

City Council Meeting Agenda

Date: Monday, July 14, 2025

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 - Vacant

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

3.	DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
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4.	ADOPTION OF THE MINUTES
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4.1.	Adoption of the Windsor City Council minutes of its meeting held June 9, 2025. (SCM 197/2025)
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5.	NOTICE OF PROCLAMATIONS
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6.	COMMITTEE OF THE WHOLE
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7.	COMMUNICATIONS INFORMATION PACKAGE (This includes both Correspondence and Communication Reports)
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7.1.	Correspondence 7.1.1 through 7.1.6 (CMC 10/2025)
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7.2.	2025 Local Improvement Program Update - City Wide (C 98/2025)
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Author: Adam Mourad, Engineer III - Design Standards Lead

7.3.	2026 Budget Process & Timeline - City Wide (C 95/2025)
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Author: Janice Guthrie, Commissioner, Finance & City Treasurer

8. **CONSENT AGENDA**

8.1. Retention and Employee Experience Project – Update (**C 93/2025**)

Author: Alicia Saroli, Executive Initiatives Coordinator

8.2. A By-law to authorize the execution of Transfer Payment Agreements for Approved Grant Funding - City Wide (**C 99/2025**)

Author: John Aquino, Asset Coordinator

CONSENT COMMITTEE REPORTS

8.3. Minutes of the Active Transportation Expert Panel of its meeting held April 10, 2025 (**SCM 183/2025**) (**SCM 127/2025**)

8.4. Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held March 4, 2025 (**SCM 184/2025**) (**SCM 130/2025**)

8.5. Ford Test Track Neighborhood Road Safety Study - Ward 5 (**SCM 185/2025**) (**S 65/2025**)

Author: Ray Sayyadi, Transportation Engineer

8.6. Impact of Changes to the Conservation Authorities Act on the City of Windsor - City Wide (**SCM 186/2025**) (**S 66/2025**)

Author: Daniel Lopez, Engineer II

8.7. Dawson Drain Provisional By-Law for Repair and Improvement - Ward 9 (**SCM 182/2025**) (**S 68/2025**)

Author: Tom Graziano, Engineer III / Drainage Superintendent

Clerk's Note: Appendix 2 available at www.citywindsor.ca due to size.

8.8. Active Transportation Master Plan Biennial Progress Report (2024) - City Wide (**SCM 187/2025**) (**S 71/2025**)

Author: Kathy Quenneville, Coordinator, Schools and Sustainable Mobility

8.9. Update on School Bus Extra Transition Plan and Request to Report Back with Options Regarding an Analysis of Potential Service Enhancements or Possible New Routes (**SCM 188/2025**)

8.10. Request for Partial Demolition of a Heritage Listed Property – 1218 Devonshire Road, Harold Wurster House (Ward 4) (**SCM 189/2025**) (**S 74/2025**)

Author: Tracy Tang, Planner III - Heritage

- 8.11. Demolition - 1279-1285 Langlois Ave - Request to extend timeframe for redevelopment of demolished dwelling - Ward 4 **(SCM 191/2025) (S 67/2025)**
- Author: Simona Simion, Planner III – Economic Development*
- 8.12. University Avenue West and Wyandotte Street West CIP Grant - 1989 Wyandotte Street West (Ward 2) **(SCM 192/2025) (S 69/2025)**
- Author: Laura Strahl, Planner III - Special Projects*
- 8.13. Part Closure of north/south alley located between Brant Street and Wyandotte Street East, Ward 4, SAA-7198 **(SCM 190/2025) (S 70/2025)**
- Clerk's Note:** Administration is providing the **attached** additional information memo. **(AI 16/2025)**
- Author: Brian Nagata, Planner II - Development Review*
- 8.14. Brownfield Redevelopment CIP application - 0 Cabana Rd E, 0 Cabana Rd E, 2375, 2385 Cabana Rd E, and 4040 Walker Rd (Ward 9) **(SCM 193/2025) (S 72/2025)**
- Author: Simona Simion, Planner III – Economic Development*
- 8.15. Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held May 6, 2025 **(SCM 202/2025) (SCM 177/02025)**
- 8.16. 2023 Community and Corporate GHG Inventory - City Wide **(SCM 200/2025) (S 158/2024)**
- Author: Michelle Moxley-Peltier, Community Energy Plan Project Administrator
Environmental Sustainability and Climate Change*
- 8.17. Energy Access and Poverty Pillar (EAPP) Report - City Wide **(SCM 203/2025) (S 167/2024)**
- Author: Matthew Johnson, Executive Director, Economic Development and Climate Change*
- 8.18. Repeal of By-law 6366 – A By-law Respecting the Transporting, Storing, Handling and Use of Explosives in the City of Windsor – City Wide **(SCM 204/2025) (S 47/2025)**
- Author: Brandon Calleja, Senior Manager/Deputy Chief Building Official - Permits*
- 8.19. Repeal By-law 49-2018 and Pass an Amended By-law - A By-law Respecting the Issuance of Various Permits and the Scheduling of Inspections – City Wide **(SCM 205/2025) (S 77/2025)**
- Author: Brandon Calleja, Senior Manager/Deputy Chief Building Official – Permits*
- 8.20. Truck Route Study – City Wide **(SCM 201/2025) (S 79/2025)**
- Author: Chris Gerardi, Policy Analyst, Transportation Planning*

9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

10. PRESENTATIONS AND DELEGATIONS

11. REGULAR BUSINESS ITEMS (Non-Consent Items)

11.1. WFRS - Acquisition of Two Replacement Fire Vehicles - City Wide (C 96/2025)

Author: James Waffle, Fire Chief

11.2. Surplus and Sale - 0 Wellington Avenue (abutting 1329 Wellington) – Ward 3 (C 94/2025)

Author: Stephanie Allen Santos, Coordinator of Real Estate Services

11.3. Provisional By-Law for the Abandonment of the Parent Outlet Drain - Ward 7 (C 91/2025)

Author: Tom Graziano, Engineer III / Drainage Superintendent

11.4. RFP No. 41-25 - Purchase and delivery of one (1) new, unused, 40 cu. yd. Front Loading Refuse Truck for use in the Environmental Division - City Wide (C 87/2025)

Author: Chad Goebel, Fleet Manager

11.5. 2024 Financial Statements & Annual Report - City Wide (C 88/2025)

Author: Stephen Cipkar, Manager of Financial Accounting

11.6. Capital Variance Report - April 30, 2025 - City Wide (C 89/2025)

Author: Mike Dennis, Manager, Strategic Capital Budget Development & Control

11.7. Ward 2 Council Vacancy – Appointment or By-election (C 101/2025)

Author: Terri Knight Lepain - Manager of Records & Elections, FOI Coordinator

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 113-2025** - A BY-LAW TO AMEND BY-LAW 2445, BEING A BYLAW TO STOP UP AND CONVEY CERTAIN ALLEYS IN THE TOWNSHIP OF SANDWICH EAST, CITY OF WINDSOR, authorized by CAO 54/2025, dated May 16, 2025.
- 13.2. **By-law 114-2025** - A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 5.06 METRE NORTH/SOUTH ALLEY EAST OF PARTINGTON AVENUE, SOUTH OF COLLEGE AVENUE AND WEST OF BRIDGE AVENUE, CITY OF WINDSOR, authorized by CR23/2024, dated January 15, 2024.
- 13.3. **By-law 115-2025** - A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 5.06 METRE NORTH/SOUTH ALLEY EAST OF PARTINGTON AVENUE, SOUTH OF COLLEGE AVENUE AND WEST OF BRIDGE AVENUE, CITY OF WINDSOR, authorized by CR23/2024, dated January 15, 2024.
- 13.4. **By-law 116-2025** - A BY-LAW TO AMEND BY-LAW 4205, BEING A BYLAW TO DECLARE PROPERTY ACQUIRED FOR THE RECONSTRUCTION OF WALKER ROAD, BETWEEN TECUMSEH ROAD AND THE CHESAPEAKE AND OHIO RAILWAY RIGHT-OF-WAY, TO BE A PUBLIC HIGHWAY, PART OF WALKER ROAD, CITY OF WINDSOR, authorized by CR228/2025, dated May 26, 2025.
- 13.5. **By-law 117-2025** - A BY-LAW TO CLOSE AND STOP UP PART 18, PLAN RD227, SOUTH OF TECUMSEH ROAD EAST, WEST OF WALKER ROAD, CITY OF WINDSOR, authorized by CR228/2025, dated May 26, 2025.
- 13.6. **By-law 118-2025** - A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS CABANA ROAD EAST, IN THE CITY OF WINDSOR, authorized by CR420/2024, dated September 23, 2024.
- 13.7. **By-law 119-2025** - A BY-LAW TO PROVIDE FOR A DRAINAGE WORKS IN THE CITY OF WINDSOR IN THE DAWSON DRAIN, see Item 8.7.
- 13.8. **By-law 120-2025** - A BY-LAW TO ABANDON THE PARENT OUTLET DRAIN, see Item 11.3.
- 13.9. **By-law 121-2025** - A BY-LAW TO FURTHER AMEND BY-LAW 188-2000, BEING A BY-LAW TO APPOINT PROVINCIAL OFFENCES OFFICERS FOR THE CORPORATION OF THE CITY OF WINDSOR, authorized by by-law 98-2011, Section 27.1 (l)(i), dated June 7, 2011.
- 13.10. **By-law 122-2025** - A BY-LAW TO ADOPT AMENDMENT NO. 193 TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR, authorized by CR217/2025, dated May 26, 2025.
- 13.11. **By-law 123-2025** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR217/2025, dated May 26, 2025.

- 13.12. **By-law 124-2025** - A BY-LAW TO ADOPT AMENDMENT NO. 194 TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR, authorized by CR218/2025, dated May 26, 2025.
- 13.13. **By-law 125-2025** - A BY-LAW TO FURTHER AMEND BY-LAW 9023 BEING A BY-LAW TO REGULATE VEHICULAR PARKING WITHIN THE LIMITS OF THE CITY OF WINDSOR ON MUNICIPAL STREETS, MUNICIPAL PARKING LOTS AND PRIVATE PROPERTIES, authorized by CAO 129/2025, dated June 25, 2025.
- 13.14. **By-law 126-2025** - A BY-LAW TO PROVIDE THAT PART-LOT CONTROL SHALL NOT APPLY TO CERTAIN LAND THAT IS WITHIN PLANS 1074, 1335, 1275, 948 and 1014 IN THE CITY OF WINDSOR, authorized by by-law 139-2013, dated August 26, 2013.
- 13.15. **By-law 127-2025** - A BY-LAW TO AUTHORIZE THE EXECUTION OF AGREEMENTS INCLUDING TRANSFER PAYMENT AGREEMENTS AND ANY AMENDMENTS THERETO BETWEEN THE CORPORATION OF THE CITY OF WINDSOR AND THE GOVERNMENT OF CANADA OR THE GOVERNMENT OF ONTARIO, see Item 8.2.
- 13.16. **By-law 128-2025** – A BY-LAW TO REQUIRE A BY-ELECTION TO BE HELD TO FILL THE VACANCY IN THE OFFICE OF COUNCILLOR WARD 2 IN THE CITY OF WINDSOR, see Item 11.7.
- 13.17. **By-law 129-2025** - A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 14TH DAY OF JULY, 2025.
- 14. **MOVE BACK INTO FORMAL SESSION**
- 15. **NOTICES OF MOTION**
- 16. **THIRD AND FINAL READING OF THE BY-LAWS**
- 17. **PETITIONS**
- 18. **QUESTION PERIOD**
 - 18.1. Summary of Outstanding Council Questions as of July 3, 2025 (**SCM 206/2025**)
 - 18.2. Outstanding Council Directives as of June 9, 2025 (**SCM 207/2025**)

19. STATEMENTS BY MEMBERS

20. UPCOMING MEETINGS

Development & Heritage Standing Committee
Monday, July 7, 2025
4:30 p.m., Council Chambers

City Council Meeting
Monday July 28, 2025
10:00 a.m., Council Chambers

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

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

21. ADJOURNMENT



Committee Matters: SCM 197/2025

Subject: Adoption of the Windsor City Council minutes of its meeting held June 9, 2025.

City Council Meeting

Date: Monday, June 9, 2025

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

Members Present:

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

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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 10:00 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 June 9, 2025

Moved by: Councillor Jim Morrison

Seconded by: Councillor Ed Sleiman

That the minutes of the Meeting of Council held May 26, 2025 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 181/2025

5. NOTICE OF PROCLAMATIONS

6. COMMITTEE OF THE WHOLE

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Fabio Costante

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 73-2025, 74-2025 and 104-2025 through 112-2025

Carried.

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7. COMMUNICATIONS INFORMATION PACKAGE

7.1. Correspondence for Monday, June 9, 2025

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

Decision Number: CR254/2025

That the following Communication Items 7.1.1 through 7.1.4 as set forth in the Council Agenda **BE REFERRED** as noted:

No.	Sender	Subject
7.1.1	Committee of Adjustment	Applications to be heard by the Committee of Adjustment / Consent Authority, Thursday, June 12, 2025. Administrative Lead: City Planner Z2025 Note & File
7.1.2	Association of Municipalities of Ontario (AMO)	Policy Update - Province Introduces Bill 30 Administrative Lead: Commissioner, Economic Development City Planner GM2025 Note & File
7.1.3	CIMA+ and Windsor Utilities Commission and Union Water Supply System Inc.	Updated Notice of Public Information Session #1 for the Municipal Class Environmental Assessment for Union-WUC Water System Interconnection. (Please note new date and time for second session.) Administrative Lead: Executive Director, Pollution Control Commissioner, Infrastructure Services and City Engineer Executive Director, Public Works Operations EI2025 Note & File
7.1.4	County of Essex	County of Essex Transportation Master Plan – Notice of Public Information Centre No. 2 Administrative Lead: Commissioner, Infrastructure Services and City Engineer Commissioner, Economic Development City Planner GM2025 Note & File

Carried.

Report Number: CMC 9/2025

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8. CONSENT AGENDA

8.1. Agreement for Traffic Sign Installation within the E.C. ROW Expressway Right of Way – Ministry of Transportation – Ward 10

Moved by: Councillor Gary Kaschak

Seconded by: Councillor Angelo Marignani

Decision Number: CR255/2025

- I. That Council **APPROVE** entering into the E.C. ROW Expressway Overhead Sign Agreement (the “Agreement”) with His Majesty the King in right of the Province of Ontario, represented by the Minister of Transportation of Ontario (the “MTO”), which authorizes the MTO to undertake the construction of one (1) new overhead sign structure and the replacement of (1) overhead sign structure along E.C. Row Expressway in the City of Windsor as shown in the concept drawing attached in Appendix A and B; and,
- II. That Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute the Agreement with MTO, as well as any subsequent amending agreements, to be satisfactory in form to the City Solicitor, financial content to the City Treasurer and in technical content to the City Engineer.

Carried.

Report Number: C 84/2025

Clerk’s File: GP/14971

11.1. Pass By-Law for Repair and Improvement of the Gouin Drain - Ward 9

Moved by: Councillor Gary Kaschak

Seconded by: Councillor Angelo Marignani

Decision Number: CR256/2025

- I. That Council **GIVE 3rd READING** to Provisional By-law 73-2025 which adopted the Engineer’s Drainage Report completed by Dillon Consulting Ltd. dated March 7, 2025 (attached), for the Road Bridge Replacement over the Gouin Drain (Banwell Road Culvert) in accordance with Section 58 of the *Drainage Act*, R.S.O 1990, by **PASSING** By-law 73-2025.

Carried.

Report Number: C 80/2025

Clerk’s File: SW2025

11.2. Pass By-Law for Repair and Improvement to the Lachance Drain - Ward 9

Moved by: Councillor Gary Kaschak

Seconded by: Councillor Angelo Marignani

Decision Number: CR257/2025

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- I. That Council **GIVE 3rd READING** to Provisional By-law 74-2025 which adopted the Engineer's Drainage Report completed by Dillon Consulting Ltd. dated March 24, 2025, for the Road Bridge Replacement & Farm Access Culvert Over the Lachance Drain (Banwell Road Improvements) in accordance with Section 58 of the *Drainage Act*, R.S.O 1990, by **PASSING** By-law 74-2025.

Carried.

Report Number: C 81/2025
Clerk's File: SW2025

11.5. Health and Safety Water Stream (HSWS) Fund Application – Ward 6, 7

Moved by: Councillor Gary Kaschak

Seconded by: Councillor Angelo Marignani

Decision Number: CR260/2025

- I. That City Council **SUPPORT** an application to the Ministry of Infrastructure (MOI) for the Health and Safety Water Stream (HSWS) Fund for: East Marsh Drainage Redirection and Cedarview Relief Sewer, as outlined in this report; and,
- II. That the Chief Administrative Officer **BE AUTHORIZED** to sign any documents required to submit an application to the Health and Safety Water Stream (HSWS) Fund, subject to all documentation being satisfactory in form to the City Solicitor, in technical content to the City Engineer, and in financial content to the City Treasurer, or designates; and,
- III. That City Council **APPROVE** the following recommendations upon the City receiving written confirmation from the funding provider that the City's application has been awarded the requested funding:
- a. That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to take any such action and to sign and execute any agreements, declarations or approvals and any other such documents resulting from receiving funding from the HSWS Fund, subject to all documentation being satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer, or designates; and,
 - b. 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, subject to all documentation being satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer, or designates; and,
 - c. Whereas on February 21, 2025 the 2025 Budget was deemed approved via Mayoral Decision MD08-2025 and subsequently City Council **SUPPORTS** an expenditure of \$27,990,000 for the East Marsh Drainage Redirection and Cedarview Relief Sewer project,

therefore the City Treasurer **BE DIRECTED** to action the following transfer and pre-commitment of funds to provide for the City's matching funds requirement under the grant:

- a. A transfer of \$1,925,000 in Stormwater Sewer Surcharge funding from the Grant Matching project, 7191009;
- b. Pre-commitments of future funding as follows:
 - i. \$1,879,316 in 2027 Wastewater Sewer Surcharge funding, Fund 153; and,
 - ii. \$1,495,658 and \$2,344,776, respectively, in 2027 and 2028 Stormwater Sewer Surcharge funding, Fund 234; and,
- d. That the Chief Administrative Officer **BE AUTHORIZED** to delegate signing of all reports, claims and applicable schedules and other such documents required as part of receiving funding from the grant provider to the Executive Director, Engineering/Deputy City Engineer, subject to financial content approval from the area's Financial Planning Manager, or designates; and,
- e. That Council **PRE-APPROVE** and **AWARD** any procurement(s) necessary that are related to the project(s) awarded funding through the grant, provided that the procurement(s) are within approved budget amounts, pursuant to the Purchasing By-Law 93-2012 and amendments thereto; satisfactory in financial content to the City Treasurer; and in technical content to the City Engineer, or designates; and,
- f. That the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders as may be required to affect the recommendation noted above, subject to all specifications being satisfactory in technical content to the City Engineer, and in financial content to the City Treasurer or designates.

Carried.

Report Number: C 77/2025
Clerk's File: SW/14972

9. REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS

11.4. 2025 Corporate Asset Management Plan

Moved by: Councillor Jo- Anne Gignac
Seconded by: Councillor Fred Francis

Decision Number: CR259/2025

That the report of the Senior Manager, Asset Planning, dated May 13, 2025, entitled "2025 Corporate Asset Management Plan" **BE DEFERRED** to allow for Council to hold a Strategic Planning Session and discuss the report in more detail.

Carried.

11.7. Conversion of Capri Pizzeria Recreation Complex Curling Rink to Accommodate Minor Ice User Groups Displaced by WFCU Centre Fire - City Wide

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

That the report of the Manager, Arenas and Recreation Facilities dated May 29, 2025, entitled "Conversion of Capri Pizzeria Recreation Complex Curling Rink to Accommodate Minor Ice User Groups Displaced by WFCU Centre Fire - City Wide" BE REFERRED back to administration to allow for more information and additional options to be investigated for curling, hockey and skating, including looking at private operators, such as Central Park Athletics, Sun Parlour, and Beach Grove for Council's consideration.

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

Aye votes: Councillors Mark McKenzie, Fabio Costante, Fred Francis and Jim Morrison.

Nay votes: Councillors Jo-Anne Gignac, Angelo Marignani, Renaldo Agostino, Ed Sleiman, Kieran McKenzie, Gary Kaschak and Mayor Drew Dilkens.

Absent: None.

Abstain: None.

Report Number: C 86/2025
Clerk's File: SR/14629 & SR/14977

10. PRESENTATIONS AND DELEGATIONS

11.3 CQ 13-2023 - Front Yard Parking Best Practice 2.2.2

Andrew Liburdi, Area Resident

Andrew Liburdi, area resident, appears before City Council regarding the report of the Environment Transportation & Public Safety Standing Committee of its meeting held September 25, 2024 regarding "CQ 13-2023 - Front Yard Parking Best Practice 2.2.2" and speaks in support of the administrative recommendation as it relates to permitting front yard parking, easier EV adoption, and consistency of all homes within the neighbourhood; and concludes by citing safety concerns in alley ways and accessibility issues.

Bobbie Bruneau, Area Resident

Bobbie Bruneau, area resident, appears before City Council regarding the report of the Environment Transportation & Public Safety Standing Committee of its meeting held September 25, 2024 regarding "CQ 13-2023 - Front Yard Parking Best Practice 2.2.2" and speaks in support of the

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administrative recommendation as it relates to improving the difficulty she experiences with inadequate parking availability in her neighbourhood; and concludes by citing safety concerns in alley ways with limited accessibility, vehicle security in alley ways and on-street, and the difficulty of parking with front yard garbage collection.

Ben Bruneau, Area Resident

Ben Bruneau, area resident, appears before City Council regarding the report of the Environment Transportation & Public Safety Standing Committee of its meeting held September 25, 2024 regarding "CQ 13-2023 - Front Yard Parking Best Practice 2.2.2" and speaks in support of the administrative recommendation as it relates to improving the difficulty he experiences with inadequate parking availability in his neighbourhood; and concludes by citing safety concerns in alley ways with limited accessibility, vehicle security in alley ways and on-street, lack of consideration of drivers for other people when parking and taking up two spaces or parking recklessly, damaging vehicles, and the difficulty of parking with front yard garbage collection.

Valarie Whitton, Area Resident

Valarie Whitton area resident, appears before City Council regarding the report of the Environment Transportation & Public Safety Standing Committee of its meeting held September 25, 2024 regarding "CQ 13-2023 - Front Yard Parking Best Practice 2.2.2" and speaks in support of the administrative recommendation as it relates to improving the lack of available parking due to several issues, including the neighbouring businesses advertising on-street parking to avoid paying for municipal lots, ADU's lack of on-site parking, and lack of alley maintenance or monitoring; and concludes by suggesting that environmentally friendly driveway options including porous asphalt or concrete, block or brick are available, and that vehicle safety and security in the front yard is proven to be improved.

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Renaldo Agostino

Decision Number: CR258/2025

That Council **APPROVE** Option A -Ward 4 Front Yard Parking two-year Pilot Program, excluding the Walkerville Heritage Area bound by Walker Road to the east, Ottawa Street to the south, Lincoln Road to the west and Riverside Drive to the north; and further,

That Administration **BE DIRECTED** to report back within the two-year Pilot Program with information that includes amendments to current additional dwelling unit (ADU) policies.

Carried.

Councillors Kieran McKenzie and Fabio Costante voting nay.

Report Number: SCM 327/2023, S 150/2023, AI 15/2024 & SCM 296/2024

Clerk's File: ST2023

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11.7. Conversion of Capri Pizzeria Recreation Complex Curling Rink to Accommodate Minor Ice User Groups Displaced by WFCU Centre Fire - City Wide

Benjamin Iannetta, Area Resident

Benjamin Iannetta, area resident, appears before City Council and expresses concern with the administrative recommendation in the report dated May 26, 2025, entitled "Conversion of Capri Pizzeria Recreation Complex Curling Rink to Accommodate Minor Ice User Groups Displaced by WFCU Centre Fire - City Wide" as it relates to the need for Council to make a choice between two community groups that lacks foresight and planning for all affected users who will be displaced as a result.

Anne Marie Schofield, Riverside Minor Hockey Association

Anne Marie Schofield, Riverside Minor Hockey Association, appears before City Council regarding the administrative report dated May 26, 2025, entitled "Conversion of Capri Pizzeria Recreation Complex Curling Rink to Accommodate Minor Ice User Groups Displaced by WFCU Centre Fire - City Wide" and speaks in support of the administrative recommendation regarding the return of the ice related to the existing Ice Policy as to the distribution of ice for fair and equitable allocation amongst all user groups, and conforming to the disaster recovery plan.

Doug Rivard, Coach/Board Member/Special Needs Hockey Program, Riverside Minor Hockey Association

Doug Rivard, Coach/Board Member/Special Needs Hockey Program, Riverside Minor Hockey Association, appears before City Council regarding the administrative report dated May 26, 2025, entitled "Conversion of Capri Pizzeria Recreation Complex Curling Rink to Accommodate Minor Ice User Groups Displaced by WFCU Centre Fire - City Wide" and speaks in support of the administrative recommendation as it relates to preserving existing ice time for vulnerable user groups to allow for continued access, investing in equitable access and inclusion for all abilities.

Kipp Van Kuren, Board Member, Windsor Minor Hockey Association

Kipp Van Kuren, Board Member, Windsor Minor Hockey Association, appears before City Council regarding the Administrative report dated May 26, 2025, entitled "Conversion of Capri Pizzeria Recreation Complex Curling Rink to Accommodate Minor Ice User Groups Displaced by WFCU Centre Fire - City Wide" and speaks in support of the administrative recommendation as it relates to supporting continued access for Windsor youth house league skating and hockey programming for underserved kids in our community.

David Gignac, President, Ford Hockey League

David Gignac, President, Ford Hockey League, appears before City Council regarding the Administrative report dated May 26, 2025, entitled "Conversion of Capri Pizzeria Recreation Complex Curling Rink to Accommodate Minor Ice User Groups Displaced by WFCU Centre Fire - City Wide"

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and speaks in support of the Administrative recommendation as it relates to maintaining current ice time as a long-standing league in Windsor by providing additional programming hours at Capri.

Terry Fink, Area Resident

Terry Fink, area resident, appears before City Council and expresses concern with the administrative recommendation in the report dated May 26, 2025, entitled "Conversion of Capri Pizzeria Recreation Complex Curling Rink to Accommodate Minor Ice User Groups Displaced by WFCU Centre Fire - City Wide" as it relates to the unknown time frame that the Capri facility may be lost and how this will affect the curling user group long-term; and concludes by proposing that the City fund a feasibility study for an independent curling facility that can be run by the curlers and requests that a community listening strategy be completed that will bring all ice users together to allow for consultation and discussion.

Zachary Koutsonicolas, Athlete, Special Olympics

Zachary Koutsonicolas, Athlete, Special Olympics, appears before City Council and expresses concern with the administrative recommendation in the report dated May 26, 2025, entitled "Conversion of Capri Pizzeria Recreation Complex Curling Rink to Accommodate Minor Ice User Groups Displaced by WFCU Centre Fire - City Wide" as it relates to the loss of practice time, and the ability to host Special Olympic qualifying events.

Mike Koutsonicolas, Special Olympics

Mike Koutsonicolas, Special Olympics, appears before City Council and expresses concern with the administrative recommendation in the report dated May 26, 2025, entitled "Conversion of Capri Pizzeria Recreation Complex Curling Rink to Accommodate Minor Ice User Groups Displaced by WFCU Centre Fire - City Wide" as it relates to the possibility of other available solutions such as, sacrifice from all affected user groups to accommodate everyone; and concludes by suggesting that the City should provide services to include curling so that athletes do not have to incur additional expenses to travel to other municipalities.

Rob Modestino, Ice Scheduler, Sun Parlour Female Hockey Association

Rob Modestino, Ice Scheduler, Sun Parlour Female Hockey Association, appears before City Council regarding the Administrative report dated May 26, 2025, entitled "Conversion of Capri Pizzeria Recreation Complex Curling Rink to Accommodate Minor Ice User Groups Displaced by WFCU Centre Fire - City Wide" and speaks in support of the administrative recommendation as it relates to prime ice time being available, but not able to be utilized due to the specific type of curling ice; and concludes by suggesting that the impact of requiring a reduction of ice time would eliminate three house league teams because there is no place for them to go and it is important for youth participants to have as little disruption as possible.

Randy Topliffe, Area Resident

Randy Topliffe, Area Resident, appears before City Council and expresses concern with the administrative recommendation in the report dated May 26, 2025, entitled "Conversion of Capri

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Pizzeria Recreation Complex Curling Rink to Accommodate Minor Ice User Groups Displaced by WFCU Centre Fire - City Wide” as it relates to the loss of access to curling and the uncertainty of timelines jeopardizing investments that have been made to purchase new equipment; and concludes by encouraging Council to support the curling community by deferring this report to allow for community consultation.

Bob Cunningham, Area Resident

Bob Cunningham, area resident, appears before City Council and expresses concern with the administrative recommendation in the report dated May 26, 2025, entitled “Conversion of Capri Pizzeria Recreation Complex Curling Rink to Accommodate Minor Ice User Groups Displaced by WFCU Centre Fire - City Wide” as it relates to the elimination of curling access; and concludes by requesting that Council consider sharing time between skating and curling to ensure continued programming for all user groups and to bring curling back to Roseland.

Terri Hooft, Area Resident

Terri Hooft, area resident, appears before City Council and expresses concern with the administrative recommendation in the report dated May 26, 2025, entitled “Conversion of Capri Pizzeria Recreation Complex Curling Rink to Accommodate Minor Ice User Groups Displaced by WFCU Centre Fire - City Wide” as it relates to the displacement of curling, as it does not consider all affected user groups; and concludes by indicating that the curling community has worked tirelessly to be inclusive of all ages and abilities but has been excluded in this report; the elimination of an entire community group is just wrong; and the health of the people in the community should be at the forefront of the discussion.

Leigh Ann & James King, Central Park Athletics

Leigh Ann & James King, Central Park Athletics, appear before City Council regarding the Administrative report dated May 26, 2025, entitled “Conversion of Capri Pizzeria Recreation Complex Curling Rink to Accommodate Minor Ice User Groups Displaced by WFCU Centre Fire - City Wide” and indicate that Central Park Athletics supports all user groups and that they are open to discussions related to ice time being made available on weekends and the possibility of creating a separate pad for curling with its own amenities.

Mayor Dilkens leaves the meeting at 12:14 o'clock p.m. and Councillor Costante assumes the chair.

Mayor Dilkens returns to the meeting at 12:30 o'clock p.m. and Councillor Costante returns to his seat at the Council table.

Moved by: Councillor Fred Francis

Seconded by: Councillor Ed Sleiman

Decision Number: CR262/2025

That City Council **DIRECT** Administration to convert Rink A at Capri Pizzeria Recreation Complex (CPRC) to a skating ice pad to accommodate user groups that are being displaced due to the recent fire at the Windsor Family Credit Union Centre; and,

That Administration **BE DIRECTED** to modify the seasons for hockey to begin in September through April, and for curling to begin in April through August, and to resume hockey in September for one year only; and,

That Administration **BE DIRECTED** to consult with the curling community, such as Leamington, to help facilitate any gaps in practices or matches, and to determine what type of modified season can be provided for this year only and prioritizing the Special Olympics curling group; and,

That Administration **BE DIRECTED** to engage in conversation with the owners of Central Park Athletics regarding the potential for standalone curling at their facility for this year, and/or next year and to report back to Council; and,

That Capri Pizzeria Recreation Complex (CPRC) **BE REVERTED** back to a curling facility as soon as possible thereafter.

Carried.

Councillor Jim Morrison voting nay.

Report Number: C 86/2025

Clerk's File: SR/14977

11. REGULAR BUSINESS ITEMS (Non-Consent Items)

11.6. Banwell Road Project, Financing Strategy - Ward 7

Moved by: Councillor Fred Francis

Seconded by: Councillor Angelo Marignani

Decision Number: CR253/2025

- I. **WHEREAS** the 2025 10-Year Recommended Capital Budget (Mayoral Decision MD08-2025) required that Administration report back to Council with a comprehensive financing strategy, inclusive of opportunities and risks, prior to award of tender for certain major growth and development works, one of which being the Banwell/E.C. Row Interchange and Banwell Corridor Improvements Project (the Project), the subject of this report; and,
- II. **WHEREAS** on February 21, 2025, the 2025 Budget was deemed approved via Mayoral Decision MD08-2025 and subsequently City Council supports the necessary works to carry out the 'Project', as described herein:
 - a. That City Council **DIRECT** the City Treasurer to include the project works for the Wyandotte Street Extension (ECP-010-07) and McNorton Intersection (ECP-009-07) in the overall Project scope and budget; and,

-
- b. That Council **DIRECT** the City Treasurer to amend the budget for this Project as detailed in the Financial Matters section of this report, inclusive of the proposed Debt Financing amount; and,
- III. That to satisfy the requirements of the Ontario Infrastructure and Lands Corporation (IO) with regards to temporary and long-term borrowing:
- a. That City Council **AUTHORIZE** the Banwell/E.C. Row Interchange (Component 1) and the Banwell Corridor Improvements (Component 2) capital works through the creation of a new capital account named “Banwell/E.C. Row Interchange and Corridor Improvements” (the Project) to be financed through borrowing from IO for a period not to exceed the construction period followed by long-term borrowing through the issuance of debentures to IO over a maximum of 25 years; and,
 - b. That the City Treasurer **BE AUTHORIZED** to charge the amounts necessary for future debt repayments to the Development Charge Reserves as appropriate for the underlying capital works; and,
 - c. That City Council **ACCEPT** the certification of the City Treasurer that the resulting long-term debt in respect of the Project will not cause the City of Windsor to exceed its updated Annual Repayment Limit (ARL), which ARL is determined by the Ministry of Municipal Affairs and Housing for the City of Windsor in accordance with Ontario Regulation 403/02 made under the *Municipal Act*; and,
 - d. That City Council **AUTHORIZE** the City Treasurer to sign and submit an application to IO for temporary borrowing for a period not to exceed the construction period for the Project and for long-term borrowing for a period not exceeding 25 years; and,
 - e. That the Chief Administrative Officer (CAO) and City Clerk **BE AUTHORIZED** to execute any agreements and any additional applications which are deemed necessary to undertake the Project with the required financing agreements being satisfactory in legal form to the City Solicitor and in technical and financial content to the City Treasurer; and,
 - f. That the City Solicitor **BE AUTHORIZED** to prepare any necessary By-laws with regards to the temporary and long-term borrowing for the Project.
- IV. That to satisfy the requirements of the Transfer Payment Agreement for the Housing Enabling Core Services (HECS) Funding:
- a. That City Council **PASS** a By-Law authorizing the execution of the Transfer Payment Agreement for the HECS Funding required by His Majesty the King in Right of Ontario as represented by the Ministry of Infrastructure; and further; and,

- b. That By-Law 111-2025 **BE PASSED** at the June 9th, 2025, meeting of City Council; and,
- c. That the CAO and City Clerk **BE AUTHORIZED** to take any such action and to sign any agreements, declarations or approvals and any such documents required resulting from receiving grant funding approval under the HECS Funding, subject to such documents being satisfactory in legal form to the City Solicitor, in financial content to the City Treasurer and in technical content to the City Engineer, or designates; and,
- d. That the Mayor, in addition to the CAO and City Clerk, also **BE AUTHORIZED** to sign any agreements, declarations and other such documents required as part of receiving funding for grants noted in this report, and only if deemed required by the grant provider, subject to such documents being satisfactory in legal form to the City Solicitor, in financial content to the City Treasurer and in technical content to the City Engineer, or designates; and,
- e. That the CAO **BE AUTHORIZED** to delegate signing of all claims, progress reports and applicable schedules and other such documents as may be required as part of receiving funding from the grant providers to the Executive Director of Engineering or designate, subject to the financial content being satisfactory to the Deputy Treasurer of Financial Planning or designate.

Carried.

Councillor Kieran McKenzie was absent from the meeting when the vote was taken on this matter.

Report Number: C 79/2025
Clerk's File: SW/9581

11.8. Tariff Impact and Procurement Strategy - City Wide

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Mark McKenzie

Decision Number: CR261/2025

That City Council **ENDORSE** the City of Windsor's Strategic Response to Tariffs as outlined in the report, including initiatives related to business retention, workforce preparedness, trade diversification, and participation in the Economic and Trade Task Force; and,

That City Council **APPROVE** the proposed Procurement Process Enhancements to the Tariff Mitigation Procurement Strategy that prioritizes a "Buy Canadian" approach, which includes:

- the requirement for Council to approve sole-sourced purchases from a non-Canadian company over \$100,000, where there may be an alternative Canadian company;
- vendor disclosure of tariff-impacted materials prior to solicitation award;
- tariff impact analysis in Council and Administrative reports where applicable;
- Council direction on purchases exceeding approved budgets;
- sourcing raw materials from Canada upfront where possible;

- updating vendor contracts to explicitly address tariff implications and responsibilities; and,
- internal rollout and communication of tariff mitigation tools and resources.

That these measures remain in **EFFECT** until January 2029 or until City Council directs Administration to resume the standard procurement process as outlined in Purchasing By-Law 93-2012; and,

That City Council **ADVOCATE** to the provincial and federal governments for targeted economic support for Windsor, including inclusion in any future tariff mitigation programs, infrastructure investments, and workforce development initiatives.

Carried.

Councillor Kieran McKenzie was absent from the meeting when the vote was taken on this matter.

Report Number: C 83/2025 AI 15/2025
Clerk's File: GM/14960

12. CONSIDERATION OF COMMITTEE REPORTS

None.

13. BY-LAWS (First and Second Reading)

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Fabio Costante

- 13.1. **By-law 104-2025** – A BY-LAW TO PROVIDE FOR THE IMPOSITION OF SPECIAL CHARGES UPON PRESCRIBED BUSINESS PROPERTY CLASSES OF RATEABLE PROPERTY WITHIN IMPROVEMENT AREAS FOR THE YEAR 2025, authorized by CR199/2025, dated May 12, 2025.
- 13.2. **By-law 105-2025** - A BY-LAW TO FIX THE TAX RATES AND TO PROVIDE FOR THE LEVY AND COLLECTION OF PROPERTY TAXES FOR THIS YEAR, authorized by CR201/2025, dated May 12, 2025
- 13.3. **By-law 106-2025** - A BY-LAW TO AMEND BY-LAW 95-2023, BEING A BYLAW TO CLOSE, STOP UP AND CONVEY THE 4.30 METRE EAST/WEST PORTION OF NORTH TERMINAL STREET, EAST OF CHARL AVENUE, CITY OF WINDSOR, authorized by CAO 53/2025, dated May 16, 2025.
- 13.4. **By-law 107-2025** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by by-law 52-2023, dated May 29, 2023, and by-law 133-2023, dated October 16, 2023.
- 13.5. **By-law 108-2025** – A BY-LAW TO ADOPT AMENDMENT NO. 195 TO THE OFFICIAL PLAN OF THE CITY OF WINDSOR, authorized by CR187/2025, dated May 12, 2025.

- 13.6. **By-law 109-2025** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by CR187/2025, dated May 12, 2025
- 13.7. **By-law 110-2025** - A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW", authorized by by-law 52-2024, dated April 22, 2024, Section 95.
- 13.8. **By-law 111-2025** - A BY-LAW TO AUTHORIZE THE EXECUTION OF THE TRANSFER PAYMENT AGREEMENT FOR THE HOUSING-ENABLING CORE SERVICING (HECS) FUNDING BETWEEN THE CORPORATION OF THE CITY OF WINDSOR AND HIS MAJESTY THE KING IN RIGHT OF ONTARIO, REPRESENTED BY THE MINISTRY OF INFRASTRUCTURE, see Item 11.6.
- 13.9. **By-law 112-2025** - A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 9TH DAY OF JUNE, 2025.

Carried.

14. MOVE BACK INTO FORMAL SESSION

Moved by: Councillor Fred Francis

Seconded by: Councillor Jo-Anne Gignac

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 presented)
- 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

15.1. Expediting the implementation of the Sandpoint Beach Park Master Plan

Rosanna DeMarco, Sandpoint Beach Renovation Activist

Rosanna DeMarco appears before City Council in support of Councillor Marignani's Notice of Motion – regarding Expediting the Implementation of the Sandpoint Beach Park Master Plan; and concludes by expressing concern for the delay in construction as it relates to safety and serviceability and notes the tragedy of lives lost.

Moved by: Councillor Angelo Marignani
Seconded by: Councillor Fred Francis

WHEREAS the safety of residents and visitors at Sandpoint Beach is of paramount concern to the City of Windsor; and,

WHEREAS the City of Windsor Council unanimously endorsed the Sandpoint Beach Park Master Plan on January 27, 2025, outlining a comprehensive vision for enhancing this unique waterfront space, including relocating the designated swimming area for improved safety; and,

WHEREAS recent incidents at Sandpoint Beach underscore the urgent need to accelerate the implementation of the safety components outlined in the Master Plan; and,

WHEREAS the current funding allocation for the Master Plan may delay critical safety improvements 2029 \$398,000 – 2030 \$1,500,000; and,

THEREFORE, BE IT RESOLVED THAT the City of Windsor Council direct Administration to:

- I. Prioritize the immediate implementation of the safety-related components of the Sandpoint Beach Park Master Plan, specifically the relocation of the designated swimming zone to the east, the establishment of appropriate break walls and fencing, and the installation of additional safety signage, in a phased approach.
- II. Report back to Council within 60 days with a detailed plan and timeline for the expedited implementation of these safety components, including:
 - i. An updated project schedule.
 - ii. Revised funding requirements and potential sources, including exploring provincial and federal grant opportunities.
 - iii. Options for reallocating existing capital budget funds or identifying new funding to expedite this critical work.
- III. Deem the Sandpoint Beach Park Master Plan, with a particular focus on the safety components, as a priority for the 2026 Capital Budget process.
- IV. Engage with relevant community stakeholders and technical experts to ensure the most effective and efficient implementation of the safety measures.

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

Aye votes: Councillors Fred Francis, and Angelo Marignani

Nay votes: Councillors Ed Sleiman, Fabio Costante, Gary Kaschak, Jim Morrison, Jo-Anne Gignac, Kieran McKenzie, Renaldo Agostino, Mark McKenzie, and Mayor Drew Dilkens.

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Absent: None.

Abstain: None.

Clerk's File: SR/14130

Moved by: Councillor Jo-Anne Gignac

Seconded by: Councillor Fred Francis

Decision Number: CR263/2025

That Administration **BE DIRECTED** to immediately close Sandpoint Beach Park to the public until the Coroner's report has been completed; and,

That Administration **BE DIRECTED** to bring back the Sandpoint Beach Park Master Plan to a future City Council meeting for further discussion on a safe proposal for the community moving forward.

Carried.

Clerk's File: SR/14130

15.2. Reaffirmation of support for the National Urban Park Initiative

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Fred Francis

Decision Number: CR264/2025

WHEREAS the City of Windsor has previously expressed its strong support for the establishment of a National Urban Park within the city, recognizing the significant environmental, recreational, cultural, and economic benefits such a designation would bring; and,

WHEREAS the initiative aligns with the City's strategic priorities related to sustainability, habitat protection, environmental stewardship, reconciliation, and improved access to natural spaces for residents and visitors; and,

WHEREAS a newly elected federal government presents an important opportunity to re-engage and reaffirm local priorities with new federal leadership; and,

THEREFORE, BE IT RESOLVED that Windsor City Council reaffirms its previously articulated position in support of the National Urban Park initiative; and,

BE IT FURTHER RESOLVED that Council directs Administration to prepare and send correspondence to the Prime Minister of Canada, the federal Minister responsible for Parks Canada, the Chief Executive Officer (CEO) of Parks Canada, and all Members of Parliament (MPs) and Members of Provincial Parliament (MPPs) across the Windsor/Essex region, to apprise them of the City of Windsor's ongoing and continued support for the establishment of a National Urban Park within Windsor.

Carried.

Clerk's File: SR2025

15.3 Reconsideration of LIP Jarvis Avenue

Moved by: Councillor Angelo Marignani
Seconded by: Councillor Fred Francis

Decision Number: CR265/2025

That Rule 13.9 of the Procedure By-law **BE WAIVED** to introduce a motion for reconsideration without prior notice regarding the report of the City Engineer dated May 6, 2025, entitled "Local Improvement (City Initiated) - Proposed Storm Sewer and Curb on Jarvis Avenue from Riverside Drive East to Little River Boulevard - Petition Results - Ward 7"

Carried.

Moved by: Councillor Angelo Marignani
Seconded by: Councillor Fred Francis

Decision Number: CR266/2025

That the following motion adopted by Council unanimously on May 26, 2025 (CR244/2025) **BE RECONSIDERED:**

- I. That the approval granted through CR533/2024 for the construction of curbs and boulevard restoration on Jarvis Avenue from Riverside Drive East to Little River Boulevard as a local improvement under the provisions of O. Reg. 586/06 under the *Municipal Act* **BE RESCINDED**; and,
- II. That notice in response to the successful City Initiated Local Improvement Petition for the construction of sidewalks, storm sewers and private drain connections (PDCs) on Jarvis Avenue from Castle Hill Road to Little River Boulevard **BE GIVEN** to affected owners; and,
- III. That, Council **PASS** a By-Law to authorize the construction of a storm sewer, sidewalk, and private drain connections on Jarvis Avenue from Castle Hill Road to Little River Boulevard, as shown on attached Drawing C-3836 as a local improvement under the provisions of O. Reg. 586/06 under the *Municipal Act*, with repayment terms of 10 years not to exceed 20 years at an interest rate deemed appropriate by Administration, and that notice of the result of the Local Improvement **BE GIVEN** to affected owners.

Carried.

Clerk's File: SL2024

Moved by: Councillor Angelo Marignani
Seconded by: Councillor Fred Francis

- I. That the approval granted through CR533/2024 for the construction of curbs and boulevard restoration on Jarvis Avenue from Riverside Drive East to Little River Boulevard as a local improvement under the provisions of O. Reg. 586/06 under the *Municipal Act* **BE RESCINDED**; and,

- II. That the Notice of Intention to pass a Local Improvement Charges By-Law regarding the potential construction of storm sewer, sidewalk, and private drain connections on Jarvis Avenue from Castle Hill Road to Little River Boulevard BE RE-ISSUED to the public and affected owners.

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

Aye votes: Councillors Gary Kaschak, Fred Francis and Angelo Marignani

Nay votes: Councillors Ed Sleiman, Fabio Costante, Jim Morrison, Jo-Anne Gignac, Kieran McKenzie, Renaldo Agostino, Mark McKenzie, and Mayor Drew Dilkens.

Absent: None.

Abstain: None.

Clerk's File: SL2024

16. THIRD AND FINAL READING OF THE BY-LAWS

Moved by: Councillor Gary Kaschak

Seconded by: Councillor Angelo Marignani

That the By-laws No. 73-2024, 74-2024 and 104-2025 through 112-2025 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

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Keiran McKenzie

Decision Number: CR267/2025

That the petition presented by Councillor Mark McKenzie on behalf of Ward Four residents regarding front yard parking in ward 4 **BE RECEIVED** by the Clerk as part of the public record.
Carried.

Clerk's File: ACO/14900

18. QUESTION PERIOD

None registered.

21. ADJOURNMENT

Moved by: Councillor Fabio Costante
Seconded by: Councillor Renaldo Agostino

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 2:42 o'clock p.m.

Mayor

City Clerk



Correspondence Report: CMC 10/2025

ATTACHMENTS

Subject: Correspondence Report for Monday, July 14, 2025 City Council Meeting

No.	Sender	Subject
7.1.1	Ministry of Natural Resources, Development and Hazard Policy Branch	Information regarding the reintroduction of the <i>Geologic Carbon Storage Act</i> . Administrative Lead: Commissioner, Infrastructure Services & City Engineer EI2025 Note & File
7.1.2	Town of Tecumseh	Notice of Public Meeting regarding proposed official plan and zoning by-law amendments related to Additional Residential Units. Administrative Lead: Commissioner, Economic Development Commissioner, Infrastructure Services & City Engineer Commissioner, Corporate Services City Planner City Solicitor Z2025 Note & File
7.1.3	Town of Tecumseh	Notice of Completion - Municipal Class Environmental Assessment & Functional Design Administrative Lead: Commissioner, Infrastructure Services & City Engineer EI2025 Note & File

7.1.4	City Planner / Executive Director	<p>Application for Zoning By-law Amendment, Andi Shallvari, 0 Randolph Avenue, to permit one new two-storey semi-detached dwelling as an additional permitted use.</p> <p>Administrative Lead: City Planner Z/14979 Note & File</p>
7.1.5	City Planner / Executive Director	<p>Application for Zoning By-law Amendment, Marshall Paton, 4641 Malden Road, to construct three single unit dwellings in addition to the existing single unit dwelling.</p> <p>Administrative Lead: City Planner Z/14980 Note & File</p>
7.1.6	Committee of Adjustment	<p>Applications to be heard by the Committee of Adjustment/Consent Authority, Thursday, July 10, 2025.</p> <p>Administrative Lead: City Planner Z2025 Note & File</p>

**Ministry of Natural Resources**

Development and Hazard Policy
Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses naturelles

Direction de la politique d'exploitation des
ressources et des risques naturels.
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7

May 27, 2025

Subject: Reintroduction of the *Geologic Carbon Storage Act*

Hello,

Over the past three years, the Ministry of Natural Resources has been taking a measured and phased approach to enabling and regulating geologic carbon storage in Ontario. Carbon storage is new to the province, and developing a comprehensive framework to regulate this activity would help ensure that it is done responsibly, with measures in place to safeguard people and the environment.

Geologic carbon storage (further referred to as carbon storage) involves injecting captured carbon dioxide (CO₂) into deep geological formations for permanent storage. This technology could provide industries in Ontario with a critical tool for managing their emissions and contributing to the achievement of Ontario's emissions reduction targets.

On November 25, 2024, the Resource Management and Safety Act, 2024 was introduced in the Ontario legislature. This Act included a proposed *Geologic Carbon Storage Act*. The legislature was dissolved on January 28, 2025, and all incomplete business was terminated.

We are writing to notify you that today, the Bill was reintroduced in the legislature. The suite of proposed changes remains the same as what was introduced in November 2024, aside from a small number of administrative updates made to provide clarity.

The original proposal can be accessed through the Environmental Registry/Regulatory Registry: <https://ero.ontario.ca/notice/019-9299>.

If you would like more information or have any questions, please contact Andrew Ogilvie, Manager of Resources Development Section, at 705-761-5815 or through email: Resources.Development@ontario.ca.

Sincerely,

Jennifer Keyes
Director, Development and Hazard Policy Branch

Introduction

Large quantities of carbon dioxide (CO₂) are generated through industrial processes such as the production of cement, steel and fertiliser, from power generation, during oil and gas refining, and as a by-product of creating hydrogen from methane.

One way of reducing the impact of CO₂ emissions from these large emission sources is to take captured CO₂ that would have otherwise been emitted into the atmosphere and to permanently store (sequester) it in deep underground rock formations (storage formations). This process is termed ‘geologic carbon storage,’ and is one tool being considered to manage Ontario’s emissions.

Geologic carbon storage is necessary for economically achieving emissions targets and net-zero emissions, especially for carbon-intensive industries.

According to the Global CCS Institute, “the injection and storage of CO₂ is the final stage in the carbon capture and storage process and has been working safely and effectively for over 50 years” and “close to 300 million tonnes of CO₂ has been injected into storage formations underground.”¹

How is CO₂ stored?

Captured carbon dioxide emissions from industrial processes are transported and

injected into a storage well that injects the CO₂ into deep geologic formations.

Depth is an important factor in geologic carbon storage. As depth increases below the surface, temperature and pressure increase. At depths greater than 800 metres (about 1.5 times the height of the CN Tower) temperature and pressure are high enough that CO₂ reaches a ‘supercritical’ state – it has the density of a liquid but flows like a gas – which allows the CO₂ to be stored efficiently.²

Underground storage formation characteristics are also important. The following technical requirements are considered when determining if a formation is a good fit for geologic carbon storage:²

- **Porosity:** the pore space in which the CO₂ can be stored.
- **Permeability:** the interconnectedness of the pore spaces that enables the injected CO₂ to flow throughout the formation.
- **Cap rock:** the presence of an impermeable barrier to flow around the formation to contain the CO₂ permanently.

Detailed, site specific studies need to be conducted to prove site suitability for geologic carbon storage.

After injection activities end, wells are plugged, and the site is decommissioned and monitored to mitigate any potential safety risks to the public or the environment.

¹ Global Carbon Capture and Storage Institute Ltd. <https://www.globalccsinstitute.com/ccs-101-storage/>. Used under Creative Commons Attribution-Noncommercial-NoDerivatives 4.0 International Licence. © 2024 Global Carbon Capture and Storage Institute Ltd.

² Carter, T., Gunter, W., Lazorek, M., Craig, R. (2007). *Geological Sequestration of Carbon Dioxide: A Technology Review and Analysis of Opportunities in Ontario*. Climate Change Research Report CCRR-07. Ontario Ministry of Natural Resources. ISBN 978-1-4249-4557-3

What happens to the CO₂ after it is injected?

Carbon dioxide can be trapped in several ways:

- **Structural trapping** occurs when the rock layers above the storage formation form a cap or seal that prevents the upward movement of CO₂.
- **Solution trapping** occurs when the injected CO₂ dissolves into saline water that is present in the storage formation.
- **Residual trapping** occurs when CO₂ is trapped in pores within the storage formation.
- **Mineral trapping** occurs when the CO₂ reacts with the reservoir rocks and fluids to form solid carbonate minerals that permanently trap the CO₂.

Where could CO₂ be stored in Ontario?

Currently, there are no geologic carbon storage projects in Ontario. Most projects in other jurisdictions have occurred in deep sedimentary rock formations including:

- saline aquifers
- depleted oil and gas reservoirs

Previous desktop research has suggested the most suitable storage formations in Ontario may be found beneath the beds of Lake Huron and Lake Erie and surrounding onshore areas, which also coincide with many of the province's largest point source emitters of CO₂.

Ontario is taking a phased approach to create a regulatory framework for geologic carbon storage which will play an important role in supporting industry, encouraging sector innovation, and helping industry manage emissions and meet emissions targets. Our roadmap to regulating geologic carbon storage can be found online at [Roadmap towards regulating geologic carbon storage](https://www.ontario.ca/page/geologic-carbon-storage).³

³ <https://www.ontario.ca/page/geologic-carbon-storage>

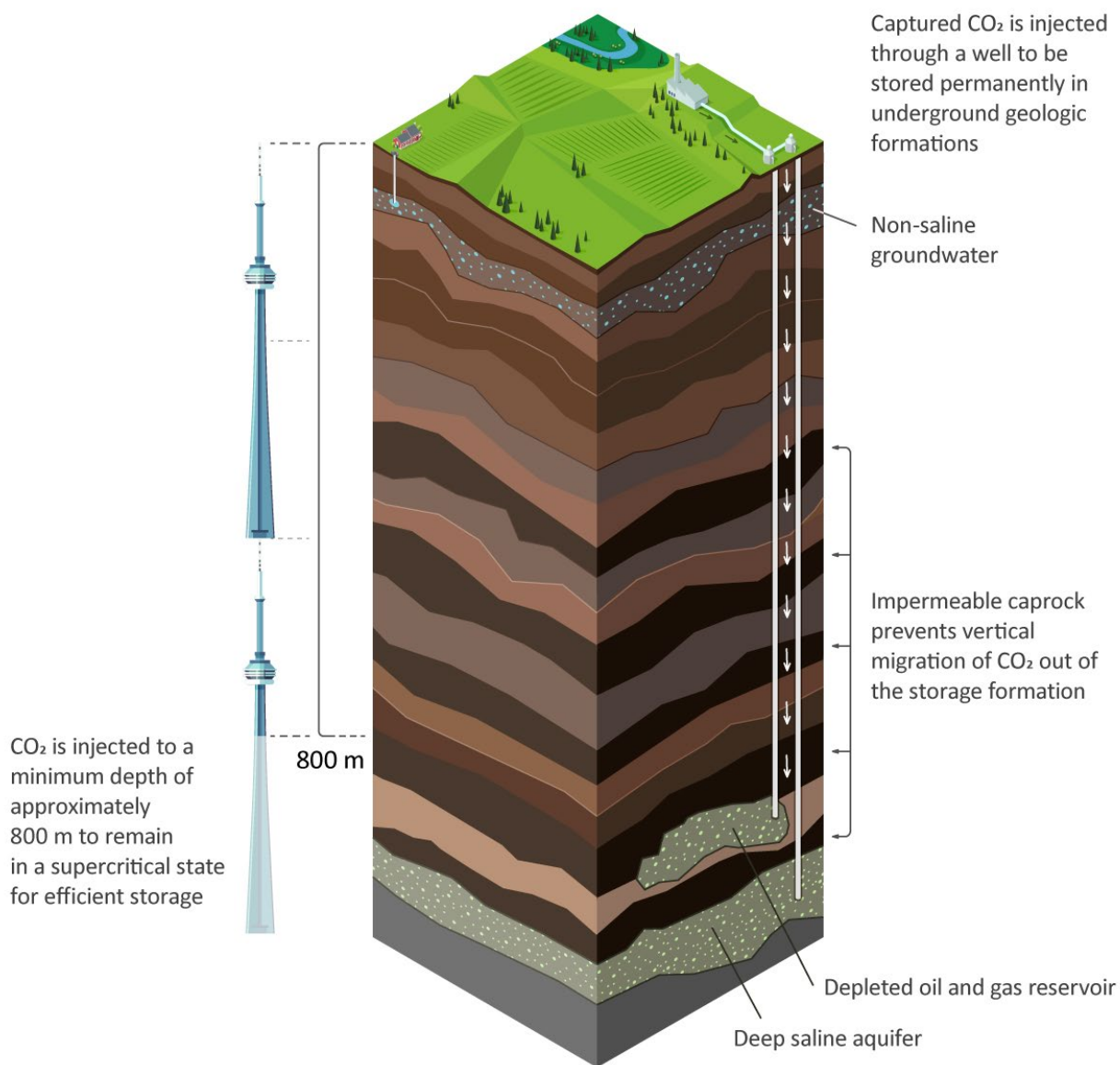


Figure 1: Schematic diagram of geologic carbon storage in a depleted oil and gas reservoir and a deep saline aquifer. This diagram is for illustrative purposes only. Objects shown are not drawn to scale.

TOWN OF TECUMSEH NOTICE OF PUBLIC MEETING PROPOSED OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS

TAKE NOTICE that the Council of the Corporation of the Town of Tecumseh will hold a public meeting to consider proposed amendments to the Town's Official Plan and Zoning By-laws 1746, 2065, and 85-18, pursuant to the provisions of the *Planning Act, R.S.O. 1990*.

The public meeting will be held on:

**Monday, June 23RD, 2025 at 6:30 P.M.
Town of Tecumseh Town Hall – Council Chambers
917 Lesperance Road, Tecumseh, ON**

Please see information below on how to register to attend the public meeting.

The Town of Tecumseh has initiated amendments to the Official Plan and Zoning By-laws 1746, 2065, and 85-18 (*Application/File: L11 FE – HAF 1*) to update current Official Plan policies and zoning regulations related to Additional Residential Units (ARU) in keeping with Housing Accelerator Fund (HAF) Initiative 1.

The purpose of the public meeting is to provide residents, stakeholders and agencies the opportunity to provide comments with respect to four proposed options to permit homeowners to build one more ARU (additional residential unit) than the two that are currently permitted in Tecumseh residential areas. An ARU is a self-contained dwelling unit located within the same building, or on the same lot, as an existing residence. Self-contained means that it has its own kitchen and washroom facilities, and a separate entrance.

For background information and reports regarding these four options and HAF Initiative 1, please visit the Town website at www.Tecumseh.ca/HAF

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

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 proposed Official Plan and Zoning By-law amendments are adopted, 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 proposed Official Plan and Zoning By-law amendments are adopted, 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 Tribunal, there are reasonable grounds to do so.

**CITY OF WINDSOR
COUNCIL SERVICES**

JUN 06 2025

RECEIVED

HOW TO REGISTER TO ATTEND THE PUBLIC MEETING

In-Person Attendance

In accordance with capacity limits set by the Fire Code **IN-PERSON ATTENDANCE** for this public meeting at Town Hall is limited to **75 people**. See "Registration" below.

Virtual Attendance

Additional people who wish to attend this public meeting may participate by way of **VIRTUAL ATTENDANCE**. See "Registration" below.

Registration

Any person who wishes to attend or make oral submissions as a delegate either **IN-PERSON** or **VIRTUAL must pre-register** by completing the appropriate online form (either IN-PERSON or VIRTUAL attendance) at the following link:

www.tecumseh.ca/hafpublicmeeting

Deadline for registration is 3:00 p.m. on Monday, June 23, 2025. 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 Wednesday, June 18, 2025.**

If you wish to be notified of the decision of the Council of the Corporation of Town of Tecumseh on the proposed Official Plan and Zoning By-law amendments, **you must make a written request** to the Corporation of the Town of Tecumseh, c/o Robert Auger, Director Legislative Services & Clerk, at the mailing address noted below.

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, June 19, 2025.

DATED AT THE TOWN OF TECUMSEH THIS 2ND DAY OF JUNE, 2025.

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



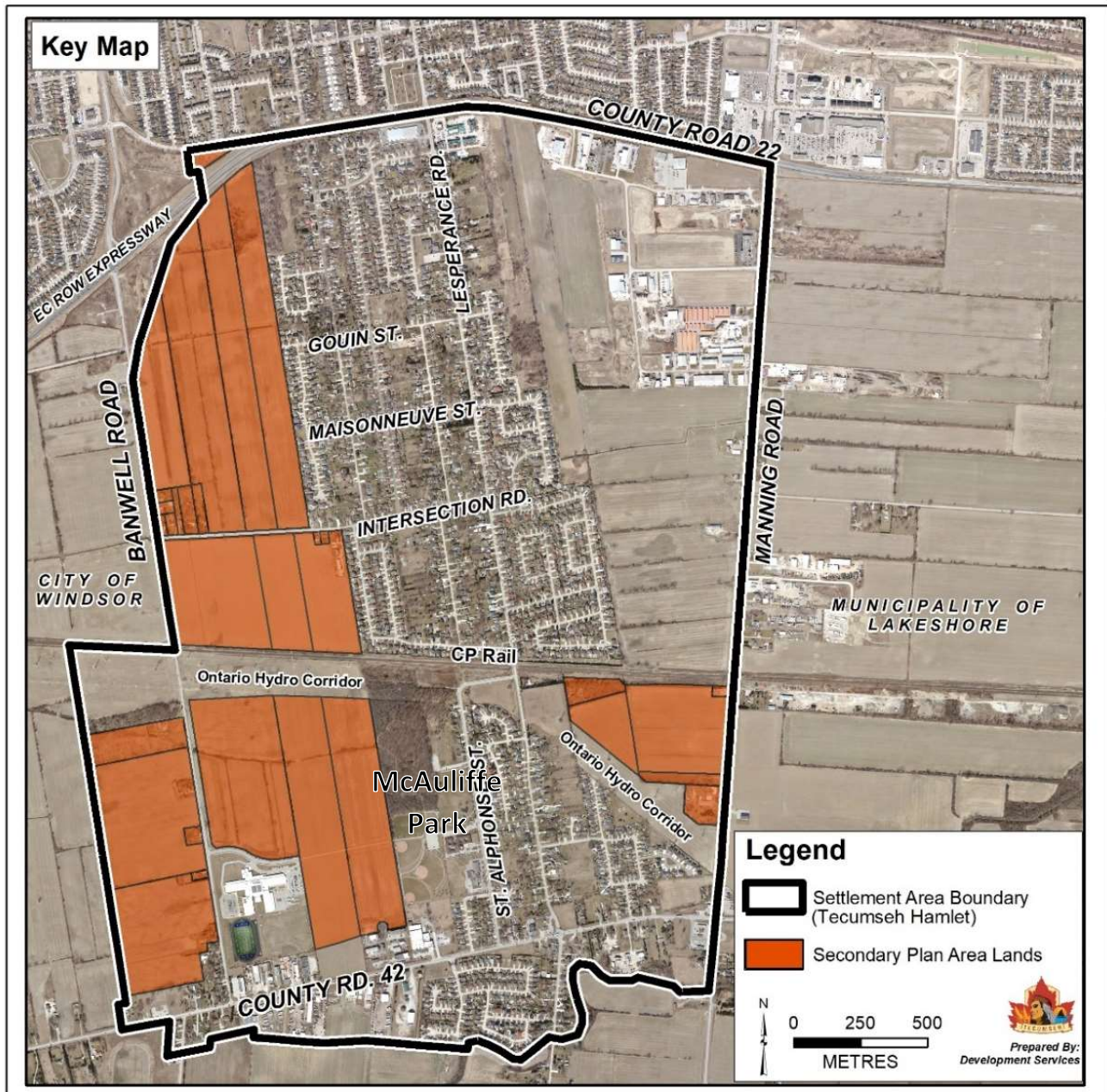
Notice of Completion



Tecumseh Hamlet Secondary Plan Area Infrastructure Improvements

Municipal Class Environmental Assessment (EA) and Functional Design

In support of the completed Tecumseh Hamlet Secondary Plan study (Council approved January 2025), affecting the southerly and westerly portions of the Tecumseh Hamlet (the Hamlet, shown in orange in the Key Map), the Town retained Dillon Consulting Limited to complete a Municipal Class Environmental Assessment (EA) for the transportation, water, wastewater, and stormwater infrastructure required to service the area for future development opportunities. This study has been completed in accordance with the planning and design process for Schedule 'C' projects under the *Municipal Class EA* (2000, as amended).



The following projects have been recommended:

Schedule C Projects

1	Gouin Street New Urban Collector Roadway
2	Maisonnette Street New Urban Collector Roadway
3	Intersection Road Reconstruction from Rural cross-section to Urban cross-section
4	Shields Street New Urban Collector Roadway and North-South Urban Collector Roadway
5	West Tecumseh Trunk Watermain, CR 22 to CP Railway
6	West Tecumseh Trunk Watermain, CP Railway to CR 42
7	West Tecumseh Trunk Sanitary Sewer, CR 22 to CP Railway
8	West Tecumseh Trunk Sanitary Sewer, CP Railway to CR 42
9	Intersection Road and Shields Street Relief Sanitary Sewers including decommissioning of the St. Alphonse Pump Station.
10	Gouin Stormwater Management Facility
11	Lachance Stormwater Management Facility
12	Desjardins Stormwater Management Facility
13	Southeast Hamlet Stormwater Management Facility

This **Environmental Study Report (ESR)** has been prepared to document the planning and design process leading to the selection of the preferred municipal servicing improvements required to facilitate development within the Hamlet. The ESR will be made available for a 30-day comment period from **June 27, 2025 to August 8, 2025** on the Town's website www.tecumseh.ca. Hard copies of the ESR are available to the public upon request. Subject to comments received as a result of this Notice, the Town may proceed with the implementation of these projects in partnership with developers and relevant agencies.

We encourage interested parties to review the ESR and provide any comments to the project team by **August 8, 2025** by contacting one of the project team members listed below.

Shane McVitty, P.Eng.
Development Engineer
Town of Tecumseh
917 Lesperance Road
Tecumseh, Ontario, N8N 1W9
Tel: 519-735-2184 ext. 180
Email: smcvitty@tecumseh.ca

Laura Herlehy, P.Eng
Project Engineer
Dillon Consulting Limited
1 Riverside Drive West, 12th Floor
Windsor, Ontario, N9A 5K3
Tel: 519-948-4243 ext.3216
Email: lherlehy@dillon.ca

A hard copy of the report can be reviewed at the Town of Tecumseh's Clerk's Office located at 917 Lesperance Road, Tecumseh, Ontario.

Section 16 Order (Aboriginal and Treaty Rights)

A request may be made to the Ministry of the Environment, Conservation and Parks for an order requiring a higher level of study, or that conditions be imposed (that is, requires further studies), only on the grounds that the requested order may prevent, mitigate or remedy adverse impacts on constitutionally protected Aboriginal and Treaty Rights. Requests on other grounds will not be considered.

Requests should include the requester's contact information and full name and specify what kind of order is being requested (request for conditions or a request for an additional/comprehensive EA), how an order may prevent, mitigate or remedy potential adverse impacts on Aboriginal and Treaty Rights, and any information in support of the statements in the request. The request should be sent in writing or by email to both the following contacts and copied to the project team members listed above, no later than **August 8, 2025**.

**Minister of the Environment,
Conservation and Parks**

Ministry of the Environment, Conservation
and Parks

777 Bay Street, 5th Floor

Toronto, Ontario, M7A 2J3

Email: Minister.MECP@ontario.ca

**Director, Environmental Assessment
Branch**

Ministry of the Environment, Conservation
and Parks

135 St. Clair Ave W, 1st Floor

Toronto, Ontario, M4V 1P5

Email: EABDirector@ontario.ca

Further information on requests for orders under Section 16 of the Ontario *EA Act* is available on the MECP website at: <https://www.ontario.ca/page/class-environmental-assessments-section-16-order>

Information collected for this study will be used in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. With the exception of personal information, all comments will become part of the public record.

Issue Date: Friday, June 27, 2025



PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk
From: City Planner/Executive Director
Date: June 6, 2025
Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-008/25 [ZNG/7297]
RE: Application For: ☒ Zoning Amendment ☐ Official Plan Amendment
☐ Part Lot Control ☐ Draft Plan of Subdivision/Condominium

Applicant: ANDI SHALLVARI
Location: 0 RANDOLPH AVENUE
Description: Applicant is requesting an amendment to Zoning By-law 8600 to permit one new (two-storey) semi-detached dwelling as an additional permitted use within the current Residential District 1.4 (RD1.4) zone.

The ZONING BY-LAW AMENDMENT application submitted on APRIL 24, 2025, by ANDI SHALLVARI for 0 RANDOLPH AVENUE was deemed complete on MAY 6, 2025.

Enclosures:

- ☒ 1 copy of Application Form
- ☐ 1 copy of Drawings
- ☐ 1 copy of Site Plan

Neil Robertson, MCIP, RPP
City Planner/Executive Director

NR/nm

June 6, 2025

Pillon Abbs Inc.
c/o Tracey Pillon-Abbs
23669 Prince Albert Rd.,
Chatham, ON N7M 5J7

Dear Ms. Pillon-Abbs,

Re: ZONING BY-LAW AMENDMENT APPLICATION

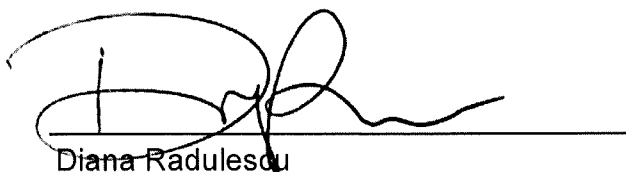
APPLICANT: ANDI SHALLVARI
LOCATION: 0 RANDOLPH AVENUE
FILE NO.: Z-008/25 ZNG/7297

I acknowledge receipt of a Zoning By-law Amendment Application. Per the delegation authority in By-Law 139-2013, the City Planner deemed the application complete on May 6, 2025.

The City of Windsor will advise you prior to the Development & Heritage Standing Committee (DHSC) and Council meetings regarding the position of Planning & Development Services on the application and the dates, times, and locations of all public meetings.

If you have any questions, email me at dradulescu@citywindsor.ca.

Sincerely,



Diana Radulescu
Planner II – Development

DR/nm

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 and supporting information to the Senior Steno Clerk at Planning & Development Services, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or planningdept@citywindsor.ca

Do not email the application and documents to a staff planner.

CONTACT INFORMATION

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

Telephone: 519-255-6543
Fax: 519-255-6544
Email: planningdept@citywindsor.ca
Web Site: www.citywindsor.ca

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT PROCESS

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

1. The application is reviewed to ensure all prescribed and required information and the fee have been submitted. Within 30 days of the receipt of the application, you will be notified in writing that the application is deemed incomplete or complete.
2. If deemed incomplete, the application and fee will be returned. If deemed complete, fees are not refundable, the application is circulated to departments and external agencies for review and comment, and all submitted documents are made available to the public.
3. Following circulation, a draft staff report containing a recommendation and any conditions is prepared. The City Planner and other staff review the draft staff report.
4. When the staff report is approved by appropriate municipal staff, it will be scheduled for a future meeting of the Development and Heritage Standing Committee (DHSC).
5. The DHSC meeting is the public meeting required by the Planning Act. Public notice of the DHSC meeting is advertised in the Windsor Star, a local newspaper, at least 20 days in advance of the DHSC meeting. A courtesy notice may be mailed to property owners and/or tenants within 120 metres or more of the subject land.
6. 10 days prior to the DHSC meeting, the staff report is circulated to the applicant and DHSC members and made available to the public. All supporting documentation submitted by the applicant is available for review.
7. At the DHSC meeting, a staff planner may make a presentation. The applicant and other parties have an opportunity to provide verbal and/or written submissions. The DHSC may ask questions of staff, the applicant, agent, and other parties. The DHSC may decide to defer or recommend approval or denial of the application.
8. If deferred, the application along with any additional information or a new staff report will be considered at a future DHSC meeting. If recommended for approval or denial, the staff report, the minutes of the DHSC meeting, and the amending by-law are forwarded to City of Windsor Council for consideration at a future date. The applicant, agent and all interested parties will be notified by Council Services of the date, time, and location of the Council meeting. Call 311 or contact Council Services at 519-255-6211 or clerks@citywindsor.ca.
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

Telephone: 519-255-6543
Fax: 519-255-6544
Email: planningdept@citywindsor.ca
Web Site: www.citywindsor.ca

ZONING BY-LAW AMENDMENT APPLICATION

1. PLANNING CONSULTATION – Completion of Stage 2

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

Has the Planning Consultation Stage 2 Application been completed? NO ☐ YES ☐ File Number: PC-_____

Staff Use Only

Signature of Staff Planner

Date of Consultation

☐ Jim Abbs

☐ Kevin Alexander

☐ Tracy Tang

☐ Frank Garardo

☐ Brian Nagata

☐ Justina Nwaesei

☐ Simona Simion

☐ Laura Strahl

☐ Adam Szymczak

☐ _____

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

For each document, provide one paper copy, and where possible, one digital copy on a USB flash drive or by email. All drawings or plans shall be in letter size (8.5 x 11 inches) in JPG and PDF format. All other documents shall be 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
Offer to Purchase

☐ Corporation Profile
Report

☒ Site Plan Conceptual
(see Section 8)

☒ Sketch of Subject
Land (see Section 11)

☐ Archaeological
Assessment – Stage 1

☐ Built Heritage
Impact Study

☐ Environmental
Evaluation 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

☐ Transportation
Impact Statement

☐ Transportation
Impact Study

☐ Tree Preservation

☐ Tree Survey Study

☐ Urban Design Study

☐ Vibration Study

☐ Wetland Evaluation
Study

Other Required Information: _____

ZONING BY-LAW AMENDMENT APPLICATION

3. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

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

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

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

Applicant

Name: Andi Shallvari Contact: _____
Name of Contact Person

Address: 3504 Klondike Ave

Address: Windsor, ON Postal Code: N8W 5V5

Phone: 647-996-6441 Fax: _____

Email: andi.shallvari@gmail.com

Registered Owner ☒ Same as Applicant

Name: _____ Contact: _____
Name of Contact Person

Address: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

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

Name: Pillon Abbs Inc. Contact: Tracey Pilon-Abbs, RPP
Name of Contact Person

Address: 23669 Prince Albert Road

Address: Chatham, ON Postal Code: N7M 5J7

Phone: 226-340-1232 Fax: _____

Email: tracey@pillonabbs.ca

4. COMPANION APPLICATIONS

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address	0 RANDOLPH AVE				
Legal Description	PART LOT 406 PART LOT 407 ON REGISTERED PLAN 1295, SAID LANDS BEING MORE PARTICULARLY DESIGNATED AS PART 1 ON REFERENCE PLAN 12R-29574; WINDSOR				
Assessment Roll Number	080-200-00202				
If known, the date the subject land was acquired by the current owner: 2024					
Frontage (m)	18.2 m	Depth (m)	33.5 m	Area (sq m)	592 m ²
Official Plan Designation	'Residential', as shown on Schedule D: Land Use				
Current Zoning	'Residential District 1.4 (RD1.4)' category, as shown on Map 8				
Existing Uses	Vacant				
If known, the lengths of time that the existing uses have continued: Unknown					
Previous Uses	Unknown				
List the names and addresses of the holders of any mortgages, charges, or other encumbrances in respect of the subject land: N/A					

Are there any easements or restrictive covenants affecting the subject lands? NO ☒ YES ☐
If yes, describe the easement or restrictive covenant and its effect:

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

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

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: Residential District 1.4 (RD1.4)
to: Residential District 1.4 (RD1.4 - S.20(1)(XXX))
Proposed uses of subject land: Proposed to use the subject lands for residential purposes.

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

A 2-storey semi-detached dwelling will be constructed for a total of 2 new residential dwelling units.

A total of 4 parking spaces located in the driveway within the front yard and in garages with access from Randolph Avenue are proposed.

The semi-detached dwelling will be severed along the common wall of the dwelling into two separate lots.

Why is this amendment or these amendments being requested?

Zoning will permit the proposed development of a new semi-detached dwelling,
as an additional permitted use in the RD1.4 zone category.

No relief is being requested.

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

☒ See Planning Rationale Report

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

☒ See Planning Rationale Report

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

☒ See Planning Rationale Report

☐ See Official Plan Amendment

ZONING BY-LAW AMENDMENT APPLICATION

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

8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

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

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

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

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

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

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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

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

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

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

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

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

- ☒ Sewers ☐ Ditches ☐ Swales ☐ Other _____

ZONING BY-LAW AMENDMENT APPLICATION

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

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

12. APPLICATION FEE & OTHER FEES

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

Fees are subject to change. Payment options will be provided when the application is ready to be deemed complete. If the Applicant has chosen to not complete both stages of the Planning Consultation process, the Base Fee below is doubled.

APPLICATION FEE

Amendment Type	Code	<input checked="" type="checkbox"/> Minor Rezoning	<input type="checkbox"/> Major Rezoning
Base Fee	53001	\$2,323.50	\$3,120.10
GIS Fee	63024	+ \$50.00	+ \$50.00
E-Permitting Fee	25164	+ \$40.00	+ \$40.00
Total City of Windsor Fees		= \$2,413.50	= \$3,210.10

Essex Region Conservation Authority (ERCA) Fee

Code 53023

If the subject land is in the Limit of Regulated Area, an ERCA fee based on type of application will be added to the Total City of Windsor Fees above. The ERCA fee is separate from any fees for a permit or clearance required by ERCA. The ERCA Fee Schedule is available [here](#).

OTHER FEES - The following fees are not due at this time but may be charged in the future:

Renotification Fee	Code 53016	\$2,644.60
Required when an applicant requests a deferral after notice of a public meeting has been given.		
Legal Fee - Servicing Agreement	Code 63002	\$709.52.64 plus \$50 per unit, lot, or block
Required when the preparation of a servicing agreement is a condition of approval.		

ZONING BY-LAW AMENDMENT APPLICATION

13. PROPOSED PUBLIC CONSULTATION STRATEGY

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

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

☒ Open House ☒ Website ☐ Other _____

An informal electronic public open house was held with area residents and property owners on July 18, 2024

14. SWORN DECLARATION OF APPLICANT

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

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

X



Signature of Applicant

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

City of Windsor

Location of Applicant at time of declaration

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

Declared before me  at the Municipality of Chatham-Kent

Signature of Commissioner

Location of Commissioner

this 24th day of April, 2025
day month year

PLACE AN IMPRINT OF YOUR STAMP BELOW

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

READ & COMPLETE SCHEDULES A & E IN FULL & SIGN

ZONING BY-LAW AMENDMENT APPLICATION

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, Andi Shallvari, am the registered owner of the land that is
Name of Registered Owner

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

Pillon Abbs Inc. to make this application on my behalf.
Name of Agent

X



April 24, 2025

Signature of Registered Owner

Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

I, Andi Shallvari,
Name of Registered Owner

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

X



April 24, 2025

Signature of Registered Owner

Date

If Corporation – I have authority to bind the corporation

SCHEDULE A CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements - *Continued*

A3. Acknowledgements

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

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

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

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

Species at Risk

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

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

Additional information can be found at:

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

or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

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

X



Signature of Applicant or Agent

April 24, 2025

Date

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

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire

Previous Use of Property

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

- a) If previous use of the property is Industrial or Commercial, specify use:

- b) Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?
☐ Yes ☒ No ☐ Unknown
- c) Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?
☐ Yes ☒ No ☐ Unknown
- d) Has there been petroleum or other fuel stored on the subject land or adjacent lands?
☐ Yes ☒ No ☐ Unknown
- e) Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?
☐ Yes ☒ No ☐ Unknown
- f) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?
☐ Yes ☒ No ☐ Unknown
- g) Have the lands or adjacent lands ever been used as a weapons firing range?
☐ Yes ☒ No ☐ Unknown
- h) Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?
☐ Yes ☒ No ☐ Unknown
- i) If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?
☐ Yes ☒ No ☐ Unknown
- j) Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?*
- ☐ Yes ☒ No ☐ Unknown

** Possible uses that can cause contamination include but are not limited to: operation of electrical transformer stations, disposal of waste minerals, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals that are present.*

- k) If current or previous use of the property is Industrial or Commercial, or if YES to any of a) to j) above, attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

SCHEDULE E CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E - CONTINUED

Acknowledgement Clause

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

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

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

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

Andi Shallvari

Name of Applicant (print)

X



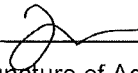
Signature of Applicant

April 24, 2025

Date

Pillon Abbs Inc.

Name of Agent (print)



Signature of Agent

April 24, 2025

Date

END OF SCHEDULE E

THIS IS THE LAST PAGE OF THE APPLICATION FORM

PLANNING AND DEVELOPMENT SERVICES

Memo

To: City Clerk
From: City Planner/Executive Director
Date: June 6, 2025
Subject: TRANSMITTAL OF NEW FILE
Our File Number: Z-010/25 [ZNG/7301]
RE: Application For: (X) Zoning Amendment () Official Plan Amendment
() Part Lot Control () Draft Plan of Subdivision/Condominium

Applicant: MARSHALL PATON
Location: 4641 MALDEN ROAD
Description: Applicant is requesting an amendment to Zoning By-law 8600 to change the zoning from Development Reserve District 1.1 (DRD1.1) to Residential District 1.3 (RD1.3) to construct three single unit dwellings in addition to the existing single unit dwelling.

The ZONING BY-LAW AMENDMENT application submitted on MAY 5, 2025, by MARSHALL PATON for 4641 MALDEN ROAD was deemed complete on MAY 15, 2025.

Enclosures:

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



Neil Robertson, MCIP, RPP
City Planner/Executive Director

NR/nm

June 6, 2025

Oakview Land Use Planning
c/o Robert Brown
6 Royal Cres, PO Box 188
Pain Court, ON N0P 1Z0

Dear Mr. Brown,

Re: ZONING BY-LAW AMENDMENT APPLICATION

APPLICANT: MARSHALL PATON

LOCATION: 4641 MALDEN RD.

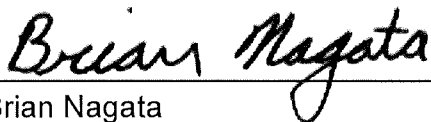
FILE NO.: Z-010/25 ZNG/7301

I acknowledge receipt of a Zoning By-law Amendment Application. Per the delegation authority in By-Law 139-2013, the City Planner deemed the application complete on May 15, 2025.

The City of Windsor will advise you prior to the Development & Heritage Standing Committee (DHSC) and Council meetings regarding the position of Planning & Development Services on the application and the dates, times, and locations of all public meetings.

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

Sincerely,



Brian Nagata
Planner II – Development

BN/nm

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 and supporting information to the Senior Steno Clerk at Planning & Development Services, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or planningdept@citywindsor.ca

Do not email the application and documents to a staff planner.

CONTACT INFORMATION

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

Telephone: 519-255-6543
Fax: 519-255-6544
Email: planningdept@citywindsor.ca
Web Site: www.citywindsor.ca

ZONING BY-LAW AMENDMENT APPLICATION

ZONING BY-LAW AMENDMENT PROCESS

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

1. The application is reviewed to ensure all prescribed and required information and the fee have been submitted. Within 30 days of the receipt of the application, you will be notified in writing that the application is deemed incomplete or complete.
2. If deemed incomplete, the application and fee will be returned. If deemed complete, fees are not refundable, the application is circulated to departments and external agencies for review and comment, and all submitted documents are made available to the public.
3. Following circulation, a draft staff report containing a recommendation and any conditions is prepared. The City Planner and other staff review the draft staff report.
4. When the staff report is approved by appropriate municipal staff, it will be scheduled for a future meeting of the Development and Heritage Standing Committee (DHSC).
5. The DHSC meeting is the public meeting required by the Planning Act. Public notice of the DHSC meeting is advertised in the Windsor Star, a local newspaper, at least 20 days in advance of the DHSC meeting. A courtesy notice may be mailed to property owners and/or tenants within 120 metres or more of the subject land.
6. 10 days prior to the DHSC meeting, the staff report is circulated to the applicant and DHSC members and made available to the public. All supporting documentation submitted by the applicant is available for review.
7. At the DHSC meeting, a staff planner may make a presentation. The applicant and other parties have an opportunity to provide verbal and/or written submissions. The DHSC may ask questions of staff, the applicant, agent, and other parties. The DHSC may decide to defer or recommend approval or denial of the application.
8. If deferred, the application along with any additional information or a new staff report will be considered at a future DHSC meeting. If recommended for approval or denial, the staff report, the minutes of the DHSC meeting, and the amending by-law are forwarded to City of Windsor Council for consideration at a future date. The applicant, agent and all interested parties will be notified by Council Services of the date, time, and location of the Council meeting. Call 311 or contact Council Services at 519-255-6211 or clerks@citywindsor.ca.
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

Telephone: 519-255-6543
Fax: 519-255-6544
Email: planningdept@citywindsor.ca
Web Site: www.citywindsor.ca

ZONING BY-LAW AMENDMENT APPLICATION

1. PLANNING CONSULTATION – Completion of Stage 2

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

Has the Planning Consultation Stage 2 Application been completed? NO ☐ YES ☐ File Number: PC-_____

Staff Use Only

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

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

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

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

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

Staff Use Only

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

ZONING BY-LAW AMENDMENT APPLICATION

3. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

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

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

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

Applicant

Name: MARSHALL PATON Contact: JONATHAN SEGUIN
Name of Contact Person

Address: 7250 MALDEN RD

Address: LASALLE, ON Postal Code: N9J 2T7

Phone: 519-980-5667 Fax: _____

Email: Jon.S@SkyScapeConsulting.ca

Registered Owner ☒ Same as Applicant

Name: _____ Contact: _____
Name of Contact Person

Address: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

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

Name: OAKVIEW LAND USE PLANNING Contact: ROBERT BROWN
Name of Contact Person

Address: 6 ROYAL CRES, PO BOX 188

Address: PAIN COURT, ON Postal Code: N0P 1Z0

Phone: 519-809-4539 Fax: _____

Email: rbrown@oakviewlup.ca

4. COMPANION APPLICATIONS

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

5. SUBJECT LAND INFORMATION

Municipal Address	4641 MALDEN RD
Legal Description	LOTS 88 TO 92, PLAN 972
Assessment Roll Number	3739 080 670 08900

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

Frontage (m) 37.19 M Depth (m) 30.48 M Area (sq m) 1,133.55 SQ.M

Official Plan Designation RESIDENTIAL WITH THE SPRING GARDEN SECONDARY PLAN AREA

Current Zoning DRD.1

Existing Uses ONE SINGLE DETACHED DWELLING

If known, the lengths of time that the existing uses have continued: 50 YEARS+/-

Previous Uses VACANT

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

Are there any easements or restrictive covenants affecting the subject lands? NO ☒ YES ☐
If yes, describe the easement or restrictive covenant and its effect:

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

An application for a Plan of Subdivision or Consent: NO ☐ YES ☒ File: _____

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

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

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

ZONING BY-LAW AMENDMENT APPLICATION

6. DESCRIPTION OF AMENDMENT

Amendment to Zoning By-law from: DRD.1
to: RD1.3
Proposed uses of subject land: RESIDENTIAL

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

THE INTENTION IS TO DEVELOP WITHIN THE STANDARD PROVISIONS OF THE
RD1.3, NO SPECIAL PROVISIONS ARE BEING REQUESTED

Why is this amendment or these amendments being requested?
CURRENT ZONING ONLY PERMITS EXISTING USE ON PROPERTY

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

☒ See Planning Rationale Report

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

☒ See Planning Rationale Report

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

☐ See Planning Rationale Report

☐ See Official Plan Amendment

N/A

ZONING BY-LAW AMENDMENT APPLICATION

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

8. PROPOSED BUILDINGS / STRUCTURES ON SUBJECT LAND

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

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

ZONING BY-LAW AMENDMENT APPLICATION

9. ACCESS TO SUBJECT LAND

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

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

ADDITIONAL ACCESS PERMITS WILL BE REQUIRED TO EACH LOT

10. WATER, SANITARY SEWAGE AND STORM DRAINAGE

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

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

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

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

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

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

- ☐ Sewers ☒ Ditches ☐ Swales ☐ Other _____

ZONING BY-LAW AMENDMENT APPLICATION

11. SKETCH OF SUBJECT LAND

Provide a sketch showing, in metric units,

- 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 are subject to change. Payment options will be provided when the application is ready to be deemed complete. If the Applicant has chosen to not complete both stages of the Planning Consultation process, the Base Fee below is doubled.

APPLICATION FEE

Amendment Type	Code	<input type="checkbox"/> Minor Rezoning	<input type="checkbox"/> Major Rezoning
Base Fee	53001	\$2,323.50	\$3,120.10
GIS Fee	63024	+ \$50.00	+ \$50.00
E-Permitting Fee	25164	+ \$40.00	+ \$40.00
Total City of Windsor Fees		= \$2,413.50	= \$3,210.10

Essex Region Conservation Authority (ERCA) Fee Code 53023

If the subject land is in the Limit of Regulated Area, an ERCA fee based on type of application will be added to the Total City of Windsor Fees above. The ERCA fee is separate from any fees for a permit or clearance required by ERCA. The ERCA Fee Schedule is available [here](#).

OTHER FEES - The following fees are not due at this time but may be charged in the future:

Renotification Fee Code 53016 \$2,644.60

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

Legal Fee - Servicing Agreement Code 63002 \$709.52.64 plus \$50 per unit, lot, or block

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

ZONING BY-LAW AMENDMENT APPLICATION

13. PROPOSED PUBLIC CONSULTATION STRATEGY

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

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

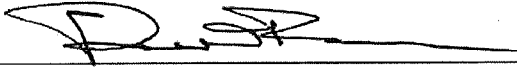
☒ Open House ☐ Website ☐ Other _____

OPEN HOUSE WAS HELD ON JANUARY 24, 2025

14. SWORN DECLARATION OF APPLICANT

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

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



Signature of Applicant

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

MUNICIPALITY OF WEST ELGIN

Location of Applicant at time of declaration

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

Declared before me  at the MUNICIPALITY OF WEST ELGIN

Signature of Commissioner

Location of Commissioner

this 30 day of APRIL, 2025
day month year

PLACE AN IMPRINT OF YOUR STAMP BELOW

TERRI TOWSTIUC, Clerk
Commissioner for the Municipality of West Elgin
Province of Ontario

READ & COMPLETE SCHEDULES A & E IN FULL & SIGN

ZONING BY-LAW AMENDMENT APPLICATION

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.

MARSHALL PATON
I, _____, am the registered owner of the land that is
Name of Registered Owner

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

ROBERT BROWN
_____ to make this application on my behalf.
Name of Agent



Marshall Paton (Apr 29, 2025 18:20 MDT)
Signature of Registered Owner

APRIL 29, 2025


Date

If Corporation - I have authority to bind the corporation

A2. Authorization to Enter Upon the Subject Lands and Premises

MARSHALL PATON
I, _____,
Name of Registered Owner

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



Marshall Paton (Apr 29, 2025 18:20 MDT)
Signature of Registered Owner

APRIL 29, 2025

Date

If Corporation – I have authority to bind the corporation

SCHEDULE A CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE A – Authorizations & Acknowledgements - *Continued*

A3. Acknowledgements

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

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

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

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

Species at Risk

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

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

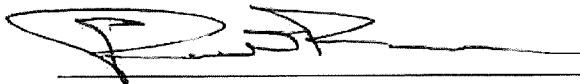
Additional information can be found at:

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

or by contacting MECP at SAROntario@ontario.ca

Acknowledgement

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



Signature of Applicant or Agent

APRIL 29, 2025

Date

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

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E – Environmental Site Screening Questionnaire

Previous Use of Property

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

a) If previous use of the property is Industrial or Commercial, specify use:

b) Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?

- ☐ Yes ☒ No ☐ Unknown

c) Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?

- ☐ Yes ☒ No ☐ Unknown

d) Has there been petroleum or other fuel stored on the subject land or adjacent lands?

- ☐ Yes ☒ No ☐ Unknown

e) Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?

- ☐ Yes ☒ No ☐ Unknown

f) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?

- ☐ Yes ☒ No ☐ Unknown

g) Have the lands or adjacent lands ever been used as a weapons firing range?

- ☐ Yes ☒ No ☐ Unknown

h) Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?

- ☒ Yes ☐ No ☐ Unknown

i) If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?

