvement Tax Increment Grant Program requirements and provisions of the Downtown Windsor Enhancement Strategy and Community Improvement are met. The New Residential Development Grant will only be paid after the work is complete to the satisfaction of the City Planner.

Climate Change Risks

Climate Change Mitigation:

The demolition of the existing single unit dwelling affects climate change, because the existing structure will not be re-used and will likely end up in a land fill. However, the proposed residential redevelopment implements Environmental Master Plan Objective C1: Encourage in-fill and higher density in existing built areas. The proposal will increase the residential density and will make efficient use of the property within an area that has excellent access to public transit and other amenities. The rehabilitation of the site contributes to the revitalization and densification of the Downtown Neighbourhood, 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 appears to be located near 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:

Fouad Badour, owner of the properties located at 509, 515, 521, 527 Marentette Avenue, has applied for financial incentives under the Building/Property Improvement Tax Increment Grant Program and the New Residential Development Grant Program. The applicant previously proposed eight (8) new residential units (approved for Downtown CIP grants by CR63/2024), and has now changed their proposal to construct a new two-story twelve-unit dwelling located at 509, 515, 521, 527 Marentette Avenue.

Building/Property Improvement Tax Increment Grant Program:

The program provides an annual grant equal to 100% of the increase in municipal property taxes for five (5) years, with the possibility of a five (5) year extension, up to a total of ten (10) years if the project is considered a Catalyst Project; a designated heritage property, projects where at least 20% of the residential units are considered affordable or the project is certified LEED bronze. The subject property is not eligible for a five-year extension.

It is estimated that the redevelopment will result in municipal taxes of \$15,790 a year. It should also be noted that the estimates used for purposes of this report are very preliminary and subject to further refinement of the design plans and ultimately subject to MPAC's assessment.

The proponent indicates the estimate costs for the projects \$2,200,000. The Planning Act stipulates that the grants under a CIP cannot be more than the eligible costs. The total estimated grant amount of \$103,330 (including the \$30,000 under the New Residential Development Grant Program) is 4.7% of the estimate eligible costs.

Estimated Building/Property Improvement Tax Increment Grant for		
509, 515, 521, 527 Marentette Avenue		
Annual Pre Development Municipal Taxes	Annual Estimate Post Development Municipal Tax Increase	Total Estimate Grant Over Five Years
\$1,124	\$14,666	\$73,330

Assumptions

Current Property Value Assessment (2024 - RT) \$59,800

Estimate Total Post Development Assessment (2024 - NT) \$840,000

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; however will be foregoing any incremental property taxes, for a period of five (5) years, which could otherwise be used to offset future budget pressures.

New Residential Development Grant Program:

As mentioned in the discussion section of the report the proposed redevelopment is eligible for \$30,000 under the New Residential Development Grant Program. The previous approval under CR63/2024 for \$20,000 is recommended to be deleted and its recommended that the new proposal for twelve units be approved for a \$30,000 grant.

CIP Reserve Fund 226 holds the funds for all active CIPs in the City. As CIP grant applications are approved, the approved grant amount is transferred to the capital project account (City Centre Community Development Planning Fund (Project #7011022) to be kept as committed funds, until the grant is ready to be paid out. The current uncommitted balance in the CIP reserve fund is \$219,507, however, this balance does not account for other CIP grant requests that are currently being considered by the standing committee or have been endorsed by the standing committee and are not yet approved by City Council.

If approved, funds will be transferred from the CIP reserve fund to the City Centre Community Development Planning Fund (Project #7011022) to disperse the maximum amount of \$30,000 for the New Residential Development Grant Program identified in this report when all work is completed.

Consultations:

The owner of the properties located at 509, 515, 521, 527 Marentette Avenue has been consulted regarding grants related to the improvements outlined in this report.

Carolyn Nelson, Manager of Property Valuation & Administration, Taxation & Financial Projects was consulted with respect to the Downtown CIP Building/Property Improvement Tax Increment Grant Program.

Josie Gualtieri, Financial Planning Administrator was also consulted regarding the Downtown CIP.

Conclusion:

Staff recommends that the amendment to the Downtown CIP application for the New Residential Development Grant Program and Building/Property Improvement Tax Increment Grant for five (5) years be approved for 509, 515, 521, 527 Marentette Avenue.

Planning Act Matters:

N/A

Approvals:

Name	Title
Josie Gualtieri	Financial Planning Administrator
Jason Campigotto	Manager of Growth/Deputy City Planner (A)
Neil Robertson	City Planner (A)
Kate Tracey	Senior Legal Counsel
Lorie Gregg	Deputy Treasurer, Taxation, Treasury & Financial Projects
Janice Guthrie	Commissioner, Finance and City Treasurer
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administrative Officer

Notifications:

Name	

Appendices:

- 1 Appendix A Report S165/2023
- 2 Appendix B CR63-2024



Council Report: S 165/2023

Subject: Downtown CIP Grant Applications/Demolition Control By-law Exemption Request made by Fouad Badour (Owner) for 0, 507, 527 Marentette Avenue, Ward 3

Reference:

Date to Council: January 8, 2024

Author: Laura Strahl Planner III - Special Projects 519-255-6543 ext. 6396 Istrahl@citywindsor.ca

Tracy Tang
Planner II - Revitalization & Policy Initiatives
519-255-6543 ext. 6449
ttang@citywindsor.ca

Nathan Li Planning Assistant 519-255-6543 ex Planning & Building Services Report Date: 2023-12-05 Clerk's File #: SPL2023

To: Mayor and Members of City Council

Recommendation:

- THAT the Chief Building Official BE AUTHORIZED to issue a demolition permit to the registered owner Fouad Badour for the single unit dwelling located at 527 Marentette Avenue to facilitate the construction of a two (2) story eight (8) unit dwelling.
- II. **THAT** any minor changes **BE SUBJECT** to the approval of the City Planner and Chief Building Official at the time of issuance of the Building Permit.
- III. **THAT** the Chief Building Official **BE DIRECTED** to require, as a condition of the demolition permit:
 - i. The redevelopment identified in Appendix 'B' be substantially complete within two (2) years following the issuance of the demolition permit;

- ii. If the redevelopment, including construction of a new building, is not substantially complete within two (2) years of the commencement of the demolition the Clerk enter the sum of Twenty Thousand Dollars (\$20,000) on the collectors roll of the property;
- IV. **THAT** the City Solicitor **BE DIRECTED** to register a notice of Condition #2 in the land registry office against the property in the event that the redevelopment is not substantially complete within two (2) years following the commencement of the demolition.
- V. **THAT** the request made by Fouad Badour for the proposed development at 0, 507, 527 Marentette Avenue, to participate in:
 - i. the Building/Property Improvement Tax Increment Grant Program BE APPROVED for 100% of the municipal portion of the tax increment resulting from the proposed development for up to five (5) years or until 100% of the eligible costs are repaid pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan;
 - ii. the New Residential Development Grant Program **BE APPROVED** for \$20,000 towards eligible costs of eight (8) new residential units (\$2,500 per new residential units) pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan.
- VI. THAT Administration **BE DIRECTED** to prepare the agreements between the City and Fouad Badour to implement the Building/Property Improvement Tax Increment Grant Programs at 0, 507, 527 Marentette Avenue in accordance with all applicable policies, requirements, and provisions contained within the Downtown Windsor Enhancement Strategy and Community Improvement Plan.
- VII. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Building/Property Improvement Tax Increment Grant Program agreements at 0, 507, 527 Marentette Avenue to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implications.
- VIII. THAT the City Treasurer **BE AUTHORIZED** to issue payment of \$20,000 for grants under the New Residential Development Grant Program for 0, 507, 527 Marentette Avenue to Fouad Badour upon completion of the eight (8) new residential units subject to the satisfaction of the City Planner and Chief Building Official.
- IX. Grant funds in the amount of \$20,000 under the New Residential Development Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to the City Centre Community Development Planning Fund (Project #7011022) when work is completed.
- X. THAT the approval to participate in the Building/Property Improvement Tax Increment Grant Program **EXPIRE** if the grant agreement is not signed by

- applicant within one year following Council approval. The City Planner may extend the deadline for up to one year upon request from the applicant.
- XI. THAT should the new residential units not be completed in two (2) years, City Council **AUTHORIZE** that the funds under the New Residential Development Grant Program be uncommitted and made available for other applications.

Executive Summary:

N/A

Background:

Property Location:

527 Marentette

Description: LT 3 PL 519 WINDSOR; WINDSOR

0 Marentette

Description: PT LT 2 PL 519 DESIGNATED AS PART 1, PLAN 12R-26615 CITY OF

WINDSOR

507 Marentette

Description: LT 1 PL 519 WINDSOR; WINDSOR

The subject report makes recommendations for grants under the Downtown CIP and exemption under Demolition Control By-law 131-2017.

On October 23, 2023, a Downtown CIP grant application was submitted for the purpose of constructing a two-story, eight-unit dwelling located at 0, 507, 527 Marentette Avenue (See Appendix A for location map). The owner also applied for an exemption from Demolition Control By-law 131-2017 to demolish the existing single unit dwelling located at 527 Marentette Avenue.

The property is located within the Downtown Community Improvement Plan (Downtown CIP) area (outside of the CBD and any BIAs). The property is also located within Schedule H of the Demolition Control By-law 131-2017.

Downtown CIP

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.

Fouad Badour, owner of the properties located at 527, 0, 507 Marentette Avenue, has applied for financial incentives under the Building/Property Improvement Tax Increment Grant Program and the New Residential Development Grant Program. The applicant is

proposing to construct a new two-story eight-unit dwelling located at 527, 0, 507 Marentette Avenue (See Appendix B).

Demolition Control By-law 131-2017

Demolition Control By-law 131-2017 was approved by City Council on August 28, 2017 to encourage orderly development and prevent speculative demolition of residential dwellings in the vicinity of traditional commercial streets.

The owner applied for an exemption from Demolition Control By-law 131-2017 to demolish the existing single unit dwelling located at 527 Marentette Avenue which would facilitate their redevelopment plans for the property.

Discussion:

Downtown CIP

Building/Property Improvement Tax Increment Grant Program:

This program is intended to provide economic incentive for the development, rehabilitation and redevelopment of properties in Downtown Windsor. The program provides an annual grant equal to 100% of the increase in municipal property taxes for five years, after the project is completed and reassessed to help offset the costs of rehabilitating and redeveloping properties, as long as such development results in an increase in assessment and therefore an increase in property taxes. Grants are only paid after completion of a development and subject to meeting all the requirements within the Downtown Windsor Enhancement Strategy and Community Improvement Plan.

The proposed redevelopment on the property will increase the assessed value and therefore increase municipal taxes. This project qualifies for the Building/Property Improvement Tax Increment Grant and the Financial Matters section of this report discusses the estimated grant amount.

New Residential Development Grant Program:

The New Residential Development Grant Program is intended to provide an incentive to stimulate residential development within Downtown Windsor. The program will consist of a grant whereby property owners will be eligible to receive a grant to \$2,500 for every new residential unit, up to a maximum of \$50,000 per property.

The owner proposes to construct eight new residential units, therefore the project will reach the maximum grant of \$20,000 under the program.

Exemption to Demolition Control By-law 131-2017

Section 3 of the Demolition Control By-Law 131-2017 states that "...no person shall demolish the whole or any part of any residential property in the control area described

in Section 2 hereof unless the person is the holder of a demolition permit issued by Council under the provisions of this by-law." The decision to issue (or not to issue) a demolition permit is at City Council's sole discretion.

Section 5 of the Demolition Control By-Law 131-2017 states that "...Council shall, on an application for a demolition permit, issue a demolition permit where a building permit has been issued to erect a new building on the site of the residential property sought to be demolished." Section 7 states that a demolition permit may be issued with the following conditions:

- (a) That the applicant for the demolition permit construct and substantially complete the new building to be erected on the site of the residential property to be demolished by not later than such date as may be determined by Council, provided, however, that such date is not less than two years from the day demolition of the existing residential property is commenced;
- (b) That, on failure to complete the new building within the time specified in the permit issued, the Clerk shall be entitled to enter on the collectors roll, to be collected in like manner as municipal taxes, such sum of money as may be determined by Council but not in any case to exceed the sum of Twenty Thousand Dollars (\$20,000.00) for each dwelling unit contained in the residential property in respect of which the demolition permit is issued, and such sum shall, until payment thereof, be a lien or charge upon the land in respect of which the permit to demolish the residential property is issued;
- (c) That notice of conditions in this section 7 be registered in the land registry office against the land to which it applies.

Section 11.11 of the City's Official Plan requires the filing of redevelopment plan as a condition of approval for a demolition permit for areas subject to Demolition Control By-Laws. Section 11.11.1.2 requires that "Redevelopment plans shall include plans for:

- (a) Replacement Buildings;
- (b) Replacement of Demolished dwelling units and;
- (c) Landscaped open space."

Demolition Control By-law 131-2017 applies to properties containing a residential dwelling unit located within 100 metres (328 feet) of traditional commercial streets, which includes properties north and south of Wyandotte St E between McDougall Avenue and Gladstone Avenue.

The subject property is located at 527 Marentette Avenue. A one-storey single unit residential detached dwelling constructed in approximately 1910 is on the property. The

parcel is 282 square metres in size and it is not listed on the Municipal Heritage Register.

The proposed drawings (Appendix B) show a two-storey eight-unit dwelling. The four upper-floor units will have five bedrooms and two bathrooms in each unit, while the four lower-level units will have two bedrooms and one bathroom in each unit. The application and drawings are consistent with the requirements of Sections 11.11 regarding a Redevelopment Plan.

Risk Analysis:

Downtown CIP

There is low risk associated with the approval of the subject Downtown CIP grant applications. An agreement between the City and owner will be prepared to ensure the Building/Property Improvement Tax Increment Grant Program requirements and provisions of the Downtown Windsor Enhancement Strategy and Community Improvement are met. The New Residential Development Grant will only be paid after the work is complete to the satisfaction of the City Planner.

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 Downtown 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.

Exemption to Demolition Control By-law 131-2017

There is low risk associated with approval of the requested demolition. The proposed redevelopment will be subject to a Zoning By-law review, and the building permit review process will take into consideration the plan's compliance with the Ontario Building Code and other relevant legislation. The owner has demonstrated there is a redevelopment plan for the property and, should Council decide to approve their request, is expected to construct the new dwelling within the two-year time frame set out in the recommendations section.

A building permit is required for the new construction, and any new construction approval must conform to the Ontario Building Code. Inspections will be undertaken as part of the permit issuance process for new development.

If the new dwelling is not substantially complete within two years of demolition permit issuance, a penalty in the amount of \$20,000 will be added to the tax roll of the property.

Climate Change Risks

Climate Change Mitigation:

The demolition of the existing single unit dwelling affects climate change, because the existing structure will not be re-used and will likely end up in a land fill. However, the proposed residential redevelopment implements Environmental Master Plan Objective C1: Encourage in-fill and higher density in existing built areas. The proposal will increase the residential density and will make efficient use of the property within an area that has excellent access to public transit and other amenities. The rehabilitation of the site contributes to the revitalization and densification of the Downtown Neighbourhood, 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 appears to be located near 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:

New Residential Development Grant Program:

As mentioned in the discussion section of the report the proposed redevelopment is eligible for \$20,000 under the New Residential Development Grant Program.

CIP Reserve Fund 226 holds the funds for all active CIPs in the City. As CIP grant applications are approved, the approved grant amount is transferred to the capital project account (City Centre Community Development Planning Fund (Project #7011022) to be kept as committed funds, until the grant is ready to be paid out. The current uncommitted balance in the CIP reserve fund is \$685,379.89 however this balance does not account for other CIP grant requests that are currently being considered by the standing committee or have been endorsed by the standing committee and are not yet approved by City Council.

If approved, funds will be transferred from the CIP reserve fund to the City Centre Community Development Planning Fund (Project #7011022) to disperse the maximum amount of \$20,000 for the New Residential Development Grant Program identified in this report when all work is completed.

Building/Property Improvement Tax Increment Grant Program:

The program provides an annual grant equal to 100% of the increase in municipal property taxes for five (5) years, with the possibility of a five (5) year extension, up to a total of ten (10) years if the project is considered a Catalyst Project; a designated heritage property, projects where at least 20% of the residential units are considered affordable or the project is certified LEED bronze. The subject property is not eligible for a five-year extension.

It is estimated that the redevelopment will result in municipal taxes of \$12,506 a year. It should also be noted that the estimates used for purposes of this report are very preliminary and subject to further refinement of the design plans and ultimately subject to MPAC's assessment.

The proponent indicates the estimate costs for the projects \$1,693,200. The Planning Act stipulates that the grants under a CIP cannot be more than the eligible costs. The total estimated grant amount of \$77,190 (including the \$20,000 under the New Residential Development Grant Program) is 4.6% of the estimate eligible costs.

Estimated Building/Property Improvement Tax Increment Grant for 0, 507, 527 Marentette		
Annual Pre Development Municipal Taxes	Annual Estimate Post Development Municipal Tax <u>Increase</u>	Total Estimate Grant Over Five Years
\$1,068	\$11,438	\$57,190

Assumptions

Current Property Value Assessment (2023 – Residential) \$59,800

Estimate Total Post Development Assessment (2023 – Residential) \$700,000

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; however will be foregoing any incremental property taxes which could otherwise be used to offset future budget pressures.

Consultations:

The owner of the properties located at 0, 507, 527 Marentette Avenue has been consulted regarding grants related to the improvements outlined in this report, as well as the application for exemption from Demolition Control By-law 131-2017 and the requirement of a Redevelopment Plan.

Carolyn Nelson, Manager of Property Valuation & Administration, Taxation & Financial Projects was consulted with respect to the Downtown CIP Building/Property Improvement Tax Increment Grant Program.

Josie Gualtieri, Financial Planning Administrator was also consulted regarding the Downtown CIP.

Conclusion:

The demolition of the existing residential dwelling located at 527 Marentette Avenue will facilitate the construction of a two-storey eight-unit dwelling, thereby meeting the intent of Demolition Control By-law 131-2017. The proposed redevelopment will be subject to Building Department review, constitutes orderly development, and the requested demolition is not considered speculative.

Staff recommends that the application for the New Residential Development Grant Program and Building/Property Improvement Tax Increment Grant for five (5) years be approved.

Administration also recommends that Council grant the requested demolition permit application submitted by the owner of 527 Marentette Avenue, and that a condition be imposed requiring the redevelopment to be substantially complete within two years of demolition permit issuance.

Planning Act Matters:

N/A

Approvals:

Name	Title
Josie Gualtieri	Financial Planning Administrator
John Revell	Chief Building Official
Neil Robertson	City Planner (A)
Wira Vendrasco	City Solicitor (A)

Carolyn Nelson	Manager, Property Valuation & Administration. Taxation, Treasury & Financial Projects
Lori Gregg	Deputy Treasure, Taxation, Treasury & Financial Planning
Janice Guthrie	Commissioner, Finance and City Treasurer
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administrative Officer

Notifications:

Name
Fouad Badour

Appendices:

- Appendix 'A' Location Map and Existing Condition Appendix 'B' Proposed Development
- 2

Appendix 'A' – Location Map and Existing Condition

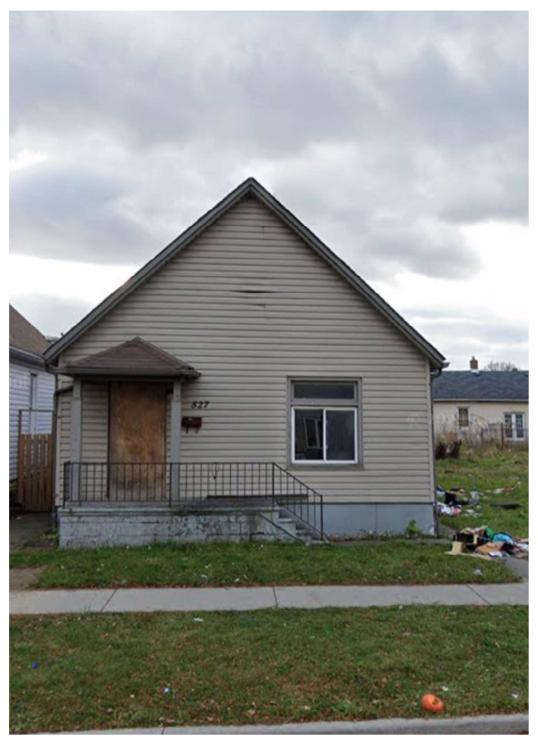


LOCATION MAP: 507-527 MARENTETTE AVENUE





Appendix 'A' - Location Map and Existing Condition



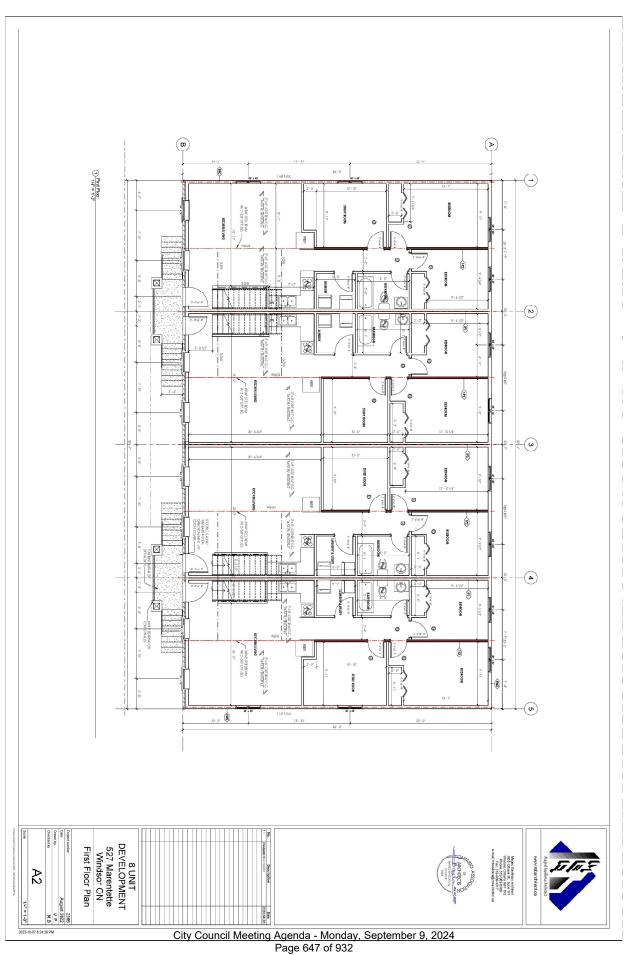
November 2023 Google Street View of property looking west.

Appendix 'A' – Location Map and Existing Condition

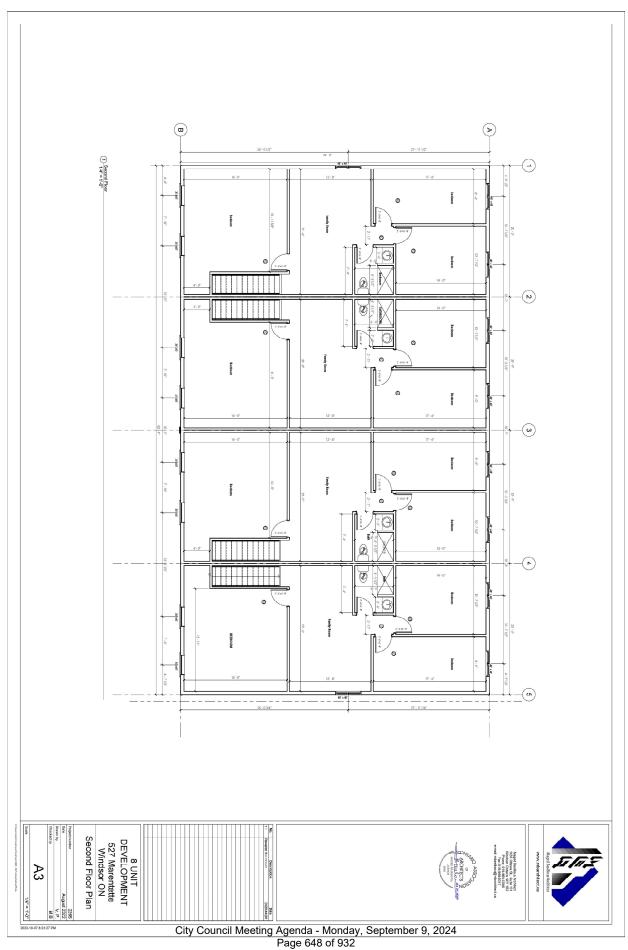


December 2020 Google Street View of property looking west.

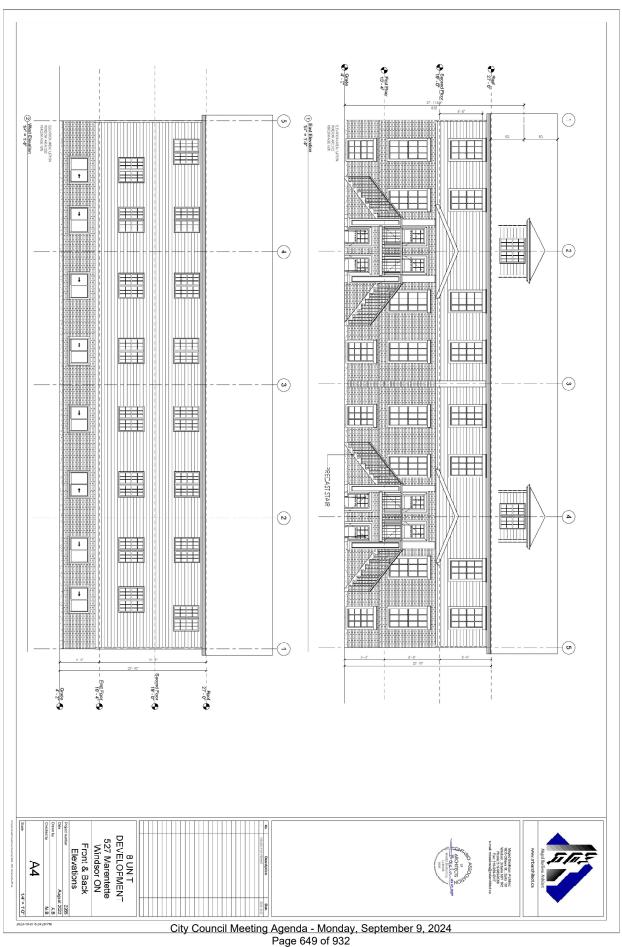
Appendix 'B' - Proposed Development



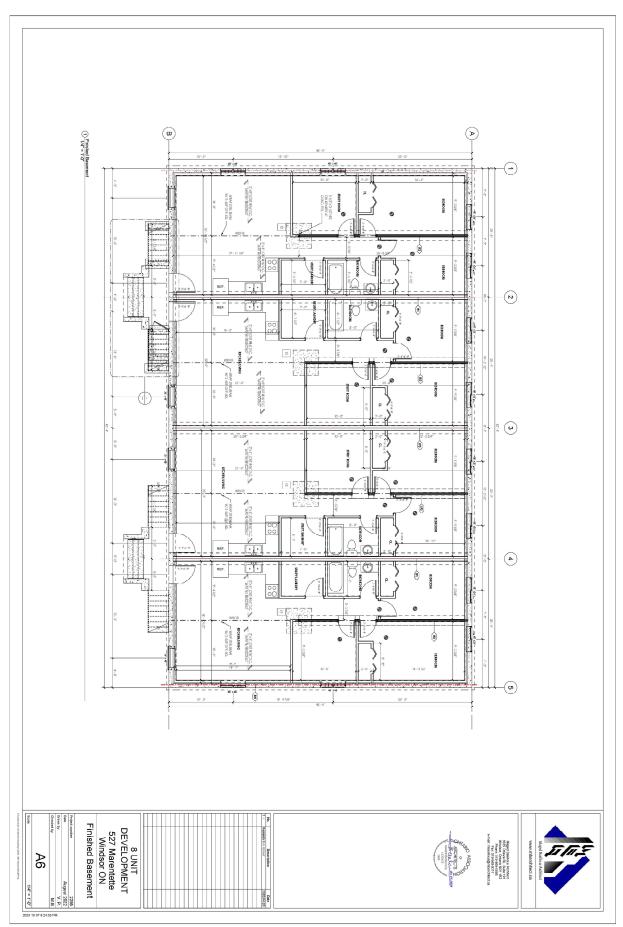
Appendix 'B' - Proposed Development



Appendix 'B' - Proposed Development

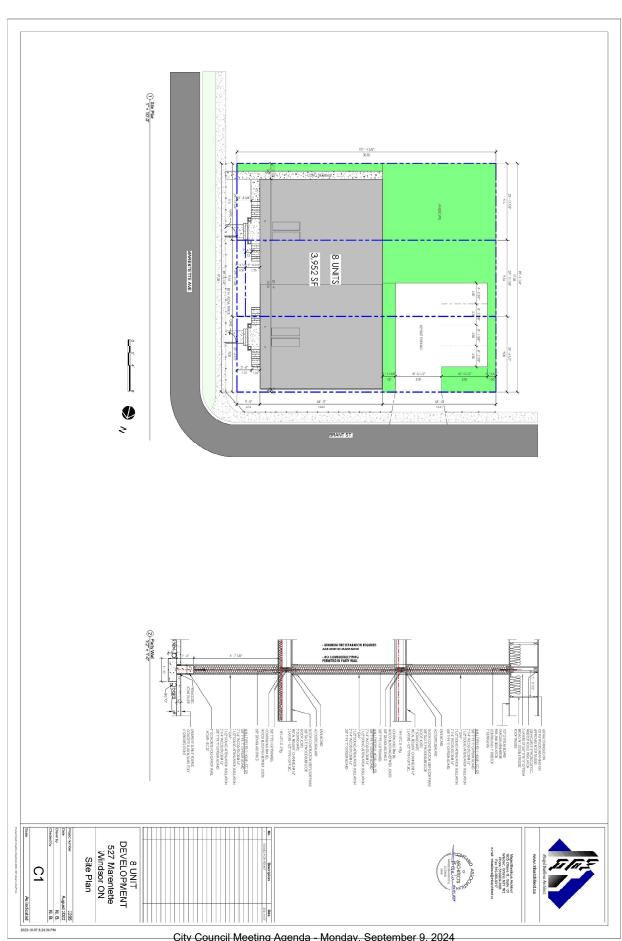


Appendix 'B' - Proposed Development



APPENDIX A

Appendix 'B' - Proposed Development



City Council Meeting Agenda - Monday, September 9, 2024 Page 651 of 932



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL WINDSOR, ONTARIO N9A 6S1

Fax: (519)255-6868
E-mail: clerks@citywindsor.ca
WEBSITE: www.citywindsor.ca

City Council Decision Monday, February 12, 2024

Moved by: Councillor Jim Morrison Seconded by: Councillor Ed Sleiman

Decision Number: CR63/2024 DHSC 583

- I. That the Chief Building Official **BE AUTHORIZED** to issue a demolition permit to the registered owner Fouad Badour for the single unit dwelling located at 527 Marentette Avenue to facilitate the construction of a two (2) story eight (8) unit dwelling; and,
- II. That any minor changes **BE SUBJECT** to the approval of the City Planner and Chief Building Official at the time of issuance of the Building Permit; and,
- III. That the Chief Building Official **BE DIRECTED** to require, as a condition of the demolition permit:
 - a. The redevelopment identified in Appendix 'B' be substantially complete within two (2) years following the issuance of the demolition permit;
 - b. If the redevelopment, including construction of a new building, is not substantially complete within two (2) years of the commencement of the demolition the Clerk enter the sum of Twenty Thousand Dollars (\$20,000) on the collectors roll of the property; and,
- IV. That the City Solicitor **BE DIRECTED** to register a notice of Condition #2 in the land registry office against the property in the event that the redevelopment is not substantially complete within two (2) years following the commencement of the demolition; and,
- V. That the request made by Fouad Badour for the proposed development at 0, 507, 527 Marentette Avenue, to participate in:
 - a. the Building/Property Improvement Tax Increment Grant Program **BE APPROVED** for 100% of the municipal portion of the tax increment

APPENDIX B



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL WINDSOR, ONTARIO N9A 6S1

Fax: (519)255-6868 E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

resulting from the proposed development for up to five (5) years or until 100% of the eligible costs are repaid pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan;

- b. The New Residential Development Grant Program **BE APPROVED** for \$20,000 towards eligible costs of eight (8) new residential units (\$2,500 per new residential units) pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan; and,
- VI. That Administration **BE DIRECTED** to prepare the agreements between the City and Fouad Badour to implement the Building/Property Improvement Tax Increment Grant Programs at 0, 507, 527 Marentette Avenue in accordance with all applicable policies, requirements, and provisions contained within the Downtown Windsor Enhancement Strategy and Community Improvement Plan; and,
- VII. That the CAO and City Clerk **BE AUTHORIZED** to sign the Building/Property Improvement Tax Increment Grant Program agreements at 0, 507, 527 Marentette Avenue to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implications; and,
- VIII. That the City Treasurer **BE AUTHORIZED** to issue payment of \$20,000 for grants under the New Residential Development Grant Program for 0, 507, 527 Marentette Avenue to Fouad Badour upon completion of the eight (8) new residential units subject to the satisfaction of the City Planner and Chief Building Official; and,
- IX. That Grant funds in the amount of \$20,000 under the New Residential Development Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to the City Centre Community Development Planning Fund (Project #7011022) when work is completed; and,
- X. That the approval to participate in the Building/Property Improvement Tax Increment Grant Program **EXPIRE** if the grant agreement is not signed by applicant within one year following Council approval. The City Planner may extend the deadline for up to one year upon request from the applicant; and,

APPENDIX B



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XI. That should the new residential units not be completed in two (2) years, City Council **AUTHORIZE** that the funds under the New Residential Development Grant Program be uncommitted and made available for other applications. Carried.