- ☐ Yes ☒ No ☐ Unknown

j) Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?*

- ☐ Yes ☒ No ☐ Unknown

** Possible uses that can cause contamination include but are not limited to: operation of electrical transformer stations, disposal of waste minerals, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals that are present.*

k) If current or previous use of the property is Industrial or Commercial, or if YES to any of a) to j) above, attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

SCHEDULE E CONTINUES ON NEXT PAGE

ZONING BY-LAW AMENDMENT APPLICATION

SCHEDULE E - CONTINUED

Acknowledgement Clause

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


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

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

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

MARSHALL PATON

Name of Applicant (print)


Marshall Paton (Apr 29, 2025 18:20 MDT)

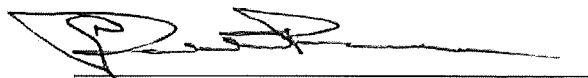
Signature of Applicant

APRIL 29, 2025

Date

ROBERT BROWN

Name of Agent (print)



Signature of Agent

APRIL 29, 2025

Date

END OF SCHEDULE E

THIS IS THE LAST PAGE OF THE APPLICATION FORM







Application Form Zoning By-law Amendment - Paton

Final Audit Report

2025-04-30

Created:	2025-04-30
By:	Robert Brown (rbrown@oakviewlup.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQX7Epq1xsjTl8VXRvJms3E38oHRes6ia

"Application Form Zoning By-law Amendment - Paton" History

-  Document created by Robert Brown (rbrown@oakviewlup.ca)
2025-04-30 - 0:11:24 AM GMT
-  Document emailed to marshall.paton@gmail.com for signature
2025-04-30 - 0:14:24 AM GMT
-  Email viewed by marshall.paton@gmail.com
2025-04-30 - 0:19:28 AM GMT
-  Signer marshall.paton@gmail.com entered name at signing as Marshall Paton
2025-04-30 - 0:19:58 AM GMT
-  Document e-signed by Marshall Paton (marshall.paton@gmail.com)
Signature Date: 2025-04-30 - 0:20:00 AM GMT - Time Source: server
-  Agreement completed.
2025-04-30 - 0:20:00 AM GMT

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 Adjustmt/Consent Authority on Thursday, July 10, 2025 in the order stated below.
LOCATION: Via Electronic Participation

ITEM	FILE #	APPLICANT	LOCATION	REQUEST
1	A-051/25	NICHOLAS RAMDIAL	663 MARENTETTE AVE	RELIEF: Conversion of an existing lodging house into a multiple dwelling with four dwelling units, with reduced minimum lot width and area requirements for a multiple dwelling. CONSENT: Easement for servicing a storm water management system.
2	B-039/25	TILBURY CONCRETE TRANSPORT INC	3480 MARENTETTE AVE	CONSENT: Create a New Lot.
3	B-040/25	MARK NICHOLAS CHIARELLA, LYNN CHIARELLA	649 EDINBOROUGH ST	RELIEF: An addition of 4 residential units to an existing commercial building with reduced amenity space and parking spaces RELIEF: Proposed development of a single unit dwelling with reduced minimum front yard depth.
4	A-052/25	CENTURY 21 TEAMS & ASSOCIATES LTD	1317/1321 OTTAWA ST	CONSENT: Create a New Lot with easements.
5	A-053/25	FRANK AMANTE	8254 RIVERSIDE DR E	CONSENT: Create a New Lot.
6	B-041/25	GATEWAY VILLAGE INC	0 HURON CHURCH RD (3739-050-370-15400-0000)	CONSENT: Create a New Lot.
7	B-044/25	VENUS GLORY INC.	981-983 CAMPBELL AVE	CONSENT: Create a New Lot.
8	B-042/25	CRATA EQUITIES	1400 PROVINCIAL RD	CONSENT: Create a New Lot.
9	B-043/25	1998308 ONTARIO INC	1561 ARMANDA ST	RELIEF: Proposed development of 5 multi-unit dwellings with increased maximum building height.
10	A-055/25	5054545 ONTARIO INC	1850 NORTH SERVICE RD	CONSENT: Technical severance.
11	B-045/25	DUO FRATRES INC.	1370 ARGYLE RD 2109 OTTAWA ST	RELIEF: New Lot with minimum lot area for the severed and retained lot.
12	A-054/25	PORTNOV PROPERTIES INC	1968 GEORGE AVE	

13	B-047/25	PORTNOV PROPERTIES INC	1968 GEORGE AVE	CONSENT: Create a New Lot.
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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 \(citywindsor.ca\)](http://Committee of Adjustment Meeting Agenda (citywindsor.ca))

Subject: 2025 Local Improvement Program Update - City Wide

Reference:

Date to Council: July 14, 2025
Author: Adam Mourad
Engineer III - Design Standards Lead
(519) 255-6100 Ext. 6614
amourad@citywindsor.ca

Design - Engineering
Report Date: 6/26/2025
Clerk's File #: SL2025

To: Mayor and Members of City Council

Recommendation:

- I. THAT Council **RECEIVE** for information this report as an annual status update (2025) on the implementation progress of the Local Improvement Program priority projects.

Executive Summary:

N/A

Background:

Local Improvement Policy

Local Improvement Projects (LIPs) are governed by Ontario Regulation 586/06 under the *Municipal Act, 2001*. City Council endorsed an updated Consolidated Local Improvement Policy (the "LI Policy") through CR 431/2020 in compliance with O. Reg. 586/06. This policy details how LIPs are administered and implemented, as well as the associated costs to residents.

The 2024 annual Local Improvement Update (Report S 24/2024) outlined changes to the LI Policy (CR 257/2024). No further changes to the LI Policy have occurred since the receipt of the 2024 update.

Local Improvement Priority Policy – City Initiated LIPs

The Local Improvement (LI) Priority Policy provides a consistent and transparent means of allocating LIP funding and affords priority for City initiated LIPs. LIPs initiated by the City are prioritized in accordance with CR 257/2024 (Council Report S 24/2024) as funding allows, focusing on installation of new sanitary sewers to eliminate septic systems which pollute waterways and groundwater. The prioritization of LIP candidates is based on the road condition along with the presence and condition of the associated underground utilities (sanitary sewer, storm sewer and watermain).

Following approval by Council for the construction of a sanitary sewer through a City Initiated LIP, residents are provided notice through the Local Improvement Program to consider additional upgrades to other municipal services (sidewalks, street lighting, etc.) which could be potentially bundled as part of the overall LI construction project. Benefitting properties are assessed costs for LIP works included in the project based on the LI Policy and are provided an opportunity to petition against these works.

The current LI Priority Policy for City Initiated LIPs include only local, rural cross section roads. Other road segments with curb & gutters, collector roads and arterial roads without sanitary sewers will be inventoried, rated, and may be added to the priority list in the 2026 program update as per the following CR317/2019 (Report 131/2019):

*“That **APPROVAL BE GIVEN** and that Council **ADOPT** the following policies as a means to rehabilitate deteriorated roads within the City:*

- a. That local roads with rural cross sections that require sanitary sewers be deemed the highest priority to rehabilitate and that the City **BE AUTHORIZED** to reconstruct these roads through City initiated local improvements*
- b. That Administration report back to Council with a prioritized list of all remaining roads within the City that require sanitary sewers and that the City **BE AUTHORIZED** to reconstruct these roads through City initiated local improvements*
- c. Where local frontage roads have a rural cross section, the City **BE AUTHORIZED** to rehabilitate these roads, by priority, through City initiated local improvements.”*

Further, as per CR 317/2019, LIPs for sanitary sewers can proceed regardless of their position on the existing priority list where additional LIP works are successful following notification (i.e. no petitions received).

Resident Initiated LIPs

Resident Initiated LIPs allow for residents to petition the City for additional municipal infrastructure covered by the LI Policy. Interested residents may contact the City and initiate a petition for the desired works. Residents would then be responsible to circulate the petition in the affected area.

If the signature requirements are met, and the work is supported by the City, the petition is certified by the City Clerk. When funding becomes available for the project, the works are carried out and the residents provided a final notice of assessment for their works. This assessed cost can be paid up front, or charged against the property, and collected in the same manner as taxes over a period of time, typically over 10 to 20 years.

Resident Initiated LIPs are managed as per CR 317/2019 (Report 131/2019):

*“That at City Council’s discretion and subject to budget funding being available, the construction of successful resident initiated local improvements **BE ABLE TO PROCEED** regardless of their position in the priority list.”*

Shoreline Structures

On October 30, 2023, through CR 444/2023 and CR 260/2023 (C 149/2023& C 77/2023), Council approved the addition of section 4.6 Shoreline Structures to the LI Policy and authority to divest these lands. On October 28, 2024, through Report C 123/2024, Council was provided an update in regards to the City-owned shorewall between the private residential properties along Riverside Drive East and Lake St. Clair. Administration is currently finalizing investigation into the status of the ownership of the individual parcels of land on which the shorewall sits.

Discussion:

Administration continues to implement LIPs approved from previous years, identify future project priorities, undertake City Initiated LIPs and process Resident Initiated LIPs for consideration.

LIP priorities are based on rating criteria previously approved by Council (Report C 131-2019). The list of successful LIP Priority 1 projects includes sanitary sewer LIPs on rural cross section local roads that do not currently have sanitary sewers. Road segments with the lowest rating are the most deteriorated and/or lacking in services are being addressed first (Joy Road, Ray Road, Wilkinson Lane and Everts Avenue).

Following that, the order of prioritization for the remaining roads is:

- Sanitary Sewer LIPs on Urban Cross Section Local Roads.
- Sanitary Sewer LIPs on Arterial and Collector Roads.
- Rural Cross Section LIPs (with existing sanitary sewers)
- Outstanding Resident and City Initiated LIPs

Of these remaining LIP categories, there are four (4) other successful LIP projects (Jarvis Avenue, Byng Road, Woodland Avenue and Radisson Avenue). Of these, the Jarvis Avenue LIP from Little River Boulevard to Castle Hill Road will be constructed under a phase of the work recommended as part of the Wyandotte Street East and Jarvis Avenue Environmental Assessment Study. As such, it is not included within nor funded by the LIP program. This LIP includes the installation of storm sewers, private drain connections and sidewalks that will be completed in conjunction with the recommended Phase II Jarvis Avenue improvements as funding becomes available.

As noted in the Background section, shoreline protection works were previously added for inclusion within the LI policy. It is anticipated that any work associated with the shore wall will be funded separately from the LIP framework once the scope of the work is determined. Administration will report back to Council with a status update in the fourth quarter of this year.

LI Priority 1 Project Status – City Initiated

The current City Initiated LI Priority Program includes the following LIP projects:

- **Byng Road (Ward 9):** This Councillor-led LIP project includes the extension of storm sewers and curb and gutter from Melinda Avenue to Ledyard Avenue. This project has been tendered for construction and will be completed in 2025. This road segment represents the final LIP initiated under the previous policy.
- **Ray Road and Joy Road (Ward 9):** These projects include sanitary sewer LIPs from 8th Concession Road to the existing cul-de-sac. These LIPs were petitioned against by the residents who do not agree with the additional costs. The City currently intends to make application to the Ontario Land Tribunal (OLT) to proceed with these works under O. Reg. 586/06. Timing of these LIPs are dependent on the timing/outcome of the OLT hearing.

If the OLT authorizes the construction of sanitary sewers and private drain connections as a local improvement, notice will be sent to residents to provide opportunity to include other local improvement upgrades (i.e. streetlighting, curb and gutter and sidewalks) with the works. Should any additional upgrades be petitioned against by the property owners, the City would proceed with only the construction of sanitary sewers and those additional upgrades that were not petitioned against.

- **Wilkinson Lane (Ward 2):** This project is a sanitary sewer LIP from South Street to Chippawa Street. It is anticipated that construction of these improvements may proceed as early as 2026 pending further investigation of existing septic tanks and possible sanitary sewer connections to Sandwich Street.

This project will be removed from the LI Priority list if it is determined that the existing homes can be serviced by the sanitary sewer on Sandwich Street.

- **Everts Avenue (Ward 10):** This project is a sanitary sewer LIP from Totten Street to its cul-de-sac. This road section may be scheduled for reconstruction in 2026 in lieu of Wilkinson Lane if it is determined the Wilkinson Lane LIP can be removed from the LI Priority list.

Resident Initiated LIP Project Status

The current Resident Initiated LIPs include the following:

- **Woodland Avenue (Ward 1):** This LIP project includes construction of curb and gutter from West Grand Boulevard to Norfolk Street. This project has not been initiated and is currently unfunded due to funding prioritization of City initiated sanitary sewer LIPs.
- **Radisson Avenue (Ward 1):** This LIP project includes construction of curb and gutter and storm sewers from West Grand Boulevard to Norfolk Street. This project has not been initiated and is currently unfunded due to funding prioritization of City initiated sanitary sewer LIPs.

Risk Analysis:

Overall risks to the program to be considered during the prioritization of future projects are primarily financial in nature. Prioritization is predominately dependent on the number of projects that can be funded annually within the approved 10 year capital budget. Tariff related impacts are generally low for this type of work due to local labor and material supply availability.

City Initiated LIPs continue to carry a heightened risk of delays and administrative burden due to opposition from the benefitting property owners (typically based on associated costs) and the resulting OLT appeals process.

Council has endorsed a priority policy for City initiated LIPs. As Administration moves forward with these priorities, Resident Initiated LIPs continue to be brought forward with uncertain frequency and will compete for available funding.

Climate Change Risks:

Climate Change Mitigation

N/A

Climate Change Adaptation

N/A

Financial Matters:

The guide to project implementation outlined in the Priority Listing continues to be reviewed annually based on the forecasting of needs and available funding. Approximately \$1.95M was spent through the Local Improvement Program for construction of new services on local roads in 2024 and \$133K has been spent in 2025 to date.

High level budget overviews, inclusive of design, construction and contract administration, for successful City Initiated and Resident Initiated LIPs are denoted in Tables 1 and 2 respectively.

Table 1: LI Priority Program Budget Overview – City Initiated

Street	From	To	LIP Type	Project Estimate	Estimated Construction Year
Byng Rd.	Melinda Ave.	Ledyard Ave.	Storm Sewer, Curb and Gutter	\$2,300,000	2025
Wilkinson Ln.	Chippawa St.	South St.	Sanitary	\$2,400,000	2026
Everts Ave.	Totten St.	Quebec St.	Sanitary	\$2,600,000	2027
Ray Rd.	8 th Concession Rd.	Cul-de-Sac	Sanitary	\$6,200,000	2029
Joy Rd.	8 th Concession Rd.	Cul-de-Sac	Sanitary	\$6,800,000	2034

The Byng Road LIP is currently funded and will be completed in 2025. There is approximately \$5.9M of uncommitted budget available in Project #7171002 – Local Improvement Program Infrastructure to fund the current City Initiated LIP projects shown in Table 1. In addition, the 2025 10-year capital budget identifies approximately \$15.88M in funding. Accordingly, it is anticipated that there is sufficient funding available to complete the projects noted in Table 1 above within the 10-year Capital Budget. Administration notes that any funding recovered from homeowners is returned to the Local Improvement Project capital budget.

Table 2: LIP Budget Overview - Resident Initiated

STREET	FROM	TO	LIP TYPE	WARD	ESTIMATED COST
Woodland Ave.	West Grand Blvd.	Norfolk St.	Curb and Gutter	1	\$5,200,000
Radisson Ave.	Norfolk St.	West Grand Blvd.	Curb and Gutter, Storm Sewer	1	\$5,200,000

There is currently no funding allocated in the 10 year Capital budget for the Woodland Avenue or Radisson Avenue LIP projects. Should Council direct, such LIPs could be re-prioritized accordingly within the LIP Priority Project list or a separate funding source would need to be identified. If unfunded, these projects will ultimately be available for implementation during future road rehabilitation projects.

Consultations:

Kathy Buis - Financial Planning Administrator

Michael Dennis – Manager of Strategic Capital Budget Development and Control.

Conclusion:

The Local Improvement Program provides additional services to City residents and brings existing roads in line with current standards in accordance with the approved Local Improvement Priority Policy.

Approvals:

Name	Title
Mark Spizzirri	Manager, Performance Measurement and Business Case Development
Fahd Mikhael	Manager of Design, Engineering
Stacey McGuire	Executive Director of Engineering and Deputy City Engineer
Stacey McGuire for David Simpson	Commissioner, Infrastructure Services and City Engineer
Lorie Gregg	On behalf of Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

N/A

Appendices:

N/A

Subject: 2026 Budget Process & Timeline - City Wide

Reference:

Date to Council: July 14, 2025

Author: Janice Guthrie

Commissioner, Finance & City Treasurer

519-255-6100 Ext. 6271

jguthrie@citywindsor.ca

City Treasurer

Report Date: 6/20/2025

Clerk's File #: AF/14854

To: Mayor and Members of City Council

Recommendation:

THAT the report of the Chief Financial Officer & City Treasurer dated July 14, 2025 regarding the 2026 Budget Process & Timeline **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

On June 16, 2023, the Provincial Government announced changes to the Ontario Municipal Act, 2001 which granted special powers and duties to Heads of Council. In accordance with Part VI.1, and more specifically Section 284.16 as it relates to municipal budgets, the Head of Council shall, in accordance with the regulations propose a municipal budget prior to February 1 of the year to which the budget relates.

The 2024 and 2025 Operating and Capital Budgets have followed the new legislative powers. This report serves to advise City Council of the proposed timelines for the 2026 Operating and Capital budgets which will also follow the legislative guidelines with similar timelines.

Discussion:

2026 Timeline

The following table outlines the proposed process and timeline for the development of the 2026 Operating and Capital budgets.

Table A: Operating & Capital Budget Proposed Development Timeline

Description	Date
1. Operating Budget Development	05/26/25 – 10/03/25
2. Capital Budget Development	06/09/25 – 09/05/25
3. Capital Budget CLT Review	09/15/25 – 09/19/25
4. Operating Budget CLT Review	10/06/25 – 10/10/25
5. Operating & Capital Budget Mayor’s Review	10/13/25 – 11/10/25
6. Recommended Budget Document preparation	11/17/25 – 12/05/25
7. Recommended Budget Documents Tabled	01/05/26 – 01/09/26

Under the above noted proposed timelines, Administration estimates having the 2026 Operation and Capital budget approvals well before the legislative tabling date of February 1, 2026. These timelines have worked well for the past two years so as to have approved budgets in place prior to the 2026 fiscal year being well underway.

Public Engagement

A key element of the budget development process is continuous communication among citizens, elected officials, and administration. Citizen participation in the budget process allows the public to engage in the decision-making process that affects the allocation of limited public resources.

The current Council meeting cycle, allows the public and various stakeholders to provide input on matters which may need to be considered as part of the development of the 2026 budget.

Additionally, there is a tabling period for the recommended budget before final deliberations, during which the public can appear as delegations or submit their written concerns.

Departmental Public Engagement Sessions

Throughout the year, departments engage residents in numerous public consultation sessions to address various municipal matters. These community involvement initiatives and public engagement opportunities, which occur regularly as part of the departments’ daily operations, are invaluable for informing the annual budget development process and recommendations.

The feedback and interactions gathered from these public sessions and consultations are crucial for guiding municipal decisions made by administrative staff and elected officials.

Ward Meetings

Each year, residents have the chance to participate in in-person ward meetings hosted by the Mayor and all City Council members. The meetings are typically held in September and October.

These meetings enable the Mayor and Councillors to share updates on neighborhood-specific projects and activities, while residents can ask questions and offer feedback. Ward meetings are an excellent opportunity for valuable input, as they allow participants to discuss both specific neighborhood issues and broader matters affecting the entire city in a less formal setting.

Inflationary Pressures

The uncertainty remaining around tariffs has significantly affected the current economic conditions such as changes to local unemployment rates, volatility of energy costs, commodity prices and interest rates, as well as supply and demand for products and services has dramatically impacted the City's budget in that last several years. Based on figures from Statistics Canada up to and including April, the average 2025 CPI is tracking lower than 2024 at 2.0% and the average BCPI is 3.5% for a **2025 blended rate of 2.3%**. Maintaining a property tax levy increase that is at or near the rate of inflation will be challenging given recent employee contract settlements, purchase of supplies, fuel cost, and contracts that are based upon prior annual CPI increases. The City is also continuing to experience cost escalations on tenders for construction projects. This continues to put pressure on the 10-year capital plan to the extent that projects may require scope revisions to remain within budget or it could require other projects to be deferred to free up the required funding.

Service Enhancements

Administration continues to conduct internal service delivery reviews across various city operations which are often tied to changes in program funding, grant opportunities and service enhancements. The findings from these reviews, which are often presented through Council reports, help inform the annual budgetary process. In addition, the impacts of the implementation of several Corporate Master Plans previously approved by City Council are highlighted and brought forward each year for consideration. Many of these Master Plans are aspirational, requiring strategic incremental operating and capital funding for certain enhancements to move forward.

Some examples of service delivery review initiatives conducted in recent years include the following service areas:

1. Planning Department Realignment
2. Building Department Realignment
3. Human Resources Review

4. Information Technology Review
5. City Fleet Service Reviews
6. Establishment of the Economic Development Area
7. Parks & Facility Realignment
8. Engineering and Transportation Planning Realignment
9. Transit Windsor Streamlining & Refocusing of Service
10. Corporate User Fee Review

It is important to note that many of these ongoing and complex reviews are not solely initiated and completed during the annual budget review process. These reviews are conducted continuously throughout the year and may often result in recommendations from administration that can be implemented in future budgets.

Risk Analysis:

Early indications suggest that the 2026 budget will be a challenge in terms of balancing fiscal restraint while continuing to deliver services to residents. The proposed budget process and timeline provides sufficient time to identify and review budgetary pressures, seek public input and develop a strategy that will mitigate any required increases in property tax levy to meet service delivery demands.

Climate Change Risks

Climate Change Mitigation:

There are no climate change mitigation risks as a result of this report. The City of Windsor has an approved Community Energy Plan and Corporate Climate Action Plan. As stated in the Corporate Climate Action Plan, the City of Windsor will reduce its greenhouse gas emissions from our 2014 baseline by 20% by 2030 and 40% by 2041. Assessing projects and programs early on in their development as part of the budget process will provide the most opportunity to incorporate mitigation actions. Early identification of projects eligible for grant funding will assist administration to prepare for these opportunities.

Climate Change Adaptation:

There are no climate change adaptation risks as a result of this report. The City of Windsor has an approved Climate Change Adaptation Plan identifying climate risks to infrastructure and services. Recommendations are provided to strengthen Windsor's resiliency to the effects of climate change. Assessing projects and programs early on in their development as part of the budget process will provide the most opportunity to incorporate adaptation actions. Early identification of projects eligible for grant funding will assist administration to prepare for these opportunities.

Financial Matters:

Operating Budget

As in previous years, Administration will bring back options for a budget that achieves the lowest possible impact on property taxes for its City Departments, while striving to maintain services important to our residents and implementing priority service enhancements. To help reduce anticipated budget pressures, Administration has requested that each Corporate Leadership Team bring back reduction strategies to achieve between a 5 to 10% decrease in overall tax levy funded expenditures. These reduction strategies can incorporate changes to user fees, alternative service delivery as well as additional recoveries from grants or upper levels of government.

The City's Agencies, Boards, and Committees (ABCs) will also be asked, as part of their budget requests to propose budgets which are 5% *below* their 2025 funding levels to help reduce the City's overall budget needs for 2026. While this reduction request will be made, it's important to note that these budgets fall outside of Administration's direct control and may or may not be provided.

Capital Budget and Corporate Asset Management Plan

The development of a 10-year Capital Plan supports long-term financial stability by aligning capital investments with projected revenues and funding sources, allowing for more predictable financial planning. It also allows for clear communication regarding which projects are planned, how funds will be used, and how those decision support community needs. The annual review process provides a framework for re-evaluating and prioritizing projects based on need, impact and alignment with strategic goals, as they change over the life of the Plan.

The City's 2025 10-year Capital Plan has been developed based on projected funding levels from 2025 through to 2034. As part of the annual capital budget process, Administration reviews all available funding sources and updates projections for anticipated funding changes, investment rates, and other relevant activity. These revised projections form the basis for updates to the capital plan and allow for the identification of new projects which require funding. Further informing the 10-year Capital Plan is the Corporate Asset Management Plan, which provides insight in the current condition and levels of service of the City's major infrastructure and sets performance goals to ensure that assets are maintained in accordance with proposed service levels.

Despite record levels of capital investment in recent years, the City (as is the case with most other municipalities) continues to be challenged with aging infrastructure. This, coupled with post-COVID market fluctuations and unprecedented inflationary and other economic-related pressures, has put increasing pressure on the capital budget to ensure adequate funds are made available to allow municipal assets to continue to provide the levels of service they are intended to provide.

While the development of a 10-year plan does allow for a certain level of flexibility in the reprioritization of capital work, the Capital Budget has committed significant current and future funding amounts as it relates to several high-priority and high-dollar projects. This pre-commitment of funds provides the opportunity for major work to be carried out in an efficient and timely manner, in order to address pressing capital needs. It also allows for the leveraging of Federal and Provincial grant funding dollars, allowing for considerable cost-sharing opportunities; however, the requirement for the City to also contribute, reduces Administration's ability to delay or alter future projects.

Should capital funding levels be reduced and/or redirected, there will be a direct impact to projects previously approved in principle from 2025 to 2033. The severity of the impact would be dependent upon the amount of funding which is reduced. In such a circumstance, the reductions would primarily impact projects which are service enhancements and/or growth type projects requiring that they be deferred or pushed out to later years with the focus of the remaining funding being directed to ensure sustainability of existing assets.

Consultations:

N/A

Conclusion:

This report provides an update to City Council as it relates to the 2026 Operating and Capital Budget development process and timelines.

Planning Act Matters:

N/A

Approvals:

Name	Title
Tony Ardovini	Deputy Treasurer – Financial Planning
Tony Ardovini	On behalf of Senior Manager of Asset Planning
Lorie Gregg	On behalf of Commissioner Finance & City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices: N/A

Subject: Retention and Employee Experience Project - Update**Reference:**

Date to Council: July 14, 2025

Author: Alicia Saroli

Executive Initiatives Coordinator

519-255-6100 ext 6132

asaroli@citywindsor.ca

Human Resources

Report Date: 6/20/2025

Clerk's File #: AS2025

To: Mayor and Members of City Council

Recommendation:

THAT Council **RECEIVE** the report of the Executive Initiative Coordinator dated June 20, 2025 entitled "Retention and Employee Experience Project Update" for information; and further,

THAT Council **CONTINUE TO SUPPORT** the ongoing project implementation plan.

Executive Summary:

In 2023 Administration engaged PriceWaterhouseCoopers (PwC) to conduct an extensive employee engagement review of the Corporation as it was recognized that the labour market had shifted significantly post-pandemic. Across industries, employee needs had evolved, with a growing emphasis on flexibility, career development, equitable compensation, and work-life balance. By understanding these shifting priorities and turning current talent challenges into strategic opportunities, the City of Windsor aimed to gain a competitive edge in the ongoing 'war for talent.'

In April 2024, Council endorsed the recommendations and roadmap presented by PwC, which included a number of key findings, major themes and objectives to be executed in the spirit of addressing current challenges with staff retention and enhancing the employee experience.

Upon endorsement of the PwC roadmap and implementation plan in April 2024, several initiatives were already underway prior to PwC's engagement with subsequent projects initiated following the plan adoption. This report will provide an update on project progress and objectives that have been actioned to date.

Background:

Throughout consultation, PwC undertook extensive employee consultation, reviewed existing documentation, and made a number of key findings. Based on those findings, PwC developed several recommendations, broken into 5 key themes, 19 objectives and 93 recommendations, and together with Administration, developed an implementation roadmap setting out short term, medium term, and long-term activities. In September 2024, a project lead was hired to oversee the execution of the implementation plan and carry out the recommendations of PwC.

Discussion:

Following their extensive research, PwC's recommendations were divided into the following 5 key themes:

- Culture & Leadership
- Diversity, Equity & Inclusion
- Talent & Career Development
- Workplace Flexibility
- Rewards and Recognition

These themes were recommended to address existing pain points and challenges experienced throughout the Corporation. Administration began the project focusing on Culture & Leadership, with the intention that outcomes from the objectives within this theme will serve as a guide or catalyst for subsequent themes. The following initiatives have been undertaken to work through the implementation roadmap:

Culture & Leadership

- Establishment of the Corporate North Star

Administration has engaged Optimus SBR to define our corporate mission, vision, and value statement, collectively referred to as our North Star. This project has sought input from stakeholders at all levels, including the Mayor, Council, and frontline staff, to develop a shared vision for the Corporation. Consultations have concluded and a draft mission and vision statements will be announced shortly which will include a Corporate-wide roll out plan. The North Star will guide our strategy and service delivery, ensuring cohesive and strategic municipal services across all departments. (PwC Recommendation: 1; 1.1; 1.2)

- Psychological Health & Safety Training

In partnership with MyWorkplaceHealth, the Corporation has delivered psychological health and safety training to all leaders in the Corporation from the management level and above. The training provided an opportunity for managers to practice and embed new ways of working and communicating with staff, and turn the information learned into new skills and behaviours. Subsequent training has been launched for

supervisory staff that began this spring, with training tailored to all staff to follow in the fall. (PwC Recommendations: 2; 2.3)

Further demonstrating the support to foster a work environment that is psychologically safe for all staff, a customer code of conduct is in development to clearly outline expectations for respectful interactions, helping to protect employees from harm and ensure a supportive, inclusive workplace for everyone. (PwC Recommendations: 3.3)

- Workplace Assessment

The Corporation has engaged WG Resolutions to conduct a corporate-wide workplace cultural assessment. The workplace assessment aims to build on the critical issues outlined in PwC's review by identifying the Corporation's cultural traits and delivering tailored, actionable solutions to drive improvement and align with the new North Star. Through a corporate-wide survey, focus groups and one-on-one interviews, staff at all levels across the Corporation have been consulted throughout this process. (PwC Recommendations: 3; 3.1; 3.2)

- Enhancing Transparency and Communication

Feedback received through PwC's consultation indicated that staff feel out of the loop when staffing changes occur, so a new section has been added to the internal Dashboard website titled "People on the Move." Also featured in the City Circuit newsletter, "People on the Move" features a list of new hires, transfers and retirees throughout the previous month. Additionally, monthly reports continue to be shared with unions and associations to provide staffing updates, enhancing transparency as employees transition within the Corporation. (PwC Recommendations: 1; 1.4)

Piloted through the Employee Mentoring Program, Administration is developing a program to provide networking sessions for staff to meet with members of the senior leadership team on a one-on-one basis. The program is designed to create opportunities for staff to engage with senior leadership—particularly in cases where such interactions may not occur organically—by facilitating direct dialogue and open networking sessions. (PwC Recommendations: 1; 1.4)

Diversity, Equity & Inclusion

- Step Placement Procedure

Previously, all internal staff were subject to the "5% Rule" when transferring to a new position, creating a disparity between external hires who had the ability to negotiate a higher salary step. In March of 2024, the Corporation developed the Step Placement Procedure, which provides a framework and flexibility for internal non-union staff who obtain a permanent promotion within the Corporation. The development of this procedure is a direct response to recruitment and retention

enhancements, as it supports a more transparent, and engaging employee experience that helps attract and retain top talent. (PwC Recommendation: 5.3)

- Job Evaluation Training Program

PwC's report highlights that salary and pay structure are among the primary concerns of staff, and that there are opportunities to improve understanding of the Pay Equity Act and the job evaluation process. Human Resources is preparing a series of training resources for staff at all levels to enhance their understanding of job evaluation and how it impacts the salary determination process. Training will be hosted at the Executive Directors' meeting in June, as well as the Manager's Meeting in September. Additionally, new committee members have been selected and trained, providing a broader understanding of the job evaluation system across the Corporation. (PwC Recommendation: 5.2)

- Review of Annual Performance Appraisal System

Human Resources and IT are collaborating to digitize and modernize manual, paper-based processes, including the annual Performance Appraisal process and form. As part of this review, additional enhancements are being explored to better align with the evolving needs and values of our workforce. These include updating the leadership competencies assessed through the formal performance appraisal, such as inclusive leadership, as well as elements that support psychological health and safety, promote employee recognition and reflect our new corporate values. (PwC Recommendations: 2.3; 3.3; 4.3)

- FADS Review and Update

As directed by Council, Administration reviewed the Corporation's Facility Accessibility Design Standards (FADS) to ensure compliance with current legislation, beyond the Ontario Building Code and the Accessibility for Ontarians with Disabilities Act. In collaboration with departments responsible for the built environment, the updated FADS will mark a key milestone in adopting a modern, inclusive standard that promotes long-term accessibility for all. (PwC Recommendations: 8.1) Talent & Career Development

- Learning & Development Opportunities Program

The program and policy that outlines the organizational development strategy for the Corporation is under review. In partnership with IT, Human Resources is exploring opportunities to digitize processes and create resourcing tools throughout this area to build transparency and increase efficiency.

Enhancements to learning and development programs are also underway. The Organizational Development team is conducting research to identify training gaps and develop solutions to increase the accessibility of training and development opportunities. In partnership with Windsor Public Library, select staffing groups are piloting the use of LinkedIn Learning for Libraries. The use of LinkedIn Learning

would provide an added resource for learning and development, increasing accessibility to both personal and professional development topics.

The learning and development program will be updated in alignment with corporate needs and reflect the mission, vision and values of the Corporation. (PwC Recommendation: 9; 9.1; 9.2)

- Manager Tool Kit

Resources to support managers to have coaching and mentoring conversations are in development, including training focused on providing feedback and coaching to staff, which will be facilitated at upcoming leadership meetings and more frequent sessions of Performance Management training has been scheduled through Corporate Staff Development. Human Resources has also relaunched the Employee Mentoring Program with an updated toolkit and exclusive events for participants to develop their skills and enhance networking opportunities. (PwC Recommendation: 6.3; 10.4)

Workplace Flexibility

- Wellness Program Results and Feedback Review

Workplace Wellness records and measures program use and results to verify relevance and inform programming. Their annual Wellness survey records feedback from staff and program participants that is used to develop future programming; usage rates from Green Shield and EFAP are also reviewed during program planning and collective bargaining negotiations. In May 2025, the Corporation was honoured with the platinum-level Gord Smith Healthy Workplace Award and celebrated for 20 consecutive years of award recognition.(PwC Recommendations: 13; 13.1; 14; 14.1; 14.2)

- Hybrid Work Guidelines and Resources

In response to Mayoral Decision 43-2024, Administration undertook an external scan of hybrid working practices within the industry, and the Hybrid Work Program has been updated to reflect a maximum of one remote workday as a requirement of the program. Subsequently, the hybrid work portal and reporting requirements have been updated to reflect this change. (PwC Recommendation: 12.2)

Rewards and Recognition

- Increased Funding Support for STAR

For many years the STAR Committee operated on a modest budget of \$7,500 to demonstrate appreciation and recognition efforts across the Corporation. In 2024, additional funding was provided to increase the Committee's budget and enhance recognition efforts. With the additional funding, the Committee was able to host a breakfast celebrating outgoing retirees, thanking them for their service

- Refreshed STAR Committee Website

With the adoption of Microsoft 365, the STAR Committee was able to pilot the implementation of a SharePoint-based website, which has allowed for increased engagement with a broader audience across the Corporation. The website provides site usage data and insights that highlight areas of high engagement, while also enhancing collaboration and strengthening direct connections with staff across all levels of the organization. (PwC Recommendation: 16, 16.1)

- Viva Engage Pilot

As we further our digital transformation efforts and explore the capabilities of Microsoft 365, the Corporation identified Microsoft Viva Engage as a promising option for enhancing employee engagement. Viva Engage is an interactive communication platform that fosters connection, knowledge sharing, and community-building across the organization. It enables staff to engage in conversations, participate in interest-based groups, and share ideas in a more informal, social environment. A significant advantage of Viva Engage is that it is fully integrated into the Microsoft 365 environment, allowing for a seamless rollout and user experience within the tools already being adopted. (PwC Recommendation: 18; 18.1)

Mitigating Factors – HR Processes and IT

Following engagement with The Perry Group and the creation of the IT Master Plan in late 2023, Human Resources and IT have been working closely to create process efficiencies, eliminate paper-based processes and provide more self-service solutions to staff and managers enhancing the user experience. This project has resulted in a series of updated services, including a streamlined self-service requisition to hire portal, separation portal, updated recruitment and onboarding programs, as well as the elimination of sick leave certificates and removal of the “lock-out window” in payroll processing. These improvements have streamlined processing times, minimized service disruptions, and eliminated manual effort and paper forms.

Enhancements are continuing with the review of the performance appraisal documentation process, corporate training registration process and application for Educational Assistance. Feedback on these modernization efforts has been positive, and the team remains committed to identifying new opportunities to adopt tools that enhance productivity and collaboration, leveraging technology wherever possible. (PwC Recommendation: 13.5; Mitigating Factors).

Risk Analysis:

There is a risk that if continued support is not received, staff could lose faith in the commitment to this initiative, persisting staff turnover, burnout and impact staff engagement.

Should this work not continue, there could be further risk to the attraction and retention of quality candidates, ultimately affecting our ability to remain competitive, innovative, and aligned with the evolving expectations of today's workforce.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

In 2024 via C 43/2024, Council approved the establishment of capital project 7241023 Employee Retention and Employee Experience and a budget of \$500,000 to carry out this project over the next several years to execute the short, medium and long term objectives recommended by PwC. This funding is directly contributing to the establishment and execution of the corporate vision statement and North Star project, Psychological Health & Safety training for employees across the Corporation, the workplace cultural assessment and subsequent cultural road mapping, and management resources to support coaching and mentoring, including leadership assessments and career development consulting. As of May 23, 2025 \$93,467 has been spent to date, leaving \$406,533 available. Any further capital funds needed in future years to carry out the Implementation Roadmap will be brought forward as future budget requests and considered in the context of corporate priorities.

Consultations:

Kristen Karam, Financial Planning Administrator

Conclusion:

Approximately one third of this project is currently completed or underway, with several major sub-projects, such as the Corporate Vision Statement and North Star project and the Workplace Cultural Assessment, providing critical insights and strategic direction that will inform and guide the planning and execution of future project phases.

Maintaining the momentum of this work is essential to demonstrating our commitment to improving the employee experience and retention at the City of Windsor. Administration is approaching this thoughtfully, ensuring that the programs and changes introduced are both sustainable and tailored to the unique needs of our workforce. Our people are our greatest asset, and it is vital that we create and foster an environment where every employee feels empowered to contribute, grow, and thrive.

Approvals:

Name	Title
Vincenza Mihalo	Executive Director, Human Resources
Andrew Daher	Commissioner, Corporate Services
David Soave	Manager, Strategic Capital Budget Development & Control
Lorie Gregg	On behalf of Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Subject: A By-law to authorize the execution of Transfer Payment Agreements for Approved Grant Funding - City Wide

Reference:

Date to Council: July 14, 2025

Author: John Aquino

Asset Coordinator

519-255-6100 ext. 6667

jaquino@citywindsor.ca

Asset Planning

Report Date: 6/27/2025

Clerk's File #: SPL2025

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE** a By-law authorizing the Chief Administrative Officer and City Clerk to execute any Transfer Payment Agreements, or any other agreement, as may be required in order to receive grant funding from the Province of Ontario or the Federal Government, provided Council or CAO approval has been obtained; and further,

THAT By-law _____ **BE PASSED** at the July 14th, 2025 meeting of Council.

Executive Summary:

N/A

Background:

Administration has been experiencing an increasing number of grant agreements requiring The Corporation of the City of Windsor ("City") take all necessary actions to authorize the execution of the Agreement, including passing a municipal by-law. Typically grant providers notify applicants of this requirement when notice of grant approval is given or when the grant agreement is received for execution. In addition, the deadlines stipulated by the grant provider to provide this documentation have been accelerated, creating difficulty in the ability to accommodate the request in a timely manner within the City's normal procedure for creating and passing by-laws.

Over the last few years, several grant agreements contained this requirement causing Administration to obtain approval for the creation and passing of by-laws in short order and within the same Council meeting. In each of these situations, the by-law requirement was not included in the grant guidelines, which ultimately prevented Administration from approaching Council at the time of seeking grant submission approval. Administration foresees this trend to continue with both Provincial and Federal grants and is seeking approval for an expedited and more streamlined process.

Discussion:

Legal was consulted on the approach to have a generic by-law passed in order to execute Agreements as it relates to receiving grant funding, provided Council or CAO approval has already been obtained.

The recommendation of Administration herein would allow for a generic by-law to be passed, which could be used from time to time to satisfy any municipal by-law requirement coming from the Province of Ontario or the Federal Government in order for the City to be eligible to receive grant funding. From the City's corporate governance perspective, a Council Resolution or CAO approval authorizing the CAO and City Clerk to sign an agreement is all that is required in order for the City to be authorized to execute the agreement. The generic by-law as a standalone document will not authorize the execution of any agreement by the City. However, the generic by-law, together with a valid Council Resolution or CAO approval authorizing the specific agreement, will be collectively sufficient for the purposes of the City being eligible for grant funding.

This approach intends to allow for expeditiously executing an Agreement within the required timelines, preserving the awarded grant funding, while not affecting the City's internal practice of only needing a Council Resolution or CAO approval as sufficient authority to enter into an agreement.

Should this approach not be approved as recommended herein, a separate recommendation seeking approval for a by-law would be required in every grant submission Council report going forward, as and when required.

Risk Analysis:

If the recommendation set forth in this report is not adopted, Administration will be required to continue to seek approval to pass a by-law every time one is required for grant funding from either the Province of Ontario or Federal Government. Further, there is a risk that the without the timely approval of the required by-law to execute grant funding agreements, the City may not be eligible to receive certain grants. This risk will be mitigated by passing the generic by-law as requested herein.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

N/A

Consultations:

Kate Tracey – Senior Legal Counsel

Conclusion:

To streamline internal grant processes and to ensure grant funding is not jeopardized in the future, Administration recommends that City Council authorize the by-law referenced herein.

Planning Act Matters:

N/A

Approvals:

Name	Title
Natasha Gabbana	Senior Manager, Asset Planning/ Deputy Treasurer
Josh Meloche for Wira Vendrasco	City Solicitor
Andrew Daher	Commissioner, Corporate Services
Jelena Payne	Commissioner, Economic Development/ Deputy CAO
Lorie Gregg	On behalf of Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:



Committee Matters: SCM 183/2025

Subject: Minutes of the Active Transportation Expert Panel of its meeting held April 10, 2025

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

Decision Number: **ETPS 1060**

THAT the minutes of the Active Transportation Expert Panel of its meeting held April 10, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 127/2025

Clerk's Note:

1. Please refer to Item 7.1 from the Environment, Transportation & Public Safety Standing Committee held on May 28, 2025.
2. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250528/-1/10557>



Committee Matters: SCM 127/2025

Subject: Minutes of the Active Transportation Expert Panel of its meeting held April 10, 2025

ACTIVE TRANSPORTATION EXPERT PANEL

Meeting held April 10, 2025

A meeting of the Active Transportation Expert Panel is held this day commencing at 3:00 o'clock p.m. in the Public Works Boardroom, 1266 McDougall, there being present the following members:

Dr. Paul Henshaw
Teena Ireland
Wayne Lessard
Jocelyn Nikita
James Sommerdyk

Also present are the following resource personnel:

Kathy Quenneville, Chair, and Active Transportation Coordinator
Ian Day, Senior Manager Traffic Operations/Parking
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 3:01 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 Jocelyn Nikita, seconded by James Sommerdyk,
That the minutes of the Active Transportation Expert Panel of its meeting held October 28, 2024, **BE ADOPTED** as presented.
Carried.

The Chair welcomes Wayne Lessard as a new member of the Active Transportation Expert Panel.

4. Business Items

4.1 Eleanor McMahon – Share the Road Chair and Founder

Eleanor McMahon – Founder and Board Chair of Share the Road Cycling Coalition is present via Zoom. The highlights and overview of the Presentation entitled “Ontario Bike Summit May 27-29th Share the Road Cycling Coalition”, **attached** as Appendix “A” are as follows:

- Share the Road Cycling Coalition works with and on behalf of 5,000 stakeholders across the province through their network of local experts, provincial and municipal officials, advocates, public health, law enforcement, business and tourism officials.
- Share the Road is building a bicycle-friendly Ontario where everyone feels safe riding a bicycle through advocacy, building capacity and mobilization for change.
- Bicycle Friendly Communities Program
 - Setting standards for what it means to be “Bicycle Friendly”
 - 5 Es – Education, Engineering, Enforcement
 - Encouragement, Evaluation & Planning, and Equity & Accessibility
 - Expert Panel – report offering advice and recommendations for continued progress
 - Launched in 2010
 - Network of 51 communities
- **Ontario Bike Summit – Windsor – Theme – “Bridging Communities, Building Connections”**
- Canada premiere cycling conference attended by thought leaders, politicians, senior city officials, and representatives from the cycling industry
- Expert speakers sharing knowledge and information
- Windsor has been designated by The Coalition Bicycle Friendly Community Program as a Bronze-level community.
- Informative workshop sessions will be held at the Summit.

Moved by Dr. Paul Henshaw, seconded by Jim Sommerdyk,
That the Presentation by Eleanor McMahon– Founder and Board Chair entitled “Ontario Bike Summit May 27-29, 2025, Share the Road Cycling Coalition” **BE RECEIVED.**
Carried.

4.2 Review of 2024 Funded Initiatives

The Chair reports that the 2024 Operating Budget was utilized for the purpose of funding safety training at the Safety Village for over 500 students. Dr Paul Henshaw asks if data can be provided by the teachers regarding the experience of the students who attended the Safety Village training. Jocelyn Nikita questions if information can be provided by the schools regarding if there has been an increase in the use of cycling/scooters following the visit to the Safety Village.

Wayne Lessard asks when the next training session at the Safety Village will be held as he would like to attend the training. The Chair will provide that information to the Expert Panel.

The Chair shows a sample of the bike locks that were purchased through the operating funds. The bike locks will be provided to the Safety Village for distribution to the students that attend the training.

4.3 Funding and Ideas for the utilization of the 2025 Operating Funds, Initiatives Brainstorming

The Chair advises that prior to this meeting, Jim Sommerdyk provided discussion points for future meetings of the Expert Panel which include the following:

- Identify issues and priorities
- Ideas to improve active transportation
- Active transportation can be multi-modal – cannot look at cycling, walking or scooter rentals in isolation.
- Events planning which may include:
 - Earth Day
 - Bike to Work Day
 - Canada Day Parade
 - Open Streets
 - Opening of the Gordie Howe Bridge/National Urban Park
 - Fireworks
- Forum to exchange ideas
- Consider implementing/compiling near real time dashboard of serious traffic injuries and deaths so that the scope of this issue is known to all.

The Chair asks if there is interest in creating a subcommittee to discuss the foregoing initiatives, along with the 2025 Operating Budget.

Moved by Dr. Paul Henshaw, seconded by Jim Sommerdyk,
That the formation of a subcommittee to review various action items relating to active transportation; the utilization of the 2025 Operating Budget and the Bike to Fireworks initiative **BE APPROVED**.
Carried.

Dr. Paul Henshaw and James Sommerdyk volunteer to sit on the subcommittee.

4.4 Future Projects

The Chair advises that a report will be going to Council on April 14, 2025, regarding the “Expansion of Cycling Infrastructure” in the east end corridor. She suggests that the Expert Panel review the report.

Moved by Wayne Lessard, seconded by James Sommerdyk,

That Administration **BE REQUESTED** to provide updates to the Active Transportation Expert Panel on upcoming Agenda items scheduled to go before the Environment and Climate Change Standing Committee and City Council as it relates to reports dealing with active transportation.

Carried.

Wayne Lessard proposes that Bike Windsor Essex be approached to determine if they would be interested in providing bike parking at the Fireworks in 2025. The Chair advises that the city rented the racks from Bike Windsor Essex for the fireworks in 2024. Dr. Paul Henshaw indicates he will contact Bike Windsor Essex regarding the fireworks event.

5. Other Business

None.

6. Date of Next Meeting

The next meeting will be held at 1266 McDougall in the Public Works Boardroom on a date to be determined.

7. Adjournment

There being no further business, the meeting is adjourned at 4:37 o'clock p.m.

Appendix "A"

Presentation: Ontario Bike Summit May 27-29th
Share the Road Cycling Coalition
Active Transportation Expert Panel
April 10th, 2025

Eleanor McMahon – Founder and Board Chair



Agenda

- About the Share the Road Cycling Coalition
- About the Ontario Bike Summit



Share the Road: Our Mission, Mandate



OPP Sergeant Greg Stobbart

1961-2006



About Share the Road Cycling Coalition

- Since 2007, a provincial bicycling advocacy and policy organization.
- SRCC works with and on behalf of 5,000 stakeholders across the province through our **network of local experts, provincial and municipal officials, advocates, public health, law enforcement, business and tourism officials.**



Partners/Funders



Racer Sportif

Les Domestiques



We Ride As One



Bicycle Friendly Community

VISION

Share the Road envisions a future in which Ontario is the most bicycle friendly place in North America.

MISSION

Share the Road is building a bicycle-friendly Ontario where everyone feels safe riding a bicycle through:

- Advocacy
- Building capacity
- Mobilization for Change





Provincially:

Policy, Legislation, Infrastructure funding

Coroner's Review – Cycling Deaths 2012

Ontario Cycling Strategy #CycleON 2013

Bicycle Friendly Communities:

Assessment, best practices,
awards program

**All Party Cycling Caucus – Ontario
Legislature**

Annual Ontario Bike Summit

Largest conference in
conference. Education and
exchange with municipal and
provincial planners and leaders

Annual Share the Road Ride

Raising funds STR –
Advocacy and Safety
campaign

Education: (CAA)

For cyclists and motorists

Polling and Media:

Evidence-based approach
to advocacy and decision
making

**Province Wide Ad
Campaign**

In partnership with CAA
(May 2025)

Cycling Tourism

Partnerships



Our work

Policy & Legislation

- Greg's Law (2008),
- One Metre Safe Passing (2015)
- Careless Driving Causing Bodily Harm or Death (2017)
- Infrastructure Funding (\$125M – OMCIP 2017)
- All Party Cycling Caucus
- Coroner's Review (2012) – 14 recommendations
- Ontario Bicycle Strategy #CycleON (2013)
- Driver's Education handbook updates



Our work

Bicycle Friendly Communities Program

- Setting standards for what it means to be “Bicycle Friendly”
- 5 Es – Education, Engineering, Enforcement, Encouragement, Evaluation & Planning, and Equity & Accessibility.
- Expert Panel – report offering advice and recommendations for continued progress
- Launched in 2010
- Network of 51 communities



Our work

Ontario Bike Summit – Windsor

- Canada' premiere cycling conference
- attended by thought leaders, politicians, senior city officials, and representatives from the cycling industry
- Expert speakers sharing knowledge and information



Our work - 2024/25

Cycling Safety – Ad Campaign

- Launch – May/June
- OPP Commissioner Tom Carrique

Truck Safety – Advocacy Campaign

- Advocacy campaign development in progress
- Inspired by UK/City of London progress

Ontario Cycling Association – MOU

- Advocacy effectiveness training
- Share the Road Club Program – launch 2025

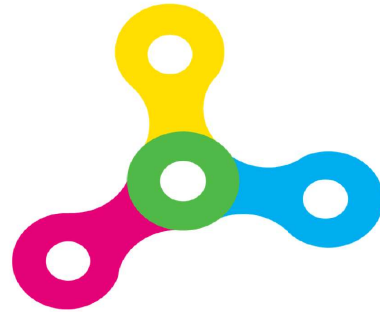
Share the Road Club Program

- Work with Ontario Cycling Association to develop values, principles
- Inspired by ISO designation
- Commitment to road safety
- Marketing – websites, club kit

Cycling Skills Education (Ontario)

- Inspired and supported by Bikeability (UK)
- 5 million kids trained since 2007
- Legacy Project, funded by 2022 Canada Games
- Plan developed by end of 2025
- Launch in 6 communities across Ontario in 2026
- Development of instructors, curriculum, scale-able model and business plan – key next steps





Ontario Bike Summit

May 27- 29th | Ceasars Windsor



ABOUT THE ONTARIO BIKE SUMMIT

Now in its 17th year, the Ontario Bike Summit (OBS) convenes attendees from across North America over two and a half days, all with the common goal of making Ontario more bicycle friendly.



ABOUT THE ONTARIO BIKE SUMMIT

Each year, the Ontario Bike Summit (OBS) provides a unique opportunity for the host community to showcase its approach to cycling and active transportation design and implementation, sharing lessons learned from the point of view of citizens as well as city staff and municipal leaders.



ABOUT THE ONTARIO BIKE SUMMIT

In 2025, we will gather in Windsor, Canada's southernmost city and a designated Bronze Bicycle Friendly Community—to explore the theme: “Bridging Communities, Building Connections”.

This year's Summit will highlight how cycling infrastructure, policy, and advocacy can create stronger connections between people, neighborhoods, and communities, improving mobility and accessibility for all.



Why Windsor?

- Windsor has been designated by The Coalition's Bicycle Friendly Community program as a Bronze-level community
- The report highlighted several strengths as well as need for progress and investment in each of the 4 "Es" of the program: Engineering, Education, Encouragement, Evaluation and Planning
- The program highlights achievements – but underscores the need for continued progress
- Hosting the Ontario Bike Summit allows communities the chance to speak to their progress, learn from other communities, thought leaders and decision makers about strategies for improvement – and leverage the presence of the Summit to advance issues locally



OBS Agenda Highlights

May 27th

- Bicycle Friendly Communities Workshop with Centre for Cities
- Opening reception

May 28th

- Keynote speakers – some surprises to come!
- Plenary: Municipal Leaders Session – BFCs in Ontario
- Informative workshops
- Networking luncheon, exhibitors
- Mobile workshops – City, County, Gordie Howe Bridge
- Awards reception and dinner



OBS Agenda Highlights

May 29th

- Informative workshop sessions
- Plenary session: “Finding Common Ground: Practical ideas for Advancing Cycling Initiatives in Ontario”
- Plenary session: All Party Cycling Caucus of MPPs
- Afternoon: Mobile Workshop – Tour of Detroit in partnership with the Detroit Greenways Coalition



Local Advocacy Discounted Rate

- **Local advocate cost: \$325 + HST, includes:**
- Bicycle-Friendly Communities Workshop – *Pre-registration required, limited capacity*
- Opening Reception (May 27)
- All Programming (May 28–29)
- Awards Reception & Dinner (May 28)
- Mobile Workshops (*Pre-registration required, additional fees may apply*)



The 2022 Audience Agrees, OBS is Important to Attend

"The Summit was worthwhile to attend"

94% agreed or strongly agreed*

"I learned something useful for my professional life"

92% agreed or strongly agreed*

"I will recommend the Summit to my colleagues"

95% agreed or strongly agreed*



*From 2022 OBS Post Event Survey

OBS Builds Capacity



- The OBS is the only platform in Canada that focuses on sharing best practices and innovation in terms of cycling and active transportation with the municipal sector
- The OBS is a conference that builds the capacity and knowledge of cycling advocates, enhancing their effectiveness
- The OBS builds the capacity of the media by enhancing their understanding, educating them on the issues important to the cross-sectoral stakeholders relevant to the cycling conversation



OBS: Advancing Advocacy



- OBS is a critical platform for STR's partnerships in government with a primary focus on municipal and provincial governments (i.e. Mayors, Councilors, Members of Provincial Parliament and Cabinet Ministers)
- By providing a platform for leading decision makers, we create an opportunity to influence public policy and decision making
- OBS is a platform for making the case for enhanced support by governments and framing our advocacy agenda professionally
- OBS supports our advocacy agenda by attracting positive media and PR
- The OBS mobilizes cycling advocates and gives them the tools they need to be effective so that they can advance cycling at the local level with Mayors and Councilors and Members of Provincial Parliament.



OBS: Mobilizing for Change



- Modelled after the National Bike Summit in Washington the OBS creates a positive opportunity for framing cycling as an endeavor that has growing support from a critical group of stakeholders – politicians, citizens, city planners and engineers, private sector
- By investing in polling STR changes the conversation about cycling to one that is evidence-based rather than the sometimes polarized conversation that it can be – one that sometimes pits citizens against each other for example
- By showcasing our polling and research at the OBS we assist municipalities to make the case for more investment, and we assist our advocacy stakeholders in their efforts to do the same



Thank you. We look forward to seeing you at the 2025 OBS!

Questions/Discussion

Subha Ramanathan

Manager, Programs and Partnerships

subha@sharetheroad.ca

Eleanor McMahon – Founder and Chair

Eleanor.mcmahon80@gmail.com





Committee Matters: SCM 184/2025

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

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

Decision Number: **ETPS 1061**

THAT the minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held March 4, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 130/2025

Clerk's Note:

1. Please refer to Item 7.2 from the Environment, Transportation & Public Safety Standing Committee held on May 28, 2025.
2. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250528/-1/10557>



Committee Matters: SCM 130/2025

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



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Tuesday, March 4, 2025
Time: 4:00 PM
Location: Essex County Civic Centre
Council Chambers, 2nd Floor
360 Fairview Avenue West
Essex, Ontario N8M 1Y6

Attendance

Board Members:

Gary McNamara – Chair	County of Essex
Michael Akpata	County of Essex
Rob Shepley	County of Essex
Gary Kaschak – Vice Chair	City of Windsor
Jim Morrison	City of Windsor

EWSWA Staff:

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

City of Windsor Staff:

Tony Ardovini	Deputy Treasurer Financial Planning
Jim Leether	Manager of Environmental Services
Mark Spizzirri	Manager of Performance Management and Business Case Development

County of Essex Staff:

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

Absent:

Drew Dilkens	City of Windsor (Ex-Officio)
Hilda MacDonald	County of Essex
Kirk Walstedt	County of Essex
Kieran McKenzie	City of Windsor
Mark McKenzie	City of Windsor

1. Call to Order

The Chair called the meeting to order at 4:00 PM.

2. Declaration of Pecuniary Interest

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

3. Approval of the Minutes

Moved by Michael Akpata

Seconded by Gary Kaschak

That the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated February 4, 2025, be **approved and adopted**.

**25-2025
Carried**

4. Business Arising from the Minutes

No items were raised for discussion.

5. Waste Diversion

A. Circular Materials Notice Re: Single-Stream Recycling

The General Manager presented the report regarding the correspondence received from Circular Materials (CM) on October 10, 2024, regarding the change from a dual-stream recycling system to a single-stream recycling system effective January 1, 2026, for all Eligible Sources (ES) in the City of Windsor (City) and seven County of Essex (County) municipalities.

Due to the lack of response or sense of urgency by CM regarding the Authority's concerns, Administration is recommending a letter signed by the General Manager, Chair and Vice Chair be issued to the CM President and Board of Directors. A draft letter that refers to the regulations is attached to the report.

The following are concerns raised by Authority Administration that have not yet been resolved:

- The timing of the single-stream launch may confuse residents with the Green Bin Program launch and cart roll-out.
- How will Circular Materials address capacity issues in households that normally require more than one cart to set out their recycling? Will loose cardboard be allowed alongside the 95G cart? CM has confirmed that

their collection contractor, GFL, will not be collecting loose cardboard at the curb. This is a significant issue.

- What is the plan to reuse/recycle currently used recycling boxes/carts that may not be compatible with the new 2026 program? CM has stated that the bins are not their assets so it is their position that the communications regarding what to do with them is not their responsibility and further they should not be communicating on something that is not theirs. Administration is looking for a definitive answer on how they will support the Authority so the bins are not disposed of in the Regional Landfill.

The Chair asked if there were any questions.

Mr. Kaschak stated he is in support of the letter being sent to CM.

Mr. Morrison commended Administration for moving forward with this. He asked if there is anyone at the provincial level or AMO that could help with this.

The General Manager noted that the Ministry of Environment and Conservation and Parks (MECP) has tasked the Resource Productivity and Recovery Authority (RPPRA) with the responsibility of enforcing the program per the regulations. She noted that the Chair and Vice Chair also suggested reaching out to the local MPPs. She noted that some of the issues may not get resolved but ultimately CM is required to pick up the material, per the regulation. If there is no resolution, residents will need to call and say that their material is not being picked up. She noted that a 95-gallon cart may be good for most residents but for anyone who puts out a lot of material, it may not be sufficient. The material will need to be packed properly. CM has stated that they are responsible for the program and therefore they can operate the way they want.

Mr. Morrison noted the frustration and to advocate the best we can.

Mr. Akpata asked why is CM making this difficult.

The General Manager responded that it comes down to cost. It is the Authority's understanding that GFL was the only bid in the region in response to CM's collection RFP. GFL's bid included moving to 95-gallon automated collection in 2026. The single-stream process causes less wear and tear on vehicles and is more efficient resulting in cost savings.

The Manager of Waste Diversion noted that CM has been challenging to work with on this single-stream collection change. The Authority's letter may encourage CM to approach GFL to pick up all the material. The Authority won't be backing down on addressing uncollected material and if enough calls are received from residents, the Authority will push additional communications to residents to contact CM.

The Chair commented that it has taken decades to work with residents to recycle properly. He will have a difficult time if they leave material at the curb. This region has been an example for the province on how recycling should be done and hopefully, we will receive support from other jurisdictions.

Mr. Kaschak commented that the inconsistencies across the province do not help.

The Manager of Waste Diversion noted that the communications department at CM has been the most receptive. They understand the importance of onboarding the residents. She indicated possibly forming a working group to assist and encourage residents to continue to recycle.

There were no further questions.

Moved by Gary Kaschak

Seconded by Rob Shepley

That the Board **receive** this report as information and **direct** Administration to issue formal communication co-signed by the Authority Chair, Vice-Chair and General Manager to Circular Materials requesting a timely resolution to all outstanding concerns regarding recycling program changes being implemented on January 1, 2026.

**26-2025
Carried**

B. Non-Eligible Recycling Program Update

The Manager of Waste Diversion provided an update to the Board on the Non-eligible Source Recycling (NES) program. She explained the approach that Administration intends to utilize to facilitate discussions and ultimately assist the Board in deciding whether to continue providing the service beyond December 31, 2025.

Authority Administration will prepare a detailed analysis of the existing program. The findings will be presented to the Board at a future meeting. Upon completion of the evaluation, a recommendation will be brought forward on how to proceed in 2026.

As outlined in the report, the following steps will be taken and data gathered in the following areas:

Step 1: Secure Processing Capacity with the Current Processor HGC

Step 2: Collection Options and Analysis

Step 3: Data

Step 4: Program Parameters

Step 5: NES at Authority Depots

Both the 2024 and 2025 costs will form part of the financial analysis. The City will provide 2024 actual costs shortly.

The Chair asked if there were any questions.

Mr. Kaschak commented that we don't want to leave these goods at the road but cost is key.

Moved by Rob Shepley

Seconded by Jim Morrison

That the Board **receive** the report as information.

27-2025
Carried

C. Annual Municipal Calendar Development Process Update

The Manager of Waste Diversion provided an update on the new "enhanced" development process of the 2026 municipal collection calendars.

In January, a thorough review of the process was conducted. A meeting was also held with municipal partners to address their concerns. As a result of this meeting, the following enhanced process was developed. The Manager of Waste Diversion described the new process that includes increasing the timeline from 4 to 8 months and a two-stage development process with sign-offs by municipalities at each stage. There are no financial implications at this time. She noted that more staff time will be required and staff resources will be monitored.

The Chair asked if there were any questions.

Mr. Morrison stated that he received emails from residents that the City collection calendar had the wrong information.

The Manager of Waste Diversion responded that the Authority's Communications Coordinator shared this information with the City and is working with City staff to have this corrected.

Mr. Shepley commented that he appreciates all the work at the Authority has put into this process.

There were no further questions.

Moved by Rob Shepley

Seconded by Gary Kaschak

That the Board **receive** this report as information.

28-2025

Carried

6. Waste Disposal

A. Budget Update: Cell 5N Construction at the Regional Landfill

The Manager of Waste Disposal stated the purpose of the report was to request the Board's approval for an increase in the upset limit for the Cell 5 North Construction project to cover additional costs due to unexpected increases in estimated sand and unusable soil quantities. Although the project is not expected to be completed until approximately July 2025, the project will exceed the original upset limit that was previously approved by the Board.

The original quantities for procurement were overseen by WSP (Engineering Consultant), however, it is noted that the quantities provided within the Tender were estimates, which may not have accurately reflected the actual quantities at the start of the project. The Authority has requested WSP provide a detailed estimate of the project's final cost including all work to date and anticipated future work. The Manager of Waste Disposal referred to Table 1 on page 30 of the agenda package which included a financial summary of the significant variances to the tender prices which resulted in a difference of \$1,146,826, excluding HST. There are no financial implications to the 2025 budget. As part of the 2026 Operating Plan and Budget, Administration will attempt to provide cost saving measures and other revenue generating strategies to reduce the financial impact associated with the increased cost of the project.

The Chair asked if there were any questions.

Mr. Morrison asked if the contractor was absorbing any of the costs and if the contractor should have conducted testing.

The Manager of Waste Disposal responded that soil boring tests were conducted by WSP. The contractor is under obligation to build according to the specifications. The quantity of unusable material has to be trucked somewhere and there is a cost associated with this. The contractor is not guaranteed what is in the ground.

Mr. Morrison commented that this will affect the budget in 2026. He asked if the forecasted 4.1% annual increase in the municipal assessment would be in jeopardy.

The General Manager responded that while Administration would have preferred knowing the volume of unusable material at the onset of the project, the cost would likely still be the same because the contractor is paid based on the number of cubic metres of material moved. As for the financial implication, the cost of cell development is spread out over the remaining useful life of the landfill. The figures are based on the estimated cost for the remaining cells to be developed through 2040. This will impact 2026 through 2040 as estimates are prepared. The final financial implications will be determined once the cell is

complete and all costs have been finalized. When there is a cell development, a survey is completed and the beginning and end of the project in order to determine actual quantities. Some savings may be realized at the end of the project when the final survey is completed.

Further discussion took place regarding the uncertainty of the material found during the excavation of large areas of land. Even with sampling in place, it is often difficult to be certain of the nature of the material being excavated.

Moved by Gary Kaschak

Seconded by Rob Shepley

That the Board **approve** the request for an increase in the upset limit for the Regional Landfill, Cell 5 North Construction (Tender Contract 9-2024) with a revised upset limit from \$12,035,300 (plus HST) to \$13,182,126 (plus HST).

29-2025
Carried

7. Finance and Administration

A. Appointment of External Auditor 2025 to 2029

The Manager of Finance presented the report and recommended that the Board approve the reappointment of KPMG LLP (KPMG) as the Authority's external auditor for a five-year term commencing on January 1, 2025.

He noted that KPMG is also the external auditor for both the County and the City. Further, since the Authority's financial statements are consolidated with the County and the City, utilizing the same auditor provides efficiencies during the audit process and cost-savings. KPMG was also reappointed as the County's auditor.

The actual cost of audit fees of \$17,000 for 2025 will result in a \$2,000 unfavourable variance compared to the \$15,000 estimate presented in the 2025 Operational Plan and Budget.

Moved by Rob Shepley

Seconded by Jim Morrison

That the Board **approve** the reappointment of KPMG LLP as the Essex-Windsor Solid Waste Authority external auditor for a five-year term commencing on January 1, 2025.

30-2025
Carried

8. New Business

No new items were presented.

9. Other Items

No other items raised for discussion.

10. By-Laws

A. By-Law 6-2025

Moved by Gary Kaschak

Seconded by Michael Akpata

That By-Law 6-2025, Being a By-Law to **reappoint** KPMP LLP as the Essex-Windsor Solid Authority External Auditor for a five-year term commencing January 1, 2025.

**31-2025
Carried**

B. By-Law 7-2025

Moved by Gary Kaschak

Seconded by Jim Morrison

That By-Law 7-2025, being a By-law to Confirm the Proceedings of the Board of the Essex-Windsor Solid Waste Authority be given three readings and be **adopted** this 4th day of March, 2025.

**32-2025
Carried**

11. Next Meeting Dates

Tuesday, April 1, 2025

Tuesday, May 6, 2025

Tuesday, June 3, 2025

Wednesday, July 9, 2025

Wednesday, August 13, 2025

Wednesday, September 10, 2025

Tuesday, October 7, 2025

Tuesday, November 4, 2025

Tuesday, December 2, 2025

12. Adjournment

Moved by Rob Shepley

Seconded by Jim Morrison

THAT the Board stand **adjourned** at 5:04 PM.

**33-2025
Carried**

All of which is respectfully submitted.



Gary McNamara
Chair



Michelle Bishop
General Manager



Committee Matters: SCM 185/2025

Subject: Ford Test Track Neighborhood Road Safety Study - Ward 5

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Gary Kaschak

Decision Number: **ETPS 1062**

- I. THAT the Administration **BE DIRECTED** to implement low-cost traffic calming and safety countermeasures along Milloy Street (from Drouillard Road to George Avenue), Central Avenue (from Seminole Street to Tecumseh Road) and Westcott Road (from Seminole Street to Tecumseh Road), at a cost of \$7,445 and to be funded from Project 7069022 Traffic Calming Initiatives, and;
- II. THAT the Administration **BE DIRECTED** to enhance parking enforcement at the Ford Test Track area particularly at the time of events.

Carried.

Report Number: S 65/2025
Clerk's File: ST2025

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.
2. Please refer to Item 8.1 from the Environment, Transportation & Public Safety Standing Committee held on May 28, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250528/-1/10557>

Subject: Ford Test Track Neighborhood Road Safety Study – Ward 5

Reference:

Date to Council: May 28, 2025

Author: Ray Sayyadi

Transportation Engineer

519-255-6100 ext. 6826

gsayyadi@citywindsor.ca

Public Works - Operations

Report Date: 5/5/2025

Clerk's File #: ST2025

To: Mayor and Members of City Council

Recommendation:

- I. THAT the Administration **BE DIRECTED** to implement low-cost traffic calming and safety countermeasures along Milloy Street (from Drouillard Road to George Avenue), Central Avenue (from Seminole Street to Tecumseh Road) and Westcott Road (from Seminole Street to Tecumseh Road), at a cost of \$7,445 and to be funded from Project 7069022 Traffic Calming Initiatives, and;
- II. THAT the Administration **BE DIRECTED** to enhance parking enforcement at the Ford Test Track area particularly at the time of events.

Executive Summary:

N/A

Background:

As a part of the decision made at the City Council Meeting on October 16, 2023, the following direction was given through CR421/2023 DHSC 548: *"That administration **BE REQUESTED** to conduct a traffic analysis of the immediate surrounding neighbourhood and to come forward with recommendations for Council's consideration to address parking concerns and general traffic issues."*

This report is provided in response to CR421/2023 DHSC 548.

Discussion:

At the Development and Heritage Standing Committee on September 11, 2023, and at the City Council meeting of October 16, 2023, concerns were brought forward by residents related to parking and behaviour of drivers trying to find parking when the Ford Test Track Park is hosting events. Additional complaints were received with regards to speeding and traffic movement via 311.

Administration conducted a general traffic study in the immediate surrounding neighbourhood to investigate traffic volume/speeds, collision history and parking capacity. Opportunities for traffic calming and providing accessibility to on-street parking were also examined.

As shown in Appendix A, the primary land use in the study area is residential. Other land uses in this area include the Ford Test Track Park, a regional park, two educational institutions, a fire station and a cemetery. Within the study area, all the roads are classified as local/residential streets while boundary roads are classified as Arterial/Collector, both with posted speed limits of 50 km/hr.

Traffic Volume and Speed

Traffic volume and speed characteristics of the area were evaluated using different historical data scenarios such as different time periods, different days, different times of days, peak and off-peak times.

Traffic volume was found to be distributed from 20 to 4247 vehicles per day (veh/day) on the local/residential streets within the study area (refer to Appendix B). Higher traffic volume of local/residential streets (1284-4247 veh/day) are highlighted in lighter green on Milloy Street and Central Avenue, while the lower traffic volume (20-1284 veh/day) is shown on almost all remaining local/residential roads. Higher traffic volumes (above 4247 veh/day) were observed on the boundary collector/arterial streets as expected due to their classification and functionality. Overall, the traffic volume pattern is reasonably distributed within the study and meets the accepted volume guidelines for the road classifications. It is further expected that the new development proposal for 1646 Alexis Road will generate an additional 42 to 60 vehicular trips in the morning and afternoon peak hours respectively which will have a negligible impact to the overall neighborhood traffic volumes and flow.

The 85th percentile speed evaluation shows that 85 percent of drivers are driving at speed of 24km/h on local/residential streets (posted speed of 50 km/h) to 63km/h on boundary collector/arterial streets with the same posted speed limits (Refer to Appendix C).

Overall, the study shows that speed is not a concern on most of the residential streets except some segments of Milloy Street, Central Avenue and Westcott Road where speeds exceeded the 85th percentile speeds (between 50 and 57km/h). The highest

85th percentile speeds (above 50 to 63 km/h) are shown on boundary collector/arterial streets, as expected due to the higher classification of the roads. Further, the Windsor Police Traffic Enforcement Unit has not received any Road Watch complaints for this area and, in their opinion, do not believe a speeding issue exists. Traffic calming initiatives are proposed for several locations on local/residential and collector streets where needed (refer to Appendix D).

Collision History

Historical collision data indicated that 135 collisions have occurred over the past 6 years (2019 to 2024) which were distributed all over the study area. 68 collisions occurred at (or were related to) intersections, 34 collisions occurred at non-intersection locations and 32 collisions occurred at or near private driveways. The intersection of Milloy Street and Westcott Road (11 collisions over 6 years) has the highest collision frequency of the area followed by the intersections of Milloy Street/Central Avenue and Milloy Street/Chandler Road. The remaining intersections and road segment within the study area did not demonstrate historical collision frequencies of concern.

To evaluate the collision study for safety performance, safety improvement and define priority, collision rate was considered based on factors such as traffic volume, duration of analysis and severity of collisions; in addition to collision frequency. For intersection of Milloy Street and Westcott Road, the collision rate indicated that approximately 1.34 vehicles are involved in an accident out of every 1,000,000 vehicles entering the intersection. This historical collision data does not reveal any noticeable location requiring immediate attention and safety improvement.

Additionally, the collisions have a constant pattern over the 6 years of study duration except a low point due to the COVID pandemic public restrictions (Refer to Appendix E). An expected linear relationship between increased traffic flows and increases in collisions was observed.

Overall, the study depicts that the road collisions in the area that occur at the intersections are due the fact that some drivers do not obey the STOP signs and/or fail to yield the right-of-way.

Off-street Parking Capacity

Council Report S 12/2024 (July 22, 2024) recommended improvements to the parking capacity at the Ford Test Track Park to help with on-street parking infiltration. From this Report, Council requested Administration to prioritize upgrading the existing parking lots in lieu of building a new lot to the west of the Ford Test Track Park property. A total of 475 spaces are available in the existing parking lots with the opportunities to add 66 spaces for a total of 541 spaces. As part of the approved 2025 capital budget funds were allocated to support improvements to the Seminole Street parking lot as approved via CR309/2024. This project is underway, and weather permitting is anticipated to be completed in late Spring 2025.

On-street Parking Capacity

Parking demand is in normal condition for the area and plenty of on-street parking is available when no events are scheduled. Cadillac Street to the west of the neighbourhood, was the only street close to the Track that had time-permitted parking. Lack of parking availability is mostly at the immediate area of the entrances when larger events are taking place, usually on Saturdays. It was observed that drivers prefer to park closer to their event location instead of parking in one of the two lots distanced further from the event. To address this concern the Parks, Recreation & Facilities department locks the pedestrian entrance gates to Ford Test Park along Central Avenue during peak usage as per CR577/2005.

Traffic Calming and Speed Management

Various Traffic Engineering factors were evaluated to address resident concerns in the study area. While no immediate traffic or safety related problems were found, a number of traffic calming initiatives are recommended (refer to Appendix D) to implement some low-cost traffic calming initiatives on Milloy Street, Central Avenue and Westcott Road as follows:

- Advisory pavement markings to encourage a lower-speed environment,
- Advisory warning signs to alert drivers to potential hazards ahead, and
- Addition of new Community Safety Zones (CSZs) on Seminole Street (between Central Avenue and Chandler Road) and Milloy Street (between Chandler Road and Central Avenue) through application of the City's Community Safety Zone Policy (as part of Report CAO 90/2025). Future signage and implementation of these CSZs will allow for the future use of Automated Speed Enforcement (ASE) as/if deemed necessary.

Additionally, the applicability and feasibility of potential implementation of road vertical deflection measures (i.e. speed humps, raised intersections/crossings) were explored and assessed. Given primary emergency response routes for Fire Station 2 are Chandler Road south to Tecumseh Road, and Milloy Street, east to George Avenue or west to Drouillard Road, such vertical deflection considerations are not recommended on these routes as they have the potential to affect response time (i.e. increase response time by much as 10 seconds per speed hump).

Currently, enforcement is on a complaint driven basis by residents or from the Parks, Recreation & Facilities staff who cannot perform their duties due to illegally parked vehicles. The City's Enforcement contractor also monitors this area as part of normal patrol operations throughout the day. Parks, Recreation & Facilities also advises advance notice to Parking Enforcement regarding any scheduled planned usage in the

park area. It is additionally recommended that parking enforcement be enhanced in this area during scheduled events at the Ford Test Track Park.

Risk Analysis:

There are no risks associated with receiving this report.

Climate Change Risks:

Climate Change Mitigation

N/A

Climate Change Adaptation

N/A

Financial Matters:

The cost to implement the proposed traffic calming plan will be funded with existing funding remaining in Project 7069022 Traffic Calming Initiatives. There is currently \$365,000 in funding available in Project 7069022 which is sufficient to fund the proposed traffic calming measures in this report. These initiatives can be further supported through planned ASE implementation and focused parking enforcement.

Table 1: Track Traffic Calming and Safety Improvement Costs

Item	Quantity	Unit Price	Total (\$)
On Pavement Marking "SLOW" with Paint	16	\$ 400	\$ 6,400
Warning Signage "Cross Traffic Does Not Stop" (Wa-19, 90cmx90cm)	2	\$ 180	\$ 360
"Cross Traffic Does Not Stop" Regular Tab	2	\$ 40	\$ 80
Stop Ahead Warning Signage (Wb-1, 75cmx75cm)	2	\$ 125	\$ 250
Subtotal			\$ 7,090
Contingency e.g. (5% of subtotal cost)			\$ 355
TOTAL			\$ 7,445

There will be \$0 HST costs related to the proposed safety improvements as all signage and painting will be completed internally by the Transportation Maintenance Division of Public Works.

Annual maintenance costs for painting and damage repairs are estimated to be approximately \$7,000. Any increase in funding required to address annual maintenance costs will be submitted for consideration through the annual operating budget process if deemed necessary.

Consultations:

Awele Italiano, Road Safety Coordinator, Transportation Road Safety

Clare Amicarelli, Road Safety Coordinator, Transportation Road Safety

Bill Kralovensky, Manager, Transportation Operations

James Waffle, Fire Chief, Windsor Fire and Rescue Services

Chris Werstein, Executive Office Inspector, Windsor Police Services

Cindy Becker, Financial Planning Administrator, Financial Planning

Michael Dennis, Manager of Strategic Budget Development and Control, Asset Planning

James Chacko, Executive Director – Parks, Recreation & Facilities

Conclusion:

There is no evidence of a continuous speeding problem, dangerous driving behaviours or intensive traffic volume surcharge. It is believed that a number of low-cost traffic calming initiatives can be implemented within this area. Parking concerns during major events at the Ford Test Track Park can be well managed by increasing parking enforcement during such events.

Approvals:

Name	Title
Mark Spizzirri	Manager of Performance Measurement and Business Case Development Financial Planning
Ian Day	Senior Manager, Transportation
Phong Nguy	(A) Executive Director of Operations and Deputy City Engineer
David Simpson	Commissioner, Infrastructure Services and City Engineer
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

N/A

Appendices:

Appendix A: Study Area Limits and Land Use

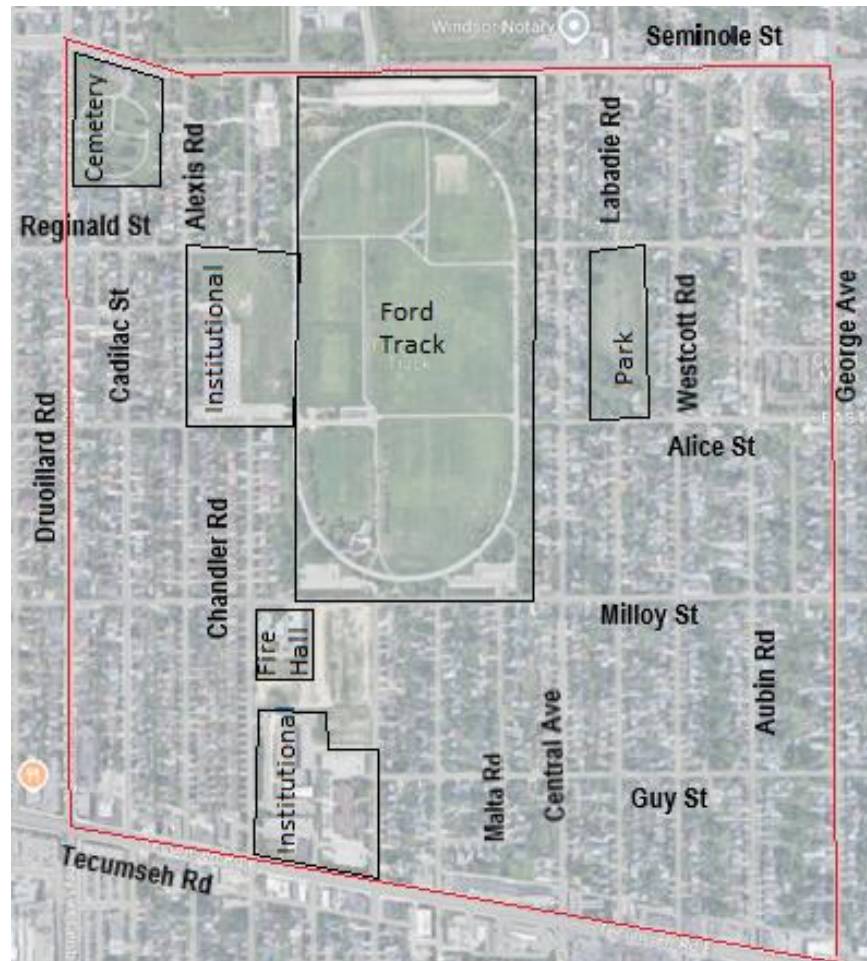
Appendix B: Average Daily Traffic Distribution in the Study Area (Jan-Jun 2024)

Appendix C: 85th Percentile Speed Distribution in the Study Area (Jan-Jun 2024)

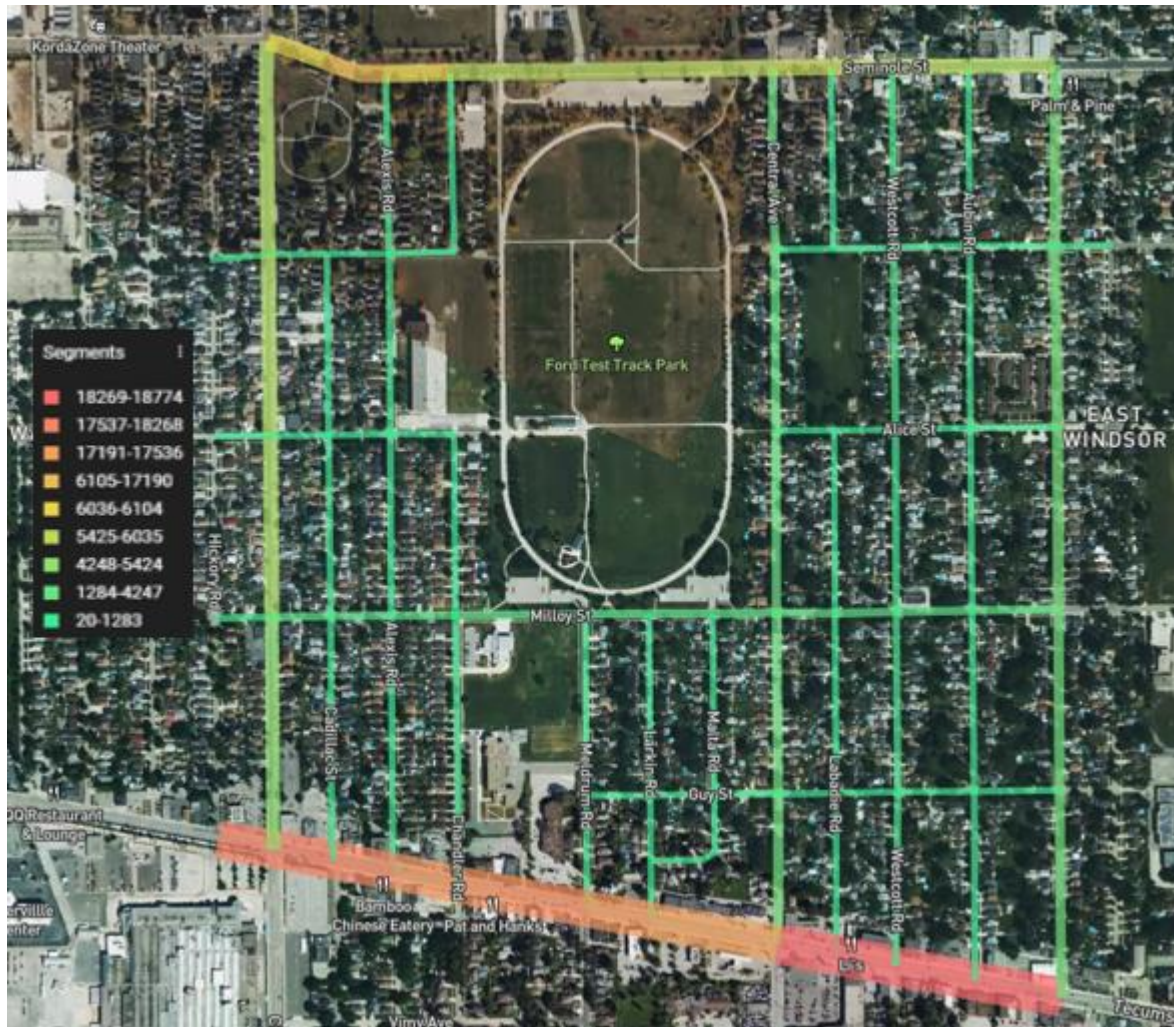
Appendix D: Proposed Design Plan

Appendix E: 2019-2024 Collision Counts in the Study Area

Appendix A: Study Area Limits and Land Use



Appendix B: Average Daily Traffic Distribution (Vehicles per Day) in the Study Area (Jan-Jun 2024)



Appendix C: 85th Percentile Speed Distribution in the Study Area (Jan-Jun 2024)



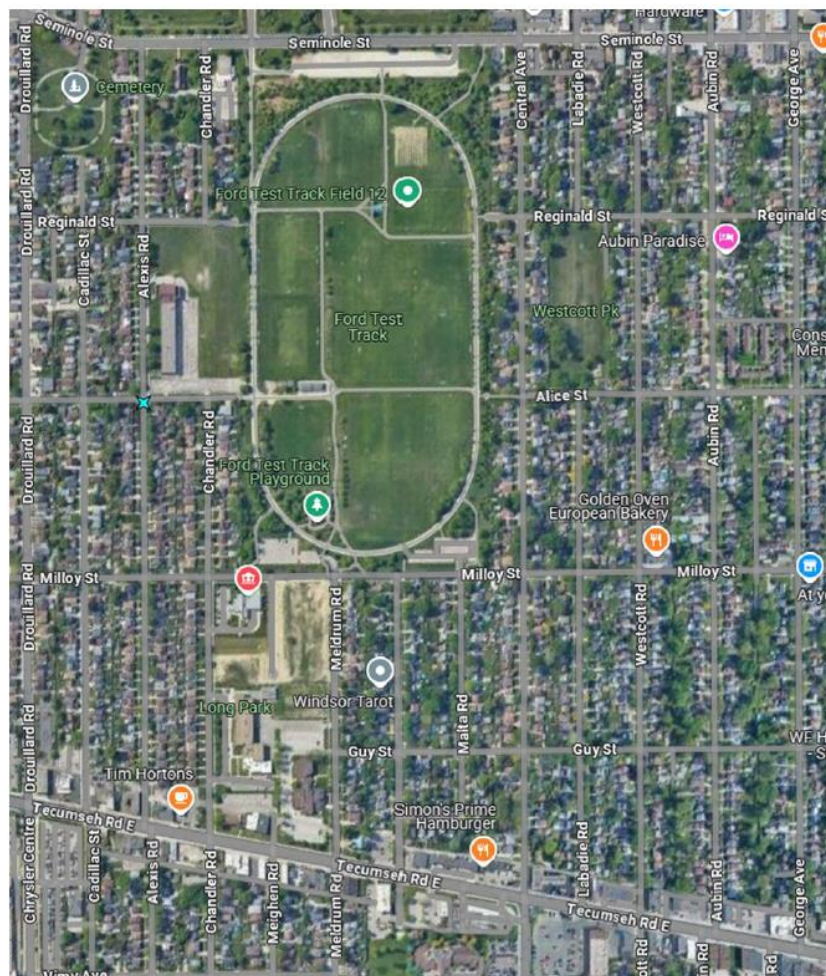
Appendix D: Proposed Design Plan

WARD 5 Ford Test Track

**SEMINOLE ST TO TECUMSEH RD E &
DROUILLARD RD TO GEORGE AVE**

Created on: April 23, 2025, by Awele Italiano

Location	# Pavement Markings	# Warning Signage
Milloy Street	8	0
Central Avenue	2	0
Westcott Road	6	6
TOTAL	16	6



Milloy St at Chandler Rd

Pavement Marking "SLOW"
for westbound traffic
beside 1793 Chandler Rd,
2.5 m east of the "No Parking" sign

MILLOY ST

Pavement Marking "SLOW"
for eastbound traffic in front
of the Windsor Fire Station 2
2.5 m west of the "No Parking" Sign

CHANDLER RD

WARD 5 – FORD TEST TRACK – MILLOY ST

Milloy St at Malta Rd

Paint two new pavement markings "SLOW" as shown below.



WARD 5 – FORD TEST TRACK – MILLOY ST

Milloy St at Central Ave

Paint four pavement markings “SLOW” at approximately 5m from each stop sign



13.33 x 750 in

WARD 5 – FORD TEST TRACK – MILLOY ST

Milloy St at Westcott Rd

Paint two new pavement markings "SLOW" on Milloy St and install "Cross Traffic Does Not Stop" tab under each stop sign as shown below.

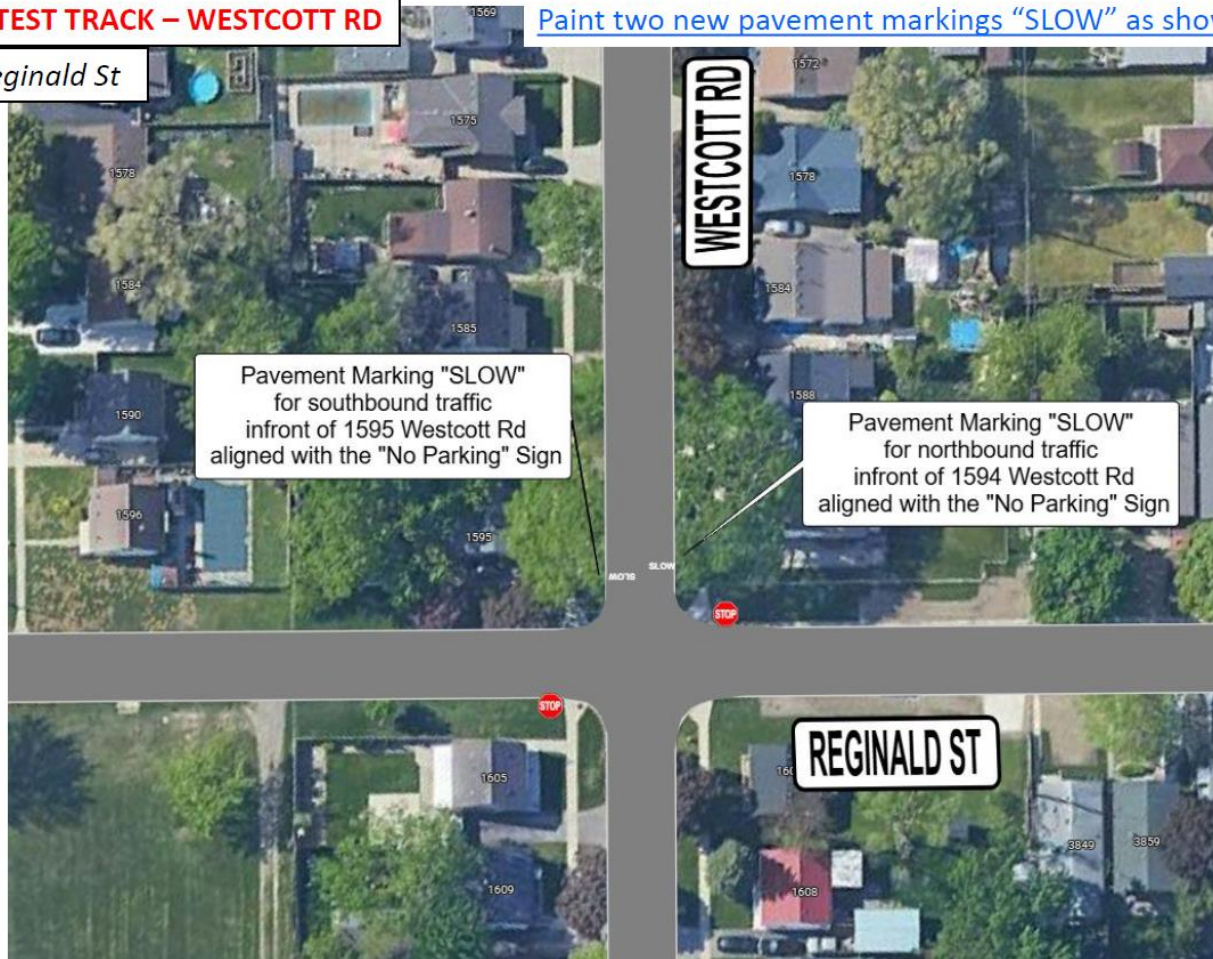


13.33 x 7.50 in

WARD 5 – FORD TEST TRACK – WESTCOTT RD

Westcott Rd at Reginald St

Paint two new pavement markings "SLOW" as shown below.



13.33 x 750 in

WARD 5 – FORD TEST TRACK – WESTCOTT RD

Westcott Rd at Alice St

Paint two new pavement markings "SLOW" as shown below.



WARD 5 – FORD TEST TRACK – WESTCOTT RD

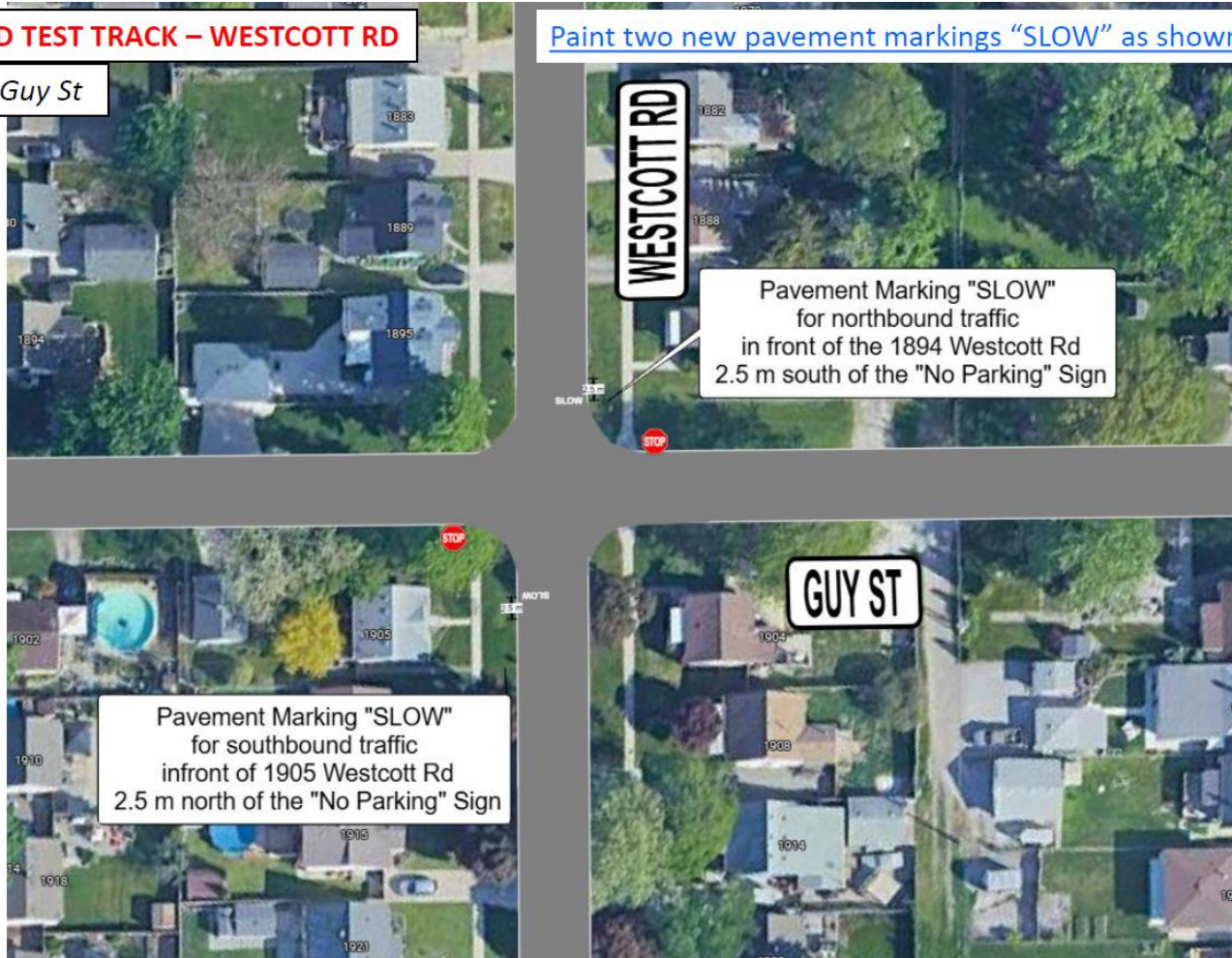
Place the stop ahead and the “Cross Traffic Does Not Stop” warning sign as shown below.



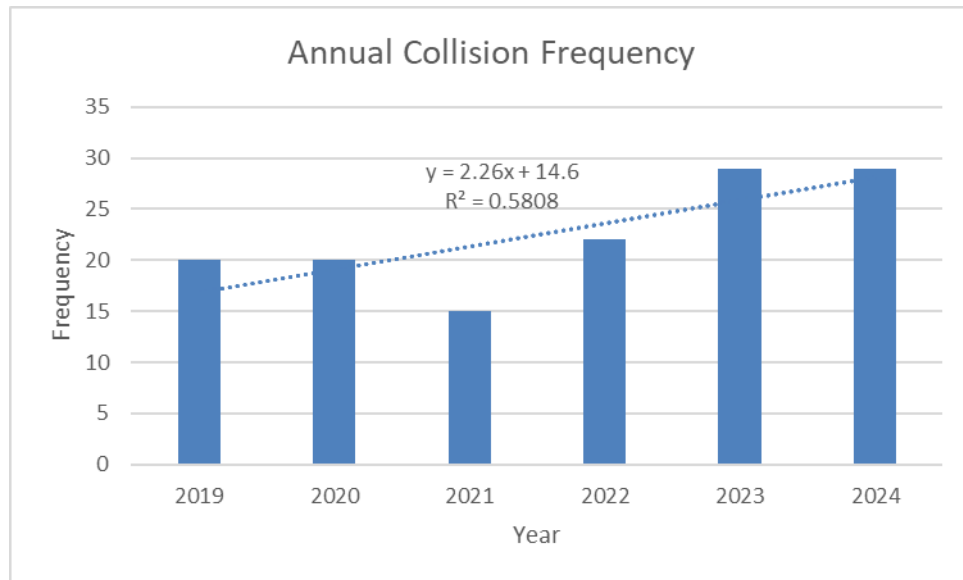
WARD 5 – FORD TEST TRACK – WESTCOTT RD

Westcott Rd at Guy St

Paint two new pavement markings "SLOW" as shown below.



Appendix E: 2019-2024 Collision Counts in the Study Area





Committee Matters: SCM 186/2025

Subject: Impact of Changes to the Conservation Authorities Act on the City of Windsor - City Wide

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Gary Kaschak

Decision Number: **ETPS 1063**

THAT the report of the Engineer II dated May 6, 2025 entitled "Impact of Proposed Changes to the *Conservation Authorities Act* on the City of Windsor-City Wide" **BE RECEIVED** for information.

Carried.

Report Number: S 66/2025

Clerk's File: GP2025

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.
2. Please refer to Item 8.2 from the Environment, Transportation & Public Safety Standing Committee held on May 28, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250528/-1/10557>

Subject: Impact of Changes to the Conservation Authorities Act on the City of Windsor - City Wide

Reference:

Date to Council: May 28, 2025

Author: Daniel Lopez

Engineer II

(519) 255-6257 Ext. 6402

dlopez@citywindsor.ca

Development - Engineering

Report Date: 5/6/2025

Clerk's File #: GP2025

To: Mayor and Members of City Council

Recommendation:

That the report of the Engineer II dated May 6, 2025 entitled "Impact of Proposed Changes to the Conservation Authorities Act on the City of Windsor-City Wide" **BE RECEIVED** for information.

Executive Summary:

N/A

Background:

A motion was passed during the correspondence portion of the April 22, 2024 City Council meeting regarding Environment Registry of Ontario (ERO) ERO-019-7891 and Ministry of the Environment, Conservation & Parks (MECP) announcement of new Regulation to Replace Municipal Class Environmental Assessment process:

Decision Number: CR146/2024

*That the administrative memo from the from the Commissioner, Infrastructure Services and 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 (MECP) 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.*

Further, another motion was passed at the April 22, 2024 meeting relating to the Notice of Regulation Proposal regarding Minister's Permit and Review powers under the *Conservation Authorities Act* - ERO Posting # 019-8320:

Decision Number: CR189/2024

*That Administration **BE REQUESTED** to ask for the Conservation Authority's feedback on their view of the impact of the Conservation Authorities Act changes and the impact on the services that they provide to the City of Windsor. This report will identify the impact of the proposed changes to the Conservation Authorities Act on the City of Windsor as well as provide feedback received from the Essex Region Conservation Authority's (ERCA) as it relates to the proposal regarding Minister's Permit and Review powers under the Conservation Authorities Act - ERO # 019-8320 and the impact on the new regulation to replace the Municipal Class EA process.*

Discussion:

Proposed Changes to the Municipal Class Environmental Assessment Process

Under the existing Municipal Class Environmental Assessment (MCEA) process projects are classified under schedules based on the complexity and potential for environmental impact. **Figure 1** on the following page depicts the basic process which is required to be followed based on the schedule a project falls under. Descriptions of the schedules are provided below:

1. **Exempt:** Projects are limited in scale, have minimal adverse environmental impacts and are not required to undergo the environmental assessment process. Projects can proceed directly to Phase 5, implementation.
2. **Schedule B:** Projects have the potential for some adverse environmental impacts. The proponent is required to undertake a screening process, involving mandatory contact with the directly affected public and regulatory agencies, to ensure that they are aware of the Project and that their concerns are addressed. Schedule B Projects require that a Project File Report be prepared and made available for public review. Proponents undertaking Schedule B Projects are required to complete Phase 1 and 2 of the MCEA process.
3. **Schedule C:** Projects have the potential for significant environmental impacts and must proceed under the full planning and documentation procedures of the MCEA document. Schedule C projects require that an Environmental Study Report (ESR) be prepared and filed on the public record for review by the public and regulatory

agencies. Proponents undertaking Schedule C Projects are required to complete Phase 1 through 4 of the MCEA process.

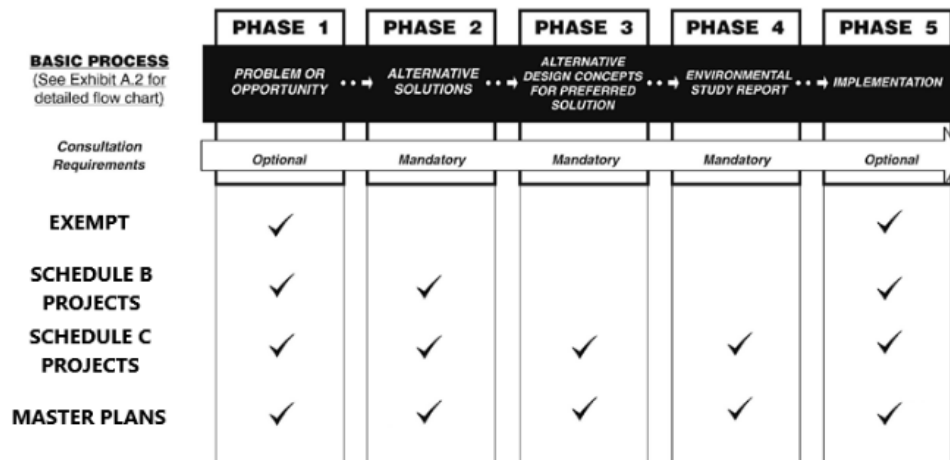


Figure 1: Key Elements of the MCEA Planning Process

Under ERO-019-7891, MECP announced a new regulation proposed to revoke the existing MCEA and replace it with a new regulation known as the Municipal Project Assessment Process (MPAP). The proposed regulation aims to streamline the overall process by focusing on higher-risk projects while reducing delays for lower-impact projects. By narrowing the scope to more complex water, sewage, and shoreline/in-water works projects, this initiative could lead to faster approval times and a more predictable timeline for project completion.

The MPAP proposal includes a list of 17 projects which would be subject to the new process. The list is comprised of more complex projects currently classified as Schedule C under the current MCEA. Under the MPAP, all projects currently classified as Schedule B under the current MCEA would be exempt.

The City received a letter from the Municipal Engineers Association (MEA) on March 12, 2024 (attached as Appendix A), expressing support for the modernization efforts and providing several key recommendations:

- Increasing capacity thresholds for drinking water and sewage systems to 100,000 liters per day to better accommodate residential developments and avoid unnecessary burdens on small systems.
- Aligning EA requirements for drinking water and sewage systems to streamline the process.
- Considering additional EA regulatory controls to avoid redundancy.
- Developing training programs to help municipal practitioners implement the new MPAP efficiently and effectively.

- Supporting the proposal to revoke the existing MCEA and Private Sector Developers Regulation.
- Creating a municipal standard or best practice document to promote consistency and standardization across the province.

Administration supports all of the MEA's recommendations, and that support was confirmed in a formal response from the City to ERO-019-7891 on March 14, 2024.

Furthermore, the Regional Public Works Commissioners of Ontario (RPWCO) shared their submission in response to ERO 019-7891 on March 15, 2024 (attached as Appendix B). RPWCO's letter welcomes the opportunity to modernize and streamline the EA process to enable the acceleration of infrastructure to support housing and growth. To this end, the letter requests the following:

- Clear guidance from the Ministry on various aspects of the MPAP process including the process for addenda, emergency work, pre-consultation and stakeholder input.
- That with regards to potential private sector project exemptions, projects being undertaken by the private sector that will be assumed by the municipality follow the MPAP process to ensure a consistent level of oversight.
- The development of new processes by municipalities in coordination with regulatory agencies to avoid any delays in project delivery and ensure responsible decision-making.

The proposed changes are particularly timely given Windsor's transformative economic projects, such as the construction of the new Windsor/Essex Regional Acute Care hospital and the NextStar electric vehicle battery plant. These developments are driving a surge in housing demand and other growth-related investments.

While the focus on high-risk projects is beneficial, it is essential that Windsor maintains a balance to ensure that all projects contribute to sustainable development and environmental protection. The proposed changes could support Windsor's growth and infrastructure needs by providing a more streamlined and efficient framework for developing essential infrastructure. This alignment with the city's strategic goals and population growth is crucial for fostering long-term prosperity.

Proposed changes to Ontario's MCEA process for municipal infrastructure present significant opportunities for efficiency and focus. However, careful management of the transition and attention to potential oversight gaps will be important. Stakeholder consultation should remain a focus on all projects to ensure the needs of the community and adjacent property owners are identified and impacts mitigated appropriately.

Opportunity to provide comment on the proposed MPAP closed on March 17, 2024. To date, no final MECP decision has been noted regarding the proposed MPAP. Accordingly, proponents must continue to use the existing MCEA process in order to meet their EA Act requirements until such time if/when a new regulation is instituted.

Changes to the Conservation Authorities Act

On April 1, 2024, three (3) new provincial regulations came into effect, revoking or amending previous regulations. New regulations and their impacts include:

1. *O. Reg. 688/21 Rules of Conduct in Conservation Areas* - revokes R.R.O. 1990, Reg 104 and S.29 under the Conservation Act is amalgamated into this new regulation.
2. *O. Reg 41/24 Prohibited Activities, Exemptions, and Permits* – revokes O. Reg. 158/06 and S.28 under the Conservations Act is amalgamated into this new regulation.
3. *O. Reg. 42/24 Mandatory Programs and Services* – amends O. Reg 686/21.

These additions and amendments to the Conservation Authorities (CA) Act result in some significant changes to ERCA which are identified in three (3) reports brought before the ERCA Board of Directors in March 2024, BD05/24 (New Conservation Authorities Act, Regulations, and Interim Policy Guidelines for Development Reviews), BD06/24 (Delegation of Powers Related to Permit Issuance, Cancellation, and Hearings) and BD07/24 (Appointment of Provincial Offences Officers under the CA Act and Delegation of Authority under the Trespass to Property Act). These reports are public and may be viewed for specific details on these changes at the following link: <https://www.essexregionconservation.ca/governance> .

A few relevant highlights from ERCA's reports are included below. Although some significant changes have been implemented for CAs across the province, these changes are not likely to negatively affect the workflow and timing of new developments for the City of Windsor.

(i) BD05/24 - New Conservation Authorities Act, Regulations, and Interim Policy Guidelines for Development Reviews

The changes are intended to accelerate housing development approvals, to further focus CA's on their core mandate, to support faster and less costly approvals and streamline CA processes. Some changes include:

- Regulated Limit Definition updates - in particular, the regulated area adjacent to a wetland was changed to 30 metres for all wetlands (formerly 120 metres for provincially significant wetlands or wetlands greater than 2 hectares).
- Regulatory mapping – rules established surrounding public notice and availability of mapping and the requirement for annual updates.
- Permit exemptions are explicitly stated within Section 5 of the new Section 28 regulation (O. Reg. 41/24). These exemptions are included in Appendix C of this report in a letter sent by ERCA.
- Permit application criteria – establishes a pre-consultation process, application requirement details, established timelines and notices.
- Permit conditions limited to those which assist in preventing or mitigating hazards or effects on health/safety/property damage or support permit administration.
- The maximum permit validity for permits issued by the delegated authority was increased from 24 months to 60 months.

- New powers for the Minister of Natural Resources and Forestry to issue permits and/or direct an authority not to issue a permit were added.
- Applicants may request a Minister's Review where a CA refuses to issue a permit or imposes conditions on a permit to which an applicant objects.
- New CA ability to issue "Stop Work" orders. Increases to maximum fines.

(ii) *BD06/24 - Delegation of Powers Related to Permit Issuance, Cancellation, and Hearings*

The CA Act was amended to enact that a CA may delegate any of its powers related to the issuance or cancellation of permits under the CA Act or the regulations, or to the holding of hearings in relation to the permits, to the CA's Executive Committee or to any other person or body, subject to limitations or requirements prescribed by regulation.

As a result, ERCA recommended taking steps to align ERCA's delegation of powers with the new provisions in Part VI of the amended CA Act and further noted that such delegation of powers presents an opportunity to further streamline administrative components of permit review and decision-making processes and enhance customer experiences with the CA.

(iii) *BD07/24 - Appointment of Provincial Offences Officers under the CA Act and Delegation of Authority under the Trespass to Property Act*

In general, enforcement under Section 28 of the CA Act relates to development activities within regulated areas, while enforcement under Section 29 of the Act relates to rules of conduct within Conservation Areas. The ERCA has historically appointed various individuals within positions in the Watershed Management Services and the Conservation Services departments as Provincial Offences Officers. To remain consistent with revisions to CA Act ERCA's Board of Directors accordingly, through report BD07/24 delegated individuals for these positions.

Risk Analysis:

The proposed changes to the CA Act are not anticipated to pose additional risks to the City of Windsor. Challenges with respect to internal processes and workflows at ERCA are being or have already been addressed to satisfy the new legislation. Additionally, ERCA is integrated into the Development process at the City both through planning and Engineering, which offers a more streamlined approach to addressing development requirements.

The transition from the MCEA to the new MPAP process presents several risks that could impact the City of Windsor. These risks encompass operational challenges, potential gaps in environmental oversight, and complexities in stakeholder consultations.

Transitioning to the MPAP may require specific staff training and administrative effort to determine and establish an internal process that differs from the current MCEA process. During this adaptation phase, temporary inefficiencies may arise as staff adjust to new processes, potentially affecting project timelines and service delivery. Careful planning and resource allocation can minimize disruptions and ensure a smooth transition.

Another risk of the proposed changes is the potential reduction in environmental oversight for certain projects no longer subject to MCEA requirements. Specifically, smaller sewage treatment plant expansions and most municipal road and sewer projects might proceed without the rigorous environmental evaluations previously mandated. The absence of formal Class EA Studies could lead to environmental degradation, non-compliance with environmental standards, and long-term ecological consequences. To mitigate this risk, it is important for the City to review existing standards and to implement monitoring and evaluation mechanisms to ensure that environmental standards are upheld across all projects, regardless of their classification under the new regulations.

The MPAP introduces detailed steps for consultation and reporting, necessitating effective communication with Indigenous communities, the public, and other stakeholders. Engaging with these groups in a meaningful way while adhering to new timelines can be challenging. Larger projects will still require thorough evaluation of all components, adding complexity to project planning that would have otherwise been undertaken during the MCEA. Failure to manage these consultations effectively could result in project delays due to disputes or legal challenges, and overlooking vital input could compromise the integrity of project outcomes.

Climate Change Risks:

Climate Change Mitigation

The proposed changes to the CA Act and the shift to the new MPAP provide the City with an opportunity to align infrastructure development more closely with sustainable growth and environmental protection. By streamlining processes for high-risk projects, the City can efficiently advance essential infrastructure while still focusing on reducing greenhouse gas emissions. It is important to maintain a balance, ensuring that even projects now exempt from the formal MCEA process contribute to climate change mitigation efforts.

Projects that are currently classified as Schedule C will still be required to complete an MCEA. Additionally, under the new MPAP process there will be a Ministers Review period where, if deemed necessary, proponents must terminate the MPAP process and complete an MCEA. This is a useful final safeguard to mitigate environmental risks and eliminate risk of non-compliance with legislation.

Climate Change Adaptation

The proposed MPAP will still allow the City of Windsor to focus on current and future green initiatives and environmental responsibility through completion of an

Environmental Project Report before commencement of works. Consultation will continue to be an important part of the proposed process, and the City has an opportunity to develop and adapt an appropriate consultation program to seek input on future projects.

Financial Matters:

There are no Financial Matters associated with receiving this information report.

Consultations:

Rob Slater, Executive Initiatives Coordinator

Averil Parent, Planner II - Development Review

James Bryant, Director of Watershed Management Services, ERCA

Conclusion:

The proposed changes to the Conservation Authorities Act and the new Municipal Project Assessment Process offer both opportunities and challenges for the City of Windsor. While aiming to streamline infrastructure planning and support growth, these changes introduce risks that require careful management. Transition challenges, potential gaps in environmental oversight, and complex stakeholder consultations could affect project timelines, environmental integrity, and community engagement.

To navigate these changes successfully, the City must proactively adapt its processes, provide comprehensive staff training and allocate resources effectively. Implementing monitoring and evaluation mechanisms is crucial to maintain environmental standards amid EA process optimizations. Effective consultation remains essential, especially with Indigenous communities, the public and other key stakeholders.

Planning Act Matters:

N/A

Approvals:

Name	Title
Patrick Winters	Manager, Development
Stacey McGuire	Executive Director of Engineering/Deputy

Name	Title
	City Engineer
David Simpson	Commissioner, Infrastructure Services and City Engineer
Raymond Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A - Submission to ERO - March 12, 2024
- 2 Appendix B - RPWCO Response - March 15, 2024
- 3 Appendix C - ERCA Letter Prohibited Activities, Exemptions and Permits - April 1, 2024

Background:

The Municipal Engineers Association (MEA) is a non-profit association representing the interests of over 1,225 professional engineers across Ontario who are employed by over 100 Ontario municipalities and representing approximately 90% of the Ontario population. MEA also has members from provincial agencies, conservation authorities and also consulting engineers who are designated as the engineer-of-record for smaller Ontario municipalities.

MEA was established nearly 60 years ago as an amalgamation of the City Engineers Association (formed 1946) and the County Engineers Association (formed 1951). The MEA was incorporated as a non-profit corporation in 2007.

Comments to ERO-019-7891:

The MEA is pleased to comment on the Province's commitment to modernize the Municipal Class Environmental Assessment Process (MCEA), specifically ERO-019-7891. MEA applauds the Province's commitment to modernizing the EA process. MEA's comments to the ERO are broken down into four (4) components:

1. The new MPAP;
2. The Project List contained within the MPAP;
3. Revoke the MCEA and Private Sector Developers Regulation
4. Transition provisions.

The New MPAP:

While the proposed MPAP will not likely be much less onerous, less costly or take less time than the existing MCEA process, if it is based on the TPAP it will be a workable process and only a short list of projects will be subject to the process.

MEA will be developing training which will help municipal practitioners implement the MPAP as efficiently and effectively as possible.

No further comments on the MPAP process.

MPAP Project List:

The MPAP includes a Project List that identifies the 17 project types that will be subjected to the MPAP.

We have provided a table below that lists these individual projects and our comments for each.

MPAP Project List

MECP – Proposed Project List for MPAP	MEA Comments
New Drinking Water Systems & Water Supply	
1 Construct new drinking water system including a new well.	<p>While the less than 50,000 litres per day exemption is welcome, we would recommend that this limit be increased to include residential housing developments of up to 100,000 litre per day. This should incentivize developers to bring forward more efficient housing options, including multi-residential units.</p> <p>Development requires both drinking water and sewage systems. Similar to sewage, it is important to include a ‘capacity of greater than’ clause so that small drinking water systems are not captured. The time associated with EA requirements cannot be reduced unless the EA requirements for drinking water and sewage include the same criteria. Also, unlike sewage treatment facilities, in addition to Environmental Compliance Approval, drinking water supply systems are subject to further regulatory control through the Permit to Take Water process.</p> <p>MEA recommends that the clause be amended as follows; 1 Construct new drinking water system including a new well <i>with a rated capacity of greater than 100,000 litres per day.</i></p>
2 Construct new drinking water system that includes a water distribution system	<p>See clause 1 above MEA recommends that the clause be amended as follows; 2 Construct new drinking water system that includes a water distribution system <i>with a rated capacity of greater than 100,000 litres per day.</i></p>
3 Establish a new surface water source	See clause 1 above.

	<p>MEA recommends that the clause be amended as follows;</p> <p>3 Establish a new surface water source <i>with a rated capacity of greater than 100,000 litres per day.</i></p>
4 Artificially recharge an existing aquifer from a surface water source for purposes of water supply	<p>See clause 1 above</p> <p>MEA recommends that the clause be amended as follows;</p> <p>4 Artificially recharge an existing aquifer from a surface water source for purposes of water supply <i>where the recharges are greater than 100,000 litres per day.</i></p>
Water Treatment Facilities	
5 Construct new drinking water treatment plant or expand existing drinking water treatment plant beyond existing rated capacity	<p>See clause 1 above.</p> <p>It is common for growth in a community to result in an increased demand for drinking water and treatment of sanitary wastewater.</p> <p>To address this municipalities should always consider the following alternatives:</p> <p>1) Reduce the demand for increased supply of water or wastewater treatment by maintenance and operational improvements such as repairing leaks in the system, limiting lawn watering to reduce demand, revising charges for water/wastewater services based on volume, reduce infiltration, and eliminate combined sewers. This is all operations and maintenance and Exempt from the EA Act.</p> <p>2) Consider the distribution/collection system – is the system able to convey anticipated flows to/from the growth areas from/to the treatment facilities? Preparing a Master Plan may be worthwhile. Or, for a small system, confirming pipe capacity can demonstrate adequacy. This work could be undertaken as a formal Master Plan or as a background study (which is exempt from EA requirements).</p> <p>3) If the Master Plan or background study shows that a minor (<50%) increase to the existing treatment plant's capacity will address the community's long term (20</p>

	<p>years) needs then this should proceed as an exempt project. The technical merits of projects at treatment plants are covered by the ECA and PTTW approval process. The local community can be engaged by the municipality.</p> <p>4) If the Master Plan or background study concludes that a major (>50%) increase to the existing treatment plant's capacity to address the community's long term (20 years) needs then this project should proceed as a MPAP project and expanding the existing plant should be compared with other alternatives such as constructing a second treatment plant.</p> <p>MEA recommends that the clause be amended as follows;</p> <p>5a Construct new drinking water treatment plant <i>with a rated capacity of greater than 100,000 litres per day.</i></p> <p>5b Expand existing drinking water treatment plant <i>by 50% or more of existing rated capacity.</i></p>
Sewage Systems	
6 Construct new sewage system with a rated capacity of greater than 50,000 litres per day, including outfall to receiving water body and/or a constructed wetland for treatment	<p>See clause 1 above</p> <p>MEA recommends that the clause be amended as follows;</p> <p>6 Construct new sewage system with a rated capacity of greater than <i>100,000</i> litres per day, including outfall to receiving water body and/or a constructed wetland for treatment</p>
Sewage Treatment Facilities	
7 Construct new sewage treatment plant with a rated capacity of greater than 50,000 litres per day	<p>See clause 1 above</p> <p>MEA recommends that the clause be amended as follows;</p> <p>7 Construct new sewage treatment plant with a rated capacity of greater than <i>100,000</i> litres per day</p>
8 Expand existing sewage treatment plant by 25% or more of existing rated capacity	<p>See clause 1 and 5 above</p> <p>MEA recommends that the clause be amended as follows;</p>

	8 Expand existing sewage treatment plant by 50% or more of existing rated capacity
9 Establish new lagoons with a rated capacity of greater than 50,000 litres per day, or expand existing lagoons by 25% or more of existing rated capacity or install new or additional sewage storage tanks which will increase by 25% or more of existing rated capacity	See clause 1 and 5 above MEA recommends that the clause be amended as follows; 9 Establish new lagoons with a rated capacity of greater than 100,000 litres per day, or expand existing lagoons by 50% or more of existing rated capacity or install new or additional sewage storage tanks which will increase by 50% or more of existing rated capacity
10 Establish a new biosolids landfill site or new biosolids incineration site for purposes of biosolids disposal	No Comments.
11 Establish a new transfer station or new storage lagoon not located at a sewage treatment plant, incinerator, landfill site, or organic soil conditioning site, for purposes of biosolids management	No Comments.
12 Construct new sanitary or combined sewage retention / detention facility at a new location	No Comments.
13 Provide for land application of sewage effluent through spray irrigation system or overland flow	No Comments.
Stormwater Management Systems	
14 Construct new or modify, retrofit, or improve existing retention/detention facility or infiltration system for the purpose of stormwater quality control where active chemical or biological treatment or disinfection is included, including outfall to receiving water body	No Comments.
Shoreline/In-water Works	
15 Construction of a diversion channel or sewer for the purpose of diverting flows from one watercourse to another	MEA supports this clause if it means the purposeful diversion of flows from one river into another river. However, as land is developed, there is commonly a local redirection of stormwater as it is directed to a central treatment/retention facility before it is outlet into a watercourse. Either the

	clause or the glossary needs to be clear, that this clause does not capture these local redirections of stormwater.
16 Construct new shoreline works, such as off-shore breakwaters, shore-connected breakwaters, groynes and sea walls	There needs to be a minimum scale of projects that should be subject to the regulation so that small projects are not captured. These smaller projects are still subject to other approvals (such as permit from conservation authority) MEA recommends that the clause be amended as follows; 16 Construct new shoreline works, such as off-shore breakwaters, shore-connected breakwaters, groynes and sea walls <i>with a length greater than 200 meters</i>
17 Construct a new dam or weir in a watercourse	No Comments.

Revoke the MCEA and Private Sector Developers Regulation (O. Reg. 345/93)

Currently, the MCEA process is used by municipalities to move a project from project identification to approval of conceptual design and Reg 345/93 is used to impose certain EA requirements on Developers. MECP is proposing to enact MPAP and revoke the MCEA and Reg 345/93.

This would result in many complex infrastructure projects (for example a new arterial road, a new bridge, replacing a heritage bridge, a new water tower or pumping station proposed by a municipality, or a new sewage treatment plant proposed by a Developer) becoming exempt. The current MCEA and the associated Users Guide provides advice for exempt projects which is general - EA consideration and consultation effort should match the complexity of the project. However, this existing general advice does not really provide sufficient advice for these newly exempted complex projects.

Although the proposed change is significant, MEA can support this change because, as outlined in MEA's May 9, 2023, submission related to ERO 019-6693 - *Evaluating Municipal Class Environmental Assessment Requirements for Infrastructure Projects*, if the MCEA is revoked, MEA intends to;

- Form a committee of municipal representatives/practitioners with the purpose of preparing a municipal standard or best practice document for municipalities to use as a template when undertaking municipal infrastructure projects that are currently addressed under the MCEA and not covered by the MPAP. We believe the document would be a simpler version

of the current MCEA with improvements to focus on increasing efficiency, effectiveness, transparency, and complete integration with Planning Act processes.

- Encourage municipalities to adopt and comply with this new document so there is consistency and standardization province wide. This would be similar to the construction standards (Ontario Provincial Standards - OPS) currently maintained by MEA.
- Encourage municipalities to use their authority and the Planning Act process to require appropriate consideration of the environment and long-term cost impacts to the municipality by Developers before they are authorized to proceed with major infrastructure projects. If a project is to be assumed by a municipality, then it should be subjected to the same evaluation process regardless of whether it is constructed by a Developer or by a municipality.
- Maintain a committee that would oversee the application of such municipal standard/ best practice document, update it, and provide training to practitioners.

Transition Provisions:

MEA supports transition provisions that would allow projects that:

- are not on the MPAP Project List to complete the MCEA process or easily withdraw from the process by providing notice
- are on the MPAP Project List would be able to complete the *EA Act* requirements either under the MCEA process or the MPAP

Submission in Response to ERO Number 019-7891 March 15, 2024

On behalf of the Regional Public Works Commissioners of Ontario (RPWCO), I thank you for the opportunity to provide comments on the proposed changes to the Environmental Assessment (EA) requirements for municipal infrastructure as outlined in Environmental Registry of Ontario posting #019-7891. RPWCO welcomes the opportunity to modernize and streamline the environmental assessment process, in particular to enable the acceleration of infrastructure to support our members' Municipal Housing Pledges and growth priorities.

Our comments cover the following aspects of the proposed changes:

- Project exemptions and the MPAP process
- Private sector projects
- Interconnections with other approval processes
- Transition to the new approach

Project Exemptions and the MPAP Process

- Our members are moving rapidly to deliver infrastructure required to support housing in Ontario and recommend the Province implement the streamlined EA process as soon as possible to expedite infrastructure delivery and bring certainty to the process for project approvals.
- To achieve the Province's target of 1.5 million homes by 2031, timely delivery of municipal infrastructure is crucial. Clear regulatory requirements for project approvals, including Ministry guidance will be required to support effective and timely delivery of infrastructure. We recommend the proposed regulation and any supporting Ministry guidance provide clarity on the MPAP process, specifically on the Environmental Project Report and addendum process.
- To avoid confusion and delays, municipalities need clear guidance on what constitutes an emergency project that would be exempt from MPAP. The criteria for emergency exemption should be well-defined and consistent.
- The proposal aims to apply EA requirements to expedite the process. While a typical Schedule C Class EA can take 18-24 months, more complex projects may take years due to detailed investigations. The proposal outlines a 6-month timeline for documentation and consultation, assuming prior technical assessments. However, without specific guidance on pre-consultation activities, it does not appear likely that this process will result in noticeably faster delivery of infrastructure projects.
- Additional guidance on pre-consultation activities is required, and the Ministry is requested to clarify that the intention of the MPAP is that background studies and key consultation will be conducted in advance of the Notice of Commencement.

- Through the MPAP, all concerns raised by impacted stakeholders, the public, regulatory agencies and First Nations will be required to be addressed and any technical studies and work completed in advance of the Notice of Commencement will need to be updated accordingly in the Environmental Project Report. This could create substantial re-work if issues are observed with the preferred strategy following completion of all technical work. Alternatively, a certain level of engagement, and consultation will be required prior to the Notice of Commencement being issued. Clarity around how this pre-MPAP consultation should be conducted and documented is requested.
- Additional clarity is requested from the Ministry on what would be considered as sufficient public and agency consultation and engagement during the 120-day consultation period under the MPAP. The Ministry is requested to provide guidance on what is required in the consultation record within the Environmental Project Report to ensure expectations can be met and consistency is achieved.
- Regarding the Environmental Project Report, we recommend the regulation include specific requirements for the Report and more flexible measures for public notification to allow municipalities to leverage changing forms of media use and availability.
- Clarity is required on the Addendum process under the MPAP. There is a risk of conflicts on requirements for Addenda in the absence of further guidance regarding this process and which projects would be subject to these requirements.

Private Sector Projects

- Private sector projects should be subject to MPAP if they meet MPAP project list criteria. RPWCO is concerned that the private sector is being held to a lesser environmental standard than municipalities. We request that exemptions for works undertaken by the private sector should not apply to works to be assumed by a municipality. Additionally, if a developer is undertaking works to be assumed by a municipality and these works fall under MPAP, the developer must complete the MPAP as if a municipality were undertaking the works.
- If it is the intention that a developer can undertake works to be assumed by the municipality without being subject to the same level of MPAP oversight as municipalities, we ask that the Province ensures that municipalities have the appropriate tools and guiderails available within the Provincial permitting processes to ensure quality infrastructure is constructed in the collective environmental, technical, social and economic best interests of a municipality's current and future residents.

Other Considerations and Interconnections with Other Processes

- Completion of a Class EA traditionally involves a structured planning and consensus-building process, supported by detailed technical reports. Its effect helped to streamline downstream permit and approval procedures with various regulating agencies, including Conservation Authorities, utilities, and Provincial Ministries. The proposal is unclear about how regulated requirements (Permits to Take Water, Archaeological, etc.) will be coordinated given that other Ministries rely on information from the EA process. The proposed exclusion of most infrastructure projects from the Class EA process means that municipalities will need to develop their own engagement processes to interact effectively with stakeholders.
- It is essential that new processes are developed in coordination with regulatory agencies so as to achieve a similar or improved streamlining of the processing of permits and approval requirements to avoid delay in project delivery. It is anticipated that the new process would contain similar guiding principles to those founded within the Class EA process with respect to transparent and responsible decision-making, however, development and approval of a new program by each municipality, including consulting with affected agencies, will take time and effort that would have been focused on advancing critical projects to support achieving Housing Pledges.

Transition to the New Approach

- For hundreds of active projects across our municipalities, our members are currently applying the terms of the current Class EA process which promotes a structured and predictable framework for public, First Nations and agency consultation in the engineering planning phases of water, wastewater and transportation infrastructure. We are also undertaking numerous new projects in the coming months in order to accelerate the municipal infrastructure required to support the Housing Pledges. Given the significant number of ongoing and planned projects, detailed clarification and guidance on a potential transition is required, in order to maintain effective engagement with stakeholders.
- RPWCO would welcome additional clarity regarding the impacts of the changes on the expropriation process.

As mentioned above, RPWCO welcomes the opportunity to modernize and streamline the Environmental Assessment process, in particular to enable the acceleration of infrastructure to support our members' Municipal Housing Pledges and growth priorities. However, additional information is needed to understand how this acceleration of key infrastructure projects will be maintained with the proposed changes.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew J. Farr".

Andrew J. Farr, P.Eng.
Chair, Regional Public Works Commissioners of Ontario

Prohibited Activities, Exemptions and Permits

Excerpt from [O. Reg. 41/24: Prohibited Activities, Exemptions and Permits](#) as of April 1, 2024.

The following is a list of activities identified by the Province of Ontario as exempt from Conservation Authority permits. Please note that all other applicable permits required by Municipalities and other Authorities still apply.

Section 5 (Exceptions)

5. Paragraph 2 of subsection 28 (1) of the Act does not apply to,
 - (a) the construction, reconstruction, erection or placement of,
 - (i) a seasonal or floating dock that,
 - (A) is 10 square metres or less,
 - (B) does not require permanent support structures, and
 - (C) can be removed in the event of flooding,
 - (ii) a rail, chain-link or panelled fence with a minimum of 75 millimetres of width between the panels, that is not within a wetland or watercourse,
 - (iii) agricultural in-field erosion control structures that are not within and that do not have any outlet of water directed or connected to a watercourse, wetland or river or stream valley,
 - (iv) a non-habitable accessory building or structure that,
 - (A) is incidental or subordinate to the principal building or structure,
 - (B) is 15 square metres or less, and
 - (C) is not within a watercourse, or
 - (v) an unenclosed detached deck or patio that is 15 square metres or less, is not placed within a watercourse or wetland and does not utilize any method of cantilevering;
 - (b) the installation of new tile drains that are not within a wetland or watercourse, within 30 metres of a wetland or within 15 metres of a watercourse, and that have an outlet of water that is not directed or connected to a watercourse, wetland or river or stream valley, or the maintenance or repair of existing tile drains;
 - (c) the installation, maintenance or repair of a pond for watering livestock that is not connected to or within a watercourse or wetland, within 15 metres of a wetland or watercourse, and where no excavated materials is deposited within an area where subsection 28 (1) of the Act applies;

- (d) the maintenance or repair of a driveway or private lane that is outside of a wetland or maintenance or repair of a public road, provided that the driveway or road is not extended or widened and the elevation, bedding materials and existing culverts are not altered;
- (e) the maintenance or repair of municipal drains as described in, and conducted in accordance with the mitigation requirements set out in the Drainage Act and the Conservation Authorities Act Protocol, approved by the Minister and available on a government of Ontario website, as it may be amended from time to time; and
- (f) the reconstruction of a non-habitable garage with no basement, if the reconstruction does not exceed the existing footprint of the garage and does not allow for a change in the potential use of the garage to create a habitable space.

Please contact our office (regs@erca.org) for any questions that you might have related to your proposed development, or if you are unsure if your project is exempt from requiring a permit.



Committee Matters: SCM 182/2025

Subject: Dawson Drain Provisional By-Law for Repair and Improvement - Ward 9

Moved by: Councillor Gary Kaschak

Seconded by: Councillor Renaldo Agostino

Decision Number: **ETPS 1064**

- I. That City Council **ADOPT** the Engineer's Drainage Report completed by WSP Canada Limited, dated May 14, 2025 (attached), for the Repair and Improvement to the Dawson Drain, by giving first and second readings to Provisional By-law ____-2025 in accordance with Section 45 of the Drainage Act; and,
- II. That Council **DIRECT** the Clerk to set a date for the first sitting of the Court of Revision and distribute the Provisional By-law and the Notice of the Court of Revision, in accordance with Sections 46(2) and 46(3) of the Drainage Act, R.S.O. 1990.

Carried.

Report Number: S 68/2025

Clerk's File: SW/14224

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 May 28, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250528/-1/10557>

**Subject: Dawson Drain Provisional By-Law for Repair and Improvement
- Ward 9**

Reference:

Date to Council: 5/28/2025
Author: Tom Graziano
Engineer III / Drainage Superintendent
(519) 255-6257 Ext. 6490
tgraziano@citywindsor.ca
Development – Engineering
Report Date: 5/6/2025
Clerk's File #: SW/14224

To: Mayor and Members of City Council

Recommendation:

- I. That City Council **ADOPT** the Engineer's Drainage Report completed by WSP Canada Limited, dated May 14, 2025 (attached), for the Repair and Improvement to the Dawson Drain, by giving first and second readings to Provisional By-law ____-2025 in accordance with Section 45 of the Drainage Act; and,
- II. That Council **DIRECT** the Clerk to set a date for the first sitting of the Court of Revision and distribute the Provisional By-law and the Notice of the Court of Revision, in accordance with Sections 46(2) and 46(3) of the Drainage Act, R.S.O. 1990.

Executive Summary:

N/A

Background:

The Dawson Municipal Drain flows northerly beginning just north of 1830 Division Road to 1100 Division Road (Windsor Memorial Gardens), as regulated by By-laws 1830 and 2838 adopted by the Township of Sandwich East in 1950 and 1963 respectively.

This drain has been altered by land development over many years. The latest alteration was adopted in 1999 by CR701/99 by the Devonshire Heights Subdivision.

Dawson Municipal Drain segments primarily consist of open channel sections and sections having an open channel and an underlying 300/150mm plastic perforated HDPE drain tile (Big “O” pipe). These latter segments were created in the subdivision design wherein stormwater is directed to a perforated pipe during a smaller storm and would overflow into the open channel during larger storms. The drain also services properties fronting on Division Road.

The Dawson Drain currently has two outlets. One runs northerly to the enclosed Third Concession Drain, and the other flows west to a relocated (but unregulated) O’Neil Drain. The O’Neil Drain is located east of the Windsor Memorial Gardens cemetery and flows north from Division Road and discharging into the Third Concession Drain.

At the June 13, 2022, meeting, City Council approved CR273/2022 which read:

That Local Improvement works for storm sewers, curb and gutter for those street segments not yet constructed to the municipal standard within the area bounded by E.C. Row Avenue to the north, Woodward Boulevard to the west, Division Road to the south, and Riberdy Road to the east, as shown on drawing 4M-206 BE RECOMMENDED to future Capital Budgets and prioritized relative to their technical scoring, subject to cost-sharing for such works as established by CR554/2019; and,

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.

WSP Canada Inc (WSP) was appointed as the drainage engineer to make an examination of the Dawson and O’Neil Drains and prepare drainage reports to making recommendations for any repairs and improvements to the drains. This was done in accordance with Section 78 of the Ontario Drainage Act.

An “on-site meeting” was hosted by WSP on July 25, 2023, and was attended by representatives of the City of Windsor, and property owners residing within the drainage area.

Discussion:

The Engineer’s Report outlines repairs and improvements required to restore the capacity of the Dawson Drain to a 5-year design storm service level. The recommended repairs and improvements include:

- Removal of Obstructions - Several wooden pedestrian bridges have been constructed over the years that connect properties along the drain to the Devonwood Conservation Area. The bridges were not permitted and are obstructions that may restrict flows in the drain. They will be removed in accordance with the Drainage Act.
- Brushing - In some areas, the drain is overgrown with vegetation. The entire length of the drain will be brushed to improve flow.
- Channel Geometry Upgrades – The drain slope, alignment and cross-section will be adjusted to improve flows and restore capacity. Redundant pipes that are no longer required and do not have the required capacity will be removed, and culverts that remain will be cleaned. The 300 mm Big ‘O’ pipe that flows from the Dawson Drain northerly towards Calderwood Park will be capped and no longer accept flows from the Dawson Drain (Appendix 1; Figure 1)
- Outlet – The drain will be modified to have one outlet which will be located on the west side of Devonshire Heights Park. The drain will be made wider and deeper to accommodate a 5-year design storm. The existing 450 mm diameter pipe will be replaced with a 525 mm diameter pipe to provide a sufficient outlet at the downstream end.

A copy of the drainage report entitled, “Dawson Drain Drainage Report”, dated May 14, 2025 (Appendix 2).

The City of Windsor is responsible for the maintenance of any drainage works constructed under the Drainage Act to the extent of the work and structures specified in the current by-law. All upstream landowners, from the commencement of the maintenance work, are assessed for the cost of the maintenance work "pro-rata" as per the maintenance assessment schedule in the report. However, council resolutions CR388/2007 and CR64/2015 confirm that the municipality would absorb all municipal drain maintenance costs through the general tax levy, except for private access structures and “special benefit” works benefiting individual properties, as authorized by the Province of Ontario through the City of Windsor Act, 1968.

In accordance with Section 45 of the Drainage Act, City Council is to consider the adoption of the engineer’s drainage report, and if approved, the report will proceed to Provisional By-law.

Within 30 days of adopting the engineer’s report, a copy of the Provisional By-law and a Notice of the Court of Revision meeting will be sent to all affected landowners listed in the schedule of assessment. The notice will inform landowners of their right to appeal drainage assessments or allowances to the Court of Revision. Appeals must be submitted in writing to the City Clerk no later than 10 days prior to the first sitting of the Court of Revision.

The final Engineer’s Report, attached as an appendix to this report, identifies no technical issues or challenges within the defined scope of work. After the Court of Revision concludes and the appeal period expires, Council will consider giving third and final reading to the Provisional By-law.

Risk Analysis:

A lack of adoption of the report would risk the construction timelines for the project and limit the ability for the project to proceed according to the expected schedule.

There are no tariff impacts related to the adoption of the report. Any future construction works resulting from the recommendations of the drainage engineer of record are considered to have low to no risk of tariff impacts as it is anticipated to consist mostly of labour and time with very few materials, all of which are anticipated to be sourced locally.

Climate Change Risks:

Climate Change Mitigation:

Future construction projects will result in Greenhouse Gas (GHG) emissions that are accounted for within the annual Community GHG emissions inventory.

Climate Change Adaptation:

Future significant storms are likely to occur again and could lead to further instances of flooding within the City. While there will always be the risk of flooding, the risk can be mitigated by taking steps to reduce the amount of storm water entering into the sewer system. Drain improvements will improve the conveyance capacity of the system, reducing the potential risk of property damage to residents.

Financial Matters:

All expenses associated with the repair and improvements to the Dawson Drain will be assessed to the Corporation of the City of Windsor in accordance with CR388/2007, with the exception of work deemed to be a Special Benefit as defined by the Drainage Act and identified by the consulting engineer. All construction costs will be charged to project ID 7242002 - Municipal Drains – Rehabilitation Implementation and Construction. There is approximately \$3.2M funding available in this project, sufficient to cover the expenses outlined in the consultant's report (attached) of \$383,680 (excluding HST). The cost estimates in the report may vary depending on the time of tendering the work. Available funds are for capital improvements for multiple drains across the city over the next 10 years. Based on the type of work, the risk of impact from potential tariffs on goods being purchased is considered to be minimal if any.

Consultations:

Aaron Farough, Senior Legal Council
Kathy Buis, Financial Planning Administrator
Adam Mourad, Engineer III (A), Engineering
Fahd Mikhael, Manager of Design, Engineering

Conclusion:

Administration recommends that Council provisionally adopt the Engineer's Drainage Report for repairs and improvements to be made to the Dawson Drain in the City of Windsor, dated May 14, 2025, in accordance with Section 45 of the *Drainage Act*.

Planning Act Matters:

N/A

Approvals:

Name	Title
Mark Spizzirri	Manager of Performance Measurement and Business Case Development
Patrick Winters	Manager of Development
Stacey McGuire	Executive Director of Engineering / Deputy City Engineer
David Simpson	Commissioner, Infrastructure Services and City Engineer
Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner, Finance and Chief Financial Officer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email
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Appendices:

- 1 Plan of Area
- 2 Drainage Report for the Dawson Drain

Appendix 1

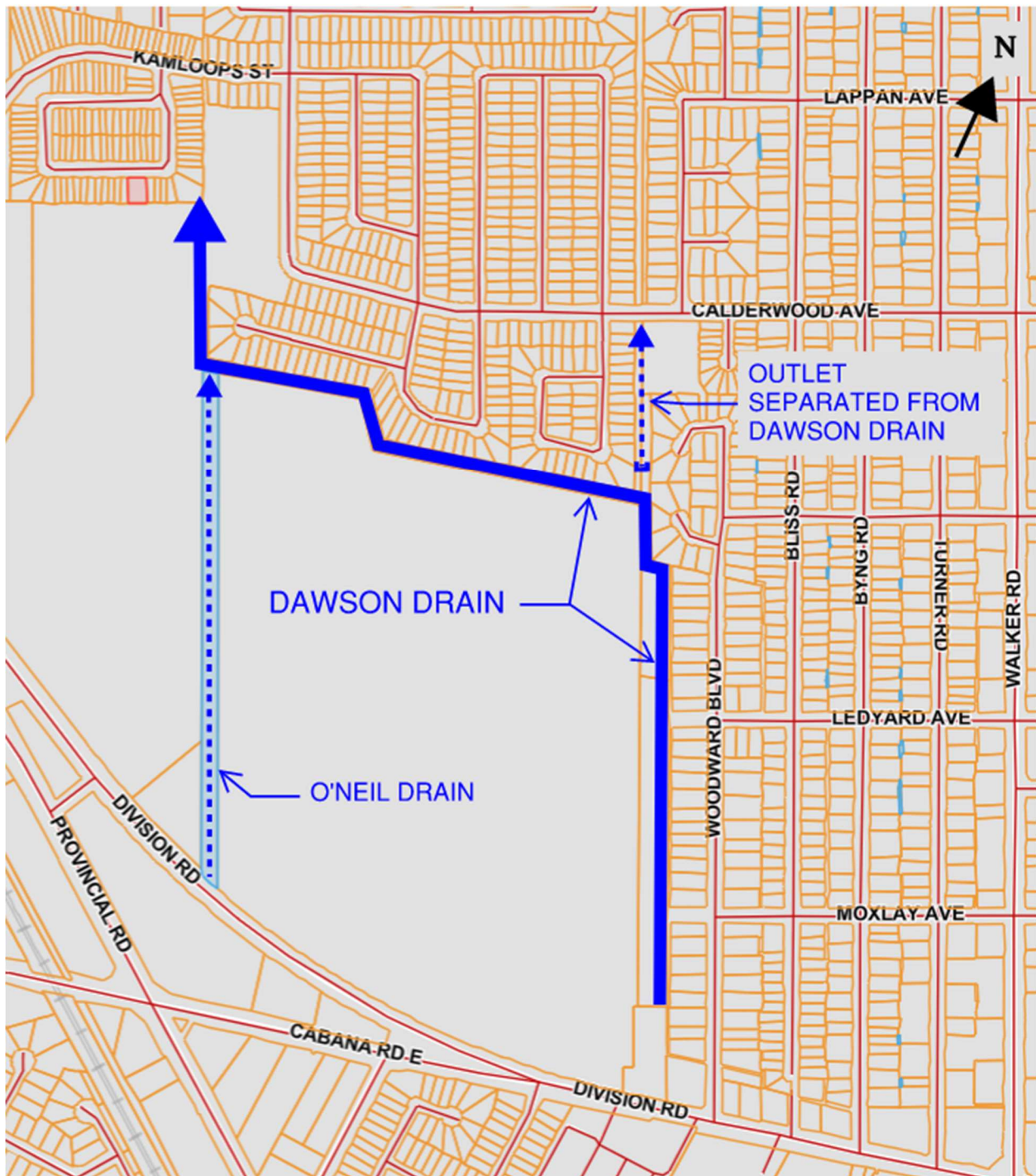


Figure 1 - Plan of Area

BY – L A W N U M B E R XX-2025

A PROVISIONAL BY-LAW TO PROVIDE FOR A DRAINAGE WORKS IN THE CITY OF WINDSOR IN THE DAWSON DRAIN

Passed the ____ day of _____, 2025.

WHEREAS the Council of The Corporation of the City of Windsor has procured a report under section 78 of the *Drainage Act*, R.S.O. 1990 for the improvement of the Dawson Drain;

AND WHEREAS the Engineer's Report dated May 14, 2025, has been authored by WSP Canada Ltd and the attached report forms part of this by-law;

AND WHEREAS the report has been filed with the Clerk and considered by Council;

AND WHEREAS the estimated total cost of the drainage work as outlined in the Engineer's Report is \$383,680.00;

AND WHEREAS \$383,680.00 is the amount to be contributed by the City of Windsor for the drainage works;

AND WHEREAS the Engineer's Report includes an allowance of \$200,000, provided to a property owner for land taken pursuant to Section 29 of the *Drainage Act*, R.S.O. 1990, which is in addition to the estimated total cost of the drainage works;

AND WHEREAS the Council of The Corporation of the City of Windsor is of the opinion that the repair and improvement of the Dawson Drain is desirable;

THEREFORE, the Council of The Corporation of the City of Windsor, pursuant to the provisions of Section 45 of the *Drainage Act*, R.S.O. 1990, hereby enacts as follows:

1. **THAT** the Engineer's Drainage Report for improvements to the Dawson Drain as prepared by WSP Canada Limited, dated May 14, 2025, which is attached hereto as Schedule "A", is hereby adopted and the drainage works as therein indicated and set forth are hereby authorized and shall be completed in accordance therewith.
2. **THAT** the costs for ongoing maintenance of the Dawson Drain shall be assessed to landowners in accordance with the schedule of assessment included in the Engineer's Report.
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

First Reading - July 14, 2025
Second Reading - July 14, 2025
Third Reading - , 2025



Committee Matters: SCM 187/2025

Subject: Active Transportation Master Plan Biennial Progress Report (2024) - City Wide

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

Decision Number: **ETPS 1065**

- I. THAT the report of the Coordinator, Schools and Sustainability Mobility dated May 8, 2025 entitled "Active Transportation Master Plan Biennial Progress Report (2024)-City Wide" **BE RECEIVED** for information.
- II. THAT City Council **DIRECT** Administration to prioritize the completion of the primary regional cycling network presented in this report, as well as to address existing network gaps and needed improvements, and that these **BE FUNDED** from the Bikeways Development project, 7111031, where there is no ability to leverage through other Capital Projects.

Carried.

Report Number: S 71/2025
Clerk's File: MB/5331

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 28, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250528/-1/10557>

Subject: Active Transportation Master Plan Biennial Progress Report (2024) - City Wide

Reference:

Date to Council: May 28, 2025
Author: Kathy Quenneville
Coordinator, Schools and Sustainable Mobility
519-255-6100 ext.6287
kquenneville@citywindsor.ca

Public Works - Operations
Report Date: 5/8/2025
Clerk's File #: MB/5331

To: Mayor and Members of City Council

Recommendation:

- I. THAT the report of the Coordinator, Schools and Sustainability Mobility dated May 8, 2025 entitled "Active Transportation Master Plan Biennial Progress Report (2024)-City Wide" **BE RECEIVED** for information.
- II. THAT City Council **DIRECT** Administration to prioritize the completion of the primary regional cycling network presented in this report, as well as to address existing network gaps and needed improvements, and that these **BE FUNDED** from the Bikeways Development project, 7111031, where there is no ability to leverage through other Capital Projects.

Background:

The City's Active Transportation Master Plan (ATMP) – Walk Wheel Windsor was approved by Council on July 22, 2019 and was inspirationally intended to achieve the following goals:

- Develop a complete **active transportation network** that connects all neighbourhoods; Improve the **safety and accessibility** of vulnerable road users;
- Support effective **land use planning** to build an environment that makes walking, cycling, and transit convenient and enjoyable;
- Ensure that the active transportation network is **equitable and accessible** for all residents; and
- Foster a **culture** for active transportation.

The 2019 ATMP includes 114 strategic actions to achieve the above noted goals which support desired outcomes in the following five themed areas of focus:

- Connecting Communities Places for People
- Innovation and Integration
- Culture Shift
- Quality of Life

As part of the 2019 ATMP, Administration committed to monitoring its ongoing implementation and progress made towards achieving the above noted goals and outcomes. Action 5E-2 specifically calls for staff to communicate its progress on growth of the active transportation network, annual spending on transportation and meeting proposed targets of the 2019 ATMP on a biannual basis. Report S 52/2023 afforded Council with a 2022 update on the progress of the 2019 ATMP.

It is recognized that data may be more challenging to collect for certain measures, and as a result, it is understood that each progress update may not be able to fully provide the status of all 114 actions and 99 trackable success measures accordingly. Based on current resources, this report focuses on metrics derived from accessible information, prioritizing the most actionable items and those that can be consistently measured with available data.

Discussion:

Along with trackable success metrics, this report provides an overview of the top actions taken to support the 2019 ATMP desired outcomes including, but not limited to, the expansion of pedestrian and cycling infrastructure, the introduction of new safety measures and community outreach programs. A full list of 2019 ATMP action items and their status is referenced in Appendix A.

2019 ATMP Implementation Progress

The general measures of success on the overall progress in the implementation of the 2019 ATMP are as shown in Table 1. From this, the primary indicator of successful implementation is increased mode share of walking, cycling and other forms of active transportation and transit use in relation to the total number of trips made by people using all forms of transportation, with a target to reach a 25% combined mode share by 2041.

Table 1 – Overall 2019 ATMP Implementation Measures of Success

Measures of Success		2019	2024	Difference
Walking, cycling and transit mode share (commuting)*		10.1%	7.4%	- 2.7%
Proportion of women and seniors walking, cycling and using transit (%) *	Women	5.9%	3.4%	- 2.5%
	Seniors (65+ who still work)	0.3%	0.3%	0
Transit volumes (# of trips)		8,430,750	9,671,728	+14.7%
Walking and Cycling Funding Levels (% of total Capital budget)		1.9%	0.8%	-1.1%
City staff resources dedicated to Active Transportation (FTE)		0	2	+2
Transportation GHG emissions + (tonnes CO2e per capita)		3.456	2.747+	-20.5%

* Canada census commuting data reported in **2016** (2019) and **2021** (2024)

+ 2024 data was not available at the time of this report - 2.747 tonnes CO2e (**2023**)

To date, the commuting-only (travel to/from work) mode share data collected by Census Canada in 2021 shows that Windsor's active transportation mode split has decreased by 2.7% since the 2016 census. It is recognized that the 2021 census fell when Covid-19-related hybrid work and work-from-home policies were still largely in place. Conversely, the transit portion of the mode share has notably rebounded since COVID-19, with ridership (# of trips) increasing from 2,487,237 trips in 2021 to 9,671,728 in 2024.

The Census data underrepresents the actual amount of active transportation trips being made by Windsor residents, as it excludes non-commuting trips and omits key populations such as non-working individuals, post-secondary students, school-aged children, and seniors. A comprehensive household travel survey would provide a more accurate picture of active transportation use by capturing all trip purposes, modes and demographics that are not fully reflected in Census commuting data.

Despite the overall drop in mode share, absolute transit use has increased beyond pre-COVID levels possibly due to population growth and/or an increase in transit use. To alleviate some system pressures, in September 2024 two new routes (115, 305) were introduced. These routes replaced the Dominion 5 route with a more streamlined primary route and a local route that meanders through neighbourhoods while connecting to other routes for easier transfers.

2019 ATMP Desired Outcome Measures of Success

The following highlights key contributions made over the past five years to advance the implementation of the 2019 ATMP's five themed priorities:

Connecting Communities

This theme targets initiatives to improve the connectivity of Windsor's active transportation network, with a focus on making walking, cycling and transit safe, comfortable and accessible for people of all ages and abilities. Building on existing infrastructure, the City is working to enhance interconnectivity of sidewalk, bicycle, trail networks and access to public transit. These efforts support a more complete and integrated system that links neighbourhoods and key destinations, helping to make active transportation a more practical and appealing option year-round. The specific measures of success regarding the overall progress in Connecting Communities are shown in Table 2.

Since 2019, just over **33 km of bikeways** (i.e. bike lanes, multi-use paths/trails, cycle tracks, local street bikeways) and **27.9 km of sidewalk** for pedestrians have been implemented, which represent approximately 62% and 24% of anticipated ATMP network additions by 2024, respectively. The All Ages and Abilities (AAA) bikeway network grew by 20.1% while access remained strong with over 72% of dwellings and 45% of workplaces located within 400 metres of the bike network. A complete listing of cycling/shared facilities added to the network are shown in Appendix B.

Sidewalk coverage also increased slightly across all road types while accessibility improvements were also notable (increase in accessible bus stops, bus stop shelters, bike detection at traffic signals. Additionally, sidewalk inspections increased by 25.8% reflecting greater attention to pedestrian safety and maintenance.

Key 2023 – 2024 Initiatives:

- **Regional Cycling Network** - Staff have developed a Regional Cycling Network (refer to Appendix C) to refine the implementation phasing of primary cycling facility infrastructure (mostly AAA) identified in the **2019 ATMP** in a manner which is believed to be more realistic, efficient and achievable in ensuring more complete connectivity cycling infrastructure across the City.
- **Improved Bicycle Intersection Crossing Treatments (2024)** - Safety was enhanced with directional paint, cross-rides and bike boxes at key intersections along the new Kildare Road and Victoria Avenue Bikeways.
- **Improved Walking and Cycling Connections to Transit (2024)** - First-and-last mile enhancements included the installation of 57 concrete pads for passenger accessibility, plus others completed in new road construction projects.

Table 2 – Connecting Communities Measures of Success

Measures of Success	2019	2024	Difference
Total length of bicycle network added to network since 2019:			
Multi-use pathways and trail (km)	baseline	18.67	+18.67
Cycle track (km)	baseline	1.22	+1.22
Protected bike lane (km)	baseline	0.45	+0.45
Buffered bike lane (km)	baseline	8.14	+8.14
Conventional bike lane (km)	baseline	2.38	+2.38
Local street bikeway (sharrow) (km)	baseline	2.20	+2.20
Total length of AAA bicycle network (km)	153.95	184.58	+ 20.1%
Proportion of total dwellings within 400 m of the total bicycle network	72.6%	72%	-0.6%
Proportion of total workplaces within 400 m of the total bicycle network	46.55%	45%	11.55%
Proportion of Windsor's land area within 400 metres of the total bicycle network	45.9%	46%	+0.1%
Proportion of Windsor's land area within 400 metres of the AAA bicycle network	56.5%	57%	+0.5%
Total length of sidewalk network (km)	955.97	983.88	+27.9
Proportion of streets with a sidewalk on at least one side:			
Local	56.5%	57.1%	+0.6%
Collector	80.9%	85.7%	+4.8%
Parkway	89.5%	83.9%	-5.6%
Arterial	72.3%	72.4%	+0.1%
Length of completed bicycle network projects (km)	(baseline)	33.1	+33.1
Number of new and enhanced trail and pathway projects added since 2019 (#)	(baseline)	30	+30
Proportion of bus stops that are accessible	55%	67%	+12%
Proportion of bus stops with shelters	18%	19%	+1%
Signals with bicycle detection capability installed at traffic signals (#)	4	30	+26
Secure bike parking at transit stops (#)	0	0	No change
Proportion of sidewalks on both sides of the street within 400 meters of a bus stop	Data not available	Data not available	-
Length of sidewalk inspected (km)	251.34	316.11	+25.8%

Places for People

Active transportation is about creating destinations as much as journeys, emphasizing people-centered planning that prioritizes all road users. Land use and street design at both the neighbourhood and site level play a critical role in making walking, cycling, and transit safe, convenient, and appealing. Windsor aims to support this through Complete Streets policies, pilot projects and by ensuring new developments enhance and connect to the broader active transportation network. The specific measures of success regarding the overall progress in Connecting Communities are shown in Table 3.

Table 3 – Places for People Measures of Success

Measures of Success	2019	2024	Difference
Sidewalk coverage within 400 m of all Regional Centres (% of all streets)	25.0%	25.0%	No change
Bicycle network coverage within 400 m of all Regional Centres (% of streets)	19.4%	20.0%	+0.6%
Percentage of signals with bicycle actuators	1.4%	11.0%	9.6%
Number of pilot projects	0	1	+1
Number of alleyway revitalization projects	2	0	-2
Complete Streets (#)	0	0	No change

Since 2019, progress on enhancing access and connectivity around Windsor's Regional Centres has been modest but notable in specific areas such as the percentage of traffic signals equipped with bicycle actuators which rose from 1.4% to 11% and enabling the collection of cycling volume data along some corridors. While no new Complete Streets projects have been completed, construction is currently underway on the first phase of Windsor's first Complete Street designed roadway: University Avenue West.

Key 2023 – 2024 Initiatives:

- **Sandwich South Sustainable Neighbourhood Action Plan (2024)** - This aspirational internal document outlines potential action items to support the development of a sustainable neighbourhood, using a Complete Streets concept, where active transportation facilities and transit are key components. A full report will be presented on May 22nd to the Environment and Climate Change Advisory Committee.
- **Victoria Bikeway Pilot Project (2024)**- The City's first protected bike lane was installed on Victoria Avenue (University Avenue to Wyandotte Street West) where the parking lane is being used to create a physical barrier separating cyclists from vehicular travel lanes.
- **Sandwich Town Streetscaping (2024)** - The Sandwich Street Road reconstruction project integrated the following elements within the right-of-way design: bulbouts for traffic calming; new bike lanes and a multi-use trail; refurbished lighting and street furniture; three new colonial style transit bus shelters; soil cells for new street trees and low planters for vegetation and trees, and several other decorative features.

Innovation and Integration

Initiatives that focus on innovation and integration make active transportation a more convenient and reliable option year-round. By enhancing maintenance practices, adding amenities like bike parking, exploring technologies such as bike share programs, and improving regional connections, Windsor aims to support sustainable travel choices. The specific measures of success regarding the overall progress in Innovation and Integration are shown in Table 4.

Windsor has made considerable strides in bike share access and supportive infrastructure since 2019. An e-scooter micromobility program was launched in 2021 with 400 e-scooters initially, followed by the introduction of 75 e-bicycles in 2022. The City's new 2023 contract with Bird Canada allowed service area expansion to the City boundary - less some mostly unpopulated non-serviced areas - which increased service area coverage from approximately 15% to 76% of City lands, and in turn increasing accessibility.

As of 2024, enhancements to end-of-trip facilities included the addition of 194 bike racks located downtown/within BIAs and 107 bike racks in City Parks. While data on bicycle parking provisions in new developments remains unavailable, three City-owned facilities continue to provide long-term bicycle parking, unchanged since 2019. Nine on-the-spot bike repair "fixit" stations are distributed throughout the city; however, the majority are currently in disrepair due to ongoing vandalism. Transit Windsor's mobile app has seen remarkable growth with total user sessions increasing from 3.47 million to 19.37 million.

Key 2023 – 2024 Initiatives:

- **Micromobility Program (2023)** - The City entered into a new contract with Bird Canada, expanding the service area City-wide, participated in several community active transportation events (i.e. Open Streets, Earth Day, Bike to Work Day), and promoted discounted pricing options to eligible clients.
- **Bike Parking Policy (2024)** - Formal framework was established to guide the expansion and quality of bike parking infrastructure.
- **Enhancement of the City's "Mapp My City" mapping platform (2024)** - "Biking and Trails" map improved to identify bike rack locations at various City facilities.
- **Ford Fireworks Bike Valet (2024)** - Free public bike parking provided to event attendees, courtesy of the City of Windsor Active Transportation Expert Panel.

Table 4 – Innovation and Integration Measures of Success

Measures of Success	2019	2024	Difference
Number of bike share bicycles	0*	75	+75
Proportion of Windsor's workplaces within 400 m of the bike share service area	36%*	95%	+59%
Proportion of Windsor's total population within 400 metres of the bike share service area	30%*	95%	+65%
Proportion of high equity needs neighbourhoods covered by bike share service area	69%*	90%	+21%
Number of bike racks downtown and in BIAs	Unknown	194	-
Percentage of new developments with short-term and long-term bicycle parking and end of trip facilities	Unknown	Unknown	-
Percentage of City owned and operated facilities with bicycle facilities	Unknown	Unknown	-
Number of secure bicycle parking spaces at transit stops	0	0	No change
Total km of pathways cleared (km)	87.6	162.5	+74.9
Total km of sidewalks cleared (km)	45.9	36.8	-9.1
Total km of bike routes cleared (km)	75.4	200.0	+124.6
Total operating budget for year-round maintenance of sidewalks, bicycle routes, trails, and bus stops+	\$916,927	\$1,508,300	+ \$591,373
Number of bicycle repair stations	9	9	No Change
Number of users of the Transit Windsor app	3,470,819	19,373,019	+15,902,200

* Based on 2021 data, no former data available + Winter control needs are weather dependent

Culture Shift

Ongoing special focus to foster a culture where various modes of active transportation are viewed as normal and preferred options. Actions include increasing active school travel, engaging the community, supporting seniors in physical activity and expanding bicycle tourism. Additionally, public education and awareness are helping residents feel safer and more comfortable using active transportation throughout the city. The specific measures of success on the overall progress in Culture Shift are shown in Table 5.

Table 5 – Culture Shift Measures of Success

Measures of Success	2019	2024	Difference
Number of courses offered for adult education and cycling skills training	0	0	No change
Number of school aged students participating in an education and cycling skills training courses	5996	7389*	-
Number of schools within the City of Windsor that have completed Active and Safe School Travel Programs	2	9	+7
Number of public wayfinding displays	Unknown	Unknown	
Funding allocated for promotion and education	\$ 0	\$ 0	No change
Number of annual student bus passes issued	68,496	91,783	+23,287

*Data represents participation in **2020 – 2022 only** (2023 & 2024 data not available).

Active and Safe Travel to School Programs have increased from 2 to 9 since 2019, aided by an Ontario Active School Travel grant with a program administered by the Health Unit from 2020 to 2022, and with students continuing to participate in Windsor's Safety Village cycling education and skills training. Further, various modes of travel reported by over 1,300 students surveyed from two elementary schools in 2024 indicated 38% took the bus to school, 3% rode their bikes, 23% walked to school and 36% utilized car travel. Over 90,000 student bus passes were issued in 2024, a rise of over 30,000 from 2019.

Key 2023 – 2024 Initiatives:

- **Active and Safe School Travel Program (2023/2024)** - Active and Safe School Travel Pilot Program at Talbot Trail Public School to promote active travel and increased use of available school bussing through targeted engagement. The pilot afforded active and safe school travel resources, pre/post surveys to gauge school travel behaviour, Parent Advisory Council meeting, in-class presentations to 200+ Grade 3/4 students and school assembly presentations.
- **Promoting Biking and Walking Tourism – TWEPI** provides self-guided walking tours through districts (and provided by Museum Windsor and Jane's Walks Windsor Essex) will continue to be developed, with the prospect for purchasable excursions.
- **Public Messaging (2024)** – Educational promotion video for Victoria Bikeway.

Quality of Life

This theme focuses on addressing the impacts of the built environment on public health, safety, accessibility and equity through the design and redesign of Windsor's streets and pathways. Key initiatives include promoting the benefits of sustainable transportation, enhancing road safety for all users, prioritizing infrastructure improvements to underserved areas and celebrating active transportation through marketing campaigns/events to encourage walking, cycling and transit use. Refer to Table 6 for the specific measures of success on the overall progress in Quality of Life.

In comparison to 2019, in 2024 Windsor saw mixed trends in quality of life indicators related to active transportation. While collisions involving pedestrians decreased slightly, collisions involving cyclists rose significantly by 35. However; both walking and cycling made up smaller overall proportion of total collisions. Fatal collisions involving people was largely unchanged while hospitalizations from walking and cycling injuries decreased by 10 and 30 respectively. Of note, increased injuries related to scootering suggest the need for stronger safety measures for new micromobility users.

Table 6 – Quality of Life Measures of Success

Measures of Success		2019	2024	Difference
Number of collisions involving people*	walking	92	88	-4
	cycling	61	96	+35
Proportion of all collisions involving people (% of total collisions)*	walking	1.5%	1.2%	-0.3%
	cycling	2.3%	1.3%	-1.0%
Number of all fatal collisions involving people*	walking	3	2	-1
	cycling	0	1	+1
Proportion of all fatal collisions involving people*	walking	0.07%	0.03%	-0.04%
	cycling	0%	0.01%	+0.01%
Number of emergency room visits due to injuries involving people (April 2018 – March 2019 & April 2023 – March 2024)	walking	154	144	-10
	cycling	304	274	-30
	scootering	45	83	+38
	skateboarding	51	24	-27
Number of road safety audits		10	18	+8
Number of audible pedestrian signals		6	37	+31
Percentage of intersections with curb ramps connecting sidewalks and multi-use pathways & trails		100%	100%	No change
Number of pedestrian crossings (PXO, IPS, MPS)		22	45	+23
Number of annual walking, cycling events		unknown	14	-

* Collision data baseline is 2020 + 2019 reflects accumulated 2015-2019 audits

Since 2019, there has been continued City-wide progress in accessibility and safety infrastructure as per increase in audible pedestrian signals and pedestrian crossings. The number of road safety audits completed in a 5-year period increased by 8 audits. Also, community engagement was supported through at least 14 walking and cycling events since 2019, including new infrastructure grand openings.

Key 2023 – 2024 Initiatives:

- **Vision Zero Policy (2024)** - Road safety strategy policy implemented aiming to reduce and ideally eliminate all traffic fatalities and serious injuries by striving to implement systemic changes in road design, and speed control.
- **Vision Zero Actions (2024)** - Addition of red-light cameras at 10 intersections.
- **Traffic Engineering Software (2024)** - Acquired to assist in keeping signal and stop warrants up to date, while enabling faster, more effective analysis of collision trends for improved road safety.
- **Pedestrian Crossing Times Reviewed with Accessibility Input (2023).**
Comprehensive review of pedestrian crossing times conducted with the participation of WAAC and Vision Loss Members. Various walking speeds were evaluated and suitable signal crossing times were applied to various widths of street intersection crossings.
- **Social Policy and Planning and Windsor Essex Local Immigration Partnership (WE LIP) (2024)** - Initiatives included working with a Youth Advisory Committee to identify priorities related to affordable transportation; connecting with employment and settlement organization to ensure newcomers have access to affordable transportation, and promoted Bird Canada Community Pricing Program to clients.
- **Association of Pedestrian Bicycle Professionals Mobile Tour (2024)** –
Administration hosted a Windsor e-bike tour for delegates of a conference held in Detroit, with support from ATMP authors Urban Systems, Bird Canada, and Tourism Windsor Essex Pelee Island. The tour showcased West End bikeways, the new Gordie Howe International Bridge multi-use path, Hon. Herb Gray Parkway trails and historic Sandwich Town to participants from across the U.S.

Risk Analysis:

There are no risks associated with this informational biennial ATMP progress report.

Climate Change Risks:

Climate Change Mitigation

By improving its active transportation network and by encouraging the use of sustainable modes of transport, the City of Windsor would be taking steps toward reaching its sustainability and greenhouse gas reduction goals and targets. The Community Energy Plan estimates that for every two percent mode shift to active transportation results in emissions reductions of about 8,000 tonnes CO₂, or about one percent of the total transportation emissions in 2041.

Climate Change Adaptation

As climate change presents more global and local threats, active transportation provides an alternative mode of travel, where other methods of travel may not be available or accessible.

Financial Matters:

Administration continues to seek out all opportunities to make additional funds available to achieve the funding levels contemplated by the 2019 ATMP, notwithstanding the significant competing demands on annual City municipal budgets. In the years 2020 through 2024, \$5,773,570 in City capital funding was budgeted for walking and cycling facilities completed under Public Works and an additional \$9,892,920 in Investing in Canada Infrastructure Program (ICIP) Grant funding was approved and allocated for walking and cycling facilities.

Over this same period 2020-2024, \$6,211,237 of funding has been afforded for maintenance of various active transportation facilities across the city. Maintenance activities included transit bus shelter maintenance and snow removal, sidewalk maintenance/repair, sidewalk and multi-use pathway/trail winter control, hand salting of wheel-chair ramps within the BIA. In addition to this cost, maintenance repainting of bike lane lines and cycling/pedestrian crossing pavement markings is carried out.

Two new dedicated staff have been added to the Transportation division since the approval of the 2019 ATMP. Specifically, an Active Transportation Coordinator and Active Transportation Engineer were approved under the 2020 and 2022 operating budgets respectively.

Administration will continue to explore opportunities to fund work identified in the ATMP with existing and future capital project budgets, however, Administration may need to utilize the Bikeway Development project, 7111031, to fund these initiatives where no capital funding is available. There is presently approximately \$1.4M in uncommitted funds previously approved available in the Bikeway Development Project 7111031 and \$2,903,500 in uncommitted approved in principle bikeway development funding within the 2025 10-year plan that can be used to fund ongoing work to build out the primary regional cycling network.

Consultations:

Cindy Becker, Financial Planning Administrator – Public Works
Roberta Harrison, Coordinator Maintenance
James Chacko, Executive Director Parks Recreation and Facilities
Dave Nicholls, Manager Parks Operations and Horticulture
Michelle Staaedegaard, Manager Culture and Event
Jason Scott, Manager, Transit Planning
Fahd Mikhael, Manager Design, Engineering
Neil Robertson, City Planner
Natasha Gabbana, Manager of Asset Planning
Michael Dennis, Manager of Strategic Capital Budget Development and Control
Matthew Johnson, Executive Director, Economic Development
Stephen Lynn, Manager, Social Policy and Planning
Michelle Moxley-Peltier, CEP Project Administrator
Rory Sturdy, Supervisor By-Law Enforcement
Lionel Kerneman, Tourism Windsor Essex Pelee Island
Kevin Morse, Windsor Essex County Health Unit

Gina Bulcke, Windsor Regional Hospital
City of Windsor Active Transportation Expert Panel
Allan Botham, Director of Infrastructure and Planning, County of Essex
Phil Bartnik, Director of Public Works / Engineering Services, Town of Tecumseh
Jonathon Osborne, Director of Public Works, Town of LaSalle

Conclusion:

By building on the achievements outlined in this report and advancing ongoing strategic actions from the ATMP—most notably by prioritizing the implementation of a Regional Cycling Network—the City can continue to strive towards its active transportation mode share target and enhance the provision of safe, accessible, comfortable and convenient sustainable transportation options to City residents and businesses.

Approvals:

Name	Title
Mark Spizzirri	Manager of Performance Measurement and Business Case Development
Ian Day	Senior Manager Transportation
Brian Lima	Executive Director, Operations and Deputy City Engineer
David Simpson	Commissioner, Infrastructure Services and City Engineer
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mansour	Chief Administrative Officer

Notifications:

N/A

Appendices:

Appendix A - ATMP Implementation Action Items
Appendix B – New Walk Wheel Windsor Active Transportation Facilities 2023 to 2024
Appendix C – Regional Priority Cycling Network

Appendix A - Active Transportation Master Plan Action Items

Identified as Quick Wins

Timeframes: Short (1-5 yrs), Medium (5-10 yrs), Long (10-20 yrs)

		Method of Implementation			Responsibility		
Action	Timeframe	Capital	O&M	Policy & Programming	Primary	Secondary	Status/Program
Action 1A.1: Improve process for implementing sidewalks for new developments based on Official Plan requirements.	Short			X	Planning	Engineering	Ongoing. Sidewalk requirements will continue to be implemented during the development application process. The City of Windsor Official Plan policies speak to the the requirements for side walks in new developments: <i>PEDESTRIAN NETWORK 7.2.3.2</i>
Action 1A.2: Use sidewalk capital funding to identify and eliminate gaps in the sidewalk network on major roads.	Ongoing	X	X		Operations	Operations	No funding was provided for this action item.
Action 1A.3: Revamp the sidewalk infill program and budget to provide sidewalks on local roads in areas around schools, seniors centres, hospitals, and other key destinations.	Ongoing	X	X		Engineering	Operations	Two new sidewalks have been constructed through the Pedestrian Safety Improvements Program, and are on track to construct a third sidewalk in 2025 (pending Council approval). Looking ahead, Administration has identified three additional locations requiring a sidewalk which will be presented to Council for approval as budget allows.
Action 1A.4: Continue the City's Inspection and Maintenance Program to upgrade or replace existing sidewalks	Ongoing		X		Operations	Operations	Sidewalk inspection and maintenance is ongoing.
Action 1A.5: Implement new or improved sidewalks in conjunction with other projects, plans, or developments.	Ongoing	X	X	X	Engineering, Operations	Transportation Planning, Planning	The Engineering and Public Works Operations teams continue to look for opportunities to implement new or improve sidewalks where feasible.
Action 1A.6: Add, preserve and enhance walkways and connections through neighbourhoods.	Ongoing	X	X		Operations	Engineering, Parks, Planning, and Recreation, Planning	Current funding covers rehabilitation only and not installing new sidewalks
Action 1B.1: Develop a city-wide network of bicycle facilities that is comfortable for people of all ages and abilities.	Ongoing	X	X		Transportation Planning	Engineering, Operations	Administration continue to look for opportunities to advance this initiative where funding is available.
Action 1B.2: Develop a minimum grid downtown all ages and abilities bicycle network	Medium	X	X		Transportation Planning	Engineering, Operations	No update.
Action 1B.3: Develop a Regional Spine network to provide high quality connections to downtown or from each area of the city	Medium	X	X		Transportation Planning	Engineering, Operations	A priority regional cycling network is being recommended with this 5 Year Progress Report.
Action 1B.4: Develop a spot improvement program to address gaps in the existing cycling network.	Medium	X	X	X	Transportation Planning	Engineering, Operations	Incomplete. Administration maintains a list of existing network gaps and will look for opportunities to address when funding is available.
Action 1B.5: Update the City's Development Manual, and continue to follow current bicycle facility design guidelines and best practices.	Short	X			Engineering	Transportation Planning, Traffic Operations	The Engineering team continues to follow current bicycle facility design guidelines and best practices.
Action 1B.6: Incorporate bicycle facilities as part of all new Environmental Assessments, infrastructure projects, as well as in conjunction with other projects, plans, and developments.	Ongoing	X	X		Transportation Planning, Engineering, Operations	Planning	The Engineering team is committed to improving our transportation network for cyclists. We continue to ensure consideration for bicycle facilities in all new environmental assessments and project designs where feasible. This approach ensures that opportunities for integrating safe and convenient cycling infrastructure are identified and evaluated from the earliest stages of project development.

Action 1C.1: Integrate the off-street pathway network with sidewalks and on-street bicycle routes for recreational and utilitarian forms of active transportation.	Ongoing	X	X		Parks	Operations, Transportation Planning	Ongoing
Action 1C.2: Develop a hierarchy of off-street pathways and trails.	Short			X	Parks	Transportation Planning	Ongoing
Action 1C.3: Develop new pathways through parks to improve active transportation connections	Ongoing	X	X		Parks	Transportation Planning	Administration continues to look for opportunities to advance this initiative where funding is available.
Action 1C.4: Develop a dedicated funding program for the Parks Department to improve, maintain and develop new pathways and trails.	Short	X	X	X	Parks	Parks	Administration continues to look for opportunities to advance this initiative where funding is available.
Action 1C.5: Investigate opportunities within existing utility, railway, alleyways and surplus road rights-of-way to develop new pathways	Ongoing	X	X		Parks	Transportation, Planning, Engineering	Administration continues to look for opportunities to advance this initiative where funding is available.
Action 1C.6: Integrate active transportation connections into parks consistent with the Parks Master Plan	Ongoing	X	X		Parks	Transportation	Administration continues to look for opportunities to advance this initiative where funding is available.
Action 1C.7: Add, preserve, and enhance cycling connections through neighbourhoods.	Ongoing	X	X		Transportation, Operations	Parks, Planning	Administration continues to look for opportunities to advance this initiative where funding is available.
Action 1D.1: Improve walking and cycling connections to transit service consistent with the concurrent Transit Windsor service review.	Ongoing	X	X		Transit Windsor	Operations, Planning, Transportation	Ongoing with the implementation of the 2023-2025 City council approved Service Plans and future master plan implementation
Action 1D.2: Prioritize amenities at bus stops such as benches, shelters, and customer information.	Ongoing	X	X		Transit Windsor, Engineering	Transit Windsor, Engineering	Ongoing with ICIP funding, 2 new shelter locations installed in 2024, possibly another 10 in 2025 or 2026
Action 1D.3: Install secure bicycle parking at high activity bus stops and transit exchanges	Ongoing	X	X		Transit Windsor	Transportation, Operations	With the recent approval of the Bike Parking Policy, Administration will look for opportunities to advance this initiative.
Action 1D.4: Continue to provide bike racks on all buses throughout the year.	Ongoing		X	X	Transit Windsor	Transit Windsor	Ongoing. No changes.
Action 1D.5: Continue to work towards a fully accessible transit system, making improvements to bus stops to ensure that they are accessible year-round.	Ongoing	X	X		Transit Windsor	Operations	Ongoing with ICIP funding, 57 new concrete pads installed in 2024 for passenger accessibility, plus any done in conjunction with new road construction projects. Another 90 locations proposed for 2025 or 2026.
Action 1D.6: Prioritize the installation of sidewalks and crossings along designated bus routes.	Ongoing			X	Transit Windsor	Operations, Traffic, Transportation Planning	Administration continues to look for opportunities to prioritize the installation of sidewalks and pedestrian crossings along transit routes.
Action 1D.7: Ensure the design of bicycle facilities considers the location of, and access to, bus stops.	Ongoing			X	Transportation Planning	Transit Windsor	Ongoing. This is considered in bike facility design.
Action 1D.8: Undertake a campaign to encourage all residents to consider transit as a viable, convenient, and comfortable means of transportation.	Short	X		X	Transit Windsor	Environmental Sustainability & Climate Change	No updates.
Action 1E.1: Improve existing grade separated crossings over major roads, interchanges, free flow ramps, watercourses, and rail.	Ongoing	X	X		Operations, Engineering	Operations, Engineering	Administration continues to look for opportunities to advance this initiative.
Action 1E.2: Develop new pedestrian and cycling grade separated crossings over watercourses, rail, and major roads.	Medium	X	X		Operations, Engineering	Transportation Planning, Parks	Administration continues to look for opportunities to advance this initiative.
Action 1E.3: Improve walking and cycling connections to grade separated crossings.	Medium-Long	X	X		Operations, Engineering	Transportation Planning, Parks	Administration continues to look for opportunities to advance this initiative.

Action 1E.4: Identify additional pedestrian crossing locations where warranted, and provide a continuation to the active transportation network, in areas of high pedestrian activity or with a high concentration of vulnerable road users.	Short-Medium	X	X		Transportation	Operations, Traffic, Engineering	Pedestrian crossover requests are received via resident 311 service requests, which are reviewed in the order that they are received. It is determined if the requested location is a candidate and recommended for a PXO, and appropriate type of PXO is determined. PXO locations may also be requested internally by administration to incorporate into a capital project if warranted and feasible.
Action 1E.5: Continue to regularly review pedestrian crossings to ensure they are well maintained, marked and painted to enhance visibility.	Ongoing		X		Traffic	Traffic	Pedestrian Crossing under regular maintenance program, only signalized intersections are painted annually.
Action 1E.6: Improve crossing treatments at locations where multi-use pathways intersect with a roadway in accordance with current best practices.	Ongoing	X	X		Transportation Planning, Operations, Traffic, Engineering	Transportation Planning, Operations, Traffic, Engineering	Incomplete
Action 1E.7: Provide improvements to bicycle crossing treatments where bicycle facilities intersect with major streets at signalized intersections, including cross-rides, bike boxes, and/or directional paint.	Ongoing	X	X		Transportation Planning, Operations, Traffic, Engineering	Transportation Planning, Operations, Traffic, Engineering	Ongoing. New project with directional paint and conflict markings through intersection: Victoria/Pelissier and Kildare Bikeways. The City will continue to include improvements where warranted.
Action 1E.8: Install bicycle detection at traffic signals on bicycle routes.	Ongoing	X	X		Operations	Operations	The City currently has vehicle detection in place at some intersections, which are sensitive enough to also detect bicycles.
Action 2A.1: Develop and adopt a Complete Streets policy and design guidelines	Short			X	Transportation Planning, Planning, Asset Planning, Engineering, Environmental Sustainability & Climate Change	Transit Windsor	Complete Streets Policy Developed 2021/03/30
Action 2A.2: Follow Complete Street principles in all new development and road projects	Ongoing	X	X	X	Engineering, Transportation Planning, Operations City	Planning	The Engineering team continues to ensure consideration for the implementation of Complete Street principles during <u>environmental assessments where feasible.</u>
Action 2B.1: Pilot vehicle-free rights-of-way opportunities	Ongoing	X				Operations	Ongoing. The City hosts an annual Open Streets event and other events in BIAs which include vehicle-free areas on City streets.
Action 2B.2: Trial pilot projects for testing out proposed improvements	Ongoing				Transportation Planning, Operations	Transportation Planning, Operations	Protected bike lane pilot on Victoria Ave. and Pelissier St.
Action 2B.3: Encourage urban vibrancy by exploring opportunities to temporarily utilize or repurpose vacant or underused City-owned space	Ongoing			X	Legal, Parks	Legal, Parks	Ongoing
Action 2B.4: Develop an Alleyways Revitalization Program to activate certain alleyways and improve pedestrian and cycling connections in the downtown through public art and tactical urbanism.	Short			X	Asset Planning, Operations, Parks, Transportation Planning & Culture	Asset Planning, Operations, Parks, Transportation Planning & Recreation & Culture	No update
Action 2C.1: Install public amenities including benches, street trees, lighting, drinking fountains, washrooms, and recycling bins, in the public right-of-way.	Ongoing	X	X		Operations, Parks, Engineering, Environmental Planning	Operations, Parks, Engineering, Environmental	Administration continues to look for opportunities to advance this initiative.
Action 2C.2: Work with Business Improvement Associations to improve the streetscape and public realm that recognizes the unique local identity consistent with district theming of each business area.	Ongoing	X	X			Operations, Engineering	Administration continues to look for opportunities to advance this initiative, e.g. Sandwich Town streetscaping in coordination with the BIA.
Action 2C.3: Provide landscaping and public art in the right of-way.	Ongoing	X	X		Engineering	Engineering, Recreation & Culture, Planning	Administration continues to look for opportunities to advance this initiative.

Action 2C.4: Encourage the use of patios within the public right-of-way.	Ongoing		X	X	City		No update
Action 2C.5: Work with Business Improvement Associations and other partners to activate public spaces.	Ongoing		X	X	Parks	Parks	Administration continues to look for opportunities to advance this initiative.
Action 2C.6: Provide accessible detours for people walking, cycling, and using transit during construction and maintenance.	Ongoing		X	X	Traffic, Operations, Engineering, Transit Windsor	Traffic, Operations, Engineering, Transit Windsor	The Engineering team continues to ensure safe accessibility for pedestrians walking, cycling and using transit during construction projects.
Action 2D.1: Ensure future population and employment areas are integrated with the existing and planned active transportation and transit network.	Ongoing		X	X	Planning	Transportation Planning & Transit Windsor	Ongoing. Schedule D - Land Use Plan of the City of Windsor Official Plan identifies future residential and employment lands and transportation networks.
Action 2D.2: Encourage new neighbourhoods to be designed with a mix of land uses to ensure destinations such as community centres, grocery stores, parks and schools are within walking distance.	Ongoing			X	Planning	Planning	Ongoing. Official Plan Amendment 159 was adopted in 2022 to implement mixed use corridors, mixed use nodes, and mixed use centres to promote a mix of land uses within existing built up areas throughout the City.
Action 2D.3: Implement design guidelines that encourage storefronts to face onto sidewalks in regional centres and develop similar guidelines for multi-family residential developments, to encourage parking lots that avoid large expanses in front.	Ongoing			X	Planning	Planning	Ongoing. Intensification/Design Guidelines were adopted with OPA 159 to provide design standards for new developments, including pedestrian connectivity and commercial storefronts to be located adjacent to sidewalks with rear parking areas along corridors.
Action 2D.4: Continue to support higher density, mixed use infill development in regional centres that promote and encourage active transportation.	Ongoing			X	Planning	Planning	Ongoing. OPA 159 implemented high-density mixed use centres in growth areas/regional centres.
Action 2E.1: Provide lighting along sidewalks, bicycle routes, transit stops and pathways where appropriate.	Ongoing	X	X		Engineering, Parks	Engineering, Parks	Administration continues to look for opportunities to advance this initiative.
Action 2E.2: Follow the standards of CPTED (Crime Prevention Through Environmental Design) as appropriate.	Ongoing	X	X		Police, Engineering, Parks	Police, Engineering, Parks	Incomplete
Action 2E.3: Address personal safety concerns on existing underpasses and other limited access routes with lighting improvements and/or design enhancements.	Ongoing	X	X		Engineering, Parks	Operations	Ongoing
Action 3A.1: Pursue a partnership with private operators to provide a public bike sharing program and consider the feasibility of an electric scooter sharing program.	Short			X	Transportation		Bird micromobility sharing program 2021-2022 Pilot & current contract 2023 - 2028 (incl. 2 optional years)
Action 3A.2: Continue to promote the Transit App to live track buses, and to see wait and travel times for each bus. In addition, continue to promote the use of the online prediction portal, the call or text the bus stop feature, and real time display signs for route and schedule information.	Ongoing		X		Transit Windsor	Transit Windsor	Ongoing no changes, social media posts are frequently made
Action 3A.3: Work with partners to ensure sustainable trip planning information is widely accessible through an integrated transportation data system and innovative mobile applications.	Medium			X	Engineering	Transit Windsor	Incomplete
Action 3A.4: Conduct a New Mobility study to ensure the City considers the impact of changing technologies and different users on the active transportation network.	Medium				Transportation Planning & Traffic	Transportation Planning & Traffic	Incomplete
Action 3B.1: Develop and implement bike parking policy.	Short	X	X	X	Transportation Planning	Transportation Planning, Engineering, Planning, Facilities	Bike Parking Policy approved by Council Sept.9, 2024
Action 3B.2: Conduct a Bicycle Parking Study to review and update requirements for short-term and long-term bicycle parking and end-of-trip facilities for new developments.	Short			X	Transportation Planning	Planning	A study has not been completed, however needs are identified based on the new Bike Parking Policy.