Report Number: SCM 9/2024 & S 165/2023 8.5

Clerk's File: SPL2023

Anna Ciacelli Deputy City Clerk February 20, 2024

Department Distribution

Josie Gualtieri	Financial Planning Administrator
John Revell	Chief Building Official
Neil Robertson	Deputy City Planner - Growth
Wira Vendrasco	Acting City Solicitor
Carolyn Nelson	Manager, Property Valuation & Administration. Taxation, Treasury & Financial Projects
Lori Gregg	Deputy Treasure, Taxation, Treasury & Financial Planning
Janice Guthrie	Commissioner, Finance and City Treasurer
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administrative Officer
Thom Hunt	City Planner



Council Report: C 103/2024

Subject: Declaration of a Vacant Parcel of Land Municipally Known as 2121 York Street Surplus and Authority to Offer Same for Sale – Ward 3

Reference:

Date to Council: September 9, 2024 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: August 21, 2024 Clerk's File #: APM2024

To: Mayor and Members of City Council

Recommendation:

- I. THAT the following City of Windsor (the "City") vacant parcel of land BE DECLARED surplus:
 - Municipal address: 2121 York Street vacant land situate on the west side of York Street;
 - Legal Description: Lot 6 on Registered Plan 925 Sandwich West; Windsor
 - Approximate Lot size: 30 feet (9.14 m) x 86 feet (26.21 m)
 - Approximate Lot area: 2,580 sq ft (239.69 m²) (herein the "Subject Parcel"); and,
- II. THAT the Manager of Real Estate Services BE AUTHORIZED to offer the Subject Parcel identified in Recommendation I for sale at a price to be determined by the Manager of Real Estate Services commensurate with an independent appraisal.

Executive Summary:

N/A

Background:

The City owns the Subject Parcel located on the west side of York Street just south of Tecumseh Road West, legally described as Lot 6 on Registered Plan 925 Sandwich West; Windsor, as shown on aerial diagram attached as Appendix A.

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

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

Discussion:

The Subject Parcel was circulated to determine whether there is a municipal use for same. Planning Department noted that the Subject Parcel is located within the 300 metre boundary of a rail corridor as identified on Schedule F-1-Railways and Schedule C - Development Constraints on the Official Plan. Any redevelopment within 300 metres of a rail corridor may be subjected to a noise study according to policy 7.2.8.8 Development Adjacent to a Corridor in the Official Plan. Planning also indicated that the Subject Parcel is deficient in lot area according to Zoning By-Law 8600. Provision 10.3.5.2 in the Zoning By-Law requires a minimum lot area of 270 m² in a RD1.3 zone, whereas the Subject Parcel is only 240 m². The Subject Parcel was vested in 1982 and while it is zoned RD1.3, the lot is deficient in area for residential development without a minor variance. Permitted uses under Zoning By-Law 8600, Schedule 10.3.1, include an existing duplex dwelling, existing semi-detached dwelling or one single unit dwelling with a minimum lot area being 270 m² for a single unit to 450 m² for a semi-detached dwelling. The Subject Parcel is 240 m² in lot area therefore a minor variance application has been submitted by Administration requesting relief from provision 10.3.5.2 to allow for residential development of a single unit dwelling.

Should the Recommendations be approved, Real Estate Services staff will obtain an independent appraisal to establish the value of the Subject Parcel. Should Administration successfully negotiate a sale of 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:

Should the Subject Parcel remain in the City's possession, there will continue to be ongoing maintenance. There are also potential liability issues should someone be injured on the land. The Subject Parcel is located between 2117 York Street and another vacant parcel to the south and has been utilized as additional parking for neighbouring properties. Selling the Subject Parcel will remove any associated liability issues and maintenance costs for the City and allow for future housing development.

Climate Change Risks

Climate Change Mitigation:

Declaring the Subject Parcel surplus does not pose a climate change risk.

Climate Change Adaptation:

Redevelopment of the Subject Parcel will include climate change considerations during re-zoning or site plan review.

Financial Matters:

N/A

Consultations:

Building: John Revell, Chief Building Official

Economic Development & Innovation: Milan Vujanovic, Sen. Economic Develop Officer

Fire Department: Michael Coste, Chief Fire Prevention Officer

Housing and Children Services: Sonia Bajaj, Coordinator Housing Admin &

Development

Parks & Facilities: James Chacko, Executive Director, Parks & Facilities
Planning Department: Kevin Alexander, Planner III — Special Projects
Operations: Clare Amicarelli, Transportation Planning Coordinator
Windsor Police Services: Barry Horrobin, Director of Planning & Phys. Resources

Legal, Real Estate Services: Kate Tracey, Senior Legal Counsel

Risk Management & Purchasing: Alex Vucinic, Manager

Conclusion:

Declaring the Subject Parcel surplus and authorizing the Manager of Real Estate Services to negotiate for the sale of the property, will allow for the orderly disposition of the land for market value that is not otherwise required for any municipal purpose.

Approvals

Name	Title
Stephanie Allen Santos	Coordinator of Real Estate Services
Denise Wright	Manager of Real Estate Services
Mark Nazarewich for Wira Vendrasco	City Solicitor
Dana Paladino	Acting Senior Executive Director, Corporate Services
Dana Paladino for Ray Mensour	Commissioner Community and Corporate Services

Name	Title
Janice Guthrie for Joe Mancina	Chief Administrative Officer

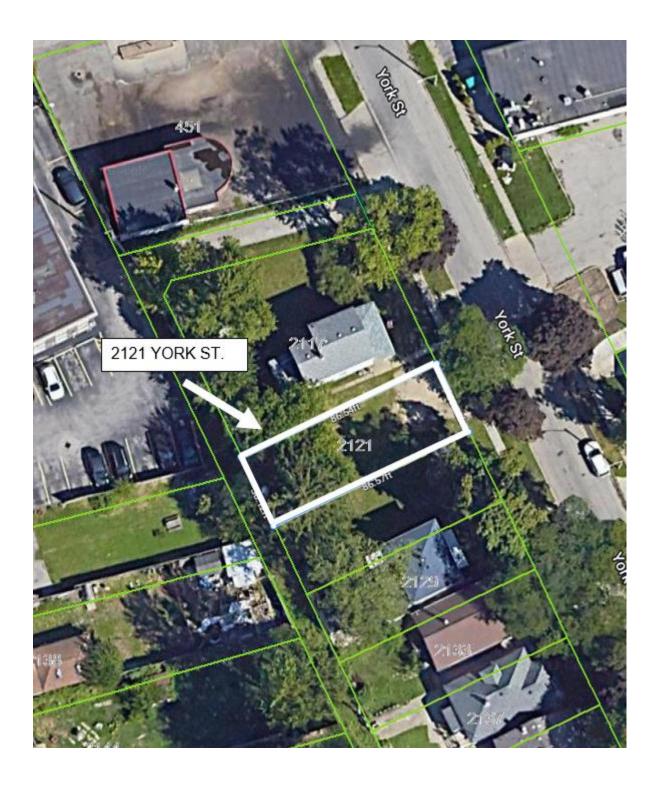
Notification:

Name	Contact information
n/a	

Appendices:

1 Aerial Image of Subject Parcel

Appendix A Aerial Image of Subject Parcel





Council Report: C 107/2024

Subject: Winter Control Maintenance of Municipal Roads – Execution of Contract 14-24 – City Wide

Reference:

Date to Council: September 9, 2024

Author: Joseph Bressan

Engineer II

519-255-6100 x 6119 jbressan@citywindsor.ca

Public Works – Operations Report Date: August 23, 2024 Clerk's File #: SW/12344

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE** the award of following low tenders in Tender 14-24:

LOW TENDERER - PART "A": GIP Paving Inc. TENDER NO: 14-24

TOTAL TENDER PRICE: \$2,144,500.00

ACCOUNT CHARGED: 001-2980-320P-02942-0161049

LOW TENDERER – PART "B": Amico Infrastructures Inc. TENDER NO: 14-24

TOTAL TENDER PRICE: \$1,375,775.00

ACCOUNT CHARGED: 001-2980-320P-02942-0161049

and,

THAT the CAO and City Clerk **EXECUTE** an agreement with the low bidder for Part "A", GIP Paving Inc., in the amount of \$2,144,500 excluding HST for the 2026/2027 winter control season, with said contract being satisfactory in form to the City Solicitor, in technical content to the City Engineer, and in financial content to the City Treasurer; and.

THAT the CAO and City Clerk **EXECUTE** an agreement with the low bidder for Part "B", Amico Infrastructures Inc., in the amount of \$1,375,775 excluding HST for the

2026/2027 winter control season, with said contract being satisfactory in form to the City Solicitor, in technical content to the City Engineer, and in financial content to the City Treasurer; and,

That City Council **SUPPORT** and approve the award of the winter control maintenance contracts totalling \$3,582,232 for the 2026-2027 winter season, along with the associated provisions of the contract; and,

THAT the City Treasurer **BE DIRECTED** to identify the appropriate contractual expenditure increases as a priority budget increase as part of the future 2026 and 2027 budget processes.

Executive Summary:

N/A

Background:

The City of Windsor is currently salting/plowing municipal roads through current tender 114-15. This 7-year contract came with an option to have a 3-year extension if a mutual agreement was made between the City and their Contractor, GIP Paving Inc. The 3-year contract extension was approved under revised CAOP 51/2023. This extension is set to expire after the completion of the 2025/2026 winter season.

Administration has prepared a new contract under prequalification tender 14-24 for a 7-year term beginning with the 2026/2027 winter season. Similar to how the previous Winter Maintenance of Municipal Roads contract was operated, contract 14-24 is divided into two winter control coverage sections and respective awards. Part A of the service contract area will operate out of the Environmental Services Yard (located at 3540 North Service Road East) while Part B of the service contract area will operate out of Crawford Yard (located at 1531 Crawford Avenue).

There is an option to extend this contract for an additional 3-year term at the conclusion of the 7-year contract, upon mutual agreements between the City and both qualified low bidders that were selected for award.

Historical information:

a) Fuel Price Adjustment

The current winter control contract includes a fuel price adjustment allocation. A payment adjustment is calculated for each month of operation and applied to the final payment certificate of each winter control season. The payment adjustment is dependent on the average price of diesel at the time the project was tendered in comparison to the average price of diesel at the time winter maintenance activities were carried out. The fuel price adjustment can be added or subtracted to the final payment.

Table 1 below identifies the fuel price adjustments paid for the last two winter control seasons, excluding HST.

Table 1: Historical Winter Control Fuel Price Adjustments

2022-2023 Winter Season		2023-2024 Winter Season	
November 2022	\$6,488.18	November 2023	\$2,393.00
December 2022	\$38,177.39	December 2023	\$0.00
January 2023	\$35,717.76	January 2024	\$48,845.87
February 2023	\$8,968.98	February 2024	\$1,131.66
March 2023	\$17,496.18	March 2024	\$1,726.88
2022-2023 Total	\$106,848.49	2023-2024 Total	\$54,097.41

Pregualification tender 14-22 includes the same clause for fuel price adjustment.

b) Consumer Price Index (CPI)

The provisions of the current winter control contract, 114-15, outline that the hourly vehicle operating rates, wing plow operator's rate and the driver standby rates will be adjusted at the beginning of each succeeding contract year. These rates are adjusted by 85% of the increase or decrease in CPI, Transportation component based on the month of September's CPI. The remaining 15% is not subject to variation.

The below information identifies the CPI adjustment for the previous two winter control seasons.

2022-2023 Winter Season CPI Adjustment $-6.8\% \times 85\% = 5.780\%$

2023-2024 Winter Season CPI Adjustment $-4.3\% \times 85\% = 3.655\%$

CPI adjustments will be applicable beginning in year 2 of this contract (2027/2028 winter control season). The provisions of this new contract (14-24) outline identical stipulations as the current contract (114-15) pertaining to CPI adjustments.

Discussion:

Administration is seeking Council approval to award this contract at this time to allow sufficient time for the City to enter into contract agreement with each of the successful qualified bidders in order to allow each respective bidder the necessary time required to purchase new salting and plowing equipment which will need to be in-service for the 2026/2027 winter control season.

Of note, the new 2026/2027 contract does not allow contractors to utilize any equipment older than 10 years of age at any point throughout the contract, and any existing equipment that is used by the Contractor in the first winter control season (2026/2027) must be no more than 3 years old. Both successful qualified bidders have indicated that they plan to purchase all new equipment for use in 2026-2027 under the new contract.

The tendering process for Winter Control Maintenance of Municipal Roads was carried out per the Purchasing By-law 93-2012. The prequalification tender 14-24 closed on August 2nd, 2024 with three contractors submitting bids. Each prequalification bid was reviewed by City Administration and the prequalification tender consensus evaluation meeting was held on August 16, 2024. The main focus of the consensus evaluation meeting was to score each proponent based on the Mandatory criteria as defined in the prequalification tender.

The Mandatory criteria consisted of Experience, Location, and Equipment, as follows:

A) Experience:

All bidders were required to demonstrate at least 5 years of relevant work experience related to the salting and plowing of municipal roads. All bidders had to demonstrate their proven ability to supply and manage all necessary equipment to salt and plow roadways for a municipality of similar size or larger.

B) Location:

The successful bidder under this contract must occupy a facility no farther than 10 km from the current City of Windsor boundary that is capable of storing and repairing all equipment. This facility must be leased, rented or owned by the bidder. If the property is owned by the successful bidder, then it shall be owned for the entire duration of the contract, including any negotiated extensions. If the property is being leased or rented by the successful bidder, the duration of the rental/lease agreement must be for the entire duration of the contract, including any negotiated extensions.

If no property is currently owned or leased by the tender closing date, then the successful bidder must provide a detailed plan on how they intend to obtain such a property for the lifetime of the contract.

C) Equipment:

The successful bidder must provide a letter of acknowledgement from their trucking and salt spreading supplier indicating that their equipment can be supplied by the start of the upcoming contract (November 1, 2026). Any existing equipment to be used on this contract must be no more than 3 years old in 2026 and no trucks or spreaders can be older than 10 years at any point in the contract. The successful bidder must supply the Corporation with proof of ownership for any existing vehicles they intend to use.

Through the prequalification consensus evaluation process, GIP Paving Inc. and Amico Infrastructures Inc. passed as qualified bids, while the A&G The Road Cleaners Ltd. bid failed to meet the tender qualifications.

Tender pricing submissions by GIP Paving Inc. and Amico Infrastructures Inc. were subsequently opened, reviewed and validated by City Administration. A summary of the pricing submissions from the two qualified bids is shown below.

VENDORS	TENDERED PRICE PART "A"	TENDERED PRICE PART "B"
GIP Paving Inc.	\$2,144,500.00	\$1,420,560.00
Amico Infrastructures Inc.	\$2,351,175.00	\$1,375,775.00

Risk Analysis:

Salting/plow trucks are to be supplied by the start of the contract. As previously noted, the life of the equipment to be operated during the contract term can not be older than 10 years of age at any time throughout the life of the contract term.

The procurement supply of trucks in the current supply chain market requires a 2-year timeline in order to receive trucks and have them functional in time for the first winter control season (2026/2027). Should both qualified vendors not be able to initiate truck fleet procurement at this time, the City is at risk of facing delays in deployment of fleet equipment that is necessary to perform winter control maintenance by November 1, 2026.

Early approval of this contract by City Council, prior to the completion of the annual operating budget processes will allow for the contract agreement between the City and both successful bidders to be executed before the irrevocability period formally ends, as well as affords both bidders to initiate the 2-year procurement and outfitting process for the necessary winter control fleet and equipment.

If the contract is not signed after the expiration of the 90-day irrevocability period, then there is a risk to the Corporation that the cost to complete the work in the first winter season will be increased from the original pricing. This price increase will also increase the associated CPI adjustments in subsequent contract years for the applicable operator's and standby rates as previously described.

Climate Change Risks

Climate Change Mitigation:

The salting and plowing of municipal roads within the City of Windsor boundary will result in GHG emissions that are accounted for within the Community GHG emissions inventory. The winter control fleet emissions will be generally offset by the improved driveability of roadway infrastructure for all motorists.

Climate Change Adaptation:

Future significant winter storms are likely to occur again and could lead to further instances of poor and even undriveable roadway conditions. While there will always be the risk of winter storms, the risk can be mitigated by ensuring that our municipal roads are salted and plowed in a timely manner.

Financial Matters:

An operating budget for the winter maintenance of municipal roads contract is allotted annually in the operating budget for Public Works Operations. For 2024, the operating budget was included and deemed approved by the Mayor on February 2, 2024, MD 05-2024. Annual contractual budget adjustments are submitted during the annual budget development process to adjust the winter maintenance budget subject to the associated provisions of the contract.

The current 2024 contract value is \$2,664,533 including non-refundable HST. The 2026/2027 contract will be approximately \$917,700 higher than the current 2024/2025 value, not including any CPI and fuel adjustments that may be applicable for the 2025/2026 winter season. Should CPI and fuel pricing remain unchanged until this new contract is in place, the department would be seeking a 2026 increase of approximately \$458,850 in the 2026 budget and another increase for 2027 of approximately \$458,850 for the 2026/2027 season (year 1 of new contract) in the 2027 budget. CPI adjustments would become effective in year 2 of this contract, 2027/2028 and will be brought forward as part of the annual budget process, as required.

Consultations:

Charles Hartford – Contracts Coordinator

Roberta Harrison – Maintenance Coordinator

Tony Ardovini – Deputy Treasurer Financial Planning

Conclusion:

Administration is recommending Council approve the award of contract 14-24 Part A and Part B to each respective qualified bidder. Proceeding with the award of this contract will allow each contractor the necessary time to procure and outfit the necessary winter control fleet and equipment that will be required to be operational by the start of the new contract (November 1, 2026).

Planning Act Matters:

N/A

Approvals:

- 4-10-10-10-10-10-10-10-10-10-10-10-10-10-	
Name	Title
Cindy Becker	Financial Planning Analyst – Public Works
Phong Nguy	Manager of Contracts, Field Services & Maintenance
Phong Nguy, Acting for Shawna Boakes	Executive Director of Operations
David Simpson	Commissioner of Infrastructure

Name	Title
Cindy Becker	Financial Planning Analyst – Public Works
	Services/City Engineer
Alex Vucinic	Purchasing Manager
Mark Nazarewich, Acting for Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner of Finance and City Treasurer
Janice Guthrie for Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:



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:
 - 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).
 - 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 deadend 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/m2 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 interunit 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:

- 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.
- 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



Council Report: S 71/2024

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.

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 sha	all 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).
 - 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/m2 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:

- 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.
- 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

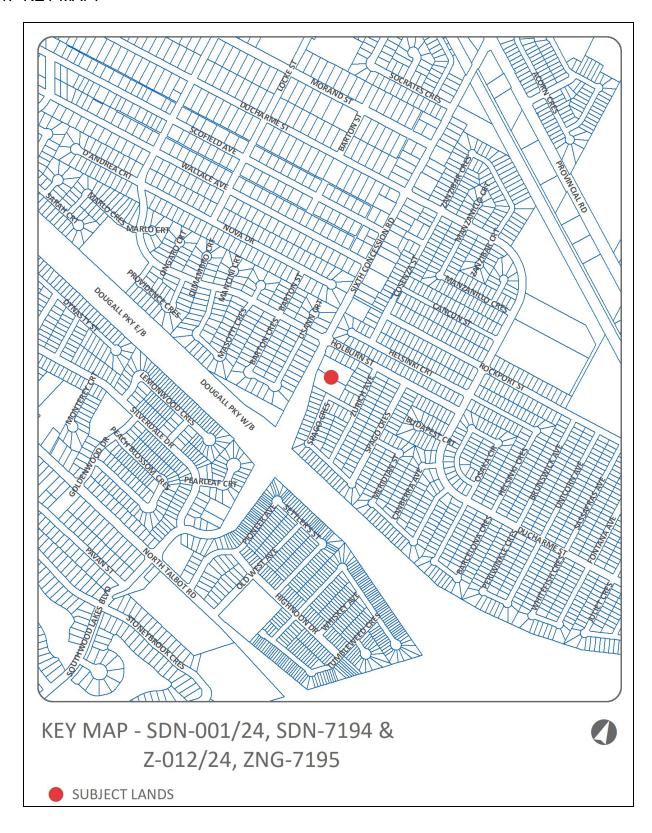
This report references those supporting materials submitted by the applicant for this rezoning and subdivision applications and made available at https://www.citywindsor.ca/residents/planning/land-development-applications/current-development-applications/4170-4190-sixth-concession-road for public review.

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.

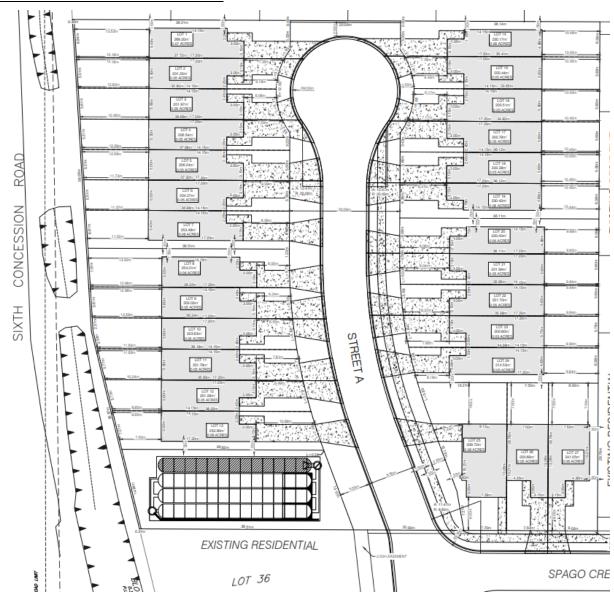
SUBMISSIONS BY APPLICANT:

- 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 6th 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	RESIDENTIAL DISTRICT 1.2 (RD1.2);	4170 Sixth Con Single unit dwelling;	unknown
Roseland Planning Area, OP Volume II	ZDM13	4190 sixth Con Single unit dwelling	
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

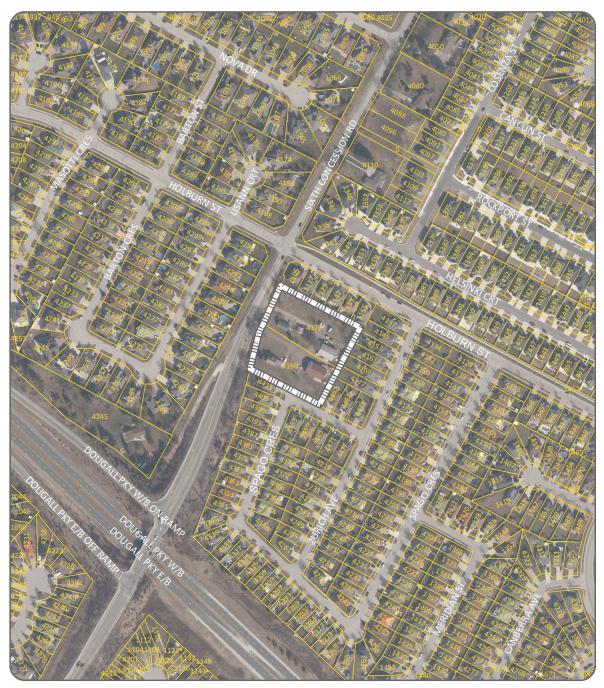
PLANNING & BUILDING DEPARTMENT

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





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 5th 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.

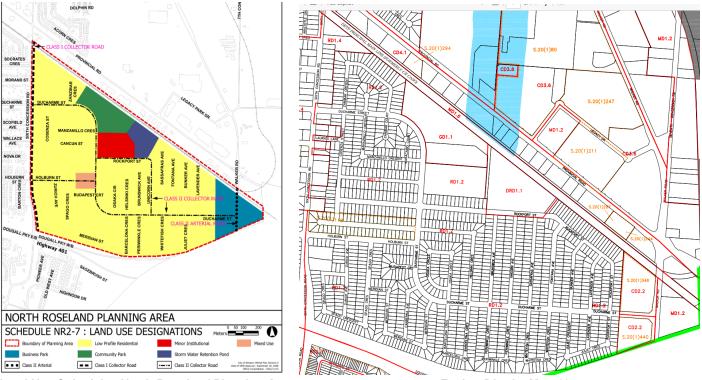
4. ZONING

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.

<u>DENSITY:</u> The current RD1.2 zoning category permits a single unit dwelling on a parcel with a minimum lot area of 360m², 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

360m². 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^2 , resulting in a density of 44.44 units per hectare; while the minimum lot area requirement for a townhome dwelling is 200m^2 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.

TABLE 1			SEMI-DETACHED DWELLING	TOWNHOME DWELLING
By-law 8600	RD1.2	RD2.3	RD2.3	RD2.3
Lot Area - minimum required	360m ²	360m ²	450m ²	200m ² per unit
Density (maximum permitted)	27.78 units per ha	27.78 units per ha	44.44 units per ha	50 units per ha

TABLE 2	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 ²	1542.92m ²	1264.62m ²	1049.36m ²	751.46m ²	
Proposed Number of dwelling units	6	7	6	5	3	
Minimum Lot Area per unit	219.66m ²	220.42m ²	210.77m ²	209.87m ²	250.49m ²	
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	

<u>PARKING:</u> 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 <u>not</u> 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

Thom Hunt, MCIP, RPP

Manager of Development/Deputy City Planner

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



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.



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.



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



Street view of Sixth Con. Rd., looking north from the intersection of Sixth Concession Road and Holburn Street



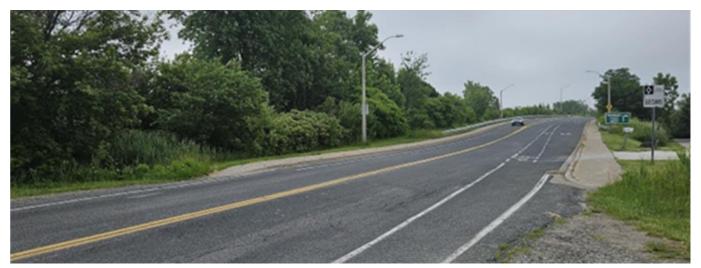
View of southeast corner of Holburn and Sixth Con. from Sixth Con. Rd and Holburn St. intersection, looking at properties abutting the north limit of the proposed development



Street view of Holburn Street, looking east from the intersection of Sixth Concession Road and Holburn Street



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.



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

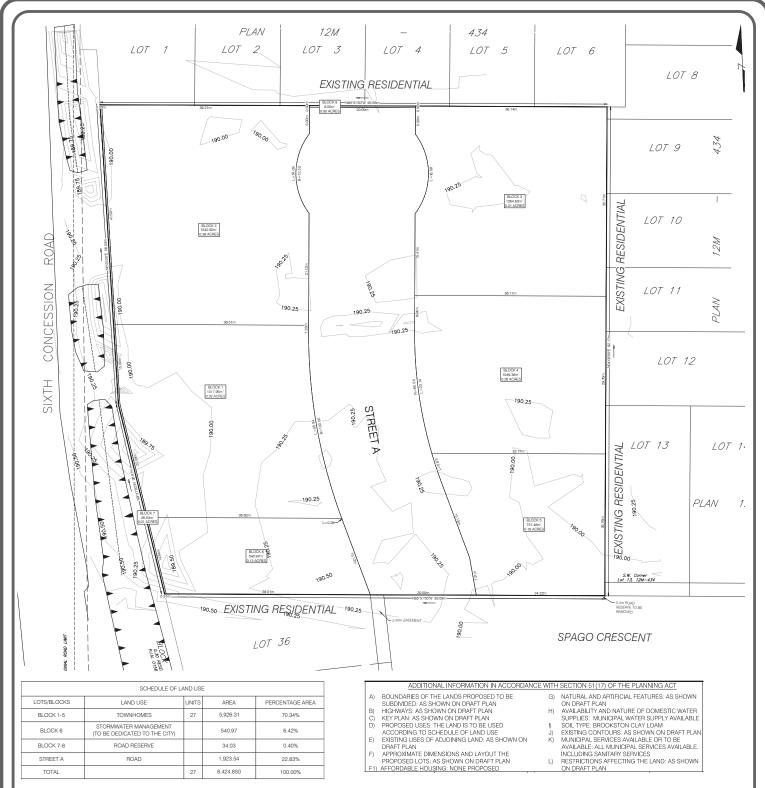


Photo showing existing driveway for 4170 Sixth Concession Road Photo



Photo showing existing driveway for 4190 Sixth Concession Road

PHOTOS OF EXISTING DRIVEWAYS OFF SIXTH CONCESSION ROAD, LOOKING EAST AT THE SUBJECT LANDS







DRAFT PLAN OF SUBDIVISION

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.

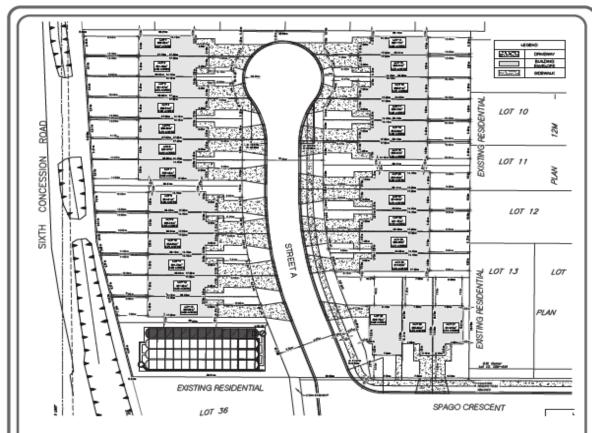
DRAFT PLAN OF SUBDIVISION

MAP NO: SDN-001/24-1 (DRAFT PLAN) **APPLICANT: 2863167 ONTARIO INC.**

DATE: APRIL, 2024

CITY OF WINDSOR PLANNING DEPARTMENT Meeting Agenda - Monday, September 9, 2024

APPENDIX C - SDN-001/24-2



			10W	НОМЕ БМЕШ	IS DETALS			
	PROPOSED							
LOTNO.	PRONTYARD (NO	REAR YARD (=)	80E 1/40 (H)	LOT WORK (w)	LOTOOVERNOE		RD PAINES FROPCIED	ZOMMS COMPLES
LOT4	TAB	< (1.20)	r.(a	6.00	86-45 mg/kg	65.00%	A6.50%	COMPLEX
rous.	630	49.70		6.60	toron, letteril	65,00%	66.29%	COMPLEX
LOT 3	6.47	434		5.0x	BEREA, NERME	65,00%	01015	COMPLEX
LOTE	244	4148		6.60	SENSON, MITSELL	66,00%	(62.70%)	COMPLES
LOT 6	620	1842		6.60	62-45-4, MC30AF	65,00%	63:47%	COMPLES
LOTE	600	< (1.76)		5.52	SEATON PRINTE	65,00%	65.41%	COMPLES
LOTE	6.00	13.M	r.(a	6.00	80 x5 ~, 100 math	65.00%	A8-50%	COMPLES
1018	600	42.80	r.(a	7.00	seam, bread	60.00%	54.30%	COMPLES
LOTE	6.48	<2.86		6.00	96.85 m² (46.76%)	65,00%	68.27%	COMPLES
L()T +0	6.40	41.00		6.60	sense, kensari	65,00%	(SLH)	COMPLES
MOTH	6.5+	44.52		5.(b	86 EL-, lev 2381	65,00%	60.00%	COMPLES
LOT 40	7.22	40.43		5.00	00 till m _y bevorall	65,00%	58-00%	COMPLES
L07 (8)	6.86	41.21	r.(b	7.00	taren, bread	65,00%	A6.29%	COMPLES
LOT 46	7.76	40.46	ru(a	6.00	26.00 m ² (94.47%)	(0.00%)	53.49%	COMPLEX
LOT 45	640	10.46		546	前海~, 東海鄉	65,00%	62.04%	COMPLES
LOT 46	6.47	10.46		640	to at ~, let visit	65,00%	8100%	COMPLES
LÜT 47	747	10.46		5.00	86 Mm/, lev 50 at	65,00%	58-00%	COMPLES
LOT 48	600	<2.82		5.00	sem-, hersal	65,00%	6010096	COMPLES
LOT 49	6.00	42.82	r.(b	6:38	26.04 m ² (94.27%)	60.00%	53.54%	COMPLES
LOT 30	642	4279	ruţa.	6:00	79.00 =2 (34.440)	60.00%	5312996	COMPLES
LOT ST	6.40	<2.79		6.00	881-, let 22/	65,00%	82.04%	COMPLES
LOT 22	6.07	44-26		546	96.00 m ³ (m.308)	65,00%	58.54%	COMPLES
LOT 28	6.46	44.24		575	95.07 m/(45.00%)	65,00%	01-30%	COMPLES
LOT SE	648	9.84	r.(a	6.00	70-30~ ² (30-30%)	(0.00%	55.00%	COMPLES
LOT 35	6.00	7.80m	1.53	44.08	4021/21/17 (1938/9)	50.00%	49.40%	COMPLES
LOT 26	6.00	7.80m		7.52	NY AND PARTY.	55,00%	A7.00%	COMPLES
LOT 27	6.00	7.85m	ruta .	8.00	96.24 m ² (55.78%)	60.00%	38,00%	COMPLET

	BTS PLAN				
EXSTAG ZOMAG	RESCENTAL DE	ERROT KAI PENAN JOME			
PROPOSED ZONNO	RESERVAL DEPRCT 2.0 FCC.0 2046				
PERMITTED ZOHING	TOWNHOME DIMILLIAIS, AMONG OTHER LIBER PERMITTED WITHIN THE RESCRITAL DISTRICT SUB-STORE				
PROPOSED USE	TOWNHOME CHELLING				
DESCRIPTION	REQUIRED	PROVIDED	20MW3 COMPLING		
HIM PRONTAGE WOTH	30.00m (65.60 M)	30.00m (65.634)	COMPLES		
MILLOTAREA	300.00 ~*	2-200.00er (2-10)-70 eq/4	COMPLES		
MIN PROMETORIO	6.00m	BEE ABOVE TABLE			
MIN. REAR TARD	7.(2m	7.60m BEE ABOVE TABLE			
MIN. 808 1990	c.jan.	SEE ABOVE TABLE			
MILLOTWETH	EQUALTO THE WETH OF THE OWELLING WAT FILLS ANY EXTERIOR SOE YING AS EXSTENSIATING THE OF THE LOT SELECTIONS	SEE ABOVE TVBUE			
MAY, LOT COVERAGE (281-5/294)	ARE OF LOT AREA AND SITE OF LOT AREA FOR TOWNHOUS DWILLIAG SEVERED BY A COLANDA SITE FOR LOT LAST THAT SEPARATES THE OWILLIAGS UNITS	SEE ABOVE TABLE			
MAN BUILDING HEIGHT	M/X EDGe.	(8.00m	COMPLES		
PEDIFORDPANS	IDE OF THE REQUIRED PROMITIVED AREA PLUE SE PER METER DECREASE IN LIGHT WORK BELOW BUT TO A MICHAEL OF THE REQUIRED PROKET WAS AREA.	SEE ABOVE TABLE			
ACCESS AREA WOTH	MN 3.85= 10 MW 4.52=	3.85~	COMPLES		
PARGNO FOR TOWNHOME DWILLIAMS	I SPACE POR EACH CWELLING OF TOTAL 27 DWIELINGS - 27 IFFACE	27 SPACES PROVIDED	COMPLES		
	LOT BUILDING INFO				
TOTAL LOT APEA.	SUPPLEMENT (SMARK SERVE) OF CAST NO. (CAST NO.)				
TOTAL BUILDING AREA	2.300.547 (25.473.22)+4, 41				
TALRESCENTAL DIVELLING MATERIAL PROPERTY.	27 UNITS				
EIGHT OF BULDING J NO. OF ETCHEVE	4800m) 4.0 (MCPE)*				
ULDING LIFE & GOOLPANO	RESCENTAL				

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

DRAFT PLAN OF SUBDIVISION

MAP NO: SDN-001/24-2 (CONCEPT DEVELOPMENT PLAN)

APPLICANT: 2863167 ONTARIO INC.

DATE: APRIL, 2024

CITY OF WINDSOR PLANNING DEPARTMENT

[Comments from Municipal Departments & External Agencies – SDN-001/24 & Z-012/24]

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 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 <u>planninganddevelopment@bell.ca</u> 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.

[Comments from Municipal Departments & External Agencies – SDN-001/24 & Z-012/24]

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.

[Comments from Municipal Departments & External Agencies – SDN-001/24 & Z-012/24]

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

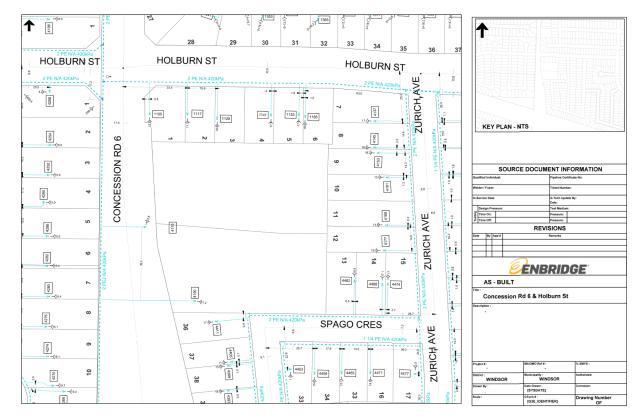
Enbridge Gas requires a minimum separation of 0.6m horizontal and 0.3m vertical from all of our plant less than NPS 16 and a minimum separation 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines. For all pipelines (including vital pipelines), when drilling parallel to the 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

[Comments from Municipal Departments & External Agencies – SDN-001/24 & Z-012/24]

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

[Comments from Municipal Departments & External Agencies – SDN-001/24 & Z-012/24]

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 (6TH 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

[Comments from Municipal Departments & External Agencies – SDN-001/24 & Z-012/24]

(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

[Comments from Municipal Departments & External Agencies – SDN-001/24 & Z-012/24]

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.

- 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:

[Comments from Municipal Departments & External Agencies - SDN-001/24 & Z-012/24]

Windsor Planning & Building Department:

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

Windsor Manager of Culture and Events (A):

Michelle Staadegaard, (O) 519-253-2300x2726, (C) 519-816-0711, mstaadegaard@citywindsor.ca

Ontario Ministry of Citizenship and Multiculturalism

Archaeology Programs Unit, 1-416-212-8886, 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

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.

[Comments from Municipal Departments & External Agencies – SDN-001/24 & Z-012/24]

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.

<u>Be advised:</u> 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

[Comments from Municipal Departments & External Agencies – SDN-001/24 & Z-012/24]

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-Wav

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-desac 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

[Comments from Municipal Departments & External Agencies – SDN-001/24 & Z-012/24]

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

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:

[Comments from Municipal Departments & External Agencies – SDN-001/24 & Z-012/24]

- 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 (**pleaserefertoAppendix"C"**), which permits the proposed townhouse dwellings.

The Windsor Zoning By-law classifies the parcel as Residential District 1.2 (RD1.2) (pleaserefertoAppendix"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 ACTIVITES

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

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

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.

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.

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 or 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, semidetached 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 floe 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 underdeveloped, 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

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 bylaw 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:

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),

- 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/m2.

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:

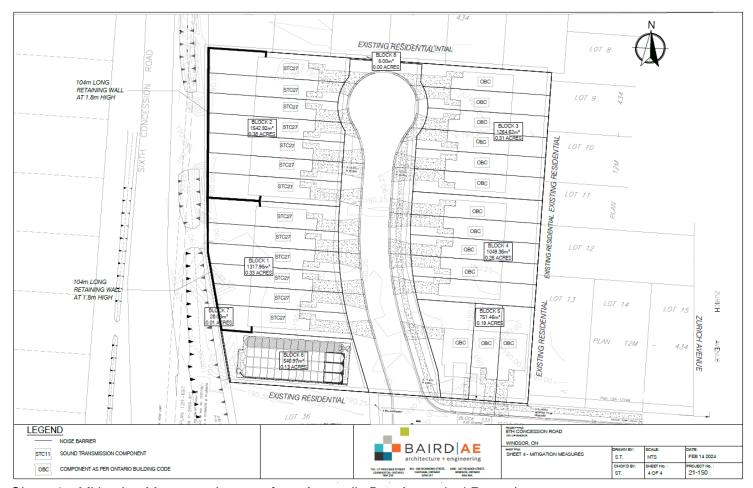
Type 'D'

"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/m2 shall be installed along the property line.

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

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.

- 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 SERVIING 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.

- 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

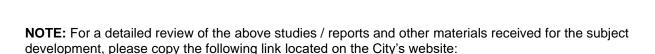
In discussion with the City of Windsor, a master sanitary study was undertaken to find if the existing sanitary sewers from Spago Crescent to the 900mm Trunk sewer on Morand Street have enough capacity to accommodate the proposed development of 27 units with an estimated peak flow of 2.21 L/s.

- 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.]



https://www.citywindsor.ca/residents/planning/land-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

has the following purpose and effect: 1. By-law ____

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 <u>no</u> 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

SCHEDULE 2

Applicant: Storey Samways Planning Ltd.



PLANNING & BUILDING DEPARTMENT

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.

Development & Heritage Standing Committee Meeting July 2, 2024

Item 7.2 - Written Submission

From: Kiret Singh

Sent: Friday, June 28, 2024 4:09 PM **To:** clerks < <u>clerks@citywindsor.ca</u>>

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 or 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

Development & Heritage Standing Committee Meeting July 2, 2024

Item 7.2 - Written Submission

From: Landon Eldridge <>

Sent: Monday, July 1, 2024 6:57 PM To: clerks < 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 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

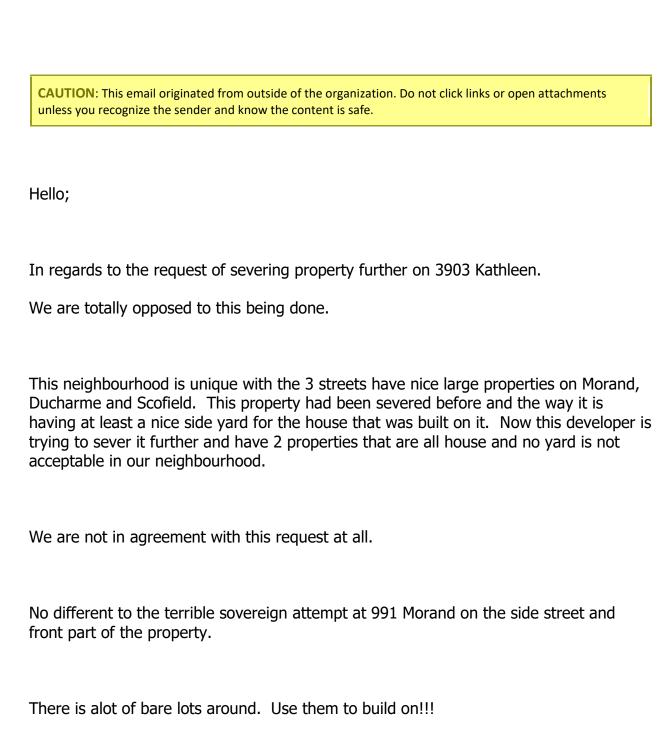
Development & Heritage Standing Committee Meeting July 2, 2024

Item 7.2 - Written Submission

From: Marilyn Lee

Sent: Wednesday, June 26, 2024 8:03 AM

To: clerks < clerks@citywindsor.ca >



Sincerely,

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

Development & Heritage Standing Committee Meeting July 2, 2024 Item 7.2 - Written Submission

-----Original Message-----

From: sandy kirby

Sent: Tuesday, June 25, 2024 12:04 PM

To: clerks < clerks@citywindsor.ca >; Mckenzie, Kieran < kmckenzie@citywindsor.ca >

Subject: Development & Heritage Standing Committee-rezoning proposal 3903 Kathleen, 991Morand,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.

City Council Meeting July 22, 2024 Item 8.17 - Written Submission

From: Jag Bal

Sent: Thursday, July 18, 2024 5:36 PM To: clerks <<u>clerks@citywindsor.ca</u>>

Subject: Against the amendment of 3930&3950 6th concession

You don't often get email from

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 . 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 >
Cc: mayoro < 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

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 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 6th 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 6th 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 6th 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

Cc: clerks <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 throug a crescent, which by standards defination its 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 were schools are closed. Its 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 if 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 has 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 neighbour and decline the value of our property This constitute 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 serves 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 interest, however, it is conflict with the current accept situation and in.conflict with neighbors interest as well as in.conflict with the standards.

Thanks Osama To: The City of Windsor Mayor, Drew Dilkens and Councilors Item 8.17 - Written Submission

Re: Proposed Townhome Development at 4170 & 4190 6th 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 2nd 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 Dilkens 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 <u>many</u> densification projects in the works impacting the 6th 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 <u>identified by the City</u> 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.

https://www.citywindsor.ca/Documents/residents/construction/environmental-assessments-master-plans/6th-Con-North-Talbot-ESR.pdf

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**th **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 <u>not</u> 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 2nd 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 <u>must</u> 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 <<u>clerks@citywindsor.ca</u>>

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

You don't often get email from. Learn why this is important

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

Dear'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 <<u>clerks@citywindsor.ca</u>>

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,

BY-LAW NUMBER 128-2024

A BY-LAW TO AMEND BY-LAW 12417, BEING A BYLAW TO CLOSE, STOP UP AND CONVEY THE NORTH/SOUTH ALLEY AND PART OF THE EAST/WEST ALLEY NORTH OF PITT STREET EAST, BETWEEN OUELLLETTE AND GOYEAU

Passed the 9th day of September, 2024.

WHEREAS it is deemed expedient to amend By-law 12417 adopted on the 11th day of December, 1995, and registered on title on December 18, 1995, as Instrument No. R1330604, as amended by By-law No. 22-2024, adopted on January 29, 2024, and registered on title as Instrument No. CE1169433 (collectively, the "By-law");

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

- 1. That the By-law be amended as follows:
 - a) By **DELETING** the reference to "That each of the owners whose lands abut upon lands described herein" from section 2 of the Bylaw in its entirety and **INSERTING** the following in its place:

That the owner of 63 Riverside Drive East

b) By **DELETING** the reference to "the Corporation of the City of Windsor" from section 3 of the By-law in its entirety and **INSERTING** the following in its place:

Windsor Detroit Borderlink Limited

2. This by-law shall come into force and take effect on the day upon which it is registered in the Land Registry Office for the County of Essex (No.12).

DREW DILKENS, MAYOR

CITY CLERK

SCHEDULE "A"

Part of Alley Plan 91 closed by R1330604; Part of Lot 74, Plan 91, designated as Parts 2 and 3 on Plan 12R8548, subject to R1417420, R1145001, R1000770; subject to an easement as in CE405643; City of Windsor

Being all of PIN 01170-0490

BY-LAW NUMBER 129-2024

A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 4.27 METRE NORTH/SOUTH ALLEY, AND THE TWO PORTIONS OF 4.27 METRE EAST/WEST ALLEYS NORTH OF HAIG AVENUE, EAST OF PRINCESS AVENUE, SOUTH OF JOINVILLE AVENUE, AND WEST OF WESTMINISTER BOULEVARD, CITY OF WINDSOR

Passed the 9th day of September, 2024.

WHEREAS the 4.27 metre portion of the north/south alley north of Haig Avenue, east of Princess Avenue, south of Joinville Avenue, and west of Westminster Boulevard, City of Windsor, more particularly described in Schedule "A" hereto annexed, is assumed for subsequent closure;

AND WHEREAS the two portions of 4.27 metre east/west alleys north of Haig Avenue, east of Princess Avenue, south of Joinville Avenue, and west of Westminster Boulevard, City of Windsor, more particularly described in Schedule "B" hereto annexed, are assumed for subsequent closure.

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

- 1. That the 4.27 metre portion of the north/south alley north of Haig Avenue, east of Princess Avenue, south of Joinville Avenue, and west of Westminster 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 the two portions of 4.27 metre east/west alleys north of Haig Avenue, east of Princess Avenue, south of Joinville Avenue, and west of Westminster Boulevard, City of Windsor, more particularly described in Schedule "B" hereto annexed and forming part of this by-law, be and the same are hereby assumed for subsequent closure.
- 3. That this by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

SCHEDULE "A"

Part Alley Plan 1167, Sandwich East, designated as Parts 9 to 44, inclusive, Plan 12R-29763; Windsor

Being all of PIN 01375-0291 (LT)

SCHEDULE "B"

Alley Plan 1107, Sandwich East, designated as Parts 1 to 4, Plan 12R-29763; Windsor

Being all of PIN 01375-0317 (LT)

City of Windsor County of Essex

Alley Plan 1107, Sandwich East, designated as Parts 5 to 8, Plan 12R-29763; Windsor

Being all of PIN 01375-0319 (LT)

BY-LAW NUMBER 130-2024

A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.27 METRE NORTH/SOUTH ALLEY AND THE TWO PORTIONS OF 4.27 METRE EAST/WEST ALLEYS NORTH OF HAIG AVENUE, EAST OF PRINCESS AVENUE, SOUTH OF JOINVILLE AVENUE, AND WEST OF WESTMINISTER BOULEVARD, CITY OF WINDSOR

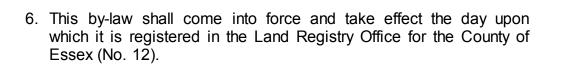
Passed the 9th day of September. 2024.

WHEREAS it is deemed expedient to close, stop up and convey the 4.27 metre portion of the north/south alley north of Haig Avenue, east of Princess Avenue, south of Joinville Avenue, and west of Westminster Boulevard, City of Windsor, more particularly described in Schedule "A" attached hereto;

AND WHEREAS it is deemed expedient to close, stop up and convey the two portions of 4.27 metre east/west alleys north of Haig Avenue, east of Princess Avenue, south of Joinville Avenue, and west of Westminster Boulevard, City of Windsor, more particularly described in Schedule "B" attached hereto.

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

- 1. That the 4.27 metre portion of the north/south alley north of Haig Avenue, east of Princess Avenue, south of Joinville Avenue, and west of Westminster 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 the two portions of 4.27 metre east/west alleys north of Haig Avenue, east of Princess Avenue, south of Joinville Avenue, and west of Westminster Boulevard, City of Windsor, more particularly described in Schedule "B" attached hereto and forming part of this by-law, be and the same are hereby closed and stopped up.
- 3. That any required easements pursuant to Council Resolution CR436/2023, be registered prior to conveyance.
- 4. That the lands be conveyed to the abutting owners, and that the conveyance cost for the portions of the alley conveyed to abutting lands zoned RD1.4, be set at \$1.00 plus HST (if applicable), deed preparation fee and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.
- 5. 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.



DREW DILKENS, MAYOR

CITY CLERK

SCHEDULE "A"

Part Alley Plan 1167, Sandwich East, designated as Parts 9 to 44, inclusive, Plan 12R-29763; Windsor

Being all of PIN 01375-0291 (LT)

SCHEDULE "B"

Alley Plan 1107, Sandwich East, designated as Parts 1 to 4, Plan 12R-29763; Windsor

Being all of PIN 01375-0317 (LT)

City of Windsor County of Essex

Alley Plan 1107, Sandwich East, designated as Parts 5 to 8, Plan 12R-29763; Windsor

Being all of PIN 01375-0319 (LT)

BY-LAW NUMBER 131-2024

A BY-LAW TO AMEND BY-LAW 12027, BEING A BYLAW TO CLOSE, STOP UP AND CONVEY THE NORTH/SOUTH ALLEY WEST OF PRADO PLACE, FROM EDGAR TO RAYMOND

Passed the 9th day of September, 2024.

WHEREAS it is deemed expedient to amend By-law 12027, adopted on the 21st day of November, 1994, and registered on title on December 2, 1994, as Instrument No. R1294512;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

- 1. By **DELETING** Section 3 in its entirety, and **INSERTING** the following in its place:
 - 3. THAT the lands described in Schedule "A" hereto are subject to easements in favour of Bell Canada, Cogeco Connexion Inc., ENWIN Utilities Ltd. and Managed Network System Inc. (MNSI) to enter upon the said lands so conveyed for the installation, repairs and maintenance of their facilities therein.
- 2. This by-law shall come into force and take effect on the day upon which it is registered in the Land Registry Office for the County of Essex (No.12).

DREW DILKENS, MAYOR

CITY CLERK

SCHEDULE "A"

Part Alley Plan 1173, Windsor, closed by R1294512 abutting Lots 40, 41, Plan 841, s/t R1294512; Windsor

Being all of PIN 01563-1380

BY-LAW NUMBER 132-2024

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 9th day of September, 2024.

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:

508. SOUTHEAST CORNER OF MOXLAY AVENUE AND TURNER ROAD

For the lands comprising of Part of Lots 1007 to 1010, Part of Closed Alley, Plan 1126, Part 2, Reference Plan 12R-11872, PlN No. 01350-0225 LT, the following shall apply:

- 1. Section 5.15.5 shall not apply.
- 2. The provisions of Section 12.2.5 shall apply, save and except Subsections 12.2.5.3, 12.2.5.4 and 12.2.5.8.
- Lot Coverage maximum 41.6%
 For this provision *lot coverage* shall exclude any portion of an accessory building covered by a green roof.
- 4. Main Building Height maximum

10.0 m

5. Front Yard Depth - maximum

0.0 m

6. Landscaped Open Space Yard - minimum

41.6% of lot area

For this provision a *landscaped open space yard* shall include a *green roof* and *soft landscaping* defined as follows:

"GREEN ROOF means an area open to the sky, located on the roof of a building and maintained with flowers, grass, shrubs, and/or trees."

"SOFT LANDSCAPING means an area open to the sky, maintained with flowers, grass, shrubs, and/or trees."

- 7. A minimum of 390.0 m² of *green roof* shall be provided.
- 8. Notwithstanding Section 25.5.20.1.2 of Table 25.5.20.1, the minimum separation from a *parking area* and Turner Road shall be 1.20 metres, and such separation shall include a 1.20-metre-high ornamental fence spanning the length of the separation, save and except that portion of the separation within 0.30 metres of an *access area*.

- 9. Notwithstanding Section 25.5.20.1.3 of Table 25.5.20.1, the minimum separation from a *parking area* to the south interior lot line shall be 1.20 metres.
- Notwithstanding Section 25.5.20.1.6 of Table 25.5.20.1, the minimum separation from a *parking area* to a building wall containing a *habitable room window* shall be 3.50 metres, and such separation shall include a soft landscaping buffer with a minimum depth of 2.00 metres along any building wall containing a *habitable room window*.

[ZDM 12; ZNG/7202]

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 Numbe r	2. Zoning District Map Part	3. Lands Affected	4. Zoning Symbol	5. New Zoning Symbol
1	12	Part of Lots 1007 to 1010, Part of Closed Alley, Plan 1126, Part 2, Reference Plan 12R- 11872 and PIN No. 01350-0225 LT (located on the southeast corner of Moxlay Avenue and Turner Road)	RD1.1	RD3.2 S.20(1)508

DREW DILKENS, MAYOR

CITY CLERK

BY-LAW NUMBER 133-2024

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 9th day of September, 2024.

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:

504. EAST SIDE OF BERNARD ROAD BETWEEN YPRES STREET AND SOMME AVENUE

For the lands comprising of as Lot 191, Part of Block C, and Part of Closed Alley, Plan 1102, and Parts 2 & 4, Reference Plan 12R-28879, PlN No. 01362-0223 LT, a *Semi-Detached Dwelling* shall be an additional permitted use and the following shall apply:

- 1. The Semi-Detached Dwelling provisions of Section 10.2.5, save and except Subsections 10.2.5.1 and 10.2.5.2;
- 2. Lot Width minimum 12.2 m
- 3. Lot Area minimum 389.6 m²
- 4. Section 5.99.80.1.1.b) shall not apply.
- 5. Notwithstanding Section 24.28.1.3.2, the total area of the required front yard occupied by a hard surface for the purpose of a walkway, driveway, access area, parking space, or any combination thereof for a lot having a width of less than 9 metres shall not exceed 50% of the required front yard.

[ZDM 11; ZNG/7193]

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.	2.	3.	4.	5.
ltem	Zoning	Lands Affected	Zoning	New Zoning
Number	District		Symbol	Symbol
	Map Part		•	-
1	11	Lot 191, Part of Block C,	RD1.2	RD1.2
		and Part of Closed Alley,		S.20(1)504
		Plan 1102, and Parts 2 & 4,		
		Reference Plan 12R-28879,		
		PIN No. 01362-0223 LT		
		(located on the east side of		
		Bernard Road between of		
		Ypres Street and Somme		
		Avenue)		

DREW DILKENS, MAYOR

CITY CLERK

BY-LAW NUMBER 134-2024

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 9th day of September, 2024.

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:

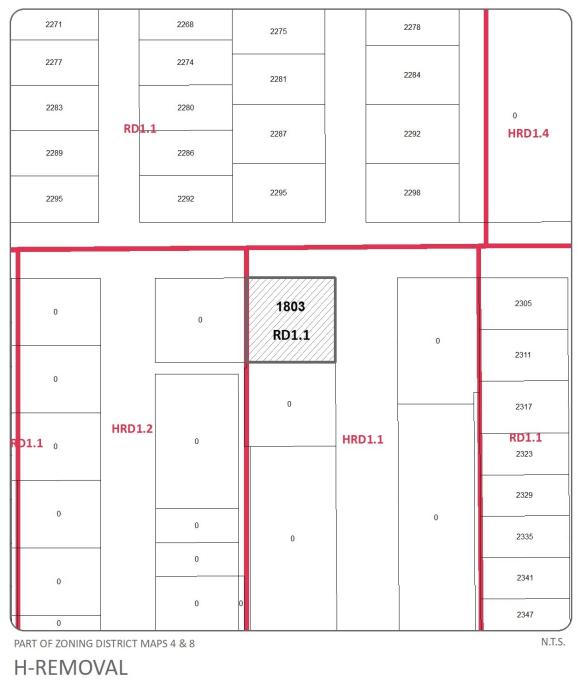
1. By-law Number 8600 is further amended by changing the District Maps or parts thereof of the said by-law and made part thereof, so that the zoning district symbol of the lands therein and hereinafter described shall be changed from that shown in Column 5 hereof to that shown in Column 6 hereof:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendme nt Number	5. Zoning Symbol	6. New Zoning Symbo I
1	04	PLAN 1196; LOTS 12 & 13	n/a	HRD1. 1	RD1.1

2. That Schedule 'A', attached hereto, is hereby declared to form part of this amending by-law.

DREW DILKENS, MAYOR

CITY CLERK



Applicant: Naveed Ashraf



SUBJECT LANDS (PROPOSED ZONING RD1.1)

PLANNING & BUILDING DEPARTMENT



DATE : APRIL 2024 FILE NO. : H-003/24, HRM/7196

THIS IS SCHEDULE "A" TO BY-LAW 134-2024

MAYOR	CLERK

BY-LAW NUMBER 135-2024

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 9th day of September, 2024.

WHEREAS Section 23.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes a municipality to delegate its powers and duties under the said legislation or any other Act to any person or body subject to the restrictions set out in the *Municipal Act, 2001*;

AND WHEREAS By-law Number 208-2008 was passed by the Council of The Corporation of the City of Windsor on December 1, 2008 to authorize the delegation of specific powers and duties;

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 deleting Section 3.10 in its entirety and replacing it with the following:
 - "3.10 Letters of support from Executive Director, Recreation and Culture or delegate for Community Festivals and/or Outdoor Events subject to the Executive Director, Recreation Culture or delegate, submitting the request to Council's attention as communication for Council's information coincidental to the submission or the letter of support;"
- 2. **THAT** By-law Number 208-2008 be further amended by deleting Section 3.32 in its entirety and replacing it with the following:
 - "3.32 Authority for Chief Administrative Officer and City Clerk to execute any future agreements with the Province of Ontario represented by the Ministry of the Solicitor General, or associated Ministry, which may be necessary in conjunction with the participation in Court Security and Prisoner Transportation (CSPT) Program satisfactory in technical content to the Chief of Police or designate, in form from the City Solicitor or designate and in financial content to the City Treasurer or designate;"

- 3. **THAT** By-law Number 208-2008 be further amended by deleting Section 3.38 in its entirety and replacing it with the following:
 - "3.38 Authority for the Chief Administrative Officer to approve the following:
 - (a) Administrative reports associated with establishing new bank accounts where the signing authorities will be the Mayor and the Chief Financial Officer/City Treasurer;
 - (b) Administrative requests associated with establishing new investment bank accounts where the signing authorities will be the Chief Financial Officer/City Treasurer PLUS any one of the four Deputy Treasurers,"
- 4. **THAT** By-law Number 208-2008 be further amended by deleting in its entirety the following Sections:
 - a. Section 1.9 Sidewalk Sales
 - b. Section 1.33 Sewer Agreements
 - c. Section 3.2 Approval of legal encroachments within the terms of Council's established Policy.
- 5. **THAT** By-law Number 208-2008 be further amended by adding the following section:
- "4. Council further delegates to the Chief Administrative Officer authority to:
 - 4.1 Hire positions outside the approved staff establishment provided the cumulative cost of such approvals does not exceed the one time upset limit of \$500,000.00 approved and funded from BSR in the 2022 Operating Budget per CR336/2022:
 - 4.2 Review and approve standardized reports regarding the "Performance Appraisal Corporate Status" per CR315/2023;
 - 4.3 Review and approve standardized reports regarding the "Snow Angels Volunteer Acknowledgements";
 - 4.4 Review and approve standardized reports regarding the "Summary of Ministry of Labour and Labour Canada Visits";
 - 4.5 Review and approve standardized reports regarding the "Compliance with Applicable Laws and Regulations"."

6.	This by-law	shall	come	into	force	and	take	effect	on	the	day	of
the final	passing the	reof.										

DREW DILKENS, MAYOR

CITY CLERK

BY-LAW NUMBER 136-2024

A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 4.57 METRE EAST/WEST ALLEY AND THE 4.57 METRE NORTH/SOUTH ALLEY NORTH OF E.C. ROW, EAST OF ALEXANDRA AVENUE, SOUTH OF NORTHWOOD STREET AND WEST OF ACADEMY DRIVE, CITY OF WINDSOR

Passed the 9th day of September, 2024.

WHEREAS the 4.57 metre portion of the east/west alley and the 4.57 metre portion of the north/south alley, north of E.C. Row, east of Alexandra Avenue, south of Northwood Street, and west of Academy Drive, 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 4.57 metre portion of the east/west alley and the 4.57 metre portion of the north/south alley, north of E.C. Row, east of Alexandra Avenue, south of Northwood Street, and west of Academy Drive, 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

SCHEDULE "A"

Alley Plan 1307, Sandwich West, designated as Parts 1 to 66, inclusive, Plan 12R29808; Windsor

Being all of PIN 01312-0902 (LT)

BY-LAW NUMBER 137-2024

A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 4.57 METRE EAST/WEST ALLEY AND THE 4.57 METRE NORTH/SOUTH ALLEY, NORTH OF E.C. ROW, EAST OF ALEXANDRA AVENUE, SOUTH OF NORTHWOOD STREET AND WEST OF ACADEMY DRIVE, CITY OF WINDSOR

Passed the 9th day of September, 2024.

WHEREAS it is deemed expedient to close, stop up and convey the 4.57 metre portion of the east/west alley and the 4.57 metre portion of the north/south alley, north of E.C. Row, east of Alexandra Avenue, south of Northwood Street, and west of Academy Drive, City of Windsor, 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 4.57 metre portion of the east/west alley and the 4.57 metre portion of the north/south alley, north of E.C. Row, east of Alexandra Avenue, south of Northwood Street, and west of Academy Drive, 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 CR416/2023, be registered prior to conveyance.
- 3. That conveyance cost **BE SET** as follows:
 - i) For alley conveyed to abutting lands zoned RD1.4, \$1.00 plus HST (if applicable), deed preparation fee and 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

SCHEDULE "A"

Alley Plan 1307, Sandwich West, designated as Parts 1 to 66, inclusive, Plan 12R29808; Windsor

Being all of PIN 01312-0902 (LT)

BY-LAW NUMBER 138-2024

A BY-LAW TO ADOPT AMENDMENT NO. 179 TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR

Passed the 9th day of September, 2024.

WHEREAS pursuant to the provisions of Section 17(1) of the *Planning Act*, R.S.O. 1990, c. P.13 as amended, the Minister of Municipal Affairs and Housing (Minister) is the approval authority in respect of the approval of a plan as an official plan.

AND WHEREAS Section 17(9) of the said *Planning Act* provides that the Minister may by order exempt a proposed official plan amendment from his approval under Section 17(1) of the said Act.

AND WHEREAS pursuant to the provisions of Ontario Regulation 525/97 most amendments to the official plan of the City of Windsor commenced after January 19, 1998 are exempt from the approval of the said Minister.

THEREFORE the Council of the Corporation of the City of Windsor in accordance with the provisions of the said *Planning Act* hereby enacts as follows:

1. That Amendment No. **179** to the Official Plan of the City of Windsor, attached hereto, is hereby adopted.

DREW DILKENS, MAYOR

CITY CLERK

AMENDMENT NO. 179 TO THE OFFICIAL PLAN CITY OF WINDSOR

Part B (Details of the Amendment) contained in the following text of the City of Windsor Official Plan constitute

Amendment No. 179

Also included, but not constituting part of the Amendment are: Part A (Basis); Part C (Implementation) and Appendix A (Results of Public Consultation).

June 12, 2024

This Official Plan Amendment contains the following Parts:

Part A: Basis

Part B: Details of the Amendment

Part C: Implementation

Appendix A: Results of Public Consultation

PART A: BASIS

1.0 PURPOSE

The purpose of this amendment is to implement policies that will further enhance and expedite the development approval process. The policies in this amendment update the current Official Plan policies to clearly identify the information required when a planning application is submitted, define the process that will be completed by the applicants and the City and clarify the criteria that will be considered when making decisions on those applications.