Action 3B.3: Ensure bicycle parking and end-of-trip facilities are provided at all City of Windsor owned and operated facilities.	Ongoing	X	X		Facilities	Facilities	Facilities are continuing to implement the Bike Parking Policy, which includes to maintain and replace bike parking infrastructure at our facilities.
Action 3B.4: Develop and implement an on-street bicycle corral program(pending bike parking policy).	Ongoing	X	X	X	Traffic, Transportation Planning	Operations, Engineering	Bike Parking Policy approved by Council Sept.9, 2024
Action 3B.5: Work with event coordinators and partners to provide temporary bicycle parking at community events.	Ongoing		X	X	Parks/Recreation	Parks/Recreation	Some efforts have been made. Needs improvement.
Action 3B.6: Implement bicycle repair and maintenance stations at key locations throughout the City of Windsor.	Ongoing		X		Parks/Recreation/Facilities	Parks/Recreation/Facilities	Under review. Existing Bike Fixit stations located throughout the City have been significantly vandalized and needed replacement and/or repair has become cost-prohibitive.
Action 3B.7: Maintain and update a digital inventory of public bicycle parking locations as part of the “Mapp My City App” and promote use of the application.	Ongoing		X	X	Engineering	Engineering	Bike parking locations are identified on the Mapp My City Biking and Trails Map
Action 3C.1: Review and update current minimum maintenance standards and ice/snow removal requirements for active transportation infrastructure including sidewalks, bicycle lanes, pathways, and transit stops	Short		X	X	Operations, Parks	Operations, Parks	The City does not currently follow minimum maintenance standards and this item also contravenes the Snow and Ice Removal By-Law # 8544.
Action 3C.2: Design bicycle routes to facilitate drainage and snow removal and pursue alternate snow storage.	Ongoing			X	Operations, Engineering	Operations, Engineering	No update
Action 3C.3: Increase enforcement of snow clearing bylaws for sidewalks.	Ongoing			X	By-law Enforcement	By-law Enforcement	By-law Enforcement responds to citizen complaints throughout the City. The enforcement of By-law 8544 has been ongoing each year and call volumes may vary based on the number of snow fall events year to year. We also assess entire City blocks and BIA's as needed
Action 3D.1: Improve active transportation connections to Detroit, including the Gordie Howe International Bridge (GHIB) and a pilot program for an active transportation ferry.	Medium	X		X	Transportation Planning	Transit Windsor	Construction of new cycling facilities connecting to the new GHIB: Sandwich St. bike lanes and multi-use path, MatchettRd. multi-use path (Malden Park GHIB MUP trailhead to Broadway St.) . To be completed in 2025: Broadway St. multi-use path (Matchett Rd. to Ojibway Parkway)
Action 3D.2: Work closely with neighbouring communities and jurisdictions to ensure active transportation connections.	Ongoing			X	Transportation Planning, Planning	Transportation Planning, Planning	Currently on CWATS Committee
Action 3E.1: Conduct a Downtown Parking Strategy and a City-Wide Parking Strategy to study the removal of parking space requirements within the Central Business District and other Business Improvement Areas and other locations throughout the City.	Short			X	Planning, Transportation Planning, Traffic, Parking	Transit Windsor	A request to perform a study was declined due to cost.
Action 3E.2: Establish a Transportation Demand Management (TDM) program to work with local businesses to encourage employees to use sustainable modes of transportation	Ongoing			X	Environmental Sustainability & Climate Change	Transit Windsor	Transit Windsor has offered a corporate value program for a number of years, with several local employers signed on, however participation in the program has been low.
Action 3E.3: Lead by example to encourage and incentivize City employees to walk, cycle, or take transit to work.	Short - Medium			X	Environmental Sustainability & Climate Change	Transportation Planning, Transit Windsor	EMP action A8.8 - Continue to provide incentives to City staff to leave their cars at home such as discounted bus passes and end-of-use facilities.- Has been completed by Corporate Wellness with the June Bike to Work Program. EMP action A8.3 - Promote the Transit Windsor corporate pass.- Ongoing with Transit Windsor taking the lead on the program

Action 3E.4: Continue to review parking rates in the downtown and other Business Improvement Areas to encourage walking, cycling, and transit usage.	Ongoing			X	Traffic, Parking	Transit Windsor	Incomplete
Action 4A.1: Continue to ensure the City is informed of research and evaluation of the benefits of active transportation infrastructure.	Short			X	Windsor Essex County Health Unit (WECHU)	WECHU	Worked with City of Windsor Active Transportation Coordinator on the AT Expert Panel committee, provided resources (i.e., built environment AT toolkit, events/promotional ideas around AT); provided any resources or stats as requested
Action 4A.2: Support partners wanting to develop Bicycle Friendly Business Districts and seek bike friendly business designation.	Ongoing			X	TWEPI	TWEPI	This initiative for new bike-friendly certified businesses is ongoing, with outreach for renewals occurring every 3 years. The provincial-based organization, Ontario By Bike, takes the lead on this by partnering with us and providing market-ready, cycle-friendly workshops for businesses.
Action 4B.1: Actively support the Active and Safe Routes to School program to encourage and spread awareness of the benefits of walking, cycling and busing to school.	Ongoing			X	WECHU, School Transportation Services (BusKids)	School Boards, Transportation Planning, Environmental Sustainability & Climate Change	Assisted and hosted a couple walkability and bikeability assessments for James Dunn and Dr. David Suzuki elementary schools.
Action 4B.2: Provide bicycle and public transit education and skills training for students in elementary and secondary schools.	Ongoing			X	School Boards & Safety Village	Transportation Planning, Transit Windsor	This will occur in 2025 with the elimination of the secondary school extras, school outreach proposed
Action 4B.3: Develop an educational campaign on the benefits of active school travel and the health and safety risks of driving children to school.	Short			X	School Boards & Safety Village	Environmental Sustainability & Climate Change, Transportation Planning, Parking Enforcement	Transportation Planning has been working with local school boards beginning in 2023, to provide education and support to promote active school travel and is in process of developing a standardized program.
Action 4B.4: Support the Seniors Advisory Committee, and encourage targeted community outreach programs for older adults to be active in their community.	Ongoing			X	Seniors Advisory Committee	Transportation Planning	Incomplete
Action 4B.5: Support the provision of adult education and cycling skills training.	Ongoing		X	X	Parks & Recreation	Windsor Bicycling Committee	Currently there are no adult cycling skills courses provided by the City
Action 4B.6: Work with children, youth, and people with physical disabilities to understand their key issues with active transportation.	Ongoing			X	School Boards, Safety Village, Windsor Accessibility Adv Committee	School Boards, Safety Village, Windsor Accessibility Adv Committee	Transportation Planning working with elementary school-aged children to promote active school travel.
Action 4B.7: Encourage students in Windsor to use public transit.	Short			X	Transit Windsor		This will occur in 2025 with the elimination of the secondary school extras, school outreach proposed.
Action 4C.1: Support the expansion of a bicycle and walking tourism initiative, such as walking and cycling tours.	Ongoing			X	TWEPI	Transit Windsor	Itineraries for self-guided cycling tours will be generated for 2026. Existing self-guided walking tours through districts (and provided by Museum Windsor and Jane's Walks Windsor Essex) will continue to be developed, with the prospect for purchasable excursions.
Action 4C.2: Encourage initiatives and events to integrate active transportation between Windsor and Detroit.	Ongoing			X	TWEPI	Transit Windsor	With the advent of the new Gordie Howe International Bridge and dedicated bike lanes, the plans are for building itineraries and routes on both sides of the border with the opportunity for connection via the Two-Nation Destination.
Action 4D.1: Enhance and expand pedestrian wayfinding information in the downtown and other major destinations throughout the city.	Short	X	X		Traffic Operations	Transportation Planning	Incomplete

Action 4D.2: Continue to provide cycling and pedestrian mapping and applications.	Ongoing			X	Transportation Planning, Engineering, Parks & Rec, Communications	Transportation Planning, Engineering, Parks & Rec, Communications	Mapp My City Bikes & Trails - provides cycling network information and the My School Neighbourhood mapping provides sidewalk and crossing guard locations for school areas. There is currently no application.
Action 4D.3: Work with partners to integrate information and resources that promote sustainable transportation and transportation demand management.	Ongoing			X	Transportation Planning, Transit Windsor, Environmental Sustainability & Climate Change	Transportation Planning, Transit Windsor, Environmental Sustainability & Climate Change	No updates
Action 4E.1: Ensure dedicated and stable annual funding is allocated to education, awareness and encouragement, including road safety.	Ongoing		X	X	Transportation Planning, Communications	WECHU, Safety Village	Incomplete
Action 4E.2: Develop videos and other tools to educate all road users on active transportation infrastructure and how to share the road.	Ongoing			X	Transportation Planning, Communications	Windsor Police	Some videos have been made. Opportunities improvement.
Action 4E.3: Develop a positive messaging campaign to portray active transportation as a normal, everyday mode of transportation.	Ongoing			X	Transportation Planning, Communications, Environmental Sustainability & Climate Change	Transit Windsor	Incomplete
Action 4E.4: Continue to work towards meeting and exceeding the greenhouse gas (GHG) emissions and energy reductions targets in the transportation sector.	Ongoing			X	Environmental Sustainability & Climate Change	Environmental Sustainability & Climate Change	Annual monitoring, tracking, and reporting of GHG emissions, education campaigns focusing on anti-idling ongoing, supporting initiatives focusing on modal shift and EV adoption through Corporate Initiatives and Fleet projects (i.e. purchasing of EV vehicles and installation of EV charging stations)
Action 5A.1: Support Committees of Council representing vulnerable and under-represented groups to identify their unique needs.	Ongoing			X	Transportation Planning	Transportation Planning	Members of Windsor Accessible Advisory Committee and Active Transportation Expert Panel.
Action 5A.2: Continue to be informed by work from researchers and initiatives that are studying the relationship between health and active living.	Ongoing			X	WECHU	Social Policy & Planning	Continued to communicate with City Active Transportation Coordinator on any future or potential initiatives that could be addressed, along with current research on AT issues and what is currently going on regionally and provincially around the built environment and active transportation.
Action 5A.3: Demonstrate the impacts of vehicle emissions on local air quality and highlight the positive impacts of active transportation on air quality in reducing overall vehicle emissions and improving public health.	Ongoing			X	Environmental Sustainability & Climate Change	Transportation Planning	No update
Action 5B.1: Continue to provide a road safety report and monitor pedestrian and cycling safety trends.	Ongoing			X	Transportation Planning	Transportation Planning	Incomplete
Action 5B.2: Continue to monitor hot spot collision locations and identify safety mitigation measures.	Ongoing			X	Transportation Planning	Engineering, Police, Public Works, Traffic	Top collision intersections reviewed with Windsor Police Services on a regular basis. RLC implemented where applicable, Radar feedback signs and guidelines painted at <u>some intersections</u> .
Action 5B.3: Continue to implement the traffic calming and school neighbourhood policy.	Ongoing	X	X	X	Transportation Planning	Engineering, Public Works, Traffic	Ongoing

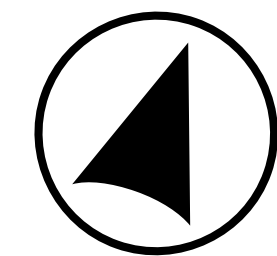
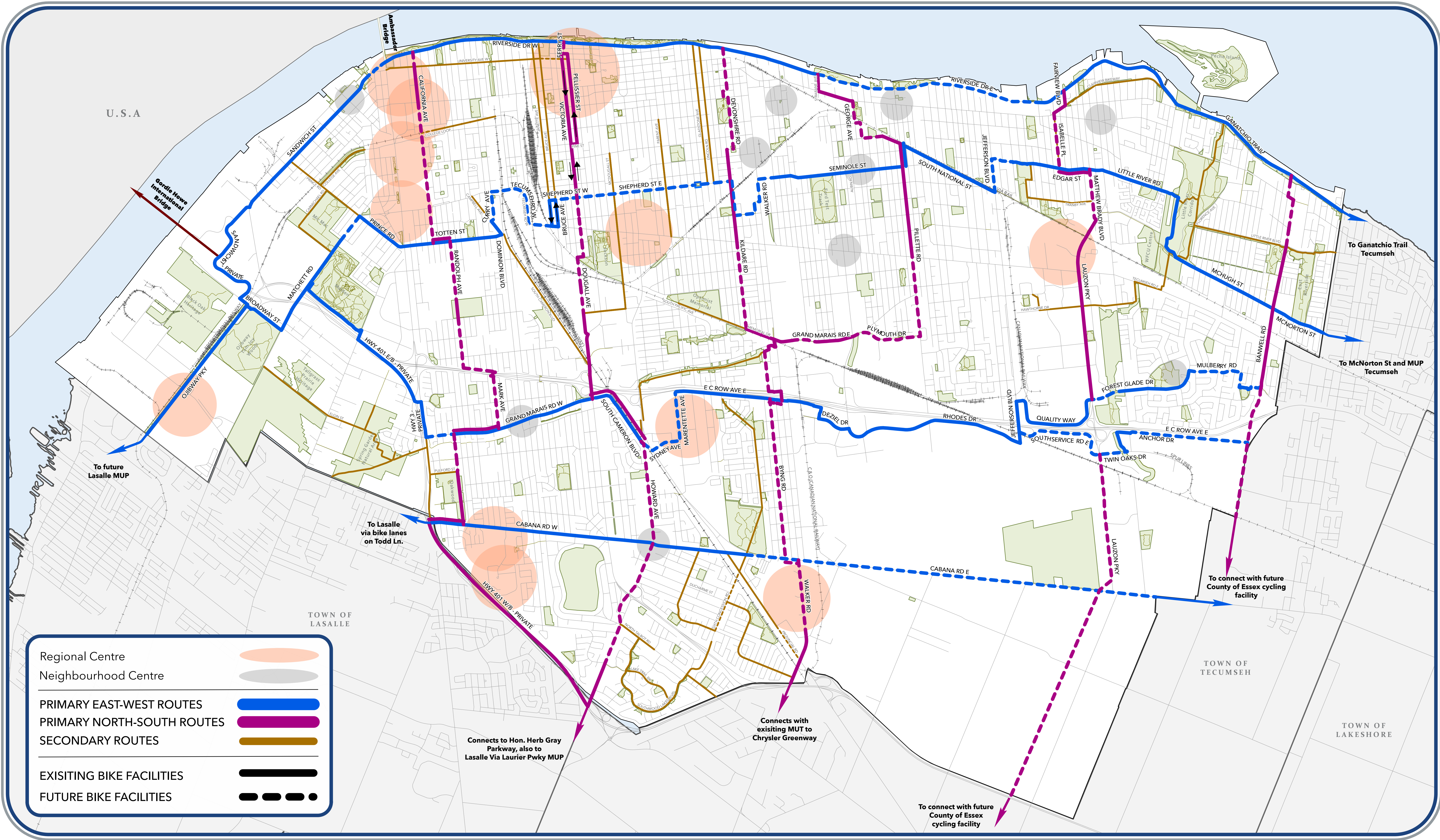
Action 5B.4: Fund the mitigation measures identified stemming from of the Road Safety Report.	Ongoing	X	X	X	Transportation Planning, Engineering, Public Works, Traffic	Transportation Planning, Engineering, Public Works, Traffic	No Project yet identified by Council.
Action 5B.5: Adopt a formal Vision Zero policy.	Short			X	Transportation Planning, Engineering, PW, Traffic, WPS.	Transportation Planning, Engineering, PW, Traffic, WPS, WFRS, WECHU	Vision Zero Policy adopted in February 2024
Action 5C.1: Continue to follow AODA standards.	Ongoing	X	X	X	Engineering, Parks, PW, Traffic, Transit	Windsor Accessibility Committee	The City continues to follow current AODA standards for all new pedestrian facilities.
Action 5C.2: Where appropriate, continue to consult with the Accessibility and Diversity Officer on transportation projects.	Ongoing			X	Engineering, Parks, PW, Traffic, Transportation Planning	Engineering, Parks, PW, Traffic, Transportation Planning	Various departments continue to coordinate with the Accessibility and Diversity Officer where appropriate on transportation projects.
Action 5C.3: Continue to consult with City of Windsor Accessibility Advisory Committee and incorporate best practices into engineering design standards.	Ongoing	X	X	X	PW, Engineering, Facilities, Parks	Windsor Accessibility Committee	Ongoing consultation with Windsor Accessibility Advisory Committee (WAAC)
Action 5C.4: Continue to review and install audible pedestrian signals	Ongoing	X	X		Traffic	PW	Administration continues to look for opportunities to advance this initiative.
Action 5C.5: As per current best practice, continue to monitor, review, and adjust as necessary, crossing times at intersections to ensure adequate time is provided for all pedestrians.	Ongoing		X	X	Traffic	Traffic	Comprehensive review of our pedestrian crossing times in the summer/fall of 2023. With the participation of WAAC and Vision Loss Members various walking speed were evaluated and suitable times were calculated.
Action 5C.6: Reduce pedestrian crossing distances by providing narrower roads and lanes and considering curb extensions or median islands where feasible.	Short-Medium	X	X		Transportation Planning, Engineering, PW	Transit	Will be implemented wherever feasible.
Action 5D.1: Continue to conduct targeted communication and engagement with vulnerable and under-represented groups to identify unique needs.	Ongoing			X	Social Policy and Planning, Communications	Social Policy and Planning, Communications	2024 initiatives: 1.WE LIP asked transportation related questions to International Students in their survey and focus groups, published in the WE LIP report. 2. Social Policy & Planning promoted Canada's Community Pricing Program to clients. 3. With launch of Integrated Employment Services, Social Policy and Planning connected with employment and settlement organizations to share information about the APP, ensuring newcomers could still access affordable transportation despite cuts to Employment Ontario and Ontario Works benefits.
Action 5D.2: When evaluating pedestrian programs, prioritize infrastructure improvements to those neighbourhoods with a high equity need.	Short-Medium	X	X	X	Engineering, PW	Engineering, PW	The Engineering team continues to look for opportunities to advance initiatives to those neighbourhoods with a high equity need.
Action 5D.3: Continue to work with immigrant and refugee organizations in Windsor such as the Windsor Essex Local Immigration Partnership (WE LIP) to promote cycling, walking and transit as safe, comfortable, and inexpensive transportation options.	Ongoing			X	Social Policy and Planning	Windsor Essex Local Immigration Partnership	Ongoing initiatives: Workforce Windsor Essex Job Map, available to all jobseekers, shows bike routes and transit routes to employment to ensure opportunities for active and public transportation are clear. Also supports Council Member Jane's Walks, to promote walking through the community for place-based education and advocacy. WE LIP 2024 initiatives: 1. Added Bike Windsor Essex to the council, presenting their organization and services, helping increase awareness of local supports. 2. Workforce Windsor Essex worked with a Youth Advisory Committee to identify priorities related to affordable transportation.

Action 5E.1: Use the Walk Wheel Windsor brand as a recognizable visual identity and expand information on the website.	Ongoing		X	X	Communications	Transportation Planning	Updates to website planned for 2025
Action 5E.2: Report biennially on growth in active transportation network, annual spending on active transportation, and meeting (or exceeding) targets outlined in the Community Energy Plan.	Ongoing			X	Environmental Sustainability & Climate Change	Transportation Planning	Transportation Planning presented biennial report S 52/2023 Active Transportation Master Plan Update, to the Environmental, Transportation and Public Safety standing committee on October 25, 2023 and to Council on November 27, 2024
Action 5E.3: Find opportunities to celebrate the installation of walking and cycling facilities.	Ongoing		X	X	Transportation Planning & Communications	Transportation Planning & Communications	Ongoing, but opportunities for improvement.
Action 5E.4: Continue to support sustainable transportation events and festivals	Ongoing			X	Parks, Recreation & Culture	Active Transportation Expert Panel, Transit Windsor, City of Windsor Workplace Wellness Committee (WWWC)	The City hosts an annual Open Streets event, supports several vehicle-free events in BIAs and the Earth Day Event at Malden Park. The AT Expert Panel has sponsored Bike to Work Day, a Fireworks Bike Valet and funded 2025 cycling education field trips to the Safety Village. The WWWW supports the promotion of active transportation through initiatives promoting active breaks through lunches (Walking Wednesdays), celebrating June Bike Month and Workplace Physical Activity outlines City active transportation resources and environmental supports related active living
Action 5E.5: Continue to work towards recognition under the Bike Friendly Community program through Share the Road	Ongoing			X	Transportation Planning	Transportation Planning	Ongoing

Appendix B - Additions to Windsor's Cycling Network 2020 - 2024

Year	Facility Type	Street/Park	From	To	Length (km)
2020	Bike Lanes	Riverside Dr E	Solidarity Towers	Lauzon Rd	1.20
	Bike Lanes	Pulford /California	Norfolk St	Northway Ave	0.45
	Bike Lanes	Memorial Dr	Vimy Ave	Marentette Ave	0.25
	Sharrows	College Ave	Wellington Ave	Crawford Ave	0.25
	Multi-Use Pathway	CN Rail Underpass	Dougall Ave	South Cameron Blvd	0.38
	Multi-Use Pathway	Ojibway Pkwy - Path Realignment	Ateast Weaver Rd trailhead		0.08
	Multi-Use Pathway	Tranby Ave	Parkview Ave	Isabelle Pl	0.30
	Multi-Use Pathway	Rhodes/Deziel Drive Ph 1	Kautex	Pillette Rd	2.10
	Multi-Use Pathway	Banwell Rd Phase 1	Tecumseh Rd E	Palmetto St	0.37
	Muti-Use Trail	Bridgeview Park	N/A	N/A	0.42
	Muti-Use Trail	Langlois Park	N/A	N/A	0.66
	Muti-Use Trail	Tranby Park	N/A	N/A	1.15
	Muti-Use Trail	Alexander Park	Playground	Viewing Area	0.05
	TOTAL				7.66
2021	Buffered Bike Lanes	Cabana Road Phase 3	Dominion Blvd/Mount Royal Dr	Dougall Ave	1.30
	Multi-Use Pathway	Little River			0.74
	Multi-Use Pathway	Rhodes Drive Phase 2	Pillette Rd	Jefferson Blvd	2.10
	Multi-Use Pathway	Florence Ave	Beverly Glen St	Little River Blvd	0.52
	Multi-Use Pathway	Matchette Road Phase 1	EC Row Expressway	Chappell Ave	1.00
	Multi-Use Pathway	EC Row Avenue East	Bliss Rd	Turner Rd	0.40
	Multi-Use Pathway	Addition to EC Row Ave Trail	Walker Rd	Riberdy Rd	
	Multi-Use Pathway	Walker Road	EC Row Collector North	EC Row Collector South	
	Muti-Use Trail	Central Park			1.60
	Muti-Use Trail	Southdale Park			0.35
	Muti-Use Trail	Riverside Baseball Park			0.70
	Muti-Use Trail	George Avenue Park			0.72
	Muti-Use Trail	Alton C Parker Park			0.29
	TOTAL				9.72
2022	Bike Lanes	North Talbot Rd	E of Howard Ave	E of Southwood Lakes	0.28
	Bike Lanes	Ducharme St	Cancun St	Helsinki Court	0.20
	Cycle Tracks	Hawthorne Dr	Roseville Park	Lauzon Pkwy	1.22
	Multi-Use Pathway	Hawthorne Dr	Lauzon Pkwy	Lauzon Rd	0.53
	Muti-Use Trail	Wilson Park	Addie Knox parking lot	Spalsh pad and playground	0.15
	Muti-Use Trail	Willistead Park	Niagara St	Existing multi-use trails	0.04
	Muti-Use Trail	Stodgell	new multi-use trail		0.68
	Muti-Use Trail	Roseville Gardens Park	new multi-use trail sections added		0.16
	Muti-Use Trail	Little River Boulevard Park	Morningstar Ave	Katella Ave	0.06
	TOTAL				3.31
2023	Multi-Use Pathway	Matchett Rd	EC Row Expressway	Broadway St	0.70
	Multi-Use Pathway	Banwell Rd Phase 2	Palmetto St	Mulberry Dr	0.46
	TOTAL				1.16
2024	Local Street Bikeway	Victoria-Pelissier Bikeway	Erie St	Shepherd St E	1.20
	Local Street Bikeway	Kildare Bikeway	Ottawa St	Shepherd St E	0.37
			Seneca St	Tecumseh Rd E	0.38
	Protected Bike Lanes	Victoria Ave	University Ave	Wyandotte St W	0.45
	Buffered Bike Lanes	Victoria-Pelissier Bikeway	Wyandotte St W	Erie St	1.20
	Buffered Bike Lanes	Kildare Bikeway	Shepherd St E	Seneca St	0.51
	Buffered Bike Lanes	Dougall Ave	Ouellette Ave	Eugenie St W	0.69
	Buffered Bike Lanes	Cabana Road Phase 4	Mt. Carmel Dr	Hwy. 3	2.80
	Buffered Bike Lanes	Sixth Concession	Provincial Rd	Cabana Rd	0.54
	Buffered Bike Lanes	Dominion Blvd	Northwood St	Ojibway St	1.10
	Multi-Use Pathway	Provincial Rd	6th Concession	Legacy Park Dr	1.97
TOTAL				11.21	
2020 - 2024 TOTAL				33.062	

APPENDIX C - REGIONAL CYCLING NETWORK MAP





Committee Matters: SCM 188/2025

Subject: Update on School Bus Extra Transition Plan and Request to Report Back with Options Regarding an Analysis of Potential Service Enhancements or Possible New Routes

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

Decision Number: **TWB 16**

THAT the verbal update provided by the Commissioner, Economic Development, Deputy Chief Administrative Officer regarding the School Bus Extra Transition Plan **BE RECEIVED**; and,

THAT Administration **BE DIRECTED** to report back with options for Council to consider regarding an analysis of potential service enhancements or possible new routes for East/West routes through the Southeast corridors of the City.
Carried.

Clerk's File: MT/13708



Committee Matters: SCM 189/2025

Subject: Request for Partial Demolition of a Heritage Listed Property – 1218 Devonshire Road, Harold Wurster House (Ward 4)

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

Decision Number: **DHSC 741**

- I. THAT Council **BE INFORMED** of the proposed partial demolition at 1218 Devonshire Road, Harold Wurster House, to remove the existing 1960s rear addition and construct a new two-storey addition.

Carried.

Report Number: S 74/2025
Clerk's File: MBA/3601

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 June 2, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250602/-1/10559>

**Subject: Request for Partial Demolition of a Heritage Listed Property –
1218 Devonshire Road, Harold Wurster House (Ward 4)**

Reference:

Date to Council: June 2, 2025
Author: Tracy Tang, MCIP, RPP
Planner III - Heritage (A)
Email: ttang@citywindsor.ca
Phone: 519-255-6543 X 6179
Planning & Building Services
Report Date: 5/12/2025
Clerk's File #: MBA/3601

To: Mayor and Members of City Council

Recommendation:

- I. THAT Council **BE INFORMED** of the proposed partial demolition at 1218 Devonshire Road, Harold Wurster House, to remove the existing 1960s rear addition and construct a new two-storey addition.

Executive Summary: N/A

Background:

The Harold Wurster House located at 1218 Devonshire Road was listed on the Windsor Municipal Heritage Register by City Council on September 13, 2010. Research conducted at that time indicate that the house was built circa 1927 by architects Sheppard & Masson in a Picturesque architectural style.

On April 10, 2025, the Building Department circulated Heritage Planning staff on a Building Permit application for the demolition of a two-storey rear 1960s addition to the existing dwelling and the construction of a new two-storey rear addition in its place. As the proposed changes include the partial demolition/removal of the dwelling, Heritage Planning staff advised the Property Owners' Agent/Designer of the Heritage status of the property and associated heritage planning requirements. On May 5, 2025, the Owners formally submitted a complete notice of partial demolition through a Heritage Permit application package (Appendix 'A').



Photograph of 1218 Devonshire Road (Provided by Property Owners)

Legal Provisions:

The subject property is listed (not designated) on the Windsor Municipal Heritage Register. 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.

The *Act* requires that notification be provided for the demolition/partial demolition of a heritage-listed property. Should Committee or Council wish to comment on alterations to a heritage-listed, non-designated property, the only course of action available is to initiate designation. Designation is not recommended in this report. Nevertheless, in the author’s opinion, the current proposal is considered compatible with the heritage character of the building and appropriate in the Walkerville Heritage Area and Mature Neighbourhood Area.

Discussion:

Proposal:

The heritage permit for 1218 Devonshire Road is submitted as part of the complete Notice of Intent to Demolish package. The heritage permit application details the request to remove the two-storey rear addition to facilitate the construction of a new two-storey rear addition to the existing dwelling on the subject property. Within Appendix 'A' are architectural drawings showing the proposed works on the subject property.



Photograph of the existing 1960s addition (left, provided by Property Owner) and coloured rendering of the proposed two-storey addition (right, provided by the Agent/Designer)

The Owners intend to remove the existing two-storey rear 1960s addition to construct a new two-storey rear addition in its place, on top of the existing foundation which will remain. According to Building Permit records, the rear addition was built in 1960-1961 as a rear family room. Then in 1967-1969, a second storey was added to the addition to make space for a new bedroom and bathroom. The two-storey addition is currently clad in horizontal aluminum siding in a rusty orange colour. There is an orange-brown variegated brick foundation wall and chimney, which demonstrates an attempt at the time to match the style of the main dwelling. The addition is constructed approximately three feet lower than the main dwelling, and it has a flat roof.

The removal and new construction of the addition is intended to improve functionality of the interior living spaces and long-term accessibility, as there are variations in ceiling heights and steps transitioning from the main dwelling to the 1960s addition. The new addition is proposed to be similar in square feet as what is existing, with the exception of a new 3'7" by 11'1 1/2" overhang on the second storey for an ensuite washroom and closet. The proposed height of the addition and new hipped roof are designed to match the existing height and roof pitches of the main dwelling. The asphalt roofing material is proposed to be as close as possible match to the existing asphalt roof. For exterior

cladding, the Owners have selected Versatex siding, a composite material, to be painted in “Iron Ore” (charcoal grey) by Sherwin Williams. A grey stone veneer in the pattern “Lochdoon Castle” by Masonal Stone is proposed as an accent material. The Owners have selected casement windows from Andersen Windows’ “Traditional Selections” line in a deep aged bronze finish to match existing windows.

Heritage Considerations:

Although there is no ability to require alterations through a Heritage Permit on a listed property, the Property Owners were receptive to Heritage Planning Staff’s recommendations of changes to the proposed design in an effort to steer the project towards a more heritage compatible outcome.

To harmonize with the character of the Walkerville Heritage Area and meet the *Standards* of compatibility, traditional-looking design and materials have been recommended. The Property Owners have expressed that the historic variegated brick on the main dwelling is extremely challenging to match with today’s products. They have decided to go with a wood-appearing composite siding as opposed to adding further mis-matched brick. The colours proposed are dark, muted, and appropriate from a heritage standpoint. The siting of the addition adheres to heritage planning best practices to locate additions at the rear of the property. There will be some visibility of the addition from the southern side yard of the property, as well as from the Heritage-Designated Lowe-Martin House/Devonshire Lodge at 2021 Ontario Street, as it is a large lot with clear views into the rear of 1218 Devonshire Road. However, the addition as a whole is equivalent in height and subordinate in massing in comparison to the main historic dwelling, allowing the main dwelling to continue being the prominent view from both Devonshire Road and Ontario Street.

In review of the proposal, Heritage Planning staff are of the opinion that the development appears to be designed to be compatible with the Walkerville Heritage Area and Mature Neighbourhood Area, and does not adversely impact the listed heritage property. For the proposed scope of work, the most relevant references from the *Standards & Guidelines for Conservation of Historic Places* have been considered.

- 11.** Conserve the *heritage value* and *character-defining elements* when creating any new additions to an *historic place* or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.

Other heritage principles, such as from the National Parks Services, Preservation Brief on “Designing a New Exterior Addition to a Historic Building” were also considered:

- A new addition should not be highly visible from the public right of way; a rear or other secondary elevation is usually the best location for a new addition.
- The construction materials and the color of the new addition should be harmonious with the historic building materials.

The proposed development has not yet undergone a zoning review to ensure that it complies with the zoning regulations of the current zoning Residential District 1.1 (RD1.1). Through the zoning review, any *Planning Act* processes that would be required to execute the proposal would be identified. A Building Permit is required for the new construction, which the Property Owner is in the process of applying for, and is subject to the Heritage application decision. The Property Owner may proceed with the Building Permit should Council not initiate heritage designation of the property.

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:

- | | | |
|---|---------|--|
| <i>CONSERVATION
MANAGEMENT</i> | 9.2.1 | To conserve Windsor's heritage resources for the benefit of the community and posterity in a manner which respects their architectural, historical, and contextual significance and ensures their future viability as functional components of Windsor's urban environment. |
| <i>HERITAGE
AREAS AND
HERITAGE
CONSERVATION
DISTRICTS</i> | 9.3.5.1 | <p>Council will enhance heritage resources by:</p> <ul style="list-style-type: none">(a) Ensuring that within any Heritage Area or Heritage Conservation District that:(ii) Development be of compatible height, massing, scale, setback and architectural style; |

Risk Analysis:

The proposed partial demolition would allow the Owners to proceed with their desired two-storey addition and interior plans for the property. 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. Initiation of designation of the property would put a hold on any building permits and require Council approval for a heritage permit to construct the addition and new accessory structure. Although designation of the property does not require the consent of the Owner, the risk is that a property owner or any person can object to the designation and appeal can be made to the Ontario Land Tribunals (OLT) for a final binding decision on the matter. In this case, the proposed changes will not substantially impact the built heritage of the current property and Staff do not recommend initiation of designation.

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. The proposed work may increase the assessed value of the property.

Consultations:

Heritage Planning staff discussed the details of the proposal with the Property Owners and their Agent/Designer through email correspondence, phone calls, as well as a virtual Microsoft Teams meeting on Monday, April 28. An in-person Site Visit to the subject property was conducted on May 13, 2025 to photograph and record current conditions. Heritage Planning staff consulted with Divy Mahida, Development Application Coordinator, Building Department, regarding the Building Permit application, and Aaron Farough, Senior Legal Counsel, Legal & Real Estate Department, regarding the legal provisions within the *Ontario Heritage Act*.

Conclusion:

City Council is to be informed of the proposed partial demolition of the Heritage Listed Property – 1218 Devonshire Road, Harold Wurster House. The demolition/removal of the existing two-storey 1960s rear addition is proposed to facilitate the construction of a new two-storey rear addition on the subject property for optimized functionality and accessibility. The proposed size, massing, height, and siting are compatible with the urban form of the Walkerville Heritage Area and Mature Neighbourhood Area.

Planning Act Matters: N/A

Approvals:

Name	Title
Tracy Tang	Planner III - Heritage (A)
Aaron Farough	Senior Legal Counsel, Legal & Real Estate
Jason Campigotto	Deputy City Planner – Growth (A)
Neil Robertson	City Planner
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix 'A' – Heritage Permit Application Package
- 2 Appendix 'B' – Additional Photos of 1218 Devonshire Rd

APPLICATION TYPE☐ **Minor Heritage Permit**
(Delegated Authority Approval)☒ **Major Heritage Permit**
(City Council Approval)☐ **Demolition****1. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION**

Provide in full the name of the applicant, registered owner and agent, the name of the contact person, and address, postal code, phone number, and email address. If the applicant or registered owner is a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application.

APPLICANT

Contact Name(s) Mr. Sean White

Company or Organization _____

Mailing Address 1218 Devonshire Road

City, Province Windsor, Ontario Postal Code N8Y 2M7

Email [REDACTED] Phone(s) [REDACTED]

REGISTERED OWNER IF NOT APPLICANT

Contact Name(s) _____

Company or Organization _____

Mailing Address _____

City, Province _____ Postal Code _____

Email _____ Phone(s) _____

AGENT AUTHORIZED BY REGISTERED OWNER TO FILE THE APPLICATION

Contact Name(s) Lino Montemurri

Company or Organization Montemurri Design

Mailing Address 455 Dalhousie Street

City, Province Amherstburg, Ontario Postal Code N9V 1X4

Email linoarch@gmail.com Phone(s) 519-564-9441

Who is the primary contact?☒ **Applicant**☐ **Registered Owner**☐ **Agent**

HERITAGE PERMIT APPLICATION

Revised 11/2023

2. SUBJECT PROPERTY

Municipal Address: 1218 Devonshire Road

Legal Description (if known): _____

Building/Structure Type:

☒ Residential ☐ Commercial ☐ Industrial ☐ Institutional

Heritage Designation:

☐ Part IV (Individual) ☐ Part V (Heritage Conservation District)

By-law #: _____ District: _____

Is the property subject to a Heritage Easement or Agreement?

☐ Yes ☒ No

3. TYPE OF APPLICATION

Check all that apply:

☐ Demolition/Removal of heritage attributes ☒ Addition ☐ Erection ☒ Alteration*
☒ Demolition/Removal of building or structure ☐ Signage ☐ Lighting

*The *Ontario Heritage Act's* definition of "alter" means to change in any manner and includes to restore, renovate, repair or disturb.

4. HERITAGE DESCRIPTION OF BUILDING

Describe the existing design or appearance of buildings, structures, and heritage attributes where work is requested. Include site layout, history, architectural description, number of storeys, style, features, etc..

Existing home is a 2 storey detached single family residence in the tudor revival style.

A rear addition was added that appears to be from the 1970's.

The rear addition is currently clad in a mismatched brick and a horizontal aluminum siding that is not indicative of the tudor revival style.

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.

Renovation to a previous rearyard addition that is estimated to be from the 1970's.

The new reconstructed area is to be predominantly on existing foundations.

New exterior cladding & fenestration to be harmonious & complimentary to the existing home as well as the district. Mismatched areas of masonry on the heritage portion of the residence are to be replaced with a more congruous material.

The colour palette and materials chosen are understated, thoughtful & consistent with existing vernacular of the home and area.

6. HERITAGE PERMIT RATIONALE

Explain the reasons for undertaking the proposed work and why it is necessary.

The area in question has unusual changes in floor and ceiling levels that makes the spaces very difficult to use functionally. The mechanicals (HVAC) are also inadequate and in need of a substantial reworking to allow the space to be comfortable.

Describe the potential impacts to the heritage attributes of the property.

The renovated area will accentuate and compliment the existing heritage home.

No heritage features of the existing original home are to be altered or disturbed.

7. CHECKLIST OF MATERIALS SUBMITTED Check all that apply:

Required:

- ☒ Photographs (showing the current condition and context of existing buildings, structures, and heritage attributes that are affected by the application)
- ☒ Site plan/ Sketch (showing buildings on the property and location of proposed work(s))
- ☒ Architectural drawings of proposed work(s) (e.g. existing and proposed elevations, floor plans, roof plans, etc., as determined by Heritage Planning staff)
- ☒ Specifications of proposed work(s) (e.g. construction specification details)

Potentially required (to be determined by Heritage Planning staff):

- ☐ Registered survey
- ☐ Material samples, brochures, product data sheets etc.
- ☐ Cultural Heritage Evaluation Report
- ☐ Heritage Impact Assessment (HIA)
- ☐ Heritage Conservation Plan
- ☐ Building Condition Assessment

8. NOTES FOR DECLARATION

The applicant hereby declares that the statements made herein and information provided are, to the best of their belief and knowledge, a true and complete representation of the purpose and intent of this application.

The applicant agrees that the proposed work shall be done in accordance with this application, including attachments, and understands that the issuance of the Heritage Alteration Permit under the Ontario Heritage Act shall not be a waiver of any of the provisions of any By-Law of the Corporation of the City of Windsor, or the requirements of the Building Code Act, RSO 1980, c51.

The applicant acknowledges that in the event a permit is issued, any departure from the conditions imposed by the Council of the Corporation of the City of Windsor, or plans and specifications approved is prohibited and could result in the permit being revoked. The applicant further agrees that if the Heritage Alteration Permit is revoked for any cause of irregularity, in the relation to non-conformance with the said agreements, By-Laws, acts or regulations that, in consideration of the issuance of the permit, all claims against the City for any resultant loss or damage are hereby expressly waived.



Signature of Applicant(s)

April 15, 2025

Date

April 15, 2025

Date

Signature of Applicant(s)

HERITAGE PERMIT APPLICATION

Revised 11/2023

SCHEDULE A

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

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

I, Sean White, am the registered owner of the land that is
name of registered owner

subject of this application for a Heritage Alteration Permit and I authorize

Lino Montemurri to make this application on my behalf.
name of agent


Signature of Registered Owner

April 15, 2025

Date

If Corporation – I have authority to bind the corporation.

B. Consent to Enter Upon the Subject Lands and Premises

I, Sean White, 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

April 15, 2025

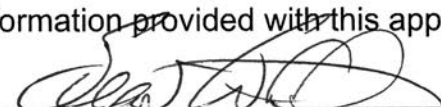
Date

If Corporation – I have authority to bind the corporation.

C. Acknowledgement of Applicant

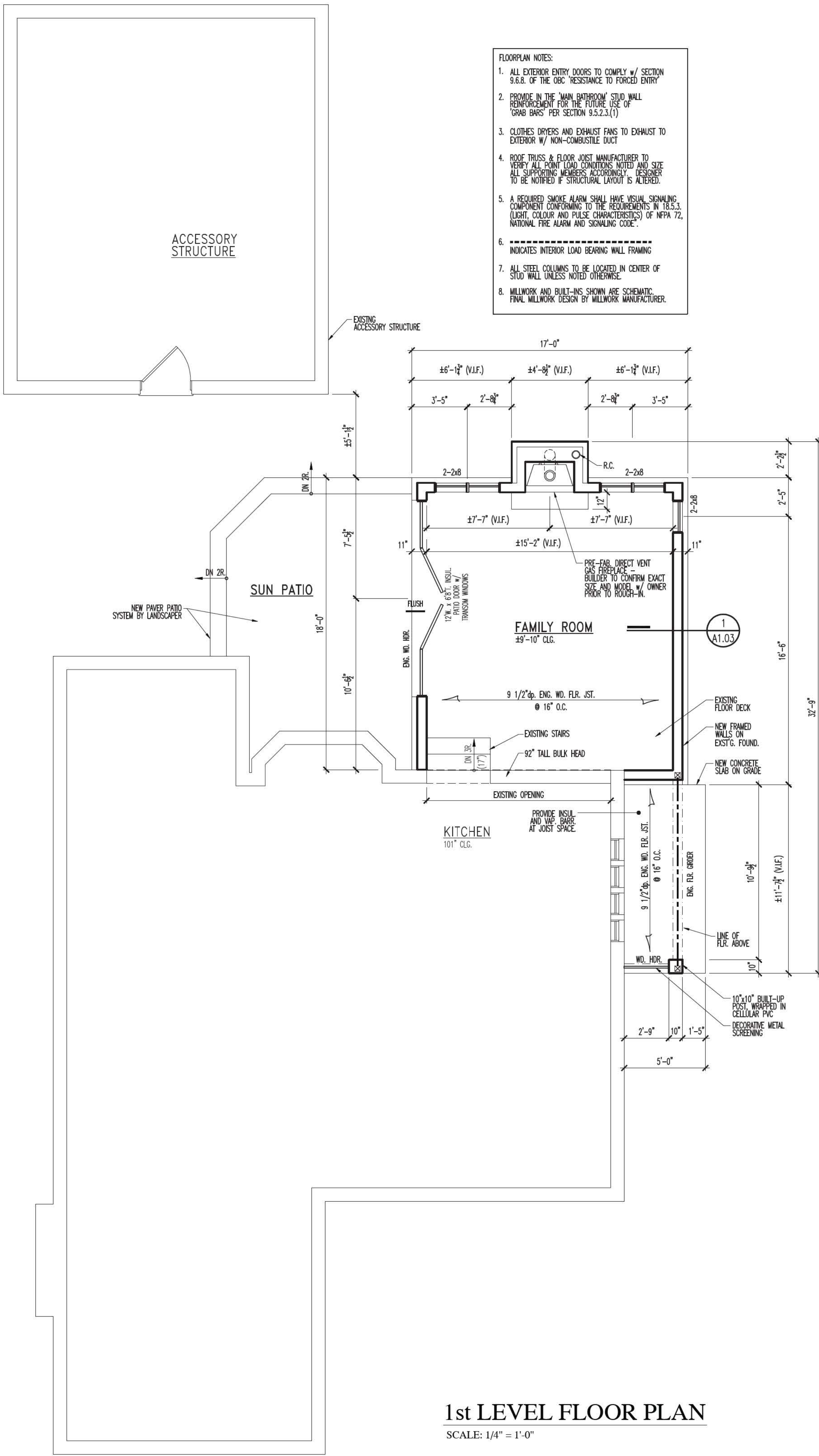
I understand that receipt of this application by the City of Windsor Planning Department does not guarantee it to be a complete application. Further review of the application will occur and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application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

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


Signature of Applicant

April 15, 2025

Date



White Renovation Windsor, Ontario

MONTEMURRI & ASSOCIATES authorizes the use of this drawing only for the process necessary to construct the named project. Any other use, for whatever purpose, without written permission from MONTEMURRI & ASSOCIATES is strictly forbidden, and is in violation of COPYRIGHT LAWS and will be subject to civil damages and criminal prosecution.

Project No.



1. FLOORPLAN NOTES:

1. ALL EXTERIOR ENTRY DOORS TO COMPLY W/ SECTION 9.6.6 OF THE CBC "RESISTANCE TO FORCED ENTRY"

2. PROVIDE IN THE MAIN BATHROOM STUD WALL REINFORCEMENT FOR THE FUTURE USE OF "GAB BARS" PER SECTION 9.5.2.3.(1)

3. CLOTHES DRESSERS AND EXHAUST FANS TO EXHAUST TO EXTERIOR // NON-COMBUSTIBLE DUCT

4. ROOF TRUSS & FLOOR JOIST MANUFACTURER TO VERIFY ALL POINT LOAD CONDITIONS NOTED AND SIZE EXISTING AND NEW MEMBERS ACCORDING TO THE CODE TO BE NOTIFIED IF STRUCTURAL LOADING IS ALTERED.

5. A REQUIRED SMOKE ALARM SHALL HAVE VISUAL SIGNALING COMPONENT CONFORMING TO THE REQUIREMENTS IN 18.5.3. (SIGNALING AND PULSE CHARACTERISTICS) OF NFPA 72, NATIONAL FIRE ALARM AND SIGNALING CODE.

6. INDICATES INTERIOR LOAD BEARING WALL FRAMING

7. ALL STEEL COLUMNS TO BE LOCATED IN CENTER OF STUD WALL UNLESS NOTED OTHERWISE.

8. MILLWORK AND BUILD-UPS SHOWN ARE SCHEMATIC. FINAL MILLWORK FINISHED BY MILLWORK MANUFACTURER.



NEW 2x WALLS

INTERIOR BEARING WALL

LINE OF WALL ABOVE

INTER-CONNECTED SMOKE ALARM / CO DETECTOR w/ STROBE LIGHT & BATTERY BACK UP (PER 9.10.19.1 & 9.10.19.3)

EXHAUST FAN

POINT LOAD FROM ABOVE

BUILT UP COLUMN PER O.B.C.

SHOWER HEAD

engineered shop drawings, for any "manufactured component" forming part of the building (i.e., engineered roof trusses, engineered joist, timbers etc.), must be submitted to Montemurri & Associates for review and approval. If engineered shop drawings are not submitted and approved, Montemurri & Associates is not responsible for any associated costs or damages.

Montemurri & Associates
Company BCIN : #33339
April 3, 2025



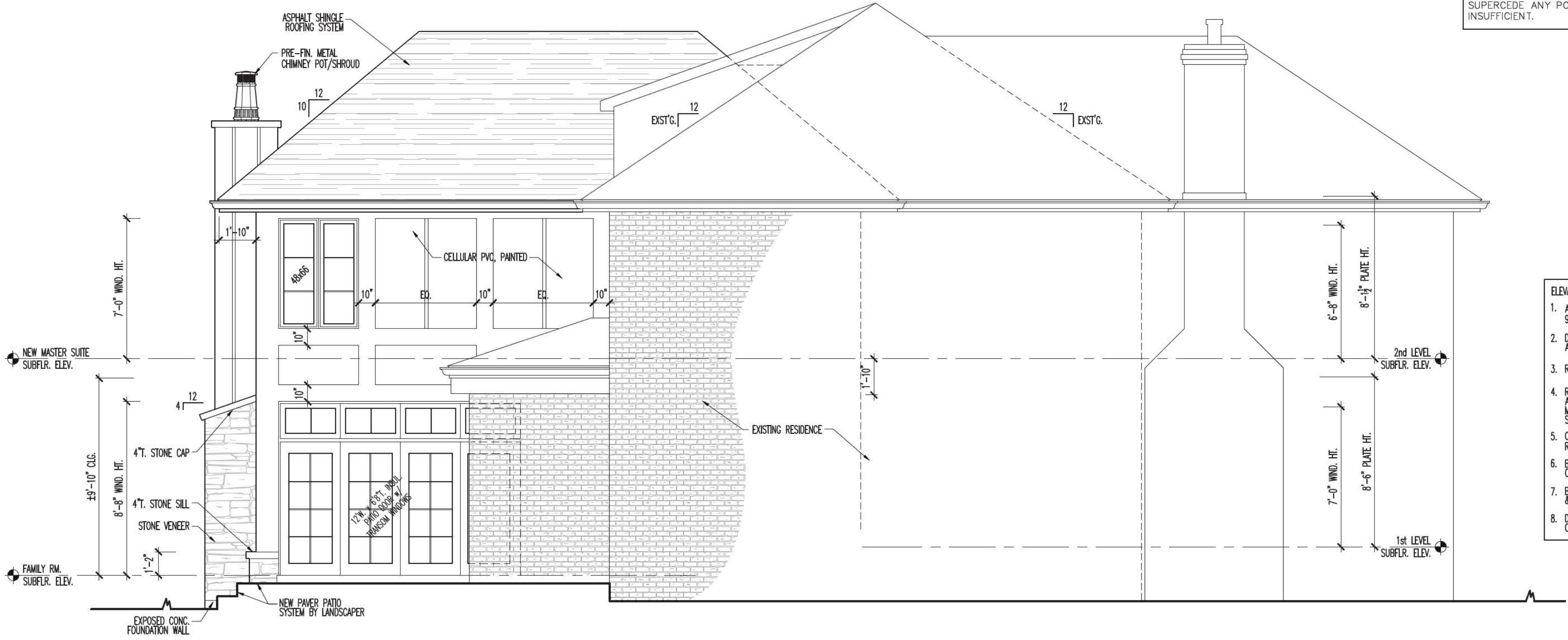
only valid with authorized signature
from Montemurri & Associates

A-1.02

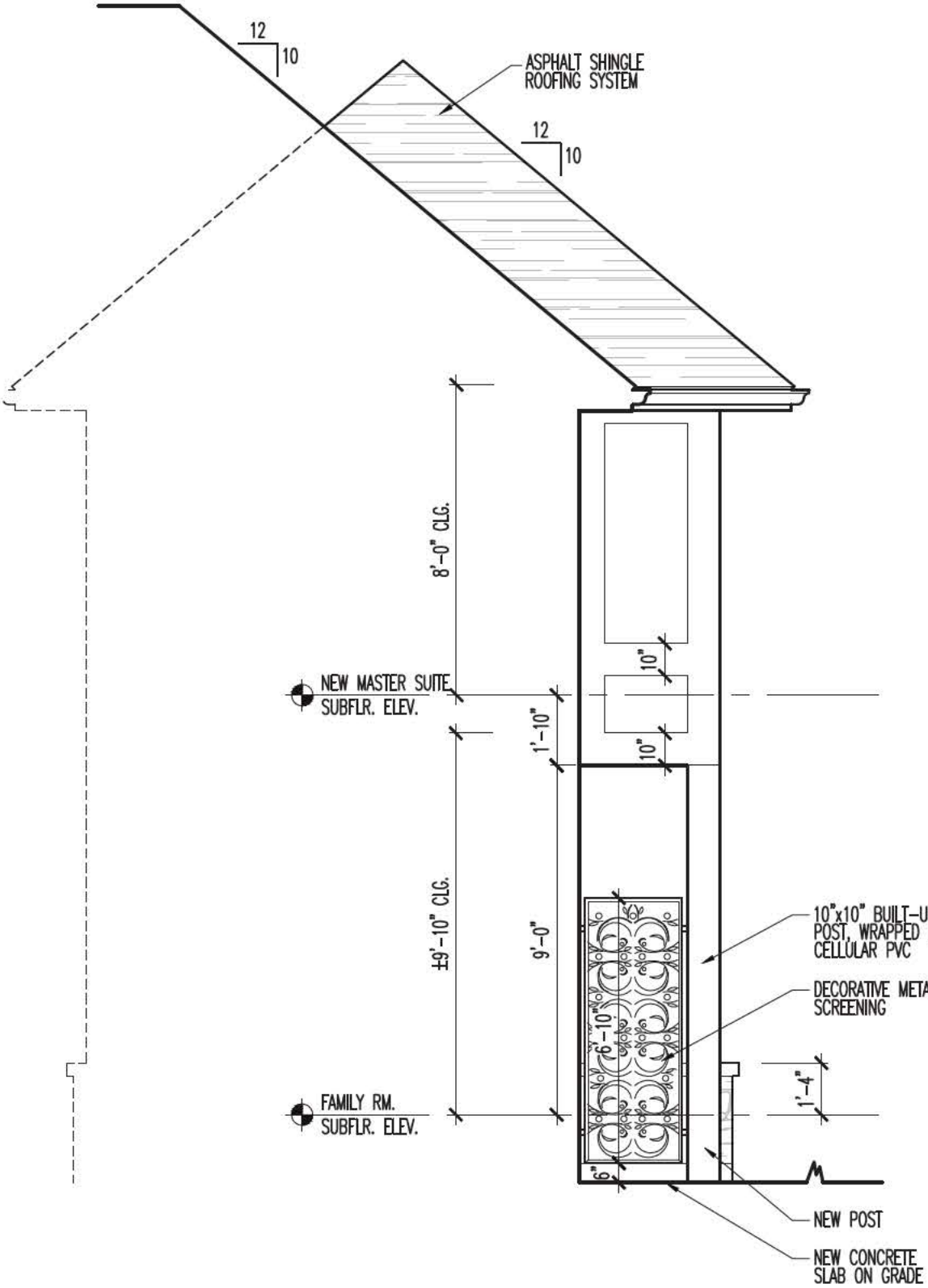
B. COMPLIANCE OPTION		PROJECT : WHITE RENOVATION	UPDATED : APRIL 30, 2025	
<input checked="" type="checkbox"/> SB-12 PRESCRIPTIVE [SB-12 - 2.1.1.]	NOTE: SECTIONS CURRENTLY DEPICT SB-12 COMPLIANCE PACKAGE RENOVATION TABLE 3.1.1.11	<input type="checkbox"/> SB-12 PERFORMANCE* [SB-12 - 2.1.2.] * ATTACH ENERGY PERFORMANCE CALCULATIONS USING AN APPROVED SOFTWARE		
<input type="checkbox"/> ENERGY STAR* [SB-12 - 2.1.3.]		* ATTACH BOP FORM		
<input type="checkbox"/> ENERGYGUIDE 80*		* HOUSE MUST BE EVALUATED BY NRCAN ADVISOR AND MEET A RATING OF 60		
C. PROJECT DESIGN CONDITIONS				
CLIMATE ZONE (SB-12):		HEATING EQUIPMENT EFFICIENCY	SPACE HEATING FUEL SOURCE	
<input checked="" type="checkbox"/> ZONE 1 (< 5000 DEGREE DAYS)	W, S & G % = ____	<input checked="" type="checkbox"/> e 92% AFUE	<input checked="" type="checkbox"/> GAS <input type="checkbox"/> PROPANE <input type="checkbox"/> SOLID FUEL	
<input type="checkbox"/> ZONE 2 (> 5000 DEGREE DAYS)		<input type="checkbox"/> e 84% < 92% AFUE	<input type="checkbox"/> OIL <input type="checkbox"/> ELECTRIC <input type="checkbox"/> EARTH ENERGY	
WINDOWS+SKYLIGHTS+GLASS DOORS		OTHER BUILDING CONDITIONS		
AREA OF WALLS = ____ SQ.M.		<input type="checkbox"/> 1ST BASEMENT <input type="checkbox"/> WALKOUT BASEMENT <input type="checkbox"/> LOG/POSTAGEAM		
AREA OF W, S & G = ____ SQ.M.		<input type="checkbox"/> 1ST ABOVE GRADE <input type="checkbox"/> SLAB ON GROUND <input checked="" type="checkbox"/> AIR CONDITIONING		
D. BUILDING SPECIFICATIONS (PROVIDES VALUES AND RATINGS OF THE ENERGY EFFICIENCY COMPONENTS PROPOSED, OR ATTACH ENERGY STAR BOP FORM)				
BUILDING COMPONENT		RSI/ R-VALUES	BUILDING COMPONENT	EFFICIENCY RATINGS
THERMAL INSULATION			WINDOWS & DOORS ¹	
CEILING WITH ATTIC SPACE	R60		WINDOWS/SLIDING GLASS DOORS	U-VALUE 0.21
CEILING WITHOUT ATTIC SPACE	R31		SKYLIGHTS	U-VALUE 0.49
EXPOSED FLOOR	R31		MECHANICALS	
WALLS ABOVE GRADE	R19 + 56i		SPACE HEATING EQUIP. ²	96% MIN.
BASEMENT WALLS	R20ci		HRV EFFICIENCY (%)	81%
SLAB (ALL > 600mm BELOW GRADE)			DHW HEATER (EF)	0.7 E.F.
SLAB (EDGE ONLY > 600mm BELOW GRADE)	R10		DHWHR (CSA B55.1)-MIN. 42& EFF.)	REC'D # of SHOWERS ____
SLAB (ALL > 600mm BELOW GRADE, OR HEATED)	R10		NOTES: 1. PROVIDE U-VALUE IN W/m ² K, OR ER RATING	
NOTE: AS PER SB-12 R-VALUES ARE BASED ON MECH. DESIGNER ENVELOP. REQUIRED R-VALUES TO MEET MECH. DESIGNERS SB-12 COMPLIANCE SHALL SUPERCEDE ANY POSTED R-VALUES IN THE EVENT A POSTED R-VALUE IS INSUFFICIENT.				

NOTE: AS PER SB-12 R-VALUES ARE BASED ON MECH. DESIGNER ENVELOP. REQUIRED R-VALUES TO MEET MECH. DESIGNERS SB-12 COMPLIANCE SHALL SUPERCEDE ANY POSTED R-VALUES IN THE EVENT A POSTED R-VALUE IS INSUFFICIENT.

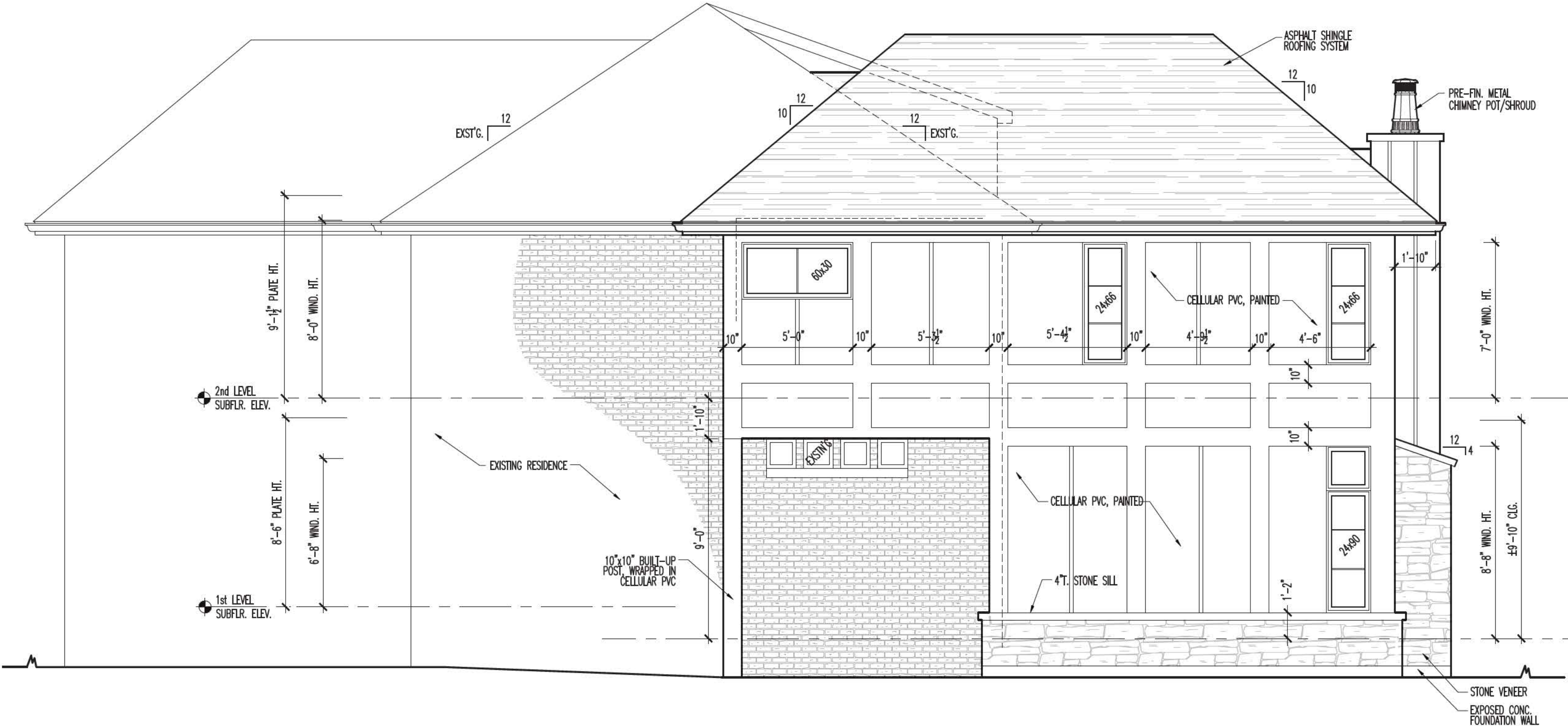
- ELEVATION NOTES:
1. ALL EXTERIOR ENTRY DOORS TO COMPLY w/ SECTION 9.8.6. OF THE OBC RESISTANCE TO FORCED ENTRY
 2. DOWNSPOUTS TO SPLASH TO GRADE IN ACCORDANCE WITH APPROVED LOT GRADING PLAN UNLESS HAZARD EXISTS.
 3. ROOF VENTILATION PER O.B.C 9.19.1.2
 4. ROOF TRUSS & FLOOR JOIST MANUFACTURER TO VERIFY ALL POINT LOAD CONDITIONS NOTED AND SIZE ALL SUPPORTING MEMBERS ACCORDINGLY. DESIGNER TO BE NOTIFIED IF PROPOSED STRUCTURAL LAYOUT IS ALTERED.
 5. OFFSET ALL THROUGH-ROOF PROJECTIONS (IE. VENT STACKS, ROOF VENTS ETC.) TO REAR OF ROOF.
 6. BUILDING CONTRACTOR TO VERIFY THAT ALL FINAL GRADES CONFORM TO MUNICIPAL GUIDELINES AND RESTRICTIONS.
 7. BUILDING CONTRACTOR TO CONFORM WITH OWNER ALL PORCH/PATIO & EXTERIOR STAIR FINISHES AS WELL AS NOSING PROFILE DETAILS.
 8. DOWNSPOUT LOCATIONS TO BE DETERMINED BY BUILDING CONTRACTOR & CONFORM TO MUNICIPAL GUIDELINES.



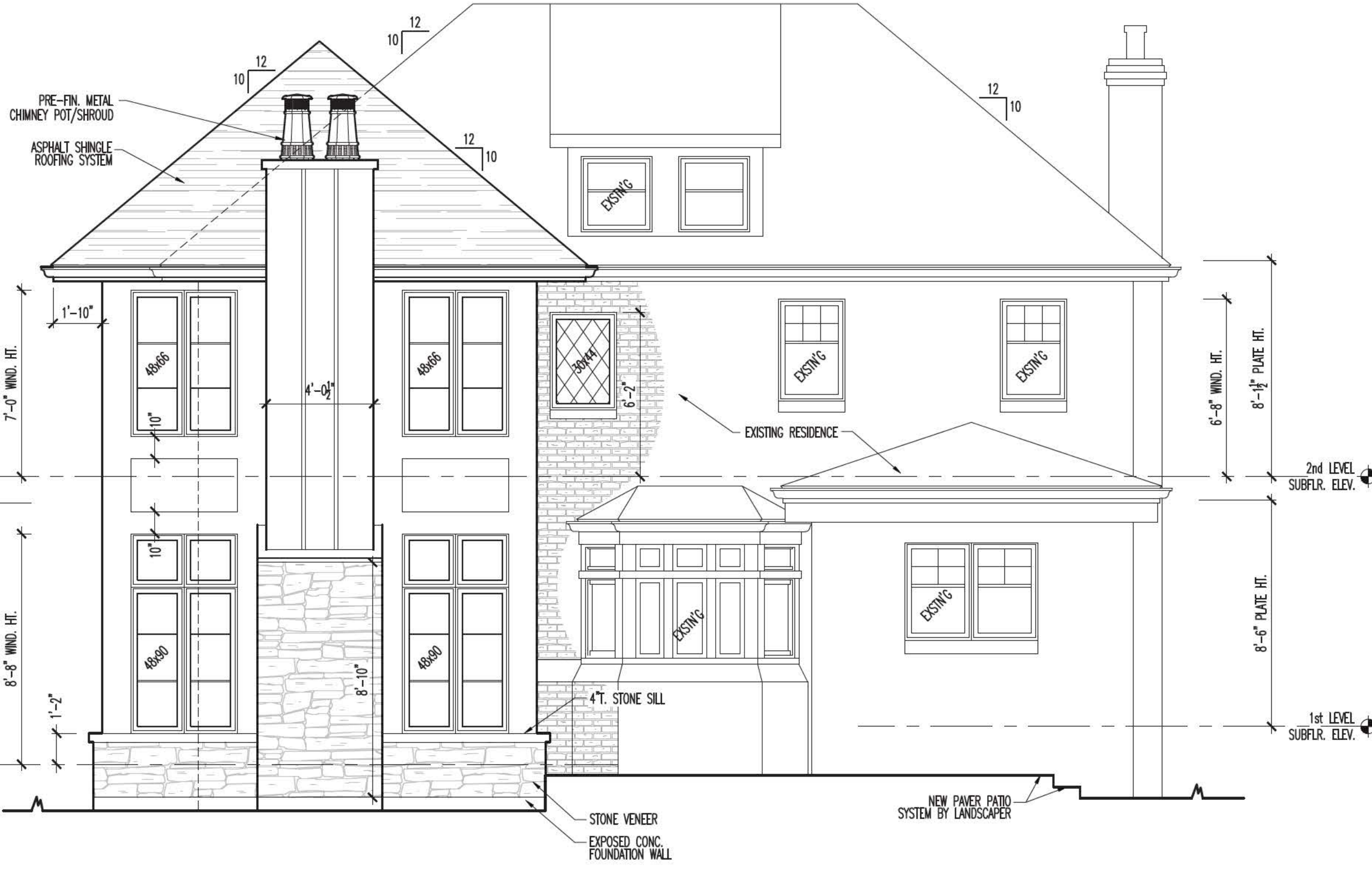
NORTH (SIDE) ELEVATION
SCALE: 1/4" = 1'-0"



WEST (FRONT) ELEVATION
SCALE: 1/4" = 1'-0"

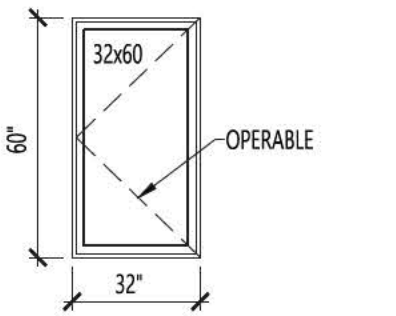


SOUTH (SIDE) ELEVATION
SCALE: 1/4" = 1'-0"



EAST (REAR) ELEVATION
SCALE: 1/4" = 1'-0"

- WINDOW NOTES:
1. VINYL EXTRUDED SASH.
 2. SEE WINDOW/DOOR SCHEDULE FOR FRAME SIZES.
 3. VERIFY SASH COLOUR WITH OWNER.
 4. VERIFY HARDWARE FINISH WITH OWNER.
 5. PERFORMANCE TO MEET CRITERIA SET WITHIN SUPPLEMENTARY STANDARD SB-12 TABLE 2.1.2.A COMPLIANCE PACKAGE 'F'
 6. WINDOW SIZES SHOWN HAVE BEEN USED FOR CALCULATION OF FEEDS AND MAX. AREA OF GLAZED OPENINGS IN EXTERIOR WALL. SIZES ARE NOT TO BE CHANGED WITHOUT WRITTEN APPROVAL BY MONTENUMURRI & ASSOCIATES.
 7. WINDOW MANUF. TO ALLOW FOR WINDOW RESTRICTORS AND TEMPERING OF GLASS PER O.B.C. 9.8.8.1, sentences (4), (5) and (7)



Note:
Engineered shop drawings for any "manufactured component" forming part of the building (ie. engineered roof trusses, engineered floor joist, timbers etc.), must be submitted to Montemurri & Associates for review and approval. If engineered shop drawings are not submitted and approved, Montemurri & Associates is not responsible for any associated costs or damages.

Drawn By
LM (BCIN: 31501)

Issued:
Montemurri & Associates
Company BCIN : #33339
April 3, 2025



only valid with authorized signature
from Montemurri & Associates

Date
PERMIT : MAY 5, 2025

1218 Devonshire

Presentation for Heritage Committee

Jennifer & Sean White



1218 Devonshire

Introduction

Welcome to 1218 Devonshire Road

- In this presentation we will present our dreams and vision for our family home.
- In accordance with the Standards and Guidelines, the new addition was designed to ensure it remains subordinate to the historic house, and distinguishable.
- This project focuses solely on the addition that was added in the 1960s or 70s.
- The current state of the addition doesn't match the quality or aesthetic of the original home.
- The addition does not have effective insulation, heating or cooling on either floor.
- The addition in its current form has an unsafe set of stairs in the second-floor Primary bedroom, making the current 3 ft drop of the addition an interior safety hazard.
- This presentation will provide clarification for the committee on the design decisions we have made including materials, design, and windows.

1218 Devonshire Rd

Rendering

- Here is the rendering completed by local architect Lino Montemurri BSc M. Arch.
- It brings to life our vision of a light filled, graceful addition that blends beautifully with the rest of the home.
- The inspiration for the lower floor is that of sunroom/orangery maintaining British Tudor influences of the home.
- It allows enjoyment of the courtyard, east facing exposure, and beautiful mature trees that surround the property.
- We're able to accomplish this improvement while using the existing 1970's additions footprint.



1218 Devonshire Rd

Materials-Versatex Siding

- Versatex is a high quality composite siding that replicates wood but requires minimal maintenance.
- It is sold in sheets that resemble wood paneling and can compliment the Tudor revival architectural features of the home.
- Versatex arrives white, and is painted on site.
- The colour will be “Iron Ore” by Sherwin Williams. This is the colour referenced in the rendering.
- This colour has been pulled from the original brick on the home.
- There are currently 4 different brick types on the back of the house that all attempt to match the original brick, but do not.
- Rather than add a 5th un-matched brick, the decision was made to compliment with a wood look instead of further mis-matched brick.



Versatex on historic home on
Amherstburg's gold coast

Iron Ore
Sherwin Williams

Paint Sample “Iron Ore” by Sherwin Williams

1218 Devonshire Rd

Materials—Stone

- We have chosen to use a modest amount of stone in keeping with the colour and style of the neighbourhood and the Paul Martin house to the north of our property.
- The stone is Masonal stone in the pattern Lochdoon Castle, a timeless, mostly rectangular grey limestone with varying shades of light and dark grey.
- Masonal Stone is a natural stone supplier from Milverton Ontario.
- The photo to the right is of the back view of the Paul Martin House next door
- The left photo is the stone we will be using.



Sample photo sent by architect to represent stone selection



View of Paul Martin house from our backyard



Sample of Lochdoon castle Stone from Masonal Stone

1218 Devonshire

Lower Floor inspiration

- The top picture is the front of the house, characterized by generous windows and natural light.
- We would like the addition to be inspired by the orangeries and solariums which were found in 19th century fashionable homes in Europe and North America.
- These orangeries and solariums are defined by large windows and substantial structure.
- The lower two photos are historic homes that combine the use of both double hung windows and large windows in the orangeries or solarium.



1218 Devonshire Road front view



Inspiration-19th Century home with Orangery

City Council Meeting Agenda - Monday, July 14, 2025
Page 242 of 822



Inspiration- South Wayne historic District home of similar age

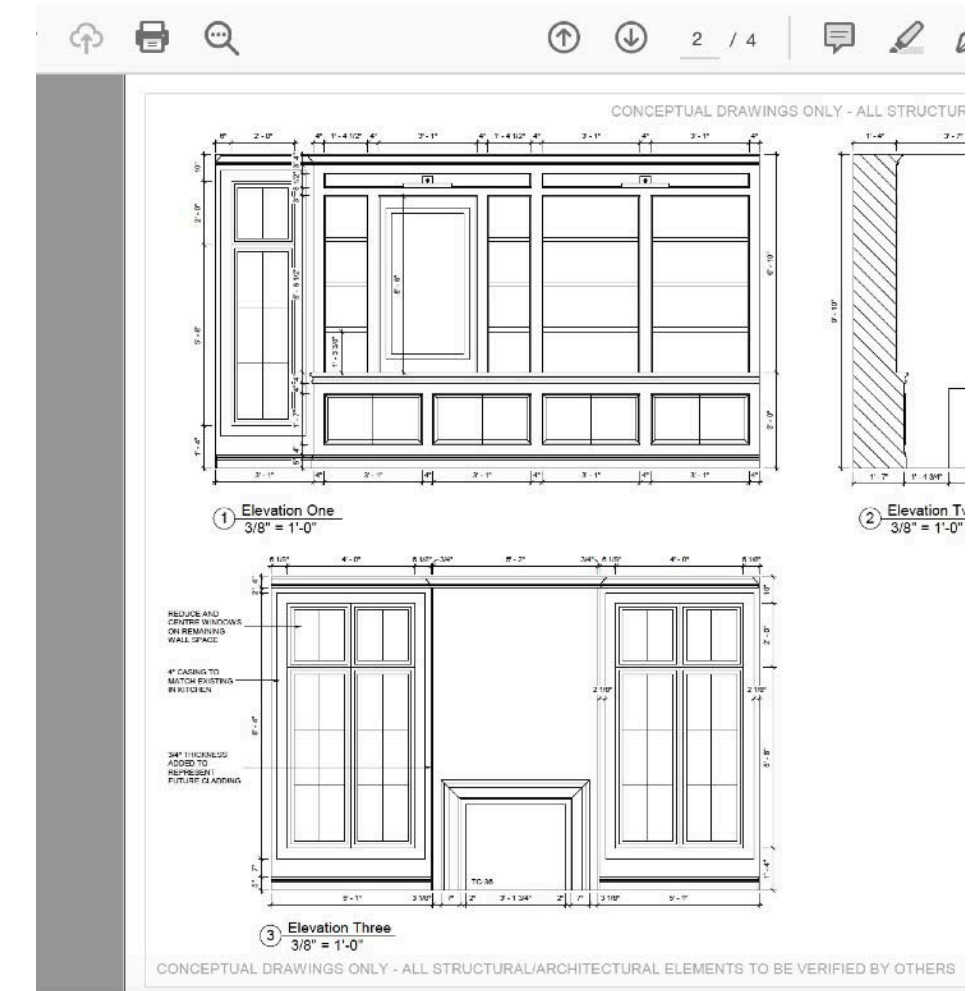
1218 Devonshire Rd

Windows

- The original home's windows are currently comprised of casement (all sides), transom casement (east & west facing), picture windows (west and north facing) and double hung windows (West and south facing walls).
- The top photo is from the kitchen and shows the kitchen window which is informing the design of the new sunroom windows
- The lower photos are other windows that are currently in the historic part of the home.
- The top right elevation demonstrates how the proposed design will create cohesion between the kitchen and sunroom by using transom casement windows in the addition.



Current sightline showing kitchen transom casement window to be complimented in the family/sunroom



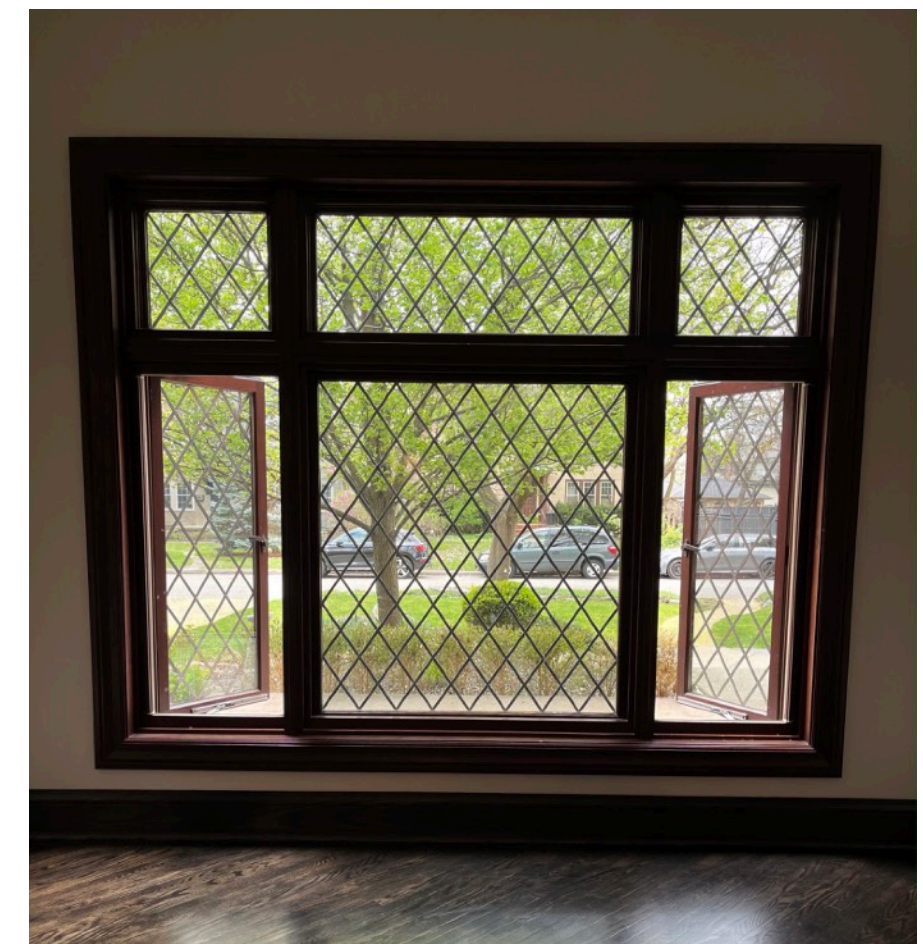
Proposed interior elevation of south & east facing sunroom wall



Upper Bedroom Double Hung



Landing Transom Casement

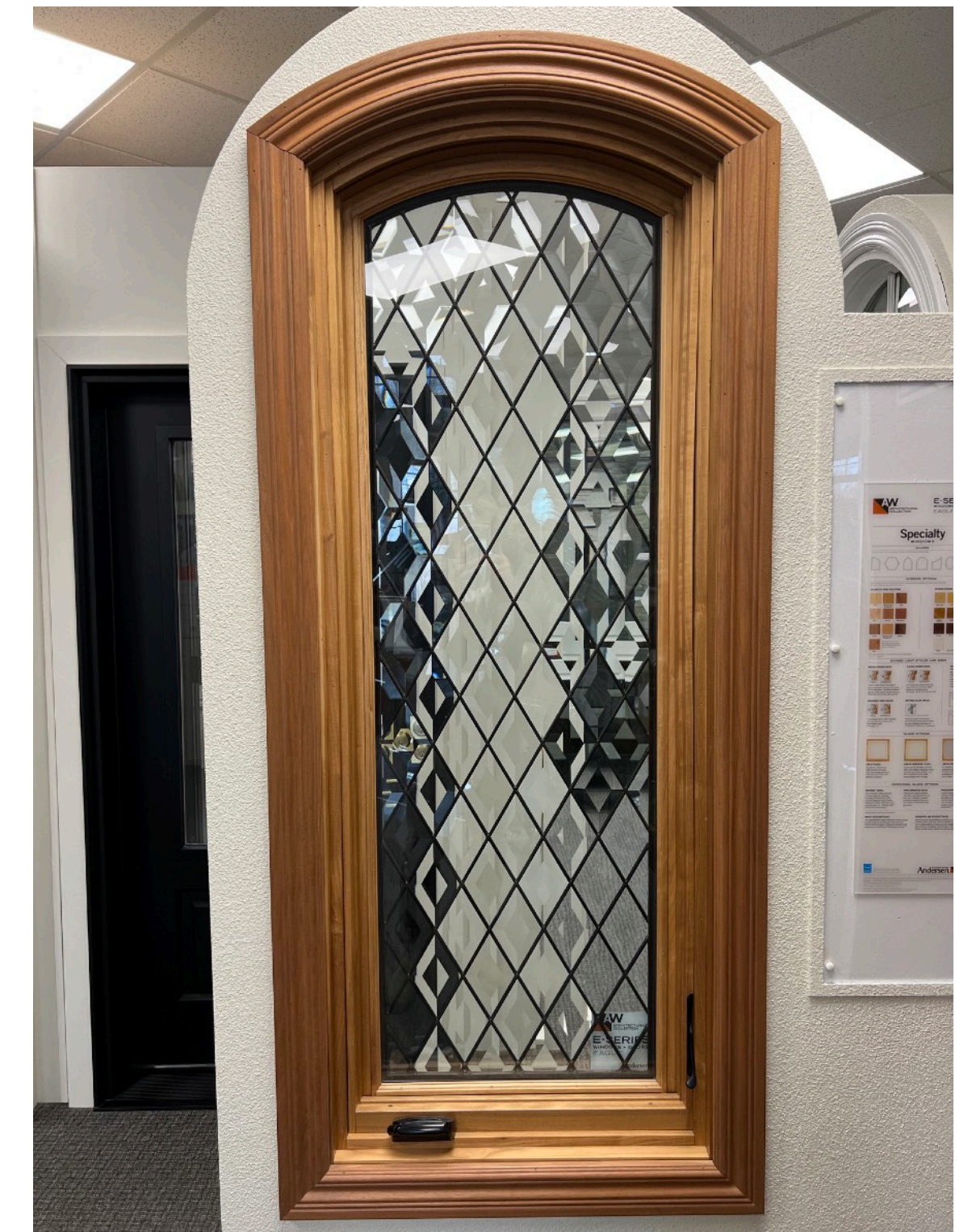


Dining Room Transom Casement

1218 Devonshire Rd

Windows Continued

- We are proposing to use Andersen windows Traditional Selections line, the series of products that has been designed for historic homes.
- The goal in this series is to bring present day efficiency to historic architecture.
- The window trim will be deep aged bronze that matches the existing windows.
- Due to using inspiration of orangeries, we have opted for casement transom over double hung style windows.



Decorative second floor window using diamond pattern in original home



1218 Devonshire Rd

Current Addition Exterior

- Added in the 1960s or 70s or we believe.
- Is approx 3ft lower than the original home.
- Has a flat roof.
- Unattractive & historically insubordinate.
- Windows are too small for rest of house.
- Roof, windows and siding are all in need of replacing.



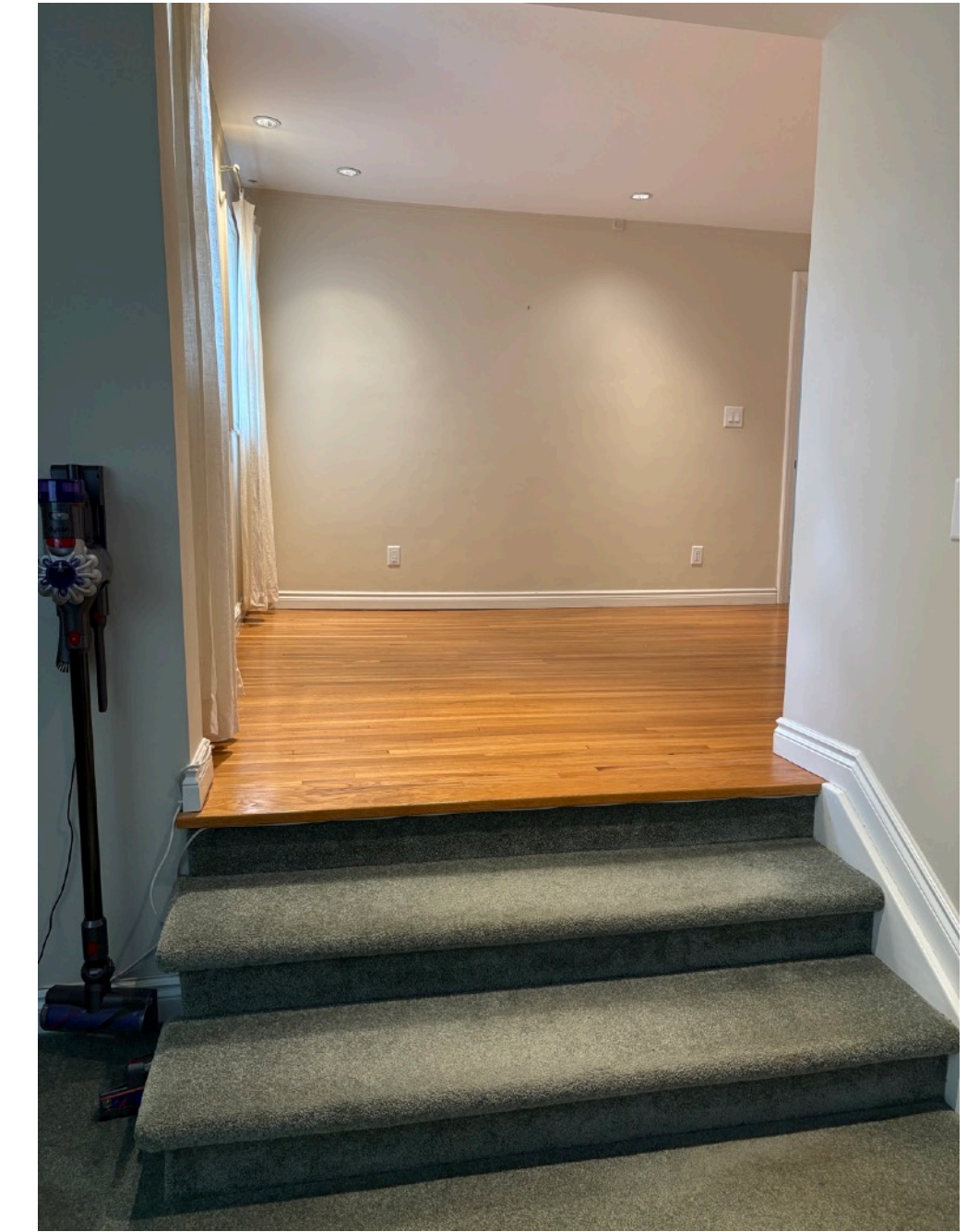
1218 Devonshire Rd

Current Addition Interior

- It is 3ft lower than original house.
- It has unsafe stairs in middle of primary bedroom to access bathroom.
- The current addition is dark, claustrophobic and stylistically insubordinate.
- It has inadequate heating and cooling.
- Does not allow view or enjoyment of the backyard.
- It is impossible to supervise children or dogs in the backyard, leading to additional safety concerns.



Primary bedroom stairs to bathroom



Primary bedroom stairs to bathroom



View from kitchen—can't see backyard



No view, difficult access to backyard

1218 Devonshire Rd

Conclusion

- We have painstakingly chosen experts in their field to help us bring this vision to life.
- Lino Montemurri, himself a historic home owner and experienced architect bringing Walkerville homes delicately into the 21st century.
- Wesley Maslanka of Wescon builders has been building custom homes with old world charm in Windsor Essex since 1995.
- Windsor native Kate Stuart of Tom Interior design has an international portfolio of historical homes blending comfort, elegance and period details.



From the portfolio of Kate Stuart
TOM Design Collective



1989 Ontario Street Walkerville, from the portfolio of
Lino Montemurri B Sc M. Arch



From the portfolio of Wesley Maslanka, Wescon Builders

We wish to thank Tracy Tang for her time, consideration and attention to detail in guiding us through this process.

We would also like to thank the committee for their time, thoughtful feedback, and service to our community.



Appendix B – Additional Photos of 1218 Devonshire Road



Front (west-facing) elevation of the existing dwelling (Photos taken by Property Owners on April 16, 2025)



Side (north-facing) elevation of the existing dwelling, as seen from the intersection of Devonshire Road and Ontario Street in front of the Low-Martin House (Photos taken by City Staff on May 13, 2025)



View of the rear and north side of the existing dwelling, as seen from Ontario Street looking south through the Low-Martin House property. From this stretch of Ontario Street, the proposed rear addition will be visible (Photos taken by City Staff on May 13, 2025)



View of the south side facade of the existing dwelling looking eastward from the front property line along Devonshire Road. The proposed rear addition will be partially visible from this angle (Photos taken by City Staff on May 13, 2025)



Committee Matters: SCM 191/2025

Subject: Demolition - 1279-1285 Langlois Ave - Request to extend timeframe for redevelopment of demolished dwelling - Ward 4

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

Decision Number: **DHSC 742**

1. THAT the condition of demolition permits authorized via CR254/2019 requiring the construction of a new building be substantially complete within two years of the commencement of demolition work at 1279-1285 Langlois Avenue, which was previously extended via CR242/2021 until June 6, 2023, and via CR216/2023 until June 6, 2024, **BE FURTHER EXTENDED** until June 30, 2028; and,
2. THAT if redevelopment, including construction of a new building, is not substantially complete on or before June 30, 2028, the maximum penalty under s. 33(7) of the Planning Act, R.S.O. 1990, c. P.13 (\$80,000) **SHALL BE ENTERED** on the collectors roll of the property; and,
3. THAT the City Solicitor **BE DIRECTED** to register a notice of the condition in recommendation 2 above against title to the subject property in the local Land Registry Office pursuant to section 33(8) of the Planning Act, R.S.O. 1990, c. P.13.

Carried.

Report Number: S 67/2025
Clerk's File: SB2025

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 June 2, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250602/-1/10559>

Subject: Demolition - 1279-1285 Langlois Ave - Request to extend timeframe for redevelopment of demolished dwelling - Ward 4

Reference:

Date to Council: June 2, 2025
Author: Simona Simion
Planner III – Economic Development (A)
519-255-6543 X 6449
ssimion@citywindsor.ca
Planning & Building Services
Report Date: 5/6/2025
Clerk's File #: SB2025

To: Mayor and Members of City Council

Recommendation:

1. THAT the condition of demolition permits authorized via CR254/2019 requiring the construction of a new building be substantially complete within two years of the commencement of demolition work at 1279-1285 Langlois Avenue, which was previously extended via CR242/2021 until June 6, 2023, and via CR216/2023 until June 6, 2024, **BE FURTHER EXTENDED** until June 30, 2028; and,
2. THAT if redevelopment, including construction of a new building, is not substantially complete on or before June 30, 2028, the maximum penalty under s. 33(7) of the *Planning Act*, R.S.O. 1990, c. P.13 (\$80,000) **SHALL BE ENTERED** on the collectors roll of the property; and,
3. THAT the City Solicitor **BE DIRECTED** to register a notice of the condition in recommendation 2 above against title to the subject property in the local Land Registry Office pursuant to section 33(8) of the *Planning Act*, R.S.O. 1990, c. P.13.

Executive Summary:

N/A

Background:

The subject properties are located at 1279-1285 Langlois Avenue (see Appendix A) and are owned by the Polish Peoples' Home Association (the 'Owner'). The properties are designated for Mixed Use in the City's Official Plan and zoned Residential District

(RD3.5), which permits a range of residential uses. The subject properties are also subject to a site-specific zoning provision in Section 20(1)43 that permits a multiple dwelling with a maximum of eight dwelling units. A minor variance application was approved by Committee of Adjustment on May 30 2024 to allow for a multiple dwelling exceeding the maximum number of dwelling units (10 dwelling units) with reduced minimum lot area, side yard width, landscaped open space yard, number of parking spaces, number of visitor parking spaces, and parking area separation from an interior lot line for the property municipally known as 1279-1285 Langlois Ave.

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 the Ottawa Street Business Improvement Area. The By-law prohibits demolition of any residential property in the demolition control area unless a permit is issued by Council.

Section 7 of the By-law and Section 33 of the Planning Act allows Council to attach a condition to a demolition permit requiring redevelopment to be deemed by Building Department substantially complete within a specified timeframe (i.e. must be at least two years from demolition permit issuance). If the condition is not met, the City may impose a fee of up to \$20,000 for each dwelling unit that was demolished and may put the fee on the tax roll of the subject property.

Council passed the following resolution (CR254/2019) on May 27, 2019, which approved a request to demolish two duplex dwellings on the subject properties:

*THAT the Chief Building Official **BE AUTHORIZED** to issue a demolition permit for the residential dwellings located at 1279-1281 and 1283-1285 Langlois Avenue to facilitate redevelopment of the properties; and,*

*THAT the Chief Building Official **BE DIRECTED** to require, as a condition of the demolition permit, that:*

- 1. Redevelopment 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 (\$80,000) shall be entered on the collectors roll of the property; and*
- 3. THAT the City Solicitor be **BE DIRECTED** to register a notice of condition # 2 in the land registry office against the property.*

In May, 2021 the City received a request from the Owner to extend the deadline for redevelopment by two years. The Owner was unable to proceed at the time due to

reduced revenue as a result of restrictions related to the Covid-19 pandemic. The request was granted via Council Resolution CR242/2021, which specified:

1. *THAT the condition of demolition permits authorized via CR254/2019 requiring the construction of a new building to be substantially complete with two years of the commencement of demolition work at 1279-1281 and 1283-1285 Langlois Avenue **BE EXTENDED** for two years (i.e. until June 6, 2023); and*
2. *THAT demolition permits #19-205365 and #19-205370 **BE COMPLETED AND CLOSED** by August 31, 2021; and*
3. *THAT grass **BE INSTALLED** at 1279-1281 and 1283-1285 Langlois Avenue by August 31, 2021.*

On May 29, 2023 further extension was granted via Council Resolution CR216/2023, which stated:

1. *That the condition of demolition permits authorized via CR254/2019 requiring the construction of a new building to be substantially complete within two years of the commencement of demolition work at 1279-1281 and 1283-1285 Langlois Avenue, which was extended via CR242/2021 for an additional two years, **BE FURTHER EXTENDED** for one year (i.e. until June 6, 2024).*

Building inspection staff attended the subject properties on May 11, 2023 and confirmed that all requirements of demolition permits #19-205365 and #19-205370 have been completed and the permits have been closed.

Discussion:

Initially the Owner proposed to construct a multiple dwelling with 8 dwelling units on the subject properties. Site Plan Approval was issued on June 25, 2019. Later, the proposed development changed to a multiple dwelling with 10 dwelling units. No amendment to previous Site Plan Approval is required to construct a multiple dwelling with 10 dwelling units.

The *Planning Act* and Demolition Control By-law 131-2017 allows any person who has obtained a demolition permit and considers that it is not possible to complete the new building or redevelopment within the time specified or is of the opinion that the construction of the new building or redevelopment has become not feasible on economic or other grounds, to apply to the Council for relief from the conditions. In the application to Council for relief the applicant shall demonstrate that it is not feasible to complete the proposed new building or redevelopment within the specified time.

The current request for extension until June 30, 2028 indicates the Owner is committed to completing the proposed construction in a timely manner. Administration is satisfied with the reasons provided by the owner and recommend extending the condition of

demolition approval requiring the construction of a new building to be substantially complete until June 30, 2028.

Risk Analysis:

There is some risk associated with approval of the requested extension. The requirement to replace the demolished dwelling is intended to ensure housing stock is promptly replaced and to prevent vacant land from negatively affecting the City's neighbourhoods and Business Improvement Areas. Debris has been removed from the site and grass has been installed since the 2021 request to extend the deadline (see Appendix C).

Climate Change Risks

Climate Change Mitigation:

The proposed multiple dwelling implements Environmental Master Plan Objective C1: Encourage in-fill and higher density in existing built areas.

Climate Change Adaptation:

The proposed new dwelling units 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:

The City has collected securities in the amount of \$12,600 from the applicant (i.e. \$7,500 landscaping, \$3,000 lighting, \$2,100 curbing).

Consultations:

Staff from the Planning (Greg Atkinson), Building (Chris Odecki) and Legal Department (Aaron Farough) has been consulted in the preparation of this report.

Conclusion:

It is recommended that Council approve the request to extend the conditions of demolition approval until June 30, 2028.

Planning Act Matters:

N/A

Approvals:

Name	Title
Jason Campigotto	Deputy City Planner – Growth (A)
Neil Robertson	City Planner
Aaron Farough	Senior Legal Counsel, Legal & Real Estate
John Revell	Chief Building Official
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Appendix A - 1279-85 Langlois Ave
Appendix B - Request for Extension
Appendix C - Site Photos 2019, 2021, 2023



Request for Extension

Thank you for taking the time to meet with us today. We appreciate your ongoing support and the opportunity to discuss the next steps for our project.

We are writing to formally request an extension of the demolition permit for the property located at 1279 Langlois Ave in Windsor, Ontario. The previous extension expired in June 2024,

In order to fully comply with the City of Windsor by-laws and regulations, we respectfully request that the demolition permit be extended until the year 2028.

We remain committed to working closely with the City and will provide any additional documentation or information required to support this request.

Thank you again for your time and consideration.

Sincerely,

--

Małgorzata Holec

ph. 519 551 2628

email: mholec5@gmail.com

2019



2021



2023





Committee Matters: SCM 192/2025

**Subject: University Avenue West and Wyandotte Street West CIP Grant - 1989
Wyandotte Street West (Ward 2)**

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

Decision Number: **DHSC 743**

- I. THAT the request, made by 1001054864 Ontario Inc. (David Barry) (Owner) for the proposed creation of one (1) residential unit within the existing building at 1989 Wyandotte Street West to participate in the Building/Property Improvement Tax Increment Grant Program **BE APPROVED** at the lesser of 100% of the municipal portion of the tax increment resulting from the proposed development for up to five (5) years or the eligible project costs in accordance with the University Avenue and Wyandotte Street Community Improvement Plan.
- II. THAT Administration **BE DIRECTED** to prepare an agreement between the City and 1001054864 Ontario Inc. (David Barry) (Owner) to implement the Building/Property Improvement Tax Increment Grant Program at 1989 Wyandotte Street West in accordance with all applicable policies, requirements, and provisions contained within the University Avenue and Wyandotte Street Community Improvement Plan.
- III. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Building/Property Improvement Tax Increment Grant Program to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implications.

- IV. THAT approval of the tax increment grant **BE RECIENDED** if the applicant has not completed the work and fulfilled the conditions within one (1) year of the approval date.

Carried.

Report Number: S 69/2025
Clerk's File: SPL2025

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 June 2, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250602/-1/10559>

Subject: University Avenue West and Wyandotte Street West CIP Grant Applications - 1989 Wyandotte Street West (Ward 2)

Reference:

Date to Council: June 2, 2025
Author: Laura Strahl, MCIP, RPP
Planner III - Special Projects
519-255-6543 ext. 6396
lstrahl@citywindsor.ca

Planning & Building Services
Report Date: 5/7/2025
Clerk's File #: SPL2025

To: Mayor and Members of City Council

Recommendation:

- I. THAT the request, made by 1001054864 Ontario Inc. (David Barry) (Owner) for the proposed creation of one (1) residential unit within the existing building at 1989 Wyandotte Street West to participate in the Building/Property Improvement Tax Increment Grant Program **BE APPROVED** at the lesser of 100% of the municipal portion of the tax increment resulting from the proposed development for up to five (5) years or the eligible project costs in accordance with the University Avenue and Wyandotte Street Community Improvement Plan.
- II. THAT Administration **BE DIRECTED** to prepare an agreement between the City and 1001054864 Ontario Inc. (David Barry) (Owner) to implement the Building/Property Improvement Tax Increment Grant Program at 1989 Wyandotte Street West in accordance with all applicable policies, requirements, and provisions contained within the University Avenue and Wyandotte Street Community Improvement Plan.
- III. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Building/Property Improvement Tax Increment Grant Program to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implications.
- IV. THAT approval of the tax increment grant **BE RECINDED** if the applicant has not completed the work and fulfilled the conditions within one (1) year of the approval date.