2.0 LOCATION AND DESCRIPTION OF LANDS AFFECTED BY THE AMENDMENT

The amendment affects all lands in the City of Windsor.

3.0 BACKGROUND

This Amendment is the third and final phase of work undertaken by the City of Windsor to streamline development approvals to expedite the development approval process. The works have been undertaken to respond to legislative changes contained in Provincial Bills 108, 109 and 185.

Phase 1 of the project resulted in Official Plan and Zoning By-law amendments that designated and pre-zoned lands to remove the requirement for Official Plan Amendments and Zoning By-law Amendments in specified parts of the City to provide great opportunities for mixed-use development in higher intensity built forms. Phase 2 of the project provided recommendations regarding the development process for planning applications in the City in an effort to reduce timelines between an application being deemed complete and a decision of City Council.

Phase 3 of the streamlining project, and the subject of this OPA, focuses on changes that will provide greater clarity and guidance to applicants regarding the City's requirements in the development approval process. In addition, the Amendments will provide enabling policies that will provide City staff and Committees opportunities to expedite development approvals by providing greater flexibility in the approval process. Finally, the amendments are intended to reduce uncertainty for the development industry and residents and to encourage investment in the City. The proposed Amendments would revise the current Official Plan policies regarding:

- Committee of Adjustment;
- Consent;
- Part Lot Control
- Non-Conforming Uses;
- Minor Rezoning;
- Supporting Studies and Guidelines;
- Alternate Notice; and
- Site Plan Control.

PART B: DETAILS OF THE AMENDMENT

Volume 1 of the Official Plan for the City of Windsor is hereby amended as follows:

1. Section 10.2, Supporting Studies and Information is hereby deleted and replaced with the following:

10.2 Development Applications

The following policies describe how development applications will be submitted, reviewed and processed.

CONSUL	TATION	10.2.1
		10.2.1

Formal consultation with the City and relevant commenting agencies shall be permitted prior to the submission of any development application required under the Planning Act. The objective of consultation shall be to inform an applicant of the approval process, including the City's requirements for supporting information and material to be submitted as part of a complete application.

PURPOSE 10.2.2

The purpose of the consultation will be to review a draft development proposal for the lands affected and identify the need for, and the scope of Supporting Technical Studies and other information and materials considered necessary by the City and other affected agencies to allow for a comprehensive assessment of the development application(s).

CONSULTATION 10.2.3 STAGES

Consultation shall involve two stages:

a) Stage 1 - Identifying a preliminary list of required Supporting Technical Studies, plans, other information and material to be submitted with a complete application, including fees or approvals from other agencies as may be required. As part of this stage, the applicant will also be advised if a proposed development is identified as being "viable". The term "viable"

will be used to help the applicant to decide if they wish to proceed to Stage 2 of the application process or if they might also consider revising their proposal;

b) Stage 2 - The applicant will submit an application with fees together with copies of all Supporting Technical Studies identified as being required in Stage 1. All studies will be reviewed by Administrative Departments and local agencies. If a peer review is required, it will be completed at the expense of the applicant.

REQUIRED INFORMATION

10.2.4 The applicant shall initiate the consultation process by completing and submitting a Planning Consultation Stage 1 application that includes:

- a) Mapping that identifies the location of the Subject Site and surrounding context;
- A description of the existing Official Plan designation and Zoning affecting the Subject Site; and
- c) A preliminary description of the proposed development concept, including, where applicable, a description of the proposed Official Plan and/or Zoning amendments to be requested.

EXEMPTIONS 10.2.5

The City may forgo consultation, where the City has identified that due to the nature of the proposal, the need for and scope of required information and materials can be determined without formal Stage 1 and/or Stage 2 consultation.

INCOMPLETE APPLICATIONS	10.2.6	Development applications submitted to the City prior to completion of the Stage 1 and Stage 2 consultation without the necessary supporting information and materials may be deemed as incomplete and returned to the applicant.
COMPLETE APPLICATION REQUIREMENTS	10.2.7	The City shall determine if the information and materials necessary for submission with the application based on the nature of the proposal and generally in accordance with the list of Supporting Technical Studies identified in this Plan.
TECHNICAL STUDIES REQUIRED	10.2.8	Any or all of the Supporting Technical Studies identified in this Plan may be requested from applicants to ensure that all relevant and required information pertaining to a development application is available at the time of submission, or, if subsequently deemed necessary, prior to a prescribed public meeting.
STUDY PURPOSE	10.2.9	It is the intent of the Supporting Technical Studies to enable the City to make informed decisions within the time periods set out in the Planning Act. The City may require provision of Supporting Technical Studies at its sole discretion as part of a complete application, at any time during the processing of an application under the Planning Act: including but not limited to those Studies listed below:

a) Planning Rationale Report - The purpose of the Planning Rationale Report is to provide a framework for an applicant seeking development approval to explain salient details of the application and provide supporting land use planning reasons and opinions why the proposal should be considered and approved. This document is also intended to assist staff with their review and processing responsibilities;

- b) Urban Design Study The purpose of an Urban Design Study is to provide direction for the protection and enhancement of the character of a planning district, neighbourhood, corridor or any other identified area, and the thoughtful implementation of good urban design principles based on an assessment of the characteristics and opportunities of the surrounding community;
- c) Built Heritage Impact Study The purpose of a Heritage Impact Study is to identify and evaluate cultural heritage resources and determine if any heritage resources, including listed or designated heritage resources, are impacted by development proposals and the potential need for mitigation measures;
- d) Archaeological Assessment The purpose of an Archaeological Assessment is to ensure archaeological resources on site are evaluated, documented and mitigated prior to land disturbance/site development;
- e) Block Plan The purpose of a Block Plan is to provide comprehensive and specific direction for areas where the existing land use designations are appropriate but more detailed guidance is required for areas experiencing transition or development pressures in order to optimize development potential and infrastructure;
- f) Environmental Impact Study The purpose of an Environmental Impact Study is to demonstrate that a proposed development or infrastructure undertaking may proceed with consideration to species at risk, lands designated or adjacent to Natural Heritage, Environmental Policy Area A or B and/or Candidate Natural Heritage Site without causing negative impact on the feature or its associated ecological functions;
- g) Watershed/Subwatershed Plan The purpose of a Watershed/Subwatershed Plan is to inventory,

assess and present information about water resources and related features and how they should be protected and enhanced to ensure the long-term health of the ecosystem as land uses changes on the basis of an entire watershed, or subwatershed;

- h) Stormwater Management Report The purpose of a Stormwater Management Report is to identify measures required to control the quantity, quality and runoff flowrate associated with the development of a specific area;
- Functional Servicing Study The purpose of a Functional Servicing Study is to determine how an area proposed for development will be serviced taking into consideration the future sanitary, water and storm sewer servicing needs.;
- j) Transportation Impact Study and/or Transportation Impact Statement - The purpose of these studies is to identify the transportation network improvements and on-site design elements necessary to accommodate additional vehicle, cyclist, pedestrian and transit traffic and parking the proposed development will generate and ensure its impact on adjacent land uses is safe and acceptable;
- k) Noise and/or Vibration Study The purpose of a Noise and/or Vibration Study is to demonstrate that a proposed development may proceed in such a manner that the sensitive land uses are protected from unacceptable levels of noise and vibration associated with uses such as industrial operations, public highways, rail corridors and vards, and airports;
- Tree Inventory and Preservation Study The purpose of a Tree Inventory and Preservation Study is to investigate and inventory existing

trees and vegetation within and adjacent to development and determine how protection and enhancement can coincide with proposed development;

- m) Lighting Study The purpose of a Lighting Study is to evaluate the intensity and impact of light pollution generated by development, the potential impacts on residential property and wildlife, and to ensure visibility, safety and mitigation;
- Climate Change and Energy Studies The n) purpose of a study regarding Climate Change or Energy is to evaluate how the proposed development could alter the climate shadow impacting: wind; and sunlight penetration; urban heat island effects (extreme heat); flooding and to determine the appropriate design measures to reduce the impacts of climate change and mitigate the contribution of greenhouse gas emission;
- o) Financial Impact Study The purpose of a Financial Impact Study is to evaluate the growthrelated financial impact of proposed development, including impacts to the City's capital and operating budgets triggered by the proposed development. It is also used to estimate the cost and timing of local municipal capital infrastructure required to service the new development; and
- p) Other Studies of Relevance recognizing that many applications are unique, the City reserves the ability to ask for any other special studies, reports or plans that may be required to effectively evaluate any development proposal.

TERMS OF REFERENCE

10.2.10

The City has prepared terms of reference for a number of the Supporting Technical Studies to provide information on the scope of work required in

order to assist in the preparation and review of these studies.

STUDY SCOPE 10.2.11

Supporting Technical Studies may vary in scope, depending on the size, nature and intent of the proposal and the level of impact on the adjacent land use. Proponents of all development applications shall be advised by the City of the required study contents during the Stage 1 consultation process.

APPLICATION DEEMED TO BE COMPLETE

10.2.12

Where the need for one or more Supporting Technical Studies has been identified, the application shall only be deemed to be complete when the required Supporting Technical Studies are prepared and submitted subject to the following requirements:

- Shall be prepared to the satisfaction of the City and, where appropriate, in consultation with relevant public agencies and affected parties;
- Shall be prepared in accordance with the policies of this Plan and any relevant federal and provincial legislation, policies and appropriate guidelines;
- Shall be prepared by an appropriately accredited qualified professional retained by, and at the sole expense of the applicant;
- d) May be subject to a peer review where the City:
 - Lacks the appropriate expertise and/or internal resources to review such Supporting Technical Studies; and/or

- ii. Is not satisfied with the extent and quality of the work submitted by the applicant.
- e) Such peer review shall be completed by an appropriate agency or professional consultant retained by the City, at the applicant's expense;
- f) Where a peer review is requested by the City, the application may not be deemed complete until:
 - i. The peer review study has been submitted to the City, and the City is fully satisfied with the extent and quality of the work, including any requirements for additional or supplementary work identified through the peer review process; and
 - The City has been fully reimbursed by the applicant for the cost of the peer review study.

ASSESSING MERITS

10.2.13

To augment the policies in this Plan, the City may develop performance checklists or indices to assist with evaluating the merits of development applications in the context of the policies in this Plan addressing such matters as, but not limited to; healthy development, sustainability, climate change resiliency, green development and urban design.

CONDITIONS OF 10.2.14 APPROVAL

All relevant mitigation recommendations included in a Supporting Technical Study shall be included as conditions of approval to be implemented by the proponent of a development.

PUBLIC INFORMATION

10.2.15

Council shall ensure that information and material provided by a person or public body that has submitted a complete application for development approval shall be available to the public for review once the application has been deemed complete.

COMPLETE APPLICATION

10.2.16

For any planning applications to be deemed complete, the following mandatory items shall be submitted to the City:

- a) Application Form;
- b) Explanatory Letter;
- c) Proof of Ownership or Completed Offer of Purchase:
- d) Plan of Survey;
- e) Materials required by the Planning Act or any other relevant legislation/regulation;
- f) Supporting Technical Studies as required by the City and applicable agencies;
- g) Required Fees and deposits, including a signed contingency deposit agreement where applicable;
- h) Lands for parkland dedication, if applicable, have been identified;

- i) All confirmations, clearances, permits, peer reviews, materials and information required during the Stage 1 and Stage 2 planning consultation have been submitted and considered to be satisfactory by the City;
- j) The required Development Application sign has been posted on the subject property; and
- k) If an Open House is required as part of the Stage 1 planning consultation, a record of the Open House is provided to the City.

INCOMPLETE	10.2.17
APPLICATIONS	

Incomplete applications submitted to the City will not be accepted and shall be returned to the applicant. The City may deem an application to be incomplete and refuse all information, supporting documents and materials, submitted as part of the application(s) if it considers the quality of the submission unsatisfactory.

NOTICE OF COMPLETE APPLICATION 10.2.18

Notification of an application deemed to be complete shall be given to the applicant, the public and all other parties by the Municipality in accordance with the Planning Act.

2. Chapter 10, Tools is hereby amended by deleting section 10.6, Public Participation and replacing it with the following:

10.6 Public Participation

Individuals and organizations must be made aware of various development and related infrastructure proposals and be given the opportunity to express their views on such matters. The following public participation policies are intended to ensure

public access to relevant information, provide opportunities for public involvement well in advance of decision formulation.

PUBLIC ENGAGEMENT	10.6.1	The opinions and advice of the public will be sought as a part of the decision-making process. The community engagement process will be transparent, accessible and inclusive.
PUBLIC NOTIFICATION	10.6.2	The City will ensure the public is notified on development applications in accordance with relevant provincial legislation and municipal policies. Where persons, groups or corporations regularly communicate with the City through email, the City may use email rather than postal mail. The City will adopt standards for posting of development application signs to be placed on properties where development applications have been proposed.
PUBLIC INFORMATION	10.6.3	The City will provide interested parties affected by a development proposal with the information necessary to understand the nature of the proposal. In addition to providing hard copies of documents in the Planning Department, the City will ensure that digital copies of documents area available on the City's website.
TIMING OF 10.6 NOTICES	5.4	Within 15 days after an affirmative notice of acceptance of a complete application is provided for applications made under the Planning Act requiring public notice, the City will provide a Notice of Application to the persons and public bodies prescribed under the Planning Act, and make the required information and material available to the public.
LARGE SCALE APPLICATIONS	10.6.5	Council may consider using a variety of public participation techniques for development proposals issues having a broad scope such as Secondary Plans, Official Plan Amendments and large subdivisions including, but not limited to, open houses, public displays, area meetings, newspaper notices, signage, internet-based tools, city website and social media.

OPEN HOUSE 10.6.6

The applicant may be required to host an open house as part of the Stage 2 planning consultation process and produce an Open House Report summarizing the results of the open house. The purpose of the open house is to provide opportunity for consultation by the applicant with the area residents/property owners who may be impacted by the proposal before the application is deemed to be complete. The required open house:

- Will be hosted by the applicant and will be provided at the applicant's expense. The City will provide mailing labels;
- b) Should be held at a location that is accessible to the public and may be accessed by walking, bicycling and public transit and should be located within 1km of the Subject Site, when practical. The location should be in a structure that meets or exceeds the requirements of the Accessibility for Ontarians with Disabilities Act. In addition, virtual attendance shall be enabled:
- c) Should be comprised of the following components:
 - i. Notice to the area residents/property owners and Ward Councillor which contains sufficient information as determined by the City Planner:
 - ii. Attendance of assigned municipal staff as determined by the City Planner. The assigned Planner will be responsible for notifying staff;
 - iii. Display boards which provide the primary details of the application together with sufficient information as determined by the City Planner;
 - iv. Copies of any reports or studies that have been prepared as part of the application; and
 - v. The availability of the applicant or the applicant's agent to answer any questions that the public may have about the application.

- d) The required Open House Report shall be comprised of:
 - i. A summary of the results of the open house including issues raised and responses provided;
 - ii. A copy of the Notice provided;
 - iii. A copy of any presentation(s) and graphics;
 - iv. A copy of written questions from the public and written responses to these questions by the applicant; and
 - A copy of the attendee sign-in sheet and list of persons who attended virtually.

ENGAGEMENT	10.6.7
WITH FIRST	
NATIONS	

Engagement with First Nations will take place as part of a development application or detailed planning study. Engagement will be the responsibility of the proponent in consultation with the City and at the cost of the applicant.

NO NOTICE 10.6.8 REQUIRED

City Council may delegate authority to the City Planner to forego public notification as prescribed under the Planning Act to allow for changes of a minor nature to correct a technical error or omission contained in an Official Plan Amendment or Zoning By-law Amendment to change punctuation or format, or correct clerical, grammatical, mapping, or typographical errors; and to insert footnotes or similar annotations to indicate the origin and approval of each provision.

3. Subsection 11.4.3, Consents, is hereby deleted and replaced with the following:

11.4.3 Consent Policies

COMMITTEE OF 11.4.3.1 ADJUSTMENT

Council has delegated by by-law the authority to grant consents to the Committee of Adjustment.

APPROPRIATE 11.4.3.2 Without limiting the relevant provisions of the Planning Act, REASONS FOR Consents may only be granted where completing a **CONSENTS** subdivision process is deemed not to be necessary to ensure the proper and orderly development of the subject lands. The consent process will be used for matters such as granting easements and rights of way, leases or other interests in land lasting in excess of 21 years or lot line adjustments. Consents may be used for lot creation in the following circumstances: a) Small scale Infilling or intensification for development that is compatible with the neighbourhood; b) Lot line adjustments; c) An entire parcel is being developed and there are no remaining lands; There is no need to extend or improve municipal d) services outside of the subject lands; e) Where there is no phasing of the development; and Where parkland dedication may be cash-in-lieu. f) CONFORM 11.4.3.3 Consents shall only be granted for the creation of lots which comply with the Official Plan and Zoning By-law. WITH PERMITTED USES ACCESS TO A 11434 Consents shall only be granted for lots that will have

All new lots created by consent shall be serviced by municipal sanitary sewer and water services and provide for stormwater management.

access to a public road that meets municipal standards for

construction. Where the abutting road requires improvement, the City may require the land owner to

contribute to the improvement costs.

11.4.3.5

PUBLIC

HIGHWAY

MUNICIPAL

SERVICES

EVALUATION 11.4.3.6 CRITERIA

Without limiting the relevant provisions of the Planning Act, the approval authority shall evaluate applications for consent in the same manner as an application for plan of subdivision, including;

- a) Provincial legislation, provincial policies and applicable provincial guidelines;
- b) Conformity with the policies of this Plan, Volume II: Secondary Plans and Special Policy Areas and other relevant municipal standards and guidelines;
- c) Conformity with the recommendations of any support studies prepared as part of the application;
- d) The continuation of an orderly development pattern and the lot pattern in the neighbourhood;
- e) Impact of the development on adjacent properties and the lot pattern and density in the community; and
- f) The requirements or comments of Municipal departments and public agencies or authorities.

CONDITIONS 11.4.3.8 OF APPROVAL

The approval authority may attach such conditions as it deems appropriate to the approval of a consent. Such conditions may include, but are not limited to, the following:

- a) The fulfillment of any financial requirement to the City;
- The conveyance of lands for public open space purposes or payments-in-lieu thereof in accordance with the Open Space policies of this Plan;
- c) The conveyance of lands for public highways or widenings as may be required;
- d) The conveyance of appropriate easements;

- e) The provision of municipal infrastructure or other services;
- f) The completion of a development or servicing agreement with the City if required; and
- g) Other such matters as the approval authority considers necessary and/or appropriate.

4. Subsection 11.4.4, Part Lot Control, is hereby deleted and replaced with the following:

	11.4.4	Part Lot Control Policies	
PARTLOT CONTROL BY-LAWS	11.4.4.1	Council may pass by-laws to exempt all or parts of registered plans of subdivision from part lot control to permit further subdivision in accordance with the <i>Planning Act</i> , and in conformity with the <i>Zoning By-law</i> .	
AMENDING BY-LAW	11.4.4.2	Part lot control by-laws may be subsequently repealed, amended or limited to a period of not more than 5 years by Council.	
AREAS FOR PART LOT CONTROL	11.4.4.3	.3 Council will generally limit the use of part lot control by-la to the following:	
CONTINOL		a) The splitting of lots upon which semi-detached	

- a) The splitting of lots upon which semi-detached dwellings or street row housing is intended to be built;
- The resubdivision of older registered plans of subdivision where no new rights-of-ways are to be created. and
- c) The division of blocks within an approved plan of subdivision where the subdivision agreement anticipates that the final lot pattern will be established through the part lot control process.

5. Subsection 11.6.3, Zoning By-law Amendment Policies, is hereby amended by adding the following:

DELEGATION OF AUTHORITY	11.6.3.4	Council may pass a By-law under Section 39.2 of the Planning Act to delegate the authority to make zoning amendments to:
		a) Remove an 'H' Holding Symbol; or

b) Extend a Temporary Use; or

- c) Allow for amendments to the Zoning By-law that are minor in nature under the following conditions:
 - i. making technical amendments or to correct errors in text or mapping;

6. Subsection 11.6.6, Minor Variance Policies, is hereby deleted and replaced with the following:

COMMITTEE OF 11.6.6.1 ADJUSTMENT

Council has appointed a Committee of Adjustment pursuant to the Planning Act to consider applications for minor variance from the Zoning By-law(s) and/or any other By-laws that implements the Official Plan.

EVALUATION 11.6.6.2 CRITERIA

When reviewing an application for minor variance the Committee of Adjustment shall be satisfied that:

- a) The general intent and purpose of the Official Plan, including the Strategic Directions, Goals and Objectives of the land use designation in which the property is located, is maintained;
- b) The general intent and purpose of the By-law being varied is maintained;
- c) The variance or the number of variances to the By-law are minor in nature, would not more appropriately be considered through an application to amend the Zoning By-law due to the cumulative impacts of the variances, preserves the pattern, scale and character of the blockface:
- d) The variance(s) are generally not more than 20 percent above the By-law regulation being varied where the variances would increase the building envelope of a main building or accessory building containing a dwelling unit. For clarity this includes variances related to lot width; lot area; lot coverage;

front, rear, and side yard depth; building height; and maximum gross floor area; and

e) The variance is desirable for the appropriate use of the land, building or structure and would not hinder the reasonable development and/or use of properties in the neighbourhood, would not cause a detriment, safety concerns, or would not detract from the character or amenity of nearby properties or the neighbourhood. The area of influence or the neighbourhood will vary with the scale of development and associated areas of potential impact.

EXISTING UNDERSIZED LOTS

11.6.6.3

Notwithstanding the provisions of sub-section (d) above, the Committee may give further consideration to variances required to enable appropriate development for existing undersized lots, where existing non-complying structures are being altered or where infilling and intensification is occurring provided that the Committee is satisfied that the provisions of 11.6.6.2 subsections (c) and (e) have been fully addressed.

TERMS & 11.6.6.4 CONDITIONS

The Committee of Adjustment may attach such terms and conditions as it deems reasonable and appropriate to the approval of the application for a minor variance. The conditions shall relate directly to the impact of the variance and may include measures required to mitigate the impact of altering the zoning regulations on the resulting built form or property development, including but not limited to:

- Specifying architectural elements such as window location, outdoor amenity space, fencing or other screening and door location;
- b) Requiring additional landscaping including low impact design elements;
- c) Providing additional bicycle facilities in lieu of motor vehicle parking; and
- d) Improvement to grading and stormwater management.

AGREEMENTS 11.6.6.5 The Committee of Adjustment may require the owner of the land to enter into one or more agreements with the Municipality and address the impacts of the variance dealing with some or all of the terms and conditions of its decision. An agreement may be registered against the land to which it applies, and the Municipality is entitled to enforce the agreement against the owner and, subject to the Registry Act and the Land Titles Act, against any and all subsequent owners of the land.

7. Section 11.7, Site Plan Control, is hereby amended by deleting the section and replacing it with the following:

11.7 Site Plan Control

Site Plan Control may be used to regulate the design of a development in accordance with the provisions of the *Planning Act*.

OBJECTIVE

11.7.1.1 Site Plan Control will be used by the City as a means of achieving well-designed, functional, accessible, safe,

sustainable built form and public space. Site Plan Control, including reference to Section 41 of the Planning Act, is one of the key tools for implementing the City's policies on urban design in accordance with this Plan, policies and guidelines within Council adopted Secondary Plans, Community Improvement Plans and the Urban Design Guidelines.

SITE PLAN CONTROL BY-LAW

11.7.1.2 The City will establish by By-law, a Site Plan Approval

Area which encompasses all of the lands within the boundaries of the City and is applicable to all forms of development, with the specific exemption of new residential development that includes 10 dwelling units or less. The By-law shall also reference any provincial regulations concerning the timeline for the lapsing of approved site plans.

Notwithstanding that specific exemption, the City may apply Site Plan Control to all forms of development,

including residential developments that contain 10 dwelling units or less, where the development site is within 120 metres of a shoreline or 300 metres of a railway line.

EXEMPTIONS 11.7.1.3

Within the Site Plan Control By-law, the City may exempt some forms of development which would otherwise be subject to Site Plan Control where it considers such approval to be unnecessary due to the type or scale of development proposed.

SITE PLAN REQUIREMENTS

11.7.1.4 The City may require Site Plan Control:

- As a condition of a subdivision/condominium approval or any other type of development approval;
- b) As a condition of a decision of the Committee of Adjustment; and
- c) Prior to the issuance of a demolition permit(s) for properties designated under the Ontario Heritage Act, and for those properties that the City has identified as having significant heritage attributes.

PART C: IMPLEMENTATION

Official Plan Amendment 179 will be implemented by making the referenced changes to the text of the City of Windsor Official Plan and Council passing of the required delegation of authority by-laws. No amendments to the schedules of the Official Plan are necessary.

Appendix A (Results of Public Consultation)

July 2, 2024, Minutes of the Development & Heritage Standing Committee, as the statutory public meeting under the Planning Act

7. PLANNING ACT MATTERS

7.1. Official Plan Amendment to Facilitate Additional Changes to Streamline the Development Approval Process - City Wide

Jim Dyment (agent/consultant) – provides a powerpoint presentation of the work completed under the "Streamlining Development Approval" project and is available for questions.

Michael Cooke (author) is available for questions.

Councillor Kieran McKenzie asks if there are any risks as it relates to the general process of planning applications or things to be cognizant as it related to the general process and where we can continue to improve. Jim Dyment states that the City's Legal Council has minimized any risk that you may have had prior. Councillor McKenzie states that with there is value in consolidating processes but also with having discussions with members of the public in a meeting forum.

Member Daniel Grenier asks for clarification of whether open houses are mandatory for all applications. Mr. Dyment states that there is discretion at the staff level to determine whether it is necessary, and a large multi residential or commercial development would require an open house, but a minor development may not, as staff has delegated authority to determine whether it is required.

Member Grenier asks whether rezoning has flexibility to be presented to the Committee of Adjustment for minor variances or minor rezoning and whether that is based on staff discretion once an application has been received. Mr. Dyment states that this is correct, and that the City has instilled a pre-consultation process to determine an application's viability and reduces unnecessary costs to applicants.

Councillor Angelo Marginani asks how public consultation streamlining process will work, whether a distance for public notification has been determined and what types of mediums are used for the notification. Mr. Dyment states that the Planning

Act provides a required 120-meter distance for consultation and this amended consultation section implements using the internet to send notifications. Michael Cooke states that when staff or proponent have identified the importance and request an open house ward councillors are notified in advance. Mr. Cooke adds that the notification distance is based on the type of meeting such as this statutory Standing Committee meeting which uses a 120-meters distance to capture any property from the subject site. He also states that Planner's have flexibility to include other surrounding properties to be notified especially for Open House/Information meetings hosted by applicants. Mr. Dyment states that policies were added to adopt standards for posting signs on the proposed development to explain the development process. Mr. Dyment adds that policies are in place to streamline the affirmation of an application within a shorter timeframe than what the Planning Act states due to technological advances.

Councillor Marginani asks how this amendment to our development process will help bring transparency to the public regarding applications. Mr. Dyment states that the policies requires that a hardcopy of an application be kept for the public to view in the Planning Office, and post copies of all background reports on the internet to be viewed. Mr. Cooke states the public notice is circulated for the initial open house organized by the Developer, which is pre-approved by the City Planner to ensure that the message is clear that the application is not final. Mr. Cooke adds that it is important that the open house has the appropriate administration staff present to answer any questions or concerns that the public may have. The developer is then required to provide a report of the discussion at the open house which is shared with the public. Mr. Cooke adds that this amendment will potentially allow for the Developers to modify their proposals based on comments made by the public before they submit their application. Councillor Marginani agrees that pre-consultation applications allow the public to voice their concern and proposals can be changed.

Councillor Kieran McKenzie asks Administration about any risks with streamlining the process that may occur due to the amendment. Mr. Cooke states that the legislative changes that the province has introduced with the objective to streamline the process, we must be mindful of a Planner's professional responsibility and what is in the best interest of the public for engagement and consultation. Mr. Cooke adds that the process prior was that applications could be deferred at the Standing Committee meeting to provide an opportunity for public consultation. The revised process is intended to reduce the chance of deferral by requiring public open houses to become the normal practice. Mr. Cooke concludes that the pre-consultation process and policies provides a comprehensive information package.

Councillor McKenzie asks if we will get all information needed to make an appropriate decision with streamlining. Mr. Cooke states that the first step includes a statement of viability to inform the applicant and create discussion regarding the application, and stage two requires studies to be completed and results will be shared with the public. Mr. Cooke adds that with the amendment signage will be visible to the neighbourhood, and will inform a wider radius of the community, and eliminate the risk of residents not being aware. Mr. Cooke states that by conducting open house meetings, we also are able to reduce risk by having reports deferred because area property owners will know about a proposal long before it comes to the standing committee.

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

Decision Number: DHSC 628

- THAT Volume 1: The Primary Plan of the City of Windsor Official Plan BE AMENDED by adopting Official Plan Amendment (OPA) 179 attached hereto as Appendix 1, and summarized as follows:
 - a) Chapter 10, Procedures; Section 10.2, Supporting Studies and Information is hereby deleted and replaced by a new Section 10.2 Development Applications;
 - b) Chapter 10, Procedures; Section 10.6, Public Participation is hereby deleted and replaced with a new Section 10.6 Public Participation;
 - c) Chapter 11, Tools; Subsection 11.4.3, Consents is hereby deleted and replaced by a new Subsection 11.4.3 Consent Policies;
 - d) Chapter 11, Tools; Section 11.4.4, Part Lot Control is hereby deleted and replaced with a new Subsection 11.4.4 Part Lot Control Policies;
 - e) Chapter 11, Tools; Subsection 11.6.3, Zoning By-law Amendment Policies is hereby amended by adding Subsection 11.6.3.4;
 - f) Chapter 11, Tools; Subsection 11.6.6 Minor Variance Policies is hereby amended by deleting and replacing with new Subsections 11.6.6.1 to 11.6.6.5 (inclusive); and,
 - g) Chapter 11, Tools; Section 11.7 Site Plan Control is hereby amended by deleting and replacing with a new Section 11.7.; and,
- 2. THAT the Terms of Reference Planning Application Technical Guidelines attached as Appendix 2 to this report **BE ADOPTED** as a reference document to assist administration and applicants when submitting development applications; and,
- THAT Administration continue to give consideration to matters which could further assist with streamlining the development approval process and

REPORT BACK on any options or parameters regarding the delegation of authority to Administration.

Carried.

Report Number: S 22/2024 Clerk's File: Z/14733

July 22, 2024, Minutes of City Council

Moved by: Councillor Fred Francis
Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR325/2024 DHSC 628

- That Volume 1: The Primary Plan of the City of Windsor Official Plan BE AMENDED by adopting Official Plan Amendment (OPA) 179 attached hereto as Appendix 1, and summarized as follows:
 - a) Chapter 10, Procedures; Section 10.2, Supporting Studies and Information is hereby deleted and replaced by a new Section 10.2 Development Applications;
 - b) Chapter 10, Procedures; Section 10.6, Public Participation is hereby deleted and replaced with a new Section 10.6 Public Participation;
 - c) Chapter 11, Tools; Subsection 11.4.3, Consents is hereby deleted and replaced by a new Subsection 11.4.3 Consent Policies;
 - d) Chapter 11, Tools; Section 11.4.4, Part Lot Control is hereby deleted and replaced with a new Subsection 11.4.4 Part Lot Control Policies;
 - e) Chapter 11, Tools; Subsection 11.6.3, Zoning By-law Amendment Policies is hereby amended by adding Subsection 11.6.3.4;
 - f) Chapter 11, Tools; Subsection 11.6.6 Minor Variance Policies is hereby amended by deleting and replacing with new Subsections 11.6.6.1 to 11.6.6.5 (inclusive); and,
 - g) Chapter 11, Tools; Section 11.7 Site Plan Control is hereby amended by deleting and replacing with a new Section 11.7.; and,
- 2. That the Terms of Reference Planning Application Technical Guidelines attached as Appendix 2 to this report **BE ADOPTED** as a reference document to assist administration and applicants when submitting development applications; and,
- That Administration continue to give consideration to matters which could further assist with streamlining the development approval process and REPORT BACK on any options or parameters regarding the delegation of authority to Administration.

Carried.

Mayor Drew Dilkens and Councillor Fabio Costante were absent from the meeting when the vote was taken on this matter.

Report Number: SCM 209/2024 & S 22/2024 8.15

Clerk's File: Z/14733

Anna Ciacelli Deputy City Clerk August 30, 2024

BY-LAW NUMBER 139-2024

A BY-LAW TO ADOPT AMENDMENT NO. 181 TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR

Passed the 9th day of September, 2024.

WHEREAS pursuant to the provisions of Section 17(1) of the *Planning Act*, R.S.O. 1990, c. P.13 as amended, the Minister of Municipal Affairs and Housing (Minister) is the approval authority in respect of the approval of a plan as an official plan.

AND WHEREAS Section 17(9) of the said *Planning Act* provides that the Minister may by order exempt a proposed official plan amendment from his approval under Section 17(1) of the said Act.

AND WHEREAS pursuant to the provisions of Ontario Regulation 525/97 most amendments to the official plan of the City of Windsor commenced after January 19, 1998 are exempt from the approval of the said Minister.

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That Amendment No. **181** to the Official Plan of the City of Windsor, attached hereto, is hereby adopted.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - September 9, 2024 Second Reading - September 9, 2024 Third Reading - September 9, 2024

AMENDMENT NO. 179 TO THE OFFICIAL PLAN CITY OF WINDSOR

Part B (Details of the Amendment) contained in the following text of the City of Windsor Official Plan constitute

Amendment No. 179

Also included, but not constituting part of the Amendment are: Part A (Basis); Part C (Implementation) and Appendix A (Results of Public Consultation).

June 12, 2024

This Official Plan Amendment contains the following Parts:

Part A: Basis

Part B: Details of the Amendment

Part C: Implementation

Appendix A: Results of Public Consultation

PART A: BASIS

1.0 PURPOSE

The purpose of this amendment is to implement policies that will further enhance and expedite the development approval process. The policies in this amendment update the current Official Plan policies to clearly identify the information required when a planning application is submitted, define the process that will be completed by the applicants and the City and clarify the criteria that will be considered when making decisions on those applications.

2.0 LOCATION AND DESCRIPTION OF LANDS AFFECTED BY THE AMENDMENT

The amendment affects all lands in the City of Windsor.

3.0 BACKGROUND

This Amendment is the third and final phase of work undertaken by the City of Windsor to streamline development approvals to expedite the development approval process. The works have been undertaken to respond to legislative changes contained in Provincial Bills 108, 109 and 185.

Phase 1 of the project resulted in Official Plan and Zoning By-law amendments that designated and pre-zoned lands to remove the requirement for Official Plan Amendments and Zoning By-law Amendments in specified parts of the City to provide great opportunities for mixed-use development in higher intensity built forms. Phase 2 of the project provided recommendations regarding the development process for planning applications in the City in an effort to reduce timelines between an application being deemed complete and a decision of City Council.

Phase 3 of the streamlining project, and the subject of this OPA, focuses on changes that will provide greater clarity and guidance to applicants regarding the City's requirements in the development approval process. In addition, the Amendments will provide enabling policies that will provide City staff and Committees opportunities to expedite development approvals by providing greater flexibility in the approval process. Finally, the amendments are intended to reduce uncertainty for the development industry and residents and to encourage investment in the City. The proposed Amendments would revise the current Official Plan policies regarding:

- Committee of Adjustment;
- Consent;
- Part Lot Control
- Non-Conforming Uses;
- Minor Rezoning;
- Supporting Studies and Guidelines;
- Alternate Notice; and
- Site Plan Control.

PART B: DETAILS OF THE AMENDMENT

Volume 1 of the Official Plan for the City of Windsor is hereby amended as follows:

1. Section 10.2, Supporting Studies and Information is hereby deleted and replaced with the following:

10.2 Development Applications

The following policies describe how development applications will be submitted, reviewed and processed.

CONSUL	TATION	10.2.1
CONSOL	_	10.4.1

Formal consultation with the City and relevant commenting agencies shall be permitted prior to the submission of any development application required under the Planning Act. The objective of consultation shall be to inform an applicant of the approval process, including the City's requirements for supporting information and material to be submitted as part of a complete application.

PURPOSE 10.2.2

The purpose of the consultation will be to review a draft development proposal for the lands affected and identify the need for, and the scope of Supporting Technical Studies and other information and materials considered necessary by the City and other affected agencies to allow for a comprehensive assessment of the development application(s).

CONSULTATION 10.2.3 STAGES

Consultation shall involve two stages:

a) Stage 1 - Identifying a preliminary list of required Supporting Technical Studies, plans, other information and material to be submitted with a complete application, including fees or approvals from other agencies as may be required. As part of this stage, the applicant will also be advised if a proposed development is identified as being "viable". The term "viable"

will be used to help the applicant to decide if they wish to proceed to Stage 2 of the application process or if they might also consider revising their proposal;

b) Stage 2 - The applicant will submit an application with fees together with copies of all Supporting Technical Studies identified as being required in Stage 1. All studies will be reviewed by Administrative Departments and local agencies. If a peer review is required, it will be completed at the expense of the applicant.

REQUIRED INFORMATION

10.2.4 The applicant shall initiate the consultation process by completing and submitting a Planning Consultation Stage 1 application that includes:

- a) Mapping that identifies the location of the Subject Site and surrounding context;
- A description of the existing Official Plan designation and Zoning affecting the Subject Site; and
- c) A preliminary description of the proposed development concept, including, where applicable, a description of the proposed Official Plan and/or Zoning amendments to be requested.

EXEMPTIONS 10.2.5

The City may forgo consultation, where the City has identified that due to the nature of the proposal, the need for and scope of required information and materials can be determined without formal Stage 1 and/or Stage 2 consultation.

INCOMPLETE APPLICATIONS	10.2.6	Development applications submitted to the City prior to completion of the Stage 1 and Stage 2 consultation without the necessary supporting information and materials may be deemed as incomplete and returned to the applicant.
COMPLETE APPLICATION REQUIREMENTS	10.2.7	The City shall determine if the information and materials necessary for submission with the application based on the nature of the proposal and generally in accordance with the list of Supporting Technical Studies identified in this Plan.
TECHNICAL STUDIES REQUIRED	10.2.8	Any or all of the Supporting Technical Studies identified in this Plan may be requested from applicants to ensure that all relevant and required information pertaining to a development application is available at the time of submission, or, if subsequently deemed necessary, prior to a prescribed public meeting.
STUDY PURPOSE	10.2.9	It is the intent of the Supporting Technical Studies to enable the City to make informed decisions within the time periods set out in the Planning Act. The City may require provision of Supporting Technical Studies at its sole discretion as part of a complete application, at any time during the processing of an application under the Planning Act: including but not limited to those Studies listed below:

a) Planning Rationale Report - The purpose of the Planning Rationale Report is to provide a framework for an applicant seeking development approval to explain salient details of the application and provide supporting land use planning reasons and opinions why the proposal should be considered and approved. This document is also intended to assist staff with their review and processing responsibilities;

- b) Urban Design Study The purpose of an Urban Design Study is to provide direction for the protection and enhancement of the character of a planning district, neighbourhood, corridor or any other identified area, and the thoughtful implementation of good urban design principles based on an assessment of the characteristics and opportunities of the surrounding community;
- c) Built Heritage Impact Study The purpose of a Heritage Impact Study is to identify and evaluate cultural heritage resources and determine if any heritage resources, including listed or designated heritage resources, are impacted by development proposals and the potential need for mitigation measures;
- d) Archaeological Assessment The purpose of an Archaeological Assessment is to ensure archaeological resources on site are evaluated, documented and mitigated prior to land disturbance/site development;
- e) Block Plan The purpose of a Block Plan is to provide comprehensive and specific direction for areas where the existing land use designations are appropriate but more detailed guidance is required for areas experiencing transition or development pressures in order to optimize development potential and infrastructure;
- f) Environmental Impact Study The purpose of an Environmental Impact Study is to demonstrate that a proposed development or infrastructure undertaking may proceed with consideration to species at risk, lands designated or adjacent to Natural Heritage, Environmental Policy Area A or B and/or Candidate Natural Heritage Site without causing negative impact on the feature or its associated ecological functions;
- g) Watershed/Subwatershed Plan The purpose of a Watershed/Subwatershed Plan is to inventory,

assess and present information about water resources and related features and how they should be protected and enhanced to ensure the long-term health of the ecosystem as land uses changes on the basis of an entire watershed, or subwatershed;

- h) Stormwater Management Report The purpose of a Stormwater Management Report is to identify measures required to control the quantity, quality and runoff flowrate associated with the development of a specific area;
- Functional Servicing Study The purpose of a Functional Servicing Study is to determine how an area proposed for development will be serviced taking into consideration the future sanitary, water and storm sewer servicing needs.;
- j) Transportation Impact Study and/or Transportation Impact Statement - The purpose of these studies is to identify the transportation network improvements and on-site design elements necessary to accommodate additional vehicle, cyclist, pedestrian and transit traffic and parking the proposed development will generate and ensure its impact on adjacent land uses is safe and acceptable;
- k) Noise and/or Vibration Study The purpose of a Noise and/or Vibration Study is to demonstrate that a proposed development may proceed in such a manner that the sensitive land uses are protected from unacceptable levels of noise and vibration associated with uses such as industrial operations, public highways, rail corridors and vards, and airports;
- I) Tree Inventory and Preservation Study The purpose of a Tree Inventory and Preservation Study is to investigate and inventory existing

trees and vegetation within and adjacent to development and determine how protection and enhancement can coincide with proposed development;

- m) Lighting Study The purpose of a Lighting Study is to evaluate the intensity and impact of light pollution generated by development, the potential impacts on residential property and wildlife, and to ensure visibility, safety and mitigation;
- Climate Change and Energy Studies The n) purpose of a study regarding Climate Change or Energy is to evaluate how the proposed development could alter the climate shadow impacting: wind; and sunlight penetration; urban heat island effects (extreme heat); flooding and to determine the appropriate design measures to reduce the impacts of climate change and mitigate the contribution of greenhouse gas emission;
- o) Financial Impact Study The purpose of a Financial Impact Study is to evaluate the growthrelated financial impact of proposed development, including impacts to the City's capital and operating budgets triggered by the proposed development. It is also used to estimate the cost and timing of local municipal capital infrastructure required to service the new development; and
- p) Other Studies of Relevance recognizing that many applications are unique, the City reserves the ability to ask for any other special studies, reports or plans that may be required to effectively evaluate any development proposal.

TERMS OF REFERENCE

10.2.10

The City has prepared terms of reference for a number of the Supporting Technical Studies to provide information on the scope of work required in

order to assist in the preparation and review of these studies.

STUDY SCOPE 10.2.11

Supporting Technical Studies may vary in scope, depending on the size, nature and intent of the proposal and the level of impact on the adjacent land use. Proponents of all development applications shall be advised by the City of the required study contents during the Stage 1 consultation process.

APPLICATION DEEMED TO BE COMPLETE

10.2.12

Where the need for one or more Supporting Technical Studies has been identified, the application shall only be deemed to be complete when the required Supporting Technical Studies are prepared and submitted subject to the following requirements:

- Shall be prepared to the satisfaction of the City and, where appropriate, in consultation with relevant public agencies and affected parties;
- Shall be prepared in accordance with the policies of this Plan and any relevant federal and provincial legislation, policies and appropriate guidelines;
- Shall be prepared by an appropriately accredited qualified professional retained by, and at the sole expense of the applicant;
- d) May be subject to a peer review where the City:
 - Lacks the appropriate expertise and/or internal resources to review such Supporting Technical Studies; and/or

- ii. Is not satisfied with the extent and quality of the work submitted by the applicant.
- e) Such peer review shall be completed by an appropriate agency or professional consultant retained by the City, at the applicant's expense;
- f) Where a peer review is requested by the City, the application may not be deemed complete until:
 - i. The peer review study has been submitted to the City, and the City is fully satisfied with the extent and quality of the work, including any requirements for additional or supplementary work identified through the peer review process; and
 - The City has been fully reimbursed by the applicant for the cost of the peer review study.

ASSESSING MERITS

10.2.13

To augment the policies in this Plan, the City may develop performance checklists or indices to assist with evaluating the merits of development applications in the context of the policies in this Plan addressing such matters as, but not limited to; healthy development, sustainability, climate change resiliency, green development and urban design.

CONDITIONS OF 10.2.14 APPROVAL

All relevant mitigation recommendations included in a Supporting Technical Study shall be included as conditions of approval to be implemented by the proponent of a development.

PUBLIC INFORMATION

10.2.15

Council shall ensure that information and material provided by a person or public body that has submitted a complete application for development approval shall be available to the public for review once the application has been deemed complete.

COMPLETE APPLICATION

10.2.16

For any planning applications to be deemed complete, the following mandatory items shall be submitted to the City:

- a) Application Form;
- b) Explanatory Letter;
- c) Proof of Ownership or Completed Offer of Purchase:
- d) Plan of Survey;
- e) Materials required by the Planning Act or any other relevant legislation/regulation;
- f) Supporting Technical Studies as required by the City and applicable agencies;
- g) Required Fees and deposits, including a signed contingency deposit agreement where applicable;
- h) Lands for parkland dedication, if applicable, have been identified;

- i) All confirmations, clearances, permits, peer reviews, materials and information required during the Stage 1 and Stage 2 planning consultation have been submitted and considered to be satisfactory by the City;
- j) The required Development Application sign has been posted on the subject property; and
- k) If an Open House is required as part of the Stage 1 planning consultation, a record of the Open House is provided to the City.

INCOMPLETE	10.2.17
APPLICATIONS	

Incomplete applications submitted to the City will not be accepted and shall be returned to the applicant. The City may deem an application to be incomplete and refuse all information, supporting documents and materials, submitted as part of the application(s) if it considers the quality of the submission unsatisfactory.

NOTICE OF COMPLETE APPLICATION 10.2.18

Notification of an application deemed to be complete shall be given to the applicant, the public and all other parties by the Municipality in accordance with the Planning Act.

2. Chapter 10, Tools is hereby amended by deleting section 10.6, Public Participation and replacing it with the following:

10.6 Public Participation

Individuals and organizations must be made aware of various development and related infrastructure proposals and be given the opportunity to express their views on such matters. The following public participation policies are intended to ensure

public access to relevant information, provide opportunities for public involvement well in advance of decision formulation.

PUBLIC ENGAGEMENT	10.6.1	The opinions and advice of the public will be sought as a part of the decision-making process. The community engagement process will be transparent, accessible and inclusive.
PUBLIC NOTIFICATION	10.6.2	The City will ensure the public is notified on development applications in accordance with relevant provincial legislation and municipal policies. Where persons, groups or corporations regularly communicate with the City through email, the City may use email rather than postal mail. The City will adopt standards for posting of development application signs to be placed on properties where development applications have been proposed.
PUBLIC INFORMATION	10.6.3	The City will provide interested parties affected by a development proposal with the information necessary to understand the nature of the proposal. In addition to providing hard copies of documents in the Planning Department, the City will ensure that digital copies of documents area available on the City's website.
TIMING OF 10.6 NOTICES	5.4	Within 15 days after an affirmative notice of acceptance of a complete application is provided for applications made under the Planning Act requiring public notice, the City will provide a Notice of Application to the persons and public bodies prescribed under the Planning Act, and make the required information and material available to the public.
LARGE SCALE APPLICATIONS	10.6.5	Council may consider using a variety of public participation techniques for development proposals issues having a broad scope such as Secondary Plans, Official Plan Amendments and large subdivisions including, but not limited to, open houses, public displays, area meetings, newspaper notices, signage, internet-based tools, city website and social media.

OPEN HOUSE 10.6.6

The applicant may be required to host an open house as part of the Stage 2 planning consultation process and produce an Open House Report summarizing the results of the open house. The purpose of the open house is to provide opportunity for consultation by the applicant with the area residents/property owners who may be impacted by the proposal before the application is deemed to be complete. The required open house:

- Will be hosted by the applicant and will be provided at the applicant's expense. The City will provide mailing labels;
- b) Should be held at a location that is accessible to the public and may be accessed by walking, bicycling and public transit and should be located within 1km of the Subject Site, when practical. The location should be in a structure that meets or exceeds the requirements of the Accessibility for Ontarians with Disabilities Act. In addition, virtual attendance shall be enabled:
- c) Should be comprised of the following components:
 - Notice to the area residents/property owners and Ward Councillor which contains sufficient information as determined by the City Planner;
 - ii. Attendance of assigned municipal staff as determined by the City Planner. The assigned Planner will be responsible for notifying staff;
 - iii. Display boards which provide the primary details of the application together with sufficient information as determined by the City Planner;
 - iv. Copies of any reports or studies that have been prepared as part of the application; and
 - v. The availability of the applicant or the applicant's agent to answer any questions that the public may have about the application.

- d) The required Open House Report shall be comprised of:
 - i. A summary of the results of the open house including issues raised and responses provided;
 - ii. A copy of the Notice provided;
 - iii. A copy of any presentation(s) and graphics;
 - iv. A copy of written questions from the public and written responses to these questions by the applicant; and
 - v. A copy of the attendee sign-in sheet and list of persons who attended virtually.

ENGAGEMENT	10.6.7
WITH FIRST	
NATIONS	

Engagement with First Nations will take place as part of a development application or detailed planning study. Engagement will be the responsibility of the proponent in consultation with the City and at the cost of the applicant.

NO NOTICE 10.6.8 REQUIRED

City Council may delegate authority to the City Planner to forego public notification as prescribed under the Planning Act to allow for changes of a minor nature to correct a technical error or omission contained in an Official Plan Amendment or Zoning By-law Amendment to change punctuation or format, or correct clerical, grammatical, mapping, or typographical errors; and to insert footnotes or similar annotations to indicate the origin and approval of each provision.

3. Subsection 11.4.3, Consents, is hereby deleted and replaced with the following:

11.4.3 Consent Policies

COMMITTEE OF 11.4.3.1 ADJUSTMENT

Council has delegated by by-law the authority to grant consents to the Committee of Adjustment.

APPROPRIATE 11.4.3.2 Without limiting the relevant provisions of the Planning Act, REASONS FOR Consents may only be granted where completing a **CONSENTS** subdivision process is deemed not to be necessary to ensure the proper and orderly development of the subject lands. The consent process will be used for matters such as granting easements and rights of way, leases or other interests in land lasting in excess of 21 years or lot line adjustments. Consents may be used for lot creation in the following circumstances: a) Small scale Infilling or intensification for development that is compatible with the neighbourhood; b) Lot line adjustments; c) An entire parcel is being developed and there are no remaining lands; There is no need to extend or improve municipal d) services outside of the subject lands; e) Where there is no phasing of the development; and Where parkland dedication may be cash-in-lieu. f) CONFORM 11.4.3.3 Consents shall only be granted for the creation of lots which comply with the Official Plan and Zoning By-law. WITH PERMITTED USES ACCESS TO A 11.4.3.4 Consents shall only be granted for lots that will have **PUBLIC** access to a public road that meets municipal standards for

contribute to the improvement costs.

MUNICIPAL 11.4.3.5 All new lots created by consent shall be serviced by municipal sanitary sewer and water services and provide for stormwater management.

construction. Where the abutting road requires improvement, the City may require the land owner to

HIGHWAY

EVALUATION 11.4.3.6 CRITERIA

Without limiting the relevant provisions of the Planning Act, the approval authority shall evaluate applications for consent in the same manner as an application for plan of subdivision, including;

- a) Provincial legislation, provincial policies and applicable provincial guidelines;
- b) Conformity with the policies of this Plan, Volume II: Secondary Plans and Special Policy Areas and other relevant municipal standards and guidelines;
- c) Conformity with the recommendations of any support studies prepared as part of the application;
- d) The continuation of an orderly development pattern and the lot pattern in the neighbourhood;
- e) Impact of the development on adjacent properties and the lot pattern and density in the community; and
- f) The requirements or comments of Municipal departments and public agencies or authorities.

CONDITIONS 11.4.3.8 OF APPROVAL

The approval authority may attach such conditions as it deems appropriate to the approval of a consent. Such conditions may include, but are not limited to, the following:

- a) The fulfillment of any financial requirement to the City;
- b) The conveyance of lands for public open space purposes or payments-in-lieu thereof in accordance with the Open Space policies of this Plan;
- c) The conveyance of lands for public highways or widenings as may be required;
- d) The conveyance of appropriate easements;

- e) The provision of municipal infrastructure or other services;
- f) The completion of a development or servicing agreement with the City if required; and
- g) Other such matters as the approval authority considers necessary and/or appropriate.

4. Subsection 11.4.4, Part Lot Control, is hereby deleted and replaced with the following:

	11.4.4	Part Lot Control Policies
PARTLOT CONTROL BY-LAWS	11.4.4.1	Council may pass by-laws to exempt all or parts of registered plans of subdivision from part lot control to permit further subdivision in accordance with the <i>Planning Act</i> , and in conformity with the Zoning By-law.
AMENDING BY-LAW	11.4.4.2	Part lot control by-laws may be subsequently repealed, amended or limited to a period of not more than 5 years by Council.
AREAS FOR PART LOT CONTROL	11.4.4.3	Council will generally limit the use of part lot control by-laws to the following:
33.1.1.02		a) The splitting of lots upon which semi-detached

- The splitting of lots upon which semi-detached dwellings or street row housing is intended to be built;
- The resubdivision of older registered plans of subdivision where no new rights-of-ways are to be created. and
- c) The division of blocks within an approved plan of subdivision where the subdivision agreement anticipates that the final lot pattern will be established through the part lot control process.

5. Subsection 11.6.3, Zoning By-law Amendment Policies, is hereby amended by adding the following:

DELEGATION OF AUTHORITY	11.6.3.4	Council may pass a By-law under Section 39.2 of the Planning Act to delegate the authority to make zonin amendments to:	
		a) Remove an 'H' Holding Symbol; or	

b) Extend a Temporary Use; or

- c) Allow for amendments to the Zoning By-law that are minor in nature under the following conditions:
 - i. making technical amendments or to correct errors in text or mapping;

6. Subsection 11.6.6, Minor Variance Policies, is hereby deleted and replaced with the following:

COMMITTEE OF 11.6.6.1 ADJUSTMENT

Council has appointed a Committee of Adjustment pursuant to the Planning Act to consider applications for minor variance from the Zoning By-law(s) and/or any other By-laws that implements the Official Plan.

EVALUATION 11.6.6.2 CRITERIA

When reviewing an application for minor variance the Committee of Adjustment shall be satisfied that:

- a) The general intent and purpose of the Official Plan, including the Strategic Directions, Goals and Objectives of the land use designation in which the property is located, is maintained;
- b) The general intent and purpose of the By-law being varied is maintained;
- c) The variance or the number of variances to the By-law are minor in nature, would not more appropriately be considered through an application to amend the Zoning By-law due to the cumulative impacts of the variances, preserves the pattern, scale and character of the blockface:
- d) The variance(s) are generally not more than 20 percent above the By-law regulation being varied where the variances would increase the building envelope of a main building or accessory building containing a dwelling unit. For clarity this includes variances related to lot width; lot area; lot coverage;

front, rear, and side yard depth; building height; and maximum gross floor area; and

e) The variance is desirable for the appropriate use of the land, building or structure and would not hinder the reasonable development and/or use of properties in the neighbourhood, would not cause a detriment, safety concerns, or would not detract from the character or amenity of nearby properties or the neighbourhood. The area of influence or the neighbourhood will vary with the scale of development and associated areas of potential impact.

EXISTING 11.6.6.3 UNDERSIZED LOTS

.3

Notwithstanding the provisions of sub-section (d) above, the Committee may give further consideration to variances required to enable appropriate development for existing undersized lots, where existing non-complying structures are being altered or where infilling and intensification is occurring provided that the Committee is satisfied that the provisions of 11.6.6.2 subsections (c) and (e) have been fully addressed.

TERMS & 11.6.6.4 CONDITIONS

The Committee of Adjustment may attach such terms and conditions as it deems reasonable and appropriate to the approval of the application for a minor variance. The conditions shall relate directly to the impact of the variance and may include measures required to mitigate the impact of altering the zoning regulations on the resulting built form or property development, including but not limited to:

- Specifying architectural elements such as window location, outdoor amenity space, fencing or other screening and door location;
- b) Requiring additional landscaping including low impact design elements;
- c) Providing additional bicycle facilities in lieu of motor vehicle parking; and
- d) Improvement to grading and stormwater management.

AGREEMENTS 11.6.6.5

The Committee of Adjustment may require the owner of the land to enter into one or more agreements with the Municipality and address the impacts of the variance dealing with some or all of the terms and conditions of its decision. An agreement may be registered against the land to which it applies, and the Municipality is entitled to enforce the agreement against the owner and, subject to the Registry Act and the Land Titles Act, against any and all subsequent owners of the land.

7. Section 11.7, Site Plan Control, is hereby amended by deleting the section and replacing it with the following:

11.7 Site Plan Control

Site Plan Control may be used to regulate the design of a development in accordance with the provisions of the *Planning Act*.

OBJECTIVE

Site Plan Control will be used by the City as a means of achieving well-designed, functional, accessible, safe, sustainable built form and public space. Site Plan Control, including reference to Section 41 of the Planning Act, is one of the key tools for implementing the City's policies on urban design in accordance with this Plan, policies and guidelines within Council adopted Secondary Plans, Community Improvement Plans and the Urban Design Guidelines.

SITE PLAN CONTROL BY-LAW The City will establish by By-law, a Site Plan Approval Area which encompasses all of the lands within the boundaries of the City and is applicable to all forms of development, with the specific exemption of new residential development that includes 10 dwelling units or less. The By-law shall also reference any provincial regulations concerning the timeline for the lapsing of approved site plans.

Notwithstanding that specific exemption, the City may apply Site Plan Control to all forms of development,

11.7.1.1

11.7.1.2

including residential developments that contain 10 dwelling units or less, where the development site is within 120 metres of a shoreline or 300 metres of a railway line.

EXEMPTIONS 11.7.1.3

Within the Site Plan Control By-law, the City may exempt some forms of development which would otherwise be subject to Site Plan Control where it considers such approval to be unnecessary due to the type or scale of development proposed.

SITE PLAN REQUIREMENTS

11.7.1.4 The City may require Site Plan Control:

- a) As a condition of a subdivision/condominium approval or any other type of development approval;
- b) As a condition of a decision of the Committee of Adjustment; and
- c) Prior to the issuance of a demolition permit(s) for properties designated under the Ontario Heritage Act, and for those properties that the City has identified as having significant heritage attributes.

PART C: IMPLEMENTATION

Official Plan Amendment 179 will be implemented by making the referenced changes to the text of the City of Windsor Official Plan and Council passing of the required delegation of authority by-laws. No amendments to the schedules of the Official Plan are necessary.

Appendix A (Results of Public Consultation)

July 2, 2024, Minutes of the Development & Heritage Standing Committee, as the statutory public meeting under the Planning Act

7. PLANNING ACT MATTERS

7.1. Official Plan Amendment to Facilitate Additional Changes to Streamline the Development Approval Process - City Wide

Jim Dyment (agent/consultant) – provides a powerpoint presentation of the work completed under the "Streamlining Development Approval" project and is available for questions.

Michael Cooke (author) is available for questions.

Councillor Kieran McKenzie asks if there are any risks as it relates to the general process of planning applications or things to be cognizant as it related to the general process and where we can continue to improve. Jim Dyment states that the City's Legal Council has minimized any risk that you may have had prior. Councillor McKenzie states that with there is value in consolidating processes but also with having discussions with members of the public in a meeting forum.

Member Daniel Grenier asks for clarification of whether open houses are mandatory for all applications. Mr. Dyment states that there is discretion at the staff level to determine whether it is necessary, and a large multi residential or commercial development would require an open house, but a minor development may not, as staff has delegated authority to determine whether it is required.

Member Grenier asks whether rezoning has flexibility to be presented to the Committee of Adjustment for minor variances or minor rezoning and whether that is based on staff discretion once an application has been received. Mr. Dyment states that this is correct, and that the City has instilled a pre-consultation process to determine an application's viability and reduces unnecessary costs to applicants.

Councillor Angelo Marginani asks how public consultation streamlining process will work, whether a distance for public notification has been determined and what types of mediums are used for the notification. Mr. Dyment states that the Planning

Act provides a required 120-meter distance for consultation and this amended consultation section implements using the internet to send notifications. Michael Cooke states that when staff or proponent have identified the importance and request an open house ward councillors are notified in advance. Mr. Cooke adds that the notification distance is based on the type of meeting such as this statutory Standing Committee meeting which uses a 120-meters distance to capture any property from the subject site. He also states that Planner's have flexibility to include other surrounding properties to be notified especially for Open House/Information meetings hosted by applicants. Mr. Dyment states that policies were added to adopt standards for posting signs on the proposed development to explain the development process. Mr. Dyment adds that policies are in place to streamline the affirmation of an application within a shorter timeframe than what the Planning Act states due to technological advances.

Councillor Marginani asks how this amendment to our development process will help bring transparency to the public regarding applications. Mr. Dyment states that the policies requires that a hardcopy of an application be kept for the public to view in the Planning Office, and post copies of all background reports on the internet to be viewed. Mr. Cooke states the public notice is circulated for the initial open house organized by the Developer, which is pre-approved by the City Planner to ensure that the message is clear that the application is not final. Mr. Cooke adds that it is important that the open house has the appropriate administration staff present to answer any questions or concerns that the public may have. The developer is then required to provide a report of the discussion at the open house which is shared with the public. Mr. Cooke adds that this amendment will potentially allow for the Developers to modify their proposals based on comments made by the public before they submit their application. Councillor Marginani agrees that pre-consultation applications allow the public to voice their concern and proposals can be changed.

Councillor Kieran McKenzie asks Administration about any risks with streamlining the process that may occur due to the amendment. Mr. Cooke states that the legislative changes that the province has introduced with the objective to streamline the process, we must be mindful of a Planner's professional responsibility and what is in the best interest of the public for engagement and consultation. Mr. Cooke adds that the process prior was that applications could be deferred at the Standing Committee meeting to provide an opportunity for public consultation. The revised process is intended to reduce the chance of deferral by requiring public open houses to become the normal practice. Mr. Cooke concludes that the pre-consultation process and policies provides a comprehensive information package.

Councillor McKenzie asks if we will get all information needed to make an appropriate decision with streamlining. Mr. Cooke states that the first step includes a statement of viability to inform the applicant and create discussion regarding the application, and stage two requires studies to be completed and results will be shared with the public. Mr. Cooke adds that with the amendment signage will be visible to the neighbourhood, and will inform a wider radius of the community, and eliminate the risk of residents not being aware. Mr. Cooke states that by conducting open house meetings, we also are able to reduce risk by having reports deferred because area property owners will know about a proposal long before it comes to the standing committee.

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

Decision Number: DHSC 628

- THAT Volume 1: The Primary Plan of the City of Windsor Official Plan BE AMENDED by adopting Official Plan Amendment (OPA) 179 attached hereto as Appendix 1, and summarized as follows:
 - a) Chapter 10, Procedures; Section 10.2, Supporting Studies and Information is hereby deleted and replaced by a new Section 10.2 Development Applications;
 - b) Chapter 10, Procedures; Section 10.6, Public Participation is hereby deleted and replaced with a new Section 10.6 Public Participation;
 - c) Chapter 11, Tools; Subsection 11.4.3, Consents is hereby deleted and replaced by a new Subsection 11.4.3 Consent Policies;
 - d) Chapter 11, Tools; Section 11.4.4, Part Lot Control is hereby deleted and replaced with a new Subsection 11.4.4 Part Lot Control Policies;
 - e) Chapter 11, Tools; Subsection 11.6.3, Zoning By-law Amendment Policies is hereby amended by adding Subsection 11.6.3.4;
 - f) Chapter 11, Tools; Subsection 11.6.6 Minor Variance Policies is hereby amended by deleting and replacing with new Subsections 11.6.6.1 to 11.6.6.5 (inclusive); and,
 - g) Chapter 11, Tools; Section 11.7 Site Plan Control is hereby amended by deleting and replacing with a new Section 11.7.; and,
- 2. THAT the Terms of Reference Planning Application Technical Guidelines attached as Appendix 2 to this report **BE ADOPTED** as a reference document to assist administration and applicants when submitting development applications; and,
- THAT Administration continue to give consideration to matters which could further assist with streamlining the development approval process and

REPORT BACK on any options or parameters regarding the delegation of authority to Administration.

Carried.

Report Number: S 22/2024

Clerk's File: Z/14733

July 22, 2024, Minutes of City Council

Moved by: Councillor Fred Francis
Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR325/2024 DHSC 628

- 1. That Volume 1: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by adopting Official Plan Amendment (OPA) 179 attached hereto as Appendix 1, and summarized as follows:
 - a) Chapter 10, Procedures; Section 10.2, Supporting Studies and Information is hereby deleted and replaced by a new Section 10.2 Development Applications;
 - b) Chapter 10, Procedures; Section 10.6, Public Participation is hereby deleted and replaced with a new Section 10.6 Public Participation;
 - c) Chapter 11, Tools; Subsection 11.4.3, Consents is hereby deleted and replaced by a new Subsection 11.4.3 Consent Policies;
 - d) Chapter 11, Tools; Section 11.4.4, Part Lot Control is hereby deleted and replaced with a new Subsection 11.4.4 Part Lot Control Policies;
 - e) Chapter 11, Tools; Subsection 11.6.3, Zoning By-law Amendment Policies is hereby amended by adding Subsection 11.6.3.4;
 - f) Chapter 11, Tools; Subsection 11.6.6 Minor Variance Policies is hereby amended by deleting and replacing with new Subsections 11.6.6.1 to 11.6.6.5 (inclusive); and,
 - g) Chapter 11, Tools; Section 11.7 Site Plan Control is hereby amended by deleting and replacing with a new Section 11.7.; and,
- 2. That the Terms of Reference Planning Application Technical Guidelines attached as Appendix 2 to this report **BE ADOPTED** as a reference document to assist administration and applicants when submitting development applications; and,
- That Administration continue to give consideration to matters which could further assist with streamlining the development approval process and REPORT BACK on any options or parameters regarding the delegation of authority to Administration.

Carried.

Mayor Drew Dilkens and Councillor Fabio Costante were absent from the meeting when the vote was taken on this matter.