Executive Summary:

N/A

Background:

Owner: 1001054864 Ontario Inc. (David Barry)

The University Avenue and Wyandotte Street Community Improvement Plan (University/ Wyandotte CIP) was approved by City Council on June 7, 2021, and an adopting by-law was passed by City Council on July 13, 2021.

The University/Wyandotte CIP builds a vision for the corridors connecting the downtown to the University of Windsor, thereby informing land use and transportation concepts to enhance the surrounding communities. Financial incentives are provided to encourage private sector investment and redevelopment along the City's key corridors.

1001054864 Ontario Inc. (David Barry), owner of the property located at 1989 Wyandotte Street West (See Appendix A – Location Map), has applied for financial incentives under the Building/Property Improvement Tax Increment Grant Program. The property currently contains a 7 storey, 38-unit residential condominium building (see Appendix B – Current Building). The applicant is proposing to create one additional residential unit within the existing vacant basement space of the residential condominium building.

Discussion:

Building/Property Improvement Tax Increment Grant Program

This program is intended to provide economic incentive for the development, rehabilitation and redevelopment of properties within the area of the CIP. The program provides an annual grant equal to 100% of the increase in municipal property taxes for five years, after the project is completed and reassessed to help offset the costs of rehabilitating and redeveloping properties, as long as such development results in an increase in assessment and therefore an increase in property taxes. The applicant will initially be required to pay the full amount of property taxes owing for each year during the specified duration. However, the Building/Property Improvement Grant will be paid for the amount of the municipal tax increment after the final tax bills for each year have been collected. Grant payments will cease when the total grant along with all other grants and loans provided equals the costs of rehabilitating and redeveloping properties, or after 5 years, whichever comes first.

Risk Analysis:

There is low risk associated with the approval of subject University/ Wyandotte CIP grant application. An agreement will be prepared between the City and the applicant to ensure all provisions under the University Avenue and Wyandotte Street Community Improvement Plan are met. The Building/ Property Improvement Tax Increment Grant is issued upon completion of eligible work, the establishment of an increased reassessment value by the Municipal Property Assessment Corporation (MPAC),

calculation of eligible works is verified, and only after the owner's full payment of annual property taxes.

Climate Change Risks

Climate Change Mitigation:

The proposed conversion of existing vacant storage space into a residential unit is confined to the existing building footprint, limiting use to existing infrastructure thereby reducing the overall consumption of construction material.

The utilization of an existing building in an existing neighbourhood promotes energy efficiency, eliminating the need for new development to occur on greenfield sites.

Climate Change Adaptation:

N/A

Financial Matters:

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 property is not a designated heritage property nor certified LEED bronze and does not meet the definition of a Catalyst Project thus the project qualifies for the lesser of 100% of the municipal portion of the tax increment resulting from the proposed development for up to five (5) years or the eligible project costs.

As indicated above, this property is a 7 storey, 38-unit residential condominium building. As such, each individual unit is assessed and taxed individually. The applicant is proposing to create one additional residential unit within the existing vacant basement space of the residential condominium building. Average taxes per unit within the building is \$790. Administration estimates the annual municipal taxes post development for the new residential unit to be \$658 and \$3,290 over five (5) years. The applicant estimates that total construction costs will amount to \$100,000. The *Planning Act* stipulates that the total grants under a CIP cannot exceed the eligible costs. The grant under that tax increment program accounts for 3.3% of the construction costs.

The University Avenue West/Wyandotte Street West Community Improvement Plan stipulates that municipal taxes must increase by \$500 annually as a result of the development to qualify for the Building/Property Improvement Tax Increment Grant Program. Based on the estimates prepared by the Finance Department it is anticipated the municipal taxes will increase more than \$500 annually. However, after the project is complete and MPAC has assessed the new unit, if the tax increase is under \$500 the project will not qualify for the grant program therefore a grant will not be paid out.

Consultations:

The City of Windsor's University Avenue and Wyandotte Street Community Improvement Plan was subject to stakeholder and public consultation as part of the approval process, including public meetings, a statutory public meeting and circulation among internal City staff and the Province.

Planning staff have consulted with the project owner and proposed lease holder prior to accepting the grant application. Carolyn Nelson, Manager Property Valuations and Administration, and Josie Gualtieri, Financial Planning Admin. were consulted on this report.

Conclusion:

Administration recommends that City Council approve the application made by the 1001054864 Ontario Inc. (David Barry) at 1989 Wyandotte Street West to participate in the Building Property Improvement Tax Increment Grant Program under the University Avenue and Wyandotte Street Community Improvement Plan. It is also recommended that approval to participate in the program is rescinded if the eligible work is not completed within one (1) years.

Approvals:

Name	Title
Laura Strahl	Planner III - Special Projects
Emilie Dunnigan	Manager Development Revenue & Financial Administration
Jason Campigotto	Deputy City Planner – Growth (A)
Neil Robertson	City Planner
Kate Tracey	Senior Legal Counsel, Legal & Real Estate
Lorie Gregg	Deputy Treasurer Taxation and Financial Planning
Janice Guthrie	Commissioner, Finance/City Treasurer
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email
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Name	Address	Email

Appendices:

- 1 Appendix A - Location Map
- 2 Appendix B - Current Building



LOCATION MAP : 1989 WYANDOTTE STREET WEST



SUBJECT PROPERTY

0 5 10 20 30 Meters



Appendix B – Current Building





Committee Matters: SCM 190/2025

Subject: Part Closure of north/south alley located between Brant Street and Wyandotte Street East, Ward 4, SAA-7198

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

Decision Number: **DHSC 744**

- I. THAT the 33.83 metre portion of the 4.57-metre-wide north/south alley located between Brant Street and Wyandotte Street East, and shown on Drawing No. CC-1855 (attached hereto as Appendix "A"), and hereinafter referred to as the "Subject Alley", **BE ASSUMED** for subsequent closure.
- II. THAT the Subject Alley **BE CLOSED AND CONVEYED** in **as is condition** to the owner (the "Owner") of the abutting property known municipally as 1850 & 1862 Wyandotte Street East, legally described as Part of Lots 4 & 5 and Block E, Plan 211, and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:
 - a. Easements, subject to being accepted in the City's standard form and in accordance with the City's standard practice, being granted to:
 - i. Bell Canada to accommodate existing infrastructure;
 - ii. Enbridge Gas Inc. to accommodate existing underground infrastructure;
 - iii. ENWIN Utilities Ltd. to accommodate existing pole, anchors and overhead plant;
 - iv. Managed Network System Inc. (MNSi.) to accommodate existing aerial infrastructure; and
 - v. The Corporation of the City of Windsor to accommodate existing 1,125.0 millimetre brick combined sewer with catch basin.
 - b. Payment of the survey cost associated with the closure of the Subject Alley by the Owner.

- III. THAT Conveyance Cost **BE SET** as follows:
- a. For alley conveyed to abutting lands zoned CD2.1 at \$10.00 per square foot with easements plus HST (if applicable).
- IV. THAT The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1855.
- V. THAT The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).
- VI. THAT The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary documents approved as to form and content satisfactory to the City Solicitor.
- VII. THAT the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003 Carried.

Report Number: S 70/2025
Clerk's File: SAA2025

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 11.3 from the Development & Heritage Standing Committee held on June 2, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250602/-1/10559>

Subject: Part Closure of north/south alley located between Brant Street and Wyandotte Street East, Ward 4, SAA-7198

Reference:

Date to Council: June 2, 2025
Author: Brian Nagata, MCIP, RPP
Planner II - Development Review
(519) 255-6543 ext. 6181

Planning & Building Services
Report Date: May 8, 2025
Clerk's File #: SAA2025

To: Mayor and Members of City Council

Recommendation:

- I. THAT the 33.83 metre portion of the 4.57-metre-wide north/south alley located between Brant Street and Wyandotte Street East, and shown on Drawing No. CC-1855 (attached hereto as Appendix "A"), and hereinafter referred to as the "Subject Alley", **BE ASSUMED** for subsequent closure.
- II. THAT the Subject Alley **BE CLOSED AND CONVEYED** in **as is condition** to the owner (the "Owner") of the abutting property known municipally as 1850 & 1862 Wyandotte Street East, legally described as Part of Lots 4 & 5 and Block E, Plan 211, and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:
 - a. Easements, subject to being accepted in the City's standard form and in accordance with the City's standard practice, being granted to:
 - i. Bell Canada to accommodate existing infrastructure;
 - ii. Enbridge Gas Inc. to accommodate existing underground infrastructure;
 - iii. ENWIN Utilities Ltd. to accommodate existing pole, anchors and overhead plant;
 - iv. Managed Network System Inc. (MNSi.) to accommodate existing aerial infrastructure; and
 - v. The Corporation of the City of Windsor to accommodate existing 1,125.0 millimetre brick combined sewer with catch basin.
 - b. Payment of the survey cost associated with the closure of the Subject Alley by the Owner.

III. THAT Conveyance Cost **BE SET** as follows:

- a. For alley conveyed to abutting lands zoned CD2.1 at \$10.00 per square foot with easements plus HST (if applicable).

IV. THAT The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing No. CC-1855.

V. THAT The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s).

VI. THAT The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary documents approved as to form and content satisfactory to the City Solicitor.

VII. THAT the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003

Executive Summary:

N/A

Background:

The applicant, Vito Maggio Holdings Inc., owner of the property known municipally as 1850 & 1862 Wyandotte Street East (the "Subject Property"), applied to close the 30.48 metre portion of the 4.57-metre-wide north/south alley located between Brant Street and Wyandotte Street East, and shown as Part 1 on Drawing No. CC-1855 attached hereto as Appendix "A", and also shown on the aerial photo attached hereto as Appendix "B".

The applicant also owns the remaining two properties that abut the portion of the north/south alley being requested for closure, known municipally as 1840 Wyandotte Street East and 1880 Wyandotte Street East. Additionally, the applicant owns one of the six properties that abuts the portion of the north/south alley not being requested for closure, known municipally as 549 Kildare Road.

The applicant wishes to close the alley for the purpose of establishing an outdoor patio for the restaurant operating out of the west main floor unit of the two storey combined use building located on the Subject Property.

The Planning Department investigated the possibility of closing the full north/south alley and the intersecting east/west alley off Chilver Road. The Planning Department determined that the portion of the north/south alley not being requested for closure (save and except that portion shown as Part 2 on Drawing No. CC-1855 attached hereto as Appendix "A") and the intersecting east/west alley off Chilver Road are indispensable for the following reason:

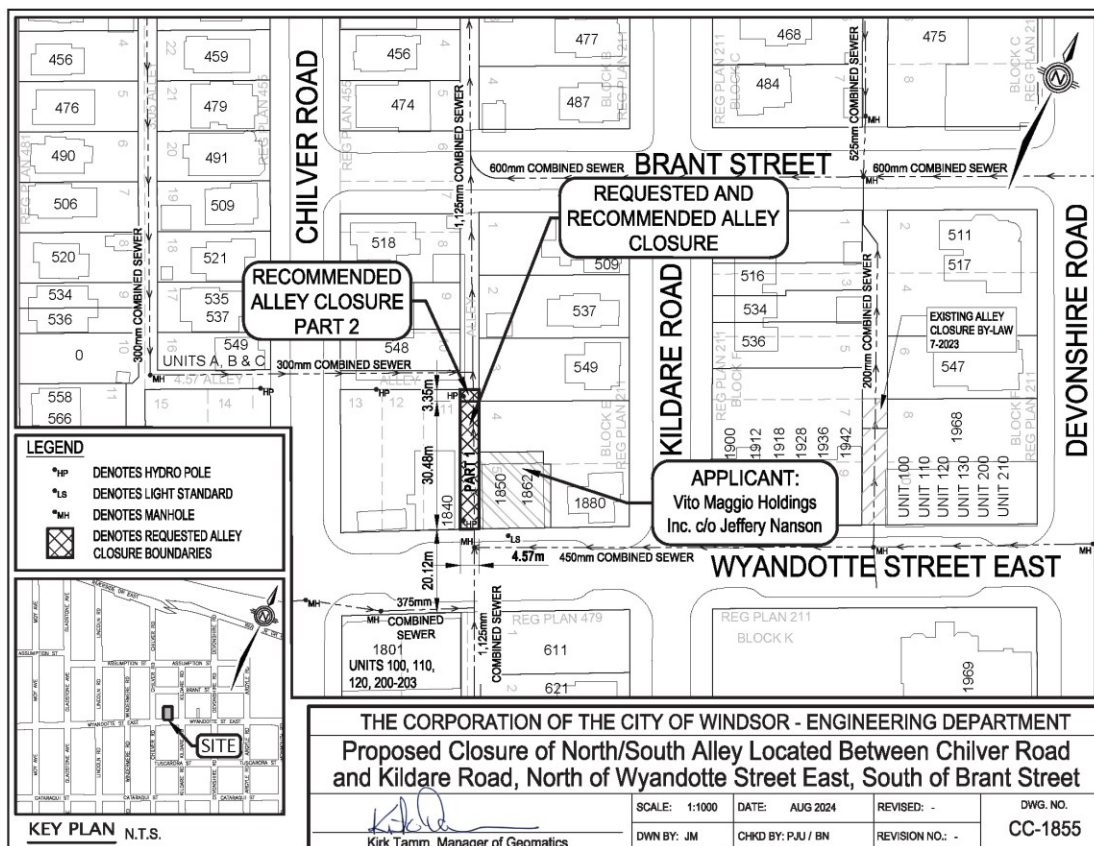
1. The alleys serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive.

- a. Four of the five abutting properties not owned by the Applicant have a rear parking area or garage off the alley with insufficient lot width for a side drive.

The north/south alley shown as Parts 1 & 2 on Drawing No. CC-1855 attached hereto as Appendix “A” is hereinafter referred to as the “Subject Alley”.

The Subject Alley is maintained and composed primarily of asphalt and concrete. The Subject Alley contains a combined sewer with a catch basin, curb cut off Wyandotte Street East, underground gas line and utility poles with guy wires and anchors supporting overhead hydro and utility lines.

The Subject Alley was established by Registered Plan of Subdivision No. 211, registered on September 8, 1879, and Registered Plan of Subdivision No. 455, registered on October 27, 1896.



Discussion:

The decision to recommend closure of a street or alley is derived from the City's *Classification of Alleys and Suitability for Closure* guideline document (the document), attached hereto as Appendix “E”. The document includes the following four classifications of alleys based on their usefulness and provides the following corresponding criteria for determining their suitability for closure. The use of the document is referenced under Part I of CR146/2005.

Classification of Public Right-of-Ways

1. Alley that is indispensable.
 - a. Does the alley serve commercial properties?
 - i. The Subject Alley does not serve any commercial properties.
 - b. Does the alley serve properties fronting on heavily traveled streets i.e. major arterial routes?
 - i. The Subject Alley does not serve properties fronting on heavily traveled streets.
 - c. Does the alley contain sewers, and must the alley remain accessible for servicing?
 - i. The Subject Alley contains a 1,125.0 millimetre brick combined sewer.
 - d. Does the alley serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive?
 - i. The Subject Alley does not serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive.
 - e. Does the alley contain Fire Department connections that are deemed to be necessary for firefighting access?
 - i. The Subject Alley does not contain any Fire Department connections.
2. Alley that, have some usefulness, are nevertheless dispensable and may or may not be a complete liability.
 - a. The Engineering - Right-of-Way Department has indicated that the Subject Alley is indispensable due to the combined sewer therein, however, will not object to its closure on the condition that an easement be granted in favour of the City to maintain the combined sewer therein.
3. Alleys that appear to serve no useful purpose, either now, or anticipated. Such alleys are in residential areas and locations where generally the lots are wide enough for side drives, or those alleys abutting parks and other parcels of land that do not require any servicing from the alley. Remnant or stub-end streets which are dead-ended and do not serve as access to other streets.
 - a. The Engineering - Right-of-Way Department has indicated that the Subject Alley is indispensable due to the combined sewer therein, however, will not object to its closure on the condition that an easement be granted in favour of the City to maintain the combined sewer therein.

4. Alley lying in Holding zones and other similar undeveloped areas where the alley system is clearly obsolete and has never been developed, but where the City needs to keep its options open until new area plans are prepared and development is imminent.
 - a. The Subject Alley does not lie within a Holding zone or similar undeveloped area.

Suitability for Closing

1. Indispensable alley should not be closed, conveyed, reduced or otherwise jeopardized through minority interests unless a suitable substitute alley is opened in lieu thereof.
2. Alleys having some usefulness should be considered for closing only upon request of abutting owners rather than by encouragement of the City.
3. Alleys that serve no useful purpose should be closed if at all possible, and in fact the owners abutting thereon should be encouraged to accept conveyance.
4. Alleys that are clearly obsolete should not be closed unless there is a municipal need or specific development proposals acceptable to the City are submitted.

Based on the above, the Planning Department deems the Subject Alley “indispensable”.

Notwithstanding the Subject being deemed indispensable, the Planning Department is recommending that it be closed and conveyed in **as is condition** to the owner of the subject property for the following reasons:

- The aforesaid factor that deems the Subject Alley indispensable will be addressed through the granting of the aforementioned easement in favour of the City to maintain the combined sewer therein.
- The applicant owns all of the properties abutting the Subject Alley.

Administration recommendation that, upon closure, the owner of the subject property be given a chance to acquire the Subject Alley. Hence the recommendation is to close and convey the Subject Alley in **as is condition** to the owner of the subject property, which is contrary to the standard manner of conveyance of offering abutting properties first right to acquire their half of the Subject Alley.

Risk Analysis:

The recommended closure will divest the City of associated liability risks and maintenance costs. The recommended closure poses no known risk to City.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The rate for an alley conveyed to abutting lands zoned CD2.1 is assessed at \$10.00 per square foot with easements plus HST (if applicable). For this application the cost of purchasing the subject alley would be approximately \$5,073.

The applicant will also be responsible for the survey cost associated with this alley closure, which is estimated to be \$5,000.00. The Planning Department will contract the survey of the Subject Alley and will issue an invoice to the applicant to recover all related costs.

Approval of the Recommendations outlined on this report will have no impact on the approved 2025 operating and capital budgets.

Consultations:

Consultations were held with Municipal Departments and Utility Companies, which resulted in the information found in attached hereto as Appendix "C".

Notice of this application was issued to property owners abutting the alley by regular mail, with no objections being received as of the date of writing this report.

Notice of Development & Heritage Standing Committee meeting and Council meeting are published in the Windsor Star prior to each of the meetings. In addition, notice of each of the public meetings will be mailed to the abutting/affected property owners prior to the meetings.

The Financial Services Department was consulted on the financial matters associated with this report.

Conclusion:

The Planning Department recommends closure of the Subject Alley shown on attached Appendix "A", subject to easements in favour of Bell Canada, Enbridge Gas Inc., ENWIN Utilities Ltd., Managed Network System Inc. (MNSi.) and The Corporation of the City of Windsor as in Recommendation II of this report.

The closed Subject Alley is to be conveyed in **as is condition** to the owner of the subject property as in Recommendation II of this report.

Planning Act Matters:

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

Greg Atkinson, MCIP, RPP
Deputy City Planner - Development

Neil Robertson, MCIP, RPP
City Planner

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

JP

RM

Approvals:

Name	Title
Brian Nagata	Planner II - Development Review
Greg Atkinson	Deputy City Planner - Development
Neil Robertson	City Planner
Emilie Dunnigan	Manager of Development Revenue & Financial Administration
Jamelah Hersh	Senior Legal Counsel, Legal & Real Estate
Janice Guthrie	Commissioner, Finance & City Treasurer
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administration Officer

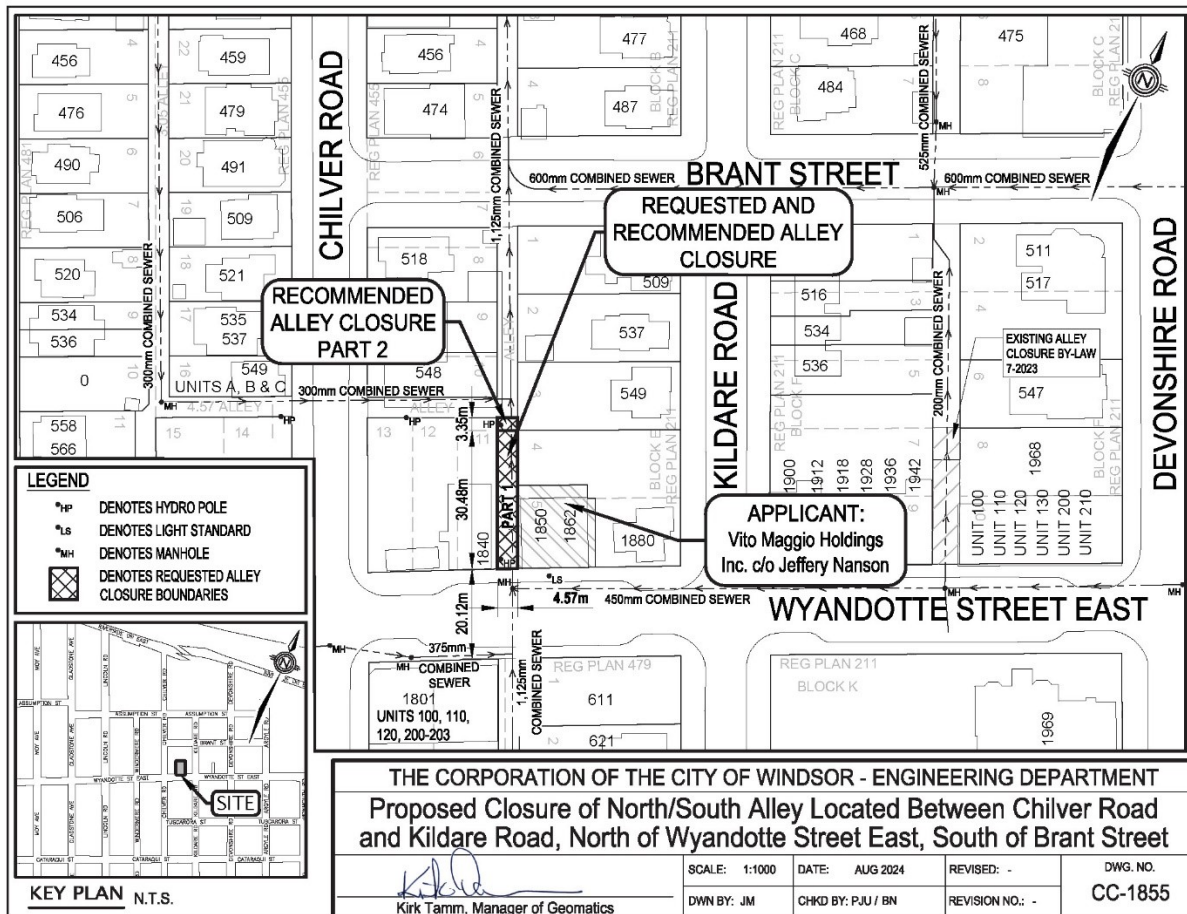
Notifications:

Name	Address	Email

Appendices:

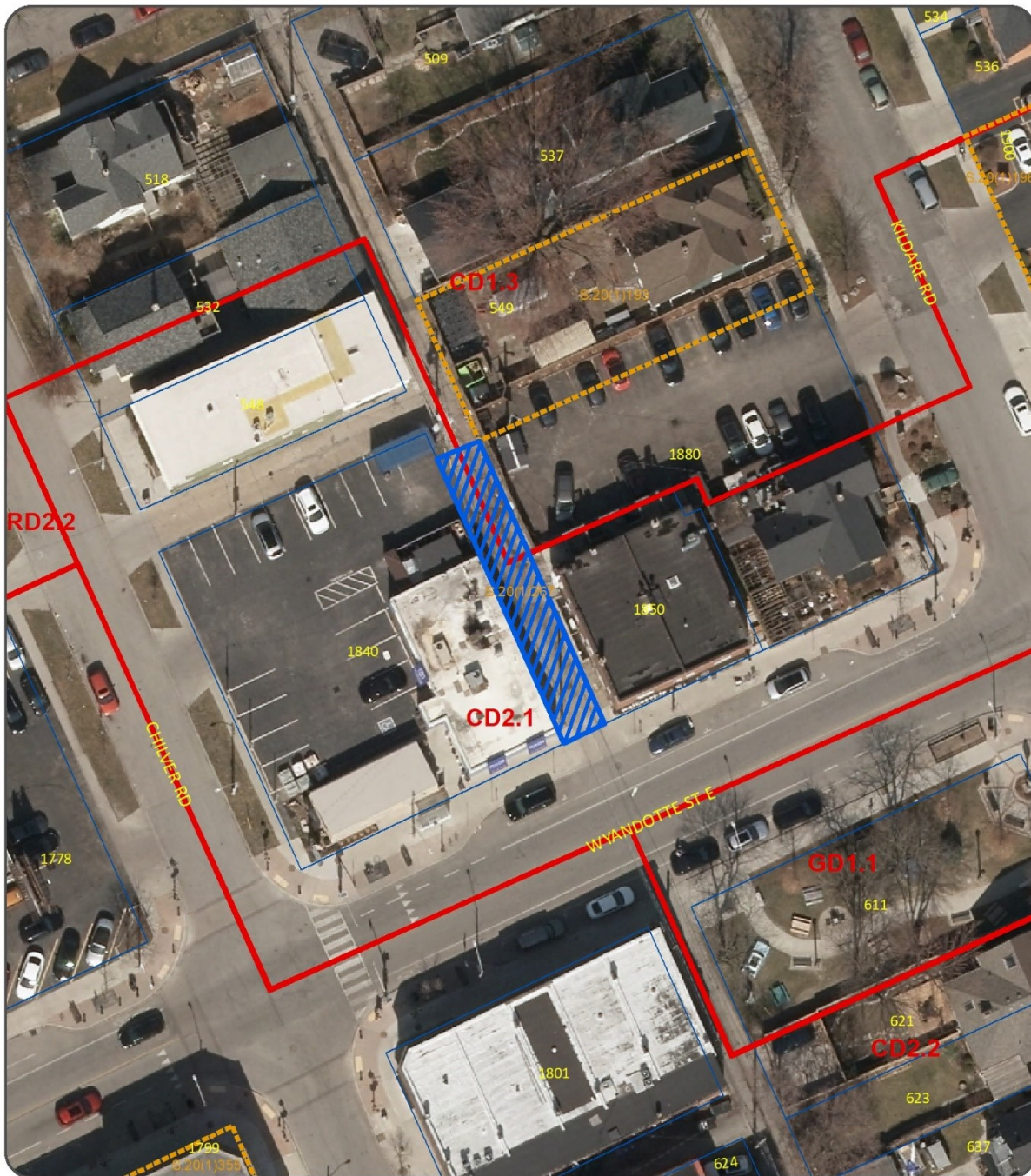
- 1 Appendix A - Drawing No. CC-1855
- 2 Appendix B - EIS Drawing - Aerial Photo
- 3 Appendix C - Consultations with Municipal Departments & Utility Companies
- 4 Appendix D - Site Photos
- 5 Appendix E - Classification of Alleys and Suitability for Closure

APPENDIX "A" **Drawing No. CC-1855**



APPENDIX "B"

EIS Drawing - Aerial Photo



STREET & ALLEY CLOSING (SAA/7198)

1:500

APPLICANT : VITO MAGGIO HOLDINGS INC. (VIA JEFF NANSON)

 REQUEST FOR CLOSURE

PLANNING DEPARTMENT - PLANNING POLICY

DATE: JUNE, 2024



APPENDIX “C”

Consultations with Municipal Departments and Utility Companies

BELL CANADA

No comments provided

COGECO CONNEXION INC.

No comments provided

ENBRIDGE GAS INC.

After reviewing the provided drawing at 1850 Wyandotte St E and consulting our mapping system, please note that Enbridge Gas has active infrastructure in the proposed area. A PDF drawing has been attached for reference.

Please Note:

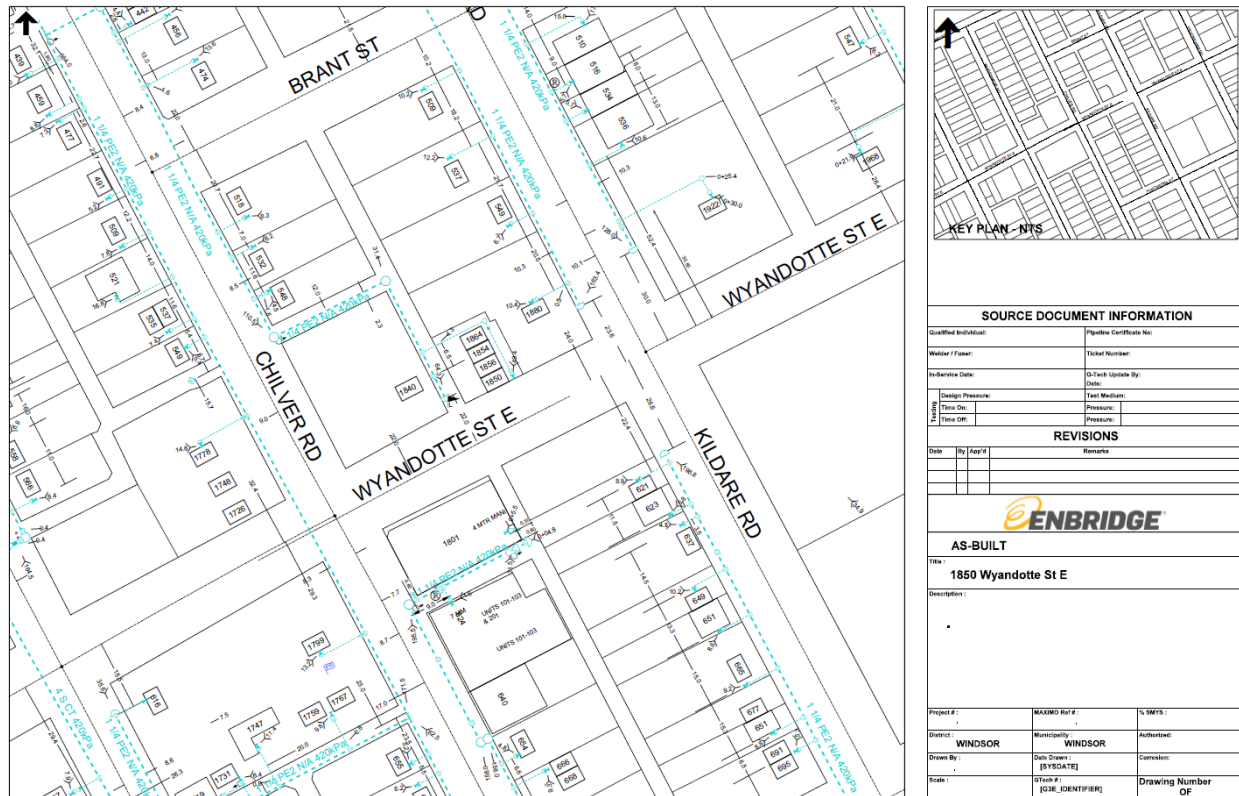
1. The shown piping locations are approximate and for information purposes only
2. The drawings are not to scale
3. This drawing does not replace field locates. Please contact Ontario One Call for onsite locates prior to excavating, digging, etc.

Enbridge Gas requires a minimum separation of 0.6 m horizontal and 0.3 m vertical from all of our plant less than NPS 16 and a minimum separation 1.0 m horizontal and 0.6 m 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

[Jose Dellosa - Drafter Estimator]



ENGINEERING (DEVELOPMENT & ROW)

The proposed closure is approx. 4.6 m wide and 30.80 m long and is made of concrete. Engineering requests that the closure area be revised to extend to the northern property line of 1840 Wyandotte Street East.

A combined sewer runs through the alley. There is a catchbasin within the proposed closure area. If the alley is closed, the catchbasin will become private property and must be maintained in good working order by the property owner to provide drainage for the open alley. If the closure is approved, a sewer easement will be required for the full width of the alley.

There are hydro poles, guy wires, and overhead wires located within the alley; an easement will also be required for utilities.

There is a driveway approach at the south end of the subject closure. Should the abutting owners use this access, they will be required to obtain a permit to maintain the approach as per AS-204 for the commercial properties. The driveway approach to the alley will be the responsibility of the city to remove in the future when funds exist. Access to adjacent properties to the north will be maintained through the east/ west alley off Chilver Rd.

This alley is deemed indispensable by CR146/2005, and there are concerns with the closure application however, in this situation the Public Works Department will not

oppose the closure application subject to the easement and catch basin maintenance requirements.

[Adam Pillon - Manager of Right-of-Way]

ENGINEERING (OPERATIONS)

No comments provided

ENVIRONMENTAL SERVICES

We do collect garbage in this alley, north of the requested closure. However, there are only a few stops so the collector can back down the alley to collect them. Furthermore, effective April 1st, 2025 we will no longer collect garbage in this alley. There are no objections from Environmental Services. I would simply ask that I be notified when the application is approved so that I can communicate with our collector.

[Anne-Marie Albidone - Manager, Environmental Services]

ENWIN UTILITIES LTD. (HYDRO)

No objection provided existing ENWIN infrastructure and anchors are not impacted.

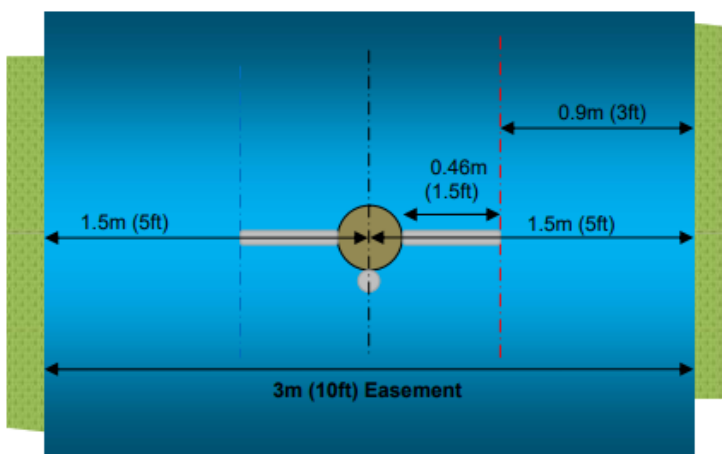
If no open alley exists, ENWIN will require a minimum 3 m wide easement (1.5 m each side of the pole line) to accommodate the pole, anchors and existing overhead plant.

Also, please note communications may also require easements (i.e.: Bell, Cogeco)

[Jeremy Allossery - Hydro Engineering Technologist]

Overhead Line

A 3m (10ft) Easement is required for a straight pole line 1.5m (5ft) (on each side)
This takes into consideration a 0.3m (1ft) pole diameter, 0.46m (1.5ft)
primary insulator, and 0.9m (3ft) clearance from any nearby structure.
See top view representation below:



ENWIN UTILITIES LTD. (WATER)

ENWIN Water has no objections.

[Bruce Ogg - Water Project Review Officer]

LEGAL & REAL ESTATE SERVICES

Alley abutting lands zoned CD2.1, conveyance price:

\$20/square foot without easements / \$10/square foot with easements, plus HST if applicable.

Deed and survey costs in addition to conveyance price.

[Stephanie Santos - Coordinator Real Estate Services]

MANAGED NETWORK SYSTEM INC. (MNSi)

MNSi will require an Aerial Easement through the subject properties please

[Dave Hartleib - Outside Plant Manager]

PARKS

No comments provided

PLANNING (DEVELOPMENT)

No comments provided

PLANNING (HERITAGE)

The subject property is within the Walkerville Heritage Area, where City of Windsor Official Plan policy 9.3.5.1 (a)(ii) states development should be of compatible height, massing, scale, setback and architectural style. Any materials to be proposed for the closure/patio will need to be of higher quality and reflective of the heritage components (e.g. any fencing, walls, etc.). Some components for consideration:

- Signage will need to be of a character that portrays the area through scale, colour, fonts and imagery (aside from any corporate logos).
- If using masonry posts, brick and stonework need to match and be complimentary to that of the Walkerville heritage context.
- Metalwork furnishings are to be complementary in style and colour to the metal site furnishings of the Walkerville heritage context.

Please contact Heritage Planning Staff if you have any further questions: Tracy Tang (ttang@citywindsor.ca) or Kristina Tang (ktang@citywindsor.ca)

[Tracy Tang - Planner III - Economic Development]

PLANNING (LANDSCAPE)

The proposed closure will alter but not limit the flow of traffic to the properties north of the subject closure. Based on the objectives of the Walkerville Districting plan, the proposed closure is encouraged for providing vibrancy within the community. Therefore, there are no objections from an urban design or landscape architectural perspective.

I have cc'd the heritage planners to provide detail as to any detailed requirements from heritage perspective for any permanent or temporary structures (i.e. café fencing) that may be used to complete the closure.

[Stefan Fediuk - Planner III - Senior Urban Designer]

ROGERS

No comments provided

TELECON (TELUS)

TELUS has no infrastructure between Pavement Centerline & ROW line on the same side as the proposal.

Consent expires six (6) months from approval date. If the location of your proposed design changes, it will be necessary to re-apply.

REMINDERS: You are required to contact TELUS for route locates prior to digging/construction.

You must hand trench to expose TELUS' infrastructure at all locations, pressurized water technology (Hydro-Vacuuming) is not permitted as alternate form of hand trenching.

Please contact TELUS 72hrs prior to construction to witness hand trenching at all locations indicated (1-800-593-5558)

Network Infrastructure Protection & Awareness

[Frederic Sua - Design Specialist II - Access Engineering]

TRANSPORTATION PLANNING

Transportation Planning has no objections to the proposed alley closure.

[Elara Mehrilou - Transportation Planner I]

APPENDIX “D”
Site Photos (Google Street View - November 2023)



Figure 1 - Looking north towards alley from Wyandotte St E (1850 Wyandotte St E on right)

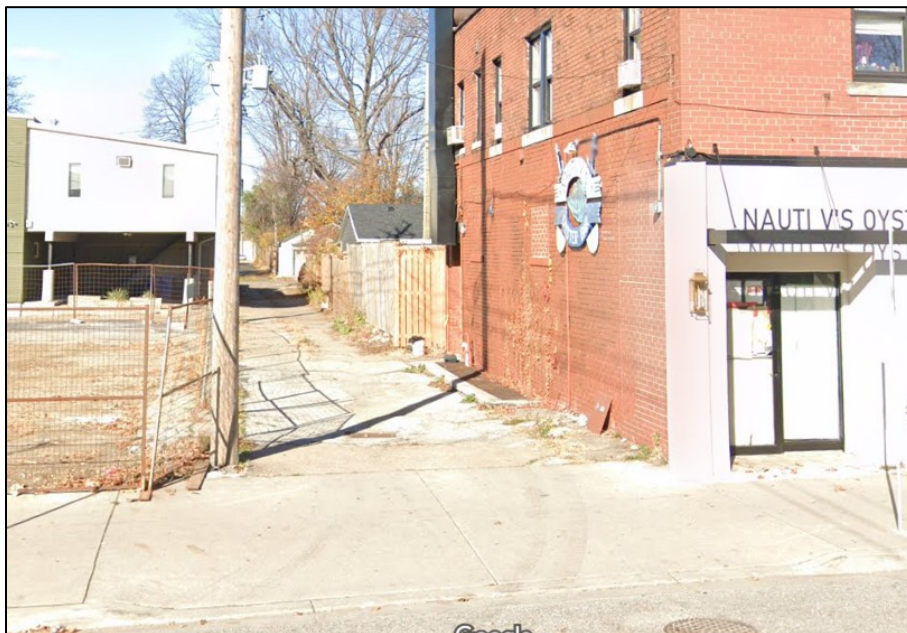


Figure 2 - Looking north towards alley from Wyandotte St E (1850 Wyandotte St E on right)

APPENDIX “E”

Classification of Alleys and Suitability for Closure

Classification of Public Rights-of-Ways:

Currently streets and alleys fall into four classifications on the basis of their usefulness:

1. Alleys that are indispensable. These would be alleys serving commercial properties and properties fronting on heavily traveled streets i.e. major arterial routes and alleys which contain sewers and must remain accessible for servicing; alleys or streets which serve as the only vehicular means of access to rear parking areas and garages where the property has insufficient lot width for a side drive; and, alleys which contain Fire Department connections that are deemed to be necessary for firefighting access.
2. Alleys that, have some usefulness, are nevertheless dispensable and may or may not be a complete liability.
3. Alleys that appear to serve no useful purpose, either now, or anticipated. Such alleys are in residential areas and locations where generally the lots are wide enough for side drives, or those alleys abutting parks and other parcels of land that do not require any servicing from the alley. Remnant or stub-end streets which are dead-ended and do not serve as access to other streets.
4. Alleys lying in Holding zones and other similar undeveloped areas where the alley system is clearly obsolete and has never been developed, but where the City needs to keep its options open until new area plans are prepared and development is imminent.

Suitability for Closing:

Following are the criteria and suitability for closing alleys in each of the above classifications:

1. Indispensable alleys should not be closed, conveyed, reduced or otherwise jeopardized through minority interests unless a suitable substitute alley is opened in lieu thereof. They are essential from the viewpoint of fire protection, police protection, emergency services (i.e. ambulance) and loading or unloading of goods, refuse collection, servicing of blocked sewers and utility services. Without such alleys, the above noted services would at least be more costly if not impossible to complete or adequately access; and would noticeably interfere with street traffic, thereby reducing the access capacity of the adjacent arterial, collector, or street for business.
2. Alleys having some usefulness should be considered for closing only upon request of abutting owners rather than by encouragement of the City.
3. Alleys that serve no useful purpose should be closed if at all possible, and in fact the owners abutting thereon should be encouraged to accept conveyance.
4. Alleys that are clearly obsolete should not be closed unless there is a municipal need or specific development proposals acceptable to the City are submitted.

Subject: Additional Information Memo to Council Report No. S 70/2025

Reference:

Date to Council: July 14, 2025
Author: Brian Nagata, MCIP, RPP
Planner II - Development Review
(519) 255-6543 ext. 6181

Planning & Building Services
Report Date: June 6, 2025
Clerk's File #: SAA2025

To: Mayor and Members of City Council

Additional Information:

The Development & Heritage Standing Committee (DHSC) at their June 2, 2025 meeting considered Council Report No. S 70/2025 concerning the closure of the 33.83 metre southerly portion of the 4.57-metre-wide north/south alley located between Brant Street and Wyandotte Street East (the "Subject Alley"). DHSC moved Administration's recommendation to close and convey the Subject Alley to the applicant, Vito Maggio Holdings Inc., owner of the abutting property known municipally as 1850 & 1862 Wyandotte Street East.

In preparing Council Report No. S 70/2025, it was believed that the applicant owned all four properties abutting the Subject Alley, hence the recommendation to close and convey the Subject Alley to the applicant.

During the applicant's delegation it was determined that they only own the easterly three abutting properties. Notwithstanding this oversight, it should be noted that the owner of the westerly abutting property, known municipally as 1840 Wyandotte Street East was notified of the closure of the Subject Alley by regular mail in September 2024 and of the DHSC meeting by regular mail prior to the meeting. No correspondence has been received from the owner of 1840 Wyandotte Street East to date. It should also be noted that any new buildings or structures constructed on 1840 Wyandotte Street East will need to be setback approximately 3.00 metres from the Subject Alley due to the overhead hydro lines running therein along its westerly boundary. Consequently, Administration has no concerns with the recommendation as moved by DHSC proceeding to Council.

Approvals:

Name	Title
Brian Nagata	Planner II - Development Review
Greg Atkinson	Deputy City Planner - Development
Neil Robertson	City Planner
Jamelah Hersh	Senior Legal Counsel
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administration Officer

Appendices:

N/A



Committee Matters: SCM 193/2025

Subject: Brownfield Redevelopment CIP application - 0 Cabana Rd E, 0 Cabana Rd E, 2375, 2385 Cabana Rd E, and 4040 Walker Rd (Ward 9)

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

Decision Number: **DHSC 745**

- I. THAT the request made by LBI Development Inc., 391568 Ontario Inc. and Andrea P. Holding Corp. to participate in the Environmental Site Assessment Grant Program **BE APPROVED** for the completion of a proposed Phase II Environmental Site Assessment Study and Remedial Work Plan for the property located at 0 Cabana Rd E, 0 Cabana Rd E, 2375 and 2385 Cabana Rd E, and 4040 Walker Rd pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan.
- II. THAT the City Treasurer **BE AUTHORIZED** to issue payment up to a maximum of \$25,000 based upon the completion and submission of a Phase II Environmental Site Assessment Study and Remedial Work Plan completed in a form acceptable to the City Planner and City Solicitor.
- III. THAT the grant funds in the amount of \$25,000 under the Environmental Site Assessment Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to Brownfield Strategy Remediation (project 7069003) when the eligible work is completed to the satisfaction of the City Planner.

- IV. THAT should the proposed Phase II Environmental Site Assessment Study and Remedial Work Plan not be completed within two (2) years of Council approval, the approval **BE RESCINDED** and the funds be uncommitted and made available for other applications.

Carried.

Report Number: S 72/2025

Clerk's File: SPL2025

Clerk's Note:

1. The recommendation of the Development & Heritage Standing Committee and Administration are the same.
2. Please refer to Item 11.4 from the Development & Heritage Standing Committee held on June 2, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250602/-1/10559>

Subject: Brownfield Redevelopment CIP application - 0 Cabana Rd E, 0 Cabana Rd E, 2375, 2385 Cabana Rd E, and 4040 Walker Rd (Ward 9)

Reference:

Date to Council: June 2, 2025
Author: Simona Simion, MCIP, RPP
Planner III - Economic Development (A)
ssimion@citywindsor.ca
519-255-6543 x 6449
Planning & Building Services
Report Date: 5/12/2025
Clerk's File #: SPL2025

To: Mayor and Members of City Council

Recommendation:

- I. THAT the request made by LBI Development Inc., 391568 Ontario Inc. and Andrea P. Holding Corp. to participate in the Environmental Site Assessment Grant Program **BE APPROVED** for the completion of a proposed Phase II Environmental Site Assessment Study and Remedial Work Plan for the property located at 0 Cabana Rd E, 0 Cabana Rd E, 2375 and 2385 Cabana Rd E, and 4040 Walker Rd pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan.
- II. THAT the City Treasurer **BE AUTHORIZED** to issue payment up to a maximum of \$25,000 based upon the completion and submission of a Phase II Environmental Site Assessment Study and Remedial Work Plan completed in a form acceptable to the City Planner and City Solicitor.
- III. THAT the grant funds in the amount of \$25,000 under the Environmental Site Assessment Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to Brownfield Strategy Remediation (project 7069003) when the eligible work is completed to the satisfaction of the City Planner.
- IV. THAT should the proposed Phase II Environmental Site Assessment Study and Remedial Work Plan not be completed within two (2) years of Council approval, the approval **BE RESCINDED** and the funds be uncommitted and made available for other applications.

Executive Summary:

N/A

Background:

Brownfield Redevelopment Community Improvement Plan (CIP)

Brownfield sites are properties that may be contaminated due to previous industrial or commercial uses such as a manufacturing facility or gas station. City Council approved a Brownfield Redevelopment CIP at its April 19, 2010 meeting for the purpose of encouraging the study, clean-up, and redevelopment of contaminated properties. The approval of the CIP was the result of nearly five years of study and consultation, which began in October 2005.

Importance of Brownfield Redevelopment

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 removes 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 multiple properties located on the south side of Cabana Rd and east of Walker Rd. The properties are approximately 3.25 hectares (or 8.04 acres) in size and rectangular shaped. The current uses consist of commercial uses (2375 and 2385 Cabana Rd E and 4040 Walker Rd and E manufacturing uses (0 Cabana Rd E and 0 Cabana Rd E). The following structure and infrastructure are located on the site: two buildings (car wash and motel), parking area, and vacant land.

The properties will be developed for mixed commercial and residential uses.

Historically, the property at 2375 Cabana Rd E was developed as a retail fuel outlet since at least 1953 and operated as such until some time between 1969 and 1980. The

retail fuel outlet was replaced with a restaurant until it was demolished in approximately 2006. No structures have been present on the property since then and currently operates as a seasonal produce stand.

Historically, the property at 2385 Cabana Rd E was occupied by commercial and/or residential buildings since at least 1954 and operated as such until approximately 2000 when the buildings were demolished. The current car wash was constructed between 2000 and 2004.

Historically, the properties at 0, 0 Cabana Rd E were largely vacant.

The property at 4040 Walker Road has been occupied by a motel since it was constructed between 1954 and 1969. The property was vacant prior to the construction of the motel.

The owner intends to redevelop the property to construct a mixed use/residential building. Since the property is proposed to be redeveloped from commercial use to a more sensitive use, a Record of Site Condition (RSC) is required under Ontario Regulation 153/04.

The owner has now submitted the grant application and will be incurring the eligible Phase II ESA plus Remedial Work Plan costs and, should the application be approved, would receive the grant payment.

Discussion:

Environmental Site Assessment Grant Program

The ESA Grant Program offers a matching grant to property owners of brownfield sites to conduct environmental studies that provide information on the type and extent of contamination and potential remediation costs. The program offers 50% of the cost of an eligible study up to a maximum of \$15,000. If two studies are required, an additional \$10,000 is available for a maximum total grant value of \$25,000.

The applicant proposes to redevelop the subject property for commercial main floor/residential above use, and requires a Phase II ESA study as part of their application for a RSC. The applicant has completed a Phase I ESA, which identifies areas of potential environmental concern, and recommends that a Phase II ESA study be completed to assess the existing soil and groundwater conditions at the site, plus Remedial Work Plan to determine the extent of any contamination (if required). Upon completion, the City would retain a copy of the final Phase II ESA study report and Remedial Work Plan.

CIP Goals

City staff is supportive of the application as it meets all of the eligibility requirements specified within the Brownfield Redevelopment CIP. The proposed study of the subject site also supports the following CIP goals:

- To promote the remediation, rehabilitation, adaptive re-use and redevelopment of brownfield sites throughout the City of Windsor in a fiscally responsible and sustainable manner over the long term;
- Improve the physical and visual quality of brownfield sites;
- Improve environmental health and public safety;
- Provide opportunities for new housing, employment uses, and commercial uses;
- Increase tax assessment and property tax revenues;
- Promote Smart Growth, including the reduction of urban sprawl and its related costs;
- Increase community awareness of the economic, environmental and social benefits of brownfield redevelopment; and
- Utilize public sector investment to leverage significant private sector investment in brownfield remediation, rehabilitation, adaptive re-use, and redevelopment.

Policy Support

The study of brownfield sites to support clean up and redevelopment is supported by policies within the 2020 Provincial Policy Statement, the City's Official Plan and the City's Environmental Master Plan.

Risk Analysis:

As with all brownfield sites, there is a degree of risk associated with the potential presence of contamination. The proposed Phase II ESA study and Remedial Work Plan will assist in mitigating the above noted risk by confirming the presence and extent of any contamination. It may also provide an estimated cost for remediation and establish next steps in the remediation process, if required.

Climate Change Risks

Climate Change Mitigation:

The proposed residential redevelopment is supported by the Environmental Master Plan action item, which encourages use of the Brownfields Redevelopment Strategy.

Climate Change Adaptation:

The redevelopment of the existing commercial property may be affected by climate change, in particular with respect to extreme precipitation and an increase in days above 30 degrees. While not the subject of this report, any new construction would be required to meet the current provisions of the Building Code, which would be implemented through the building permit process.

Financial Matters:

The cost estimate (excluding HST) for completing the proposed Phase II ESA study is \$84,300. The cost estimate (excluding HST) for the Remedial Work Plan is \$50,000. If approved, the maximum grant would total \$25,000. Should the actual costs of the study be less than what has been estimated, the grant payments would be based on the lower amount.

If approved, the grant would be paid from the Brownfield Strategy Remediation Fund (Project #7069003). The funds would be transferred from CIP reserve fund 226 for to Project #7069003 when the eligible studies are complete. The current uncommitted balance of the CIP reserve fund is \$93,348.69 and, should this request be approved, will be revised to \$68,348.69 This balance accounts for CIP requests that have been endorsed by the Development & Heritage Standing Committee/City Council standing committee and are not yet approved by City Council but does not account for any other CIP grant requests that are currently under consideration.

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 WSP prior to accepting the application for the Environmental Study Grant program. Greg Atkinson, Manager of Planning Development; Josie Gualtieri, Financial Planning Administrator, Finance Department; 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 LBI Development Inc., 391568 Ontario Inc. and Andrea P. Holding Corp. to participate in the Environmental Site Assessment Grant Program. In the opinion of planning staff, the proposed study conforms to the Brownfield Redevelopment CIP and assists the City in the achievement of a number of the CIP goals.

Planning Act Matters:

N/A

Approvals:

Name	Title
Emilie Dunnigan	Manager Development Revenue & Financial Administration
Jason Campigotto	Deputy City Planner – Growth (A)
Neil Robertson	City Planner
Kate Tracey	Senior Legal Counsel, Legal & Real Estate
Janice Guthrie	Commissioner, Finance and City Treasurer
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

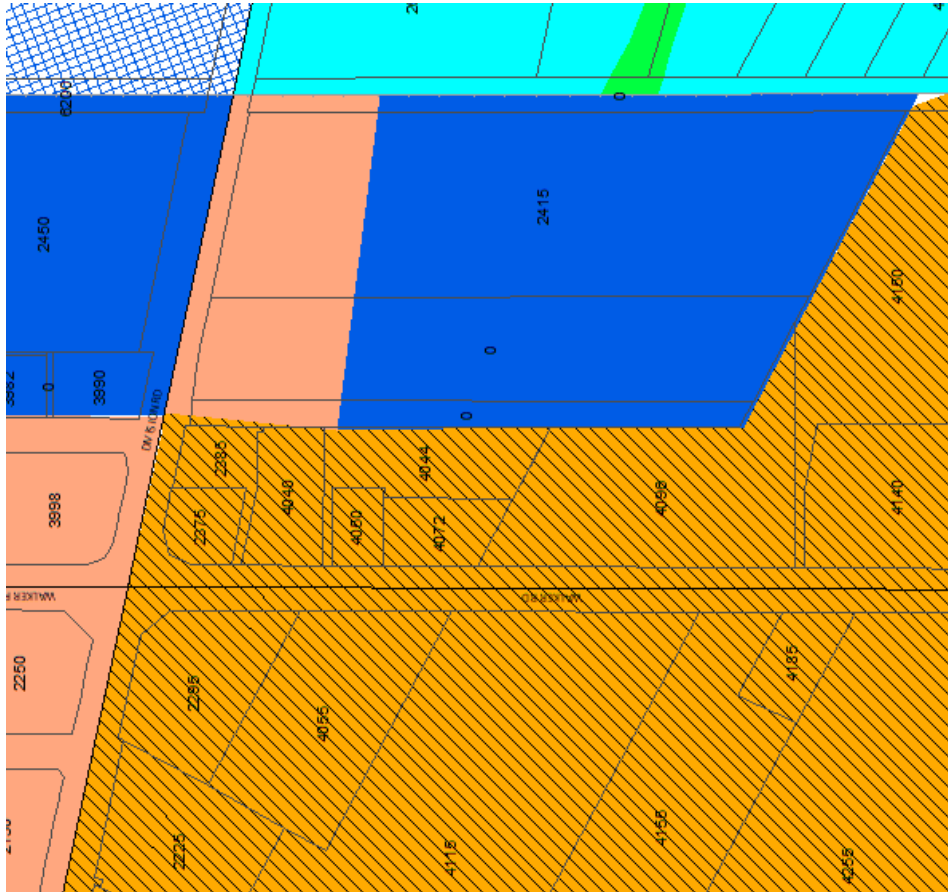
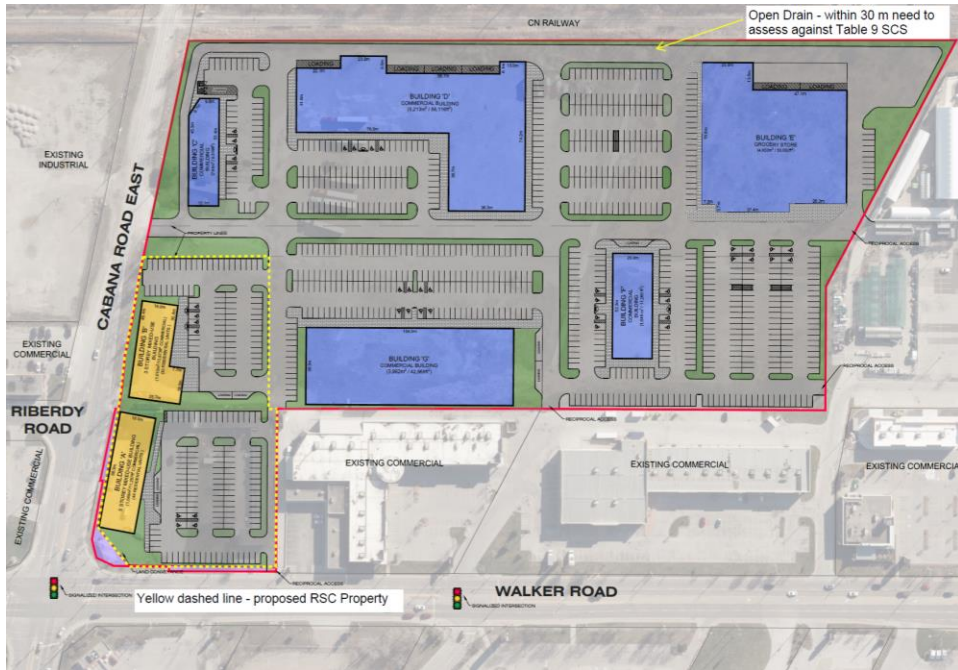
Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A - Map

Appendix A – Map/Site Plan





Committee Matters: SCM 202/2025

Subject: Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held May 6, 2025

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

Decision Number: **ETPS 1066**

THAT the minutes of the Essex-Windsor Solid Waste Authority (EWSWA) meeting held May 6, 2025 **BE RECEIVED**.
Carried.

Report Number: SCM 177/2025

Clerk's Note:

1. Please refer to Item 7.1 from the Environment, Transportation & Public Safety Standing Committee held on June 25, 2025.
2. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250625/-1/10563>



Committee Matters: SCM 177/2025

Subject: Minutes of the Essex-Windsor Solid Waste Authority (EWSWA) Regular Board of its meeting held May 6, 2025



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Tuesday, May 6, 2025

Time: 4:00 PM

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

Attendance

Board Members:

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

EWSWA Staff:

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

City of Windsor Staff:

Jim Leether	Manager of Environmental Services
Mark Spizzirri	Manager of Performance Management and Business Case Development

County of Essex Staff:

David Sundin	Director, Legislative and Legal Services
Claire Bebbington	Deputy County Solicitor, Legislative and Legal Services

Absent:

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

1. Call to Order

The Chair called the meeting to order at 4:03 PM.

2. Declaration of Pecuniary Interest

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

3. Approval of the Minutes

Moved by Kieran McKenzie

Seconded by Gary Kaschak

That the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated March 4, 2025, be **approved and adopted**.

**34-2025
Carried**

4. Business Arising from the Minutes

No items were raised for discussion.

5. Waste Diversion

A. Green Bin Program: Promotion & Education Plan Update – Campaign 2 (Verbal Report)

The Manager of Waste Diversion provided an update on Campaign 2: Grow Green with the Green Bin...& the Green Team. Campaign 2 was successfully launched at the recent Earth Day event held at Malden Park. She thanked Board Member Morrison for kicking off the campaign at the event's opening ceremony.

Residents were submerged in the colour Green through many activities such as:

1. EWSWA Tent that educated the public on all aspects of the Green Bin Program (GPB) program in 2025;
2. Superhero face mask painting experience;
3. Superhero colouring;
4. Green Bin Sort Game;
5. Photo Op with the Green Team (Interactive cut-outs);

6. Resources and other prizes for participating at the EWSWA Booth;
7. "Green Bin It to Win It!" for a chance to win various prizes;
8. Live Touch and Feel of the new Green Bin and Kitchen Catcher where many were intrigued by the new gravity lock feature.

Approximately 2,000 touch points were achieved through these activities which does not include the passer bys who also saw the Green Bin Program (GBP) messaging. While this event did attract exceptionally high visitors from Windsor, visitors from County municipalities were also identified through tent walk throughs and discussions on the GBP in their municipality.

This event has officially kicked off the Authority's community engagement efforts that will carry the Authority through to launch.

Next on the agenda is to onboard new staff that will help Grow the region Green at municipal events, pop-ups, schools, libraries, summer camps, etc. as well as preparing for Campaign 3 that will launch in July- The Bins ARE COMING!

The Authority is currently working with the County municipalities. The Authority has met with all municipalities and plans are in order. The Authority will also be meeting with the City of Windsor.

The Chair asked if there were any questions.

Kieran McKenzie commented that the roll-out on Earth Day was well done. He likes the esthetic of the marketing campaign and believes residents will be engaged.

Mr. Morrison commented it was a great day and a good chance to speak with residents.

Moved by Rob Shepley
Seconded by Hilda MacDonald

That the Board **receive** this verbal report as information.

**35-2025
Carried**

B. 2024 Essex-Windsor Residential Waste Diversion Report

The Manager of Waste Diversion provided a summary of the report. The overall waste diversion rate for 2024 decreased to 30.6%. This figure represents residential tonnes diverted from the Landfill. The decline was primarily due to reduced yard waste tonnage. She further highlighted other materials compared to prior year results.

She noted that obtaining data for the report was unique this year due to the Blue Box transition to producers. The Authority reached out to Circular Materials and they advised that they were not required to provide tonnage figures as there is no regulatory obligation for them to provide this information.

The Chair asked if there were any questions.

Mr. Kaschak was concerned about Circular Materials not providing data and statistics.

The Manager of Waste Diversion noted that the Authority was surprised that the response from Circular Materials was that they were not obligated to provide this information. This is a concern among municipalities and has been discussed at network meetings.

Discussion took place regarding CM's obligations under the new Producer led program and agreed that the Authority's concerns should be raised with the local MPPs.

Mr. Morrison commented that there will be no statistics for the entire year for the 2025 report. He asked if we will just look at how much material was delivered to the RL.

The General Manager stated that the Authority will closely monitor the tonnage information it does have access to, such as the new Green Bin program, the leaf and yard waste program and traditional waste delivered to the landfill for disposal to identify any significant variances to pre-Transition. A waste audit will be conducted once both phases of the Green Bin program are rolled out and compare to previous reports.

Moved by Rob Shepley

Seconded by Gary Kaschak

That the Board **receive** the report as information.

36-2025
Carried

C. Green Bin Program Cart Maintenance Contract Award

The Manager of Waste Diversion presented the report that recommended the Board approve a two-year contract with IPL North America Inc. (IPL) for the Ongoing Maintenance and Distribution Program for the Green Bin Program at a cost of \$29.50 per service request, exclusive of HST and subject to an annual CPI adjustment. Administration is seeking to execute the contract contained within the original RFP that was awarded to IPL.

The Green Bin Program requires residents to use the cart provided to participate in the program which ensures that material can be collected by the automated collection vehicle. Timely maintenance and repairs of the carts is

essential to maintain the success of the program. Administration considered using in-house services but identified that significant staff resources would be required to develop policies, custom software systems, procedures, and to recruit and train staff.

Administration is recommending IPL do the maintenance due to the unknown number of requests and the challenge to repair the carts within a 5-day window. IPL is reputable and experienced in programs like this. She noted that other municipalities are struggling with asset tracking.

The 2025 Operational Plan Budget included the cost to engage IPL to provide the service at the cost per service provided in the RFP, therefore, there are no financial implications at this time.

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

Moved by Jim Morrison

Seconded by Hilda MacDonald

1. **That** the Board **approve** the execution of the Provisional Services item titled Ongoing Maintenance and Distribution Program, as outlined in the Request for Proposal (RFP) and included in the contract for the supply and initial distribution of Green Carts and Kitchen Containers under the Green Bin Program previously awarded to IPL North America Inc., at a cost of \$29.50 per service request, exclusive of HST, where this unit cost shall be adjusted in accordance with CPI only and shall be calculated each year.
2. And further, that the Board **approve** a two (2) year contract term for these Provisional Services, where the Authority reserves the right to extend the term in one-year (1) extensions or portions of a year thereof which shall be negotiated by both Parties such that the term of the Provisional Services does not extend past that of the Base Services, and such extensions shall be under the same terms and conditions as contained within the executed contract.

**37-2025
Carried**

6. Waste Disposal

A. Tender Award for the Supply of One (1) 4 Wheel Drive Utility Tractor

The Manager of Waste Disposal presented the report recommending the award of the tender for one new Massey Ferguson Model 6713 Utility Tractor to Advantage Farm Equipment Ltd. at a cost of \$121,655, plus applicable taxes. The tractor will be used to maintain grass cutting at the Regional Landfill, closed Landfill No. 2 and closed Landfill No. 3. The existing 2011 Kubota has reached the end of its useful life. Maintaining regular grass cutting is an important operational and regulatory requirement.

The public tender closed in April and three compliant bids were received. Advantage Farm Equipment Ltd. submitted the lowest bid at \$121,655, well below the budgeted amount of \$160,000.

The Chair asked if there were any questions.

Mr. Morrison asked if the tractors are manufactured in the United States or Canada and if there are procurement policies in place to buy Canadian. He noted that this would cause a risk to the Authority's reputation.

The General Manager stated that a supplemental email can be provided to the Board on where the tractors are manufactured. She noted that a procurement policy regarding buy Canadian is not currently in place. She is aware that the City of Windsor (City) and County of Essex (County) are currently working on updating their policies. She noted that the Authority procurement policy mirrors that of the County, therefore once a new policy is approved by the County, an updated Authority policy will be prepared.

The General Manager advised the Board that the RFT did stipulate where equipment was built. The RFT stipulated that the equipment had to be of a certain weight, size and horsepower.

Mr. Kaschak commented that we will have to look at this moving forward. He noted that he is willing to move forward with the report today as all suppliers were Canadian and local.

Kieran McKenzie asked to what extent does the Board have to give in terms of updating the current procurement policy and documents.

The General Manager stated a review of the procurement policy is already on the Authority's agenda for this summer. She indicated to Mr. McKenzie that he can still bring forward a motion.

Kieran McKenzie stated that he would like to bring forward a motion at the appropriate time.

The Chair stated to bring forward a resolution under New Business.

There was no further discussion.

Moved by Rob Shepley

Seconded by Kieran McKenzie

That the Board **approve** the purchase of one Massey Ferguson 6713 Utility Tractor from Advantage Equipment Ltd. at a cost of \$121,655.00 plus applicable taxes.

**38-2025
Carried**

7. Finance and Administration

A. 2024 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 further provided a summary of the final operating deficit compared to budgeted figures for 2024. The final 2024 operating deficit amounted to (\$567,530), representing a favourable variance of \$965,980 from the 2024 projected deficit of (\$1,533,510) included in the 2025 Operating Plan and Budget.

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

Moved by Kieran McKenzie
Seconded by Hilda MacDonald

That the Board **approve** this report, the 2024 financial statements and the associated auditors' report.

**39-2025
Carried**

B. 2025 EWSWA Asset Management Plan

The Manager of Finance provided a summary of the 2025 EWSWA Asset Management Plan (AMP). The Authority's AMP will form part of the City of Windsor (City) and County of Essex's (County) 2025 AMP.

New for 2025 was a condition assessment of the Authority's buildings. These findings have been included in the updated AMP calculations. Overall, the Authority's assets remain in good to very good condition.

The 2025 AMP also provides separate details on the condition of the RL. The condition of the RL has been assessed as "Poor" due to the percentage of airspace remaining over the total estimated airspace of the landfill. As airspace continues to be depleted, the condition of the RL will continue to decrease.

The Authority is proposing that the proposed level of services remain in "Good" condition.

There are no financial implications to the 2025 Operational Plan and Budget. Proposed service levels will form part of the 2026 Operational Plan and Budget.

The Chair asked if there were any questions.

Mr. Morrison asked how long will the landfill last and are we staying on track for the useful life of the landfill.

The General Manager stated a report was provided at a previous Board meeting regarding air space at the RL. Air space is closely monitored and based on current tonnages. The expected lifespan of the landfill is 2040. It is expected that tonnages will decrease due to the rollout of the Green Bin Program. The landfill was originally expected to close in 2022. Conserving air space will continue and Administration will continue to communicate to the Board.

Mr. Morrison commended Administration on extending the life of the landfill.

There were no further questions.

Moved by Rob Shepley
Seconded by Kieran McKenzie

That the Board **approve** the 2025 Essex-Windsor Solid Waste Asset Management Plan and;

That the proposed funding strategy for the 2025 AMP be considered during the development of the 2026 Operating Plan and Budget and be brought forward to the Board for consideration.

40-2025
Carried

C. January to March 2025 – Three Month Operating Financial Review

The Manager of Finance provided a summary of the three-month operations financial review.

He highlighted the following:

- A slight increase of \$7,370 in municipal fee revenue due to the increase in the tipping fee rate.
- A significant decrease of \$232,935 in Industrial/Commercial/Institutional revenue. This decrease was contributed to a large volume hauler delivering fewer tonnes of both refuse and greenhouse vines than anticipated.
- There were no significant operating expenditures identified for the first quarter.

He noted that it was contemplated in the 2025 budget that tonnages were expected to decrease.

The Chair asked if there were any questions.

Mr. Shepley asked if the decrease in vines is due to the increase in tipping fees and are being delivered elsewhere.

The General Manager stated that as a result of the increased tipping fees for vines, less material is being received for disposal but is still being disposed of in landfills and not through a diversion program. The Authority is aware that some material is being landfilled in a private Ontario landfill and some material is being delivered across the border.

Mr. Shepley asked if the leachate is being treated where the vines are being delivered.

The General Manager stated that to their knowledge the leachate is being treated properly

Kieran McKenzie asked how is the reduction of this material is affecting the processes and the chemical concerns of sending and treating the leachate at the pollution control plant.

The General Manager stated that in discussions with the City of Windsor that the work that the Authority has been doing is resulting in a better chemistry. The Reverse Osmosis (RO) system is providing clean water. She referred to the Manager of Waste Disposal to provide an update on the operational side.

The Manager of Waste Disposal noted that the barometer is monitored by the levels at the pump stations. As the backlog of leachate is reduced, it seems that we will be back to normal levels. The Authority is making strides and have spent a lot of capital to add additional aerators. He noted that RO system has been working 24/7.

There were no further questions.

Moved by Gary Kaschak

Seconded by Jim Morrison

That the Board **receive** this report as information.

41-2025
Carried

D. Recipients of the 2024 Employee Excellence Awards

The General Manager was pleased to report that four Authority employees were acknowledged as part of the County of Essex Employee Excellence awards.

Moved by Hilda MacDonald

Seconded by Rob Shepley

That the Board **receive** this report as information.

42-2025
Carried

8. New Business

The following motion was brought forward by Board Member Kieran McKenzie.

Moved by Kieran McKenzie

Seconded by Gary Kaschak

That Administration provide a report to the Board on the implications of adopting and opportunities of adopting a "Buy Canadian" policy.

**43-2025
Carried**

9. Other Items

No other items were raised for discussion.

10. By-Laws

A. By-Law 8-2025

Moved by Rob Shepley

Seconded by Gary Kaschak

That By-Law 8-2025, Being a By-Law to Authorize the Execution of an Agreement between the Essex-Windsor Solid Waste Authority and Advantage Equipment Limited for the supply of one (1) Four-Wheel Drive Utility Tractor at a cost of \$121,655.00 plus applicable taxes.

**44-2025
Carried**

B. By-Law 9-2025

Moved by Rob Shepley

Seconded by Gary Kaschak

That By-Law 9-2025, being a By-law to Confirm the Proceedings of the Board of the Essex-Windsor Solid Waste Authority be given three readings and be **adopted** this 6th day of May, 2025.

**45-2025
Carried**

11. Next Meeting Dates

Tuesday, June 3, 2025

Wednesday, July 9, 2025

Wednesday, August 13, 2025

Wednesday, September 10, 2025

Tuesday, October 7, 2025

Tuesday, November 4, 2025

Tuesday, December 2, 2025

12. Adjournment

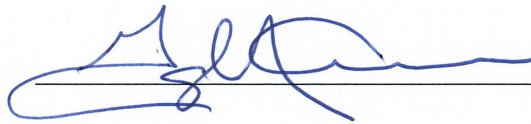
Moved by Rob Shepley

Seconded by Kieran McKenzie


THAT the Board stand **adjourned** at 5:15 PM.

**46-2025
Carried**

All of which is respectfully submitted.



**Gary McNamara
Chair**



**Michelle Bishop
General Manager**



2024 Essex-Windsor Residential Waste Diversion Annual Report

Report Date: March 31, 2025

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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 2024

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 2024 in compliance with Condition 5.2 of the Environmental Assessment Approval for the Essex-Windsor Regional Landfill.

1.1 Residential Waste Diversion Rate 2024

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 2024, the seven County of Essex (County) municipalities and the City of Windsor (City) delivered 111,848 tonnes of residential waste to the Essex-Windsor Regional Landfill (Landfill) which increased from 2023 (109,926 tonnes). During the same time period, 50,140 tonnes of residential waste were diverted from the Landfill via the blue and red box recycling program, hazardous and special products program (HSP) (formerly the municipal hazardous or special waste program), composting, and other waste diversion programs. These waste diversion initiatives resulted in a 2024 residential diversion rate of 30.6%. The 2023 diversion rate was 32.4%.

On August 28, 2024, the EWSWA, responsible for administering the Blue Box Program on behalf of the City and the seven local communities in the County, namely Amherstburg, Essex, Kingsville, Lakeshore, LaSalle, Leamington, and Tecumseh (the County Municipalities), transitioned the program to Extended Producer Responsibility (EPR) in accordance with Ontario Regulation 391/21. This date has been defined throughout the document as **Transition**.

The EWSWA requested that Circular Materials (CM) provide the post-Transition data required to accurately report the 2024 diversion statistics. Correspondence received from CM staff on March 7, 2024, states the following:

"We would like to clarify that data sharing is not a regulatory obligation. As such, Circular Materials and RLG do not have the infrastructure or resources in place to accommodate municipal data requests."

Therefore, for the diversion rate calculation below and for comparison purposes throughout this report, actual Blue Box Program data from January 1, 2024, to August 27, 2024, has been used. To complete the full-year analysis, in the absence of actual figures, data from August 28, 2023, to December 31, 2023, was also included.

2024 Residential Diversion Rate is calculated as follows:

$$\frac{50,140 \text{ Tonnes Diverted (see Table 20)}}{111,848 \text{ Tonnes of Residential Refuse Collected Curbside} + 1,877 \text{ Residuals} + 50,140 \text{ Diverted Tonnes}} = \frac{50,140}{163,865} \times 100 = 30.6\%$$

2023 Residential Diversion Rate is calculated as follows:

$$\frac{54,110 \text{ Tonnes Diverted (see Table 20)}}{109,926 \text{ Tonnes of Residential Refuse Collected Curbside} + 2,992 \text{ Residuals} + 54,110 \text{ Diverted Tonnes}} = \frac{54,110}{167,028} \times 100 = 32.4\%$$

2 Programs

2.1 Residential Recycling Blue Box Program

The tonnes of residential recyclable materials collected curbside pre-Transition in 2024 was 14,200 tonnes, using August 28 to December 31, 2023 tonnage figures as previously noted, the total for 2024 is estimated at 21,657 tonnes. These will be held constant until data becomes available. Due to population growth in the region as well as changes to the blue box program, this data should be representative of 2024 actuals. The overall tonnes of recyclables collected in 2023 were comparable at 21,623 tonnes.

A monthly summary and comparison of the tonnes collected curbside from the City and the County in 2023 and 2024 is shown in Table 1. The collection of recyclables in the County was carried out under contract in 2024 by the City of Windsor. The collection of recyclables in the City of Windsor in 2024 was carried out by Green For Life Environmental Inc. Both contracts ended with the start of Transition on August 28, 2024.

Prior to Transition, 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, segregated delivered materials into marketed goods. This contract also ceased with Transition. Since this time, the Fibre MRF has been decommissioned to prepare for the construction of a new Transfer Station for the Green Bin Program that launches in the fall of 2025.

In addition to the residential recyclables collected curbside, 1061 tonnes of recyclables were delivered to the EWSWA's Public Drop Off Depots in 2024, as compared to 538 tonnes in 2023, which is almost double what is typically dropped off and may be a result of Transition.

Table 1: Residential recycling blue box collection tonnes by month comparison

Month	2024 County of Essex* Tonnes	2024 City of Windsor Tonnes	2024 Combined Tonnes	2023 Comparable Tonnes
January	1,049	1,031	2,080	2,007
February	789	829	1,618	1,550
March	759	806	1,565	1,846
April	889	897	1,786	1,603
May	1,004	1,039	2,043	1,856
June	824	820	1,644	1,878
July	994	973	1,967	1,715
August	887	874	1,761	1,975
September**	876	892	1,767	1,767
October**	871	871	1,742	1,742
November**	883	902	1,785	1,785
December**	949	950	1,899	1,899
Total:	10,773	10,884	21,657	21,623

* 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.

** 2023 actual data was used for the Post-Transition period.

2.2 Recycling Residual Disposal

Recycling Residual is the material that is left over after recyclable materials are processed at 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 1,877 tonnes of recycling residuals was disposed of as of August 27, 2024.

3 Tonnes Marketed

For the purposes of waste diversion calculations, tonnes marketed are used instead of the tonnes collected curbside. Due to Transition, actual marketed tonnes from January 1, 2024, to August 27, 2024 was used. To arrive at a full-year number for 2024, in the absence of actual figures, data from August 28, 2023, to December 31, 2023, was also included.

Table 2: Marketed fibre summary comparison: 2023 versus 2024

Fibre Material	2023 Tonnes	2024 Tonnes	% Change
Old newspaper (SRPN #56)	4,571	4,030	-11.8
Cardboard (OCC)	5,570	5,480	-1.6
Hardpack (OBB)	2,224	2,210	-0.6
Fine paper	8	0	-100.0
Mixed fibre (SRPN #54)	340	1,404	312.9
Totals:	12,713	13,124	3.3

Table 3: Marketed containers summary comparison: 2023 versus 2024

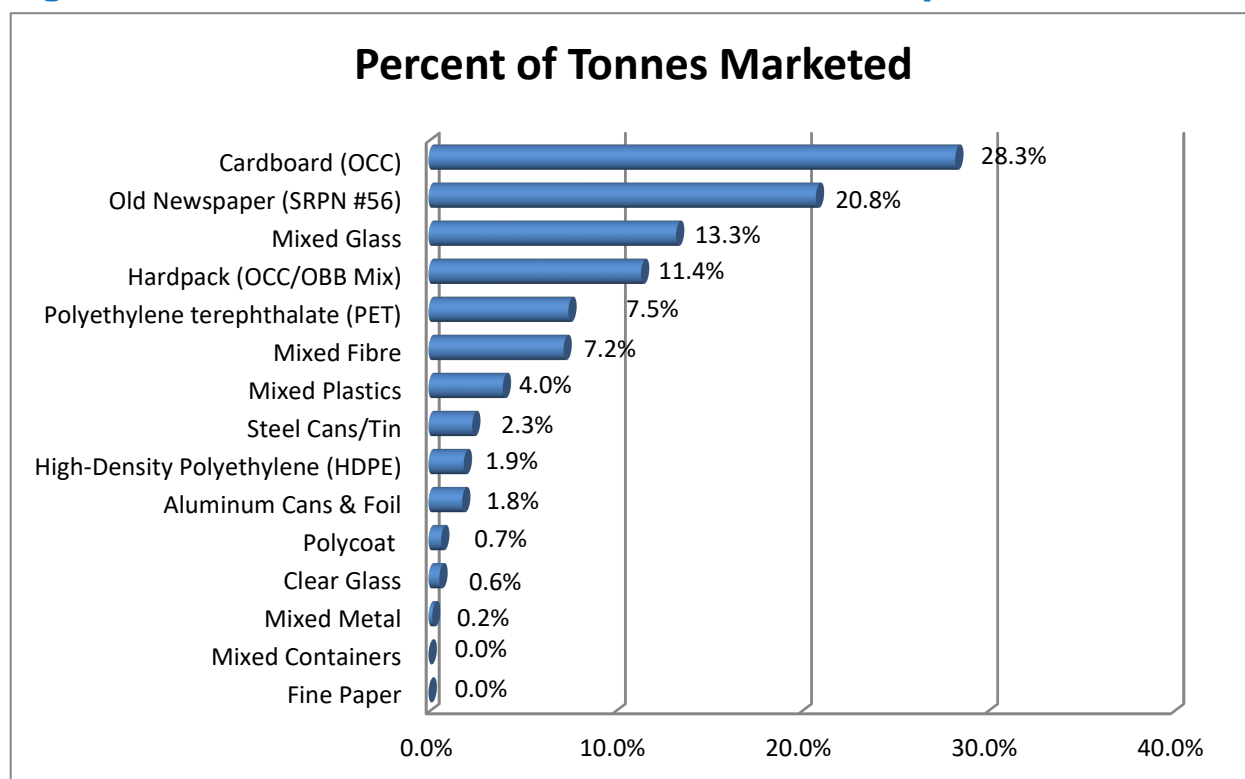
Container Material	2023 Tonnes	2024 Tonnes	% Change
Clear glass	150	112	-25.3
Mixed glass	2,522	2,571	1.9
Steel cans	604	453	-25.0
Aluminum cans and foil	338	349	3.3
Polyethylene terephthalate (PET)	1,410	1,454	3.1
High-density polyethylene (HDPE)	369	366	-0.8
Polycoat/gable top	105	130	23.8
Mixed plastics	566	772	36.4
Mixed containers	99	-	-100.0
Totals:	6,163	6,207	0.7

Table 4: Residential recyclables marketed comparison

Tonnes Marketed	2023 Tonnes	2024 Tonnes
a) Total tonnes marketed	18,876	19,331
b) ICI Tonnes	(625)	(640)
Net marketed residential recyclables	18,251	18,691

Notes: a) Total tonnes marketed less b) ICI delivered tonnes = Net marketed residential recyclables.

Figure 1: Percent of estimated tonnes for 2024 recyclables marketed



Due to rounding, the data in Figure 1 may not equal to 100%.

In absence of actual marketed material data Post-Transition, the balance of Section 3 below only uses actual tonnes marketed by the EWSWA for the period January 1 to August 27, 2024 (Pre-Transition).

Pre-Transition, the tonnes that the EWSWA marketed by material type are shared below. The EWSWA marketed all materials processed through its MRFs and retained 100% of the revenue from the sale of materials. Revenue from the sale of material in 2024 (Pre-Transition) was approximately \$2,619,874 (see Table 5), representing a basket-of-goods revenue of approximately \$199/tonne compared to a basket-of-goods revenue of \$140/tonne in 2023. This is a result of strong market conditions for the majority of recyclable materials marketed in 2024. A brief discussion of market conditions and prices for each of the materials is included below.

3.1 Fibres

Old Newspaper (SRPN #56) – For 2024, SRPN #56 prices ranged from a low of \$132 per tonne to a high of \$181 per tonne. The EWSWA average price for 2024 was \$157 per tonne. The EWSWA 2023 average price for SRPN #56 was \$93 per tonne.

Old Corrugated Cardboard (OCC) – The EWSWA price for old corrugated cardboard ranged from a low of \$145 per tonne to a high of \$198 per tonne in 2024. In 2024, the EWSWA average price per tonne was \$180 compared to \$107 in 2023.

Hardpack (OBB) (Example: cereal boxes, cardboard) – The EWSWA's prices for this cardboard/boxboard mix ranged from \$101 per tonne to \$164 per tonne in 2024. In 2024, the EWSWA average price was \$124 compared to \$48 per tonne in 2023.

Fine Paper – There were no loads of fine paper sold in 2024 vs one load of fine paper sold in 2023 with an average price of \$148 per tonne.

Mixed Fibre (SRPN #54) – The pricing for mixed fibre ranged from a low of \$29 per tonne to a high of \$37 per tonne in 2024. The average price for 2024 was \$34 per tonne compared to \$20 per tonne in 2023.

3.2 Containers

Steel Cans – The 2024 average price was \$349 per tonne compared to \$360 per tonne in 2023. The market price per tonne in 2024 ranged from a low of \$275 to a high of \$420.

Aluminum Cans and Foil – The 2024 average price was \$2,316 per tonne compared to \$2,084 in 2023. Again, due to market fluctuations the price per tonne ranged from \$1,769 to \$2,625 per tonne. Aluminum foil was sold at an average price of \$867 during 2024, whereas in 2023, it sold at \$772 per tonne.

Glass – The 2024 average clear glass price of \$30 per tonne was the same in 2023. Clear glass is the only product that is not marketed FOB (Freight on Board). Mixed coloured glass was delivered to the Essex-Windsor Regional Landfill ("Landfill") for use as road base.

Polyethylene Terephthalate (PET) (Example: plastic water bottles) – The average price was \$465 per tonne in 2024 which is much higher than the 2023 average price of \$291 per tonne.

High-Density Polyethylene (HDPE) (Example: laundry soap bottles) – The average price was \$559 per tonne in 2024, compared to the 2023 average price of \$423 per tonne.

Polycoat and Gable Top (Example: milk cartons) – Polycoat was not sold in 2024, compared to 2023 it sold at an average price of \$0.42 per tonne.

Mixed Plastics (Example: tubs & lids, clamshells, trays, cups, plastic bottles, excludes polystyrene and plastic film bags) – The average price was \$70 per tonne in 2024 compared to the average price of \$41 per tonne in 2023.

Mixed Containers – In 2024, the EWSWA did not sell any residuals, compared to 2023 the average price was \$11 per tonne as this trial market was no longer available.

Table 5: Revenue comparison: 2023 versus 2024

Recyclable Material	2023 Revenue	2024 Revenue*
Old newspaper (SRPN #56)	\$425,695	\$395,568
Cardboard (OCC)	\$594,017	\$657,542
Hardpack (OBB)	\$106,964	\$182,186
Clear glass	\$4,436	\$2,069
Mixed fibre (SRPN #54)	\$6,687	\$40,102
Steel cans	\$217,166	\$150,849
Fine paper	\$1,177	\$0
Aluminum cans and foil	\$683,497	\$540,766
Polyethylene terephthalate (PET)	\$409,718	\$456,715
High-density polyethylene (HDPE)	\$156,163	\$147,530
Mixed glass	\$0	\$0
Polycoat/gable top	\$45	\$0
Mixed metal	\$13,391	\$13,162
Mixed plastics	\$23,146	\$33,385
Residual Containers	\$1,075	\$0
Total Revenue	\$2,643,177	\$2,619,874

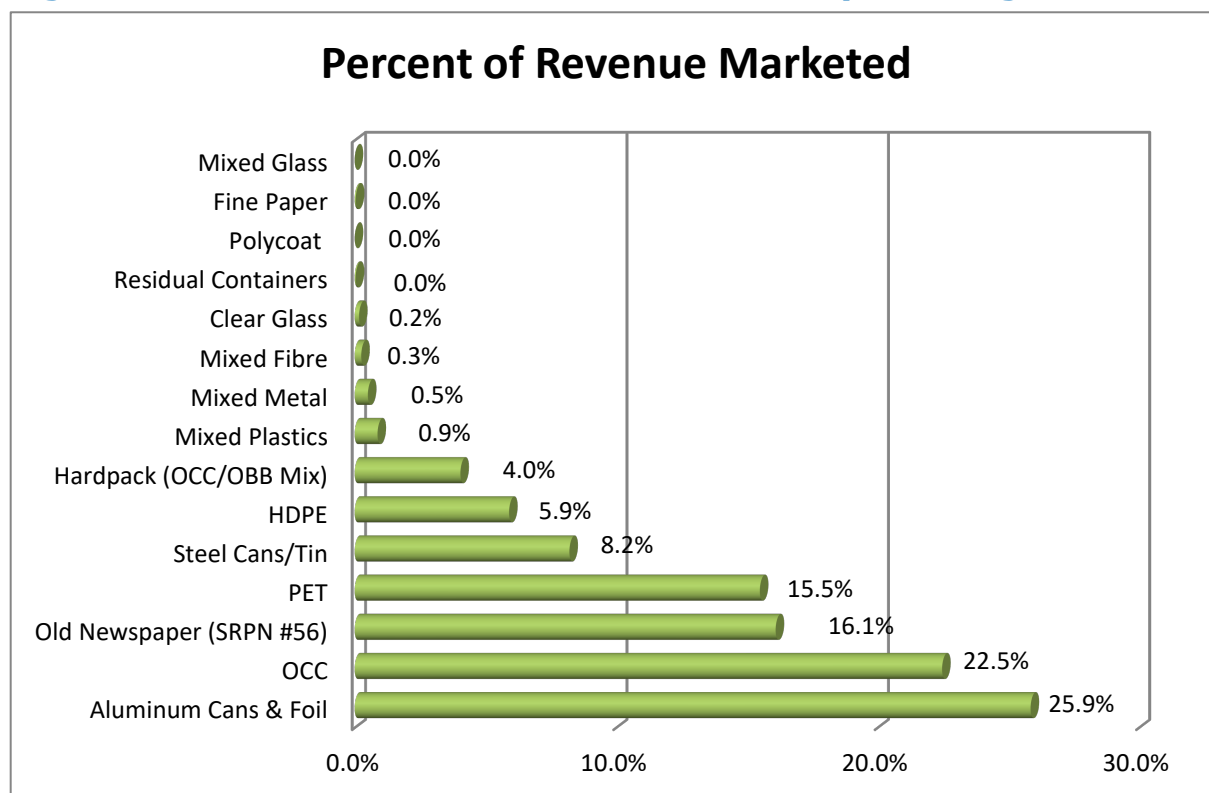
* 2024 Revenue includes materials marketed Pre-Transition

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
2024*	\$2,619,874

* 2024 includes revenue from materials marketed Pre-Transition

Figure 2: Percent of revenue marketed January 1 to August 27, 2024



3.3 Markets

2024 was another strong year for marketing blue box materials. The 2024 revenue for almost three quarters of the year (due to Transition) is comparable to the twelve-month 2023 revenue number. This shift in markets may be a result of Extended Producer Responsibility where producers are using more recyclable materials in their product than what is available in the market (supply vs demand).

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 2024, the EWSWA's curbside White Goods collection program for all municipalities in Essex County except the Municipality of Lakeshore captured 1,320 units (approximately 119 tonnes). The Municipality of Lakeshore operates an independent program and reported a diversion figure of 24 tonnes of white goods in 2024.

The City operates a bulk collection program that includes the collection of white goods as well as other waste such as oversized items. White goods collected as part of the program are delivered to the Windsor Public Drop Off Depot for recycling, therefore the 149 tonnes of white goods delivered to Public Drop Off Depots in the table below includes the City tonnages. Table 8 details the white goods collection program for each municipality in the County of Essex by month during 2024.

Table 7: Summary of white goods diversion for 2024

White Goods Summary	2024 Tonnes
EWSWA Curbside Essex County Collection	119
Municipality of Lakeshore Program	24
Drop Off Depots	149
Total Tonnes Recycled and Diverted	292

Table 8: 2024 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	11	12	13	12	10	11	69
February	12	16	21	12	11	11	83
March	29	12	26	23	17	7	114
April	26	15	11	20	16	10	98
May	26	13	34	20	14	17	124
June	38	16	27	30	18	13	142
July	30	10	15	28	14	13	110
August	26	21	18	34	19	25	143
September	27	21	18	35	8	7	116
October	24	9	11	18	8	18	88
November	29	15	18	36	17	19	134
December	24	20	14	20	11	10	99
Total Units	302	180	226	288	163	161	1,320

Notes: 1,320 units with an average weight of 90 kilograms per unit results in a diversion of approximately 118.8 tonnes.

4.2 Tires

As this program moved to full EPR on January 1, 2019, 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 used tires through the RPRA program. During 2024, approximately 165 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 they 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 2024, approximately 384 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 Drop-off Depots. The EWSWA staff place electronic items that are received from the public in these containers. In 2024, approximately 242 tonnes of computers, televisions, audio visual equipment, and various electronic items were collected through the Electrical and Electronic Equipment (EEE) program.

4.5 Deposit/Return Program

Pre-Transition, the EWSWA had a capture program at the Material Recovery Facility (MRF) for deposit/return containers (i.e. aluminum beer cans; glass, wine, and spirit bottles) that were collected through the blue box collection program. During 2024, approximately 21 tonnes of deposit/return containers were received at the MRF. 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 collected at the EWSWA sites to be refurbished and recycled back into the Essex-Windsor area through a community partnership program. In 2024, a total of 1,118 bikes were dropped off at the EWSWA sites, where 961 of those bikes were repaired/reused and the remaining 157 bikes were placed in the scrap metal bin for recycling as they did not meet We ReCYCLE Bike criteria.

Table 9: Bikes recycled through the WE ReCYCLE program in 2024

Total # of Bikes Dropped Off	Total # of Bikes Repaired/Reused	Total # of Bikes Recycled as Metal
1,118	961	157

As the average bike weighs 10 kg, it is estimated that a total of 11,180 kgs or 11.18 tonnes of bikes were dropped off at the EWSWA Depots, 9,610 kgs or 9.61 tonnes of those bikes were repaired/reused, and 1,570 kgs or 1.57 tonnes of unrepairable bikes were recycled as metal through the WE ReCYCLE Program in 2024.

4.7 Election Signs

The EWSWA attempts to divert materials where feasible. It has been successful in offering a drop off program at the sites for election signs after an election. 2024 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. The EWSWA was successful in securing a local company to pick up pallets for recycling from the Windsor Public Drop Off Depot. This program continued in 2024, diverting 34 tonnes of pallets from unnecessary landfill.

4.9 Shingles/Road Base Diversion

In 2024, the EWSWA diverted loads of road base materials that were delivered to the Windsor Public Drop Off Depot, as these are valuable resources (e.g., stone, concrete, dirt, shingles). Because of this initiative, approximately 359 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 2024, the EWSWA collaborated with Diabetes Canada to successfully divert approximately 3 tonnes of textiles from the Landfill by having a textiles recycling collection bin 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.

Table 10: Other recyclables comparison: 2023 versus 2024

Other Recyclable Programs	2023 Tonnes	2024 Tonnes	% Change
White goods (all sites)	276	292	5.8%
Used tires	3,001	3,001	0.0%
Scrap & mixed metal	396	384	-3.0%
Electronics	251	242	-3.6%
Deposit/return & stewardship	2,329	2,329	0.0%
Bicycles	7	10	42.9%
Election Signs	0	0	0.0%
Pallets	7	34	385.7%
Shingles/Road Base	65	359	452.3%
Textiles	3	3	0.0%
Plastic Flower Pots	NA	3.34	100.0%
EWSWA Program Plastic Containers (Blue/Red Box, Composters, etc.)	NA	0.31	100.0%
Total Other Recyclables	6,335	6,658	5.1%

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.

4.11 Plastic Flower Pots & Container Recycling

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 prior to Transition. During post-Transition 3.34 tonnes of plastic pots were diverted.

4.12 EWSWA Merchandise Recycling

At the Windsor Public Drop Off Depot, residents can drop off at no cost old merchandise of the EWSWA for recycling such as carts, boxes, green cones, etc. that are worn/used/broken beyond repair. These are typically sent to a local recycler when enough material is received and markets are available. Pre-Transition, program tonnage was included in the EWSWA residential blue box program, therefore post-Transition the EWSWA diverted .31 tonnes.