Report Number: SCM 209/2024 & S 22/2024 8.15

Clerk's File: Z/14733

Anna Ciacelli Deputy City Clerk August 30, 2024

BY-LAW NUMBER 140-2024

A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS MEADOWBOOK LANE IN THE CITY OF WINDSOR

Passed the 9th day of September, 2024.

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 **MEADOWBROOK LANE**.
- 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

SCHEDULE "A"

PART OF LOT 126 CONCESSION 2 DESIGNATED AS PART 23 ON PLAN 12R29750

Part of PIN 01381-0036 (LT) Meadowbrook Lane, Windsor

PART OF LOT 126 CONCESSION 2 DESIGNATED AS PART 24 ON PLAN 12R29750

Part of PIN 01381-0016 (LT) Meadowbrook Lane, Windsor

BY-LAW NUMBER 141-2024

A BY-LAW TO PROVIDE THAT PART-LOT CONTROL SHALL NOT APPLY TO CERTAIN LAND THAT IS WITHIN REGISTERED PLAN 1196 IN THE CITY OF WINDSOR

Passed the 9th day of September, 2024.

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 *REGISTERED PLAN 1196* 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 **REGISTERED PLAN 1196**, as described in Schedule "A" attached hereto and forming part of this by-law.
- 2. This by-law is repealed on September 9, 2027.
- 3. This by-law shall come into force and take effect after the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

SCHEDULE "A"

LOT 112 AND PART LOT 113 PLAN 1196 SANDWICH WEST; PART 35 PLAN 12R29047; CITY OF WINDSOR PIN 01582-0675 (LT)

2429 Partington Avenue, Windsor

LOT 114 AND PART LOT 113 PLAN 1196 SANDWICH WEST; PART 36 PLAN 12R29047; CITY OF WINDSOR PIN 01582-0674 (LT)

2437 Partington Avenue, Windsor

PART ALLEY PLAN 1196 (CLOSED BY CE1037843) SANDWICH WEST; PART 55 PLAN 12R29047; CITY OF WINDSOR

PIN 01582-0684 (LT)

2437 Partington Avenue, Windsor

LOT 119 AND PART LOT 120 PLAN 1196 SANDWICH WEST; PART 39 PLAN 12R29047; CITY OF WINDSOR PIN 01582-0696 (LT)

2469 Partington Avenue, Windsor

PART LOT 120 PLAN 1196 SANDWICH WEST; PART 40 PLAN 12R29047; CITY OF WINDSOR PIN 01582-0697 (LT)

2477 Partington Avenue, Windsor

PART LOT 121 PLAN 1196 SANDWICH WEST; PART 41 PLAN 12R29047; CITY OF WINDSOR PIN 01582-0698 (LT) 2477 Partington Avenue, Windsor

PART LOTS 121 AND 122 PLAN 1196 SANDWICH WEST; PART 42 PLAN 12R29047; CITY OF WINDSOR PIN 01582-0699 (LT)

2483 Partington Avenue, Windsor

PART LOTS 122 AND 123, PLAN 1196 SANDWICH WEST; PART 43 PLAN 12R29047; CITY OF WINDSOR PIN 01582-0743 (LT)

2493 Partington Avenue, Windsor

PART ALLEY PLAN 1196 (CLOSED BY CE1116449) SANDWICH WEST; PARTS 47 AND 48 PLAN 12R29047; CITY OF WINDSOR Part of PIN 01582-0235 (LT)

2493 Partington Avenue, Windsor

PART ALLEY PLAN 1196 (CLOSED BY CE1037843) SANDWICH WEST; PART 49 PLAN 12R29047 CITY OF WINDSOR Part of PIN 01582-0682 (LT) 2493 Partington Avenue, Windsor

PART ALLEY PLAN 1196 (CLOSED BY CE1037843) SANDWICH WEST; PARTS 50, 51 AND 52 PLAN 12R29047; CITY OF WINDSOR Part of PIN 01582-0680 (LT)

Alley abutting 2469, 2477 and 2483 Partington Avenue, Windsor

LOT 64 AND PART LOT 63 PLAN 1196 SANDWICH WEST; PART 1 PLAN 12R29047; CITY OF WINDSOR

PIN 01582-0686 (LT)

2402 Partington Avenue, Windsor

PART LOTS 62 AND 63 PLAN 1196 SANDWICH WEST, PART 2 PLAN 12R29047; CITY OF WINDSOR

PIN 01582-0687 (LT)

2410 Partington Avenue, Windsor

PART LOT 62 PLAN 1196 SANDWICH WEST; PART 3 PLAN 12R29047; CITY OF WINDSOR

PIN 01582-0688 (LT)

2418 Partington Avenue, Windsor

LOT 61 PLAN 1196 SANDWICH WEST, PART 4 PLAN 12R29047; CITY OF WINDSOR

PIN 01582-0124 (LT)

2418 Partington Avenue, Windsor

PART ALLEY PLAN 1196 (CLOSED BY CE1037851) SANDWICH WEST; PARTS 30, 31 AND 32 PLAN 12R29047; CITY OF WINDSOR PIN 01582-0702 (LT)

Alley abutting 2402, 2410 and 2418 Partington Avenue, Windsor

LOT 55 PLAN 1196 SANDWICH WEST; PART 11 PLAN 12R29047; CITY OF WINDSOR

PIN 01582-0121 (LT)

2458 Partington Avenue, Windsor

PART LOT 54 PLAN 1196 SANDWICH WEST, PART 12 PLAN 12R29047; CITY OF WINDSOR

PIN 01582-0692 (LT)

2458 Partington Avenue, Windsor

PART ALLEY PLAN 1196 (CLOSED BY CE1037851) SANDWICH WEST; PART 25 PLAN 12R29047; CITY OF WINDSOR

Part of PIN 01582-0704 (LT)

2458 Partington Avenue, Windsor

PART LOTS 53 AND 54 PLAN 1196 SANDWICH WEST; PART 13 PLAN 12R29047; CITY OF WINDSOR

PIN 01582-0689 (LT)

2466 Partington Avenue, Windsor

PART LOTS 52 AND 53 PLAN 1196 SANDWICH WEST, PART 14 PLAN 12R29047; CITY OF WINDSOR

PIN 01582-0690 (LT)

2474 Partington Avenue, Windsor

PART LOT 52 PLAN 1196 SANDWICH WEST, PART 15 PLAN 12R29047; CITY OF WINDSOR

PIN 01582-0691 (LT)

2482 Partington Avenue, Windsor

LOT 51 AND PART LOT 50 PLAN 1196 SANDWICH WEST; PART 16 PLAN 12R29047; CITY OF WINDSOR

PIN 01582-0693 (LT)

2482 Partington Avenue, Windsor

BY-LAW NUMBER 142-2024

A BY-LAW TO AMEND BY-LAW 223-2007, BEING A BYLAW TO CLOSE, DECLARE SURPLUS AND CONVEY THE 4.27 METRE (14 FEET) WIDE NORTH/SOUTH ALLEY AND EAST/WEST ALLEY BETWEEN RANDOLPH AVENUE AND RANKIN AVENUE SOUTH OF TECUMSEH ROAD WEST, SOUTHERLY TO ALGONQUIN STREET, IN THE CITY OF WINDSOR

Passed the 9th day of September, 2024.

WHEREAS it is deemed expedient to amend By-law 223-2007 adopted on the 13th day of November, 2007, and registered on title on February 1, 2008, as Instrument No. CE313527 (the "By-law");

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

- 1. By **DELETING** Section 3 of the By-law in its entirety and inserting the following:
 - 3. That each of the owners whose lands abut upon lands described herein shall have the right to purchase, at the following price, that part thereof upon which its land abuts to the middle line of such closed part:
 - (a) \$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 for land abutting properties zoned RD1.2; and
 - (b) \$20.00 per square foot without easements plus HST (if applicable) and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor, and \$10.00 per square foot with easements plus HST (if applicable) and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor, for land abutting properties zoned CD2.1.
- 2. This by-law shall come into force and take effect on the day upon which it is registered in the Land Registry Office for the County of Essex (No.12).

DREW DILKENS, MAYOR

CITY CLERK

SCHEDULE "A"

Part Alley, Plan 973 (closed by CE305773), designated as Parts 2, 4 & 5, Plan 12R23215, subject to an easement in gross over Parts 2, 4, & 5, Plan 12R-23215, as in CE307333; Windsor

Being all of PIN 01214-0558 (LT)

City of Windsor County of Essex

Part Alley, Plan 973, closed by CE305773 and CE313527, Parts 9 to 12, Parts 34 to 38, Plan 12R23215, save and except Parts 1 & 2, Plan 12R28416, subject to an easement in gross as in CE307333, subject to an easement in gross over Parts 37 & 38, Plan 12R23215, as in CE313546; Windsor

Being all of PIN 01214-0592 (LT)

City of Windsor County of Essex

BY-LAW NUMBER 143-2024

A BY-LAW TO AMEND BY-LAW 55-2012, BEING A BYLAW TO CLOSE, STOP UP AND CONVEY THE 4.27 METRE (14 FEET) WIDE NORTH/SOUTH ALLEY BETWEEN WALKER ROAD AND TURNER ROAD FROM LEDYARD AVENUE SOUTHERLY TO MOXLAY AVENUE, CITY OF WINDSOR

Passed the 9th day of September, 2024.

WHEREAS it is deemed expedient to amend By-law 55-2012, adopted on the 8th day of May, 2012, and registered on title on May 16, 2012, as Instrument No. CE518862 (the "By-law");

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

- 1. By **DELETING** Section 2 of the By-law in its entirety and inserting the following:
 - 2. THAT each of the owners whose lands abut upon lands described herein shall have the right to purchase, at the following prices:
 - \$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 for land abutting properties zoned RD1.1; and
 - \$20.00 per square foot without easements plus HST (if applicable) and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor, and \$10.00 per square foot with easements plus HST (if applicable) and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor for land abutting properties zoned CD4.1, for that part thereof upon which his land abuts to the middle line of such closed and stopped up part.
- 2. This by-law shall come into force and take effect on the day upon which it is registered in the Land Registry Office for the County of Essex (No.12).

DREW DILKENS, MAYOR

CITY CLERK

SCHEDULE "A"

Part Alley, Plan 1126 (closed by CE518859), designated as Parts 29 and 31, Plan 12R-25004 subject to an easement in gross over Parts 29 and 31, Plan 12R-25004, as in CE518862, City of Windsor

Being part of PIN 01349-0899 (LT)

City of Windsor County of Essex

BY-LAW NUMBER 144-2024

A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 5.49 METRE EAST/WEST ALLEY SOUTH OF TECUMSEH ROAD EAST, EAST OF LEONARD LANE, AND WEST OF GEORGE AVENUE, CITY OF WINDSOR

Passed the 9th day of September, 2024.

WHEREAS the 5.49 metre portion of the east/west alley south of Tecumseh Road East, east of Leonard Lane, and west of George Avenue, 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 5.49 metre portion of the east/west alley south of Tecumseh Road East, east of Leonard Lane, and west of George Avenue, 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

SCHEDULE "A"

Part Block A, Plan 1088, Sandwich East, designated as Part 1, Plan 12R-29755; Windsor

Being part of PIN 01358-0154 (LT)

City of Windsor County of Essex

BY-LAW NUMBER 145-2024

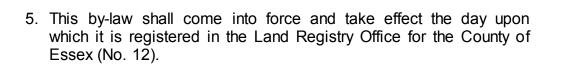
A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 5.49 METRE EAST/WEST ALLEY SOUTH OF TECUMSEH ROAD EAST, EAST OF LEONARD LANE, AND WEST OF GEORGE AVENUE, CITY OF WINDSOR

Passed the 9th day of September, 2024.

WHEREAS it is deemed expedient to close, stop up and convey the 5.49 metre portion of the east/west alley south of Tecumseh Road East, east of Leonard Lane, and west of George Avenue, 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 5.49 metre portion of the east/west alley south of Tecumseh Road East, east of Leonard Lane, and west of George Avenue, 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 CR62/2024, be registered prior to conveyance.
- 3. That the lands be conveyed to the owner of 3995 Tecumseh Road East, and that the conveyance cost be set as follows:
 - a. For alley conveyed to abutting lands zoned CD2.1, \$20.00 per square foot without easements plus HST (if applicable) and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor, and \$10.00 per square foot with easements plus HST (if applicable) and proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.
 - b. For alley conveyed to abutting lands zoned RD1.2 is assessed at \$1.00 plus HST (if applicable), deed preparation fee and 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.



DREW DILKENS, MAYOR

CITY CLERK

SCHEDULE "A"

Part Block A, Plan 1088, Sandwich East, designated as Part 1, Plan 12R-29755; Windsor

Being part of PIN 01358-0154 (LT)

City of Windsor County of Essex

BY-LAW NUMBER 146-2024

A BY-LAW TO ADOPT AMENDMENT NO. 187 TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR

Passed the 9th day of September, 2024.

WHEREAS pursuant to the provisions of Section 17(1) of the *Planning Act*, R.S.O. 1990, c. P.13 as amended, the Minister of Municipal Affairs and Housing (Minister) is the approval authority in respect of the approval of a plan as an official plan.

AND WHEREAS Section 17(9) of the said *Planning Act* provides that the Minister may by order exempt a proposed official plan amendment from his approval under Section 17(1) of the said Act.

AND WHEREAS pursuant to the provisions of Ontario Regulation 525/97 most amendments to the official plan of the City of Windsor commenced after January 19, 1998 are exempt from the approval of the said Minister.

THEREFORE the Council of the Corporation of the City of Windsor in accordance with the provisions of the said *Planning Act* hereby enacts as follows:

1. That Amendment No. **187** to the Official Plan of the City of Windsor, attached hereto, is hereby adopted.

DREW DILKENS, MAYOR

CITY CLERK

AMENDMENT NO. 187

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. 187.

Also included, but not constituting part of the Amendment, are explanations of Purpose, Location, Background, and Implementation of the Amendment, Appendix A (Results of Public Involvement)

A. PURPOSE:

The purpose of this amendment is to apply a special policy area to the subject lands that would permit a Multiple Dwelling as an additional permitted use on the subject lands.

B. LOCATION:

The amendment applies to the land generally described as Plan 1015, Lots 76 to 79, Part Lot 75 and RP 12R21146 Parts 5 to 7, in the City of Windsor, known municipally as 2230-2240 Daytona Ave. located on the East side of Daytona Ave, South of Northwood Street.

Ward: 10 Planning District: South Cameron ZDM: 4

C. <u>BACKGROUND:</u>

The site is designated "Residential" on Schedule D: Land Use of the City of Windsor Official Plan and designated as "Residential Low Profile" on Schedule SC-1: Development Concept in Volume II: Special Policy Areas and Secondary Plans of the Official Plan. The objectives and policies of the Residential land use designation establish the framework for development decisions in Residential areas within the City of Windsor. The Official Plan amendment has been requested to permit a multiple dwelling within the area of development. The parking area will have an access on Daytona Ave.

When Official Plan Amendment No. 186 is approved, the requested amendment to Zoning By-law 8600 will conform to the Zoning By-law Amendment Policies in Section 11.6.3 of the Official Plan and conform to the general direction of the Official Plan.

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 area of development that will allow for a Multiple dwelling as an additional permitted land use.

- 1. THAT Schedule "A" of Volume I: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by designating lands on Plan 1015, Lots 76 to 79, Part Lot 75 and RP 12R21146 Parts 5 to 7; Windsor (Roll 080-490-04510-000), situated on the East side of Daytona Avenue, South of Northwood Street and known municipally as 2230-2240 Daytona Avenue, as a Special Policy Area.
- 2. THAT Chapter I in Volume II: Secondary Plans and Special Policy Areas of the City of Windsor Official Plan **BE AMENDED** by adding site specific policies as follows:

1.XX East Side of Daytona Avenue, South of Northwood Street

LOCATION 1.xx.1 The property described as Plan 1015, Lots

76 to 79, Part Lot 75 and RP 12R21146 Parts 5 to 7, in the City of Windsor, known municipally as 2230-2240 Daytona Ave, is designated a special policy area on Schedule A: Planning Districts and Policy

Areas in Volume I – The Primary Plan.

ADDITIONAL 1.xx.2 Notwithstanding the "Low Profile PERMITTED USES" Residential" land use designation on

Schedule SC1: Development Concept and the policies in Section 4.7.1.4 of the Official Plan, Volume II, South Cameron Secondary Plan: a multiple dwelling shall

be an additional permitted use.

E. <u>IMPLEMENTATION:</u>

- i. **THAT** Schedule "A" of Volume I: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by designating lands on Plan 1015, Lots 76 to 79, Part Lot 75 and RP 12R21146 Parts 5 to 7; Windsor (Roll 080-490-04510-000), situated on the East side of Daytona Avenue, South of Northwood Street and known municipally as 2230-2240 Daytona Avenue, as a Special Policy Area.
- ii. This amendment shall be implemented through the amendment to Zoning By-law 8600 as recommended in Report Number S 067/2024 (Z-010/24; ZNG-7188).
- 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.

APPENDIX A

The following are the results of public notification of the amendments and the outcome of public meetings. Comments relate to the Official Plan Amendment and the associated Zoning By-law Amendment.

DEVELOPMENT & HERITAGE STANDING COMMITTEE (DHSC):

A meeting of the DHSC was held on June 3, 2024, to consider the applications (Z-010/24 [ZNG-7189] & OPA 187 [OPA-7188]) and Staff Report S 67/2024. This is the statutory public meeting required by the *Planning Act*. Oral presentations or written submissions were made or submitted. Below is an extract from the minutes of the meeting:

7.4. Z010-24 [ZNG7188] & OPA187[7189] Castle Gate Towers -2230-2240 Daytona Ave

Frank Garardo (author), Planner III – Policy and Special Studies - presents application.

Tracey Pillon-Abbs (agent) – presents PowerPoint and is available for questions.

Bryan Pearce and Zak Habib (applicants) is available for questions.

Chair Morrison asks for clarification whether the proposed development application proposes a three or four storey building. Frank Garardo states that the applicant's proposal is for four storeys or 14.63 meters in height, and the recommended site-specific provisions include a maximum height of three storeys or 10.5 meters. Chair Morrison clarifies that the recommendation is three storeys or 10.5 meters.

Sumeet Hehr (area resident) states he strongly disagrees with the application and has concerns of financial risk, limitation to the use of back yard due to encroachment and a breech of privacy with several occupants seeing into their property deceasing their enjoyment and family life. Mr. Hehr continues that it will be a toll on mental health with decreased sunlight and it will create adverse effects on their routine and mood, causing a buildup of stress causing mental health issues. Mr. Hehr states that safety and privacy will be affected with the constant change of tenants in rental units, and their backyard will have tenants looking into their backyard twenty-four hours a day, and his family's safety will be compromised, and asks who is responsible for that. Mr. Hehr states that the back lights of the building and of the units will decrease his evening privacy in his backyard. Mr. Hehr states that his pool will now be useless as many tenants will be able to see into his backyard which will make his wife and daughter feel uncomfortable. Mr. Hehr states that the current zoning should be adhered to by building the same or similar developments. Mr. Hehr states that when he purchased this property the City ensured him that the surrounding lots will have the same or similar zoning, and now a four-storey building is being placed behind our house and it is not fair to my family that rules are being bent. Mr. Hehr continues that the development is depriving him of his rights, his safety, inconsiderate of our privacy, lack of empathy, playing with my family's emotions

and family's investment is at risk, and asks who will take the responsibility for this. Mr. Hehr states he will escalate this issue by asking the media to publish this and asks for Mayor Dilkens to put a stop to this unfair proposal and help protect our rights and will continue to the Premier's office.

Councillor Marginani asks if the refuge container will be located and stored indoors or outdoors as it is close to the residential area. Ms. Pillon-Abbs is proposed to be located on exterior southeast corner and is subject to Site Plan Control and can be reviewed in the future at that stage. Councillor Marginani states that this will be a concern if it stays in the proposed spot because it is located in the residential area.

Councillor Marginani asks Mr. Hehr his address. Mr. Hehr states his address is 2239 Northway Avenue.

Councillor Francis asks if the development will not proceed if it is not a four-storey building, as there is a disagreement with City Administration regarding the height. Ms. Pillon-Abbs defers the question to the applicant and builder. Councillor Francis states that he will not support a four-storey building but would consider a three-storey.

Councillor Francis asks if the Committee agrees with Administration, site-specific at three-storeys, will the development still go continue or will it only proceed with four-storeys. Zak Habib states that if you look at the neighbourhood as a whole, there are other four-storey buildings within the area and is consistent and complement the surrounding neighbourhood with mixed heights. Mr. Habib states that this development provides a housing type that does not exist in the neighbourhood for residents who may require units like this. Mr. Habib continues that another less desirable proposal presented to the City was to build three four-plexes on the property, but this wasn't conducive for regular neighbourhood life. Mr. Habib states that the way this building is designed makes a very good use for the way the building is laid out with setbacks, where townhomes would have increased the number of units, parking, and garbage. Mr. Habib states that studies have been completed such as shadow studies and the effect it has on neighbouring properties. Mr. Habib concludes that the fourth storey is what makes the project viable due to increase costs. Councillor Francis clarifies that the project will not proceed without four storeys, and Mr. Habib agrees.

Councillor Kieran McKenzie asks if there are other ways in regard to Site Plan, to address privacy issues such as trees on the back end of the property. Mr. Habib states that along with site plan control, a landscaping plan and study have been conducted. Mr. Habib states that fencing and landscaping will be included to enhance the buffer between the building and the existing neighbours. Councillor McKenzie asks for Ms. Pillon-Abbs opinion. Ms. Pillon-Abbs states that the plan is to buffer the area from the parking area to residents with trees and a privacy fence.

Councillor Kieran McKenzie asks Administration whether the basis for recommendation for three-storey versus four-storey is solely on neighbourhood character or on the level on intensification such as inadequate services or traffic impacts. Mr. Garardo states that in evaluating the Official Plan, reasons for recommendation are types of development pattern where the current designation of the block is low profile residential with a

maximum of three-storeys in height. Mr. Garardo continues that intensification guidelines, adequate separation and privacy are evaluated as well.

Councillor McKenzie asks if a four-storey building was recently approved near the development. Chair Morrison agrees that it was six-storeys with commercial on the back of the building on Huron Church. Councillor McKenzie asks that there are a number of buildings along the corridor that are above three-storeys. Mr. Garardo agrees, and that Huron Church is designated as a mixed-use corridor with permissions of higher density. The current Official Plan contains policies of low-profile developments.

Councillor McKenzie asks if the three-storey recommendation is marginal that could have easily been four-storeys. Mr. Garardo states his recommendation aligns with the Official Plan and Provincial Policy.

Councillor McKenzie asks if the recommendation is not approved for four-storeys what would his next steps be. Mr. Habib states he feels his proposal is the best use of the site and would consider three-storey townhomes with a basement additional dwelling unit (ADU). Councillor McKenzie informs Mr. Hehr that the applicant may have another proposal that would be equally concerning, and will not stay vacant, and asks what his response would be if there was future development on the land. Mr. Hehr states that the proposal does not align with the current neighbourhood and is not opposed to additional units, rather that it conforms to the current zoning.

Chair Morrison asks if the footprint be expanded to create twenty units on three-storeys. Bryan Pearce states that with collaboration with the City, the site plan is consistent with the street pattern with the existing neighbourhood. Mr. Pearce states that the remnant lands remaining allow for site circulation for a driveway and underground parking, and if expanding then the building would be closer to the road and lot lines. Mr. Pearce states that following the Intensification Policies and current zoning regulations of the City, a height relief of nine meters at a set back of twenty-five feet.

Chair Morrison asks if the extra twenty feet was used to expand the footprint and add more units. Mr. Garardo states that the recommended provisions do include certain enhancements on property that allow for flexibility for a multiple dwelling to be on the property. Mr. Garardo states that the current proposal does not have residential units on the first floor, some of the recommended provisions do give the flexibility for a reduced set back of 10.5 meters and 1.2 metres distance for parking from habitable rooms, and the number of parking units. Mr. Garardo concludes that the recommended provision does have flexibility.

Chair Morrison asks if the proposal does not have any residential units on the first floor. Ms. Pillon-Abbs states that only amenity space would be on the first floor and allows for parking to be brought closer to the building. Ms. Pillon-Abbs states that the focus is for affordable rental units which is not offered currently in this neighbourhood. Chair Morrison asks whether this is solely a residential building, not mixed-use. Ms. Pillon-Abbs agrees.

Councillor Marignani asks why administration is recommending three-storeys over four. Mr. Garardo states that three-storeys exhibits existing development patterns which is consistent with low development profiles.

Councillor Francis states he cannot support the motion and agrees with the resident regarding adding congestion to an already congested neighbourhood and to not support four storey building. Councillor Francis states that Mr. Habib had some great points but concludes he cannot support the motion.

Councillor McKenzie states that the impact of twenty units on infrastructure and traffic would be negligible, and the developer will address challenges for privacy to surrounding residents at the site plan control stage.

Moved by: Councillor Kieran McKenzie Seconded by: Member Anthony Arbour

Decision Number: DHSC 620

- 1. THAT Schedule "A" of Volume I: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by designating lands on Plan 1015, Lots 76 to 79, Part Lot 75 and RP 12R21146 Parts 5 to 7; Windsor (Roll 080-490-04510-000), situated on the East side of Daytona Avenue, South of Northwood Street and known municipally as 2230-2240 Daytona Avenue, as a Special Policy Area; and,
- 2. THAT Chapter I in Volume II: Secondary Plans and Special Policy Areas of the City of Windsor Official Plan **BE AMENDED** by adding site specific policies as follows:

1.XX East Side of Daytona Avenue, South of Northwood Street

LOCATION	1.xx.1	The property described as Plan 1015, Lots 76 to 79, Part Lot 75 and RP 12R21146 Parts 5 to 7, in the City of Windsor, known municipally as 2230-2240 Daytona Ave, is designated a special policy area on Schedule A: Planning Districts and Policy Areas in Volume I – The Primary Plan.
ADDITIONAL PERMITTED	1.xx.2	Notwithstanding Section 4.7.1.4 of the Official Plan, Volume II, South Cameron
USES		Secondary Plan: a multiple dwelling shall be an additional permitted use.

3. THAT Zoning By-Law 8600 **BE AMENDED** by changing the zoning of Plan 1015, Lots 76 to 79, Part Lot 75 and RP 12R21146 Parts 5 to 7; Windsor (Roll 080-490-04510-000), situated on the East side of Daytona Avenue, South of Northwood Street and known municipally as 2230-2240 Daytona Avenue by adding a site-specific exception to Section 20(1) as follows:

505. EAST SIDE OF DAYTONA AVENUE, SOUTH OF NORTHWOOD STREET

For the lands comprising Plan 1015, Lots 76 to 79, Part Lot 75 and RP 12R21146 Parts 5 to 7; Windsor (Roll 080-490-04510-000), situated on the East side of Daytona Avenue, South of Northwood Street and known municipally as 2230-2240 Daytona Avenue, a multiple dwelling with five or more dwelling units shall be an additional permitted main use subject to the following additional provisions:

- 1. Notwithstanding the definition of "front lot line" in Section 3, the exterior lot line adjacent to Daytona Avenue shall be deemed to be the front lot line.
- 2. Lot Width minimum 44.0 m
- 3. Lot Area per dwelling unit minimum 90.0 m2
- 4. Lot Coverage maximum 40.0%
- 5. Main Building Height –maximum 14.63 m
- 6. Front Yard Depth minimum 4.0 m
- 7. Side Yard Width minimum 5.0 m
- 8. Rear Yard Depth minimum 12.0 m
- 9. Notwithstanding Sections 25.5.20.1.5 and 25.5.20.1.6, where a building is located on the same lot as the parking area, for a building wall containing a habitable room window, a main pedestrian entrance facing the parking area, or containing both a habitable room window and main pedestrian entrance facing the parking area, the minimum parking area separation from that building wall shall be 0m.
- 10. Direct vehicular access to Northwood Street is prohibited; and,
- 4. THAT the Site Plan Approval Officer **BE DIRECTED** to incorporate the following, as required, in the site plan approval and site plan agreement:
- a) Noise abatement shall be required to be incorporated into the site plan agreement in accordance with section 4.7.1.9 of the City of Windsor Official Plan, Vol. II.
- b) The requirements and recommendations of municipal departments and agencies as noted in this report and detailed in Appendix attached. Carried.

Councillors Fred Francis and Angelo Marignani voting nay.

Member Daniel Grenier discloses an interest and abstains from voting on this matter.

Report Number: S 67/2024 Clerk's File: Z/14775 & Z/14776

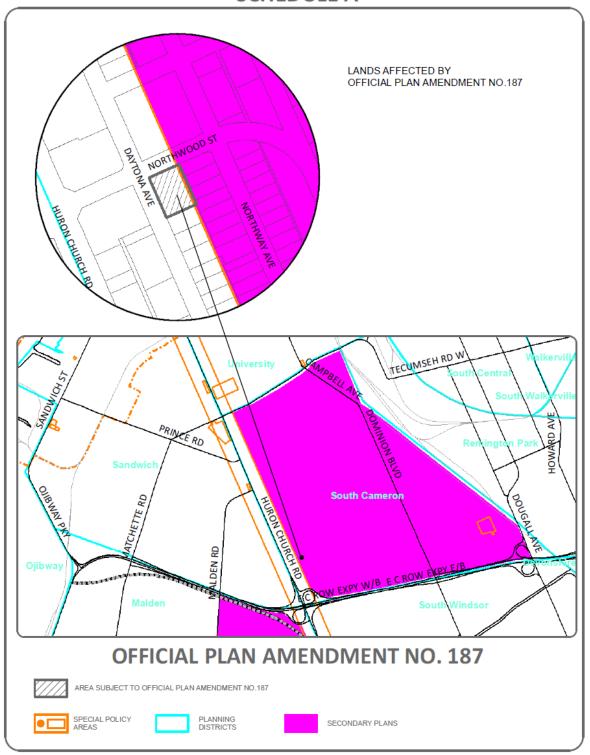
COUNCIL MEETING:

A meeting of City Council was held on Jul7 8, 2024, at which time the recommendations of the DHSC were considered (Report Number: S 67/2024, Item No. 7.4).

Sumeet Hehr, area resident provided written submission reiterating his objections made at the June 3, 2024, DHSC meeting. Council did not ask any follow-up questions to the applicant, or administration.

Council approved the recommendations of DHSC (CR289/2024 DHSC 620).

SCHEDULE A



BY-LAW NUMBER 147-2024

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the 9th day of September, 2024.

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:

505. EAST SIDE OF DAYTONA AVENUE, SOUTH OF NORTHWOOD STREET

For the lands comprising Plan 1015, Lots 76 to 79, Part Lot 75 and RP 12R21146 Parts 5 to 7; Windsor (Roll 080-490-04510-000), situated on the East side of Daytona Avenue, South of Northwood Street and known municipally as 2230-2240 Daytona Avenue, a multiple dwelling with five or more dwelling units shall be an additional permitted main use subject to the following additional provisions:

i.. Notwithstanding the definition of "front lot line" in Section 3, the exterior lot line adjacent to Daytona Avenue shall be deemed to be the front lot line.

ii	Lot Width – minimum	44.0 m
iii.	Lot Area – per dwelling unit – minimum	90.0 m2
iv	Lot Coverage – maximum	40.0%
V.	Main Building Height –maximum	4.63 m
vi.	Front Yard Depth – minimum	4.0 m
vii.	Side Yard Width – minimum	5.0 m
viii.	Rear Yard Depth – minimum	12.0 m

- ix. Notwithstanding Sections 25.5.20.1.5 and 25.5.20.1.6, where a building is located on the same lot as the parking area, for a building wall containing a habitable room window, a main pedestrian entrance facing the parking area, or containing both a habitable room window and main pedestrian entrance facing the parking area, the minimum parking area separation from that building wall shall be 0m.
- x. Direct vehicular access to Northwood Street is prohibited; and,

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 6:

1. Item Numbe r	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendme nt Number	5. Zoning Symbol	6. New Zoning Symbol
1	4	Plan 1015, Lots 76 to 79, Part Lot 75 and RP 12R21146 Parts 5 to 7; Windsor (known municipally as 2230- 2240 Daytona Ave; Windsor; (080-490- 04510-000)	187	RD2.2	RD2.2 S.20(1)505

DREW DILKENS, MAYOR

CITY CLERK

First Reading - September 9, 2024 Second Reading - September 9, 2024 Third Reading - September 9, 2024

BY-LAW NUMBER 148-2024

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE $9^{\rm TH}$ DAY OF SEPTEMBER, 2024

Passed the 9th day of September, 2024.

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 - September 9, 2024 Second Reading - September 9, 2024 Third Reading - September 9, 2024



Council Questions: SCM 255/2024

Subject: Summary of Outstanding Council Questions as of August 28, 2024

OUTSTANDING COUNCIL QUESTIONS

Just a reminder that this is quoted from the 2004 Council report:

"overdue Council Questions (i.e., <u>outstanding for 30 days or more) be responded to immediately."</u>

Outstanding:

2019 - 1

2020 - 3

2021 - 3

2022 - 1

2023 - 15

2024 - 24

2019

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Kieran McKenzie	Chief Administrative Officer	Asks that in light of the recent announcement from FCA to eliminate the third shift at the Windsor Assembly Plant and understanding the gravity of the economic impact to our community where as many as 10,000 jobs may be lost or affected, that Administration develop a proposal for Council's review that could incent FCA to consider the possibility of introducing a new product into the Windsor Assembly Plant Facility. In doing so Administration should consider how existing City of Windsor economic development programs could be applied or amended to create a proposal that can help to protect the jobs now at risk both at the Windsor Assembly Plant and across the community generally. SPL/10759 (April 15, 2019)	Type of Response Required -Written Report

<u>2020</u>

COUNCIL		QUESTION - ISSUES RAISED	
MEMBER			
Kieran McKenzie	Comm. Human Health & Services and Comm. Economic Development	That Administration prepare a comparative analysis of the Affordable Housing frameworks and incentives that are in place in comparable municipalities. To the extent that the data is available the analysis should consider all forms of affordable housing and the composition of the affordable housing marketplace in the communities analyzed.	Type of Response Required -Written Report
Fab:-	Compress Constitution	SS2020 (February 3, 2020)	Time of
Fabio Costante	Comm. Corporate Services (Executive Director Human Resources)	It is important that we recognize and acknowledge the historic and systemic nature of racism and discrimination in our country and our City. We understand that to move forward and promote equity and eliminate anti-racism requires reaching out to and hearing from the voices of those in our community and Corporation most impacted by discrimination and racism. In this pursuit, it is also essential that we work towards having a Corporation that is representative of the people it serves and that everyone is treated with respect. As such, I am seeking the input and recommendations of Administration and our Diversity Advisory Committee on the viability of: 1.Including community-led consultations on systemic racism, under Phase 2 of the City of Windsor Diversity and Inclusion Initiative. 2.Seeking the input of those in our Corporation and related entities and our community most affected by racism and discrimination, regarding barriers to hiring and advancement in our Corporation and related entities as part of the Diversity and Inclusion Initiative. 3.Including recommendations and input regarding providing historical information and educational materials for City owned statues, buildings and streets named with racist histories	Type of Response Required -Written Report

		and further developing a plan for inclusive street	
		and property naming practices in the future.	
		APM2020 (July 13, 2020)	
McKenzie	Comm. Economic	CQ32-2020	Type of
	Development	That Administration review and report back to	Response
	·	Council on tree protection and replacement	Required
		policies as it relates to the City of Windsor's land	-Written
		development bylaws. The review should include	Report
		information pertaining to replacement ratios and	
		the mechanisms by which trees are protected	
		and required to be protected through the	
		development process as well as the extent to	
		· ·	
		which development is impacting the total tree	
		count under our current framework along with	
		options for Council to consider in terms of	
		protecting trees and increasing tree cover	
		through land development policy.	
		SRT2020 (December 7, 2020)	

<u>2021</u>

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Jo-Anne Gignac	Comm. Corporate Services (Executive Director of Human Resources)	CQ7-2021 Asking Administration to provide a report to Council outlining the policy that regulates procedures after an accident involving City vehicles and any amendments they might propose to update it. ACD2021 & AL2021 18.2 (March 29, 2021)	Type of Response Required -Written Report
Kieran McKenzie	Comm. Corporate Services	CQ17-2021 Asks that, to promote greater public safety for all people, that Administration work to develop a bylaw for Council consideration to provide the City of Windsor with additional tools within the licensing framework for enforcement agencies to address unsafe and illicit activity in hotels and motels across the community that create dangerous and undesirable situations for motel guests, neighbours, and community members alike. The bylaw development process should include consultation process with industry stakeholders and social service providers, social agencies and health providers from both within and external to the City of Windsor as well as any other stakeholder group deemed appropriate by Administration. AB2021 & MH2021 18.1 (July 26, 2021)	Type of Response Required -Written Report
Jo-Anne Gignac	Comm. Economic Development	CQ26-2021 Asks that Administration research what municipal zoning bylaws may be in place in other municipalities in Ontario or across Canada that regulate Cannabis retail outlets/consumption areas. GP/13047 18.3 (November 1, 2021)	Type of Response Required -Written Report

<u>2022</u>

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Fabio Costante	Comm. Community Services	Asks that, as part of the Urban Forest Management Plan, Administration should include information about the following: How a tree is determined to be either public or privately owned. Reason(s) for potential change in ownership status. The impacts of change in ownership status for the municipality and the private property owner with respect to liability, maintenance and replacement costs. ACOQ2022 & SRT2022 (August 8, 2022)	Type of Response Required -Written Report

2023

COUNCIL		QUESTION – ISSUES RAISED	
MEMBER	0		T
Kieran McKenzie	Comm. Economic Development	CQ1-2023 Asks that given Council's declaration of a Climate Change Emergency informing the need to address climate change through municipal policy frameworks;	Type of Response Required -Written Report
		And further, given the energy capacity challenges and opportunities faced by our community over the short, medium and long term;	
		That Administration report back to Council with proposals for Council consideration to create a Green Energy Community Energy Plan (CIP) with the goal of creating a favourable energy investment climate for sustainable energy proposals.	
		ACOQ2023 (January 16, 2023)	
Kieran McKenzie	Comm. Economic Development (City Planner)	CQ5-2023 Given the significant housing crisis challenging municipalities across Canada, including the City of Windsor	Type of Response Required -Written Report
		And noting, the objective stated by the Government of Ontario to add 1.5 Million home across the province over the next 10 years, including 13,000 in our Community.	порол
		And Whereas, the City of Windsor has already recognized the benefits of adding housing capacity through Additional Dwelling Units (ADUs) by enacting Planning Act amendments thereby eliminating some barriers to investment.	
		That Administration report back with further options for Council to consider that would include a range of financial tools including (but not necessarily limited to) a targeted Community Improvement Plan or Grant program that would address industry challenges to help promote greater uptake of the opportunity to augment housing stock through investments in ADUs.	
		SS2023 (February 13, 2023)	

Kieran McKenzie	Comm. Corporate Services (City Clerk)	That, given the City of Windsor's stated objective in Council's approved Diversity and Inclusion Initiative to: continually take steps to learn and grow as a community and to recognize that "diversity adds to our strength and creates an important opportunity for fostering understanding, acceptance and innovation", and, The City's publicly articulated commitment to an Agency, Board and Committee (ABC) appointments process that is transparent, fair and consistent; That Administration undertake a review of the city's appointment policy, including a comparison to processes and policies adopted in peer municipalities such as (but not limited to) London, Kitchener and Cambridge and report back with options for Council consideration in terms of best practices or improvements that can be made in the context of Equity, Diversity, Inclusion, Transparency and Accountability. ACO2023 (February 13, 2023)	Type of Response Required -Written Report
Angelo Marignani	Comm. Community Services	CQ10-2023 That Administration report back to City Council on a collaboration with Detroit City Council in creating a new International Freedom Festival. This world class civic event will promote international investment while improving the quality of life in our city. It will showcase our rich heritage and shared identity of our two cities. The focal point of this new annual festival will be the new Gordie Howe International Bridge, opening in 2024. There is more than a bridge that connects us and it is in our advantage to strengthen these connections. SR2023 (February 27, 2023)	Type of Response Required -Written Report
Mark McKenzie	Comm. Community Services	CQ12-2023 Asks that Administration develop new policies and provide report back to tamp down on "frivolous, dangerous and unreasonable" behaviour at City Hall and other City owned facilities, similar to Essex County Council. Also, report back on feasibility of installing metal detectors at City Hall and WFCU Centre. ACO2023 (May 29, 2023)	Type of Response Required -Written Report

Mark McKenzie	Comm. Infrastructure Services	CQ13-2023 Asks Administration re-examine the Driveway Requirement Policy regarding 2.2.1 which deals with not allowing front parking, as well as the Official Plan to allow front driveways with report back to Council.	Type of Response Required -Written Report
Gary Kaschak	Comm. Infrastructure Services	CQ14-2023 Asks that Administration investigate the use of rumble strips in an urban environment within the City of Windsor through a pilot installation on Grand Marais Avenue between Plymouth and Pillette Road and that information as to their effectiveness be collected, analyzed and reported back to Council once sufficient data has been collected to determine both the benefits and concerns of their use in an urban setting and that the cost of the pilot be funded through the Expedited Temporary Traffic Calming Program. ST2023 & ACOQ2023 (May 29, 2023)	Type of Response Required -Written Report
Angelo Marignani	Comm. Community Services	CQ15-2023 Asks to have the city look into more auxiliary police being used on a regular schedule in our public parks and trails. A report back on costs and risks involved.	Type of Response Required -Written Report
Mark McKenzie	Comm. Corporate Services	SP2023 (May 29, 2023) CQ22-2023 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.	Type of Response Required -Written Report
Angelo Marignani	Comm. Corporate Services (Deputy Licence Commissioner)	ACOQ2023 & ACO2023 (July 10, 2023) CQ23-2023 Asks that administration report back to city council regarding the rise in popularity of smoker barbecues and the nuisance that it causes in the community with air pollution and concerns from neighbors who no longer can enjoy their outdoors as a result of smoke. ACO2023(August 8, 2023)	Type of Response Required -Written Report

Renaldo Agostino	Comm. Infrastructure Services / Comm. Economic Development	CQ26-2023 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 pre-approved 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. ACO2023 (September 18, 2023)	Type of Response Required -Written Report
Fred Francis	Comm. Infrastructure Services	CQ29-2023 Asks that Administration report back to City Council about a policy regarding capital improvements at city gateways to provide options for further enhancements when budget allotments do not allow for them. ACO2023 (October 30, 2023)	Type of Response Required -Written Report
Jo-Anne Gignac	Comm. Economic Development	Asks 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 compliment these identified areas. ACO2023 (October 30, 2023)	Type of Response Required -Written Report
Renaldo Agostino	Comm. Infrastructure Services	CQ34-2023 Downtown businesses face many challenges. A major concern is our current streetscaping plan. Many benches occupy space in front of abandoned businesses. These benches attract unwanted illegal public drinking and in some case use of illegal narcotics. These areas then get used as street bathrooms. This then becomes a burden on the businesses/their redevelopment	Type of Response Required -Written Report

and in some cases residential buildings ask the residents. Asks that Administration report back regarding the current streetscaping plan to remove or relocate benches that exist around abandoned businesses. ACO2023 (October 30, 2023) Renaldo Agostino COMM. Infrastructure Services CO35-2023 Recently I've had reports from concerned citizens in regards to the operations from out of town buses. I myself was almost involved in a car accident in-front of the police station where a bus just randomly stopped to drop off passengers. I've also had reports concerning seniors being left out in the cold waiting hours for a bus to pick them up			
Renaldo Agostino COMM. Infrastructure Services Recently I've had reports from concerned citizens in regards to the operations from out of town buses. I myself was almost involved in a car accident in-front of the police station where a bus just randomly stopped to drop off passengers. I've also had reports concerning seniors being left out in the cold waiting hours for a bus to pick them up		residents. Asks that Administration report back regarding the current streetscaping plan to remove or relocate benches that exist around	
Agostino Infrastructure Services Recently I've had reports from concerned citizens in regards to the operations from out of town buses. I myself was almost involved in a car accident in-front of the police station where a bus just randomly stopped to drop off passengers. I've also had reports concerning seniors being left out in the cold waiting hours for a bus to pick them up		ACO2023 (October 30, 2023)	
back regarding out of town buses not utilizing our bus station and what steps can be taken to motivate them to do so. ACO2023 (October 30, 2023)	Infrastructure	Recently I've had reports from concerned citizens in regards to the operations from out of town buses. I myself was almost involved in a car accident in-front of the police station where a bus just randomly stopped to drop off passengers. I've also had reports concerning seniors being left out in the cold waiting hours for a bus to pick them up with no shelter. Asks that Administration report back regarding out of town buses not utilizing our bus station and what steps can be taken to motivate them to do so.	Response Required -Written

2024

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Gary Kaschak	Chief Administrative Officer	Asking that Administration provide a comprehensive report regarding all of the activities, situations, interactions & ramifications involved that occur within our Municipality from having the two current Federal border crossings & soon to be 3 located in our City. All financials, use of City employees & monies involved with Windsor hosting these Federal border crossings are required to be outlined for City Council.	Type of Response Required -Written Report
Jo-Anne Gignac	Comm. Community Services	CQ3-2024 Canada Goose population is becoming a dangerous hazard and there are no natural predators to keep check on the population growth. Personal injury and vehicle accidents related to geese is on the rise. Asks that administration report on options including a cull be presented to Council.	Type of Response Required -Written Report
Renaldo Agostino	Comm. Infrastructure Services	ACO2024 (January 15, 2024) CQ4-2024 Asks that Administration look into removing parking metres across the city and replacing them with modern technology. I would like to know the costs of upgrading our system and the savings we could realize or any additional revenue sources.	Type of Response Required -Written Report
Mark McKenzie	Comm. Community Services	ACO2024 (January 15, 2024) CQ5-2024 Asks that administration report back with a variety of operating models & options for Lakeview park marina, including potential divestment options. ACO2024 & SR2024 (January 15, 2024)	Type of Response Required -Written Report
Renaldo Agostino	Comm. Infrastructure Services	CQ7-2024 Asks that Administration look into changing some one-way streets downtown back into two-way streets. This has the potential to make our roads safer and bring more business downtown on Pellissier and McDougall, for example. ACO2024 & ST2024 (February 12, 2024)	Type of Response Required -Written Report

Mark McKenzie	Comm. Infrastructure Services	CQ10-2024 Asks that Administration report back regarding a policy adjustment for approval, which would change the permit policy to require a property owner to sign off on any permit applications. ACO2024 & SB2024 (February 12, 2024)	Type of Response Required -Written Report
Angelo Marignani	Chief of Police	Asks for a strategic partnership between city Administration and Windsor Police to work closely with school administrators to address specific challenges and tailor solutions to the unique needs of each school in relation to the Kiss and Ride program. The purpose of this question is to ensure safety on our streets for our students and drivers alike.	Type of Response Required -Written Report
Angelo Marignani	Comm. Community Services	ACO2024 & ST2024 (February 26, 2024) CQ12-2024 Asks that Administration consider instituting an annual citizen recognition award in Windsor to honour hard-working individuals who contribute to our community's well-being. This award would celebrate their effort, inspiring others and reinforce our city's values of compassion and dedication. ACO2024 & APR2024 (February 26, 2024)	Type of Response Required -Written Report
Gary Kaschak	Comm. Community Services	CQ13-2024 Asks that Administration prepare a report in regards to the potential of City installing a couple squash courts at a City owned facility for residents to rent & use moving forward. I understand there are no squash courts or facilities any longer in the City. ACO2024 & SR2024 (February 26, 2024)	Type of Response Required -Written Report
Jo-Anne Gignac	Comm. Community Services	CQ16-2024 Asks that Administration provide a report on the feasibility of adding indoor pickle ball courts to our facilities where space allows, utilizing the space as much as possible. ACOQ2024 & SR2024 (March 18, 2024)	Type of Response Required -Written Report
Jo-Anne Gignac	Comm. Economic Development	CQ17-2024 Asks that Administration prepare a report on feasibility of a residential "outdoor lighting bylaw", similar to those in Muskoka, Tecumseh and Lakeshore. ACOQ2024 & AB2024 (March 18, 2024)	Type of Response Required -Written Report

Renaldo Agostino	Comm. Human & Health Services	CQ19-2024 Asks that Administration report back to City Council on the current status of the warming bus initiative, including current statistics and also explore the feasibility of expanding this to a full year service, including all costs and resources required.	Type of Response Required -Written Report
Fabio Costante	Comm. Corporate Services	ACOQ2024 & MT2024 (March 18, 2024) CQ21-2024 Asks that Administration report back on the Short-Term Rental License By-law, what is working and what is not, especially from an enforcement perspective. Further, report back on potential strategies, taking into account what other municipalities are doing, in addition to advocacy proposals to upper level government.	Type of Response Required -Written Report
Kieran McKenzie	Comm. Infrastructure Services	ACOQ2024 & ACL2024 (March 18, 2024) CQ23-2024 Asks that Administration report back to Council on the feasibility, financial and service level implications of adding snow removal services on residential roads for Transit Windsor School Bus Extra routes. ACOQ2024 & SW2024 (March 18, 2024)	Type of Response Required -Written Report
Kieran McKenzie	Comm. Infrastructure Services	Asks that given the significant public safety and public nuisance concerns raised in our community related to illegal car rallies and excessive noise from motor vehicles; That Administration analyze and report back to Council on all available tools for Council consideration including strengthening bylaws as well as investments in new technologies including camera and sound detection devices and other hardware that can help to address these reckless driving behaviours; And Further that Administration conduct a review of what other municipalities have implemented to address this concern and undertake this analysis in collaboration with the Windsor Police Service and any other pertinent stakeholder. Carried. SP2024 & ACOQ2024 (April 22, 2024)	Type of Response Required -Written Report

Kieran McKenzie	Comm. Infrastructure Services	CQ26-2024 Asks that Administration Report back to Council with strategies for Council consideration to address transportation and transit services related challenges in the Twin Oaks Industrial Park.	Type of Response Required -Written Report
Kieran McKenzie	Comm. Economic Development	MT2024 & ACOQ2024 (April 22, 2024) CQ27-2024 Asks that given the City of Windsor positioning itself as a global leader in the production of Electric Vehicles, that Administration report back to Council on the City's Electric Vehicle charging capacity in both public and private spaces; And that the Administration propose recommendations for Council consideration to augment that capacity through direct investment, policy/bylaw change or incentive programs in order to further encourage EV adoption across the community. SW2024 & ACOQ2024 (April 22, 2024)	Type of Response Required -Written Report
Renaldo Agostino	Comm. Economic Development	CQ28-2024 Asks that Administration report back to examine the opportunities to eliminate or reduce parking requirements for new residential developments in the downtown core.	Type of Response Required -Written Report
Angelo Marignani	Comm. Community Services	ST2024 & ACOQ2024 (May 13, 2024) CQ30-2024 When responding to the CQ 16-2024 regarding indoor pickle ball courts asks that administration report back on limiting Pickleball bookings and making it more open to more users. SR2024 & ACOQ2024 (May 27, 2024)	Type of Response Required -Written Report
Kieran McKenzie	Comm. Infrastructure Services	Asks that Administration bring forward a Capital Plan for Council consideration, to construct appropriate cycling facilities along Riverside Drive from Ford Ave. to Strabane Ave. along a concurrent timeline as the Riverside Vista Phase 2A and that the project be funded through the Bikeways Development Fund. SW/8513 & ACOQ2024 (June 10, 2024)	Type of Response Required -Written Report

Kieran McKenzie	Comm. Economic Development	CQ32-2024 Asks that Administration report back on options that will help address scenarios where tenants in rental accommodations in the City of Windsor may be at risk for heat exposure in their dwelling unit.	Type of Response Required -Written Report
		ACO2024 & ACOQ2024 (July 8, 2024)	
Renaldo Agostino	Comm. Economic Development	Asks that given over the past month, our downtown has unfortunately seen some long-standing businesses leave their location due to landlord/tenant issues including earlier eviction then may be necessary. Acknowledging that administration is currently undergoing a review of all CIPs, I ask that when the final report comes back, it includes a review of potential CIP options that could help mitigate such situations in the downtown core.	Type of Response Required -Written Report
A l .	0.000	ACO2024 & ACOQ2024 (July 8, 2024)	T
Angelo Marignani	Comm. Community & Corporate Services	Asks that Administration report back to Council on the potential of naming or dedicating one of the currently unnamed storm water ponds found within the Little River Corridor park in recognition of Teachers and Mentors. SR2024 & ACOQ2024 (July 22, 2024)	Type of Response Required -Written Report
Mark McKenzie	Comm. Infrastructure Services	CQ35-2024 Asks that Administration report back to Council on the potential of naming or dedicating one of the currently unnamed storm water ponds found within the Little River Corridor park in recognition of Teachers and Mentors. SR2024 & ACOQ2024 (July 22, 2024)	Type of Response Required -Written Report