5 Residential Organics

5.1 Yard Waste

Grass, leaves, tree trimmings, and brush are restricted from disposal at the Essex-Windsor Regional Landfill. 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 2024.

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 placed in a plastic bag. Approximately 20,796 tonnes of yard waste was received in 2024. This represents a decrease of 19% compared to the 25,845 tonnes delivered in 2023, which may be a result of inclement weather storms that occurred in the region in 2023.

Table 11: 2024 Yard waste summary for all EWSWA sites

Material Type	Windsor Public Drop Off	Kingsville Transfer Station 2	Regional Landfill	Total
Municipal Delivered	10,439	1,876	4,435	16,750
Residential Delivered	801	904	144	1,849
Total Res. Organics	11,240	2,780	4,579	18,599
*ICI Organics and Pallets	1,214	706	277	2,197
Grand Total (Tonnes)	12,454	3,486	4,856	20,796

Notes: *ICI is Industrial, Commercial, and Institutional delivered material type. Due to rounding, the sum of tonnes for 2024 will not equal the total value.

Table 12: Yard waste tonnes comparison: 2023 versus 2024

Material Type	2023 Tonnes	2024 Tonnes
Municipal Delivered	18,326	16,750
Residential Delivered	5,114	1,849
Total Res. Organics	23,440	18,599
*ICI Organics and Pallets	2,405	2,197
Grand Total (Tonnes)	25,845	20,796

*ICI is Industrial, Commercial, and Institutional delivered material type.

5.2 Screened Compost Sales

The EWSWA undertakes an in-depth process to turn the organics and yard waste it receives into saleable, quality compost. The composting process involves grinding 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 2024, compost was sold as bulk (delivered or pick-up), bag-your-own, and prepackaged items as listed below.

Table 13: Compost sales 2024 summary

Compost Material	Quantity Sold	Tonnes
Delivered	1,330 cubic yards	665
Bulk sales	23,256 cubic yards	11,628
Bag-Your-Own	1,457 bags	80-83
Prepackaged Garden Gold	14,078 bags	253-310
Total Tonnes		12,626 – 12,686

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 665 tonnes of bulk compost locally. In total, 11,628 tonnes of compost were sold through the bulk sale program to residents and businesses at the EWSWA Depots. Additionally, approximately 14,078 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 2024 was approximately 12,626 – 12,686 tonnes. In 2024, compost sales totalled \$269,687.

5.3 Backyard Composting

Backyard composters (BYC) with the brand names "The Earth Machine" and "The Green Cone" were sold to Essex-Windsor residents in 2024. Both units were sold through local Home Hardware stores year-round. In total, 26 Earth Machine and 11 Green Cones units were sold through the Home Hardware stores. The combined BYC distributed in 2024 was 37 units, bringing the total number of units sold since 1988 to 40,520 units.

Current research has indicated that approximately 100 kg/year/BYC is diverted as a result of the backyard composting program. This translates into 4,052 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™ Food Waste Diversion

In July 2023, the EWSWA partnered with Food Cycle Science (FCS), to launch a pilot program featuring the FoodCycler™. The FoodCycler™ is a countertop unit that converts food waste into a sanitary soil amendment. Due to the initial pilot, 527 FoodCycler™ units were sold in the Essex-Windsor community in 2023 and another 29 units in 2024. Per FCS (2024), approximately 350kg per year/per household of food waste is diverted when using a FoodCycler™ unit. Therefore, approximately 194,600 kgs or 195 tonnes of food waste was diverted in Essex-Windsor from the Essex-Windsor Regional Landfill.

Table 14: Residential organic waste reduction comparison: 2022 – 2024

Residential Organic Programs	2022 Tonnes	2023 Tonnes	2024 Tonnes
BYC Program	4,025	4,048	4,052
Mulching Blades*	1,343	1,343	1,343
Yard Waste (Residential)	19,009	23,440	18,599
FoodCycler™ Program	N/A	52	195
Total Residential Organics	24,377	28,883	24,189

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, they can't be measured for the purposes of this report; therefore, no increase in diversion is indicated.

6 Promotion and Education (P&E)

6.1 Community Outreach

The EWSWA staff traditionally organizes promotions and events to engage residents in waste diversion activities. Initiatives like the Pitch In With Essex County Library, Earth Day Event at Malden Park, Green Bin Select the Slogan, a digital campaign for Waste Reduction Week, Blue Box Transition, Non-Eligible Source (NES) Registration, as well as print information on various programs of the EWSWA are some of the many strategies used in 2024.

There were 41 special events serviced with blue box program recycling carts in 2024 to support waste diversion at local community events.

The EWSWA launched their new website on April 8th followed by a Submit A Slogan contest. The new Green Bin Slogan was revealed along with information regarding the new Green Bin Program. "Food Waste Is Too Good To Waste – Green Bin It!" was the winning slogan.

6.2 Special Community Events

One notable event that the EWSWA serviced in 2024 was the annual Earth Day event, held on April 21, 2024, 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 at the Earth Day event, educated residents on various programs/upcoming initiatives in the Essex-Windsor area, including interactive displays on: compost, food waste and organics, red/blue box recycling, and BYC/Green Cone Digestors. Specifically, the EWSWA focused on Blue Box Transition, NES Registration, Green Bin Program, and Recycle Coach App promotions.

In 2024 the YQG Green Expo took place on October 26, 2024, and featured: vendors, Career Zone speakers and Circular Materials attended the event along with the EWSWA and other event partners. 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. At this event, the EWSWA had several staff on-site to answer questions and provide program information to participants. Specifically, information on the Green Bin Program and zero waste strategies, as well as Transition were shared.

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 August 2024, the newsletter was delivered to every household, apartment, farm, and business in Windsor/Essex County. Over 173,500 newsletters were delivered by Canada Post. The newsletter featured the Winning Slogan on the front page with EWSWA Board members, as well as information on the 2022/23 Waste Audit results, the Non-Eligible Source recycling program (NES) and Extended Producer Responsibility (EPR) .

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 that 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 6,394 subscribers. A total of 36 e-newsletters were published in 2024, which represents a substantial increase from 2023, as the EWSWA utilized Constant Contact to send out information regarding the Non-Eligible Source Program (NES). Information like registration updates, collection calendars, etc. were sent out on a regular basis.

In 2024: 33,727 emails were sent, 30,487 emails were delivered/received by the intended recipient, 63% average open rate, 13% click rate, and 3,240 bounced (did not make it to the intended recipient).

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 April 2024, the EWSWA launched a new website using the

newly updated Google Analytics (G4) to measure the metrics for the website. Prior to the launch of the new EWSWA website, the EWSWA actively sought feedback from local municipalities and residents by issuing a “Website Survey Tool” – known as Tree Jack. This survey logs user ‘clicks’ as they navigate through a draft website site map. The purpose was to identify the navigational patterns of the participants and whether any of the draft website framing needed to be reassessed or repositioned to a different place in the ‘navigational’ framework.

- Total Users (January - December): 74,521

Metrics below are tied to the new website (April through December only):

- Average Session Duration: 1 minute 31 seconds
- 52% of users accessed the website via mobile device, 23% of users accessed the website via desktop, 16% of users accessed the website via tablet and 9% of users accessed the website via a smart TV.

6.7 Recycle Coach App

Recycle Coach is an App that 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 diversion practices. 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 September 2024, the EWSWA utilized the Recycle Coach App to push out notifications to residents about Transition. This was done to notify residents to call the new contractor and administrator, GFL and Circular Materials respectively, for residential recycling issues. In some cases, mobile phone users will ‘unsubscribe’ to an app if they receive push messages they deem ‘unwanted or unnecessary’. This could account for the decrease in users after the August transition as shown below for 2024 (Table 15):

Table 15: Recycle Coach App Metrics Comparison for 2023-2024

Metrics	2023	2024
Total Users	28,308	27,020
Total Interactions	3,405,260	3,907,846
Reminders	3,248,924	3,490,956
Notifications	37,566	283,047
Material Searches	19,507	21,219
Page Views	25,759	23,860
Calendar Views	73,684	88,764

6.8 Agorapulse

In 2022, the EWSWA began using Agorapulse to better manage and enhance the 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, from one convenient platform.

6.9 Facebook

- Fans / Followers: 602
- Engagement: 2,308
- Impressions: 189,003

Definitions

- Fans / Followers 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 (2024). This includes paid, organic, and viral impressions.

Facebook Publishing:

- Posts Published: 242
- Posts Reach: 161,201
- Engaged Users: 6,821

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 analytics, but much of the data is currently missing.

- Followers: 1,018

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 2024 metrics are as follows:

- Followers: 263
- Engagement: 333
- Impressions: 21K
- Brand Awareness: 11
- Posts Published: 173
- Posts Reached: 6,643
- Posts Engagement: 212

Definitions

- Followers are 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
- 5,308 EWSWA business profile interactions
- 34,852 people viewed the EWSWA profile (via mobile 76%, via desktop 13%, via Google maps 10% mobile, via Google maps desktop 1%)
- 15,416 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 radio and social media campaigns in 2024, all of which reached a significant number of individuals. Notable campaigns in 2024:

- Earth Day – 2 spots in rotation (April)
- Green Bin Program - Submit a Slogan (April)
- NES Registration – (April/May)
- EPR – No Set Out Time (August)

- EPR – Contact GFL (August)
- Motor Oil – (September)
- Waste Reduction Week – YQG Green Expo, Electronics, Food Waste, Single Item Swap, EWSWA Drop Off Depots (October rotation)
- Green Halloween (Reduce, Reuse Focus) – Costume, Compost, Pillow Case, Pumpkin Recycling (October rotation)
- 12 Days of Christmas – Chemical Waste (December)
- Xmas Tree Recycling – (December/January)

6.14 Gold Star Program

In 2016, the EWSWA launched a 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 was to decrease the amount of contamination being set out by residents and thereby decrease the amount of residual waste being landfilled. By the end of the program in 2023, 2,869 homes that had registered and had their recycling inspected were rewarded for excellent recycling habits with a Gold Box. This program ceased as a result of Transition, however, as the brand was well received the EWSWA has carried this brand to other waste diversion programs.

7 Hazardous and Special Products (HSP) Program

7.1 HSP Depots

The EWSWA opened the Windsor HSP Depot in October 1995. In addition to the Windsor facility, the EWSWA opened a second HSP Depot at 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 517,463 litres and 96,151 kg of HSP materials were delivered to the sites in 2024 compared to 555,269 litres and 102,386 kg respectively in 2023. See Tables 16 and 17 for details.

7.2 Reuse Centre

A Reuse Centre has been operational at the Windsor HSP facility since 1995.

Paint is distributed in both 1-gallon and 5-gallon pails for reuse. According to records, 1,967 residents accessed the Reuse Centre in 2024 resulting in

31,474 products or approximately 49,308 kg of paint and miscellaneous materials being taken in 2024 compared to 35,260 products or 52,539 kg of reusable materials in 2023.

Table 16: Hazardous and Special Products for 2024 in litres

Material	HSP from Facilities	Reuse Centre Quantities	Total
Adhesives/flammable liquids	88,228	10,846	99,074
Aerosols	7,132	1,135	8,267
Antifreeze (Glycol)	10,315	0	10,315
Corrosive liquid	4,809	978	5,787
Inorganic acids	1,066	0	1,066
Paints & Coatings	164,694	34,520	199,214
Pesticides	2,725	754	3,479
Waste oils (used motor oil, hydraulic oil, etc.)	176,434	0	176,434
Cooking oil	9,815	0	9,815
Total HSP Litres	469,230	48,233	517,463

Table 17: Hazardous and Special Products for 2024 in kilograms

Material	HSP from Facilities	Reuse Centre Quantities	Total
Car batteries	24,345	0	24,345
Dry cell batteries	16,642	0	16,642
Fire extinguishers	3,385	0	3,385
Fluorescents/misc. lamps/ballasts	14,832	0	14,832
Inorganic oxidizers	2,717	1,075	3,792
Mercury (HG items)/lead	30	0	30
Pharmaceuticals	210	0	210
Plastic used oil containers	7,674	0	7,674
Propane cylinders	4,306	0	4,306
Propane tanks/misc. tanks	18,267	0	18,267
Corrosive solids (e.g. cement)	1,739	0	1,739
Waste oil filters	929	0	929
Total HSP Kilograms	95,076	1,075	96,151

Table 18: HSP Diversion Comparison

	2023 Tonnes	2024 Tonnes
HSP recycled or reused	658	614
HSP not recycled	(18)	(12)
Total HSP Diverted	640	602

Note: Examples of HSP materials not recycled include: inorganic acids, inorganic oxidizers, pharmaceuticals, corrosive liquids, and pesticides.

7.3 Waste Motor Oil

In 2024, waste motor oil was collected curbside alongside the residential recycling program until Transition (August 28, 2024). When the EWSWA administered the blue box program, it was able to offer a complementary waste oil pick-up, but since Transition, this service was longer viable. Inquiring residents are reminded that they can deliver waste oil to the EWSWA's HSP facilities throughout the year at no charge, as they would for all other HSP materials. The quantity of waste oil diverted during 2024 was

176,434 litres, compared to the 208,860 litres diverted in 2023. The quantity of oil diverted by month is shown in Table 19 with historical data over four years.

Table 19: Litres Waste Oil collected

Month	2021 Litres	2022 Litres	2023 Litres	2024 Litres
January	7,950	9,150	13,875	9,750
February	4,300	4,175	6,700	9,425
March	23,625	14,875	11,375	12,450
April	20,700	12,675	20,294	23,808
May	14,625	18,500	19,197	19,189
June	21,950	24,973	26,750	20,379
July	17,000	18,665	20,025	26,136
August	19,250	17,750	17,309	16,858
September	18,775	19,083	17,485	5,756
October	14,850	17,838	21,350	15,789
November	15,925	17,072	17,250	12,647
December	14,425	8,732	17,250	4,247
Total:	193,375	183,488	208,860	176,434

Note: Due to contractor change in 2021, the data for 2021-2024 accounts for all types of oil collected, both hydraulic and motor. As of August 28, 2024, waste oil collection curbside ceased due to Transition. Instead residents can drop off these materials at an EWSWA Depot as they do for all other HSP materials.

7.4 Waste Cooking Oil

Used cooking oil is free for residents to drop off at the EWSWA HSP 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 2024, the total amount of cooking oil collected at both sites totalled 9,815 litres or 9.8 tonnes. As of August 28, 2024, waste oil collection curbside ceased due to Transition. Instead, residents can drop off these at an EWSWA Depot as they do for all other HSP materials.

7.5 Refillable Propane Tanks

In 2023, the EWSWA began working with Tank Traders, a national propane tank exchange program that 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, and any tanks that do not pass the safety requirements are sent to a metal recycler, preventing them from landfill. In 2024, a total of 1,802 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 16,642 kgs or approximately 17 tonnes of batteries were collected from the EWSWA's three sites in 2024 and recycled/reused through Call2Recycle Inc.

8 Overall Summary of Residential Diversion Quantities

8.1 Residential Waste Diversion

Table 20 below summarizes the residential waste diversion activities detailed in this report.

Table 20: Residential Waste Diversion Summary

Residential Waste Diversion Summary	2023 Tonnes	2024 Tonnes
Net Marketed Recyclables (Table 4)	18,251	18,691
Other Recyclable Programs (Table 10)	6,335	6,658
Yard Waste, BYC, Mulching Blades, & FoodCycler™ (Table 14)	28,883	24,189
HSP Waste (Table 18)	640	602
Total Residential Tonnes Diverted	54,110	50,140

Due to rounding, the Total Residential Tonnes Diverted does not equate to the sum of tables 4, 10, 14, and 18.

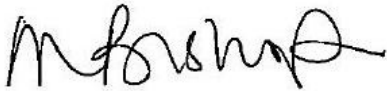
For further information, please contact the undersigned.



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Report prepared by:

Heather Girard, Administrative Assistant



Committee Matters: SCM 200/2025

Subject: 2023 Community and Corporate GHG Inventory - City Wide

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

Decision Number: **ETPS 1067**

THAT the report from the Environmental Sustainability and Climate Change department dated November 14, 2024 entitled "2023 Community and Corporate GHG Inventory - City Wide" **BE RECEIVED** for information; and,

THAT the City of Windsor: 2022/2023 Data and Insights Dashboard provided by Enbridge Gas Inc. **BE RECEIVED** for information; and,

THAT Council **AUTHORIZE** administration to report back on the Community and Corporate GHG Inventory Reports to Council biennially (once every two years) consistent with practices in other municipalities in Ontario.
Carried.

Report Number: S 158/2024
Clerk's File: EI/14519

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.
2. Please refer to Item 8.1 from the Environment, Transportation & Public Safety Standing Committee held on June 25, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250625/-1/10563>

Subject: 2023 Community and Corporate GHG Inventory - City Wide

Reference:

Date to Council: June 25, 2025
Author: Michelle Moxley-Peltier
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Co-Author: Matthew Johnson
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Economic Development & Climate Change
Report Date: 11/14/2024
Clerk's File #: E/14519

To: Mayor and Members of City Council

Recommendation:

THAT the report from the Environmental Sustainability and Climate Change department entitled 2023 Community and Corporate GHG Inventory - City Wide **BE RECEIVED** for information; and,

THAT the City of Windsor: 2022/2023 Data and Insights Dashboard provided by Enbridge Gas Inc. **BE RECEIVED** for information; and,

THAT Council **AUTHORIZE** administration to report back on the Community and Corporate GHG Inventory Reports to Council biennially (once every two years) consistent with practices in other municipalities in Ontario.

Executive Summary:

The 2023 greenhouse gas (GHG) and energy inventory is presented for the City of Windsor Community and Corporation.

Community GHG Emissions

Overall, Community emissions continue their downward trend since 2014 (19% reduction), exceeding CEP targets (6.5% below target), and meeting the proposed

Science Based targets. While promising, Windsor experienced back-to-back emissions increases in 2022, and 2023 as the region emerged from COVID -19 restrictions.

Community emissions per capita have reduced 25.6% as compared to 2014 baseline.

Corporate GHG Emissions

Emissions and energy use for the Corporation continue to track higher, approaching baseline values. Increased corporate emissions are primarily due to increases in the building and wastewater sectors.

Building emissions have increased in part due to operation of Combined Heat and Power (CHP) units at Huron Lodge, WIATC, and WFCU. Wastewater emissions have increased due to increases in the volume of water being treated and the addition of the Windsor Bio-Solids (aka Pelletizing Plant) to the corporate assets.

Utility Partner Update

Enbridge Gas Inc. developed a dashboard summarizing energy savings realized by Windsor residents and businesses from their Demand Side Management (DSM) programs. The dashboard covers 2022 and 2023 results.

Background:

In 2010, the City of Windsor undertook the development of the City's first greenhouse gas (GHG) inventory as outlined in Federation of Canadian Municipalities' (FCM) Partners for Climate Change (PCP) program (Milestone 1). Upon completion of this first inventory, City Council committed to completing a Climate Change Mitigation Plan.

In 2015, the City of Windsor began the process of developing a long-term comprehensive plan to address energy and GHG emissions through the completion of a Community Energy Plan (CEP) and associated Corporate Climate Action Plan (CCAP). These plans were approved by City Council in July 2017 (CR426/2017).

The CEP aims to create economic advantage, mitigate climate change, and improve energy performance. It strives to position Windsor as an energy center of excellence that boasts efficient, innovative, and reliable energy systems that contribute to the quality of life of the residents and businesses.

The CEP includes aspirational targets to support global efforts to keep global temperature increases within 1.5 degrees Celsius, and a community-wide goal to reduce greenhouse gas (GHG) emissions by 40% of 2014 levels and to reduce per-capita energy consumption by 40% by 2041. The CCAP also includes a corporate-wide goal to reduce GHG emissions by 40% of 2014 levels and to reduce corporate energy usage by 40% of 2014 levels by 2041.

In November of 2020, Council requested (CR558/2020) administration to report annually on GHG emissions and energy usage. The 2023 Community and Corporate Greenhouse Gas and Energy Monitoring Report details the progress made within the City of Windsor towards GHG Emission and Energy Consumption targets. In the future,

Administration is recommending reporting back every other year to allow for proper collection and analysis of previous year data, which is also consistent with other municipalities across Ontario.

Discussion:

The Community and Corporate Greenhouse Gas and Energy Monitoring Report for 2023 provides an overview of Windsor's our Community and Corporate GHG Inventories. This report highlights the changes in energy consumption and GHG emissions resulting from actions taken at the federal, provincial, community, and municipal levels.

Community Energy and Emissions Inventory

As part of the CEP implementation, an inventory of GHG Emissions and energy consumption is completed each year such that trends can be recognized and progress towards the CEP emissions and energy reduction goals can be evaluated. These inventories serve to help evaluate the effectiveness of emissions reduction strategies and policies.

Since 2014, community-wide emissions and energy consumption have followed a downward trend, with significant reductions in 2020 and 2021, attributed to impacts from COVID-19 restrictions. Community emissions reached their lowest in 2021, before starting to trend upwards starting in 2022. In 2023 a total of 1.514 Megatonnes of Carbon Dioxide equivalent (MTCO_{2e}) was emitted to the atmosphere compared to the 1.869 MTCO_{2e} from the 2014 inventory¹. These emissions totals result in per-capita emissions of 6.46 tCO_{2e} for 2023 compared to 8.86 tCO_{2e} in the 2014 CEP baseline. The goal of the CEP is to reduce per-capita emissions to 5 tCO_{2e} by 2041.

Figure 1 presents the breakdown of emissions by sector for 2023. In 2023, building sector emissions accounted for 53% of overall community-wide emissions (buildings 32%, industry 21%), with most of those emissions attributable to natural gas used for space and water heating. Transportation emissions accounted for 42% of overall community-wide emissions, with most of those emissions coming from gasoline used in passenger cars and trucks. Waste sector emissions including emissions from waste to landfill, were 5% of overall community-wide emissions.

¹ 2014 Baseline emissions were adjusted in 2021 to include emissions from solid waste. Adjustment resulted in a corresponding increase to per-capita emissions.

Figure 1: Windsor's percentage breakdown of Community-wide GHG emissions by sector (2023)

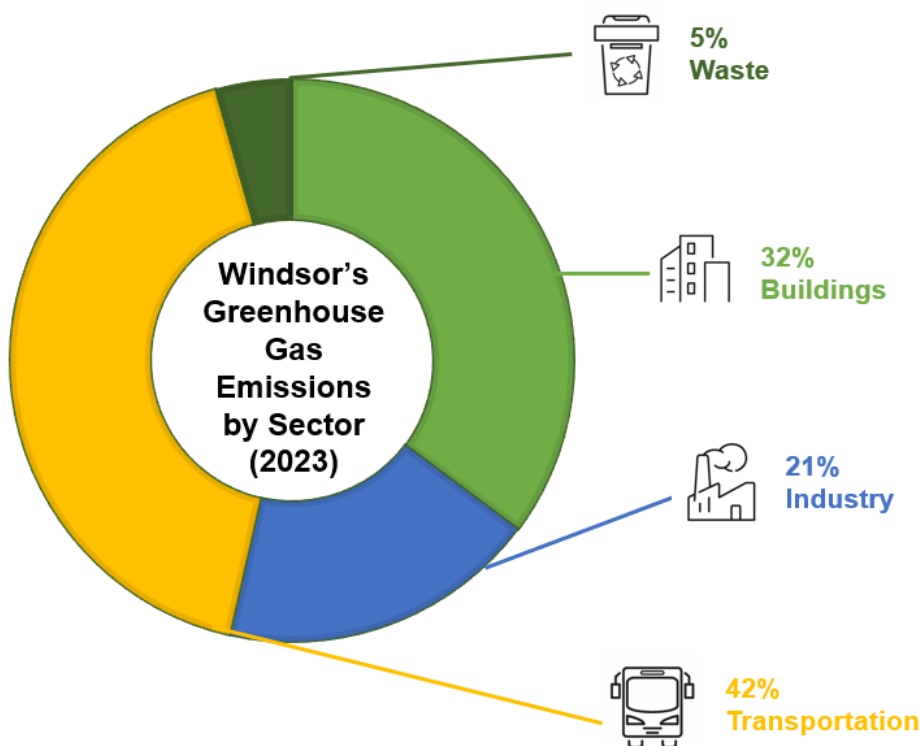


Table 2 provides an overview of status of the CEP primary performance indicators, comparing 2023 results to the 2014 baseline.

Table 2: Primary Performance Indicators vs. CEP Baseline 2014

Primary Performance Indicators	CEP Baseline 2014	2023	% Change to Baseline
Total Emission (MTCO₂e)	1.869	1.514	-19.0
Total Energy (GJ)	39,016,987	31,721,463	-18.7
Population	211,000 ²	229,660 ³	+8.8
Emissions per Capita (tCO₂e/capita)	8.86	6.59	-25.6
Energy per Capita	184.91	138.12	-25.5

Table 3 identifies the changes in emissions broken out by the various sectors and compares 2023 results with the 2014 baseline.

² Population data used for 2014 Baseline

³ Statistics Canada 2021 Census population

Table 3: Percent change in GHG emissions between 2014 and 2023

Community Emissions (MTCO ₂ e)	2014 GHG emissions (MTCO ₂ e)	2023 GHG emissions (MTCO ₂ e)	% Change to Baseline
Residential	0.366	0.283	-22.7
Commercial / Institutional	0.316	0.207	-34.8
Industrial	0.385	0.319	-17.1
On Road Transportation	0.733	0.630	-14.1
Waste	0.068	0.075	+10.3

Since the approval of the CEP, the City of Windsor has been working towards implementation of many of the key strategies outlined in the plan. Some of the key initiatives include:

- 1) **Deep Energy Efficiency Retrofit program for homes**– A Program Design Study was completed in 2024 by Administration to create a path to retrofitting 80% of existing homes and businesses by 2050. The final Design Report was presented to Council on April 28, 2025 (CR159/2025 ETPS 1052). This project was funded through a Community Efficiency Fund (CEF) grant from FCM.
- 2) **Sustainable Neighbourhood Action Plan** – The Sandwich South: Sustainable Neighbourhood Action Plan was completed in 2024 in response to CQ12/2020 (CR544/2020). A summary report was presented to Council on December 9, 2024 (CR529/2024). This project was also funded through a CEF grant from FCM.
- 3) **Encourage a Modal Shift towards Public Transportation and Active Transportation** – This plan for expanding and improving the active transportation network of Windsor was approved in June 2019. The plan has set a target to increase the mode share to 25% by 2041.
- 4) **District Energy Systems:** Expanding the use of district energy systems to provide efficient heating and cooling.
- 5) **Renewable Energy Projects:** Increasing the adoption of solar and wind energy within the community.
- 6) **Energy Performance Standards:** Implementing higher energy performance standards for new buildings.

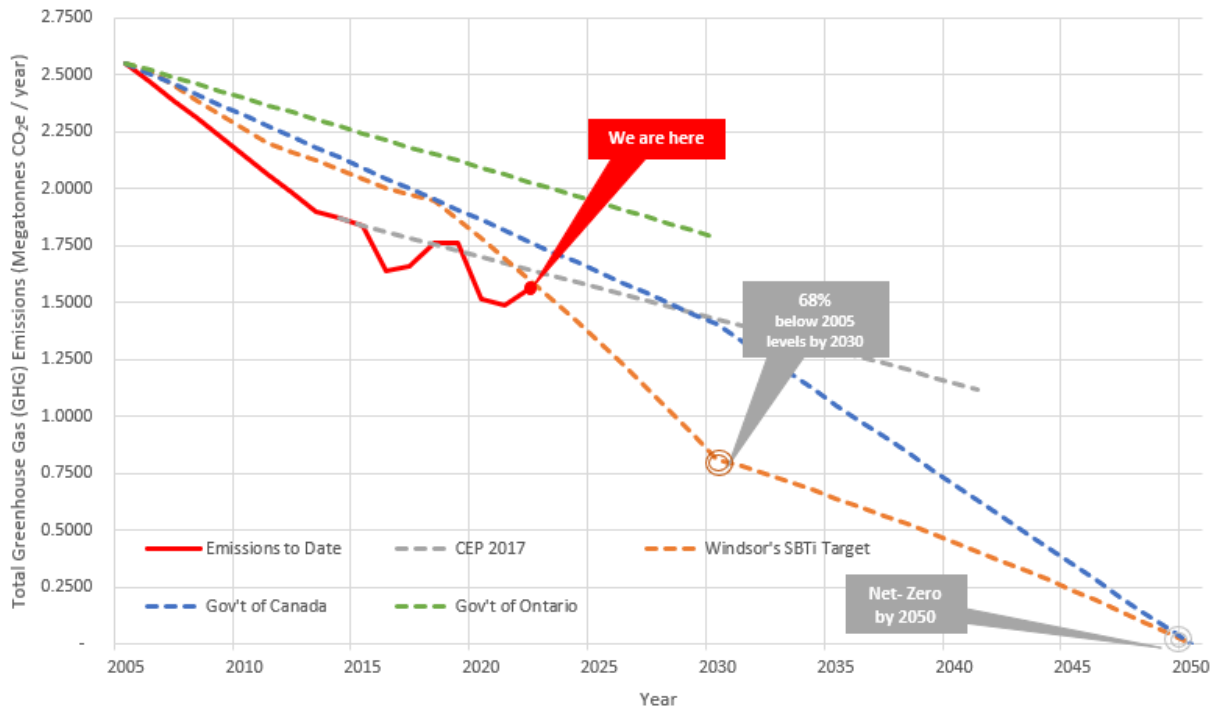
Tracking to Target

As shown in Figure 2, community-wide emissions have decreased since 2005 and the City exceeded its 2023 emissions reduction target. While future emissions may rise due to growth-related increases, the City remains dedicated to implementing strategies that will continue to mitigate GHG emissions and promote a greener future.

Additionally, The ESCC team is currently undertaking a comprehensive review of existing plans and strategies. A key outcome of this review will be the identification of opportunities to collaborate directly with companies in the city. By providing dedicated

staff resources, the ESCC team could assist these local companies with strategies and educational information to effectively reduce their GHG emissions. This initiative will ensure alignment on sustainability plans and support the development and creation of an economic green development hub, fostering innovation and promoting a greener future for Windsor.

Figure 2: Windsor's Community-wide GHG emissions and GHG emissions targets



Corporate Energy and Emissions Inventory

A CCAP was concurrently developed as a subset of the CEP. This plan outlines strategies at a corporate level to reduce energy and emissions from municipal operations and fleets.

Corporate emissions account for only two percent of the overall community emissions. Figure 3 presents the breakdown of corporate emissions by sector for 2023. In 2023, buildings accounted for 42% of overall corporate emissions, with most of those emissions attributable to natural gas used for space and water heating. Fleet emissions accounted for 36% of overall emissions, with the majority of emissions attributed to Transit Windsor. Increased investment in transit is contributing to emission reductions. Water and wastewater accounted for 21% of emissions, and streetlights accounting for roughly 1% of overall corporate emissions.

Figure 3: Windsor's percentage breakdown of Corporate GHG emissions by sector (2023)

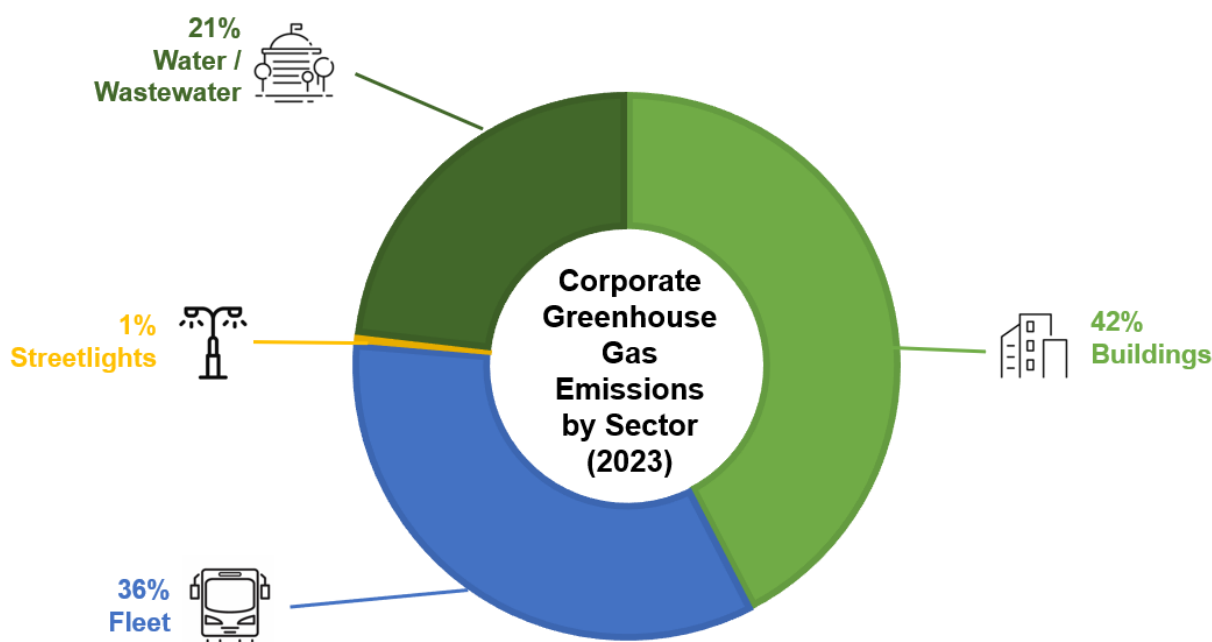


Table 3 highlights primary indicators as outlined in the CCAP. Overall, corporate emissions and energy usage have increased 16.8% and 16.5% respectively since 2014 and can be attributed to changes in corporate assets, and increased investment in infrastructure and development, which can drive further innovation and efficiency improvements. The City remains dedicated to implementing strategies that will continue to mitigate GHG emissions and promote a greener future.

Table 3: Primary Performance Indicators vs. CCAP Baseline 2014

Primary Performance Indicators	CCAP Baseline 2014	2023	% Change to Baseline
Total Emission (kTCO₂e)	34.538	40.342	+16.8
Total Energy (GJ)	812,782	946,991	+16.5

Table 4 highlights the changes in corporate emissions by sector as compared to the CCAP Baseline of 2014. The most significant reductions occurred for the streetlights segment, which was reduced by 85.0% as a result of the completion of an LED conversion project. The water and wastewater segment increased 130.0% mainly due to the addition of the pelletizing plant in mid 2019, the building segment decreased 1.5%, and vehicular emissions increased 20.0% due to increased investments and service enhancements at Transit Windsor.

Table 4: Corporate Emissions by Sector vs. CCAP Baseline 2014

CORPORATE EMISSIONS (kTCO ₂ e)	CCAP Baseline 2014	2023	% Change to Baseline
Building	17.054	16.792	-1.5
Vehicle	12.247	14.696	+20.0
Streetlights	1.484	0.223	-85.0
Water & Wastewater	3.753	8.631	+130.0

Under the Corporate Climate Action Plan (CCAP) the municipality has been working towards implementation of many of the key strategies outlined in the plan, such as:

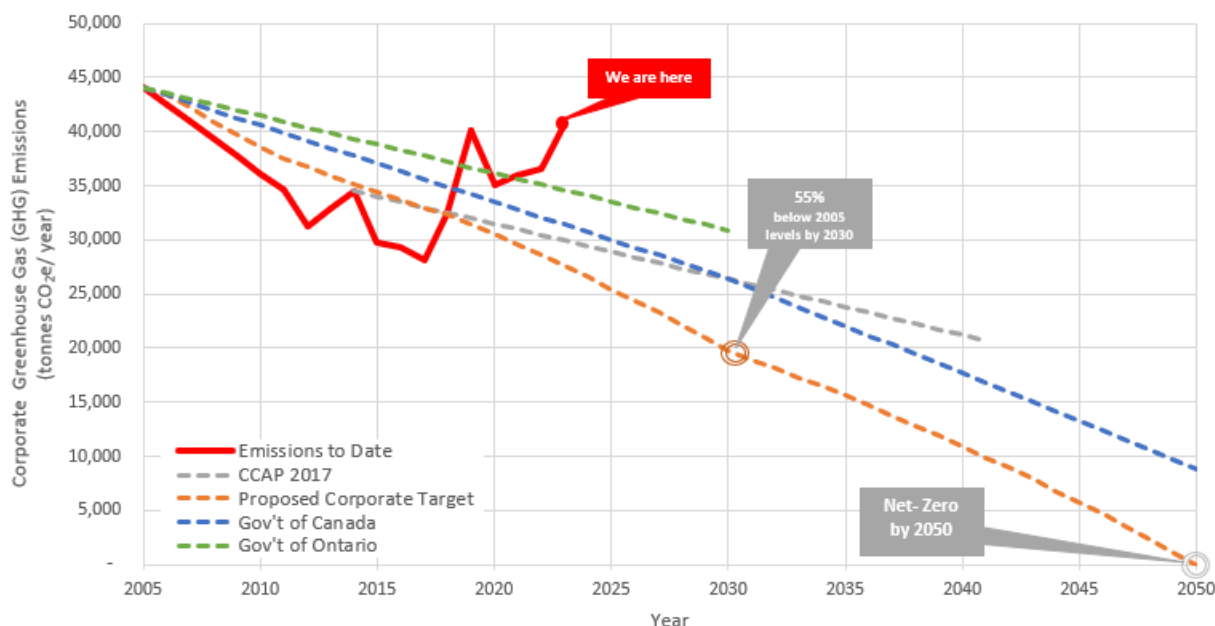
- 1) **Corporate Energy Management Plan (2024-2028)** This plan is a flexible document that sets goals, strategies, and initiatives to reduce the Corporation's energy consumption and GHG emissions from corporate facilities. Last updated in 2024, the Corporate Energy Management is actively implementing strategies in this plan, including LED street lighting, building retrofits, energy management systems, and solar photovoltaic systems at several City facilities.
- 2) **Greenhouse Gas Reduction Pathway Feasibility Studies** Feasibility studies were completed in 2023 to outline pathways to reduce emissions to near net-zero for seven corporate facilities, encompassing five community centres/libraries and two twin-pad arena and pool facilities.
- 3) **Greening the Fleet** – Transitioning the city's vehicle fleet to electric vehicles to reduce emissions from transportation
- 4) **Transit Windsor Electrification Roadmap** – This roadmap will be developed to guide Transit Windsor to better plan for zero emission buses and infrastructure.
- 5) **Waste Reduction Initiatives:** Implementing programs to reduce waste and increase recycling within city operations

While the actions described above are important steps, the City of Windsor recognizes that achieving the aspirational targets set in the CCAP will require ongoing dedication and effort. By continuing to focus on these initiatives, the City is committed to making significant progress in reducing emissions and energy consumption, ultimately aligning with our sustainability goals and creating a greener future for all.

Tracking to Target

As shown in Figure 4, corporate emissions have decreased since 2005. Since 2017, corporate GHG emissions have increased significantly with the addition of natural gas intensive processes, such as Combined Heat and Power (CHP) units and Windsor Biosolids Plant. While these processes have contributed to higher emissions, they also represent significant advancements in infrastructure and energy production which is needed to meet growth demands in Windsor.

Figure 4: Windsor's Corporate GHG emissions and GHG emissions targets



Partnerships and Collaboration for 2023

The Environmental Sustainability and Climate Change (ESCC) office continues to collaborate and engage with municipalities and stakeholders on a continuous basis. This allows for the sharing of knowledge, best-practices, and lessons learned in the effort to streamline and coordinate efforts across many geographical and organizational jurisdictions. ESCC has recognized that climate change is a challenge that transverse municipal, provincial and international borders and as such partnerships and collaboration are necessary to effectively address this challenge. It should be noted that the use of the term “partnerships” in this context does not constitute a legal arrangement, but an informal one designed to share information and reduce duplication of efforts across municipalities.

Municipal Partnerships

City of Burlington, City of Guelph, City of Kingston, City of London, City of Markham, City of Oakville, City of Ottawa, City of Toronto, County of Essex, Region of Durham, Region of Waterloo, Town of Peterborough. Other municipalities are consulted when similar priorities are identified.

Organizational Partnerships

Federation of Canadian Municipalities' Partners for Climate Protection, Global Covenant of Mayors for Climate & Energy and the Carbon Disclosure Project, Clean Air Partnership, QUEST Canada (Ontario Community Energy and Climate ON-CEC working group, Low-Carbon Thermal Network, Deep Energy Retrofit working group), GCoM Implementation Cohort, University of Windsor, St. Clair College.

Annual Greenhouse Gas Inventories

Administration commenced working on the 2024 GHG inventory report in March 2025. Council should anticipate the 2024 inventory reports in Q1/Q2 2026. This is due to timing in receiving data from third parties, some of which is not received until August of the following year.

Key Updates for 2024

The Atmospheric Fund

In June 2024, The Atmospheric Fund (TAF) released its Ontario Electricity Emissions Factors and Guidelines Report, which updated electricity emissions factors to better reflect Ontario’s electricity energy mix. Over the past couple of years, natural gas generation has played a crucial role in providing reliable baseload power. While this has led to an increase in GHG emissions from electricity generation, it also highlights the importance of stable energy supply. Based on the most reliable information available, TAF released new electricity emissions factors for 2021 to 2023. Currently, Ontario municipalities relied on the electricity emissions factors provided by the National Inventory Report (NIR). Work is underway to determine whether the NIR will adopt TAF values for Ontario.

Table 5 compares the electricity emission factors published for Ontario from NIR and TAF sources between 2019 and 2023 and the impact to the Community Inventory should the TAF electricity emission factors be implemented.

Table 5: NIR vs TAF Electricity Emission Factors (2019-2023)

Year	NIR Electricity Emission Factors (gCO ₂ e/kWh)	TAF Electricity Factors (gCO ₂ e/kWh)	Impact to Windsor’s Community Inventory (MTCO ₂ e)
2019	26	29	-0.001
2020	29	36	+0.023
2021	33	44	+0.034
2022	35	51	+0.055
2023	35	67	+0.081

Enbridge Gas Inc.

Enbridge Gas Inc. released a city specific data and insights dashboard highlighting Windsor area participation in Demand Side Management (DSM) programs for calendar years 2022 and 2023. The dashboard is attached in Appendix A.

Insights from Enbridge's summary can be used to track the impacts of available utility programs on Windsor's energy consumption and GHG emissions

- Home Energy Retrofits Plus, Home Winterproofing Affordable Housing Multi-Residential – Enbridge monitors and tracks the number of participants and impacts actions have on residential emissions.

Table 6 highlights the number of participants within the City of Windsor boundaries that participated in Enbridge DSM programs in 2023. Administration calculated the estimated GHG Emission reductions from Enbridge program participation, represented approximately 0.9% of total 2023 Community GHG Emissions.

Table 6: 2023 City of Windsor Enbridge DSM Program Results

Sector	# Participants	Total Gross annual Natural Gas savings (m³)	Estimated GHG Emission Reductions (MTCO ₂ e)
Residential (single family)	663	558,305	0.0017
Residential (multi-family)	2	14,780	0.000029
Commercial	6	4,579,948	0.0088
Industrial	2	289,488	0.00058
Large Users	3	1,653,939	0.0032
Total	676	7,096,460	0.0143

Risk Analysis:

There are no significant risks associated with this information report.

Climate Change Risks

Climate Change Mitigation:

The information outlined in this inventory report provides a snapshot of Windsor's progress in mitigating climate change risks. While GHG inventories are lagging indicators, with data available 12-18 months after consumption, they reveal that the Windsor community is making steady progress towards its environmental goals. Corporately, Windsor is experiencing changes in emissions as assets are added or removed from the portfolio, which is expected as GHG-reduction strategies from the CEP/CCAP are in the early stages of implementation.

As major strategies such as District Energy expansion are rolled out, the city will gain more control over community emissions. Monitoring and validating these emissions is a crucial first step towards reduction. Understanding the quantity and distribution of emissions among various sectors is essential in determining the most effective low-carbon pathway moving forward. This ongoing effort underscores Windsor's commitment to creating a sustainable and environmentally responsible future.

Climate Change Adaptation:

Over a 50-year planning horizon, a certain level of climate change adaptation will be required regardless of mitigation efforts. This is due to a concept known as "climate inertia" which can be viewed as the time delay between the instance of emission and occurrence of the impacts caused by such emission. There is the opportunity however to prevent impacts above and beyond the inertia-based climate impacts by reducing and eventually eliminating emissions.

The GHG inventory outlined herein shows that significant reductions in emissions are still forthcoming. While emissions from this period will continue to influence future climate change impacts, as addressed in the City's Degree of Change, Climate Change Adaptation Plan, this highlights the importance of ongoing efforts and initiatives. The City remains committed to implementing effective strategies to achieve meaningful reductions and mitigate future impacts.

Financial Matters:

This report is for informational purposes and highlights the changes in energy consumption and GHG emissions resulting from actions taken at the federal, provincial, community, and corporate levels. Although the Community and Corporate Greenhouse Gas Emissions and Energy Monitoring report does not require an outlay of funds, Administration's time to monitor, analyze and report on community and corporate GHG emissions is covered under the current operating budget.

Should council direct administration to pursue initiatives identified in this report, ESCC administers a Climate Change Reserve Fund 223 with a current available balance of \$159,367.99 that could be used. Should fund 223 not be sufficient, administration will bring budget requests in future budget years as appropriate.

Consultations:

- Asset Planning – Corporate Energy Initiatives – Sokol Aliko, Manager Energy Initiatives
- Environmental Services – Jim Leether, Manager Environmental Services
- Environmental Sustainability and Climate Change – Branislava (Brana) Cesljarov, Supervisor, Environmental Sustainability and Climate Change
- Financial Planning – Michael Okanlawon, Financial Planning Administrator
- Fleet – Angela Marazita, Manager Fleet
- Transit Windsor – Monica Grant, Director, Fleet & Facility Development
- Transportation Planning – Kathleen Quenneville, Active Transportation Coordinator

Conclusion:

Community efforts to reduce energy consumption and GHG emissions are beginning to show positive results. Windsor is exceeding the interim targets set out in the CEP, due mainly in part by actions taken in our community by businesses, institutions, and residents. The implementation of measures identified in corporate energy plans / Net-Zero plans, coupled with residential participation in home retrofit programs offered by the federal and provincial governments, and Enbridge Gas Inc., plus the adoption of EVs are responsible for observed results. By 2025, community emissions are projected to be higher than CEP targets, as growth-related emissions are currently outpacing reductions.

At the corporate level, the City has undertaken several initiatives resulting in GHG reductions, including the conversion of traffic signals and streetlights to LED lighting; building retrofits; and transitioning the fleet (including Transit Windsor) to include hybrid and EVs. While several improvements to municipal buildings and operations have been made, overall City emissions are rising, primarily due to the addition of equipment and facilities that increase fossil fuel consumption. Corporately, the City is currently tracking above target and may face challenges in reaching the 2041 targets set out in the CCAP. However, ongoing efforts and new initiatives are being implemented to address these challenges and work towards achieving our long-term sustainability goals.

Moving forward, the City is committed to taking control of the factors it can directly influence to make meaningful improvements in emission levels. While some challenges in implementing climate action plans are beyond the City's sphere of influence (e.g., technological advancements, macro trends, federal and provincial funding), the review of existing plans and action items will help the department better strategize and position itself to support city departments in these efforts. By focusing on areas such as investment levels, development planning, and policy, the City aims to effectively manage and reduce emissions. As municipalities across the country directly or indirectly influence roughly 50% of national GHG emissions, this proactive approach is crucial for Windsor's sustainability goals.

Planning Act Matters:

N/A

Approvals:

Name	Title
Michelle Moxley-Peltier	Community Energy Plan Project Administrator
Emilie Dunnigan	Manager Development Revenue & Financial Administration
Matthew Johnson	Executive Director, Economic Development & Climate Change
Jelena Payne	Deputy CAO & Commissioner, Economic Development
Janice Guthrie	Commissioner, Finance & City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Appendix A: City of Windsor: 2022/2023 Data and Insights

Residential
snapshot
(2023)

74,712
customers

2% of total
customer base

137,757,124 m³
total consumption

Residential program participation	HER		HER+	HER/HER+
	2022	2023	2023	2023
Number of participants	389	56	499	555
Total gross annual natural gas savings (m ³)	418,357	50,870	365,498	416,368
Average gross annual natural gas savings (m ³) per home	1,075	908	732	750
Average gross annual natural gas savings per home (%)	43	36	29	30
Other residential (smart)			HER+	HER/HER+
Number of prescriptive measures	690	933	Participation rate	
Total gross annual natural gas savings (m ³)	109,868	145,247	0.67%	0.74%

Top HER+ measure uptake*	
Air source heat pumps	13,127
Windows/doors	91,571
Attic/cathedral ceiling/flat roof insulation	7,234

* For clarity, this displays the number of measure installations and is not a participant count. This only represents measure uptake for packages that were partially or fully funded by Enbridge Gas.

Income-qualified program participation		
Home Winterproofing Offering (HWP) [†]		
	2022	2023
Number of homes	121	108
Total gross annual natural gas savings (m³)	107,087	122,435
Average gross annual natural gas savings (m³) per home	885	1,134
Number of prescriptive measures	244	310

Affordable Housing Multi-Residential Offering		
	2022	2023
Number of projects	–	2
Total gross annual natural gas savings (m³)	–	14,780

[†] Low Income Single Family (includes Home Weatherization Program, Indigenous offering, and Furnace End-of-Life Upgrade offering).

Commercial
snapshot
(2023)

5,861
customers

2.1% of total
customer base

71,716,958 m³
total consumption

Industrial
snapshot
(2023)

413
customers

3.1% of total
customer base

332,736,594 m³
total consumption

Commercial and industrial program participation	Commercial projects		Industrial projects	
	2022	2023	2022	2023
Number of projects/participants	4	6	12	2
Total gross annual natural gas savings (m ³)	1,190,896	4,579,948	1,082,609	289,488
Number of prescriptive measures	160	224		
Average gross annual natural gas savings (m ³) per project	297,724	763,325	90,217	144,734
% total annual cumulative savings		12		0.46

Large volume
snapshot
(2023)

16
customers

21,208,064 m³
total consumption

Large volume program participation		
	2022	2023
Number of participants	4	3
Total gross annual natural gas savings (m ³)	5,841,078	1,653,939
Average gross annual natural gas savings (m ³) per home	1,460,269	551,313
% of total annual cumulative savings		2.1



Committee Matters: SCM 203/2025

Subject: Energy Access and Poverty Pillar (EAPP) Report - City Wide

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

Decision Number: **ETPS 1068**

THAT the report from the Environmental Sustainability and Climate Change department dated November 18, 2024 entitled “Energy Access & Poverty Pillar (EAPP) Report – City Wide” **BE RECEIVED** for information; and,

THAT Council **ENDORSE** development of targets and a plan to meet the new Energy Access and Poverty Badge requirements, contingent on the completion of the Framework Action Review and Global Covenant of Mayors for Climate and Energy (GCoM) being deemed a high priority. If GCoM is not a high priority, the commitment to the Badge requirements and reporting should be discontinued.
Carried.

Report Number: S 167/2024
Clerk’s File: EI/14519

Clerk’s Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are the same.
2. Please refer to Item 8.2 from the Environment, Transportation & Public Safety Standing Committee held on June 25, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250625/-1/10563>

Subject: Energy Access and Poverty Pillar (EAPP) Report - City Wide

Reference:

Date to Council: June 25, 2025

Author: Matthew Johnson

Executive Director, Economic Development and Climate Change

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Co-Author: Michelle Moxley-Peltier

Community Energy Plan Project Administrator

519-255-6100 ext. 6109

mmoxleypeltier@citywindsor.ca

Economic Development & Innovation

Report Date: 11/18/2024

Clerk's File #: E/14519

To: Mayor and Members of City Council

Recommendation:

THAT the report from the Environmental Sustainability and Climate Change department entitled Energy Access & Poverty Pillar (EAPP) Report **BE RECEIVED** for information; and,

THAT Council **ENDORSE** development of targets and a plan to meet the new Energy Access and Poverty Badge requirements, contingent on the completion of the Framework Action Review and Global Covenant of Mayors for Climate and Energy (GCoM) being deemed a high priority. If GCoM is not a high priority, the commitment to the Badge requirements and reporting should be discontinued.

Executive Summary:

N/A

Background:

In 2015, the City of Windsor joined the Compact of Mayors (now referred to as the Global Covenant of Mayors for Climate and Energy (GCoM)), where towns or cities from around the world regardless of size have committed to accelerate aspirational,

measurable climate and energy initiatives that lead to an inclusive, just, low-emission and climate resilient future, helping to meet and exceed the Paris Agreement objectives.

GCoM is the world's largest cooperative effort among mayors and city officials to report and monitor greenhouse gas emissions, track progress, and evaluate climate change risks for municipalities. The GCoM created a shared reporting system through the Carbon Disclosure Project (CDP) to track the impact of cities' actions on climate change. This system measures emissions and climate risks in a consistent way and helps cities publicly share their progress.

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

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

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

In 2021, CDP partnered with ICLEI – Local Governments for Sustainability to launch the CDP-ICLEI Unified Reporting System (CDP-ICLEI Track). This platform enables cities to track and report their climate actions across multiple initiatives, including ICLEI programs, C40 Cities Climate Leadership Group (C40), World Wildlife Fund (WWF), and Global Covenant of Mayors.

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

GCoM compliance badges are awarded based on progress in the three pillars (mitigation, adaptation, and access to energy), with each pillar having three phases: 'Inventory', 'Target', and 'Plan'. Cities earn badges by meeting phase requirements through the CDP-ICLEI Track reporting platform.

Discussion:

GCoM was provided Windsor's responses to the 2024 CDP Cities questionnaire. Responses were reviewed against GCoM compliance badge requirements with compliance badges awarded in Q3/Q4 2025.

Energy Access and Poverty (EAP) Badge requirements

To earn EAP badges, local governments must implement policies that enhance energy access and reduce energy poverty. This includes:

- Support Sustainable Development Goal (SDG) 7 (Affordable and Clean Energy) by ensuring access to reliable, sustainable energy for all.
- Increase energy access and reduce energy poverty within their jurisdiction.
- Track progress toward these goals.

Local governments shall respect the Energy Access and Poverty (EAP) reporting rules, which are linked to climate change actions. The EAP process includes three pillar requirements:

- Assessment;
- Target setting; and
- Action Planning

2024 GCoM Canada Implementation Cohort & Windsor's Tailored Deliverable

In December 2023, the City of Windsor joined the 2024 GCoM Canada Implementation Cohort, alongside cities like Beaconsfield, Mississauga, and Ottawa, supported by the European Union. The project focused on securing funding, collaborating across departments, and tracking progress, with Windsor specifically working on meeting the Energy Access and Poverty (EAP) requirements. As a result, Windsor developed the GCoM Energy Access and Poverty Pillar Requirements Report, which included an assessment of energy affordability.

Windsor's Next Steps

The City is fully compliant for the Assessment Pillar.

In order to receive badge compliance for future years, the city must begin to develop Energy Access and Poverty Targets and Plan.

Pillar Requirements for "Targets"

ESCC has conducted informal engagements with corporate departments regarding the selection of energy target(s). The targets now require alignment to Science Based targets methodology and should be completed in 2025 if the city is to continue with its commitments with GCoM.

The city should set and report city wide target with the goal to reduce energy poverty for everyone. The Energy Access and Poverty (EAP) targets should focus on three main things: making sure energy is secure, affordable, and sustainable. To meet this requirement, the city needs to set targets that align with the UN's goal of universal energy access and aim to reduce energy poverty in these areas within two years of starting the plan.

Targets are required to be set by the end of 2025.

Pillar Requirements for "Plan"

The creation of an action plan is the final pillar in receiving the EAP Compliance Badges.

Creating an action plan is a key step in earning the Energy Access and Poverty (EAP) Compliance Badges. The plan must outline the city's targets and the specific actions and policies it will take to meet the commitments. The plan can either be a separate document or part of existing climate change plans, but it must include clear ways to track progress and report on it regularly.

Key points of the action plan must include:

- It must be officially approved by the local government and in an official language the city uses.
- The plan should address climate change, energy access and, poverty:
- It must include a way for monitoring, measuring, and tracking progress.
- Financial details, including the costs, timeline, how the plan will be funded, and stakeholders involved should also be included.

Plans are required to be developed by the end of 2026.

As a follow-up to the EAP Action Plan, the City is required to submit monitoring reports once every four years to GCOM. The monitoring reports shall provide information about the implementation status of each action/action area/sector contained in the action plan, helping to monitor progress made.

Next Steps

Administration has outline the following as next steps in relation to this initiative:

Develop targets and a plan to meet the new Energy Access and Poverty Badge requirements, contingent on the completion of the Framework Action Review and GCoM being deemed a high priority. If GCoM is not a high priority, the commitment to the Badge requirements and reporting should be discontinued.

The Environmental Sustainability and Climate Change (ESCC) department has helped make the environment a part of decision making for the City of Windsor since 2005. The ESCC is responsible for spearheading the following environmentally focused plans:

- Environmental Master Plan (2017)
- Community Energy Plan (2017)
- Corporate Climate Action Plan (2017)
- Climate Change Adaptation Plan (2020)

There are nearly 500 recommendations and action items contained in these plans and other associated plans and policies. Tasks and actions for the department approved by Council with identified sources of funding (budget, grants) have been completed. In 2023 the organizational structure of the City was amended and the Environmental Sustainability and Climate Change team was moved under the Commissioner of Economic Development. An Executive Director of Economic Development and Climate Change was hired in early 2024. As part of a new portfolio, the Executive Director has undertaken a comprehensive review of the guiding documents to identify priority items within the City's sphere of control and explore resourcing options. The results of that

Framework Action Review and proposed projects will be the subject of future reports to Council.

Risk Analysis:

There are no significant risks associated with completing the requirements to achieve the EAP badges. As the CDP Cities Questionnaire scoring methodology is updated annually with increasingly stringent requirements, the City of Windsor is at risk dropping off of the A Cities list, should EAP badges become a critical measure in 2025 or beyond.

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

Climate Change Risks

Climate Change Mitigation:

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

Climate Change Adaptation:

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

Financial Matters:

The EAP is a three-step process, with Step 2 focused on setting community-wide targets and Step 3 involving the development of an implementation/action plan. While Step 2 may involve some associated costs — such as engagement, project management, and miscellaneous expenses, administration is recommending an upset limit of \$5000. This expense is included in the approved 2025 Environmental Sustainability and Climate Change operating budget department ID 0122981.

It is anticipated that Step 3 will require a more significant investment. The full scope and cost of Step 3 cannot be determined until the targets are finalized through Step 2. Should the implementation planning stage require substantial funding beyond the confines of the current approved Environmental Sustainability and Climate Change operating budget, Council will be given the opportunity to review the associated budget as part of the annual budget process.

Consultations:

- Branislava Cesljarov – Supervisor, Environmental Sustainability and Climate Change
- Michael Okanlawon – Financial Planning Administrator, Financial Planning

Conclusion:

In 2023, the City of Windsor's environmental efforts were accessed for the first time against GCoM's new Energy Access and Poverty Pillar requirements. With the new requirements, the GCoM is providing a 2- and 3-year window for compliance. Undertaking the required actions under this pillar will provide the City with a more detailed understanding on current energy access and poverty in the Community. This heightened understanding will help Windsor's climate action by developing opportunities to address energy access and poverty to help ensure a just transition to a low-carbon economy. All of the above is contingent on the completion of the Framework Action Review and GCoM being deemed a high priority.

Planning Act Matters:

N/A

Approvals:

Name	Title
Michelle Moxley-Peltier	Community Energy Plan Project Administrator
Emilie Dunnigan	Manager, Development Revenue & Financial Administration
Matthew Johnson	Executive Director, Economic Development and Climate Change

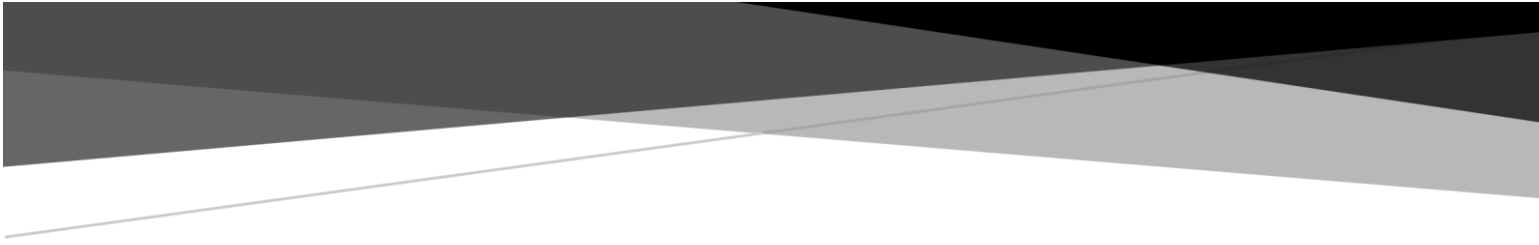
Name	Title
Jelena Payne	Commissioner of Economic Development
Janice Guthrie	Commissioner of Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 01 – Windsor GCoM EAPP Reporting Guidance
- 02 – GCoM EAPP Excel Checklist



WINDSOR GCOM ENERGY ACCESS & POVERTY PILLAR REQUIREMENTS

Prepared by ICLEI Canada for the GCoM Implementation Cohort

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Background

Energy is a necessity in everyone's daily life and energy access and energy poverty is increasingly being recognized as being integral for the sustainable development, resilience and well-being of cities. Energy poverty refers to the lack of access to reliable, affordable, and modern energy sources and services that allow people to live with dignity. It disproportionately affects marginalized communities such as low-income communities, limiting their ability to meet their daily needs, live decent lives, and maintain healthy indoor temperatures all year round.

Globally, energy poverty has wide-ranging impacts on health, education, and economic development, as people are often forced to rely on inefficient energy sources or spend excessive time collecting fuel to meet basic needs, which can contribute to indoor air pollution and environmental degradation. In the Canadian context, energy poverty is typically connected to high energy costs, low incomes, and inefficient housing. Depending on how it is measured, between 6-19% of Canadian households face energy poverty, and this experience is associated with significantly increased likelihood of poor general and mental health (Riva et al., 2023). These challenges are further exacerbated by changes in the Canadian climate, where many more people are confronting life threatening impacts of extreme heat each year (Canadian Climate Institute, 2023). Although energy poverty is being addressed by policymakers in Canada and Ontario, significant gaps remain—particularly for renters and people living with low income (Das et al., 2022). Therefore, addressing energy access and poverty is critical for improving quality of life, and ensuring a just energy transition towards future climate resilience in Canada.

GCoM Energy Access and Poverty Pillar

Due to the importance of energy access and energy poverty for sustainable development, resilience, and well-being of cities and local government, the Global Covenant of Mayors for Climate and Energy (GCoM) has launched the Energy Access and Poverty Pillar (EAPP) of the Common Reporting Framework (CRF) in November 2022, which is a set of indicators, guidelines, and timelines built to help its signatories take action towards a just energy transition. The EAPP, as for mitigation and adaptation, is an integral part of the journey of local government towards a more sustainable future. Therefore, strategies and measures undertaken by cities can simultaneously address more than one single pillar (i.e., mitigation and energy access/poverty). Some of the way local governments can facilitate energy access and/or reduce energy poverty include:

- Undertake energy data gathering, analysis and evaluations towards action taking regarding households and all assets in a city to understand the gaps in energy supply and energy services provisioning;
- Build and maintain relationships with local partners and communities who are affected by, or may help to alleviate, energy poverty;
- Facilitate energy access by encouraging local renewable energy generation, supporting low-income households, and generating new jobs; and
- Influence, facilitate, and implement goals, strategies, and tactics that address energy access and poverty.

As a GCoM Signatory, Windsor pledges to to implement policies that facilitate energy access and/or reduce energy poverty and shall undertake measures to:

- Contribute to achieve SDG7 by ensuring access to affordable, reliable, sustainable and modern energy for all;
- Contribute to increase the level of energy access within the boundary of jurisdiction;
- Contribute to reduce energy poverty within the boundary of jurisdiction; and
- Track progress toward these objectives.

Energy Access and Poverty Pillar Reporting Requirements

Reporting requirements for the EAPP Pillar consists of assessment, target setting and action planning. The following reporting guidance for Windsor was developed as part of the tailored deliverables under the cohort activities for the GCoM Canada Implementation Cohort to assist in the submission and preparation of the assessment badge, and to outline next steps for the subsequent 2 badges. The reporting guidance includes this document and an Excel document named “GCoM EAPP Assessment - Affordable Energy”.

Energy Access and Poverty Assessment Badge

The energy access and energy poverty assessment shall analyze the energy access and energy poverty conditions of the municipality, providing information on the energy attribute(s) deemed most relevant by each Regional and National Covenant. For North America, the GCoM Regional/National Covenant’s chosen energy attribute is affordable energy, indicating that Windsor only needs to report on the indicators or parameters around affordable energy as energy access is not deemed a relevant energy attribute for North American Cities. The mandatory indicator for Windsor is required to report on is therefore the ‘percentage of households or population within the city boundary that spending up to X% of income on energy service’.

The attached spreadsheet, **GCoM EAPP Assessment Excel Worksheet - Affordable Energy**, clarifies the details around the reporting requirements of EAPP Assessment and how to answer the questionnaire correctly. The mandatory fields under the attribute of affordable energy are marked in red. In addition, in the spreadsheet, some cells (e.g., Cell B4 and F4) are pre-populated with the answers or options that need to be provided.

In addition, the energy access and energy poverty assessment is framed by indicators for which local governments are invited to collect and provide information. These non-mandatory global indicators include:

- Secure Energy
 - i. Estimated share of electricity consumed within the municipality but not billed (non-technical losses, illegal connections)
 - ii. Average number of electric supply interruptions in a typical month (or year)

- iii. % energy consumption per capita from i) electricity, ii) gas, iii) other sources
- Sustainable Energy
 - i. Total installed energy capacity within local boundary
 - ii. Number of local energy efficiency programs
 - iii. Number of local renewable energy programs
- Affordable Energy
 - i. Percentage of households within the municipality experiencing heating or cooling discomfort
 - ii. Percentage of clean energy investment at local level going to low- and moderate-income households
 - iii. Price of green electricity

Next steps

After the City achieves the GCOM EAPP Assessment phase, we have identified several next steps that the city can consider to advance their action in the energy access and poverty space. Examples include:

1. Connect with Efficiency Canada and update the indicator 'Percentage of households within the jurisdiction boundary that face energy poverty' using 2021 census data.
2. Continue tracking and improving the indicators, ensuring data accuracy and consistency.
3. Conduct further research and engage with local, sub-national and national stakeholders and organizations on how to engage in a process to develop robust city-wide energy poverty reduction targets to achieve the EAPP Target Badge.
4. Continue to research best practices and engage with local stakeholders to develop energy poverty reduction actions, strategies and indicators, either stand-alone or integrated into existing climate action plans, to achieve the EAPP Plan Badge. To ensure actions are effective, engagement should aim for robust and equity-focused approaches that understand the lived experiences of community members experiencing energy poverty

GCoM EAPP Excel Checklist

In this document, three tabs were created specifically for the three phases of the EAPP, Assessment, Target, and Plan. Under each tab, there is a table with the reporting requirements for each phase, and the items are marked either mandatory or optional. This document details the requirements to achieve each phase of the EAPP, which will be helpful to understand the requirements and identify the areas that the city can focus on in the future to be compliant with future EAPP phases.

Energy Access and Poverty Targets Reporting Requirements

The next step for Windsor will be to set and report city-wide targets that alleviate energy poverty for their communities. The EAPP requires a composite approach that considers three distinct,

yet interconnected characteristics: secure energy, affordable energy, and sustainable energy. Local governments shall set their target in line with the universal energy access component of UN Sustainable Development Goal #7 (SDG 7) and set at least one target that alleviates energy poverty across the three mentioned characteristics within two years upon the activation of the EAPP.

The following outlines further target setting requirements:

Boundary (geographic coverage): The target boundary shall be consistent with the city boundary. Local governments may develop goals jointly with neighbouring community(ies). If the boundary is larger than the city boundary, this needs to be specified.

Target: Local governments shall adopt a target for a quantified relative increase of energy access and/or alleviation of energy poverty towards universal access to energy in alignment with SDG 7. The target shall define the estimated percentage decrease in energy poverty in 2030 compared to their selected base year.

In addition, local governments shall set at least one target that addresses energy access and alleviates energy poverty from the regionally selected energy attribute.

Local governments should select their target(s) from the list of targets reported below.

- Improving access to secure energy
 - i. Increase average duration of available electricity by 2030 in relation to their base year
 - ii. Increase the percentage of population or households with access to electricity by 2030 in relation to base year
 - iii. “Improve” the average yearly energy consumption per capita (without affecting the level and quality of energy services used)
- Improving access to affordable energy
 - i. Reduce percentage of households or population within the city boundary that face energy poverty
 - ii. Increase energy efficiency of buildings
- Improving access to sustainable energy
 - i. Increase the installed capacity of renewable energy sources (RES) within local boundary
 - ii. Increase total energy generated from RES within local boundary
 - iii. Increase energy consumption from RES
 - iv. Increase the households within the municipality with access to clean cooking fuels and technologies
 - v. “Improve the greenness” of the source mix of thermal energy (heating and cooling) consumed in your city

Local governments may choose to select targets from the list above or define other targets of their choosing that correspond to their energy attribute(s) of interest. Local governments may report against additional targets addressing energy access and alleviating energy poverty from

the list above. Local governments may also identify and set additional complementing targets suited to their local conditions and needs.

Target year: The target year (the year in which local governments aim to achieve the stated target) shall be aligned with national commitments such as Nationally Determined Contributions (NDC) (where applicable) or as set by Regional/National Covenants. However, in alignment with SDG 7 and the Mitigation and Adaptation pillars, an additional target for 2030 should be set, in case existing national and/or regional targets aim to be achieved before or beyond 2030.

Base year value: The base year shall be the one set within national frameworks or Regional/National Covenants (where applicable or available) or the year used for the energy access and poverty assessment, in which the status of the local government is well documented

Reporting year value: The target year shall not be same or older than the reporting year

Ambition: When setting a target, local governments shall demonstrate commitments to increase in energy poverty. Local governments shall declare these commitments in their plan(s)

Units: The target shall be reported as a percentage (%) in relation to the base year. If absolute data is available, signatory shall report the percentage in addition to their quantitative data

Energy Poverty Action Plan

Creation of an action plan is one of the key steps undertaken by GCoM signatories. It describes the intentions and concrete policies and measures foreseen by the local authorities to address the GCoM commitments. Development of the energy poverty plan can be a standalone plan or be integrated into existing climate mitigation or adaptation plans. It is also important that the plan (stand-alone or integrated) includes clear provisions for tracking progress and regular progress reporting.

The plan shall be formally adopted by the local government and should be in an official language used by the local government. When mainstreamed in sectoral or local development plans, the climate and energy objectives and actions should be clear and able to be monitored.

The following outlines the requirements the action plan must meet to be awarded the EAPP Plan Badge:

1. The plan shall be formally adopted by the local government and should be in an official language used by the local government
2. The plan shall include the following information for climate change mitigation, adaptation (climate resilience) and energy access and/or poverty:
 - The local government(s) which formally adopted the plan and the date of adoption.

- Lead author team/Action Plan responsible/coordination team in the local governments.
 - Description of the stakeholder engagement processes.
 - Energy poverty targets; including (if available) sectoral targets.
 - All actions of priority sectors (identified from energy access & poverty assessments).
 - Descriptions for each action.
 - Synergies, trade-offs, and co-benefits of mitigation, adaptation and energy access actions.
3. Local governments should also report the metric (or key performance index) for tracking the progress and monitoring plans.
 4. For each action/action area/sector, the action plans shall provide the following information:
 - Brief description of the action/action area/sector.
 - Related indicators and how the implementation of the action impacts the value of the energy access and/or poverty indicators.
 - A description of the action to allow best practice sharing. Under the simplified reporting level, a description of the action may be reported to allow best practice sharing.
 - The assessment of the estimated energy saving, renewable energy production, and GHG emission reduction. Under the simplified level, this assessment should be reported.
 5. For each action/action area/sector, the action plans should provide the following information:
 - Financial strategy for implementing the action/action area/sector.
 - Implementation status, cost and timeframe.
 - The policy instruments to implement the action
 - Implementing agency(ies).
 - Stakeholders involved in planning and implementation.
 6. In addition, local governments should also provide the following information in the action plans:
 - Prioritization of actions.
 - Policy instrument(s) to implement the actions.
 7. Local governments are encouraged to report actions in as much detail as possible

Monitoring Requirements:

1. The local government shall submit monitoring reports every four years after submitting the action plan(s).
2. The monitoring reports shall provide information about the implementation status of each action/action area/sector contained in the action plan, helping to monitor progress made.
3. The local government should update and resubmit the action plan(s) when there are significant changes to the existing plan(s).

4. The local government may also report the implementation cost for each action/action area/sector.

Sample EAPP Assessments, Targets, or Plans (in English) from Cities in Europe

Barcelona, Spain - [Climate Plan 2018-2030](#)

London, UK - [Fuel Poverty Action Plan](#)

Madrid, Spain - [The Madrid Recupera Plan](#)

Manchester, UK - [Anti-Poverty Strategy](#)

Milan, Italy - [A plan to tackle energy poverty in Milan](#)

Paris, France - [Climate Action Plan](#)

Research and Whitepapers

[Cities social trends paper: Measures to tackle energy poverty in cities](#)

[The French approach to energy poverty: a mix of tools to tackle a multifaceted phenomenon](#)

[Cities step up to mitigate energy poverty](#)

[10 ways cities can tackle energy security and energy poverty](#)

Timeline

The EAPP assessment and targets are required the latest by 2025 and plans by 2026.

Proof of Compliance with EAPP Badge Requirements

The city's badge compliance could be exemplified either by their GCoM badges displayed on the GCoM website on their city's profile or GCoM's official email of badge results.

The minimum requested official documents for compliance are: CRVAs (Adaptation RVA badge), GHG Emissions Inventories (Mitigation Inventory Badge), and Climate Action Plans (across all Mitigation, Adaptation, and Energy plan Badges). For the EAPP Plan (the minimum requested document for the EAPP Pillar), cities must submit an energy access and/or poverty plan either separately on its own or integrated with an official climate action plan (which regards adaptation, mitigation, or both).

Documents are validated for their meeting of the [Common Reporting Framework](#) criteria. The minimum reporting requirements for EAPP Plan Badge compliance in CDP-ICLEI Track based on GCoM's [Common Reporting Framework](#), are for the city to attach or link the plan to question 8.1.1, as well as report the name of the local government(s) which formally adopted the plan and the date of adoption. Finally, in questions 9.1 and/or 9.2, a city must also report an energy-related action which is included in the plan. For reporting compliance with the energy action, cities must report an energy related action, indicate if it is included in the climate action plan, indicate if the action contributes to EAPP objectives, and select the related energy access

and/or poverty indicator(s) for this action. Meeting both requirements for the plan and action are required for EAPP badge compliance.

If a city is reporting to GCoM through CDP, the GCoM team at CDP carries out the validation of cities' responses and shares the results with GCoM, while the European Joint Research Centre conducts a second round of validation for European signatories' submissions only. Any of the official GCoM reporting platforms may either conduct validation and share results with GCoM or share data with GCoM for GCoM to conduct the validation.

Contacts for EAPP Related Questions

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Achilleas Vryniotis - GCoM Project Officer (achilleas.vryniotis@cdp.net)

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Appendices

Appendix A. Regional Indicators

- MW of installed rooftop and community solar in your jurisdiction
- Percentage of households adopting energy efficient appliances through municipality run or nationwide energy efficiency programs
- % of population employed in non-renewable energy sectors
- Population / households not having access to essential services within 1 hour by walking, cycling or public transport / total population
- People / households living more than one 1 km from nearest public transport station / number of population
- % of public building expenditure on energy
- Average percentage of revenue spent in energy generation for: - % for industries - % for commercial - % for tertiary of the municipality
- Financial and regulatory incentives or subsidy mechanisms in place for clean cooking
- Percentage of population/households relying on the traditional use of biomass for cooking
- Time spent and distance covered gathering fuelwood
- Number of improved cookstoves being used
- Percentage of household income spent on cooking
- Electricity bill collection rate
- Transmission and Distribution losses
- Average fuel poverty gap
- Population able to/willing to pay for electricity
- Population able to/willing to pay for clean cooking
- Minigrids and stand-alone systems
- Sustainable production for clean cooking (i.e charcoal)
- Awareness and/or Education programmes in place on energy access and clean cooking
- Frequency of heat waves
- Frequency of cold waves
- Number of heating degree days per year
- Number of cooling degree days per year
- F+G + H band (EPC) dwelling / total number of dwellings
- Energy consumption (electricity + heating) per capita / national energy consumption (electricity + heating) per capita
- Share of buildings renovated per year
- Share of households / population with presence of leak, damp, rot in their dwelling / total households or population
- Percentage of households / persons within the municipality experiencing heating discomfort
- Percentage of households / persons within the municipality experiencing cooling discomfort
- Households / persons connected to the electricity grid / total households or persons
- Households / persons connected to the gas grid / total households or persons
- EPC bands of dwelling higher than B

- Households with centralized heating system / total households
- Ownership of heating and cooling systems
- Number of social housing apartments/total number of apartments
- Average energy demand of social housing buildings / sq.m.
- Low absolute energy expenditure (M/2)
- Number of households with only oil boilers, wood calefactions, conventional gas boilers
- Households with centralized cooling system / total households
- Households with centralized cooling system older than 10 y / total households with cooling system
- Average age of the buildings
- Dwelling ownership
- Over and under occupation of dwellings
- The local public transport travel frequently enough, covering the essential necessities the population
- Social housing apartments not having easy access to public transport (*)/ all social housing apartments
- Inhabitants / households receiving support to pay public transport services/public transport users
- Percentage of persons / households spending up to XX % their income on energy services
- Vulnerable households or persons / total households or persons
- Arrears on utility bills / total population or households
- High share of energy expenditure in income (2M)
- Average price of electricity
- Average price of gas
- Energy related expenditure / local GDP
- Citizens / households under poverty threshold / number of citizens / households
- At-risk-of-poverty rate
- Citizens / households with social support
- Money spent to support energy poor households or persons / in relation to local GDP
- Energy poor households / persons supported / total energy poor households asking for support
- Energy poor households / persons supported / total energy poor households detected
- Unemployment rate
- Persons aged under 12
- Persons aged over 65
- Persons with respiratory and circulatory problems
- Persons with an education level under lower secondary school
- Existence of energy poverty strategy
- Existing rent regulation
- Specific measures related energy poverty
- Existing incentives of landlord's programs
- Awareness-raising campaigns targeting vulnerable households
- Engagement and cooperation with local stakeholders on energy poverty

Requirements

Conduct an Energy Access and Poverty Assessment

Resources

Common Reporting Framework

Energy Access and Poverty Pillar (EAPP) Annex - Common Reporting Framework

Urban Energy Access Toolkit for Local Governments

Reporting Item

Energy Access and Poverty Assessment

Energy Access and Poverty Assessment Data Requirements

Secure Energy

Mandatory Indicator

Percentage of municipality population or households with access to electricity

Average duration of available electricity

Average yearly energy consumption per capita

Non-mandatory Indicator

Estimated share of electricity consumed within the municipality but not billed (non-technical

Average number of electric supply interruptions in a typical month (or year)

% energy consumption per capita from i) electricity, ii) gas, iii) other sources

Sustainable Energy

Mandatory Indicator

Installed capacity of renewable energy sources within local boundary

Total energy generated from renewable energy source within local boundary

Energy consumption from renewable energy sources

Source mix of thermal energy (heating and cooling) consumed within local boundary

Percentage of households within the municipality with access to clean cooking fuels and technologies

Non-mandatory Indicator

Total installed energy capacity within local boundary

Number of local energy efficiency programs

Number of local renewable energy programs

Affordable Energy

Mandatory Indicator

Percentage of households or population within the city boundary that spending up to X% of income on energy service

Non-mandatory Indicator

Percentage of households within the municipality experiencing heating or cooling discomfort
Percentage of clean energy investment at local level going to low- and moderate-income households
Price of green electricity
Regional Indicators
MW of installed rooftop and community solar in your jurisdiction
Percentage of households adopting energy efficient appliances through municipality run or nationwide energy efficiency programs
% of population employed in non-renewable energy sectors
Population / households not having access to essential services within 1 hour by walking, cycling or public transport / total population
People / households living more than one 1 km from nearest public transport station / number of population
% of public building expenditure on energy
Average percentage of revenue spent in energy generation for: - % for industries - % for commercial - % for tertiary of the municipality
Financial and regulatory incentives or subsidy mechanisms in place for clean cooking
Percentage of population/households relying on the traditional use of biomass for cooking
Time spent and distance covered gathering fuelwood
Number of improved cookstoves being used
Percentage of household income spent on cooking
Electricity bill collection rate
Transmission and Distribution losses
Average fuel poverty gap
Population able to/ willing to pay for electricity
Population able to/ willing to pay for clean cooking
Minigrids and stand-alone systems
Sustainable production for clean cooking (i.e charcoal)
Awareness and/or Education programmes in place on energy access and clean cooking
Frequency of heat waves
Frequency of cold waves
Number of heating degree days per year
Number of cooling degree days per year
F+G + H band (EPC) dwelling / total number of dwelling
Energy consumption (electricity + heating) per capita / national energy consumption (electricity + heating) per capita
Share of buildings renovated per year
Share of households / population with presence of leak, damp, rot in their dwelling / total households or population
Percentage of households / persons within the municipality experiencing heating discomfort

Percentage of households / persons within the municipality experiencing cooling discomfort
Households / persons connected to the electricity grid / total households or persons
Households / persons connected to the gas grid / total households or persons
EPC bands of dwelling higher than B
Households with centralized heating system / total households
Ownership of heating and cooling systems
Number of social housing apartments/total number of apartments
Average energy demand of social housing buildings / sq.m.
Low absolute energy expenditure (M/2)
Number of households with only oil boilers, wood calefactions, conventional gas boilers
Households with centralized cooling system / total households
Households with centralized cooling system older than 10 y / total households with cooling system
Average age of the buildings
Dwelling ownership
Over and under occupation of dwellings
The local public transport travel frequently enough, covering the essential necessities the population
Social housing apartments not having easy access to public transport (*)/ all social housing apartments
Inhabitants / households receiving support to pay public transport services/public transport users
Percentage of persons / households spending up to XX % their income on energy services
Vulnerable households or persons / total households or persons
Arrears on utility bills / total population or households
High share of energy expenditure in income (2M)
Average price of electricity
Average price of gas
Energy related expenditure / local GDP
Citizens / households under poverty threshold / number of citizens / households
At-risk-of-poverty rate
Citizens / households with social support
Money spent to support energy poor households or persons / in relation to local GDP
Energy poor households / persons supported / total energy poor households asking for support
Energy poor households / persons supported / total energy poor households detected
Unemployment rate

Persons aged under 12
Persons aged over 65
Persons with respiratory and circulatory problems
Persons with an education level under lower secondary school
Existence of energy poverty strategy
Existing rent regulation
Specific measures related energy poverty
Existing incentives of landlord's programs
Awareness-raising campaigns targeting vulnerable households
Engagement and cooperation with local stakeholders on energy poverty

Links

<https://www.globalcovenantofmayors.org/wp-content/uploads/2023/11/2023-11-01-Global-Covenant-of-Mayors-Climate-Action-Plan-2023-2025.pdf>
<https://www.globalcovenantofmayors.org/wp-content/uploads/2022/11/2022-11-01-Global-Covenant-of-Mayors-Climate-Action-Plan-2022-2024.pdf>
<https://www.globalcovenantofmayors.org/press/unlocking-urban-eap-ne>

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Optional	Utility prices
Optional	Utility prices
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Transit Windsor Social Housing WECHC Transit Windsor
Utility Ontario Energy Board
Utility Ontario Energy Board
Statistics Canada

Census Data
Census Data
Census Data

Requirements

Set and report city-wide targets that facilitate energy access and/or alleviate energy poverty for

Resources

Common Reporting Framework

Energy Access and Poverty Pillar (EAPP) Annex - Common Reporting Framework

Urban Energy Access Toolkit for Local Governments

Reporting Item

Set targets through a composite approach

General Target Requirements
Alignment with the universal energy access component of UN SDG 7
A target for a quantified relative increase of energy access and/ or decrease in energy poverty in
Target specific to energy attributes
Regionally selected energy attribute - Affordable Energy
Reduce percentage of households or population within the city boundary that face energy poverty
Increase energy efficiency of buildings
Additional Targets
Other targets of choosing that correspond to the energy attributes of interest
Target Year
Align with national commitments
2030 (alignment with UN SDG 7 and the Mitigation and Adaptation Pillars)
Units
Reported as a percentage (%) in relation to the base year
Absolute data
Boundary
Consistent with the city boundary

Links

<https://www.globalcovenantofmayors.org/wp-content/uploads/2023/11/CRF7-0-2023-09->
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Requirements

Conduct an Energy Access and Poverty Assessment

Resources

Common Reporting Framework

Energy Access and Poverty Pillar (EAPP) Annex - Common Reporting Framework

Urban Energy Access Toolkit for Local Governments

Reporting Item

Submit an Energy Access Plan

Plan Requirements
Adopted by the local government
Formally adopted by the local government
Be in an official language used by the local government
Information in the plan
The local government which formally adopted the plan and the date of adoption
Lead author team/ Action Plan responsible/ coordination team in the local government
Description of the stakeholder engagement processes
Energy access targets
Sectoral targets
All actions of priority sectors identified from energy access & poverty assessments
Descriptions for each action/ action area/ sector
Related indicators and how the implementation of the action impacts the value of the energy access and/ or poverty indicators for each action/ action area/ sector
A description of the action to allow best practice sharing for each action/ action area/ sector
The assessment of the estimated energy saving, renewable energy production, and GHG emission reduction for each action/ action area/ sector
Financial strategy for implementing the action/ action area/ sector
Implementation status, cost and timeframe for each action/ action area/ sector
The policy instruments to implement the action/ action area/ sector
Implementing agencies for the action/ action area/ sector
Stakeholders involved in planning and implementation for the action/ action area/ sector
Synergies, trade-offs, and co-benefits of mitigation, adaptation and energy access actions
Prioritization of actions
The policy instruments to implement the action
Tracking and Monitoring
Metric or key performance index for tracking progress and monitoring plans

Links

<https://www.globalcovenantofmayors.org/wp-content/uploads/2023/11/CRF7-0-2023-09-1>
<https://www.globalcovenantofmayors.org/wp-content/uploads/2022/11/Energy-Access-and>
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Committee Matters: SCM 204/2025

Subject: Repeal of By-law 6366 – A By-law Respecting the Transporting, Storing, Handling and Use of Explosives in the City of Windsor – City Wide

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

Decision Number: **ETPS 1069**

THAT By-law Number 6366 being “A By-law Respecting the Transporting, Storing, Handling and Use of Explosives in the City of Windsor” **BE REPEALED**.
Carried.

Report Number: S 47/2025
Clerk’s File: AB2025

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 June 25, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250625/-1/10563>

Subject: Repeal of By-law 6366 – A By-law Respecting the Transporting, Storing, Handling and Use of Explosives in the City of Windsor – City Wide

Reference:

Date to Council: June 25, 2025
Author: Brandon Calleja
Deputy Chief Building Official - Permits
bcalleja@citywindsor.ca
519-255-6267 x6166
Planning & Building Services
Report Date: 4/8/2025
Clerk's File #: AB2025

To: Mayor and Members of City Council

Recommendation:

THAT By-law Number 6366 being "A By-law Respecting the Transporting, Storing, Handling and Use of Explosives in the City of Windsor" **BE REPEALED**.

Executive Summary:

N/A

Background:

By-law Number 6366 being "A By-law Respecting the Transporting, Storing, Handling and Use of Explosives in the City of Windsor" (Explosives By-law) was enacted on October 2, 1979, pursuant to authority in the City of Windsor Act, 1978. As noted in its title, the By-law regulates the transportation, storing, handling and use of explosives.

The Federal *Explosives Act* RSC 1985, c E-17 also regulates activities related to explosives, fireworks, pyrotechnics, and restricted components, including manufacture, transportation, storage, and use.

It should be noted that this report is separate from any other reports that have been brought to Council by Windsor Fire & Rescue Services as it relates to the transportation of dangerous goods crossing the Ambassador Bridge. The *Transportation of Dangerous Goods Act*, 1992, focuses on the safe transportation of various dangerous goods, including explosives, while the *Explosives Act* specifically addresses the manufacturing, storage, use, and transportation of explosives. Both Acts share common ground in ensuring safety, but the *Transportation of Dangerous Goods Act* is

broadier in scope, encompassing a wider range of hazardous materials and its safe transportation, whereas the *Explosives Act* provides specialized regulations for explosives. These Acts are enforced by different governing authorities – Federal *Explosives Act* is administered by Natural Resources Canada and *Transportation of Dangerous Goods Act* is administered by Transport Canada.

Discussion:

Since the inception of the *Explosives Act* and the *Transportation of Dangerous Goods Act*, the transportation, storage, handling, and use of explosives have fallen under federal jurisdiction. As a result, the federal government has occupied the field and constitutionally this has made By-law 6366 ineffective. Consequently, this by-law has become redundant and not enforceable.

However, the City of Windsor's Building Department retains authority to regulate the use of explosives specifically in the context of building demolition. Accordingly, while the repeal of the Explosives By-law is recommended, its relevant demolition provisions will be incorporated into the Building By-law (currently By-law 49-2018 – A By-law Respecting the Issuance of Various Permits and the Scheduling of Inspections).

All other aspects related to the transportation, storage, and handling of explosives will revert to the applicable federal legislation and regulatory bodies, including Transport Canada and Natural Resources Canada.

A review of other municipalities throughout Ontario did not uncover any comparable stand-alone explosive by-laws. However, some municipalities regulate the use of explosives for building demolition through their Building By-laws.

Risk Analysis:

The risks associated with repealing the Explosives By-law are negligible due to the exclusive legislative authority of the federal government.

Maintaining the current Explosives By-law poses significant risks to the municipality. Keeping the Explosives By-law in place may create the false impression that the City is responsible for regulating the transportation, storage, and handling of explosives — areas that fall outside our legal authority. This could lead to the municipality being wrongfully implicated in regulatory responsibilities, including potential legal action.

In addition to legal concerns, several operational risks arise from maintaining the By-law. These include risks to staff and public safety, insufficient technical expertise and training among staff, limited resources, lack of specialized equipment, and potential environmental hazards associated with explosives.

Financial Matters:

N/A

Consultations:

John Revell – Chief Building Official

Rob Vani – Senior Manager/Deputy Chief Building Official – Inspections

Donna Desantis – Senior Manager/Deputy Chief Building Official – Inspections

James Waffle – Fire Chief - Windsor Fire & Rescue Services

Neil Robertson – City Planner

David Simpson – City Engineer

Aaron Farough – Senior Legal Counsel

Conclusion:

In light of the comprehensive federal regulatory framework governing the transportation, storage, handling, and use of explosives, the continued existence of the City's Explosives By-law is ineffective and potentially misleading the public. Its repeal will eliminate jurisdictional confusion, mitigate legal and operational risks, and align municipal practices with current legislative authority. Therefore, it is recommended that the Explosives By-law be repealed in its entirety, with relevant demolition provisions appropriately integrated into a future amendment to the Building By-law, ensuring public safety and compliance within our jurisdiction.

Planning Act Matters:

N/A

Approvals:

Name	Title
Brandon Calleja	Senior Manager/ Deputy Chief Building Official – Permits
Roberto Vani on behalf of John Revell	Chief Building Official
Jelena Payne	Deputy CAO & Commissioner Economic Development
Wira Vendrasco	City Solicitor
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A - By-law 6366
- 2 Appendix B - Explosives Act

B Y - L A W N U M B E R 6366

A BY-LAW RESPECTING THE TRANSPORTING,
STORING, HANDLING AND USE OF EXPLOSIVES IN
THE CITY OF WINDSOR

Passed the 22nd day of October, 1979

WHEREAS Section 3 of *The City of Windsor Act, 1978*, provides that The Corporation of the City of Windsor may pass by-laws for prohibiting the manufacturing, transporting, storing, keeping, having or using of any explosives in the Municipality and for examining, licensing, regulating and governing persons who transport, store, keep, have or use any explosives in the Municipality;

AND WHEREAS it is deemed expedient to enact this by-law;

THEREFORE the Council of The Corporation of the City of Windsor enacts as follows:

1. **DEFINITIONS**

(1) In this by-law,

- (a) **"Blaster"** means an individual knowledgeable and competent in the handling and use of explosives for the purpose of breaking up formations of rock, masonry, concrete or ice, or demolishing a structure.
- (b) **"Blasting"** means the breaking up of rock, masonry, concrete or ice formations, or the demolition of a structure.
- (c) **"Building Commissioner"** means the Building Commissioner appointed by the Council and shall include any person authorized by the Building Commissioner to carry out any of the powers or duties of the Building Commissioner pursuant to this by-law.
- (d) **"Chief of Police"** means the Chief of Police appointed by the Board of the Commissioners of Police for the City of Windsor.
- (e) **"Corporation"** means The Corporation of the City of Windsor.
- (f) **"Council"** means the Council of The Corporation of the City of Windsor.
- (g) **"Explosives"** means blasting explosives such as dynamite, blasting agents and related explosive accessories, including detonators, authorized under *The Explosives Act*, R.S.C. 1970, C. E-15 and Regulations passed thereunder and included in classes 1, 2, 3, and 4 and Division 3 of Class 6 therein.
- (h) **"Explosives Permit"** means a permit issued by the Building Commissioner which allows the carrying out of blasting as set out on the said permit and only by a licensed blaster who is named on the said permit.
- (i) **"Fire Chief"** means the Fire Chief appointed by the Council.
- (j) **"Licensed Magazine"** means a magazine in respect of which a licence has been issued under Section 6 of *The Explosives Act*, R.S.C. 1970, and is in force.

- (k) **"Magazine"** means any building, storehouse, structure or place in which any explosive is kept or stored.
- (l) **"Person"** includes a corporation, and the heirs, executors, administrators, or other legal representatives of a person to whom the context can apply according to law.
- (m) **"School Building"** means any building or group of buildings in which people receive instruction in the learning process under supervision.
- (n) **"Shipping Document"** means any document that accompanies dangerous goods being handled for transportation or transported and that describes or contains information relating to the goods and, in particular, but without restricting the generality of the foregoing, includes a bill of lading, cargo manifest, shipping order, way-bill and switching order.
- (o) **"Structure"** means any building used for habitation, commercial, manufacturing, storage or any other purpose, any concrete, masonry or metal installation above ground surface, sewer, water and other utility manholes.
- (p) **"Suitable Receptacle"** shall mean a receptacle conforming to the standards for a Type 6 magazine (receptacle) as defined in Section 6 of the Standards for Blasting Explosives Magazines of the Explosives Division of the Canada Department of Energy, Mines and Resources.
- (q) **"Vehicle"** means a motor driven conveyance having at least four wheels and for the purpose of transporting goods or materials.

2. **ADMINISTRATION**

- (1) In this by-law,
 - (a) It shall be the duty of the Building Commissioner to administer and enforce this by-law.
 - (b) The Building Commissionr shall cause:
 - (i) the acceptance of applications for permits and the issuance of permits in accordance with Section 5 of this by-law;
 - (ii) proper records to be kept of permit applications, permits issued, notices and orders issued, fees collected, inspection records, and of any documents or material or information used in the operation of the Department of Buildings of the Corporation, and under the jurisdiction of the Building Commissioner, pertaining to this by-law;
 - (iii) an annual report to be made to the City Administrator of the Corporation.
 - (c) The Building Commissioner may exercise all powers necessary for the administration of this by-law and without limiting the generality of the foregoing, he may:
 - (i) enter upon any property at all reasonable times to ascertain whether the provisions of this by-law are being obeyed and to enforce and carry into effect any such provisions;

- (ii) require the assistance and co-operation of any person in charge of any explosive both prior to and during any blasting operation or inspection thereof;
- (iii) require the assistance and co-operation of the Chief of Police and/or the Fire Chief, if deemed necessary, with respect to any condition involving explosives;
- (iv) order any work involving explosives be stopped wherever there is reason to believe a condition exists which may be or could become unsafe and to take temporary possession of such explosives;
- (v) take into custody any explosives not in the possession of any properly authorized person;
- (vi) permit such deviation from the provisions of this by-law as may be deemed proper and reasonable within authority of the said Building Commissioner.

3. **EXEMPTIONS**

- (1) Nothing in this by-law shall be deemed to apply to:
 - (a) any explosive in the possession and control of the Department of National Defence;
 - (b) any explosive in the possession of any federal, provincial or municipal police officer acting in the performance of any lawful duty;
 - (c) any explosive in transit in the lawful possession of a carrier licensed under any Act of the Regulations made thereunder;
 - (d) gunpowder to a quantity of not more than 11.34 kilograms (25 pounds) kept in accordance with good practice and solely for lawful private use;
 - (e) such devices commonly used in a fireworks display and where the sale and use of such devices are regulated under By-law Number 2480 of the Corporation.

4. **PROHIBITIONS**

- (1) No person shall manufacture any explosives in the City of Windsor, provided that nothing shall apply to prohibit teachers in school buildings in carrying out their duties in a safe manner.
- (2) No person shall, within the limit of the City of Windsor,
 - (a) construct or cause to be constructed a licensed magazine;
 - (b) store or cause to be stored any explosives over night.
- (3) No person shall transport, store, keep, have or use, or cause to be transported, stored, possessed of, or used, nitroglycerine in the City of Windsor; provided, however, that nothing in this subsection shall be deemed to prohibit the normal and lawful transportation, possession or use of nitroglycerine for medical purposes, in quantities no greater than reasonably necessary, and other wise in accordance with law.

- (4) (a) No person shall use explosives in the demolition of a structure in the City of Windsor save and until a professional engineer has been retained to undertake a general review of the project during demolition where required by Ontario Regulation 925/75 as amended, made under the ***Building Code Act, 1974***, Statutes of Ontario.
- (b) For the purpose of this subsection, a professional engineer shall mean a member or licensee of the Association of Professional Engineers of the Province of Ontario under the ***Professional Engineers Act***, R.S.O. 1970, Chapter 366.

5. **PERMITS, LICENCES AND PAYMENT OF FEES**

- (1) No person shall perform or cause to be performed any work involving the use of explosives unless:
 - (a) an application for an explosives permit has been filed with the Building Commissioner, such application being on a prescribed form as set forth in Appendix "A" hereto, and such application shall be accompanied with evidence that the applicant has in effect public liability coverage in an amount not less than One Million (\$1,000,000.00) Dollars;
 - (b) an explosives permit has been obtained from the Building Commissioner and such permit shall:
 - (i) bear the personal signature of the Building Commissioner; or
 - (ii) in case of the absence of the Building Commissioner, bear the signature of an individual authorized personally by the Building Commissioner so to do; and
 - (iii) set out thereon the name and licence number of the blaster designated to handle and use the explosives during performance of the work authorized by the permit.
- (2) No person shall store, handle, or use explosives for blasting purposes unless:
 - (a) an application for a blaster licence has been filed with the Building Commissioner, such application being on the prescribed form as set forth in Appendix "B" hereto; and
 - (b) a blaster licence has been issued by the Building Commissioner.
- (3) Payment of applicable fees shall be made at the time an application is filed and any such fee paid shall not be refundable.
- (4) No permit or licence shall be issued to any person other than the person who signed the application and any such permit or licence shall be non-transferable.
- (5) An explosives permit not acted upon within a period of thirty (30) days following the date of issue shall be considered to have expired.

6. **REGULATIONS**

- (1) No blasting operation shall be carried out in the City of Windsor unless:
 - (a) it is authorized by an explosives permit, and
 - (b) such operation is performed by a person having a blaster licence, and

- (c) the Building Commissioner has been notified in writing at least two (2) full working days in advance of such operation and such notification shall specify the location, day, date and exact time it is proposed to carry out such operation, and
 - (d) the Building Commissioner or an inspector under his jurisdiction is at the site of such scheduled operation at least one (1) hour before and remains there during the actual operation for inspection purposes.
- (2) No explosives shall be transported in the City of Windsor unless in compliance with the following:
- (a) All vehicles used for transporting explosives shall bear the word **Explosives** clearly displayed in red letters not less than 152.4 mm - 6 inches in height on a white background on both sides and front and rear of the vehicle, to be plainly visible, but shall not be displayed when "no explosives" are carried.
 - (b) The transportation of explosives in transit through the City of Windsor shall be in accordance with Part VI of the Explosives Regulations enacted pursuant to *The Explosives Act*, R.S.C. 1970, C. E-15.
 - (c) Not more than two thousand (2000) lbs. of any explosive or eighty (80%) per cent of the carrying capacity of the vehicle as defined in accordance with Part VI of the Explosives Regulations enacted pursuant to *The Explosives Act*, R.S.C. 1970, C. E-15, whichever is the less, shall be transported on a street in one vehicle at one time and only when transported in a vehicle especially equipped and fitted for the sole purpose of transporting explosives and only carried from an outside location, for delivery to work sites within the City of Windsor.
 - (d) The explosives contained in the vehicle, loaded in accordance with the provisions of section 6(2)(c) hereof, may be delivered to a number of work sites, but the quantity delivered at each work site must not exceed that prescribed in section 6(3)(e) and (f) hereafter.
 - (e) The operation of loading, unloading or transportation of explosives are subject to the following conditions:
 - (i) all persons engaged in the loading, unloading or transportation of explosives shall observe all due precautions for the prevention of accidents of fire or explosion, and for preventing unauthorized persons having access to the explosive so being loaded, unloaded or transported, and shall abstain from any act whatever that tends to cause fire or explosion, and is not reasonably necessary for the purpose of loading, unloading or transportation of such explosive or of any other article carried therewith, and for preventing any other person from committing any such act and, any other person who, after being warned, commits any such act, shall be deemed to commit a breach of this regulation,
 - (ii) after the loading or unloading of explosives on or out of any vehicle is begun, it shall not be stopped until completed and it shall be completed as expeditiously as possible,
 - (iii) no bale hooks or other metal tools shall be used for loading, unloading or other handling of packages containing explosives nor shall any package or container of explosives be thrown or dropped during such loading or unloading,
 - (iv) the engine of a gasoline or oil-driven vehicle shall not be run during the loading or unloading of explosives,

- (v) the ignition of a gasoline or oil-drive vehicle shall be turned off and the brakes set when the vehicle containing explosives is parked,
- (vi) gasoline or oil-driven motor vehicles used for the transportation of explosives shall be inspected daily to ascertain that,
 - fire extinguishers are filled and in working order,
 - electric wiring is completely insulated and firmly secured,
 - gasoline tank and feed lines have no leaks,
 - chassis, engine, pan and bottom of body are clean and free from surplus oil and grease, and
 - brakes and steering apparatus are in good condition,
- (vii) a vehicle that is not in sound mechanical condition in all respects and suitable for and capable of safely transporting explosives shall not be used to transport explosives,
- (viii) explosives shall not be loaded onto a motor vehicle unless the vehicle has been fully serviced with respect to supplies to fuel, oil and air,
- (ix) the gasoline tank of a vehicle shall not be filled while explosives are upon the vehicle except in case of necessity, in which case the engine shall be stopped, the ignition shut-off, and the tank filled only at a place where filling would not be a danger to the public safety,
- (x) smoking on, in, or while attending any vehicle containing an explosive is prohibited,
- (xi) the driver or operator of any vehicle containing an explosive shall not drive or conduct same in a dangerous or reckless manner, and a person who is impaired shall not have charge of any such vehicle and shall not be permitted to be in, on, or attend same,
- (xii) the driver or operator of a vehicle transporting explosives shall not stop unnecessarily but when a stop is necessary it shall not be longer than may be reasonably required; stops at places where the public safety would be endangered shall be avoided,
- (xiii) routes passing through centres of habitation shall be as far as possible avoided,
- (xiv) due provision shall be made for preventing the introduction into a vehicle of fire, matches or any substance or article likely to cause explosion or fire, or any iron, steel or grit that may come into contact with an explosive; this paragraph does not prevent the introduction of an artificial light of such construction, position or character, or of safety matches of a character that will not cause any danger of fire or explosion,
- (xv) any vehicle transporting explosives shall be equipped with a fire extinguisher in working order, of adequate size and capable of dealing with a gasoline or oil fire,
- (xvi) each vehicle transporting explosives shall be in the exclusive charge of and constantly attended by some competent person, not under eighteen (18) years of age, and such person shall not have charge of more than one such vehicle,

- (xvii) when a halt is made overnight, the premises in which the vehicle is kept shall not be used for any other purpose that might give rise to the presence therein of naked lights, matches or any substance or article likely to cause explosion or fire, and the premises shall be at least three hundred and five metres (305m) - 1000 feet from any habitation or storehouse, and such vehicle shall, at all times, be in charge of, and attended by, some competent person not under eighteen (18) years of age,
 - (xviii) when two (2) or more vehicles transporting explosives are travelling together, a space of at least three hundred and five metres (305m) - 1000 feet - between each vehicle and every such vehicle shall be maintained unless circumstances render it impractical,
 - (xix) vehicles transporting explosives shall not be driven past fires of any kind burning on or near the highway or other thoroughfare until after due caution shall have been taken to ascertain that such passing can be made with safety,
 - (xx) no passengers other than persons licensed to assist in handling explosives shall be permitted on a vehicle transporting explosives,
 - (xxi) the driver or operator of a vehicle transporting explosives shall bring it to a full stop before crossing any railroad track,
 - (xxii) any explosive while being transported on a street shall be carefully packaged so as to prevent jolting and concussion, and
 - (xxiii) the speed of a vehicle transporting explosives shall conform to all local traffic laws, ordinances, and by-laws and be consistent with road and weather conditions.
- (3) No explosives shall be stored and held in storage for use in the City of Windsor unless in compliance with the following:
- (a) following transportation to the project site, explosives shall be placed in a suitable receptacle until use, and
 - (b) the suitable receptacle shall not be used to store an explosive overnight, during holidays or weekends, or any further period of time when work is not in progress, and
 - (c) every suitable receptacle shall have the word **Explosives** printed thereon in red letters at least 152.4 mm - 6 inches - high and painted on a heat reflecting surface, and
 - (d) a suitable receptacle shall be,
 - used exclusively for the keeping of explosives,
 - kept scrupulously clean, and
 - kept away from goods of a flammable nature, and
 - (e) storage of explosives on the project shall be in compliance with the requirements of the Building Commissioner, and
 - (f) the quantities of explosives stored pursuant to section 6(4)(c) hereof should not exceed those specified in the "Quantity-Distance Table for Blasting Explosives" of the Canada Department of Energy, Mines and Resources, and
 - (g) no explosive shall be kept or stored in any building which is used for any purpose other than the storage of explosives, and

- (h) detonators shall at all times be kept or stored separately from other explosives, and
 - (i) damp or deteriorating explosives shall be promptly disposed of in an approved safe manner, and
 - (j) when explosives are kept at or near the site of any work in progress a watchman shall be kept on duty at all times when the workmen are away from the site of the work, and
 - (k) all explosives not used on the work shall be returned to a licensed magazine located outside the City of Windsor.
- (4) No blasting operation shall be carried out in the City of Windsor unless in compliance with the following:
- (a) written permission is first obtained from the Windsor Utilities Commission to perform any blasting operation within a distance of one hundred and sixty-six metres (166m) - 545 feet - from any water storage reservoir, water pumping station, water works, water storage tank or transformer station, and
 - (b) written permission is first obtained from the relevant Commission, Municipal Department or utility company to perform any blasting operation within three point seven metres (3.7m) - 12 feet - of any water main, gas main, hydro conduit, telephone conduit, sanitary sewer, fire cable, petroleum lines or any other underground utility, and
 - (c) unless otherwise specified in this by-law, the use of explosives in the City of Windsor shall be in accordance with the following table and values for distances greater than fifteen point two four metres (15.24m) - 50 feet - may be obtained from the formula for,
 - (i) Imperial measurement $d = \frac{300QE}{8.2}$
where d = distance from blasting shot to structure affected
(in feet)
E = weight of explosives used without delay caps
(in lbs.)
where delay caps are used, pounds per delay = **cQE**
 - (ii) Metric measurement $d = \frac{300QE}{18.12}$
where d = distance from blasting shot to structure affected
(in metres)
where E = weight of explosives used without delay caps
(in kilograms)
where delay caps are used, kilograms per delay = **cQE**

Distance from Blasting Shot to any Structure (in feet) (in metres)		Maximum Weight of Explosive used without Delay Caps (in pounds) (in kilograms)		Maximum Weight of Explosive per Delay when Delay Caps used (in pounds) (in kilograms)	
20	6.096	0.5	0.227	0.5	0.227
30	9.144	1.0	0.454	1.0	0.454
40	12.192	1.5	0.680	1.0	0.454
50	15.240	2.0	0.907	1.5	0.680
60	18.288	3.0	1.361	2.0	0.907
70	21.336	4.0	1.814	2.7	1.225
80	24.384	5.0	2.268	3.3	1.497
90	27.432	6.0	2.722	4.0	1.814
100	30.481	8.0	3.629	5.3	2.404
200	60.961	30	13.608	20	9.072
400	121.921	120	54.432	80	36.288
600	182.882	270	122.472	180	81.648
800	243.843	476	215.914	317	143.791
1000	304.804	746	338.386	492	223.171

The weight of explosive contained in any one (1) blast shall not exceed nine hundred kilograms (900 kg) - 2000 pounds, and

- (d) granting of the written permission referred to in sections 6(4)(a) and (b) shall not absolve the holder of the permit from liability for damage caused by the blasting, and
- (e) the holder of an explosive permit shall,
 - (i) maintain a continuous record showing the total weight of explosives and the number of detonators delivered each day to the work and the disposal made of the explosives and detonators not used,
 - (ii) maintain a record of each blast, indicating the number of holes, time, location, weight of explosives and timing period,
 - (iii) make a return at the end of each month to the Building Commissioner clearly setting forth the above information,
 - (iv) such records shall be avialable at all times for checking by the Building Commissioner, and
- (f) no person shall carry on blasting in the City of Windsor at any time except during daylight hours or at any time on Sunday or at any time when atmospheric conditions prevent a clear observation at a distance of ninety-one metres (91m) - 300 feet - from the place where the blasting is to be carried on except by special permission in writing from the Building Commissioner, and
- (g) except as hereinafter provided, no person shall,
 - (i) fire any blast other than by means of an approve electircal apparatus,
 - (ii) use batteries installed in automobiles for blasting purposes,
 - (iii) operate an engine with spark ignition within three metres (3m) - 10 feet - of any blasting circuit,
 - (iv) connect any firing wire to the electircal firing device or testing apparatus until everything connected with the blasting operation is in readiness and all clear, and

- (h) except as hereinafter provided,
 - (i) after the blast has been exploded, the blasting circuit shall be immediately disconnected, and
 - (ii) in the event of a misfire, the firing device shall be disconnected immediately from the blasting circuit and shall remain disconnected, and
- (i) all electrical apparatus shall be kept in perfect order and shall be thoroughly inspected before and after each blasting operation and all wiring connected therewith shall be properly and adequately insulated, and all wiring shall be tested by approved apparatus before the connection of the electrical firing device to the blasting circuit, and
- (j)
 - (i) where, in the opinion of the Building Commissioner, a radio frequency may exist in the vicinity of radio-frequency generators such as, for example, radio, television and radar stations and radio-frequency furnaces, he may require that non-electrical methods of blasting be used, but in any event no person shall use non-electrical methods of blasting without the written authority of the building Commissioner,
 - (ii) the Building Commissioner may, at the expense of the person applying for a blasting permit, require that a radio-frequency field-strength measurement be made in order to determine the magnitude of the hazard, and
- (k) every mobile radio transmitter within thirty point five metres (30.5m) - 100 feet - of a blasting circuit shall be switched off at the main power switch, and
- (l) all blasting operations shall cease during electrical storms, and
- (m) all electrical apparatus of any nature used in blasting operations shall, when not in use, be kept under lock and key and under the direct charge of the powderman, and
- (n) no person shall carry on blasting within a radius of three hundred and five metres (305m) - 1000 feet - of any school building during school hours, or any hospital until the superintendent or the person in charge thereof shall have been notified six (6) hours previous to the blast being fired, and
- (o) no person to whom an explosives permit has been issued shall, or shall cause anyone to,
 - (i) drill within seven point six metres (7.6m) - 25 feet - of any loaded hole or any hole being loaded or until any misfire shall have been blasted,
 - (ii) make up primers in advance of loading holes,
 - (iii) load up hole while it is still hot from drilling,
 - (iv) load any hole except one to be fired in the next round of blasting, and

- (p) immediately after loading the explosive and before the blast, the material to be blasted shall be covered on all exposed sides either with a strong steel wire matting of at least thirty-eight millimetres (38mm) - 1½ inches - thickness woven from steel wire rope in good condition or less than nineteen millimetres (19mm) - ¾ inch - in diameter or a rubber-type mat not less than one hundred fifty-two millimetres (152mm) - 6 inches in thickness weighing not less than one kilogram per square metre - 24 pounds per square foot. After the material has been thus covered, the blast shall be fired within fifteen (15) minutes, and
- (q) no person while blasting shall permit any rock or other material to fly through the air in such a way as to fall upon any other person or upon property other than that owned by the person who is blasting, and
- (r) when blasting is being carried on,
 - (i) the person carrying on the blasting shall provide at least two (2) competent assistants and as many additional competent assistants as circumstances may require to warn all occupants of buildings in the vicinity and to take all reasonable precautions to adequately safeguard such occupants and guard all persons and vehicles from approaching within the danger zone of the blasting,
 - (ii) the holder of the permit shall also post warning signs within a radius of ninety-two metres (92m) - 300 feet - of the work advising that blasting operations are in progress,
 - (iii) at least three (3) minutes before firing a blast, the blaster shall give warning thereto by causing a competent man carrying a red flag to be situated at a reasonable distance from the blast at each avenue of approach or point of danger, and he shall give five (5) long blows on a whistle five (5) minutes before firing the blast and three (3) long blows one (1) minute before setting off the blast, and immediately following the explosion and, ascertaining that complete safety has been restored, shall sound one (1) long and shall then signal the traffic to proceed over such street or roadway,
 - (iv) no blasting is to be considered complete until the material broken at the firing of the last blast has been cleared away and the rock faces examined for misfires and cut off holes giving special attention to old bottoms, and the excavation has been pronounced safe by a certified blaster. This procedure is the responsibility of whichever blaster permit holder set off the blast,
 - (v) no charge of any explosive that has missed fire shall be withdrawn but the charge shall be blasted without undue delay,
 - (vi) no drilling or rock breaking shall be done within one hundred and fifty millimetres (150mm) - 6 inches - of any hole that has been charged and blasted or any remnant of such holes.

7. **INCORPORATION OF APPENDICES**

- (1) Appendix "A" is declared to form part of this by-law being a prescribed form "Application for Explosives Permit" and setting out the permit fee therein.
- (2) Appendix "B" is declared to form part of this by-law being a prescribed form "Applicaton for Blaster Licence" and setting out the licence fee therein.
- (3) Appendix "C" is declared to form part of this by-law being a prescribed form "Examination Report on the Competency of Applicant for a Blaster Licence".

8. **VIOLATIONS AND PENALTIES**

- (1) Every person who contravenes any of the provisions of this by-law (Chapter) is guilty of an offence and shall, upon conviction thereof, forfeit and pay a penalty of not more than Five Thousand Dollars (\$5,000), exclusive of costs and every such fine is recoverable under the *Provincial Offences Act*. (amended B/L 10277, May 22/90)
9. This by-law shall come into force and effect on the day of the final passing thereof.

(signed) "A. H. Weeks"
MAYOR

(signed) "J. B. Adamac"
CLERK

First Reading - October 22, 1979
Second Reading - October 22, 1979
Third Reading - October 22, 1979

Explosives Act (R.S.C. (Revised Statutes of Canada), 1985, c. E-17)

Act current to 2024-10-14 and last amended on 2015-02-26.

Explosives Act

R.S.C. (Revised Statutes of Canada), 1985, c. E-17

An Act respecting the manufacture, testing, acquisition, possession, sale, storage, transportation, importation and exportation of explosives and the use of fireworks

Short Title

Short title

1 This Act may be cited as the *Explosives Act*.

R.S., c. E-15, s. 1.

Interpretation

Definitions

2 In this Act,

authorized explosive means any explosive that is declared to be an authorized explosive in accordance with the regulations; (*explosif autorisé*)

Convention means the Convention on the Marking of Plastic Explosives for the Purpose of Detection, concluded in Montreal on March 1, 1991, as amended from time to time; (*Convention*)

Department means the Department of Natural Resources; (*ministère*)

detection agent means any of the substances set out in the Table to Part 2 of the Technical Annex to the Convention; (*agent de détection*)

explosive means any thing that is made, manufactured or used to produce an explosion or a detonation or pyrotechnic effect, and includes any thing prescribed to be an explosive by the regulations, but does not include gases, organic peroxides or any thing prescribed not to be an explosive by the regulations; (*explosif*)

factory means any building, structure, premises or land in or on which the manufacture or any part of the process of manufacture of an explosive is carried on, the site on which the building, structure or premises are situated, and all other buildings, structures or premises within such a site; (*fabrique*)

illicit manufacture means any activity that is prohibited under paragraph 6(1)(a) or (e); (*fabrication illicite*)

illicit trafficking means any importation into Canada, exportation from Canada or transportation in transit through Canada of an explosive if

(a) the importation or exportation is not authorized by the country of origin or the country of destination, or

(b) the transportation in transit of the explosive through any country is not authorized by that country; (*trafic illicite*)

inspector means the Chief Inspector of Explosives, an inspector of explosives and a deputy inspector of explosives appointed under section 13, and any other person who is directed by the Minister to inspect an explosive, a restricted component, a vehicle, a licensed factory or a magazine, or to hold an inquiry in connection with any accident caused by an explosive; (*inspecteur*)

licensed factory means a factory in respect of which a licence issued under section 7 is in force; (*fabrique agréée*)

licensed magazine means a magazine in respect of which a licence issued under section 7 is in force; (*poudrière agréée*)

magazine means any building, storehouse, structure or place in which any explosive is kept or stored, but does not include

(a) a place where an explosive is kept or stored exclusively for use at or in a mine or quarry in a province in which provision is made by the law of that province for efficient inspection and control of explosives stored and used at or in mines and quarries,

(b) a vehicle in which an authorized explosive is being conveyed in accordance with this Act,

(c) the structure or place in which is kept for private use, and not for sale, an authorized explosive to an amount not exceeding that authorized by regulation,

(d) any store or warehouse in which are stored for sale authorized explosives to an amount not exceeding that authorized by regulation, or

(e) any place at which the blending or assembling of the inexplusive component parts of an authorized explosive is allowed under section 8; (*poudrière*)

military device has the meaning assigned to that expression by the regulations; (*engin militaire*)

Minister means the Minister of Natural Resources or such other Minister as the Governor in Council may designate; (*ministre*)

operator includes the owner, manager or person in charge; (*exploitants*)

plastic explosive means an explosive that

(a) is formulated with one or more high explosives that in their pure form have a vapour pressure less than 10^{-4} Pa at a temperature of 25°C,

(b) is formulated with a binder material, and

(c) is, when mixed, malleable or flexible at normal room temperature; (*explosif plastique*)

restricted component means any prescribed component of an explosive the acquisition, possession or sale of which is restricted by a regulation made under paragraph 5(a.31); (*composant d'explosif limité*)

transit means the portion of international transboundary transportation through the territory of a country that is neither the country of origin nor the country of destination; (*transit*)

unmarked plastic explosive means a plastic explosive that

(a) does not contain a detection agent, or

(b) at the time of manufacture, does not contain the required minimum concentration level of a detection agent as set out in the Table to Part 2 of the Technical Annex to the Convention; (*explosif plastique non marqué*)

vehicle means any truck, automobile or other conveyance for use on land but does not include any vehicle running only on rails to which Part III of the *Canada Transportation Act* applies. (*véhicules*)

R.S., 1985, c. E-17, s. 2; 1993, c. 32, s. 2; 1994, c. 41, ss. 37, 38; 1995, c. 35, s. 1; 1996, c. 10, s. 227; 2004, c. 15, s. 36.

Application

Application of Act

3 Except as provided by the regulations, this Act does not apply to or in respect of any explosives under the direction or control of the Minister of National Defence.

R.S., c. E-15, s. 3.

Her Majesty

Binding on Her Majesty

4 Subject to section 3, this Act is binding on Her Majesty in right of Canada or a province.

R.S., c. E-15, s. 3.

Regulations

Regulations

5 The Governor in Council may make regulations generally for carrying the purposes or provisions of this Act into effect, and in particular, but without limiting the generality of the foregoing, may make regulations

(a) for classifying explosives, and for prescribing the composition, quality and character of explosives;

(a.1) prescribing any thing that is to be included or not to be included in the definition “explosive” in section 2;

(a.2) exempting any explosive or class of explosives from the application of this Act or the regulations or any provision of this Act or the regulations;

(a.3) restricting to any person or body or class of persons or bodies the acquisition, possession, use or sale of any explosive or class of explosives;

(a.31) prescribing any component of an explosive and restricting to any person or body or class of persons or bodies its acquisition, possession or sale;

(a.4) prohibiting the acquisition, possession, use or sale of any explosive that, in the opinion of the Minister, is intrinsically unsafe, and identifying that explosive by reference to its common name or a description of the class of explosives to which it belongs;

(a.5) respecting the transfer and possession of unmarked plastic explosives intended for use under paragraph 6.1(1)(a) or (b);

(a.6) respecting the transport, transfer and possession of unmarked plastic explosives by a person referred to in paragraph 6.1(3)(a) or (b) during the periods provided for in those paragraphs;

(a.7) prescribing procedures for the destruction or disposal of unmarked plastic explosives referred to in subsection 6.1(3);

(a.8) defining the expression “military device”;

- (b)** prescribing the duration of licences, permits and certificates issued pursuant to section 7 and of permits issued pursuant to section 9, the terms and conditions on which licences, permits and certificates shall be issued and the fees to be paid therefor, and providing for the cancellation and suspension thereof;
- (c)** not inconsistent with any other Act of Parliament or regulations made under any other Act of Parliament, for regulating the importation, exportation, packing, handling and transportation of explosives;
- (c.1)** requiring that explosives be accompanied by safety instructions, and providing for the content of those instructions;
- (c.2)** requiring that explosives and their packaging be marked for safety purposes, and respecting those markings;
- (d)** for holding inquiries into any accident caused by explosives;
- (e)** for the taking of samples of explosives required for examination and testing, and for the establishing of testing stations, and of the tests and other examinations to which explosives shall be subjected;
- (e.1)** providing for safety standards in respect of research relating to explosives and for safety standards for large-scale testing of explosives;
- (e.2)** prescribing fees for declaring explosives to be authorized explosives and for testing explosives;
- (f)** prescribing the procedure to be followed to have an explosive declared an authorized explosive, the nature of the investigation to be made to determine its suitability to be declared authorized and the circumstances in which an explosive may be declared an authorized explosive;
- (g)** relating to the construction, management and licensing of factories and magazines;
- (g.1)** providing for safety standards in respect of factories and magazines;
- (g.2)** providing for the training in safety procedures of employees at factories and magazines;
- (h)** for the safety of the public and of
 - (i)** employees at any factory or magazine,
 - (ii)** persons engaged in the handling or packing of explosives or any class of explosives, or
 - (iii)** persons engaged in the use of fireworks;
 - (iv)** [Repealed, 1993, c. 32, s. 3]

(i) not inconsistent with any other Act of Parliament or regulations made thereunder, respecting the safety of any person engaged in the transportation of explosives;

(i.1) respecting security standards and security measures relating to explosives and restricted components;

(j) governing the establishment, location and maintenance of factories and magazines and the making, manufacture and storage of explosives;

(k) for the blending of the inexplusive components of an authorized explosive, and specifying the conditions under which the blending may be done;

(l) limiting the amount of authorized explosives that may be kept in places other than licensed factories and licensed magazines, and prescribing the manner in and conditions on which it shall be handled and stored in those places;

(l.1) respecting record keeping and the exchange of information for the purposes of tracing, identifying and preventing the illicit manufacture and illicit trafficking of explosives;

(m) respecting the acquisition, possession and sale of explosives and restricted components; and

(n) prescribing the circumstances in which explosives shall for the purposes of this Act be deemed to be or not to be under the direction or control of the Minister of National Defence.

R.S., 1985, c. E-17, s. 5; 1993, c. 32, s. 3; 1995, c. 35, s. 2; 2004, c. 15, s. 37; 2015, c. 3, s. 82(F).

Prohibited Activities

Manufacture, use, etc.

6 Except as authorized under this Act and subject to such exemptions as may be provided by regulation, no person shall

(a) make or manufacture any explosive, either wholly or in part, except in a licensed factory;

(b) sell any authorized explosive unless that person is the operator of a licensed factory or licensed magazine and is authorized to sell explosives;

(c) store any explosive in a magazine that is not a licensed magazine;

(d) have in his possession any explosive; or

(e) carry on, except in a licensed factory, any of the following processes, namely,

(i) dividing an explosive into its components, or otherwise breaking up or unmaking any explosive,

(ii) making fit for use any damaged explosive, or

(iii) remaking, altering or repairing any explosive.

R.S., 1985, c. E-17, s. 6; 2004, c. 15, s. 38(E).

Manufacture of unmarked plastic explosives

6.1 (1) No person shall manufacture unmarked plastic explosives unless the explosives are

(a) manufactured in limited quantities solely for use in such of the following activities as are authorized, in writing, by the Chief Inspector of Explosives, namely,

(i) research, development or testing of new or modified explosives,

(ii) training in explosives detection, or in the development or testing of explosives detection equipment, or

(iii) forensic science activities; or

(b) destined to be incorporated as an integral part of a military device in Canada within three years after the coming into force of this section.

Transport and possession of unmarked plastic explosives

(2) Subject to subsections (3) and (4), no person shall transport or possess unmarked plastic explosives unless the explosives are

(a) transported or possessed in limited quantities solely for use as authorized in the manner referred to in paragraph (1)(a); or

(b) destined to be and are incorporated as an integral part of a military device in Canada within three years after the coming into force of this section.

Exception

(3) Unmarked plastic explosives manufactured or imported into Canada before the day on which this section comes into force may, in accordance with the regulations, be transported or possessed by

(a) a person who performs military or police functions, during the period that begins on the coming into force of this section and ends fifteen years later; or

(b) any other person, during the period that begins on the coming into force of this section and ends three years later.

Importation or exportation of unmarked plastic explosives

(4) No person shall import or export unmarked plastic explosives unless the explosives are incorporated as an integral part of a military device.

1995, c. 35, s. 3.

Date modified:



Committee Matters: SCM 205/2025

Subject: Repeal By-law 49-2018 and Pass an Amended By-law - A By-law Respecting the Issuance of Various Permits and the Scheduling of Inspections – City Wide

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

Decision Number: **ETPS 1070**

THAT Council **REPEAL** By-law Number 49-2018 being “A By-law Respecting the Issuance of Various Permits and the Scheduling of Inspections”; and,

THAT Council **PASS** “A By-law Respecting the Issuance of Various Permits and the Scheduling of Inspections”; and,

THAT Council **AMEND** By-law Number 80-2025 - “Being A By-law to Appoint a Chief Building Official, Deputy Chief Building Officials and Inspectors to Enforce the *Building Code Act* and Regulations in Windsor” by **DELETING** Schedule B - Code of Conduct for Building Officials.

Carried.

Report Number: S 77/2025
Clerk’s File: AB2025

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 June 25, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250625/-1/10563>

Subject: Repeal By-law 49-2018 and Pass an Amended By-law - A By-law Respecting the Issuance of Various Permits and the Scheduling of Inspections – City Wide

Reference:

Date to Council: June 25, 2025
Author: Brandon Calleja
Deputy Chief Building Official - Permits
bcalleja@citywindsor.ca
519-255-6267 x6166
Planning & Building Services
Report Date: 6/2/2025
Clerk's File #: AB2025

To: Mayor and Members of City Council

Recommendation:

THAT Council **REPEAL** By-law Number 49-2018 being “A By-law Respecting the Issuance of Various Permits and the Scheduling of Inspections”; and,

THAT Council **PASS** “A By-law Respecting the Issuance of Various Permits and the Scheduling of Inspections”; and,

THAT Council **AMEND** By-law Number 80-2025 - “Being A By-law to Appoint a Chief Building Official, Deputy Chief Building Officials and Inspectors to Enforce the Building Code Act and Regulations in Windsor” by **DELETING** Schedule B - Code of Conduct for Building Officials.

Executive Summary:

N/A

Background:

The Corporation of the City of Windsor (“City”) is responsible for enforcing the *Building Code Act*, S.O. 1992, c. 23 (“Act”), and ensuring compliance with the Ontario Building Code for all construction, demolition, and change of use activities within its jurisdiction. Section 7 of the Act authorizes City Council to pass by-laws governing building permits and site safety measures. These responsibilities are outlined in By-law 49-2018 “A By-law Respecting the Issuance of Various Permits and the Scheduling of Inspections” (Building By-law), which sets out the procedures and standards for permit issuance and

site safety. These housekeeping amendments ensure that local regulations remain clear, current, and aligned with evolving construction practices.

By-law Number 80-2025 - “A By-law to Amend By-law Number 15-2010 Being A By-law to Appoint a Chief Building Official, Deputy Chief Building Officials and Inspectors to Enforce the Building Code Act and Regulations in Windsor” (Appointment By-law) updates the list of appointed officials responsible for enforcing the *Act* in Windsor. The *Act* requires the appointment of building officials to ensure enforcement of the *Act* in the areas in which the municipality has jurisdiction. The Appointment By-law is attached hereto at Appendix “B”.

Discussion:

The proposed housekeeping amendments include minor grammatical and formatting updates to the amended Building By-law. These changes align with the new 2024 Ontario Building Code (effective January 1, 2025) and harmonize terminology with other City by-laws.

The By-law’s formatting now mirrors that of the Ontario Building Code and other City documents, improving consistency and making it easier for industry professionals and the public to navigate.

More substantive changes to the amended Building By-law are as listed below:

SECTION 2 - DEFINITIONS OF WORDS

New definitions have been added and existing definitions removed or amended to ensure the By-law is clear in its expectations, as well as consistent with other City by-laws, such as Zoning and Property Standards. The following defined terms have been added, amended, or removed:

ADDED	AMENDED	REMOVED
City (formally “Corporation”)	Act	Corporation
Dwelling	Building	House
Infill	Chief Building Official	Parking Lot
Parking Area (formally “Parking Lot”)	Owner	
	Person	

SECTION 3 – CODE OF CONDUCT UNDER WHICH THE CHIEF BUILDING OFFICIAL, DEPUTY CHIEF BUILDING OFFICIALS AND INSPECTORS MUST OPERATE (“CODE OF CONDUCT”)

The Code of Conduct currently in Schedule B of the Appointment By-law (Appendix “B”), has been more appropriately relocated to the amended Building By-law as Schedule 5 under new Subsection 3.1.

SECTION 4 – REQUIREMENTS TO OBTAIN A PERMIT (CONDITIONAL)

Subsection 4.4 (3) (c) and (d) was amended to include additional requirements for Conditional Permit applications submitted to the Chief Building Official in order to comply with the requirements under the *Act*. Applicants must now provide a current construction schedule for the entire project, supported by a letter from the general contractor confirming their ability to follow it, along with any documentation demonstrating that an unreasonable delay would occur if the permit is not issued.

SECTION 8 – HOARDING

New regulations added to Construction Fencing Subsection 8.4 enhance safety at hazardous construction and demolition sites by allowing the Chief Building Official to require detailed fencing provisions, gate standards, and a 30-day removal deadline, while also increasing discretion, technical clarity, and enforcement.

SECTION 9 – ENVIRONMENTAL IMPACTS

This new section promotes responsible construction and demolition by requiring efforts to minimize dust, protect neighboring properties, and safely assess and remove hazardous substances, while also allowing the Chief Building Official to mandate full or partial building draping.

SECTION 10 – USE OF EXPLOSIVES DURING DEMOLITION

In a separate Council Report (S 47/2025), Administration has recommended that By-law 6366 – A By-law Respecting the Transporting, Storing, Handling and Use of Explosives in the City of Windsor (Explosives By-law) be repealed because the transportation, storage, handling and use, should not be regulated by the City as it is already regulated by the federal jurisdiction under the *Explosives Act* and the By-law has become redundant and not enforceable.

However, the City of Windsor's Building Department retains authority to regulate the use of explosives specifically in the context of building demolition. Accordingly, while the repeal of the Explosives By-law is recommended, its relevant demolition provisions will be incorporated into the amended Building By-law.

SECTION 1 – LIST OF SCHEDULES

The List of Schedules section was updated to included Schedule 5 – Code of Conduct for Building Officials.

SECTION 15 – REPEAL AND TRANSITION

Subsection 15.1 and Subsection 15.2 were amended to add the most recent by-law numbers.

SECTION 16 – EFFECTIVE DATE

This section was included so Subsection 16.1 was not a stand-alone sentence.

SCHEDULE 1 – LIST OF APPLICABLE FORMS REQUIRED FOR PERMIT

This Schedule has not been revised or modified and is provided to maintain a full and accurate record of the By-law.

SCHEDULE 2.1 – DOCUMENTS AND DRAWS REQUIRED FOR PERMIT APPLICATION

This Schedule has not been revised or modified and is provided to maintain a full and accurate record of the By-law.

SCHEDULE 2.2 – INFORMATION REQUIRED ON DRAWINGS

This Schedule was amended to align with the City's Engineering Best Practises for minimum and maximum lot grading slopes.

SCHEDULE 3 – FEES

This Schedule has not been revised or modified and is provided to maintain a full and accurate record of the By-law.

SCHEDULE 4 – INSPECTION NOTICES

This Schedule has not been revised or modified and is provided to maintain a full and accurate record of the By-law.

SCHEDULE 5 – CODE OF CONDUCT FOR BUILDING OFFICIALS

The Code of Conduct for Building Officials was added to the amended Building By-law at Schedule 5 with minor grammatical changes and housekeeping amendments.

Risk Analysis:

There would be a moderate level of risk to the City. The current Building By-law (49-2018) needs to be updated to ensure full compliance with the regulatory environment within which it operates. The By-law also needs to be updated to stay current with industry standards and practices, which ensures that the Building Department is properly fulfilling its legislative responsibilities outlined in the *Act*.

Financial Matters:

N/A

Consultations:

John Revell – Chief Building Official

Rob Vani – Senior Manager/Deputy Chief Building Official – Inspections

Donna Desantis – Senior Manager/Deputy Chief Building Official – Inspections

James Waffle – Fire Chief – Windsor Fire & Rescue Services

Neil Robertson – City Planner

David Simpson – City Engineer

Aaron Farough – Senior Legal Counsel

Conclusion:

The proposed housekeeping amendments to the Building By-law represent a necessary and timely update to ensure alignment with the 2024 Ontario Building Code and evolving industry practices. By repealing the current Building By-law and enacting the amended By-law the City will enhance regulatory clarity, improve administrative efficiency, and strengthen public safety measures. Furthermore, the relocation of the Code of Conduct to the revised Building By-law represents a logical housekeeping measure that enhances transparency and organizational coherence. Collectively, these updates support the City's ongoing commitment to responsible governance, public safety, and the effective enforcement of the *Building Code Act*.

Planning Act Matters:

N/A

Approvals:

Name	Title
Brandon Calleja	Senior Manager/ Deputy Chief Building Official – Permits
Roberto Vani on behalf of John Revell	Chief Building Official

Name	Title
Jelena Payne	Deputy CAO & Commissioner Economic Development
Wira Vendrasco	City Solicitor
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A – Draft By-law “A By-law Respecting the Issuance of Various Permits and the Scheduling of Inspections”
- 2 Appendix A - Schedule 1 - List of Applicable Forms Required for Permit
- 3 Appendix A - Schedule 2.1 - Documents and Drawings Required for Permit Application
- 4 Appendix A - Schedule 2.2 - Information Required on Drawings - Amended
- 5 Appendix A - Schedule 3 - 2025 Building Permit Fees
- 6 Appendix A - Schedule 4 - Inspection Notices
- 7 Appendix A - Schedule 5 - Code of Conduct - Amended
- 8 Appendix B – By-law Number 80-2025 - “A By-law to Amend By-law Number 15-2010 Being A By-law to Appoint a Chief Building Official, Deputy Chief Building Officials and Inspectors to Enforce the Building Code Act and Regulations in Windsor

BY-LAW NUMBER XXX-2025

A BY-LAW RESPECTING THE ISSUANCE OF VARIOUS PERMITS AND THE
SCHEDULING OF INSPECTIONS

Passed the XXXXXXXXXXXX

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WHEREAS the Council of The Corporation of the City of Windsor is responsible for the enforcement of the Building Code Act, S. O. 1992, c. 23, as amended within the boundaries of the City of Windsor;

AND WHEREAS Section 7 of the said Building Code Act, S. O. 1992, c. 23, as amended authorizes the councils of municipalities to pass By-laws respecting the issuance of construction, demolition and change of use permits;

AND WHEREAS it is deemed expedient to repeal By-law 49-2018 and replace it with a new consolidated By-law;

THEREFORE the Council of The Corporation of the City of Windsor enacts as follows:

PART 1 SHORT TITLE

1.1 This by-law may be cited as the Building By-law.

PART 2 DEFINITIONS

2.1 In this by-law:

ACT means the Building Code Act, 1992, S.O. 1992, c. 23, as amended or any successor thereof.

ACTUAL VALUE OF CONSTRUCTION means the actual value of the work and materials incorporated into the work thereof and all costs necessarily incidental to the subject matter of construction.

APPLICANT means the Owner of a Building or property who applies for a Permit or any Person authorized by the Owner to apply for a Permit on the Owner's behalf, or any Person or corporation empowered by statute to cause the construction or demolition of a Building or buildings and anyone acting under the authority of such Person or corporation.

BUILDING means a structure as defined in the Act.

BUILDING CODE means the Regulations made under Section 34 of the Act.

BUSINESS DAY means any day other than a Holiday as defined in the Legislation Act, 2006, S.O. 2006, Saturday, and all other days when the offices of the City are not open for the transaction of business with the public.

CHIEF BUILDING OFFICIAL means the Chief Building Official or his/her designate duly appointed by Council and having jurisdiction for the enforcement of the Act.

CHIEF FIRE OFFICIAL means the Fire Chief of the City as appointed by Council.

CONSTRUCT means to do anything in the erection, installation, extension or material alteration or repair of a Building and includes the installation of a Building unit fabricated or moved from elsewhere and "construction" has a corresponding meaning.

CITY means The Corporation of the City of Windsor.

COUNCIL means the Council of the City.

DEMOLISH means to do anything in the removal of a Building or any material part thereof and "demolition" has a corresponding meaning.

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

ELECTRONIC SUBMISSION means the filing of an application for Permit or alternative solution, including all required forms, documents and drawings, submitted through an online application procedure approved by the Chief Building Official.

ESTIMATED VALUE OF THE WORK means the estimated value of the work and materials to be incorporated into the work thereof and all costs necessarily incidental to the subject matter of construction.

INFILL means construction on an existing property within an established neighbourhood, surrounded by neighbouring buildings.

LOT means a parcel of land, the boundaries of which are on record in the Windsor (Essex) Land Registry Office No. 12.

OWNER includes the registered Owner, the Person for the time being managing or receiving the rent of the land or premises in connection with which the word is used, whether on the Person's own account or as agent or trustee of any other Person, or who would receive the rent if such land and premises were let, or a lessee or occupant of the property who, under the terms of a lease, is required to repair and maintain the property in accordance with the standards of this by-law.

PARKING AREA means an area used for parking spaces, bicycle parking spaces and loading spaces and includes all collector aisles and parking aisles capable of being maintained for the parking of more than five (5) operable motor vehicles. An outdoor storage yard is not a parking area.

PARTIAL PERMIT means a Permit issued by the Chief Building Official to Construct part of a Building.

PERMIT means a written authorization issued by the Chief Building Official to perform work regulated by the Act and the Building Code or to occupy a Building or part thereof.

PERMIT HOLDER means the Person to whom the Permit has been issued and who assumes the primary responsibility for compliance with the Act and the Building Code.

PERSON includes any individual, an Owner, occupant, agent, contractor, tenant, firm, proprietorship, partnership, association, syndicate, trust, corporation, department, bureau or mortgagee.

PLAN REVIEW means the review of drawings which are submitted to the Building Department.

REGISTERED CODE AGENCY means a Person that has the qualifications and meets the requirements described in Subsection 15.11(4) of the Act.

REVISED SUBMISSION means additional information filed with the Chief Building Official which depicts one or more changes to the proposed or as-constructed design of a *building* or part of a Building for which a Permit has already been issued and for which approval by the Chief Building Official is required.

PUBLIC WAY means a sidewalk, street, highway, square or other open space to which the public has access, as of right or by invitation, express or implied.

2.2 Any word or term not defined in this by-law shall have the meaning ascribed to it in the Act or the Ontario Building Code.

PART 3 CODE OF CONDUCT FOR BUILDING OFFICIALS

3.1 Code of Conduct

The Chief Building Official and Inspectors shall be governed by the Code of Conduct as set out in Schedule 5 this By-law, with respect to exercising powers and performing duties under the Act.

PART 4 REQUIREMENTS TO OBTAIN A PERMIT

4.1 Obtaining a Permit

To obtain a Permit, the Owner or an agent authorized in writing by the Owner shall file an application in writing by completing a prescribed form available from

the Chief Building Official or from the Ministry of Municipal Affairs' website www.mah.gov.on.ca. Application forms prescribed by the City under Clause 7 (1)(f) of the Act are set out in Schedule 1 of this By-law.

4.2 Construction Permits

Where an application is made for a Construction Permit under Section 8 of the Act, the Applicant shall submit to the Chief Building Official all of the following:

- (1) Form A, Application for a Permit to Construct or Demolish, and other required forms as set out in Schedule 1 of this By-law;
- (2) Complete plans and specifications, documents and other information as required by Sentence 1.3.1.3.(5), Division C of the Building Code, Applicable Law, and as prescribed in Schedule 2.1, and Schedule 2.2, of this By-law; and
- (3) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law.

4.3 Demolition Permits

Where an application is made for a Demolition Permit under Section 8 of the Act, the Applicant shall submit to the Chief Building Official all of the following:

- (1) Form A, Application for a Permit to Construct or Demolish, and other required forms as set out in Schedule 1 of this By-law;
- (2) Complete plans and specifications, documents and other information as required by Sentence 1.3.1.1.(3) and Sentence 1.3.1.3.(5), Division C of the Building Code, Applicable Law, and as prescribed in Schedule 2.1, and Schedule 2.2, of this By-law;
- (3) Confirmation that:
 - a. Arrangements have been made with the proper authorities for the safe and complete disconnection of all existing water, sewer, gas, electric, telephone and other utilities, and that the work has been completed;
 - b. The Owner will comply with the City's Property Standards By-law at the completion of demolition;
 - c. No heritage restrictions exist;
 - d. There are no Demolition Control By-law restrictions, and
 - e. A licensed professional pest control company has inspected the property and structures for evidence of rat infestation, and submitted a completed Form A.8.2, Rat Infestation Review Form.

- (4) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law.

4.4 Conditional Permits

Where an application is made for a Conditional Permit under Section 8 of the Act, the Applicant shall submit to the Chief Building Official all of the following:

- (1) Form A, Application for a Permit to Construct or Demolish and other required forms as set out in Schedule 1 of this By-law;
- (2) Complete plans and specifications, documents and other information as required by Sentence 1.3.1.3.(5), Division C of the Building Code, Applicable Law, and as prescribed in Schedule 2.1, and Schedule 2.2, of this By-law;
- (3) A written statement regarding:
 - a. The reasons why the Applicant believes that unreasonable delays in construction would occur if a conditional Permit is not granted;

- b. The necessary approvals which must be obtained in respect of the proposed Building and the time in which such approvals will be obtained;
 - c. An up-to-date construction schedule for the entire project, supported by a letter from the general contractor to confirm the ability to carry out construction in accordance with the construction schedule;
 - d. Any other documentation required to demonstrate that an unreasonable delay will occur if the Conditional Permit is not issued; and
 - e. The date on which complete plans, specifications and documentation of the Building will be filed with the Chief Building Official.
- (4) A signed Conditional Permit Agreement as drafted by the City; and
 - (5) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law, and the provision of providing securities via an irrevocable letter of credit or an approved alternative payment method.

4.5 Change of Use Permits

Where an application is made for a Change of Use Permit under Section 8 of the Act, the Applicant shall submit to the Chief Building Official all of the following:

- (1) Form B, Change of Use Application as set out in Schedule 1 of this By-law.
- (2) Complete plans and specifications, documents and other information as required by Sentence 1.3.1.3.(5), Division C of the Building Code, Applicable Law, and as prescribed in Schedule 2.1, and Schedule 2.2, of this By-law.
- (3) A written and diagrammatical description to identify:
 - a. The location of the Building,
 - b. The current occupancy of the Building or part of a Building for which the application is made, and
 - c. The proposed occupancy that the current occupancy is to be changed to.
- (4) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law.

4.6 Sewage System Permits

Where an application is made for a Sewage System Permit under Section 8 of the Act, the Applicant shall submit to the Chief Building Official all of the following:

- (1) Form A, Application for a Permit to Construct or Demolish and other required forms as set out in Schedule 1 of this By-law.
- (2) Complete plans and specifications, documents and other information as required by Sentence 1.3.1.3.(5), Division C of the Building Code, Applicable Law, and as prescribed in Schedule 2.1, and Schedule 2.2, of this By-law.
- (3) A site evaluation which shall include all of the following items, unless otherwise specified by the Chief Building Official:
 - a. The date of the evaluation was done;
 - b. The name, address, telephone number and signature of the Person who prepared the evaluation; and
 - c. A scaled map of the site showing:
 - i. The legal description, Lot size, property dimensions, existing rights-of-way, easements or municipal/utility corridors;

- ii. The location of items listed in Column 1 of Tables 8.2.1.6.A, 8.2.1.6.B and 8.2.1.6.C of the Building Code;
 - iii. The location of the proposed sewage system;
 - iv. The location of any unsuitable, disturbed or compacted areas;
 - v. Proposed access routes for system maintenance;
 - vi. Depth to bedrock and zones of soil saturation;
 - vii. Soil properties, including soil permeability; and
 - viii. Soil conditions, including the potential for flooding.
- (4) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law.

4.7 Partial Occupancy Permits

Where an application is made for a Partial Occupancy Permit under Section 11 of the Act, the Applicant shall submit to the Chief Building Official all of the following:

- (1) Form C, Partial Occupancy Permit Application as set out in Schedule 1 of this By-law.
- (2) Complete plans and specifications, documents and other information as required by Sentence 1.3.1.3.(5), Division C of the Building Code, Applicable Law, and as prescribed in Schedule 2.1, and Schedule 2.2, of this By-law.
- (3) A written statement indicating the expected occupancy date(s) and the portion(s) of the Building to be occupied.
- (4) Written confirmation that all necessary Permit(s) and approvals from other municipal departments and/or outside agencies having jurisdiction have been obtained.
- (5) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law.

PART 5 SUBMISSION REQUIREMENTS

5.1 Plans and Specifications

Every Applicant shall electronically submit sufficient plans, specifications, documents and other information to enable the Chief Building Official to determine whether the proposed Building, construction, demolition, partial occupancy or change of use will contravene the Act, the Building Code or any other Applicable Law.

The Chief Building Official shall determine the plans, specifications, documents and other information required to be submitted with an application in order to deem it complete according to Sentence 1.3.1.3.(5), Division C of the Building Code having regard for:

- (1) The scope of the proposed work;
- (2) The requirements of the Building Code, the Act and other Applicable Law; and
- (3) The requirements of this Section and Schedule 2.1, and Schedule 2.2, of this By-law.

An Electronic Submission is to be made in a Portable Document Format (PDF). Plans, specifications, documents and other information are to be legible when

printed to scale. Drawings to be minimum size of 8.5” x 11.0” and shall be complete, fully dimensioned and to scale.

Upon readiness to construct footings for a Building, a survey prepared by an Ontario Land Surveyor indicating the location and elevation of the top of the footings shall be submitted, prior to a foundation/backfill inspection being undertaken.

Upon completion of the construction of a Building, or part of a Building, a set of plans of the Building or part of a Building, as constructed, together with a plan of survey prepared and certified by an Ontario Land Surveyor showing the location of the Building, shall be submitted.

5.2 Alternative Solutions

Where an application for a Permit or for authorization to make a material change to the plan, specification, document or other information on the basis of which a Permit was issued, contains an alternative solution for which approval in accordance with Part 2, Section 2.1., Division C of the Building Code is required, the application shall include documentation in accordance with Part 2, Article 2.1.1.1., Division C of the Building Code.

Such information shall be accompanied with Form A.9.1, Alternative Solution Application, and Form A.9.2, Alternative Solution Authorization Form as prescribed by the Chief Building Official.

5.3 Revisions to Permit

Where there is material or system change during construction and/or to the plans, specifications, documents or other information on the basis of which a Permit was issued, the Owner or authorized agent is required under Section 8(12) of the Act to notify the Chief Building Official and shall submit the following:

- (1) Form D, Plan Resubmission Application;
- (2) Revised plans and specifications illustrating the changes, including all supporting documentation as may be requested by the Chief Building Official; and
- (3) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law. In the event the area of work is reduced, there shall be no refund.

PART 6 PERMIT ABANDONMENT, TRANSFER, CANCELLATION AND REVOCATION

6.1 Abandonment

An application for a Permit shall be deemed to have been abandoned six (6) months after the date of filing of the application with the Chief Building Official unless a Permit has been issued.

When a Permit has been issued and subsequently abandoned by the original Applicant, the said Permit can be assigned to the successor in title and can therefore claim to continue Building under the said Permit. A written request made within one (1) year of Permit issuance and proof of land title must be submitted to the Chief Building Official.

Where the application has been abandoned, withdrawn, or rejected, one set of drawings and design calculations (if applicable) filed with the application will be marked “Not For Construction” then returned to the Applicant. Fees will be refunded without interest thereon in accordance with this By-law.

6.2 Transfer

Upon change of ownership, Permit applications and Permit(s) shall be transferred to the new Owner with the approval of the Chief Building Official.

Form H, Transfer of Permit Application shall be submitted along with the required fee as identified in Schedule 3.

Upon the transfer of Permit by the Chief Building Official, the new Owner shall be the Permit Holder for the purpose of this By-law, the Act and the Building Code.

6.3 Cancellation

A Permit Holder of an issued Permit can submit a request in writing to the Chief Building Official to cancel a Permit where no substantial work has been performed. The Chief Building Official, after considering the implication of canceling a Permit may agree to cancel the Permit as requested. The Chief Building Official may impose conditions for the canceling of a Permit to ensure the property is in a safe condition. Fees shall be refunded in accordance with this By-law.

6.4 Revocation

Where the Chief Building Official considers revoking a Permit under Subsection 8(10)(b) or (c) of the Act, the Chief Building Official may give written notice by email and/or regular mail of the intention to revoke to the Permit Holder at their last known email and/or mailing address and, if on the expiration of thirty (30) days from the date of such notice, the ground for revocation continues to exist, the Permit may be revoked without further notice and all submitted plans and other information may be disposed of. Fees shall be refunded in accordance with this By-law.

In reference to Subsection 8(10)(c) of the Act, “substantially suspended or discontinued” is to be measured from the date of the last documented site inspection.

6.5 Deferral of Revocation

Within thirty (30) days of receipt of a notice of intention to revoke a Permit, a Permit Holder may request of the Chief Building Official in writing, that the Chief Building Official defer the revocation of such Permit, subject to the following conditions and processes:

- (1) A request for deferral shall set out the reasons why the Permit should not be revoked and the date by which the work will be commenced, resumed or completed; and
- (2) Having considered the circumstances of the request and having determined that there have been no changes to the Act and the Building Code and any other Applicable Law which would have prevented the issuance of the original Permit, the Chief Building Official may allow a deferral to a prescribed date and shall notify the Permit Holder in the same manner above.

PART 7 FEES AND REFUNDS

7.1 Fees

Upon submission of a Permit application, the Applicant shall pay the required deposit fee as set out in Schedule 3 of this By-Law.

Prior to the issuance of a Permit or any revision to a Permit, the Applicant shall:

- (1) Provide proof of payment of any levies, charges and deposits, and
- (2) Remit the fees set out in Schedule 3 of this By-law, as amended and approved annually by City Council within 30 days of payment notification.

7.2 Refunds

The Chief Building Official shall refund 40% of the Building Permit fee upon written request by the Permit Holder.

There shall be no refund of Permit fees where:

- (1) Work has commenced and is abandoned thereafter;
- (2) More than six (6) months has elapsed from the date of Permit issuance;
- (3) A Permit has been revoked, except where:
 - a. No work has commenced and the Applicant requests cancellation no more than six (6) months after the Permit has been issued; or
 - b. The Permit has been issued in error.
- (4) The total calculated refund amount is less than \$100.00.

All Service Fees and Permit Deposits are non-refundable.

PART 8 HOARDING

8.1 General Requirements

Every Person to whom a construction or demolition Permit is issued shall maintain a fence to enclose the site of the construction or demolition.

8.2 Covered Way Exceptions

Where the construction may constitute a hazard to the public, work shall not commence on the construction, alteration or repair of a Building until a covered way, as described in Subsection 8.3 hereof, has been provided to protect the public, except where:

- (1) The work is done within a solid enclosure;
- (2) The Building is at a distance of greater than 4.5 metres from a Public Way used by pedestrians; or
- (3) Site conditions warrant a distance greater than provided in clause (2) hereof.

8.3 Covered Way Construction

A covered way shall:

- (1) Have an unobstructed height of not less than 2.4 metres;
- (2) Have an unobstructed width of not less than 1.1 metres or, if it is over a sidewalk that is less than 1.1 metres wide, have a width equal to the width of the sidewalk;
- (3) Shall be capable of supporting any load likely to be applied to it and capable of supporting a load of at least 2.4 kilonewtons per square metre;
- (4) Shall have a weather-tight roof;
- (5) Shall have the side adjacent to the project covered with a partition that has a smooth surface on the Public Way side;
- (6) Shall have a railing one metre high from ground level on the street side; and
- (7) Shall have adequate lighting within the Public Way.

8.4 Construction Fencing

In addition to the requirements pertaining to Public Way Protection as set out in the Occupational Health and Safety Act, the Permit Holder shall comply and shall not cause or permit any builder or constructor under the Permit to fail to comply with the provisions of this Section.

Where, in the opinion of the Chief Building Official, a construction or demolition site presents a particular hazard to the public, the Chief Building Official may require the erection of fencing around the construction or demolition site as set out in this section.

In considering the hazard presented by a construction or demolition site and the necessity for fencing the Chief Building Official shall have regard for:

- (1) The proximity of the construction or demolition site to occupied dwelling;
- (2) The proximity of the construction or demolition site to lands accessible to the public, including but not limited to streets, parks, and commercial and institutional activities;
- (3) The hazards presented by the construction or demolition activities and materials;
- (4) The feasibility and effectiveness of site fencing; and
- (5) The duration of the hazard.

General Provisions:

- (1) Construction fencing required under this section shall be 1.8 metres in height, as measured from the highest adjacent grade;
- (2) Construction fencing required under this Section shall be located on the perimeter of the construction site as determined by the Chief Building Official and constructed as follows:
 - a. Chain link construction, the chain link shall be securely fastened to at least 38mm diameter metal tube or pipe or the same thickness T-bar posts. Such metal posts shall not be more than 2.43m on centre and embedded into the ground, providing a secure and rigid support;
 - b. Wood construction, the exterior face shall be at least 12.7mm thick exterior grade plywood, particle board or equivalent material constructed so as not to provide footholds for climbing. The fencing shall be supported by at least 38mm wide by 89mm thick posts spaced at not greater than 2.43m on centre and embedded into the ground, providing a secure and rigid support; and
 - c. Other materials or methods may be substituted provided that there is an equivalent barrier between properties and an equivalent degree of safety and support provided subject to approval by the Chief Building Official.
- (3) Access openings through construction fences shall be equipped with gates which shall:
 - a. Accommodate construction vehicles, machines and any other equipment providing services, including emergency vehicles, to the construction site provided that these openings are closed off when no construction is being carried out on site including daily shut-downs;
 - b. Be kept closed and locked when the site is unattended; and
 - c. Be maintained in place until completion of the construction or demolition activity, or when the construction progresses to a point where the same level of security can be achieved by securing the Building.
- (4) Construction fencing required under this Section shall be removed no later than 30 days after completion of the construction or demolition work.

8.5 Work Shutdown

When work on a construction site is suspended or ceases so that it will not be occupied during normal working hours, the hazardous part of the construction site

shall be protected by a fence or barricade constructed according to the requirements of Subsection 8.4 hereof.

PART 9 ENVIRONMENTAL IMPACTS

9.1 The Applicant and/or contractor shall make every effort to minimize the amount of dust generated during construction and/or demolition. A method of dust control can be, but is not limited to, wetting-down the construction debris during the actual construction and/or demolition.

Consideration for neighbouring properties shall be given when construction processes generate dust. The Ministry of Environment and/or Ministry of Health will be contacted when complaints occur.

Where the Applicant and/or contractor believes that hazardous materials exist in a building, the Ministry of the Environment & the Ministry of Labour shall be contacted by the Applicant and/or contractor and an assessment shall be made prior to the start of demolition. Hazardous materials shall be safely removed as required by the respective authority(ies).

If required by the Chief Building Official, full or partial draping of a Building under construction, particularly high-rise projects, may be required in order to mitigate flying debris.

PART 10 USE OF EXPLOSIVES DURING DEMOLITION

10.1 No person shall perform or cause to be performed any work involving the use of explosives unless:

(1) An application for a Demolition Permit has been filed with the Chief Building Official, such application being on a prescribed form as set forth in Schedule 1 hereto, and such application shall be accompanied with evidence that the Applicant has in effect public liability coverage in an amount not less than Five Million (\$5,000,000.00) Dollars; and

(2) Use of Explosives Information:

- a. Evidence that the Building is not on a Lot in or adjacent to a residential area designated under the applicable Zoning By-law.
- b. A declaration that the contractor shall comply with all applicable law respecting the transportation, storage, handling and use of explosives, including, but not limited to, the Explosives Act, R.S.C. 1985, c. E-17, the Occupational Health and Safety Act, R.S.O. 1990, c. O.1, and the Fire Code, and that, in the absence of legislative requirements, the demolition shall be conducted in accordance with CSA (Canadian Standards Association) standard S350-M1980, Code of Practices for Safety in Demolition of Structures.
- c. A copy of the letter of retention of a professional engineer experienced in the use of explosives during the course of the demolition that has been retained to undertake the design and general review of all components of the demolition.
- d. A report on the demolition plan, prepared by the professional engineer described in clause 2(c) of this By-law that includes the following:
 - (i) Structural design characteristics of the Building sought to be demolished;
 - (ii) Particulars of the method of demolition describing in detail the dates, times, duties, procedures, safety precautions, explosives, vibrations, noise and dust effect of the method on:

- 1. The Building sought to be demolished;

2. Buildings in the area of influence;
 3. Public and private utilities and infrastructures in the vicinity, for example: electricity, sewer, water, telephone, gas, cable, district heating and cooling, streetcar and similar services, and
 4. Residents in the area of influence.
- e. The measures employed to isolate the Building sought to be demolished from its surroundings, and the proposal to inform residents in the area of influence of the demolition.
 - f. A precondition survey with pictures prepared by the professional engineer depicting interior and exterior conditions of all Buildings, public and private utilities, bridges, underground structures and structural improvements, streets and any similar thing, within the area of influence of the demolition.
 - g. Where, in the opinion of the professional engineer, Buildings in the area of influence of the demolition may suffer damage as a result of the use of explosives during the course of the demolition, written consent of the owners of the Buildings concerned, giving permission for an in-depth inspection of their structures by the professional engineer prior to demolition, and the results of this inspection shall be included in the demolition plan required under clause 2(d) of this schedule.
 - h. A letter from the Ministry of Labour confirming that a notice of the project has been filed and that the demolition procedures have been reviewed for compliance with the Occupational Health and Safety Act.
 - i. Where considered appropriate by the Chief Building Official, written approval from any of the following:
 - (i) The Chief Administrative Officer, the Fire Chief, the Medical Officer of Health or any other City official responsible for public works, fire matters, health matters, parks or recreational matters.
 - j. Evidence of compliance with any other reasonable criteria the Chief Building Official determines to be necessary in respect to the specific property for which the demolition permit is requested.

PART 11 REGISTERED CODE AGENCIES

11.1 General Requirements

Council may authorize the Chief Building Official to enter into service agreements with Registered Code Agencies and appoint them to perform one or more of the specified functions described in Section 15.15 of the Act.

Registered Code Agencies shall be used only during work overloads and for specialized projects.

PART 12 INSPECTION NOTICES

12.1 General Requirements

The Permit Holder shall notify the Chief Building Official of each stage of construction as listed in Schedule 4. In addition, the Permit Holder shall provide the notice of completion as prescribed by Section 11 of the Act, or where occupancy is required prior to completion, notice of inspection to ensure that the requirements of Section 11 of the Act and Subsection 1.3.3., Division C of the Building Code are complied with.

A notice pursuant to this part of this By-law is not effective until proper notice is actually received by the Chief Building Official.

Upon receipt of proper notice, the inspector shall undertake a site inspection of the Building to which the notices relate in accordance with the time periods stated in Article 1.3.5.3., Division C of the Building Code and Section 11 of the Act.

PART 13 VALIDITY AND SEVERABILITY

13.1 Should any section, subsection, clause or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof, other than the part so declared to be invalid.

PART 14 LIST OF SCHEDULES

14.1 The following schedules, attached hereto, shall form part of this By-law:

- Schedule 1 List of Applicable Forms Required for Permit
- Schedule 2.1 Documents and Drawings Required for Permit Application
- Schedule 2.2 Information Required on Drawings
- Schedule 3 Fees
- Schedule 4 Inspection Notices
- Schedule 5 Code of Conduct for Building Officials

PART 15 REPEAL AND TRANSITION

15.1 Except as provided by Section 15.2 hereof, By-law Number 49-2018 “A By-law Respecting the Issuance of Various Permits and the Scheduling of Inspections”, is hereby repealed.

15.2 Notwithstanding Section 15.1 hereof, the provisions of By-law 49-2018, shall continue to apply to any applications submitted under the said by-law until such applications have been concluded.

PART 16 EFFECTIVE DATE

16.1 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 -
Second Reading -
Third Reading -



SCHEDULE 1
LIST OF APPLICABLE FORMS REQUIRED
FOR PERMIT

Building Department
350 City Hall West 2nd Floor
Windsor, Ontario N9A 6S1
TEL: 519-255-6267
EMAIL: buildingdept@citywindsor.ca

Forms are required by the Chief Building Official but not attached to this By-Law. As such, they may be amended to reflect changes to Provincial Legislation, Municipal By-Laws, etc. Forms are available at the Building Department, or online at www.citywindsor.ca.

Form	Title
A	Application for a Permit to Construct or Demolish
A.1	Designer Information
A.2	Sewage System Installer Information
A.3	Commitment to General Review by Architect and Engineers
A.4	Licensed Contractors
A.5	Commitment to Coordinate Engineered Products
A.6.1	Energy Efficiency Design Summary: Prescriptive Method
A.6.2	Energy Efficiency Design Summary: Performance & Other Acceptable Compliance Methods
A.7	Residential Mechanical Ventilation and HVAC Design Summary
A.8.1	Demolition Permit Application Checklist
A.8.2	Rat Infestation Review Form
A.9.1	Alternative Solution Application
A.9.2	Alternative Solution Authorization Form
B	Change of Use Application
C	Partial Occupancy Permit Application
D	Plan Resubmission Application
E	Liquor Licence Application
F	Sign Permit Application
G	Mobile Sign Permit Application
H	Transfer of Permit Application

SCHEDULE 2.1 DOCUMENTS AND DRAWINGS REQUIRED FOR PERMIT APPLICATION

Row	Class of Permit	Documents and Drawings Required
1	New Construction – Residential Part 9 Buildings	
	<ul style="list-style-type: none"> Detached house Semi-detached house Row house Duplex Double duplex Triplex Fourplex Multi-unit dwelling, (under 600 m²) 	<p>Documents</p> <ul style="list-style-type: none"> Form A – Application for a Permit to Construct or Demolish Form A.1 – Designer Information Form A.2 – Sewage System Installer Information (if on sewage system) Form A.4 – Licensed Contractors Form A.5 – Commitment to Coordinate Engineered Products Form A.6.1 or A.6.2 – Energy Efficiency Design Summary Form A.7 – Residential Mechanical Ventilation and HVAC Design Summary <p>Drawings</p> <ul style="list-style-type: none"> Site Plan Civil Drawings Architectural Drawings Structural Drawings Engineered Products
2	Construction – Residential Part 9 Buildings	
	<ul style="list-style-type: none"> Alterations Additions Accessory buildings Basement renovations Repairs Deck Porch Replacement porch Pool 	<p>Documents</p> <ul style="list-style-type: none"> Form A – Application for a Permit to Construct or Demolish Form A.1 – Designer Information Form A.2 – Sewage System Installer Information (if on sewage system) Form A.4 – Licensed Contractors Form A.5 – Commitment to Coordinate Engineered Products Form A.6.1 or A.6.2 – Energy Efficiency Design Summary Form A.7 – Residential Mechanical Ventilation and HVAC Design Summary Heritage Alteration Permit (if required) <p>Drawings</p> <ul style="list-style-type: none"> Site Plan Architectural Drawings Structural Drawings Engineered Products
3	New Construction – Non-Residential and Other Residential not provided for in Row 1 or 2	
	<ul style="list-style-type: none"> New Buildings Additions 	<p>Documents</p> <ul style="list-style-type: none"> Form A – Application for a Permit to Construct or Demolish Form A.1 – Designer Information (Part 9 Small Buildings) Form A.2 – Sewage System Installer Information (if on sewage system) Form A.3 – Commitment to General Review by Architect and Engineers (Part 3 Buildings) Form A.4 – Licensed Contractors SB-10 – Energy Efficiency Design Summary Heritage Alteration Permit (if required) Geotechnical Report <p>Drawings</p> <ul style="list-style-type: none"> Site Plan Civil Drawings Architectural Drawings Structural Drawings HVAC Drawings Plumbing Drawings Fire Protection Drawings Electrical Drawings

Row	Class of Permit	Documents and Drawings Required
4	Construction – Non-Residential and Other Residential not provided for in Row 1 or 2	
	<ul style="list-style-type: none"> • Alterations • Renovations • Repairs • Interior fit up 	<p>Documents</p> <ul style="list-style-type: none"> • Form A – Application for a Permit to Construct or Demolish • Form A.1 – Designer Information (Part 9 Small Buildings) • Form A.2 – Sewage System Installer Information (if on sewage system) • Form A.3 – Commitment to General Review by Architect and Engineers (Part 3 Buildings) • Form A.4 – Licensed Contractors • SB-10 – Energy Efficiency Design Summary • Heritage Alteration Permit (if required) • Geotechnical Report • Parking Displacement Plan (due to parking garage repairs) <p>Drawings</p> <ul style="list-style-type: none"> • Site Plan • Civil Drawings • Architectural Drawings • Structural Drawings • HVAC Drawings • Plumbing Drawings • Fire Protection Drawings • Electrical Drawings
5	Construction – Designated Structures under Article 1.3.1.1 of Division A of the Ontario Building Code	
	<ul style="list-style-type: none"> • Retaining wall • Pedestrian bridge • Crane runway • Exterior storage tank and supporting structure • Signs • Solar collector • Structure supporting wind turbine generator • Dish antenna • Outdoor pool • Outdoor public spa • Permanent solid nutrient storage facility 	<p>Documents</p> <ul style="list-style-type: none"> • Form A – Application for a Permit to Construct or Demolish • Form A.3 – Commitment to General Review by Architect and Engineers • Form A.4 – Licensed Contractors • Geotechnical Report • Heritage Alteration Permit (if required) <p>Drawings</p> <ul style="list-style-type: none"> • Site Plan • Architectural Drawings • Structural Drawings • HVAC Drawings • Plumbing Drawings • Fire Protection Drawings • Electrical Drawings
6	Change of Use	
	<ul style="list-style-type: none"> • When no construction required 	<p>Documents</p> <ul style="list-style-type: none"> • Form B – Change of Use Application <p>Drawings</p> <ul style="list-style-type: none"> • Site Plan • Architectural Drawings • Details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities • Details of the existing sewage system (if any) • HVAC Drawings – showing current and proposed fresh air ventilation, including calculations

Row	Class of Permit	Documents and Drawings Required
7	Demolition	
	<ul style="list-style-type: none"> Demolition 	<p>Documents</p> <ul style="list-style-type: none"> Form A – Application for a Permit to Construct or Demolish Form A.3 – Commitment to General Review by Architect and Engineers Form A.8.1 – Demolition Permit Application Checklist Form A.8.2 – Rat Infestation Review Form Council approval in a Demolition Control Area Designated Substance Survey (if required) Method of Demolition Report (if required) Confirmation of Utility Services Disconnection Heritage Alteration Permit (if required) <p>Drawings</p> <ul style="list-style-type: none"> Site Plan Structural Drawings
8	Partial Occupancy	
	<ul style="list-style-type: none"> Partial occupancy 	<p>Documents</p> <ul style="list-style-type: none"> Form C – Partial Occupancy Permit Application <p>Drawings</p> <ul style="list-style-type: none"> Architectural Drawings (identifying area to be occupied)
9	Tents	
	<ul style="list-style-type: none"> Small Tents (60 m² to less than 225 m² in aggregate ground area) Large Tents (225 m² or larger in aggregate ground area) 	<p>Documents</p> <ul style="list-style-type: none"> Form A – Application for a Permit to Construct or Demolish Form A.3 – Commitment to General Review by Architect and Engineers (for Large Tents) <p>Drawings</p> <ul style="list-style-type: none"> Site Plan Structural Drawings (for Large Tents)

Notes:

1. The Forms described in this Schedule are available from the Chief Building Official.
2. A description of the information required on drawings is contained in Schedule 2.2.
3. The Chief Building Official may waive the requirements for any specified documents or drawings where the scope of the work, Applicable Law or Building Code requirements do not necessitate its submission.

SCHEDULE 2.2

INFORMATION REQUIRED ON DRAWINGS

Drawing Type	Information Required	Class of Permit Row Number (Schedule 2.1)								
Site Plan		1	2	3	4	5	6	7	8	9
	Legal description, survey property lines, property dimensions, compass orientation, location and name of adjacent roads, easements, and key plan	✓	✓	✓	✓	✓	✓	✓		✓
	Outline of all existing and proposed buildings and structures, building dimensions and their distance to property lines	✓	✓	✓	✓	✓	✓	✓		✓
	Dimensions and location of parking and vehicle access and fire routes, hydrants, and fire department connection	✓	✓	✓	✓		✓			
	Dimensions and location of barrier-free parking, barrier free curb, ramps, path of travel to building and building access, loading spaces, bicycle spaces, and refuse area	✓	✓	✓	✓		✓			
Civil Drawings		1	2	3	4	5	6	7	8	9
	Signature and seal of Professional Engineer, Landscape Architect or Ontario Land Surveyor	✓		✓	✓					
	Property lines, easements, sidewalks, driveways, building location, curb cuts, and retaining walls. Property details (address, lot number, subdivision name), surveyor/engineer's information (name, contact details, professional stamp), and scale and north arrow	✓		✓	✓					
	Existing and proposed elevations within the site and at property lines, centerline of the road(s), adjacent properties, retaining wall elevation, slopes of driveways, and drainage flow and swales	✓		✓	✓					
	Location of catch basins, above and below ground utilities, and connections to services			✓	✓					
	Site servicing details, pipe materials, and parking lot details			✓	✓					
	Cross section of both front/rear yard and side yard with minimum 2% and maximum 8% slope, catch basin location, rear yard drain detail, swale detail, sump pump detail, grout/bentonite plug detail and location, roof drainage, back water valve, and retaining walls (if needed, with height and material details)	✓								
	Spot elevations (existing and proposed ground heights at key points), finished Floor Elevation (FFE) (for buildings, garages, basements), and top of Foundation (TOF) & Top of Curb (TOC) Elevations	✓	✓		✓					
Architectural Drawings		1	2	3	4	5	6	7	8	9
	Ontario Building Code Data Matrix			✓	✓	✓	✓			
	Existing plans showing construction and room/space identification of all floors in the area of proposed work or occupancy, and key plan location of work		✓	✓	✓	✓	✓			
	Plans of all floors including basements complete with all rooms and room names	✓	✓	✓	✓		✓		✓	
	Roof plan showing slope, drainage, fire rating, and construction details	✓	✓	✓	✓		✓			
	Building elevations showing grade, floor and ceiling heights, overall building height and mid point of sloped roofs, exterior finish materials, window heights and sizes, and spatial separation calculations	✓	✓	✓	✓	✓				
	Residential construction details including proposed wall section from footing to roof, specifications of all wall, floor and roof assemblies and all building materials and construction specifications, party wall and fire separations, and life safety equipment	✓	✓	✓	✓					
	Stairs, guards and handrail dimensions and details, window sizes and height above floor level, location and fuel type of all fireplaces	✓	✓	✓	✓					
	Mezzanine plan showing construction, guardrails, and egress			✓	✓					
	Location and details of barrier free entrances, barrier free path of travel, and barrier free washrooms			✓	✓		✓			
	Reflected ceiling plans, bulkhead details, and horizontal service shaft details			✓	✓					
	Roof equipment screening, anchorage for window washing, and roof access			✓	✓					
	Building cross sections showing grade, floor and ceiling heights, horizontal, and vertical fire separations	✓	✓	✓	✓		✓			

Drawing Type	Information Required	Class of Permit Row Number (Schedule 2.1)								
	Enlarged sections and detail plans of washrooms and exit stairs			✓	✓					
	Wall sections, plan and section construction details	✓	✓	✓	✓		✓			
Architectural Drawings (continued)		1	2	3	4	5	6	7	8	9
	Exit stair enclosure, wall construction details, fire separations and listed design numbers, and door numbers referenced to a door schedule			✓	✓		✓			
	Door and hardware schedule, door and frame details, window schedule, and room finish schedule			✓	✓					
Structural Drawings		1	2	3	4	5	6	7	8	9
	Foundation plans, floor and roof framing plans, footing, column and beam schedules, structural details, and material specifications	✓	✓	✓	✓	✓				
	Design specifications, live and dead loading, wind and snow loading, earthquake loading, and geotechnical report design basis			✓	✓	✓				
	Structural drawings sealed by a Professional Engineer for all structural elements not within the scope of Part 9 of the Building Code	✓	✓	✓	✓	✓		✓		✓
	Roof and floor truss drawings sealed by a Professional Engineer	✓	✓	✓	✓	✓				
HVAC Drawings		1	2	3	4	5	6	7	8	9
	Heating, ventilating and air conditioning plans, service shafts, and equipment layout and schedules			✓	✓	✓				
	Fire damper locations, and kitchen exhaust equipment			✓	✓					
	Structural design for support of equipment			✓	✓					
Plumbing Drawings		1	2	3	4	5	6	7	8	9
	Plumbing and drainage plans, location of fixtures and sizing of under and above ground storm, sanitary and water service piping, and appurtenances			✓	✓	✓				
	Location of fire stopping, specifications of plumbing, and fire stopping materials			✓	✓					
Fire Protection Drawings		1	2	3	4	5	6	7	8	9
	Fire hydrant locations, sprinkler and standpipe distribution plans, hydraulic calculations and schedules, sprinkler head layout, and fire hose cabinet locations	✓	✓	✓	✓					
	Location and specification of emergency lighting, exit signage emergency generators, fire alarm system equipment, diagrams, and specifications	✓	✓	✓	✓					
	Location of smoke alarms and carbon monoxide detectors	✓	✓	✓	✓					
Electrical Drawings		1	2	3	4	5	6	7	8	9
	Electrical supply and distribution plans, location of power and lighting outlets, equipment schedule, and transformer location	✓	✓	✓	✓	✓				
	Location and specification of emergency lighting, emergency generators, and exit signage	✓	✓	✓	✓	✓				

- Notes:**
- Where indicated by a check mark (✓), the information described is required to be included on the drawings for the class of permit specified in Schedule 2.1.
 - Required information may be located or consolidated on other drawings rather than as specified in this schedule.
 - The Chief Building Official may waive the requirement for any required information specified in this Schedule due to limited scope of work, Applicable Law or Building Code requirements.

MINIMUM PERMIT FEE

A minimum permit fee of **\$235.00** will be assessed for the processing and issuance of permits, except where otherwise noted in this By-law.

GENERAL APPLICATION FEES

1	Zoning Certificate Fee - Small Residential Permits (alterations***, decks, pools, backwater valves, etc.), Tent Permits and, non-structural Mechanical Roof Top Unit Replacement Permits	\$65.00 per permit (non-refundable)
2	Zoning Certificate Fee – New Home Construction	\$130.00 per permit (non-refundable)
3	Zoning Certificate Fee– All other Permits not listed in 1 and 2 above	\$225.00 per permit (non-refundable)
4	Permit Holdback Fee	\$1200.00 per permit
5	Permit Deposit – Applicable to any residential permit that creates a new dwelling unit	\$500.00 per dwelling unit (non-refundable)
6	Permit Deposit – All other permit types - All permit deposits are non-refundable	Minimum \$80.00 to a maximum of \$5000.00 per permit (deposit amount is based on the permit application type) (non-refundable)

BASE PERMIT FEES

Residential		\$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated
1	Part 9 – Residential (OBC**; Group C) (New, Alteration***, and Additional Dwelling Units) (Fee calculation to include the sum of all roofed areas ⁽²⁾ i.e. attached garages, carports, covered porches, supported roofs over attached decks or landings, etc.)	\$1.75 [\$18.84]* ⁽²⁾ -Plus \$500.00 Mechanical Fee per dwelling unit -Plus applicable extras: attached Deck/Porch without a Roof, Basement Floor Area Fee ⁽³⁾ , Plumbing Fees, Finished Basement Floor Area Fee ⁽⁴⁾ and any other applicable fees indicated in this By-law/Schedule
2	Part 3 – Residential, Group C occupancies as set out in the OBC** (New, Alteration***) (Fee calculation to include the sum of all floor areas ⁽²⁾ , including floors below grade)	\$2.40 [\$25.83]* ⁽²⁾ -Plus \$500.00 Mechanical Fee per dwelling unit -Plus Plumbing Fees and any other applicable fees as indicated in this By-law/Schedule
Industrial / Commercial / Institutional (ICI)		\$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated
3	Industrial / Commercial / Institutional (OBC**: Group A, B, D, E, F) (New, Alteration***) (Fee calculation to include the sum of all floor areas ⁽²⁾ , including floors below grade)	\$2.80 [\$30.14]* ^{(2) (7) (8)} -Plus Plumbing Fees and any other applicable fees indicated in this By-law/Schedule
Post Disaster Buildings		\$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated
4	Post Disaster Buildings (as defined in Division A, Article 1.4.1.2 of the OBC**) (New, Alteration***) (Fee calculation to include the sum of all floor areas ⁽²⁾ , including floors below grade)	\$4.10 [\$44.13]* ⁽²⁾ -Plus Plumbing Fees and any other applicable fees indicated in this By-law/Schedule

ADDITIONAL PERMIT FEES

Note: Any fees listed below may be applicable individually or in addition to "General Application Fees", "Base Permit Fees", and "Miscellaneous Permit Fees and Charges". The proposed scope of work determines the applicability of "Additional Permit Fees".

Heating, Ventilating and Air Conditioning Systems (HVAC) Fees (Existing Buildings Only)

1	Part 9 - Residential (OBC**; Group C)	\$535.00 per unit / system
2	Part 3 – Residential Group C occupancies as listed in the OBC**	\$535.00 per unit / system
3	Furnace Replacement Only (located in an individual residential unit)	\$300.00 per furnace unit
4	Industrial / Commercial / Institutional (OBC**: Groups A, B, D, E, F)	\$17.50 per \$1000 construction value (Min. \$500.00)
5	Post Disaster Buildings (defined in Division A, Article 1.4.1.2. of the OBC**)	\$17.50 per \$1000 construction value (Min. \$500.00)

Life Safety and 'Other' Mechanical System Fees

1	Mechanical Roof Top Unit Replacement	\$300.00 per roof top unit
2	Chiller / Boiler Installation (All Building types) (New, Alteration***)	\$17.50 per \$1000 construction value (Min. \$500.00)
3	Cooling Tower Installation (All Building types) (New, Alteration***)	\$17.50 per \$1000 construction value (Min. \$500.00)
4	Sprinkler System (All Building types) (New, Alteration***)	\$17.50 per \$1000 construction value (Min. \$500.00)
5	Fire Alarm System (All Building types) (New, Alteration***)	\$17.50 per \$1000 construction value (Min. \$500.00)
6	Standpipe System (All Building types) (New, Alteration***)	\$17.50 per \$1000 construction value (Min. \$500.00)
7	Fire Suppression System (All Building types) (New, Alteration***)	\$17.50 per \$1000 construction value (Min. \$500.00)
8	Spray Booth (New, Alteration***)	\$535.00 per unit / system
9	Dust Collector (New, Alteration***)	\$535.00 per unit / system
10	Laboratory Hood	\$17.50 per \$1000 construction value (Min. \$500.00)
11	Kitchen Hood	\$535.00 per unit / system
12	Solar Panel System	\$17.50 per \$1000 construction value (Min. \$500.00)

Plumbing Fees		Residential	Non-Residential		
1	Any Bathroom	\$113.00 per bathroom (Applicable on all new Part 9 - Residential construction)	N/A		
2	Any Bathroom - Rough-In (R/I) Plumbing	\$113.00 per R/I bathroom (Applicable on all new Part 9 - Residential construction) ⁽⁵⁾	N/A		
3	Rough-In (R/I) Plumbing	\$37.00 per R/I fixture (applicable on all residential alteration*** permits)	\$37.00 per R/I fixture		
4	Plumbing Fixture (Applicable on new or replacement fixtures)	\$37.00 per fixture (applicable on all residential alteration*** permits)	\$37.00 per fixture (applicable on all types of non-residential permits)		
5	Domestic Hot Water Tank Replacement	\$190.00 per tank	\$190.00 per tank		
6	Backwater Valve / Sump Pit / Sewage Ejector Pump Installations	\$17.50 per \$1000.00 of the estimated cost of the work (Min. \$290.00)	\$17.50 per \$1000.00 of the estimated cost of the work (Min. \$290.00)		
Lot Grading					
1	Lot Grading Review - Not applicable on Part 9 - Residential (OBC**; Group C) permit types		\$535.00		
Sewage System Fees					
1	Class 4 – (All Types – New or Repair)		\$1180.00		
2	Class 5 – Holding Tank		\$1180.00		
Sewer & Water Permits		Fee as indicated			
		Part 9 – Residential (OBC**; Group C) (New, Alteration***, and Additional Dwelling Units)	Part 3 – Residential, Group C occupancies as listed in the OBC** (New, Alteration***)	Industrial / Commercial / Institutional (OBC**: Groups A, B, D, E, F) (New, Alteration***)	Post Disaster Buildings (as defined in Div. A, Article 1.4.1.2. of the OBC** (New, Alteration***))
1	Sanitary Drainage Piping Servicing	\$270.00 per dwelling unit	\$3.85 / Ft [\$12.63 / M]* (Min. \$260.00)	\$3.85 / Ft [\$12.63 / M]* (Min. \$260.00)	\$3.85 / Ft [\$12.63 / M]* (Min. \$260.00)
2	Storm Drainage Piping Servicing	\$270.00 per dwelling unit			
3	Water Service Permit	\$95.00 per dwelling unit			
4	Storm Drainage - Not Connected to a building	\$3.85 / Ft [\$12.63 / M]* plus \$60.00 for each additional catch basin after the first catch basin (Min. \$260.00)	\$3.85 / Ft [\$12.63/ M]* plus \$60.00 for each additional catch basin after the first catch basin (Min. \$260.00)	\$3.85 / Ft [\$12.63/ M]* plus \$60.00 for each additional catch basin after the first catch basin (Min. \$260.00)	\$3.85 / Ft [\$12.63/ M]* plus \$60.00 for each additional catch basin after the first catch basin (Min. \$260.00)
5	Piping Service Agreement	\$1105.00 per agreement			

Other Permit Types		\$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated
1	Basement Floor Area (Part 9 - Residential – OBC**: Group C) (New Construction and Basement Additions)	\$1.20 [\$12.92]* ⁽³⁾ of the total basement floor area
2	Finished Basement Floor Area (Part 9 - Residential – OBC**: Group C; not including Additional Dwelling Units) (New and Existing Construction)	\$0.65 [\$7.00]* ⁽⁴⁾ -Plus applicable Mechanical and Plumbing Fees
3	Deck/Porch without a Roof (OBC**: Part 9, Group C)	\$0.95 [\$10.23]* ⁽²⁾ (Min. \$275.00)
4	Accessory Buildings (OBC**: Part 9, Group C) (New Shed, Detached Garage, Pool House, etc.; not including Additional Dwelling Units)	\$0.95 [\$10.23]* ⁽²⁾ (Min. \$275.00) -Plus applicable Mechanical and Plumbing Fees
5	Mezzanine (All Types)	Fee charged is equal to the “Base Permit Fee” for the associated occupancy type -Plus applicable Mechanical and Plumbing Fees
6	Shell Permit for OBC**: Group A, B, D, E, F Occupancies	\$2.00 [\$21.53]* ⁽²⁾ -Plus applicable Mechanical and Plumbing Fees
7	Interior Finishing (where only a Shell Permit was previously issued)	\$0.85 [\$9.15]* ⁽²⁾ (Min. \$240.00) -Plus applicable Mechanical and Plumbing Fees
8	Simple Group F (Industrial) Building ⁽⁸⁾ Occupancies	\$2.00 [\$21.53]* ⁽²⁾ -Plus applicable Mechanical and Plumbing Fees
9	Interior Alteration**** Permit Only for OBC**: Group A, B, D, E, F Occupancies (Fee calculation to include the sum of all floor areas, including underground)	\$0.85 [\$9.15]* ⁽²⁾ (Min. \$240.00) -Plus Mechanical Fees, Plumbing Fees and any other applicable fees indicated in this By-law/Schedule
10	Projects and items not specifically listed in this Schedule for OBC**: Groups A, B, C, D, E, F Occupancies	\$17.50 per \$1000.00 of the estimated cost of the work ^{(1) (6)} (Min. \$235.00)

MISCELLANEOUS PERMIT FEES AND CHARGES

Note: Any fees listed below may be applicable individually or in addition to “General Application Fees”, “Base Permit Fees”, and “Additional Permit Fees”. The proposed scope of work determines the applicability of “Miscellaneous Permit Fees and Charges”.

Demolition Permit Fee		\$ / Sq-Ft [\$ / Sq-M]*
1	Demolition Permit Fee (All Building Types)	\$0.17 [\$1.83]* ⁽²⁾ (Min. \$360.00)
Temporary Structures		\$ / Sq-Ft [\$ / Sq-M]*
Temporary Building or Structure: Shall mean a seasonal building or structure designed, constructed and placed on the land in a manner that allows its removal after a period not to exceed 120 consecutive days. These structures do not meet the snow load requirements as set out in the Ontario Building Code.		
1	Tents	\$195.00 per permit
2	Other Temporary Buildings or Structures (Applicable Fee same as “Other Permit Types, Fee Item No.10”)	\$17.50 per \$1000.00 of the estimated cost of the work ⁽¹⁾ (Min. \$235.00)

MISCELLANEOUS PERMIT FEES AND CHARGES - CONTINUED

Permit Resubmission Fee ⁽⁹⁾

1	Permit Resubmission – BEFORE permit is issued	\$250.00 per resubmission
2	Permit Resubmission – AFTER permit is issued	\$250.00 per resubmission - Plus additional applicable permit fees (No refund will be issued on original permit)
3	Permit Resubmission – due to application found to be incomplete	25% of application fee per permit resubmission (Min \$250.00)

Change of Use Permit

1	Change of Use Permit Fee (no construction required)	\$250.00 - Plus additional applicable permit fees
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Partial Occupancy Permit

		\$ / Sq-Ft [\$ / Sq-M]*
1	Partial Occupancy Permit Fee	\$0.05 [\$0.54]* for the area ⁽²⁾ to be occupied (Min. \$400.00)

Conditional Permit

1	Conditional Permit Fee	Regular fee for complete building - Plus 10% of application fees (Min.\$5000.00)
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Partial Permit

1	Partial Permit Fee	Regular fee for complete building - Plus \$765.00 flat fee per permit
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Alternative Solution Application & Special / Supplementary Review Fee

1	Alternative Solution Application Fee (per application)	\$355.00 minimum for up to 4 hours of review time plus \$110.00 per hour beyond the first 4 hours
2	Special Research Request Fee	
3	Supplementary Plans Review Fee	

Inspection Fee

1	Inspection requested but the work is incomplete	\$110.00 per inspection
2	Special inspection request (after-hours inspection)	\$590.00 minimum per inspection call
3	Inspection calls over the maximum two (2) inspections allowed for each stage of construction	\$110.00 per additional inspection call

MISCELLANEOUS PERMIT FEES AND CHARGES - CONTINUED

Work Without a Permit Penalty Fee

1	Work without a permit – for projects commenced prior to permit issuance	Permit fees are doubled where work commenced prior to obtaining a Building Permit (Min. \$1000.00 - Max. \$25,000.00)
Administrative Fees (non-refundable)		
1	Transfer of "Permit and/or Application" Fee	\$125.00
2	Search Fee	\$52.00
3	Property Information Letter	\$105.00
4	Permit Finalization Letter	\$31.00
5	Copying/Scanning/Printing	\$10.00 per ¼ hour of labour \$3.60 for the 1 st page copied \$0.65 per additional page copied
6	Re-Opening a Dormant Permit	\$275.00
7	E-Permitting User Fee	\$40.00
8	GIS (Geographic Information System)	7% of Building Permit Fees

Notes to Schedule 3

- (1) **Estimated Cost of the work** shall mean the estimated value of the project as determined by the Chief Building Official.
- (2) **Floor Area** shall be measured to the outer face of the exterior walls or structure and, to the structural support at a roofed area. For interior alteration*** permits, except where the wall is part of the proposed construction, measurements will be taken to the inner face of walls. No deductions shall be made for openings within floor areas, i.e. stairs, elevators, ducts, etc.
- (3) **Basement Floor Area** measurements shall be taken to the inner face of the foundation walls. No deductions shall be made for openings within floor areas, i.e. stairs, elevators, ducts, etc.
- (4) **Finished Basement Floor Area** measurements shall be taken to the inner face of the foundation walls. No deductions shall be made for openings within floor areas, i.e. stairs, elevators, ducts, etc.
- (5) **Rough-in Plumbing** is an automatic charge for all new Part 9 – Residential construction with basements.
- (6) **Additional Cost** equal to the "Base Permit Fee" per occupancy type may be charged if the scope of work is determined to be greater than the scope of work described on the permit application submission.
- (7) **Complex Group F (Industrial) Building**
For the purpose of building permit fees, a building will be considered a "Complex Group F (Industrial) Building" where:
 - a) The building occupancy meets the defined term in the Ontario Building Code, Div. A, Part 1, Section 1.4.1.2 "High Hazard Industrial Occupancy" (Group F, Division 1) and/or;
 - b) The building is non-compliant with the exemptions listed in Ontario Building Code, Div. B, Part 3, Section 3.2.8, Articles 3.2.8.1. and 3.2.8.2.
 NOTE: Buildings classified as described above will be subject to fees as indicated in Schedule 3, "Base Permit Fees", Industrial / Commercial / Institutional (ICI), Fee Item No. 3, plus any additional fees for that permit type.
- (8) **Simple Group F (Industrial) Building**
For the purpose of building permit fees, a building will be considered a "Simple Group F (Industrial) Building" where:
 - a) The Building Occupancy does not meet the "Complex Group F (Industrial) Building" as defined in this document.
 NOTE: Buildings classified as described in (8) a) above will be subject to Schedule 3, "Additional Permit Fees", Other Permit Types, Fee Item No. 8. Any building or portion of a building that is classified other than a "Simple Group F (Industrial) Building" or, that includes hazardous areas as noted in Ontario Building Code, Div. B, Part 3, Section 3.3.6 will be subject to, for the affected floor area(s), permit fees as indicated in Schedule 3, "Base Permit Fees", Industrial / Commercial / Institutional (ICI), Fee Item No. 3, plus any additional fees for that permit type.
- (9) **Permit Resubmission Fee**
For the purpose of assessing building permit fees, permit resubmissions will be subject to:
 - a) The Permit Resubmission Fee as indicated in Schedule 3, "Miscellaneous Permit Fees and Charges", Permit Resubmission Fee, Fee Item No. 1, 2, or 3 and,
 - b) Any other additional fees listed in Schedule 3 applicable to the new/alterd scope of work proposed in the permit resubmission including:
 - i. changes to the Zoning Certificate as listed in "General Application Fees"; and/or
 - ii. additional square footage not part of the original submitted permit application as listed in "Base Permit Fees"; and/or
 - iii. any other item as listed in "Additional Permit Fees"; and/or
 - iv. any other chargeable fee listed in Schedule 3 applicable to the scope of work and review of the permit.