/sg as of August 28, 2024



Council Directives: SCM 100/2024

Subject: Outstanding Council Directives as of August 20, 2024

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
December 17, 2012	CR293/2012	16287	Corporate Services	That the report of the City Planner dated November 21, 2012 entitled "Exemption from Sandwich Demolition Control By-law 20-2007 — 508, 520, 540, 556, 570, 590, 604, 612, 615, 622, 623, 631, 639, 646, 663, 670, 673, 686, 704, 710, 718, 724, 730, 738, 744, 750, 753, 758-760, 759, 765, 764, 769, 772, 777, 778, 781, 784, and 790 Indian Road, 812 and 862 Mill Street, and 764, 770, 780 and 788 Rosedale Avenue" BE DEFERRED as requested by the Canadian Transit Company, to allow for further discussions with administration on this matter.	Report remains deferred as per City Solicitor.
August 24, 2015	CR159/2015	17893	Corporate Services	That City Council APPROVE the award of the Workforce Management Solution RFP 69-14 to the successful proponent, WorkForce Software; and	
				That the final FTE staffing changes reductions and resultant project savings and completions, BE REPORTED to City Council as part of or prior to the 2018 budget process.	
May 16, 2016	CR334/2016	S 76/2016	Finance & City Treasurer	THAT City Council AUTHORIZE the CFO/City Treasurer (or delegate) to sign Minutes of Settlement as it relates to the Centralized Property Appeals.	
				THAT the CFO/City Treasurer (or delegate) BE REQUIRED to report the results of the Minutes of Settlement to City Council once all appeals have been finalized.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 15, 2018	B32/2018	S 184/2017	Community Services	THAT the report from the City Forester regarding an update on the progress of a Citywide Tree Inventory Project, a Preventative Tree Maintenance Program and a Urban Forest Management Plan BE RECEIVED; and further,	
				That Administration PROVIDE information on any available subsidized programs which may exist by investigating best practices used in other municipalities; and that this information BE PROVIDED during the 2019 Budget deliberation process.	
March 26, 2018	CR155/2018	C 52/2018	Infrastructure Services	THAT City Council APPROVE all required expenditures to complete the deliverables of the demolition and development of 6700 Raymond Avenue, as per CR366/2017, and	
				That once the tender results are known that a report be submitted to City Council relative to the award of the contract and identifying a funding source for any projected funding shortfalls that may arise.	
May 07, 2018	CR275/2018	C 77/2018	Infrastructure Services	That Council PROVIDE Riverwest with the City's copyright permission to use banners and further,	
				That Council APPROVE the requested \$5000 indemnity and that this BE CHARGED to the Budget Stabilization Reserve Fund (BSR) and that Administration BE DIRECTED to prepare a draft policy for Council's consideration regarding banners (how they can be requested, all costs associated, etc.) outlining what would be expected.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
September 17, 2018	CR503/2018	S 122/2018	Community Services	That the report of the Manager Parks Development, dated July 20, 2018, responding to CQ27-2017 regarding first responders signage for parks, BE RECEIVED for information; and,	
				That Administration BE DIRECTED to develop a wayfinding standards policy based on the results of the Little River Corridor wayfinding signage and markers, as a pilot project, to be brought to City Council for approval.	
October 01, 2018	CR550/2018	C 165/2018	Community Services	That the report from Glos Associates Inc. titled "Proposed Relocation/Construction of Lanspeary Park Greenhouse Feasibility Study" and dated September 10, 2018 BE RECEIVED; and further,	
				That Administration BE DIRECTED to offer options for the expansion of the demonstration house on the site within the re-development plans for Lanspeary Park (options showcasing the low impact re-development); and further,	
				That Administration BE DIRECTED to provide information on production numbers for having this in-house versus externally for this service (how much does the taxpayer benefit from having this in- house.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
February 04, 2019	CR35/2019		Finance & City Treasurer	That City Council APPROVE, as per the requirements of the Leadership Asset Management Program (LAMP), the use of the tools and guidelines for Triple bottom line plus (TBL+), Whole life-cycle (WLC) and Business Case Evaluation (BCE) as developed through the LAMP grant and approved by the Asset Planning Steering Committee; and	
				That Administration BE DIRECTED to prepare a report for Council's consideration on methods that could be used to accelerate the process for implementation.	
March 25, 2019	CR120/2019	C 43/2019	Corporate Services	That the report of the City Treasurer regarding the Mayor, Councillors and Appointees 2018 Statement of Remuneration and Expenses BE RECEIVED for information; and further,	
				That Administration BE DIRECTED to prepare a report for Council's consideration on a process that would allow all members of Council to access conference materials and summary notes for information purposes, from those Councillors that attend conferences.	
April 01, 2019	B8/2019	C 226/2018	Finance & City Treasurer	That City Council RECEIVE the 2019 Capital Budget 7-Year Plan documents reflective of approx. \$845.104 M in total funding; and	
				That Administration BE DIRECTED to REPORT BACK to Council regarding the infrastructure deficit and a high-level plan to address it;	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
July 08, 2019	CR322/2019	C 68/2019	Economic Development	That a vacant building registry NOT BE IMPLEMENTED at this time and the vacant building initiative (VBD) BE EXTENDED to July 2020; and	
				That administration BE DIRECTED to report back in 2020 for a more fulsome breakdown of statistics including types of orders issued, which were successful, which were complied with, and that the report ALSO INCLUDE options for a vacant building registry that expressly includes the topic of access, cost recovery, identification, highest fees possible under the law and the shortest timelines.	
October 07, 2019	CR495/2019	C 162/2019	Finance & City Treasurer	That Council AUTHORIZE administration to negotiate a Municipal Sewer Access Agreement between the City of Windsor and Noventa Engergy Partners Ltd and,	
				That Council DIRECT administration to report back detailing the outcome of the negotiated agreements and other related matters contained in this report.	
April 27, 2020	CR149/2020	C 76/2020	Finance & City Treasurer	That administration BE DIRECTED to prepare a report for Council's consideration, as soon as possible, on options available for the City of Windsor to use the Municipal Accommodation Tax (MAT) to help the local hospitality industry as a result of the ongoing COVID-19 pandemic.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
November 09, 2020	CR553/2020	S 53/2020	Economic Development	That Administration BE REQUESTED to give notice of intention to designate the property located at 436 Askin Aveand,	In queue; to be started once Walkerville HCDS is completed.
				That Administration REPORT BACK to Council regarding initiation of a Heritage Conservation District Area Study for this area; and, that the report include suggestions related to potential boundaries, optional designation of a Heritage Conservation District Study Area Bylaw, timing of the study and funding considerations.	
November 23, 2020	CR588/2020 para. 3	C 221/2020	Infrastructure Services	That Council ENDORSE the establishment of a Mandatory Downspout Disconnection Zone for the area bounded by Norfolk St. to the North, Dougall Ave/Howard Avenue to the East and the Herb Grey Parkway to the West and South; and,	
				That a Mandatory Downspout Disconnection Pilot Project, the boundaries to be determined by the City Engineer, BE UNDERTAKEN within the Mandatory Downspout Disconnection Zone with an upset limit of \$250,000 funded by Project ID#7199004 – Sewer Master Plan Implementation Project; and,	
				That the results of the Mandatory Downspout Disconnection Pilot Project BE COMMUNICATED to Council once sufficient data is available;	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
December 07, 2020	CR616/2020	C 54/2020	Finance & City Treasurer	That City Council INDICATES ITS INTENT that the future excess capacity identified in the Development Charges Background Study, dated November 5, 2020, prepared by Hemson Consulting Ltd., shall be paid for by development charges or other similar charges; That administration BE DIRECTED to report back at a high level on the economic impact and any perceived impacts on development if Council were to revisit eliminating the industrial exemption.	
March 29, 2021	CR119/2021	C 220/2020 & C 32/2021	Chief Administrative Officer	That the update from the Senior Manager of Facilities on the Corporate Security Plan and Risk Assessment BE RECEIVED; and further, That City Council APPROVE the hiring of one Temporary Coordinator of Security Services at an estimated cost at \$122,314 to be charged to the Budget Stabilization Reserve, for the development of Corporate security policies, protocols, and a draft implementation plan with options for a centralized Security Division, with a report back to City Council at the 2022 Budget deliberations.	
May 03, 2021	CR179/2021		Corporate Services	That the report of the Senior Legal Counsel and Student-at-Law dated April 9, 2021 entitled "Response to CR591/2020 – Cannabis Odour" BE DEFERRED to allow for a further report once the enforceability of the Town of Learnington's Cannabis Regulation By-law is considered by the Superior Court of Justice and the Normal Farm Practices Protection Board, and that the report also include possible enforcement options that would be available for Council's consideration.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
May 17, 2021	CR213/2021	CMC 8/2021	Economic Development	That the correspondence from Paul Mullins on behalf of Assumption Parish dated April 23, 2021 requesting support from the City of Windsor to be recognized by Parks Canada as a Nationally Significant Historic Site, BE REFERRED to administration for review and a report back to Council for consideration, specifically as it would pertain to the ramifications designation would have on city property.	
July 19, 2021	CR331/2021	S 80/2021	Community Services	That the report from the Cultural Development Coordinator regarding the expansion of the City of Windsor's Poet Laureate program BE RECEIVED; and further,	
				That the Poet Laureate program, established as an ongoing program, BE REBRANDED as the 'Poet Laureate and Storytellers' program; and further,	
				That the administrative report BE REFERRED to the Diversity Committee for review and comment; and,	
				That additional consultations BE CONDUCTED as appropriate.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
July 26, 2021	CR363/2021	S 71/2021	Economic Development	That Report No. S 71/2021 updating City Council on the use and implementation of the Brownfield Redevelopment Community Improvement Plan (CIP) and tabling issues to be addressed as part of the CIP update BE RECEIVED for information; and,	
				That the City Planner BE DIRECTED to consult with stakeholders regarding potential changes to the Brownfield Redevelopment CIP outlined in Report No. S 71/2021 and prepare any necessary CIP amendments for Council's consideration.	
September 27, 2021	CR387/2021	C 116/2021	Finance & City Treasurer	That City Council SUPPORT the following actions with regards to the development and implementation of an enhanced investment strategy:	
				That Administration BE AUTHORIZED to prepare a Request for Proposal (RFP) for Investment Advisory services; and further,	
				That Administration BE DIRECTED to explore alternative options to traditional financial instruments to maximize overall investment returns for the City; and further,	
				That Administration BE AUTHORIZED to prepare an Expression of Interest (EOI) to seek interest in the development of an inhouse solution for managing current and projected cash flows more efficiently through the use of technology; and further,	
				That Administration BE DIRECTED to report back to City Council the results of the above noted actions.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
October 04, 2021	CR419/2021		Community Services	That the report of the Project Administrator dated August 27, 2021 entitled "Proposed Artificial Turf Sports Field - Ward 6 & 7" BE REFERRED to the 2022 Capital Budget deliberations.	
October 04, 2021	CR429/2021	S 41/2020 & AI 7/2021 & AI 10/2021	Economic Development	That the report of the Senior Planner – Policy and Special Studies dated February 27, 2021 entitled "Closure of Part of Dodsworth Street, Between Kay Street and Malden Road, Between 5168 and 5180 Malden Road - Applicant: T. Fasan - SAS/5917 - Ward 1" BE REFERRED back to administration to allow administration the opportunity to work with the Applicant to come to an amenable resolution for everyone involved.	
October 04, 2021	CR448/2021	S 110/2021	Infrastructure Services	That the addition of signage at pedestrian inter-block walkways in the wintertime BE APPROVED; and, That administration BE DIRECTED to monitor	
				the effectiveness for a period of 2 years;	
October 25, 2021	CR476/2021	C 129/2021	Community Services	That City Council APPROVE the design of the building and the terraces for the Legacy Beacon as the new home for Streetcar No. 351, located on the waterfront North of Riverside Drive at the foot of Caron Avenue in Legacy Park (Appendix A); and,	
				That Administration REPORT BACK to Council with a business case for the concession/terrace area prior to the 2022 budget deliberation meetings or as soon as possible thereafter.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
November 01, 2021	CR497/2021	S 132/2021	Community Services	That the report of the Cultural Development Coordinator and Manager of Culture & Events dated September 16, 2021 entitled "Update of Round 2 of the Arts, Culture and Heritage Fund 2021 – City Wide" BE RECEIVED for information; and,	
				That Administration BE DIRECTED to investigate the possibility of private sector partnerships to augment the funding envelope that this program delivers to the community.	
December 13, 2021	B34/2021	C 113/2021	Community Services	That the report of the Project Administrator dated August 27, 2021 entitled "Proposed Artificial Turf Sports Field - Ward 6 & 7" BE REFERRED back to Administration to continue to explore artificial turf options with stakeholders for Council's consideration.	
February 28, 2022	CR88/2022	C 142/2021	Community Services	That the report of the Landscape Architect dated September 23, 2021 entitled "Response to CQ 32-2020: Tree Protection and Replacement Policies Related to Development – City Wide" BE REFERRED back to Administration; and further,	
				That Administration REPORT BACK to Council to provide information related to options for a regulatory framework to ensure overall tree coverage across the community is not diminished due to the new development of private lands by requiring the replacement of trees removed on a caliper per caliper basis as deemed appropriate by the City Forester and City Planner.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
March 21, 2022	CR102/2022		Health & Human Services	That the report of the Senior Legal Counsel dated September 18, 2020 entitled "Council Question CQ23-2019 - Payday Loan Establishments - City Wide" BE RECEIVED for information; and further,	
				That Administration PROCEED with establishing a cross-sectoral committee with the appropriate partners and representatives to acquire local information and develop a strategy to distribute education materials regarding alternative financial options and supports; and,	
				That Administration REPORT BACK to the Community Services Standing Committee after one year with a summary of work completed to date.	
April 11, 2022	CR150/2022	S 29/2022	Infrastructure Services	That Administration BE AUTHORIZED to initiate a Home Flood Protection Program on a pilot basis; and further,	
				That Administration REPORT BACK to City Council on completion of the pilot program.	
April 25, 2022	CR171/2022	C 54/2022	Corporate Services	That the report of the (Acting) Licence Commissioner and the Executive Initiatives Coordinator dated March 25, 2022 entitled "Residential Rental Licensing By-law—Wards 1 & 2" and draft by-law, "A By-law Respecting the Licensing of Residential Rental Housing Units," attached as Appendix A, BE RECEIVED for information; and,	
				That Administration REPORT BACK TO COUNCIL on the results of the two-year pilot study within Wards 1 and 2.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
April 25, 2022	CR184/2022	S 39/2022	Community Services	That the report of the Manager of Culture & Events dated March 15, 2022 entitled "City of Windsor Lancaster Bomber FM 212 Progress Report 2019-2021 – Ward 3" BE RECEIVED for information; and further,	
				That Administration BE DIRECTED to report to City Council regarding a fundraising strategy, a plan for assembly of the aircraft, and options to display the aircraft to the public once the assembly portion has been completed.	
May 09, 2022	CR195/2022	C 1/2022	Infrastructure Services	That the report of the Engineer II dated January 5, 2022 entitled "Response to CQ13- 2021 – Basement Flood Risk Reduction Update – Ward 7" BE RECEIVED for information; and further,	
				That administration BE DIRECTED to report back to Council on what effective monitoring program can be put in place to give early warning in order to mitigate future flooding events and make proper adjustments to the system as needed.	
May 09, 2022	CR208/2022	S 14/2022	Infrastructure Services	That the report of the Environment, Transportation & Public Safety Standing Committee of its meeting held April 27, 2022 entitled "Ward 9 Ditch Survey and Inspection of Private Culverts and Private Catch BasinsWard 9" BE DEFERRED to a future meeting of Council to allow for affected residents to meet with Administration regarding their specific issues.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
May 09, 2022	CR222/2022		Finance & City Treasurer	That Administration BE DIRECTED to bring back a report before the next winter season, on possible ways that we can address the large gap between the demand for Snow Angels and the number of residents that are assisted. Options should include, but not be limited to improving our recruiting efforts of volunteers and/or providing the service with a set fee or no fee.	
June 13, 2022	CR272/2022	C 98/2022	Community Services	That the results of the Consultant's report for a new outdoor ice rink at City Hall BE REFERRED to the 2023 budget for funding required; and further, That Administration BE DIRECTED to work with representatives from All Saints Church for alternatives/options for the next skating season.	
June 13, 2022	CR273/2022	S 14/2022	Infrastructure Services	That WSP Canada Inc. firm BE APPOINTED as the Drainage Engineer to make an examination of, and prepare a Drainage Report for the repair and improvement to, the Dawson Drain between Division Road and the O'Neil Drain and to the O'Neil Drain from south of Hallee Crescent to Division Road under section 78 of the Drainage Act; and further,	
				That Administration BE DIRECTED to report back to Council once the Drainage report for the repair and improvement of the Dawson Drain is complete.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
July 11, 2022	CR284/2022	C 105/2022	Finance & City Treasurer	Whereas City Council previously approved the capital cost of land acquisitions being Point East Development ("Land Acquisitions") to be financed through long-term borrowing by issue of debentures to Ontario Infrastructure and Lands Corporation (OILC), City Council APPROVES the following with respect to the financing of the Land Acquisitions:	
				That the CFO/City Treasurer BE INSTRUCTED to report back to City Council the results of the long-term borrowing at the earliest opportunity following completion;	
July 25, 2022	CR311/2022	C 118/2022	Finance & City Treasurer	That the 2021 Annual Investment Compliance Report for the year ending December 31, 2021 BE RECEIVED for information; and further,	
				That Administration REPORT BACK on ways to broaden the City of Windsor's portfolio and access other Joint Investment Boards (JIBs) that are endorsed by the Association of Municipalities of Ontario (AMO) and the Municipal Finance Officers' Association of Ontario (MFOA), including the benefits and drawbacks of investing in these other financial vehicles.	
August 08, 2022	CR352/2022	C 140/2022	Finance & City Treasurer	That City Council APPROVE the \$743,500.00 for the project recommended in this report for submission to Intake 3 for the Investing in Canada Infrastructure Program (ICIP) – Public Transit; and,	
				That should the City not be successful in this grant submission, a communication report BE PROVIDED to inform City Council.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
September 06, 2022	CR374/2022	S 76/2022	Infrastructure Services	That Administration BE REQUESTED to report back to a future meeting of Council to provide a review of the Speed Hump Policy and options to approve the same.	
September 06, 2022	CR390/2022	C 112/2022	Health & Human Services	That the Executive Director, Housing & Children's Services REPORT BACK on: - potential sites for the Housing Hub - the findings of the preliminary work completed to support a recommendation to enter into negotiations to acquire and/or build and/or renovate a property - the outcome of applications made related to capital and/or operating funding - any capital funding required for the acquisition, renovation or construction of the proposed Hub, as well as for any ongoing operating funding required to maintain the asset and deliver the services;	
September 06, 2022	CR393/2022	SCM 172/2022	Health & Human Services	That the additional information memo of the Executive Director of Housing & Children's Services dated August 3, 2022 regarding the motion from the Housing & Homelessness Advisory Committee of their meeting held June 21, 2022 and Report No. 14 of the Housing & Homelessness Advisory Committee entitled "Barriers faced by the 2SLGBTQIA+ community in finding appropriate housing and housing services" from their meeting held June 21, 2022 BE RECEIVED; and, That Administration BE DIRECTED to provide a report in 2023 outlining the next steps regarding the proposed training initiative;	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
September 06, 2022	CR399/2022	C 150/2022	Health & Human Services	That the report of the Coordinator of Housing Administration and Development regarding the Social Services Relief Fund ("SSRF") Phase 5 Windsor Essex Community Housing Corporation Capital Project BE RECEIVED for information, and, That the Executive Director of Housing and	
				Children's Services or their designate REPORT to City Council on the outcome of the capital developments;	
November 28, 2022	CR501/2022	C 191/2022	Infrastructure Services	That City Council RECEIVE the Investing in Canada Infrastructure Plan (ICIP) Grant Application report dated November 17, 2022, along with the report from IBI Group titled "Transit Windsor Garage Feasibility Study" dated October 28, 2021 provided in Schedule A; and further,	
				That given the dramatically higher cost estimate for the Transit Garage emanating from the detailed study recently completed by the IBI Group, City Council DIRECT Administration to re-evaluate the Transit Windsor Master Plan to determine how to best achieve the goals of the Master Plan and report back to Council as part of the Transit Master Plan Implementation Project update.	
January 16, 2023	CR8/2023	C 222/2022	Economic Development	That Administration REPORT BACK with a supplemental report providing details on emerging technologies and strategies related to decarbonization of the electrical grid;	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
February 27, 2023	CR106/2023	C 18/2023	Finance & City Treasurer	That City Council DIRECT Administration to monitor operations subsequent to the changes implemented as a result of Bill 109, and provide reports on any cross-departmental impacts with recommendations to address those impacts;	
				That Administration BE DIRECTED to track all variances and local costs that are required to put the legislation into effect, and that the information BE FORWARDED to a future meeting of Council.	
February 27, 2023	CR107/2023 para. 3	C 19/2023	Finance & City Treasurer	That report C 19/2023 regarding the More Homes Built Faster Act – Bill 23 BE RECEIVED for information; and further,	
				That Administration BE DIRECTED to track all variances and local costs that are required to put the legislation into effect, and that the information BE FORWARDED to a future meeting of Council.	
April 03, 2023	B18/2023		Community Services	That a priority wait list for City residents BE ESTABLISHED for Lakeview Marina; and,	
				That Administration BE DIRECTED to report back to Council to provide information regarding charging different fees for non-City of Windsor residents using the Lakeview Marina facility; and,	
				That Administration BE DIRECTED to provide information outlining options for establishing a priority wait list at other City owned facilities for Councils consideration.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
April 03, 2023	B29/2023		Finance & City Treasurer	That Administration BE DIRECTED to report back with regards to the University Avenue West Project # (ECP-14-07) road reconstruction, with information related to Potential Funding or other options that can be utilized to complete the entire road reconstruction, without affecting the current Capital Budget allocations;	
April 24, 2023	CR176/2023	S 27/2023	Infrastructure Services	That the report of the Transportation Planning Senior Engineer dated March 1, 2023 entitled "South National Street (Pillette to Jefferson) Traffic Calming," BE RECEIVED for information; and,	
				That Administration BE DIRECTED to report back to Council with costs, and feasibility of adding traffic calming measures including physical separators with barriers along South National Street, enhancing the cyclist crossing at South National Street and Balfour Avenue and explore a pedestrian crossover at West Minster Avenue and South National Street into the Riverside area.	
August 08, 2023	CR316/2023	C 107/2023	Community Services	That administration BE REQUESTED to report back with statistics related to open air burning.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
September 05, 2023	CR356/2023 para. 1-2	C 120/2023	Infrastructure Services	That Council APPROVE bi-weekly garbage collection, weekly organic collection, and bi-weekly leaf and yard waste collection from April until November, and that this service level BE IMPLEMENTED with the next waste collection contract expected to begin in 2025; and,	
				That Administration BE DIRECTED to report back to Council the results of the collection tender(s) and any additional costs related to the new SSO program, once available;	
September 05, 2023	CR356/2023 para. 5	C 120/2023	Infrastructure Services	That administration REPORT BACK to Council regarding the implementation of a comprehensive communication plan and process which includes community partners including post secondary institutions and communication mediums for residents who may not speak English.	
September 05, 2023	CR359/2023 para. 1-2	C 69/2023 & S 82/2023 & AI 12/2023	Infrastructure Services	That Administration BE DIRECTED to issue a Request for Proposal for curbside garbage collection and optional bidding for alley garbage collection in the alleys that garbage collection is being provided currently; and,	
				That Administration BE DIRECTED to report back to Council the results of the collection Request for Proposal and any additional costs related to the new SSO program, once available;	
September 05, 2023	CR359/2023 para. 5	C 69/2023 & S 82/2023 & AI 12/2023	Infrastructure Services	That administration BE DIRECTED to provide a report during the 2024 budget deliberation process for a plan to increase funding for alley maintenance for paved alleys.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
September 05, 2023	CR383/2023 para. 4d	C 128/2023	Finance & City Treasurer	That with respect to DMAF 4 Program: That the CFO/City Treasurer BE DIRECTED to report back to City Council with updated information, along with any additional funding requirements, needed to allow for the full implementation of the proposed funding strategy for DMAF 4 prior to use of debt;	
September 05, 2023	CR385/2023	S 92/2023	Infrastructure Services	That Administration PREPARE for Council's consideration a plan to complete the engineering and design work for Howard Avenue between South Cameron and Cabana Road; and, That Administration CREATE an accelerated financing option to be considered during the 2024 Capital Budget Process.	
October 16, 2023	CR421/2023	S 96/2023	Infrastructure Services	That administration BE REQUESTED to conduct a traffic analysis of the immediate surrounding neighbourhood and to come forward with recommendations for Councils consideration to address parking concerns and general traffic issues.	
October 16, 2023	CR429/2023		Infrastructure Services	That the petition presented by Councillor Kieran McKenzie on behalf of residents of Windsor asking for an increase in buses during peak hours and a review of bus schedules BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the Commissioner, Infrastructure Services and the Executive Director of Transit Windsor for the purpose of an examination of the requested works or undertakings, and that this be tabled as part of the public record.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
October 30, 2023	CR432/2023	S 107/2023	Community Services	That the report from the Manger, Culture and Events, dated August 21, 2023, entitled "Response to Open Streets Petition" BE RECEIVED for information; and further,	
				That in future years, the City CONTINUE to alternate between the newly proposed east-side route and the previously approved downtown/west-side route; and further,	
				That administration BE REQUESTED to provide information related to options regarding holding Open Streets events twice a year including feasibility and costs, one in the downtown/west-side route and one in the new east-side route.	
October 30, 2023	CR433/2023 para. 3	S 118/2023	Health & Human Services	That the report of the Manager, Homelessness and Housing Support in response to CQ 20-2023 Feasibility of Expanding Outreach Services and 311 Operating Hours BE RECEIVED for information; and,	
				That City Council DIRECT Administration to report back to Council with more data and information about the impact of recent improvements to the Homelessness Street Outreach team's schedule and after-hours homelessness response initiated through 311, before deciding if further expansion is needed;	
October 30, 2023	CR433/2023 para. 5	S 118/2023	Health & Human Services	That administration BE REQUESTED to report back to the Community Services Standing Committee, as to how the City will attempt to draw the various organizations together in an effort to collaborate and capitalize on the programs that they are prepared to offer.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
October 30, 2023	CR444/2023	C 77/2023 & C 149/2023	Infrastructure Services	That Administration BE REQUESTED to implement a private Local Improvement Policy (LIP) option through Ontario regulation 586/06 to allow for those property owners who own their portion of the East Riverside shorewall along Riverside Drive to access the LIP process.	
October 30, 2023	CR447/2023		Infrastructure Services	That the petition presented by Councillor Fred Francis on behalf of concerned citizens requesting a public consultation regarding Transit Windsor Proposed Route 330 BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the Executive Director of Transit Windsor for the purpose of an examination of the requested works or undertakings.	
November 27, 2023	CR461/2023	C 168/2023	Economic Development	That the report from the Senior Economic Development Officer requesting a Letter of Support for intercity passenger rail service BE RECEIVED FOR INFORMATION; and further, That City Council ENDORSE a Letter of Support from the Mayor to the Minister of Transport supporting the proposed Amtrak-VIA Rail Intercity Passenger Rail Connection; and further, That City Council AUTHORIZE Administration to represent the City of Windsor at future stakeholder meetings for this project; and further, That Administration BE DIRECTED to report status updates to City Council as soon as is practical.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
November 27, 2023	CR471/2023	S 31/2023 & C 119/2023	Infrastructure Services	That the report of the Manager of Homelessness and Housing Support and the Deputy Licence Commissioner, dated July 24, 2023 entitled "Response to Council Decision ETPS 942 – Options for Addressing Panhandling - City Wide" submitted in response to direction provided through Council Decision ETPS 942 BE RECEIVED for information; and, That Administration REPORT BACK with infrastructure related strategies to discourage unsafe behaviours in the public roadway.	
November 27, 2023	CR491/2023	C 141/2023	Finance & City Treasurer	That City Council SUPPORT the Administrative recommendation to not provide Municipal Support Resolutions at this time for non-storage installations as part of the IESO LT1 RFP submission; and	
				That Administration BE DIRECTED to report back to Council in the event that either of the two projects identified in this report receive an IESO contract award for further consideration for municipal support.	
November 27, 2023	CR493/2023	C 94/2023	Finance & City Treasurer	That administration BE REQUESTED to report back to council after one year of the vacant home tax program being in place to provide information related to the effectiveness and/or opportunities for improvement including the possibility of a repeat offender fee.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
December 11, 2023	CR505/2023	CM 10/2023	Finance & City Treasurer	That the 2022 Municipal Benchmarking Network of Canada (MBNCanada) Performance Measurement Report BE RECEIVED for information; and,	
				That administration BE REQUESTED to report back with details related to significant gaps that are identified in the City of Windsor results with comparator municipalities.	
January 15, 2024	CR3/2024		Infrastructure Services	That administration BE DIRECTED to report back on what is available to the municipality in terms of that section of road where that critical infrastructure, the Ambassador Bridge, is located and has to be kept open and maintained.	
January 15, 2024	CR11/2024	S 150/2023	Infrastructure Services	That the report of the Environment, Transportation & Safety Standing Committee of its meeting held November 29, 2023 entitled "CQ 13-2023 - Front Yard Parking Best Practice 2.2.2" BE REFERRED back to administration to provide more options to amend the by-law regarding front yard parking related to residential districts near business districts.	
January 15, 2024	CR31/2024	SCM 314/2023	Community Services	That the correspondence of the President Les Amis Duff-Bâby dated August 29, 2023 and the memo of the Manager, Culture & Events dated November 20, 2023 regarding the Les Amis Duff Baby Annual Report BE RECEIVED for information; and,	
				That administration BE REQUESTED to provide a fulsome report regarding 2023 and 2024 attendance numbers and staffing possibilities to a future meeting of Council for their consideration.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 15, 2024	CR38/2024	S 159/2023	Community Services	That the report of the Community Services Standing Committee of its meeting held December 6, 2023 entitled "Response to CQ Regarding the Dog Park Policy – City Wide" BE REFERRED back to administration to provide a report which includes information regarding municipalities that have smaller dog parks in residential areas and how they have achieved the same.	
January 29, 2024	B8/2024	C 189/2023	Community Services	That the report of the Executive Initiatives Coordinator, Community Services dated December 28, 2023 entitled "Jackson Park Bandshell Feasibility Study Update - Ward 3" BE REFERRED back to administration; and, That administration BE DIRECTED to undertake a formal procurement process related to a feasibility study whereby the scope of the study be limited to heritage and technical attributes of the facility at the current location and further that a city led community consultation be part of the scope of the study; and, That administration BE REQUESTED to report back to Council with the results of the procurement process.	
January 29, 2024	B11/2024	C 188/2023	Infrastructure Services	That administration BE DIRECTED to engage with St. Clair College administration and the administration at the University of Windsor to discuss possible ongoing partnerships related to funding for Transit Services in the City of Windsor.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 29, 2024	B12/2024	C 188/2023	Infrastructure Services	That administration BE REQUESTED to report back to Council related to the impact to transit revenues if the proposed transit fare increase being contemplated were not applied to individuals who qualified for the affordable pass program.	
January 29, 2024	B14/2024	C 188/2023	Corporate Services	That administration BE DIRECTED to report back to Council for the 2025 budget deliberations regarding an analysis related to Dog Licensing fees and the impact that a one-time voluntary registration fee may have on administrative resources.	
January 29, 2024	B15/2024	C 188/2023	Infrastructure Services	That with regard to "Parking Fee Adjustments for Parking Lots and Meters" that the collection of fees from 6:00 o'clock p.m. to 9:00 o'clock p.m. BE NOT APPROVED; and, That administration BE DIRECTED to report back on other ways to improve technology and	
January 29, 2024	B17/2024	C 188/2023	Community Services	bring in parking revenue. That with regard to "Summer Drop-In Recreation Program in Parks" that the amount of up to \$20,000 BE APPROVED for another year of programming in Mitchell Park; and, That administration BE REQUESTED to report back on adding additional parks and explore potential funding from community partnerships for Council's consideration.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 29, 2024	B18/2024	C 188/2023	Finance & City Treasurer	That the following recommended motion by Councillor Francis from the January 29, 2024—Special Meeting of Council BE DEFERRED to a future meeting of Council:	
				That administration BE DIRECTED to provide 10% efficiencies as opposed to 5% efficiencies as part of the 2025 Budget preparation process for Council's consideration.	
January 29, 2024	B19/2024	C 188/2023	Infrastructure Services	That with regard to "New Service: Route 250 (Rhodes/Twin Oaks/NextStar Industrial)" that administration BE DIRECTED to report back on the participation or arrangement to assist with transit funding by other municipalities or corporations; and,	
				That administration BE DIRECTED to explore opportunities across the community for sponsors to assist with transit funding.	
January 29, 2024	B7/2024	C 182/2023	Community Services	That the report of the Project Administrator dated December 20, 2023 entitled "Festival Plaza Improvement - Update - Ward 3" BE REFERRED back to administration; and,	
				That administration BE DIRECTED to provide another more cost effective option for Council's consideration.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
February 26, 2024	CR81/2024	S 168/2023	Finance & City Treasurer	That the report of the Community Energy Plan Administrator dated December 19, 2023 regarding the Energy and Poverty Pillar (EAPP) Report Requirement from the Global Covenant of Mayors for Climate and Energy BE RECEIVED for information; and,	
				That Administration BE DIRECTED to report back to Council with the finalized Energy Access and Poverty Assessment, Targets, and Plan.	
February 26, 2024	CR96/2024	S 11/2024	Community Services	That the report of the Executive Initiatives Coordinator, Community Services dated January 21, 2024 entitled "Response to CQ 12-2022 & 22-2022 – Solar Lights on City Trails – City Wide" BE RECEIVED for information; and,	
				That Administration BE DIRECTED to investigate more cost effective solar lighting options.	
March 18, 2024	CR127/2024	C 33/2024	Finance & City Treasurer	III. That subject to written confirmation from the grant provider that the City's application has been successful, Administration REPORT BACK to Council regarding the proposed financing strategy required to carry out this project and execute the Agreement.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
April 22, 2024	CR146/2024		Infrastructure Services	That the administrative memo from the from the Commissioner, Infrastructure Services & City Engineer dated March 14, 2024 regarding City of Windsor Feedback Regarding ERO-019-7891 and the letter from the Executive Director, Municipal Engineers Association dated February 26, 2024 regarding the Ministry of the Environment, Conservation & Parks (MCEP) Announcement of new Regulation to Replace Municipal Class EA BE RECEIVED; and,	
				That administration BE REQUESTED to report back outlining the impact of the changes to the Conservation Authorities Act on the City of Windsor as it relates to the measures that are being contemplated in the legislation that the Province is bringing forward.	
April 22, 2024	CR153/2024		Health & Human Services	That this updated report from the Coordinator, Housing Administration & Policy and the Social Housing Analyst dated February 16, 2024 entitled "Rent Supplement Program Expiries and Mitigation Update - City Wide" BE RECEIVED; and further,	
				That the Executive Director, Housing & Children's Services REPORT BACK on the outcome of the expiring rent supplement and any other mitigation strategies post completion; and,	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
April 22, 2024	CR155/2024		Health & Human Services	That this report of the Acting Manager, Homelessness & Housing Support dated February 16, 2024 entitled "Legislated Five Year Review of the 10-year Housing and Homelessness Master Plan, 2024" BE ACCEPTED; and further,	
				That the Executive Director of Housing and Children's Services or their designate ENSURES the updated Windsor Essex 10-year Housing and Homelessness Master Plan aligns with the direction set by the Ministry of Municipal Affairs and Housing, addresses local needs and, REPORT BACK to Council to present the updated plan; and further	
April 22, 2024	CR158/2024		Economic Development	That the verbal update to Municipal Heritage Register: Strategies in response to Provincial Bill 23 provided by the Heritage Planner BE RECEIVED; and,	
				That the Heritage Planner BE DIRECTED to report back to a future Development & Heritage Standing Committee meeting on the viability of a bylaw for Council consideration aimed at protecting existing Municipal Heritage assets beyond the Province's 2024 deadline; and that should a bylaw be determined viable, TO PROPOSE within the response appropriate language and to report back prior to the Provincial deadline elapsing.	
April 22, 2024	CR165/2024		Economic Development	That the report of the Community Energy Plan Administrator dated February 19, 2024 entitled "Community and Corporate Greenhouse Gas Emissions and Energy Monitoring Report – 2022 – City Wide" BE FORWARDED to the Environment & Climate Change Advisory Committee for their review and comment.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
April 22, 2024	CR166/2024		Economic Development	That the report of the Environment Sustainability Coordinator dated March 7, 2024 entitled "Windsor's 2023 Report On the State of the Environment" BE FORWARDED to the Environment & Climate Change Advisory Committee for their review and comment.	
April 22, 2024	CR167/2024		Infrastructure Services	That the report of the Coordinator, Parking Services dated March 11, 2024 entitled "CQ 36-2023 – Repurposing Lot 16" BE RECEIVED for information; and, That administration BE DIRECTED to investigate different techniques and changes that can potentially assist the surrounding residents with issues related to this parking lot including but not limited to noise detection cameras, speed humps, and an increase to parking fees; and that the information BE BROUGHT forward to Council for their consideration.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
April 22, 2024	CR176/2024		Community Services	That the report of the Executive Initiative Coordinator dated October 13, 2023, entitled, "Report CQ 2-2023 - Moving the Location of Bright Lights – Ward 3" BE RECEIVED for information; and,	
				That administration BE REQUESTED report back to Council and continue to work on a plan to illuminate downtown Windsor with year round decorative lighting working in collaboration with the DWBIA, Council and Administration; and that the information INCLUDE infrastructure costs, security and integration with the City Hall Esplanade; as well as the possibility to allow local artists, through a permitting process, to be able to sell their goods during the summer months at the Riverfront.	
May 13, 2024	CR198/2024		Chief Administrative Officer	That Council ENDORSE the Strengthen the Core - Downtown Windsor Revitalization Plan; and further, to address the Immediate Action Strategy:	
				That Council DIRECT Administration to monitor and report on additional action items which have been identified within this report but have no financial cost to the City; and further,	
				That Council DIRECT Administration to report on the effectiveness of the efforts made by way of the Immediate Action Strategy; and further,	
				That administration BE DIRECTED to report back to Council on data that would measure the success of the plan and this would also include data coming to Council from the community partners.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
May 27, 2024	CR207/2024		Corporate Services	That the letter from Assisted Living Southwestern Ontario dated April 29, 2024, regarding Short-Term Rental Licensing for 11636 Riverside Drive East - Request for Exemption BE RECEIVED for information; and,	
				That administration BE DIRECTED to report back with information related to the possibility of a By-law amendment or exemptions regarding the Short-Term Rental License By-Law, and that this information include considerations for community services providers, not for profit (NFP) groups and other organizations that are looking to provide this service in addition to other services.	
May 27, 2024	CR218/2024		Finance & City Treasurer	I. That Council SUPPORT the South Cameron Conceptual Trail Plan as shown in Appendix A of this report which would require additional expenditures which are not currently included in the 10-year capital plan; and further,	
				II. That the City Treasurer BE DIRECTED to bring forward a capital budget issue in the amount estimated to be \$2,634,240 as part of the 2025 10-year capital plan for consideration.	
May 27, 2024	CR227/2024		Infrastructure Services	That administration BE REQUESTED to provide options to mitigate traffic impacts in the area and in the neighbourhood, to address the concerns of traffic entering the neighbourhood as a result of this proposed development.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
May 27, 2024	CR235/2024 para. 2		Infrastructure Services	That the report of the Commissioner of Infrastructure Services dated November 10, 2023 entitled "Response to CQ 24-2023 Regarding Minimum Standards, Vendor Warranties, and Construction Policies for Road Repair, Sewer Infrastructure, and Road Rehab Projects - City Wide" BE REFERRED to the 2025 Budget Deliberation meeting to provide options to increase the quality control program; and,	
May 27, 2024	CR235/2024 para. 3		Infrastructure Services	That administration BE REQUESTED to conduct a thorough review of the 2025/2026 projects to determine whether there may be an opportunity to adopt an expedited schedule, including working off hours and weekends, especially on the main thoroughfares.	
May 27, 2024	CR236/2024		Infrastructure Services	That Council APPROVE the development of a new Ad Hoc Alley Standards Committee as outlined in the report with the deliverables to support Council's goal of developing and enforcing a set of alley standards as amended; and,	
				That the Alley Standards Committee REVIEW and CONSIDER best practices to promote safety and security as an additional deliverable; and,	
				That asset management plans BE INCLUDED in the analysis of activating those alley spaces; and,	
				That administration BE DIRECTED to report back to Council on an annual basis.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
June 10, 2024	CR246/2024		Community Services	That Administration BE REQUESTED to continue to review the potential to offset costs for this project by finding ways to secure revenue streams, including but not limited to, potential naming rights and other sponsorship opportunities.	
June 10, 2024	CR248/2024		Community Services	That Council SUPPORT the continuing development, implementation, and monitoring of the EMP to reduce the Corporation's energy consumption and greenhouse gas emissions; and, That Administration REPORT BACK to Council on the development of a Corporate Energy Management Policy, once finalized.	
June 10, 2024	CR249/2024		Community Services	That administration BE REQUESTED to report back to Council regarding the funding required for free skates for the 2025 season; and that the information BE BROUGHT forward to the 2025 Budget Meeting.	
June 10, 2024	CR255/2024		Infrastructure Services	That the projects for traffic calming, identified through the Pilette and Old Riverside Business Improvement Areas (BIAs) BE FUNDED as a priority during 2025 Budget deliberations; and further, That speed reductions in the Pilette BIA, Old Riverside BIA, and the Glengarry to Devonshire areas of Wyandotte street BE PRIORITIZED when zone recommendations come forward.	
June 10, 2024	CR256/2024		Infrastructure Services	That administration BE DIRECTED to review the Drouillard Road underpass to ascertain whether it can be designated as a recreational trail to legally allow usage by cyclists.	D 00 144

Outstanding Directives Log

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
June 10, 2024	CR258/2024		Infrastructure Services	That the report of the Environment, Transportation & Public Safety Standing Committee of its meeting held May 29, 2024 regarding "Response to CQ 4-2024 – Options for Modernizing Parking Operations – City Wide" BE REFERRED back to administration to allow for administration to respond to issues brought forward and provide payment options and details related to implementation location; to allow for consultation with the BIAs and that the information BE BROUGHT forward to a future Council Meeting (within 4 months) for Council's consideration.	
June 10, 2024	CR263/2024 para. 2		Infrastructure Services	That based on the content and discussion of this Report, City Council DIRECT Administration to develop a "Policy for Municipal Electric Vehicle (EV) Charging Stations"; and,	
June 10, 2024	CR263/2024 para. 3		Infrastructure Services	That in an effort to support the expansion of EV charging station infrastructure throughout the municipality, that City Council DIRECT Administration continue to explore proposed projects facilitating third-party ownership of EV charging stations in municipally-owned parking lots and garages; and,	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
June 10, 2024	CR263/2024 para. 4		Economic Development	That City Administration PROVIDE SUPPORTS for the installation of privately-owned EV Charging Infrastructure for residential, commercial, and municipally-owned properties through:	
				a. The support and facilitation of third-party ownership of EV charging infrastructure in municipally-owned parking lots and garages on municipally-owned properties; and,	
				b. Exploring amendments to the Zoning By-law for new residential development; and,	
				c. Exploring amendments to Zoning By-law for new multi-residential and non-residential development; and,	
June 10, 2024	CR263/2024 para. 5		Infrastructure Services	That administration BE REQUESTED to report back with information related to a fee model and enforcement options for not moving vehicles from the charging station after being fully charged.	
June 10, 2024	CR264/2024		Infrastructure Services	That Administration BE REQUESTED to report back prior to the end of 2024 related to the budget impacts as it relates to redirecting funds of the net profits from the City's red light camera program to specific speed calming and traffic calming initiatives.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
July 08, 2024	CR281/2024		Health & Human Services	That the email of the Briefings and Correspondence Unit, Corporate Secretariat, Women and Gender Equality Canada dated May 31, 2024 regarding the acknowledgement regarding intimate partner violence BE RECEIVED for information; and,	
				That administration BE DIRECTED to report back on the availability of funding, what it is allocated towards, what the parameters are and what conditions have to be met to be able to secure the funding; and that the information INCLUDE a status report of accessed available funding.	
July 08, 2024	CR284/2024		Finance & City Treasurer	That administration BE DIRECTED to request a clarification letter from AMO in terms of moving forward regarding the Built Canada Fund and what it is going to cover, and how sustainable it is for municipalities moving forward.	
July 08, 2024	CR285/2024		Finance & City Treasurer	That City Council APPROVE the creation of a new capital project: LRWRP – Conveyor Room Floor Steel Repairs; and,	
				That the capital repairs identified through the design work BE BROUGHT FORWARD as part of the 2025 10-year capital budget planning process for consideration and prioritization.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
July 08, 2024	CR286/2024		Economic Development	That the letter from the Ministry of Citizenship & Multicultralism dated May 27, 2024 regarding the changes made to the Ontario Heritage Act (OHA) as part of Bill 23, More Homes Built Faster Act, 2022 BE RECEIVED; and,	
				That administration BE REQUESTED to report back to the Development & Heritage Standing Committee related to what the current resource capacities would yield, in terms of how far into the heritage list is practical to get through with the 2-year extension deadline.	
July 08, 2024	CR294/2024		Infrastructure Services	That City Council APPROVE the proposed pilot project in partnership with a third-party owner-operator to assess the requirements of public-private partnerships and expanding electric vehicle charging station infrastructure; and,	
				That the Chief Administrative Officer and City Clerk BE AUTHORIZED to enter into an agreement with the partnership herein described as FLO-TELUS for the installation of electric vehicle charging stations at the locations detailed in this report, and,	
				That City Council DIRECT Administration to return with the preliminary results of the pilot project after one year of operation to describe the feasibility of the public-private partnership model for expanding electric vehicle infrastructure.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
July 08, 2024	CR302/2024		Community Services	That the report of the Director, Technology Services, Windsor Police Services dated June 19, 2024 responding to Council Question CQ 31-2023 regarding installation of CCTV-enabled emergency police call boxes in public areas BE RECEIVED for information; and, That Administration BE DIRECTED to report back to Council regarding developing a privacy impact study and the cost involved.	

Clerk's Note: The listing of items prior to January 1, 2011 should not be considered complete at this point in time.

Clerk's Note: This summary chart is not intended to replace the actual minutes of all proceedings.