*In all cases fees are calculated using the Imperial Unit cost noted in the tables. Fees noted in Metric Units are approximate values.

**OBC means Ontario Building Code (current edition)

*****Alteration** refers to an existing building, structure or system where the proposed construction includes (but is not limited to) renovations, repairs, modifications, extensions, installations, removals, additions or reductions to the existing building, structure or system.

******Interior Alteration** refers to an existing building where the proposed construction is limited to interior renovations, repairs, or modifications to the existing building interior only and does not affect exterior walls or existing fire separations.

Per Division C, Sentence 1.3.5.1 of the Ontario Building Code:

- (1) This Article sets out the notices that are required under section 10.2 of the Act.
- (2) The person to whom a permit under section 8 of the Act is issued shall notify the chief building official or, where a registered code agency is appointed under the Act in respect of the construction to which the notice relates, the registered code agency of,
 - (a) readiness to construct footings,
 - (b) substantial completion of footings and foundations prior to commencement of backfilling,
 - (c) substantial completion of structural framing and ductwork and piping for heating and air-conditioning systems, if the building is within the scope of Part 9 of Division B,
 - (d) substantial completion of structural framing and roughing-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment, if the building is not a building to which Clause (c) applies,
 - (e) substantial completion of insulation and vapour barriers,
 - (f) substantial completion of air barrier systems,
 - (g) substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems,
 - (h) substantial completion of fire access routes,
 - (i) readiness for inspection and testing of,
 - (i) building sewers and building drains,
 - (ii) water service pipes,
 - (iii) fire service mains,
 - (iv) drainage systems and venting systems,
 - (v) the water distribution system, and
 - (vi) plumbing fixtures and plumbing appliances,
 - (j) readiness for inspection of suction and gravity outlets, covers and suction piping serving outlets of an outdoor pool described in Clause 1.3.1.1.(l)(j) of Division A, a public pool or a public spa,
 - (k) substantial completion of the circulation / recirculation system of an outdoor pool described in Clause 1.3.1.1.(l)(j) of Division A, a public pool or public spa and substantial completion of the pool before it is first filled with water,
 - (l) readiness to construct the sewage system,
 - (m) substantial completion of the installation of the sewage system before the commencement of backfilling,
 - (n) substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling,
 - (o) completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.1.(3) or to permit occupancy under Sentence 1.3.3.2.(1), if the building or part of the building to be occupied is not fully completed, and
 - (p) completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.4.(4) or 1.3.3.5.(3).

PURPOSE

The following are the purposes of this Code of Conduct:

1. To promote appropriate standards of behaviour and enforcement actions by the Chief Building Official (such reference to include the Deputy Chief Building Official) and Inspectors in the exercise of a power or the performance of a duty under the Building Code Act or the Building Code.
2. To prevent practices, which may constitute an abuse of power, including unethical or illegal practices, by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the Building Code Act or the Building Code.
3. To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the Building Code Act or the Building Code by the Chief Building Official and Inspectors.

ENFORCEMENT GUIDELINES

Compliance with this Code of Conduct shall constitute a condition of employment as a Chief Building Official or Inspector appointed under the Building Code Act. Any appointed Chief Building Official or Inspector who fails to act in accordance with the provisions of this Code may be subject to disciplinary action appropriate to the seriousness of the breach. All allegations concerning a breach of this Code shall be made in writing.

Any person who has reason to believe that this Code of Conduct has been breached may bring the matter to the attention of the Chief Building Official. Where the allegation concerns the actions of the Chief Building Official, the matter may be brought to the attention of the Commissioner to whom the Chief Building Official reports.

Any Chief Building Official or senior staff person who receives information in writing concerning a significant breach of this Code shall investigate the matter, and where appropriate shall commence disciplinary action in accordance with the employment standards of the place of work. All communications received by the Chief Building Official or senior staff person concerning a breach of this Code shall be held in confidence. The Chief Building Official or senior staff person shall advise the Commissioner in writing about the particulars of the alleged breach, its investigation and the final disposition of the matter upon its conclusion.

Where there is any conflict between the provisions of this Code of Conduct and the City of Windsor City of Windsor Employee and Volunteer Code of Ethics and Conflict of Interest Policy, the more stringent of the two documents shall apply.

CODE OF CONDUCT

In exercising powers and performing duties under the Building Code Act, the Chief Building Official and Inspectors shall:

1. Exercise powers in accordance with the provisions of the Building Code Act, the Ontario Building Code and other applicable law that governs the authorization, construction, occupancy and safety of buildings and designated structures, and the actions, duties and qualifications of the Chief Building Official and Inspectors;
2. Act to identify and enforce compliance where significant contraventions of the Act or regulations are known to exist;
3. Apply all relevant building by-laws, regulations, statutes and standards in a consistent and fair manner, independent of any influence by interested parties;
4. Comply with the City of Windsor Employee and Volunteer Code of Ethics and Conflict of Interest Policy;
5. Obtain the counsel of persons with expertise where the Chief Building Official or Inspector does not possess sufficient knowledge to make an informed judgment;
6. Act honestly, reasonably and professionally in the discharge of their duties;
7. Keep abreast of current building practices through continuous education; and
8. Promote the safety of buildings with reference to public health, fire protection, structural sufficiency, conservation and environmental integrity, and barrier-free accessibility.

BY-LAW NUMBER 80-2025

A BY-LAW TO AMEND BY-LAW NUMBER 15-2010 BEING A BY-LAW TO APPOINT CHIEF BUILDING OFFICIAL, DEPUTY CHIEF BUILDING OFFICIALS AND INSPECTORS TO ENFORCE THE BUILDING CODE ACT AND REGULATIONS IN WINDSOR

Passed the 28th day of April, 2025.

WHEREAS original By-law Number 15-2010 was passed on the 18th day of January, 2010;

AND WHEREAS it is deemed expedient to further amend By-law Number 15-2010;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That By-law Number 15-2010 be amended by deleting Schedule "A" attached thereto and substituting Schedule "A" attached hereto.
2. That this By-law shall come into force and take effect on the day of the final passing thereof.



DREW DILKENS, MAYOR



CITY CLERK

First Reading – April 28, 2025
Second Reading – April 28, 2025
Third Reading – April 28, 2025

**SCHEDULE A
TO BY-LAW 80-2025
APPOINTMENTS**

Department	Position	Name
Building Department	Chief Building Official	John Revell
Building Department	Senior Manager/Deputy Chief Building Official - Permits	Brandon Calleja
Building Department	Senior Manager/Deputy Chief Building Official - Inspections	Roberto Vani
Building Department	Manager of Inspections	Mike Arthur
Building Department	Manager, Building Engineer/Architect	David Leonard Dean
Building Department	Manager, Building Engineer/Architect	Philip Martin Glos
Building Department	Building Engineer/Architect	Mirella Allison
Building Department	Building Engineer/Architect	Junying Sun
Building Department	Building Engineer/Architect	Marwan Al-Ezzi
Building Department	Building Engineer/Architect	Walid Mustapha Hawilo
Building Department	Building Engineer/Architect	Laura Duncan
Building Department	Building Engineer/Architect	Adam Meeker
Building Department	Manager, Application Coordination (A)	Jessica Barlow
Building Department	Plan Examiner	Adrian Saroli
Building Department	Plan Examiner	Sukhdeep Gill
Building Department	Plan Examiner	Patrick Golen
Building Department	Inspector II	Wendy Calito
Building Department	Plan Examiner	Leslie Therrien
Building Department	Inspector II	Marc Ronald Mantha
Building Department	Inspector II	Oliver Pozar
Building Department	Inspector I	Christopher Jedlinski
Building Department	Inspector II	Mike Mollica
Building Department	Inspector I	Brian Jackson
Building Department	Inspector II	George Eberhardt
Building Department	Inspector I	Nicola Gesuale
Building Department	Inspector I	Michael Forte
Building Department	Inspector I	Armando Cala
Building Department	Inspector I	Peter Quaglia
Building Department	Inspector I	Enrique Silveyra
Building Department	Mechanical Inspector	Marco Pellerito
Building Department	Inspector I	Trevor Girard



Committee Matters: SCM 201/2025

Subject: Truck Route Study – City Wide

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Kieran McKenzie

Decision Number: **ETPS 1071**

- I. That Traffic By-law 9148 **BE AMENDED** as listed and attached in Appendix “A” of this report; and,
- II. That the City Solicitor **BE DIRECTED** to prepare the necessary documents to amend Traffic By-law 9148; and,
- III. Whereas on February 21, 2025, the 2025 Capital Budget was deemed approved via Mayoral Decision MD08-2025 and subsequently as a result of the request outlined in this report City Council **SUPPORTS** an expenditure of \$50,000, therefore the City Treasurer **BE DIRECTED** to fund a new capital project to implement the Newly Designated Truck Route Segments with a transfer of surplus funds from the Environmental Study Reports project (#7086010); and,
- IV. THAT the issues identified in the report, for the existing and future truck route segments, **BE CONSIDERED** for future safety upgrades; and,
- V. THAT administration **BE DIRECTED** to prioritize the Pedestrian Crossing on McHugh Street and Cypress Avenue to allow for the implementation of the truck route on McHugh Street; and,
- VI. THAT provisional funding of \$84,000 in the Environmental Studies Report Project ID 7086010 **BE TRANSFERED** to the Pedestrian Crossings Project ID 7191010 to fund construction of the proposed Pedestrian Crossing on McHugh Street and Cypress Avenue, should the Active Transportation Grant application be unsuccessful; and,

VII. THAT administration **BE DIRECTED** to report back with an updated truck traffic data report 12 months after the Gordie Howe Bridge has opened.

Carried.

Report Number: S 79/2025

Clerk's File: SW/14579

Clerk's Note:

1. The recommendation of the Environment, Transportation & Public Safety Standing Committee and Administration are **NOT** the same.
2. Please refer to Item 8.5 from the Environment, Transportation & Public Safety Standing Committee held on June 25, 2025.
3. To view the stream of this Standing Committee meeting, please refer to:
<https://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20250625/-1/10563>

Subject: Truck Route Study – City Wide

Reference:

Date to Council: June 25, 2025
Author: Chris Gerardi
Policy Analyst, Transportation Planning
519-255-6100 x6358
cgerardi@citywindsor.ca
Public Works - Operations
Report Date: 6/2/2025
Clerk's File #: SW/14579

To: Mayor and Members of City Council

Recommendation:

- I. That Traffic By-law 9148 BE **AMENDED** as listed and attached in Appendix “A” of this report; and,
- II. That the City Solicitor **BE DIRECTED** to prepare the necessary documents to amend Traffic By-law 9148; and,
- III. Whereas on February 21, 2025, the 2025 Capital Budget was deemed approved via Mayoral Decision MD08-2025 and subsequently as a result of the request outlined in this report City Council **SUPPORTS** an expenditure of \$50,000, therefore the City Treasurer **BE DIRECTED** to fund a new capital project to implement the Newly Designated Truck Route Segments with a transfer of surplus funds from the Environmental Study Reports project (#7086010); and,
- IV. THAT the issues identified in the report, for the existing and future truck route segments, be considered for future safety upgrades; and,
- V. THAT administration **BE DIRECTED** to prioritize the Pedestrian Crossing on McHugh Street and Cypress Avenue to allow for the implementation of the truck route on McHugh Street; and,
- VI. THAT provisional funding of \$84,000 in the Environmental Studies Report Project ID 7086010 **BE TRANSFERED** to the Pedestrian Crossings Project ID 7191010 to fund construction of the proposed Pedestrian Crossing on McHugh Street and Cypress Avenue, should the Active Transportation Grant application be unsuccessful.

Background:

The last major review of truck routes was performed as a component of 1998 Windsor Area Long Range Transportation Study (WALTS) which made a series of recommendations projected to service Windsor's transportation needs until 2016. Building off of the WALTS, an Essex-Windsor Regional Transportation Master Plan was completed in 2005 which further reviewed transportation needs of the region through to 2021. Minor amendments have been made to Windsor's truck route network over the years, most recently in 2016.

Since that time, it is recognized that the ongoing development of the City's employment lands have notably progressed. For example, the construction of the Nexstar EV Battery Plant in 2022 resulted in a significant increase in truck traffic in the Riverside and East Riverside neighbourhoods. Many other business parks have been established over time as well, which further contribute to the need to manage such traffic with dedicated truck routes throughout the City.

Accordingly, at its May 29, 2023 meeting (Report C 68/2023), Council passed resolution CR209/2023 which included:

"That the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to sign a contract with IBI Group Professional Services (Canada) Inc., satisfactory in form to the City Solicitor, in technical content to the City Engineer, and in financial content to the City Treasurer and Chief Financial Officer, to undertake a city-wide truck route study, to an upset limit of \$300,000."

The City-wide Truck Route Study aimed to develop an updated truck route network that supports the safe and efficient movement of goods while minimizing negative impacts on communities. Part of the review focused on identifying and addressing gaps in the existing truck route network which considered several factors as follows:

- Changing development and land use patterns.
- Suitability of existing bridge/overpass infrastructure for heavy truck traffic.
- Locations of industrial, commercial and municipal operational sites which border sensitive areas such as residential neighbourhoods, schools and parks.
- Balancing competing transportation network perspectives of the industrial/commercial business sector and residential communities.
- Upcoming major new infrastructure projects, such as Gordie Howe International Bridge, Essex Windsor Regional Hospital, Banwell Road/EC ROW interchange.
- Increased City focus on building sustainable, safe, and accessible transportation systems that benefit all road users.

Discussion:

Truck Route Study Consultation and Engagement

Public and stakeholder consultation played a vital role throughout the Study and was conducted in parallel with technical development. Engagement activities included but were not limited to:

- Project webpage on the City's "Let's Talk" site (with updates, surveys, and an interactive mapping tool).
- Two rounds of Public Information Centres (four sessions total).
- Goods Movement Stakeholder Meeting with major employers, transportation and logistics companies, and the construction industry.
- Business Community Stakeholder Meeting with BIA representatives.
- Engagement with the Municipal/Government Stakeholder Group, including adjacent municipalities and provincial representatives.
- Two Advisory Group meetings with impacted stakeholder representatives (held during Phase 2).

No new intermunicipal truck routes were identified on the primary truck route by the neighbouring municipalities. Of note, the existing connection on Tecumseh Road (East of Banwell Road) was reclassified from a primary to local delivery truck route as Tecumseh recently completed a road diet discouraging truck traffic along this route.

Truck Route Overpass/Bridge Suitability

As part of the Study, bridge/overpass structural load capabilities were considered at various new locations that were proposed to be added to the current truck network. These capacities were specifically assessed to determine infrastructure suitability to potentially accommodate heavy truck traffic. Four new bridge locations were identified as part of the lower-tier, 3-axle local delivery truck network:

- #176 - Wyandotte Street at Little River.
- #181 - McHugh Street at Little River Drain.
- #184 - McHugh Street at Ganatchio Trail.
- #157 - Riverside Drive East at Little River Drain.

It has been confirmed that Bridge #176, #181 and #184 were designed to accommodate all types of traffic after review of their original engineering drawings, asset condition and specifications. The fourth bridge, Bridge #157, was recently rehabilitated in 2021 and has an unrestricted load carrying capacity. Based on this, these identified bridges are suitable for all vehicle types including heavy trucks and have no posted load limits.

Network Development

Multiple road candidate segments were evaluated to determine their suitability as part of a preferred truck route network. This led to the development of two truck route network options:

- *Single-Tier Network*: - Consistent truck route network allowing all heavy trucks access to all segments.

- **Dual-Tier Network:** - Two-tier network involving an Upper Tier which provides access to all heavy trucks (Primary Truck Route) and a Lower Tier restricted to 3-axle (or fewer) trucks to support local deliveries (Local Truck Route).

After public consultation and technical review, the **Dual-Tier truck route network was recommended** as it balances network connectivity with the needs of adjacent land uses, accommodates changing land development demand and growth, and aligns with Windsor's broader planning and transportation objectives.

This Dual-Tier system is aligned with the principles of the City's current truck route by-law, which requires trucks to use the shortest path to and from a truck route in relation to their origin or destination. However; where there is no clearly defined path, truck drivers must determine the route under the existing by-law. The proposed lower-tier designation enables the City to define preferred access routes, improve safety and efficiency while reducing cut-through truck traffic on residential and local roads.

Preferred Truck Route Network

The preferred truck route network was developed to optimize goods movement across roads with higher functional road classes (i.e. arterial vs local), higher vehicle capacity (i.e. wider widths, multi-lane) and higher truck current truck volumes in a manner which provided network redundancy. The development of the preferred truck network also sought truck routes with low potential conflict with sensitive road users (i.e. pedestrians, cyclists) and strove to minimize disruption/congestion within residential areas. The preferred truck route network is proposed to be implemented in two phases as below.

A) Near-Term Network (0 to 5 years):

Immediate to short term enhancements to the current road network where operational concerns have been identified (refer to Appendix A) including but not limited to:

- New truck routes are added in several areas, particularly to fill gaps in both the west and east ends of the City (i.e. Broadway Street, Sandwich Street, 7th Concession, Catherine Street, and Essex Way).
- Removal of redundant truck routes (i.e. segments of St. Luke Road, Windsor Avenue, Pillette Avenue, Parent Avenue, Wellington Avenue).
- Addition of the lower tier classification allows for downgrading from primary to secondary truck routes on roads where local deliveries are required but where cut through use is not permitted (i.e. segments of Banwell Road, Pillette Road, University Avenue, Ouellette Avenue, Parent Avenue, Ottawa Street, and Drouillard Road, Riverside Drive).
- Long Combination Vehicles (LCV) were accommodated into the proposed truck routes to increase operator efficiencies, improve road safety and reduce greenhouse gas emissions (i.e. segments of Provincial Road, Huron Church Road, Malden Road).
- Installation of a Pedestrian Crossover (PXO) on McHugh Street (at Cypress Avenue) is required before this road can be designated as lower-tier truck route.
- Removal of non-primary signed bike route on Riverdale Avenue from Riverside Drive to Wyandotte Street to eliminate potential conflict with local truck route.

B) Long Term Network (6 to 20 years):

Future enhancements and new proposed truck route segments which consider roadways yet to be constructed, expansion and intensification of existing/future development lands, etc. (refer to Appendix B) as per below:

- New truck routes are added in several areas, particularly to fill gaps in both the west and east ends of the City (i.e. segment of Future Sandwich South east-west connector road, Future extension of Lauzon Parkway).
- Additional LCV truck route proposed for future extension of Lauzon Parkway.

As well, several new intermunicipal connections are envisioned as part of the updated truck routes:

Primary Truck Routes:

- Segment on Banwell Road (south of Canada Pacific Kansas City Railway): Connects to an existing Essex County truck route with service to Nexstar.

Local Truck Routes:

- Cabana Road West Connection: This route connects into the Herb Gray Corridor and also transitions into Todd Lane into LaSalle.
- County Road 17 Connection: Within the Tecumseh, this route connects into a County of Essex roadway.
- Riverside Drive East Connection: Trucks are permitted on Riverside Drive specifically to service the East dock in Windsor and connections into Tecumseh.

Risk Analysis:

Inadequate truck connectivity can impact local businesses and the broader economy. A clearly defined and strategically planned truck route network ensures that goods movement is directed along corridors that are best suited to handle heavy vehicle traffic. In the absence of such guidance, truck drivers may use alternate routes that are less appropriate from both a traffic operations and socio-economic standpoint, potentially causing increased congestion, safety concerns, and disruption to residential areas.

Uncontrolled truck traffic may also present an elevated risk to sensitive road users such as cyclists and pedestrians. As a result, the Truck Route Study includes several recommendations aimed at improving the separation of vulnerable road users from truck traffic. Failure to implement these recommendations may increase the likelihood of conflicts and collisions, particularly in areas with high volumes of non-motorized users.

The proposed installation of a PXO at McHugh Street and Cypress Avenue would enable McHugh Street to be designated as a local delivery route, providing a safer and more suitable corridor for trucks serving nearby businesses. This would help divert truck traffic away from lower capacity roadways not intended for goods movement.

Climate Change Risks:

Climate Change Mitigation

Reducing the number of kilometres travelled and streamlining truck routes to help diminish traffic congestion falls in line with many of the actions outlined in the Environmental Master Plan, specifically around “Goal A: Improve our Air Quality.” Concentrating truck traffic on well-suited arterial roads and expressways minimizes the need for heavy vehicles to navigate through residential areas, where intermittent stops would otherwise increase idling, greenhouse gas emissions and particulate matter.

Climate Change Adaptation

A well planned truck route network provides significant advantages for climate change adaptation, enhancing the City’s resilience to environmental challenges. By designating specific routes for heavy vehicles, it facilitates proactive investments in infrastructure upgrades, such as reinforced road surfaces, improved drainage systems, and elevated roadways. These in turn result in reduced vulnerability to flooding and extreme weather events.

Financial Matters:

A one-time cost of approximately \$50,000 is required to update signage (~ 212 signs, labour and equipment) throughout the City in order to implement the proposed truck route updates. These one-time costs can be funded through surplus funds remaining in the Environmental Study Report Project that funded the Truck Route Study, Project ID 7086010.

The installation of the PXO at McHugh Street and Cypress Avenue is estimated at \$84,000. Provisional funding is being sought in a recent Active Transportation Grant for 18 future PXOs across the City. If the grant is successful, administration can reprioritize the order of construction to build this PXO in 2026 should Council decide to prioritize this PXO. If this grant is unsuccessful, \$84,000 can be transferred from the Environmental Studies Report Project, ID 7086010 to the Pedestrian Crossings Project ID, 7191010 to fund construction of this proposed PXO. It should be noted that construction of this PXO will not commence until the City has received notification that the Active Transportation Grant application was successful or not.

Capital Project ID 7086010 has a current uncommitted balance of approximately \$167,500, which is sufficient to accommodate both transfers of funding that are being recommended.

Consultations:

Eric Bailey, Manager Technical Support, Operations

Glolamreza (Ray) Sayyadi, Transportation Engineer II, Transportation

Kathy Quenneville, Schools and Sustainability Coordinator, Transportation

Cindy Becker, Financial Planning Administrator, Financial Planning

Michael Dennis, Manager of Strategic Capital Budget Development & Control

Michelle Moxley-Peltier, CEP Project Administrator, Environmental Sustainability and Climate Change

Phil Bartnik, Director Public Works & Engineering Services, Town of Tecumseh

Michael Cappucci, Manager of Engineering, Town of LaSalle

Jerry Behl, Manager, Transportation Planning & Development, County of Essex

Conclusion:

The truck route study represents a comprehensive, data-driven and community-informed effort to modernize the City's truck transportation network in alignment with its current and future needs. Through technical analysis, stakeholder engagement and public consultation, the study identifies a preferred dual-tier truck route network that balances the essential role of goods movement with the City's goals for livability, safety, sustainability and economic growth.

The recommended dual-tier approach offers improved guidance for truck drivers, reduces the potential for unnecessary cut-through traffic, and provides greater flexibility in directing freight movement. The near-term network is implementable today with some operational enhancements of existing roadways, while the ultimate network serves to expand the truck route network and support future development, including anticipated employment growth areas and new major transportation infrastructure.

Planning Act Matters:

N/A

Approvals:

Name	Title
Mark Spizzirri	Manager, Performance Reporting and Business Case Development
Ian Day	Senior Manager, Transportation
Brian Lima	Executive Director of Operations and Deputy City Engineer
David Simpson	Commissioner, Infrastructure Services and City Engineer
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

N/A

Appendices:

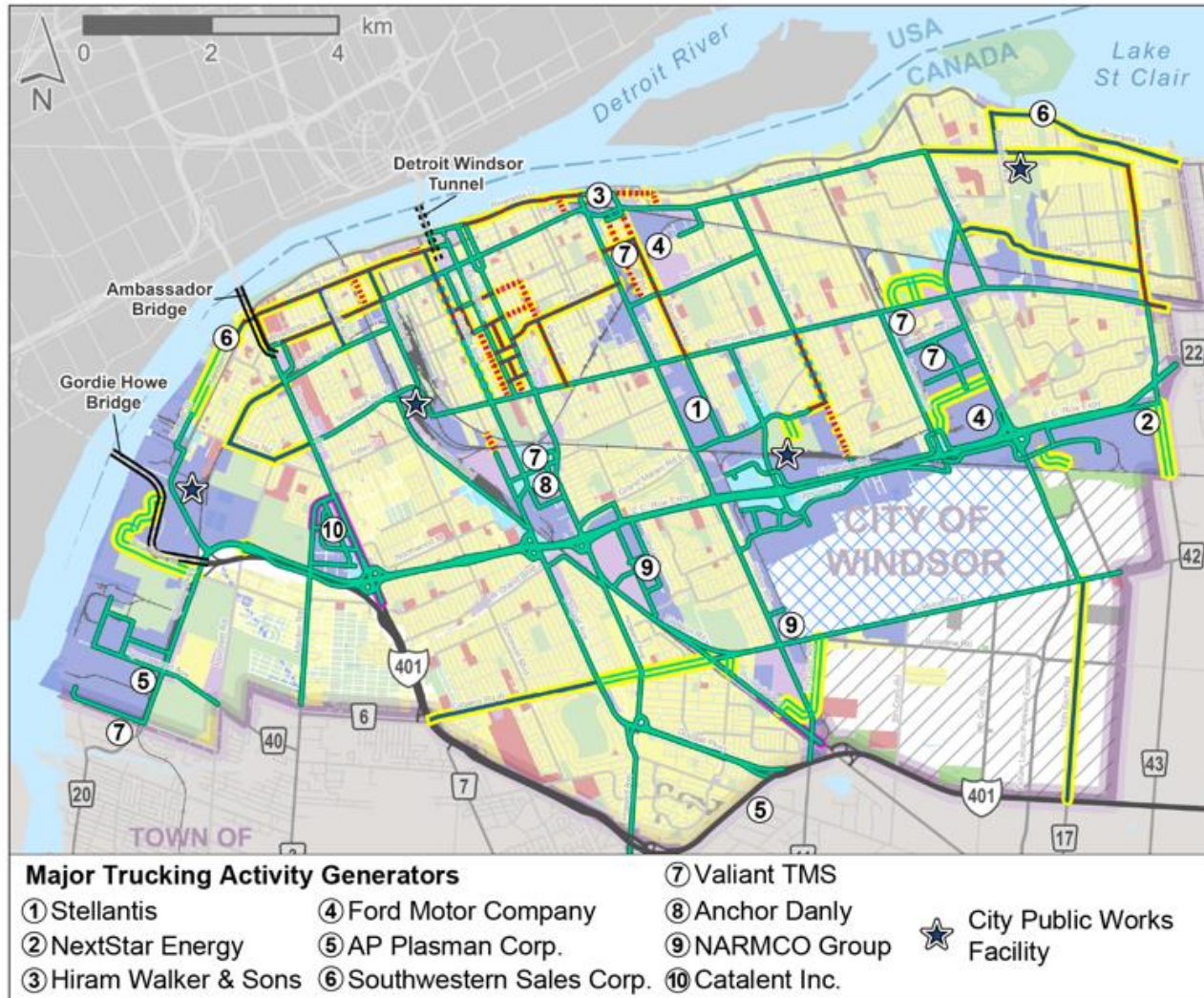
Appendix A – Near-Term Truck Route Network (0-5 Years)

Appendix B – Long-Term Truck Route Network (6-20 Years)

Appendix C - Truck Route Study Executive Summary (*Note: Copies of full report can be provided upon request*).

APPENDIX A – Near-Term Truck Route Network (0-5 Years)

NEAR-TERM TRUCK ROUTE NETWORK (0-5 YEARS)



Truck Routes

- Primary Truck Route
- - - New Primary Truck Route
- Removed Primary Truck Route
- New Local Delivery Route
- - - Primary Truck Route Changed to Local Delivery Route
- Previous Truck Route Time Restrictions Removed
- Municipal LCV Route
- Provincial Highway

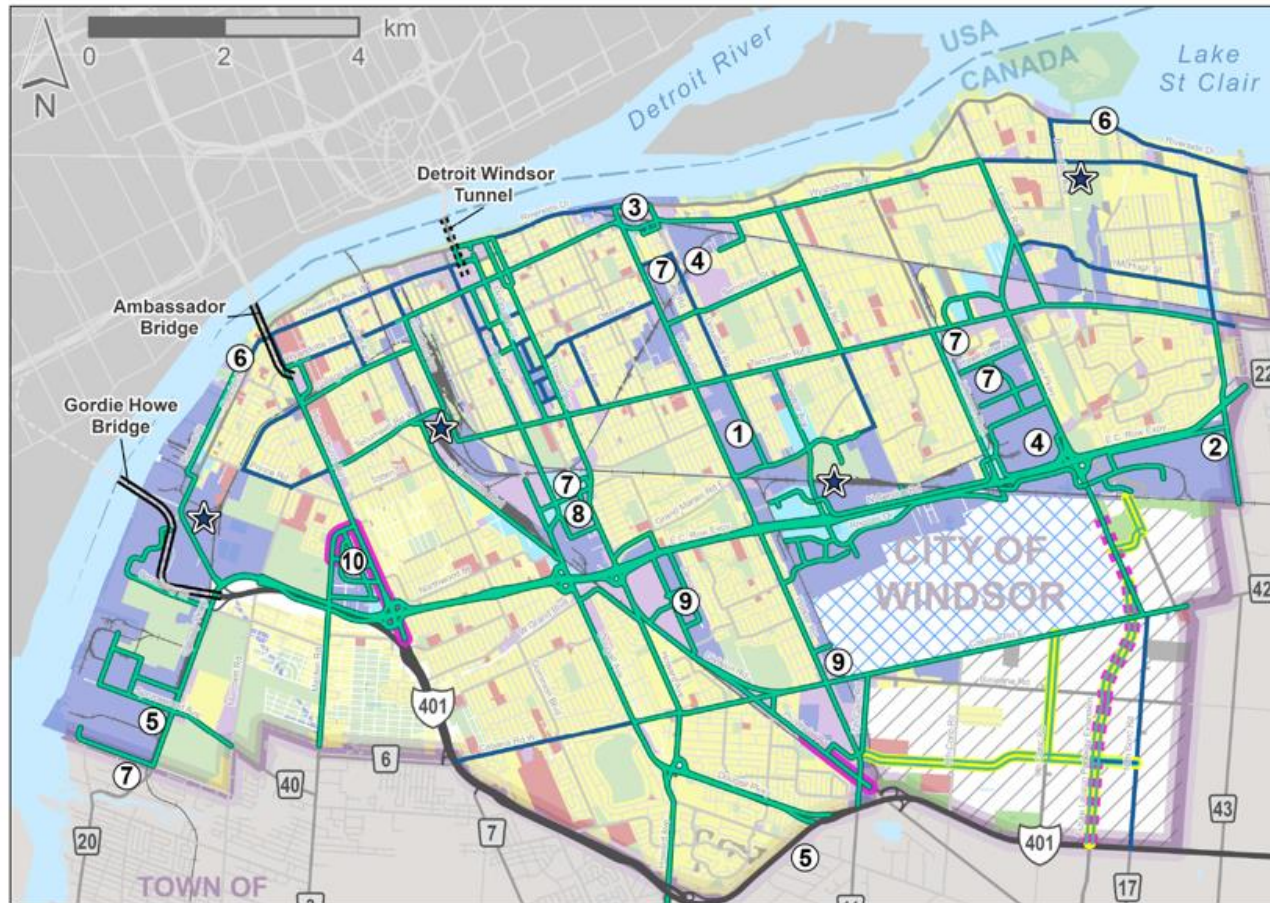
Land Use Zones

- Open space/agriculture
- Green District
- Residential
- Unknown
- Business Park
- Institutional
- Industrial
- Commercial
- Future Development
- Airport



APPENDIX B – Long-Term Truck Route Network (6-20 Years)

LONG-TERM TRUCK ROUTE NETWORK (6-20 YEARS)



Truck Routes

- Primary Truck Route
- - - New Primary Truck Route
- Local Delivery Route
- - - New Local Delivery Route
- Municipal LCV Route
- - - Opportunity For Future Municipal LCV Route
- Provincial Highway

Land Use Zones

- Open space/agriculture
- Green District
- Residential
- Unknown
- Business Park
- Institutional
- Industrial
- Commercial
- Future Development
- Airport

Major Trucking Activity Generators

- | | | | |
|-----------------------|----------------------------|-----------------|------------------------------|
| ① Stellantis | ④ Ford Motor Company | ⑦ Valiant TMS | ★ City Public Works Facility |
| ② NextStar Energy | ⑤ AP Plasman Corp. | ⑧ Anchor Danly | |
| ③ Hiram Walker & Sons | ⑥ Southwestern Sales Corp. | ⑨ NARMCO Group | |
| | | ⑩ Catalent Inc. | |



Executive Summary

City of Windsor Truck Route Study

1. Background & Purpose

Truck transportation is essential for Windsor's economy and residents, particularly given its strategic location at the Canada–U.S. border and its significant industrial base, especially in automotive and logistics. The current 251 km truck route network required modernization to:

- Address safety, livability, and environmental concerns
- Reflect new developments (e.g., NextStar EV battery plant, Amazon Fulfillment Centre)
- Prepare for traffic pattern shifts with the Gordie Howe International Bridge (GHIB) opening in 2025

The Truck Route Study was launched in July 2023 and followed a four-phase approach, including technical analysis and broad stakeholder and public engagement.

2. Key Study Drivers

- **Population growth:** Windsor-Essex region projected to grow from ~423,000 (2021) to ~594,000 (2046)
- **Economic activity:** Includes major automotive manufacturers (e.g., Stellantis, Ford), distribution centres, and cross-border logistics
- **Infrastructure changes:** GHIB expected to divert some truck traffic but also introduce new routing demands
- **Public concerns:** Rising volumes of truck traffic near residential zones, schools, parks, and commercial areas

3. Engagement Process & Insights

Two rounds of engagement (Oct 2023 & April–May 2024) gathered input from:

- The public via **surveys, drop-in centres, and an interactive web map**
- **Business Improvement Areas (BIAs), freight/logistics stakeholders, and adjacent municipalities**

Key feedback themes:

- Concerns over **pedestrian and cyclist safety**
- Impact of **truck noise and vibration** on adjacent neighborhoods
- Need for **redundant, reliable truck routes** and **improved signage**
- Uncertainty about **GHIB's traffic impact** on West Windsor
- Calls for **more equitable and sustainable** routing options

4. Strategic Framework

A vision built around six principles:

1. **Safety**
2. **Environmental and public health**
3. **Connectivity**
4. **Reliability and redundancy**
5. **Ease of enforcement**
6. **Adaptability**

Two core **objectives**:

- Optimize goods movement efficiency
- Maintain community livability

Evaluation criteria included roadway type, adjacent land use, truck volumes, and pedestrian/cyclist activity.

5. Network Development Process

A structured **five-step process** was followed:

1. **Select candidate roads**: Based on functional class and current use
2. **Evaluate segments**: Scored based on efficiency and livability
3. **Develop draft networks**:
 - **Option 1**: Single-tier network for all trucks >4,500 kg
 - **Option 2: Dual-tier network** with:
 - **Primary Routes** for all trucks
 - **Local Delivery Routes** restricted to trucks ≤3 axles
4. **Apply mitigation measures**
5. **Finalize network** based on community input and technical review

Option 2 (Dual-Tier Network) was selected due to its balance between freight efficiency and community impact mitigation.

6. Truck Route Specifications

- **Primary Truck Routes**: Open to all trucks >4,500 kg gross vehicle weight
- **Local Delivery Routes**: Accessible only to trucks with 3 axles or fewer for through travel; larger trucks permitted only for local deliveries

These classifications are **enforceable** based on visible vehicle axle counts, per the Ontario Highway Traffic Act.

7. Final Network Recommendations

Two truck route networks were proposed:

- **Long-Term Network (6-20 years):**
 - Incorporates planned future roads (e.g., Lauzon Parkway Extension, Sandwich South east-west arterial)
- **Near-Term Network (0-5 years):**
 - Based on existing roads
 - Includes Broadway Street and Sandwich Street south of Ojibway Parkway, to be transferred to City of Windsor after opening of Gordie Howe Bridge
 - Contingent on mitigation measures at key locations (e.g., McHugh Street, Wyandotte Street West)
 - Includes staging changes, such as delayed downgrading to Local Delivery status on select routes

8. Implementation Plan

Key steps:

- **Update Traffic By-law 9148:** To reflect dual-tier routes and new rules for vehicle type restrictions
- **Signage:**
 - Use of both **prohibitive** (“No Trucks”) and **permissive** signs
 - New sign design for Local Delivery Routes (e.g., “Trucks with 3 axles or fewer only”)
- **Education & outreach:** Targeting truck operators, enforcement agencies, and the public
- **Enforcement strategy:** Initial soft rollout with warnings, followed by stricter measures
- **Monitoring:**
 - Evaluate compliance
 - Use traffic data and engagement feedback to refine the network over time

9. Supporting Strategies

To enhance truck route effectiveness:

- **Road design adjustments** for truck maneuvering and safety
- **Cycling infrastructure upgrades** and route realignments
- **Traffic signal optimization** and intersection controls
- **Truck parking provisions**
- **Emission reduction** measures (e.g., idling restrictions)
- **Integration with complete streets and multimodal planning**
- **Cross-border coordination** and emergency detour planning

10. Key Benefits of Recommended Network

- **Improved road safety** for vulnerable users (pedestrians, cyclists)
- **Reduced cut-through truck traffic** in residential neighborhoods
- **More predictable, consistent truck routing** for industry
- **Supports Windsor’s land use, transportation, and environmental goals**
- **Positioned for future growth and cross-border trade increases**

Subject: WFRS - Acquisition of Two Replacement Fire Vehicles - City Wide

Reference:

Date to Council: July 14, 2025
Author: James Waffle
Fire Chief
519-253-3016 ext. 3753
jwaffle@citywindsor.ca
Fire and Rescue Services
Report Date: 6/24/2025
Clerk's File #: SF2025

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE** the sole source purchase of two replacement fire vehicles totalling \$3,247,770 CAD plus applicable HST to be funded from 2024 Fire Fleet Replacement project 7241001 and the Fire Major Equipment Reserve (Fund 163); and,

THAT the Purchasing Manager **BE AUTHORIZED** to issue a purchase order to City View Specialty Vehicles Inc. in the amount of \$3,247,770 CAD plus HST, in accordance with their formal quote received on June 3, 2025, satisfactory in financial content to the City Treasurer, and in technical content to the Fire Chief; and,

THAT City Council **APPROVE** a pre-commitment of \$3,220,000 in funding from the 2027 Capital budget project FRS-001-07; and,

THAT City Council **APPROVE** additional funding of up to \$247,747 from the Fire Major Equipment Reserve (Fund 163) to the 2024 Fire Fleet Replacement Project 7241001 to provide balance of funding required for the fire vehicles purchase and required upfit equipment inclusive of non-recoverable HST.

Executive Summary:

N/A

Background:

Windsor Fire & Rescue Services (WFRS) maintains a 15-year replacement schedule for all front-line fire apparatus in accordance with the Insurers Advisory Organization Inc., Fire Underwriters Survey regarding age/acceptance of firefighting apparatus, and the National Fire Protection Association (NFPA) standards and in keeping with the 15-year replacement policy established by the City Council (CR363/2010, R14903).

Fire vehicles are on a 15-year replacement cycle to ensure compliance with critical safety and operational standards. According to NFPA 1910, frontline fire apparatus should be retired at 15 years and only retained in reserve if deemed safe and functional. NFPA 1900 outlines modern design and safety criteria that older vehicles often fail to meet, including visibility, environmental, and crashworthiness standards. Retrofitting outdated vehicles to meet these evolving requirements is frequently impractical and cost prohibitive. Operational readiness is also compromised as fire vehicles endure extreme conditions, leading to increased mechanical failures over time. The 2007 Engine 4 accident at the Ambassador Bridge, which injured four firefighters, underscores the risks of aging apparatus and prompted immediate investigation review of records by the Ministry of Labour.

A recent consultation with Fire Chiefs from municipalities with populations exceeding 200,000 in Ontario shows that most adhere to NFPA 1910 standards and consistently replace their frontline fire apparatus within a 15-year timeframe. This data reflects a consistent commitment among Ontario's major urban fire services to maintaining operational readiness and safety through timely fleet renewal in accordance with national standards. The following table outlines the replacement and spare vehicles practices reported by these departments:

Municipality	Frontline Replacement (Years)	Spare Vehicle Duration (Years)
Brampton	12	5
Burlington	10	Nil
Hamilton	15	3–5
Kitchener	8 (pump), 12 (aerial)	4
London	12	3
Markham	15	Nil
Mississauga	12	3
Oakville	12 (pump), 15 (aerial)	Nil
Richmond Hill	11	Nil
Toronto	15	Nil

From a financial and strategic standpoint, maintenance costs rise sharply after 10 to 15 years, with aging vehicles requiring up to 50% more service hours annually, according to NFPA maintenance data. This results in higher downtime and reduced fleet availability. The City of Windsor's adoption of a 15-year replacement cycle supports predictable capital budgeting and avoids costly, large-scale replacements. Additionally, older apparatus increase liability exposure, as non-compliant equipment can lead to injury or property damage, further illustrated by the Engine 4 incident. A structured replacement cycle not only enhances firefighters and public safety but also ensures fiscal responsibility and operational efficiency. Accordingly, each year WFRS brings forward to Council a summary of its current and future capital requirements by way of a Capital budget review. This report supports the planned request for the procurement of new fire vehicles, aligned with the replacement schedule and targeted for delivery in 2027.

In recent years, it has become increasingly difficult to plan for the increased cost of fire apparatus. Municipalities can now expect to pay 150-200% more for a vehicle than they did 5 years ago. Furthermore, delivery times have extended to twenty-four (24) to twenty-six (26) months for an engine (pumper) and upwards of 3 years for delivery of an aerial platform.

Fire vehicles manufacturers attribute these increases to general inflation, USD exchange rate, material cost increases that occurred during the pandemic and a shortage of skilled workers. The current economic uncertainty due to the threat of tariffs brings a higher risk of additional pressure on the price of fire apparatus.

Discussion:

As part of the WFRS fleet renewal program, through CR519/2024, Council approved the acquisition of two fire pumpers and one tanker at a total cost of \$4,891,185 CAD plus HST (RFP 71-24), manufactured by Rosenbauer America, LLC (Rosenbauer) and distributed through City View Specialty Vehicles Inc. ("City View"). City View, the sole proponent to respond to the RFP, has a proven track record of delivering high-quality fire vehicles to WFRS. Their expertise and commitment to quality give us confidence in the procurement process.

To foster Canadian participation, the bidding period for RFP 71-24 was extended to accommodate Fort Garry Fire Trucks Ltd., (Fort Garry), a Canadian manufacturer. Despite the extension, Fort Garry was unable to meet the submission deadline. It is worth noting that although Fort Garry is based in Canada, the major components used in their fire vehicles, including the chassis, engine, pumps, lighting, electronics, and other critical systems, are sourced from the United States, similar to those used by Rosenbauer. While assembly and custom fabrication of fire vehicle bodies may be done in Canada, the core functional components are all sourced from US manufacturers, regardless of whether the final vehicle is assembled in Canada or the US.

Considering ongoing global economic uncertainty, it is anticipated that fire vehicle prices will continue to rise. The table below outlines the City's fire vehicle procurement cost trends from 2010 to 2024. Notably, the most recent purchase in 2024 reflects a 74% increase compared to prices just two years prior.

Actual

Project #	Year Budgeted	Unit #	Vehicle Description	Cost	% increase	Year replaced
7101014	2010	4003	Engine	505,430	-	2013/2014
"	2010	4004	Engine	505,430	-	2013/2014
7121011	2012	4011	Rescue	829,472	-	2017
7171013	2017	4020	Engine	782,963	55%	2020
7221000	2022	4022	Engine	932,484	19%	2024
"	2022	4023	Engine	932,484	-	2024
"	2022	4024	Engine	932,484	-	2024
7241001	2024	4025	Engine	1,623,885	74%	2027 delivery
"	2024	4026	Engine	1,623,885	-	2027 delivery
"	2024	4027	Tanker	1,643,415	-	2027 delivery

To mitigate the uncertainty, departments are encouraged to take advantage of any opportunities where savings can be achieved. In this regard, City View has extended the 2024 offer to provide preferential pricing on upcoming purchases and reduce the risk of potential further future cost escalations.

In 2027, the department is scheduled to replace two more rear mount pumpers in addition to the upfit equipment required to make the vehicle operational such as hoses, adapters, and tools where further maintenance of the existing upfit equipment is not safe or cost effective. A condition assessment of the upfit equipment currently utilized on the existing fire vehicles will be conducted once the new pumpers are delivered in 2027 to assess the needs of the department.

Rosenbauer, in partnership with their authorized Ontario distributor, City View, offered to maintain the RFP 71-24 contract pricing for the Windsor Fire & Rescue Services (WFRS) 2027 fleet replacement cycle. City View, a proudly Canadian-owned and operated business established in 1999, is a second-generation, family-owned, and operated fire apparatus, bus, and specialty vehicle sales and service dealership. While the original offer was made with a competitive RFP, this offer from City View was made possible through the Canoe Procurement Group of Canada, awarded contract 113021-RSD using the municipal account, thereby meeting the public procurement requirements in Canada and Ontario. Notably, all significant components of fire apparatus in Canada are manufactured in the United States, and the above-said purchase qualifies under trade agreement exemptions for public safety vehicles. Preliminary research shows that Canada/United States/Mexico Agreement (CUSMA) compliant public safety vehicles are exempted from imposed retaliatory tariffs as detailed in the Risk Analysis section below.

Administration recommends that Council approve a sole source procurement and the issuance of an additional purchase order with City View, to include the 2027 vehicle replacements at the current contracted pricing. The basis for the sole source request includes uniformity across fleet, which supports operational efficiency by streamlining maintenance procedures, limiting spare parts inventory, standardising training, and enhancing overall interoperability. In addition, due to prevailing market conditions, such as regional supply chain constraints, skilled labour shortages, and evolving environmental regulations, the delivery timeline for all five units is projected at over 30 months from the current date. This represents a significant extension compared to the historical standard of approximately 12 months and reflects broader industry-wide challenges impacting production and delivery. Proceeding with a sole source procurement at this time addresses these challenges effectively. Refer to attached sole source request form for further information. As part of its fleet replacement cycle, WFRS decommissions aging units, with all proceeds reinvested into the Fire Fleet Reserve Fund (F163) to support future fleet replacements.

Risk Analysis:

There is a high financial risk associated with this report. While the effect of tariffs is currently unknown, tariff surcharges could be substantial as the fire vehicles purchased from City View, a Canadian dealer, are sourced from a US based manufacturer. To mitigate the potential impact of tariffs on public safety, the Canadian government has implemented a blanket tariff exemption for fire protection and emergency equipment (Customs Notice 25-19: United States Surtax Remission Order 2025). This exemption, introduced in April 2025, allows for a six-month remission period during which fire departments can import essential equipment. Although currently it does not cover the delivery period of 2027, industry stakeholders and emergency service leaders hope that the Canadian government will consider extending the six-month exemption period to mitigate future tariff risk.

If Council does not approve the sole source procurement, the process to take delivery of the two new pumpers slated for 2027 would require tendering out shortly to meet the 2027 delivery deadlines. As of January 1, 2025, Rosenbauer has implemented a 6% or \$97,433 price increase per unit due to market conditions and supply chain factors. Choosing to proceed with an RFP process later this year presents several unknown challenges. There is no certainty on how manufacturers will elect to manage increases to their input costs.

Waiting for an RFP process may provide greater clarity on tariffs; however, the pricing history demonstrates that costs will be significantly greater than the current contract pricing offer if more immediate action is not taken.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

City View proposes to hold their 2024 pricing for any additional WFRS fire vehicles purchases added to the order placed last December through RFP 71-24. They provided a quote of \$1,623,885 CAD plus applicable HST per rear mount pumper and this pricing is valid until August 1, 2025. If Council approves the sole source purchase, WFRS will issue a purchase order that will lock the price against any future price and/or currency exchange rate variations. Total cost of the two (2) pumpers including non-recoverable HST is \$3,247,770 CAD plus applicable HST.

In the 2025 approved 10-year capital budget, \$3,220,000 CAD is approved in principle in 2027 (FRS-001-07) for the purchase/replacement of two rear mount pumpers originally purchased in 2012. A precommitment of 2027 \$3,220,000 funding will be required, however, since payment and delivery of the vehicles is expected in the year 2027, it is anticipated that no or limited actual interest charges will be incurred.

An additional \$247,747 CAD in funding is required to complete this purchase, which is recommended to be transferred from Reserve F163 (Fire Major Equipment Reserve). This Reserve currently has a balance of approximately \$6 million, net of encumbrances. Administration confirms the Fire Major Equipment Reserve can sustain the charge. The reserve is monitored annually during the budget development process and includes a detailed analysis of required annual operating budget contributions to sustain the 15-year replacement plan. Adjustments to the annual contribution amount required due to the additional cost for this purchase will be considered as part of the annual Asset Management Planning review. Table below provides detailed financial breakdown of cost and funding sources.

ESTIMATED EXPENSES	CAD
Rear mount pumper x2	\$3,247,770
Upfit equipment x2	\$160,000
Non-Recoverable HST	\$59,947
TOTAL ESTIMATED PROJECT COSTS	\$3,467,747
FUNDING SOURCES	
Capital Project FRS-001-07	\$3,220,000
Fire Major Equipment Reserve (Fund 163)	\$247,747
TOTAL REVENUE	\$3,467,747

In accordance with Council Report C 69/2025 - City of Windsor Tariff Impact and Response City Wide, approved on May 12, 2025, Council Decision Number CR191/2025, the formal quote provided by the vendor as per their June 3, 2025 letter, is inclusive of all the same terms as submitted under RFP 71-24 in December 2024. Additionally, as mentioned in the Risk Analysis section of the report, the Canadian government has implemented a blanket tariff exemption for fire protection and emergency equipment (Customs Notice 25-19: United States Surtax Remission Order 2025).

In response to Council Report C 83/2025 Tariff Impact and Procurement Strategy - City Wide approved on June 9, 2025, Council Decision Number CR261/2025, indicating "Tariff Mitigation Procurement Strategy", Administration advises that given the highly volatile and uncertain trade environment with the United States and the long delivery lead time (over 2 years), there is a possibility that City View may not be in a position to maintain the same terms of RFP 71-24 and absorb tariffs that may or may not be in place at the time of vehicle delivery. In addition, the projected cost of the upfit equipment of \$80,000 per vehicle is only a preliminary estimate and the needs of the department will be confirmed upon delivery of the vehicles. It is not possible to assess the tariff impacts on the upfit equipment as the nature and sourcing of the parts is currently unknown. Administration will report back to Council with a strategy should the funding required to take delivery of the fire vehicles be significantly different than the RFP 71-24 contract pricing.

Consultations:

Monika Schneider, Financial Planning Administrator

Mike Dennis, Manager, Capital Budget Development & Control

Mark Spizzirri, Manager Performance Measurement & Business Case Development

Marie Gil, Manager Asset Planning

Josh Meloche, Senior Legal Counsel

Conclusion:

Administration recommends taking advantage of the current pricing offered by City View. A fifteen-year history of fire vehicles purchases provides a high level of confidence that prices will continue to climb, thus taking advantage of the offer will provide significant savings to the City.

Planning Act Matters:

N/A

Approvals:

Name	Title
Emilie Dunnigan	Mgr Dev. Revenue & Fin. Admin.
Dawn Lamontagne	Purchasing Manager (A)
Josh Meloche for Wira Vendrasco	City Solicitor
Andrew Daher	Commissioner, Corporate Services
Michael Chantler	Commissioner, Community Services
Lorie Gregg	On behalf of Commissioner, Finance & City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A
- 2 Appendix B

City View Specialty Vehicles

5945 Ambler Dr. Mississauga, ON L4W 2K2
416-249-4500 www.cityviewvehicles.com



3 June, 2025

WINDSOR FIRE & RESCUE SERVICES
815 Goyeau St.
Windsor, ON N9A 1H7

Chief Waffle,

Thank you for the opportunity to provide a formal quote to you for additional Rosenbauer pumpers, as originally awarded for RFP #71-24 Firefighting Vehicles (PO 0000019397, dated 10-Dec-24). While the original offer was made with a competitive RFP, this offer is made through Canoe Procurement Group of Canada awarded contract 113021-RSD, using the municipal account number LAS1348. Please ensure that the Canoe awarded contract and municipal account number is on any purchase or other award documents.

City View Specialty Vehicles is the Ontario dealer for Rosenbauer America fire trucks. City View is in Mississauga, Ontario, and has a staff of over 50 dedicated employees. We have an experienced sales, parts and service team and include a large staff of licensed mechanics/EVT's for both in-house and on-road repairs.

As per PO 0000019397 of RFP #71-24 Firefighting Vehicles, the following was purchased:

\$1,623,885.00 each for rear mount pumpers.

\$1,643,415.00 each for rear mount tankers.

Additional vehicles as may be needed by Windsor Fire & Rescue Services may be purchased at the same amount as previously purchased. This offer is valid until 1-August-25, based on current exchange rates. If an extension is needed it can be reviewed for approval.

10% of contract amount due after a purchase order; balance of payment due at time of import; ownership will be provided once fully paid. All other terms of RFP #71-24 would be honoured, unless negotiated and mutually agreed upon to be different.

If you require any additional information, please contact me.

Thanks,

Jamie Larner

Jamie Larner, under approval of Joseph D'Urso, President
Sales Manager – Emergency Vehicles
416-624-2826 jamie.l@cityviewvehicles.com

Edit Request

General Information	Status: Purchasing Approved
Id *	
<input type="text" value="2974"/>	
Subject *	
<input type="text" value="Fire Truck Acquisition - Rear Mount Pumpers"/>	
Description of Deliverable Being Purchased *	
<input type="text" value="Purchase of 2 Fire Trucks (Rear Mount Pumpers)at \$1,623,885.00 each. Canoe Procurement Group of Canada awarded contract 113021-RSD, municipal account number LAS1348. Please ensure that the Canoe awarded contract and municipal account number is on any purchase or other award documents."/>	
Vendor Name *	
<input type="text" value="CITY VIEW SPECIALTY VEHICLES INC"/>	
Department *	
<input type="text" value="Fire"/>	
Department Manager *	
<input type="text" value="BB Bobbie, Brian"/>	
Buyer *	

Revel, Karen



Total Order \$ (Exclude Tax) *


3247770.00

P.O. / C.O. Number *

Order Date *



Vendor's Quote *

 City View_extended offer_Jun3-25.pdf (/Uploads/54862e16-d71f-4109-9acc-a3cd66d7c7dd.pdf)



A sole source is requested because: (At least one must be checked and details must be provided)

☐

(a) Where there is no Response to a competitive process

☐

(b) No Responses that conform to the essential requirements of the Bid Documents were submitted

☐

(c) No Suppliers satisfied the conditions for participation

☒

(d) If the Goods or Services can be supplied only be a particular Supplier and no reasonable or alternative or substitute Goods or Services exist for any of the following reasons:

Please select one or more sub-criteria.

- ☐ (d - i) The requirement is for a work of art
- ☐ (d - ii) The protection of patents, copyrights, or other exclusive rights
- ☐ (d - iii) Due to an absence of competition for technical reasons
- ☐ (d - iv) The supply of Goods and Services is controlled by a Supplier that is a statutory monopoly
- ☒ (d - v) To ensure compatibility with existing Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative

WFRS fire trucks need to be compatible with the existing fleet procured through RFP 71-24 a competitive procurement process endorsed by City Council under resolution CR 519/2024 in December 2024. Ensuring uniformity across the fleet supports operational efficiency by streamlining maintenance procedures, limiting spare parts inventory, standardizing training, and enhancing overall interoperability.

- ☐ (d - vi) Work is to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work; or
- ☐ (d - vii) Work is to be performed on a leased building or related property, or portions thereof, that may be performed only by the lessor
- ☒ (e) For additional Deliverables by the original Supplier of Goods or Services that were not included in the initial procurement, if a change of Supplier for such additional Goods or Services:
Please select one or more sub-criteria.

- ☒ (e - i) Cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services, or installations procured under the initial procurement; and

Initial procurement through RFP 71-2024 includes 2 engines and 1 tanker, WFRS is now procuring additional 2 engines since delivery date for all 5 will be 30+ months from now which is aligned with 2025 approved capital budget. The 2 additional engines is in line with WFRS existing equipment creating efficiencies in community service, fleet maintenance and firefighter training and ongoing operations of these highly technically complex vehicles.

- ☐ (e - ii) Would cause significant inconvenience or substantial duplication of costs for the City
- ☐ (f) When an unforeseeable event(s) occurs, Goods or Services are immediately necessary, and the Goods or Services cannot be obtained in time using a competitive procurement process
- ☐ (g) For Deliverables purchased on a commodity market
- ☐ (h) If the City procures a prototype or a first Good or Service that is developed in the course of, and for, a particular Contract for research, experiment, study, or original development. Original development of a first Good or Service may include limited production or supply in order to incorporate the results of field testing and to demonstrate that the Good or Service is suitable for production or supply in quantity to acceptable quality standards, but does not include quantity production or supply to establish commercial viability or to recover research and development costs
- ☐ (i) For purchases made under exceptionally advantageous conditions that only arise in the very short term in the case of unusual disposals such as those arising from liquidation, receivership, or bankruptcy, but not for routine Purchases from regular Suppliers

- ☐ (j) If a Contract is Awarded to a winner of a design contest provided that:
- ☐ (j - i) The contest has been organized in a manner that is consistent with the principles of this By-Law;
and
- ☐ (j - ii) The participants are judged by an independent jury with a view to a design Contract being awarded to a winner

- ☒ (k) Where Deliverables are in short supply due to market conditions, including geographic limitations

Due to prevailing market conditions, including regional supply chain constraints, skilled labour shortages, and evolving environmental regulations, the delivery timeline for all five units is projected at over 30 months from the current date. This represents a significant extension compared to the historical standard of approximately 12 months and reflects broader industry-wide challenges impacting production and fulfillment schedules.

- ☐ (l) To Purchase an item directly for resale
- ☐ (m) To exercise a purchase option under a rental contract
- ☐ (n) To Purchase Goods offered for sale by auction or tender, provided the CAO authorizes the submission of a bid
- ☐ (o) Where a competitive method of Purchasing could interfere with the City's ability to maintain security or order, or to protect human, animal or plant life

☐

(p) Where Deliverables relating to matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process or competitive procurement process could reasonably be expected to compromise confidentiality, result in the waiver of privilege, cause economic disruption, or otherwise be contrary to the public interest

Notes



Created by

Lamontagne, Dawn

Created on

6/19/2025 4:35:58 PM

Note

City Council Approval is required through the Council Report, which is in progress.

Transaction Log



Please check the box to confirm the information is accurate to the best of your knowledge.

[Back to List \(/SoleSources\)](#)

Subject: Surplus Declaration and Sale Authorization - 0 Wellington Avenue (abutting 1329 Wellington) – Ward 3

Reference:

Date to Council: July 14, 2025
Author: Stephanie Allen Santos
Coordinator of Real Estate Services
519-255-6100 ext. 6420
ssantos@citywindsor.ca
Legal Services, Real Estate & Risk Management
Report Date: June 20, 2025
Clerk's File #: APM2025

To: Mayor and Members of City Council

Recommendation:

- I. THAT the following City of Windsor (the "City") vacant parcel of land **BE DECLARED** surplus:
 - Municipal address: 0 Wellington Avenue – vacant land situated on the west side of Wellington Avenue, abutting 1329 Wellington Avenue;
 - Legal Description: Lot 121 on Registered Plan 68 Sandwich West; Part Lot 122 on Registered Plan 68 Sandwich West as in R1001225; Windsor
 - Approximate Lot size: 65.5 feet (19.96 m) x 121.5 feet (37.03 m)
 - Approximate Lot area: 7,958.25 sq ft (739.34 m²) (the "Subject Parcel"); and,
- II. THAT the Manager of Real Estate Services **BE AUTHORIZED** to offer the Subject Parcel 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 Wellington Avenue, north of 1329 Wellington Avenue. The property is legally described as Lot 121 on Registered Plan 68 Sandwich West; Part Lot 122 on Registered Plan 68 Sandwich West as in R1001225; Windsor, as shown on the aerial diagram attached as Appendix A.

By-Law 52-2014, as amended, establishes a policy for the disposal of Land. Section 4.1.3 of Schedule "A" attached to By-Law 52-2014, as amended, requires that City-owned lands be declared surplus and that Administration seek authority to sell the lands.

Discussion:

The Subject Parcel was vested by the City in 1987 for tax arrears. The municipal zoning (Manufacturing District - MD 2.13) restricts the establishment of any residential uses on this property. Although the Subject Parcel is large enough to be a developable lot, due to its proximity to a rail yard immediately west, residential use would require Official Plan and Zoning By-law amendments. Noise and vibration studies as well as consultation with the rail company is required as part of any rezoning application and the results would inform the viability of any proposed sensitive uses.

Official Plan information received from the Planning Department indicates the following:

According to Schedule F1 – Railways, the site is adjacent to a railway corridor and is subject to a noise and vibration study as it is within the suggested proximities recommended by both studies defined in the City of Windsor Official Plan.

Section 7.2.8.8 – Development Adjacent to a Corridor of Volume I of the City of Windsor Official Plan specifies the following:

DEVELOPMENT ADJACENT TO A CORRIDOR 7.2.8.8 Council shall evaluate a proposed development adjacent to a Rail Corridor, in accordance with the following:

- (a) All proponents of a new development within 300 metres of a rail corridor, may be required to complete a noise study to support the proposal, and if the need for mitigation measures is determined by such study, shall identify and recommend appropriate mitigation measures, in accordance with the Procedures chapter of this Plan;
- (b) All proponents of new development, located within 75 metres of a rail corridor, shall complete a vibration study to support the proposal, and if the need for mitigation measures is determined by such study, shall identify and recommend appropriate mitigation measures, in accordance with the Procedures chapter of this Plan;
- (c) All proponents of new development adjacent to a rail corridor will consult with the appropriate railway company prior to the finalization of any noise or vibration study required by this Plan;
- (d) All proponents of new development abutting a rail corridor shall incorporate appropriate safety measures such as setbacks, berms and security fencing to the satisfaction of the Municipality, in consultation with the relevant public agency and the appropriate railway company.

DEVELOPMENT ADJACENT TO A RAIL YARD

7.2.8.9 Council shall protect designated rail yards from incompatible development. Accordingly, development adjacent to a Rail Yard designated on Schedule C: Development Constraint Areas will be subject to the following:

- (a) New residential development and other new sensitive land uses, which require a rezoning (exclusive of a zoning by-law consolidation), plan of subdivision or plan of condominium are not permitted within 300 metres of a designated Rail Yard;
- (b) All proponents of new residential development and other new sensitive land uses, located between 300 and 1000 metres of a designated Rail Yard (exclusive of the George Avenue Rail Yard unless required by the City), which require a rezoning (exclusive of a zoning by-law consolidation), plan of subdivision or plan of condominium shall complete a noise study to support the proposal, and, if the need for mitigation measures is determined by this study, shall identify and recommend appropriate mitigation measures, in accordance with the procedural policies in this Official Plan;
- (c) All proponents of new development within 75 metres of a designated Rail Yard shall complete a vibration study to support the proposal, and, if the need for mitigation measures is determined by the study, shall identify and recommend appropriate mitigation measures, in accordance with the procedural policies in this Official Plan; (e) All proponents of new residential development and other sensitive land uses, within 1000 metres of a designated Rail Yard, which requires a rezoning (exclusive of a zoning by-law consolidation), plan of subdivision or plan of condominium will consult with the appropriate railway company prior to the finalization of any noise and/or vibration abatement study required this Official Plan; and
- (d) All proponents of new development abutting a rail yard, which require a rezoning (exclusive of a zoning by-law consolidation), plan of subdivisions, plan of condominium or site plan approval, shall incorporate appropriate safety measures such as setbacks, berms and security fencing to the satisfaction of the Municipality, in consultation with the relevant public agency and the appropriate railway company.

SAFETY MEASURES

7.2.8.10 All proposed development adjacent to a railway right-of-way or rail yard shall be required to incorporate appropriate safety measures such as setbacks, berms and security fencing to the satisfaction of the Municipality in consultation with relevant public agencies and the appropriate railway company.

CONSULT RAILWAYS

7.2.8.11 All proponents of development within 500 metres of a railway right-of-way are encouraged to consult with the appropriate railway company prior to the finalization of any noise and vibration abatement study or development proposal.

Administration circulated the Subject Parcel to determine whether there is a municipal use for same. No municipal use was identified. The Subject Parcel is approximately 65.5 feet wide by 121.5 feet deep, and the only potential buyer would be the owner of 1329 Wellington Avenue for lot consolidation purposes.

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. Also, the proximity to the abutting property creates and opportunity for potential liability should someone be injured on the land. Selling the Subject Parcel will remove any associated liability issues and maintenance costs for the City and allow for consolidation with the abutting residential property.

Climate Change Risks

Climate Change Mitigation:

Declaring the Subject Parcel surplus does not pose a climate change risk.

Climate Change Adaptation:

Climate change considerations will be reviewed during the development process in the event of any future redevelopment.

Financial Matters:

N/A

Consultations:

Rob Vani, Senior Manager – Deputy Chief Building Official
Jamelah Hersh, Senior Legal Counsel

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
Denise Wright	Manager of Real Estate Services

Name	Title
Wira Vendrasco	City Solicitor
Andrew Daher	Commissioner, Corporate Services
Greg Atkinson for Neil Robertson	City Planner
Rob Vani for John Revell	Chief Building Official
Jelena Payne	Commissioner, Economic Development & Deputy CAO
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Aerial Image of Subject Parcel

Appendix A
Aerial Image of Subject Parcel



Subject: Provisional By-Law- Parent Outlet Drain Abandonment- Ward 7

Reference:

Date to Council: July 14, 2025
Author: Tom Graziano
Engineer III / Drainage Superintendent
(519) 255-6257 Ext. 6490
tgraziano@citywindsor.ca
Development – Engineering
Report Date: June 20, 2025
Clerk's File #: SW2025

To: Mayor and Members of City Council

Recommendation:

- I. That City Council **ADOPT** the Drainage Report prepared by Dillon Consulting Ltd., dated June 19, 2025 (attached), for the abandonment of the Parent Outlet Drain, and give first and second readings to Provisional By-law-2025, in accordance with Section 45 of the Drainage Act.
- II. Council **DIRECT** the City Clerk to schedule the first sitting of the Court of Revision and distribute the Provisional By-law and the Notice of the Court of Revision, in accordance with Sections 46(2) and 46(3) of the Drainage Act, R.S.O. 1990.

Executive Summary:

N/A

Background:

The Parent Outlet Drain is a municipal drain originally constructed under a by-law enacted pursuant to the Drainage Act or its predecessor legislation. The drain services part of the east Riverside area, extending from the Via Rail line north to the Detroit River, and from approximately Luxury Avenue eastward to the City boundary with the Town of Tecumseh. Over time, much of the drain has been enclosed and integrated into the municipal storm sewer system.

On April 19, 2024, the City received a formal request under Section 78 of the Drainage Act from the property owner (1027458 Ontario Inc.) to improve the drain for properties

located on the west side of Banwell Road, between Firgrove Drive and the Via Rail line (Roll Nos. 070-730-04279, 070-730-04280, 070-730-13375, and 070-730-13317).

The property owner retained Dillon Consulting Ltd. to act on their behalf. The proposed improvements are considered a special benefit to the requesting properties, and the owner will be responsible for all associated costs.

Dillon was formally appointed as the Drainage Engineer under CAO 219/2024 in September 2024 to assess the feasibility of enclosing the drain and to prepare an engineer's report under Section 8 of the Drainage Act.

Discussion:

Dillon's assessment determined that the Parent Outlet Drain located north of the Parent Relief Drain no longer serves a functional purpose for the surrounding lands or roads, and its removal would not adversely impact affected landowners. This is due to the progressive replacement of the drain with enclosed municipal storm sewers over the years. Accordingly, the report recommends the formal abandonment of the Parent Outlet Drain under Section 19 of the Drainage Act.

This follows a previous abandonment in April 1997, when By-Law 12914 was passed to abandon a separate part of the Parent Drain from Lake St. Clair southerly to the westerly turn of the drain. This report proposes to abandon the remaining section of open drain.

Under Section 45 of the Drainage Act, Council is to consider adopting the engineer's drainage report. If adopted, the process proceeds to a Provisional By-law.

Within 30 days of adopting the engineer's report, the City Clerk will distribute the Provisional By-law and a Notice of the Court of Revision to all affected landowners. Landowners may appeal assessments or allowances by submitting a written appeal to the Clerk no later than 10 days before the Court of Revision's first sitting.

Appeals must be submitted in writing to the City Clerk no later than 10 days prior to the first sitting of the Court of Revision. After the Court of Revision concludes and the appeal period expires, Council will consider giving third and final reading to the Provisional By-law.

Risk Analysis:

There are no identified risks to the Corporation in adopting the recommendation. However, failure to adopt the report could delay the property owner and impact its construction timeline.

Climate Change Risks:

Climate Change Mitigation

The recommendation does not materially impact upon Climate Change Mitigation.

Climate Change Adaptation

The recommendation does not materially impact upon Climate Change Adaptation.

Financial Matters:

All costs associated with the preparation of the drainage report, the abandonment process, and the enclosure of the drain will be fully funded and paid directly by the property owner. There are no financial obligations or impacts to the City as a result of this project.

Consultations:

Kathy Buis, Financial Planning Administrator

Aaron Farough, Senior Legal Counsel

Conclusion:

Administration recommends that City Council approve the Provisional By-law to adopt the Drainage Report for the Abandonment of the Parent Outlet Drain, dated June 19, 2025, in accordance with Section 45 of the *Drainage Act*.

Planning Act Matters:

N/A

Approvals:

Name	Title
Mark Spizzirri	Manager of Performance Measurement and Business Case Development
Patrick Winters	Manager of Development
Stacey McGuire	Executive Director of Engineering / Deputy City Engineer
David Simpson	Commissioner, Infrastructure and City Engineer
Wira Vendrasco	City Solicitor
Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Engineer's Drainage Report for Partial Abandonment of the Parent Outlet Drain

**DRAINAGE REPORT
FOR THE**

**PARTIAL ABANDONMENT
OF THE
PARENT OUTLET DRAIN**

**IN THE
CITY OF WINDSOR**



**FINAL
19 JUNE 2025
OLIVER E. T. MOIR, P.ENG.
FILE No. 22-5144**

File No. 22-5144

Corporation of the City of Windsor
Engineering – Design and Development
350 City Hall Square, Suite 310
Windsor, Ontario
N9A 6S1



**Drainage Report for the
PARTIAL ABANDONMENT OF THE
PARENT OUTLET DRAIN
In the City of Windsor**

10 Fifth Street South
Chatham, Ontario
Canada
N7M 4V4
Telephone
519.354.7802

Mayor and Council:

Instructions

Council appointed Dillon Consulting Limited under Section 78 of the Drainage Act on 20 September 2024 to prepare a report for improvements to the Parent Outlet Drain. The purpose of the appointment is to investigate abandonment of the Parent Outlet Drain to accommodate a land development project and make recommendations for its abandonment thereon.

The owner of the property Roll Nos. 070-730-04279, 070-730-04280, 070-730-13375 and 070-730-13317 (1027458 Ontario Inc.) is proposing the development of said parcels for residential use (hereafter referred to as the 'development'). The development area fronts Banwell Road and is located north of a VIA Rail corridor and south of Firgrove Drive.

Watershed Description

Historically, the Parent Outlet Drain comprised primarily of an open channel with enclosed sections and served over 225 hectares of agricultural lands. The drain commenced as an open drain at the north limit of the Tecumseh Road East right-of-way. The drain flowed downstream in a northerly direction for approximately 970 metres where it turned easterly to the line between Lots 149 & 150, Concession 1. The drain then turned northerly to its outlet into Lake St. Clair.

The Parent Relief Drain was constructed prior to 1944 as a relief system for the Parent Outlet Drain. The drain commences at the confluence with the Parent Outlet Drain and flows downstream in a westerly direction, finding outlet to the Little River Drain.

The Parent Outlet Drain and its watershed have since been heavily modified through urbanization. Surrounding lands have since been developed into municipal roadways, residential lands and commercial lands – all of which have stormwater servicing from municipal sewers and do not drain to the Parent Outlet Drain.

The drain as it exists today commences as an enclosed section at the upstream end at Tecumseh Road East. This section flows northerly for approximately 145 metres before discharging into the Parent Relief Drain where drainage flows have been entirely diverted.

A concrete block wall was constructed along the north bank of the Parent Relief Drain, cutting off any flows from the Parent Outlet Drain from continuing northerly.

The remaining portions of the Parent Outlet Drain north of the Parent Relief Drain continues in a northerly direction for 167 metres as a 1200 mm diameter concrete pipe, before continuing as an open drain. The remaining sections of open drain have been segmented by new roads and the drainage has been intercepted by municipal sewers underneath McHugh Street and Banwell Road.

Drain History

The recent history of Engineers' reports for the Parent Outlet Drain follows:

- **1 May 1952 by C. G. Russell Armstrong, P.Eng.:** This report recommended the construction of a new open drain referred to as the West Branch of the Parent Outlet Drain. The drain commenced at the line between Lots 140 & 141, Concession 1 within the Tecumseh Road right-of-way and discharged to the upstream end of the Parent Outlet Drain.
- **16 September 1944 by C. G. Russell Armstrong, P.Eng.:** This report recommended cleaning and improvement to the Parent Outlet Drain commencing from the north end of the concrete pipe enclosure underneath VIA Rail to its outlet into Lake St. Clair.

Other relevant documentation reviewed as part of this investigation includes:

- **September 2004 by Stantec Inc.:** Issued for Construction drawings illustrating the enclosure of the portion of Parent Outlet Drain between Tecumseh Road East and the Parent Relief Drain with a 1345 mm x 2110 mm concrete elliptical pipe.
- **4 May 2023 by Dillon Consulting Limited: Little River Watershed Floodline Mapping – Final Hydraulic Report:** Report providing analysis results for the Little River Flood Study. The study delineates the watershed boundary and floodplain elevations for the 100-year storm event.
- **April 2023 by Dillon Consulting Limited: Banwell and McHugh Mixed Use Developments, Stormwater Management Brief:** Report outlining the stormwater management strategy for the development.

On-Site Meeting

We conducted an on-site meeting on 10 October 2024. A record of the meeting is provided in Schedule 'A', which is appended hereto.

Survey & Existing Conditions

Our survey and examination of the Parent Outlet Drain was carried out in February 2025. The survey included portions of the Parent Relief Drain within the VIA rail corridor, as well as the Parent Outlet Drain from the Parent Relief Drain, downstream to where the drain turns easterly and is intercepted by the Banwell Road municipal sewer. A CCTV sewer inspection was completed on the enclosed portion of drain underneath the VIA Rail corridor and existing berm to locate any potential lateral drain connections.

Design Considerations

For consideration of the abandonment of the Parent Outlet Drain north of the Parent Relief Drain for this report, the drain must no longer serve a useful purpose to the lands or roads. Removal of the drain must not adversely impact affected landowners. We have investigated existing site conditions and reviewed available drainage history and regional flood studies to assess the current use of the drain. We found the following:

- The upstream end of the subject portion of drain has been blocked to flows by a concrete block wall along the north bank of the Parent Relief Drain. A steel plate is fixed to the upstream face of the pipe, further preventing flows from entering the pipe.
- The VIA Rail corridor serves as a watershed boundary of the Little River Drain according to the Little River Floodplain Study. The Parent Outlet Drain north of VIA Rail is hydraulically disconnected from the Parent Relief Drain.
- Drainage for the VIA Rail corridor south of the railway is served by the Parent Relief Drain. Stormwater from the north side of the railway does not appear to have a defined outlet. An overland flow route that generally flows around the east side of the berm and to Banwell Road is apparent in review of topographic survey and available digital elevation models.
- Survey and sewer inspections did not encounter lateral drainage connections to the existing open or closed sections of the drain.
- The open portion of the drain south of McHugh Street has been intercepted by a municipal sewer via a ditch inlet catchbasin (DICB) within the McHugh Street right-of-way.
- The open portion of drain south of the unopened portion of Leathorne Street is suspected to continue to drain northerly based on previous drainage reports, however no culvert under Leathorne Street was found.
- The open portion of drain north of the unopened portion of Leathorne Street has been intercepted by a municipal sewer within the Banwell Road right-of-way.
- Banwell Road, McHugh Street, and residential lands abutting the development are serviced by municipal storm sewers.
- The development's drainage plans collect runoff and is to outlet to existing municipal sewers.

Through review of the available documentation and existing site conditions as described above, we found that abandonment of the Parent Outlet Drain does not adversely affect surrounding lands or roads.

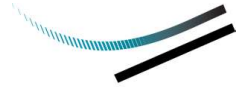
Grading within the development lands and implementation of on-site stormwater management controls are to be completed as part of the detailed design of the site.

Recommendations

Following abandonment of a municipal drain, the remaining infrastructure may be left in the care of the landowner which the drain resides. It also may be decommissioned through infilling or removal activities, so the drain does not become a future liability due to deteriorating infrastructure.



In our considered opinion, the drain no longer serves a useful purpose in its current state and may be safely abandoned as it does not provide outlet to upstream lands. We recommend the Parent Outlet Drain from Station 0+000 to Station 0+827 as shown on the Drawings attached herein be abandoned under Section 19 of the Drainage Act. Drainage for the lands will be provided for by the development, and discharge via a stormwater management facility to municipal sewers.



The portion of open drain from Station 0+000 to Station 0+060 shall remain in the care of the owner of property Roll No. 070-730-13300. The drain only serves said property. The portion of open drain that exist between Station 0+060 to Station 0+661 shall remain in the care of the owner of development lands. The drain is proposed to be filled in as part of development works.

Following infilling of the drain through property Roll No. 070-730-13317, we recommend the drain be terminated with stone erosion protection. These works are expected to be incorporated as part of the detailed design of the development works and are not included in the scope of works herein.

The portion of closed drain between Station 0+661 and Station 0+773, being 112 metres of 1200 mm diameter concrete pipe is recommended to be removed and disposed of off-site. Voids left from the removal are to be formed in the shape of a temporary swale until construction of the development infills the swale.

The portion of closed drain between Station 0+773 and Station 0+827 being the portion of 1200 mm diameter concrete pipe underneath an existing berm and the VIA Rail corridor is recommended to be filled with flowable fill to prevent potential damages from a future pipe failure/collapse.

The inlet of the closed drain is recommended to be backfilled and regraded. The north bank of the Parent Relief Drain is to be restored.


Allowances

No allowances under Section 29 for land used or Section 30 for damages have been provided. Any lands disturbed by construction are to be restored as part of the work. No Schedule 'B' for allowances is appended hereto.

Cost Estimate

Based on our review of the history, the information obtained during the site meeting and our examination and analysis of the survey data, we recommend that the Parent Outlet Drain be abandoned following the works as described below:

Item	Description	Amount
1.	Brushing within the alignment of the work area, including trimming and/or removal of existing trees as required, to accommodate the drainage works. Debris to remain onsite in location to be approved by the landowner.	\$2,600.00



Item	Description	Amount
2.	Removal of existing 1200 mm diameter concrete pipe from Station 0+661 to Station 0+773 (approximately 112 lineal meters) including disposal off-site. Work to include forming of temporary swale over alignment of removed pipe with new void space.	\$20,500.00
3.	Provisional: Hydro-seeding of temporary swale banks (approximately 1,200 m ²). To be completed if development works are not scheduled immediately after drainage works.	\$6,000.00
4.	Bottom clean out of section of the Parent Relief Drain adjacent to restoration area (approximately 12 m ³), including trucking to development lands. Material to be spread and levelled within development lands, at a location approved by the landowner.	\$500.00
5.	Remove and dispose of top row of concrete block wall. Remainder of block wall to remain in place.	\$1,500.00
6.	Backfill portion of restoration area with clean native material (approximately 55 m ³) in maximum 250 mm lifts and compaction to 95% standard proctor density. This work includes supply and placement of topsoil (minimum 100 mm thickness), fine-graded and seeded.	\$1,400.00
7.	Fill existing 1200 mm diameter concrete pipe between Station 0+773 and Station 0+827 with flowable non-shrink fill (approximately 65 m ³).	\$23,400.00
8.	Supply and install stone erosion protection along northerly Parent Relief Drain bank adjacent to restoration area, minimum 300 mm thickness, c/w filter fabric underlay (approximately 30 m ²).	\$2,900.00
9.	Temporary silt control measures during construction.	\$1,000.00
10.	Coordination with VIA Rail, including arrangement of flagging and adherence to VIA Rail safety requirements. Note: Works shall be completed under, and in accordance with access agreement between Project Owner and VIA Rail. The Contractor is responsible for the costs associated with hiring flagmen for the duration of the works.	\$8,000.00
	SUB-TOTAL	\$67,800.00
11.	Survey & preparation of report.	\$35,000.00
12.	ERCA application review and permit fee.	\$800.00
13.	VIA Rail application review and permit fee.	\$12,000.00
	TOTAL ESTIMATE	\$115,600.00

The estimate provided in this report was prepared according to current materials and installation prices as of the date of this report. In the event of delays from the time of filing of the report by the Engineer to the time of tendering the work, it is understood that the estimate of cost is subject to inflation. The rate of inflation shall be calculated using the Consumer Price Index applied to the cost of construction from the date of the report to the date of tendering.

Assessment of Costs

The individual assessments are comprised of three (3) assessment components:

- i. Benefit (*advantages relating to the betterment of lands, roads, buildings, or other structures resulting from the improvement to the drain*).
- ii. Outlet Liability (*part of cost required to provide outlet for lands and roads*).
- iii. Special Benefit (*additional work or feature that may not affect function of the drain*).

We have assessed the estimated costs against the affected lands and roads as listed in Schedule 'C' under "Value of Special Benefit", "Value of Benefit" and "Value of Outlet." Since there is only one Special Benefit, Schedule 'D' for details of the Value of Special Benefit is not provided herein.

Assessment Rationale for Special Benefit Assessments

Being that requested drainage works are for the purposes of allowing more efficient land use and development, the sole benefit is to the owner of the development. We have therefore assessed 100% of the costs against lands within the development as a benefit assessment. Being that the development consists of four parcels, the assessment has been split based on area in the proportions below:

- Roll No. 070-730-04279 (51%)
- Roll No. 070-730-04280 (12%)
- Roll No. 070-730-13317 (20%)
- Roll No. 070-730-13375 (17%)

Utilities

It may become necessary to temporarily or permanently relocate utilities that may conflict with the construction recommended under this report. In accordance with Section 26 of the Drainage Act, we assess any relocation cost against the public utility having jurisdiction. Under Section 69 of the Drainage Act, the public utility is at liberty to do the work with its own forces, but if it should not exercise this option within a reasonable time, the Municipality will arrange to have this work completed and the costs will be charged to the appropriate public utility.

Future Maintenance

Following abandonment of a municipal drain, the responsibility of any remaining infrastructure becomes the responsibility of the owner of lands which said infrastructure resides. This includes the cost of future repair, maintenance, and/or removal.

The open ditch between Station 0+000 and Station 0+060 shall become the sole responsibility of the property Roll No. 070-730-13300.

VIA Rail shall become responsible for the portion of filled pipe within the rail corridor. Similarly, property Roll No. 070-730-04279 shall be responsible for the portion of filled pipe within said property.

Schedule E is not required or included herein.

Drawings and Specifications

Attached to this report is Schedule 'F', which are Specifications setting out the details of the recommended works and Schedule 'G' which represent the drawings that are attached to this report.

Page 1 of 2 – Overall Plan

Page 2 of 2 – Bank Restoration Details

Approvals

The construction and/or improvement to a drainage works, including repair and maintenance activities, and all operations connected therewith are subject to the approval, inspection, by-laws and regulations of all Municipal, Provincial, Federal and other authorities having jurisdiction in respect to any matters embraced by the proposed works. Prior to any construction or maintenance works, the Municipality or proponent designated on the Municipality's behalf shall obtain all required approvals/permits and confirm any construction limitations including timing windows, mitigation/off-setting measures, standard practices or any other limitations related to in-stream works.

Respectfully submitted,

DILLON CONSULTING LIMITED



Oliver E. T. Moir, P.Eng.

OEM:jao:lld

Meeting Summary

Subject: Parent Outlet Drain – Onsite Meeting
Date: 10 October 2025, 10am
Location: 11400 Tecumseh Road East
Our File: 22-5144

Attendees

Paul Charbach	VIA Rail
Tom Graziano	City of Windsor
Kyle Edmunds	Dillon Consulting Limited
Oliver Moir	Dillon Consulting Limited

Notes

Item	Discussion	Action by
1.	Existing Conditions Discussion The Parent Outlet Drain drains from south to north and crosses the VIA Rail corridor east of Banwell Road (1200mm dia. concrete pipe crossing). The drain historically served agricultural lands, however the watershed has since been urbanized and redirected to local sewers and away from the Parent Outlet Drain. A concrete headwall and steel plate has been installed on the upstream end of the culvert (origin/construction date unknown), and appears to separate flows from the Parent Relief Drain. The Parent Relief Drain flows to the Little River Drain to the west. North of the rail corridor, the Parent Outlet Drain is an open channel. The open channel is intercepted by local sewers.	INFO
2.	Proposed Development Discussion The owner of lands to the north of the rail corridor and west of Banwell wishes to develop a residential subdivision which would require the abandonment or enclosure of the Parent Outlet Drain. Abandonment is preferred. The circumstances that may justify abandonment and infilling of the Parent Outlet Drain are as follows: <ol style="list-style-type: none"> 1. That the culvert under the railway does not provide a relief outlet to the Parent Relief Drain - as determined through review of the Little River Floodplain Mapping. 2. That a CCTV sewer inspection show no lateral connections serving as drainage for the rail corridor. 	INFO
3.	VIA Rail Comments: Advised that railways seldom ever rely on piped drainage. However, VIA Rail requires the developer to sign a waiver of liability should the drain be abandoned and VIA loses the drainage outlet.	

Item	Discussion	Action by
	Not opposed to drain abandonment or improvements. Recommendations just need to be justified through hydrological analysis, etc.	INFO
	VIA Rail does not have any request for drainage improvement for their corridor at this location.	
	VIA Rail to coordinate that the Parent Relief Drain be brushed to assist with survey.	
4.	Next Steps:	
	Dillon will proceed with review of CCTV from the downstream end and review available data on existing conditions for recommendations of action	INFO

Errors and/or Omissions

These minutes were prepared by Oliver Moir, who should be notified of any errors and/or omissions.

"SCHEDULE C"
SCHEDULE OF ASSESSMENT
PARTIAL ABANDONEMENT OF THE PARENT OUTLET DRAIN
CITY OF WINDSOR

PRIVATELY-OWNED - AGRICULTURAL LANDS

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
070-730-04279	1	Pt. Lot 143 & Pt. Lot 144	10.63	4.30	1027458 Ontario Inc.	\$58,548.88	\$0.00	\$0.00	\$58,548.88
070-730-04280	1	Pt. Lot 143 & Pt. Lot 144	2.62	1.06	1027458 Ontario Inc.	\$14,432.98	\$0.00	\$0.00	\$14,432.98
070-730-13317	1	Pt. Lot 143 & Pt. Lot 144	4.13	1.67	1027458 Ontario Inc.	\$22,738.75	\$0.00	\$0.00	\$22,738.75
070-730-13375	1	Pt. Lot 143 & Pt. Lot 144	3.61	1.46	1027458 Ontario Inc.	\$19,879.39	\$0.00	\$0.00	\$19,879.39
Total on Privately-Owned - Agricultural Lands.....						\$115,600.00	\$0.00	\$0.00	\$115,600.00
TOTAL ASSESSMENT						\$115,600.00	\$0.00	\$0.00	\$115,600.00
			(Acres)	(Ha.)					
Total Area:			20.99	8.49					

"SCHEDULE F"
DRAINAGE REPORT FOR THE
PARTIAL ABANDONMENT OF THE
PARENT OUTLET DRAIN
IN THE CITY OF WINDSOR
SPECIAL PROVISIONS - GENERAL

1.0 GENERAL SPECIFICATIONS

The General Specifications attached hereto is part of "Schedule F." It also forms part of this specification and is to be read with it, but where there is a difference between the requirements of the General Specifications and those of the Special Provisions which follow, the Special Provisions will take precedence.

2.0 DESCRIPTION OF WORK

The work to be carried out under this Contract includes, but is not limited to, the supply of all **labour, equipment, and materials** to complete the following items:

- Brushing within the alignment of the work area, including trimming and/or removal of existing trees as required, to accommodate the drainage works. Debris to remain onsite in location to be approved by the landowner.
- Removal of existing 1200 mm diameter concrete pipe from Station 0+661 to Station 0+773 (approximately 112 lineal meters) including disposal off-site. Work to include forming of temporary swale over alignment of removed pipe with new void space.
- **Provisional:** Hydro-seeding of temporary swale banks (approximately 1,200 m²). To be completed if development works are not scheduled immediately after drainage works.
- Bottom clean out of section of the Parent Relief Drain adjacent to restoration area (approximately 12 m³), including trucking to development lands. Material to be spread and levelled within development lands, at a location approved by the landowner.
- Remove and dispose of top row of concrete block wall. Remainder of block wall to remain in place.
- Backfill portion of restoration area with clean native material (approximately 55 m³) in maximum 250 mm lifts and compaction to 95% standard proctor density. This work includes supply and placement of topsoil (minimum 100 mm thickness), fine-graded and seeded.
- Fill existing 1200 mm diameter concrete pipe between Station 0+773 and Station 0+827 with flowable non-shrink fill (approximately 65 m³).
- Supply and install stone erosion protection along northerly Parent Relief Drain bank adjacent to restoration area, minimum 300 mm thickness, c/w filter fabric underlay (approximately 30 m²).

- Temporary silt control measures during construction.
- Coordination with VIA Rail, including arrangement of flagging and adherence to VIA Rail safety requirements. **Note:** Works shall be completed in under, and in accordance with access agreement between Project Owner and VIA Rail.

3.0 ACCESS TO THE WORK

Access to the drain shall be from the Banwell Road and McHugh Street rights-of-way and VIA Rail right-of-way. Through traffic must be maintained at all times, along municipal roads unless otherwise approved by the appropriate Road Authority, and in accordance with the General Specifications.

The Contractor is required to abide by VIA Rail's health and safety requirements to access the drain along the rail corridor. The Contractor is responsible for coordinating flagging and must notify VIA Rail prior to access. **Costs associated with flagging shall be paid for by the Contractor to the Project Owner. No additional payment will be made for flagging.** The Contractor shall operate equipment following direction of on-site flagging personnel, including following work stoppage if necessary.

All road areas, curbs, grass lawn areas and fence lines disturbed shall be restored at the Contractor's expense. The Contractor shall make his/her own arrangements for any additional access for his/her convenience.

4.0 WORKING AREA FOR CONSTRUCTION

The working area shall be restricted to the VIA Rail corridor and the development lands for management of excavated materials. For removal of the concrete pipe, the working corridor shall be 15 metres centered over the pipe.

Any damages to lands and/or roads from the Contractor's work shall be rectified to pre-existing conditions at his/her expense.

SPECIAL PROVISIONS – OPEN DRAIN

5.0 EXCAVATION OF EXCAVATED MATERIALS

5.1 Excavation of Existing Drain Channel

In all cases, the Contractor shall use the benchmarks to establish the proposed grade. However, for convenience, the drawings provide the approximate depth from the surface of the ground and from the existing drain bottom to the proposed grades. **THE CONTRACTOR SHALL NOT EXCAVATE DEEPER THAN THE GRADELINES SHOWN ON THE DRAWINGS.** Should over-excavation of the drain bank occur, the Contractor will **not** be permitted to repair with native material packed into place by the excavator and reshaped. Should over-excavation occur, the Contractor will be required to have a bank repair detail engineered by a Professional Engineer (hired by the Contractor), to ensure long term stability of the bank is maintained. Such repairs shall be subject to approval by the Engineer and will be at no extra cost to the item.

All excavated material shall be trucked and spread and levelled within property Roll No. 070-730-04279 in accordance with Section 5.2 & 5.3. Excavated material shall not be placed on dykes, in ditches, tiles or depressions intended to conduct water into the drain.

Seeding of the disturbed drain banks shall be completed immediately following drain construction and as specified in Section 10.0.

Except on cultivated lands, that Contractor shall seed ALL disturbed areas, including all spoils and any exposed soil resulting from construction.

All excavation work shall be done in such a manner as to not harm any vegetation or trees, not identified in this report or by the Drainage Superintendent for clearing. Any damages to trees or vegetation caused by the Contractors work shall be rectified to the satisfaction of the Drainage Superintendent.

The Contractor shall exercise caution around existing tile inlets and shall confirm with the property owners that all tiles have been located and tile ends repaired as specified.

5.2 Levelling of Excavated Materials

Excavated drain materials shall be spread to a depth not to exceed 300 mm, unless specified otherwise on the drawings. The material shall be sufficiently levelled to allow further working by agricultural implements. All stones and other debris removed from the drain, which may interfere with agricultural implements, shall be disposed of off-site. Excavated material shall not be placed on dykes, in ditches, tiles or depressions intended to conduct water into a drain.

5.3 Trucking of Excavated Materials

The Contractor shall be solely responsible for acquiring all permits required for the dump site for excavated material to be trucked off-site. The Contractor shall restore any such areas which are damaged by his operations immediately with topsoil and seed in accordance with Section 10.0 & 11.0. The Contractor will be held liable for damages to roads, sodded areas and gardens, resulting from his non-compliance with these Specifications.

6.0 STONE EROSION PROTECTION (SEP)

The Contractor shall supply and install the required quantities of graded stone rip-rap erosion protection materials where specified. All stone to be used for erosion protection shall be 150 - 300 mm clear **quarried rock** or OPSS 1001 placed over a non-woven filter fabric Terrafix 270R or approved equivalent. **Concrete riprap will not be permitted.**

The minimum thickness requirement of the erosion stone layer is 300 mm with no portion of the filter fabric to be exposed.

7.0 ABANDONMENT AND REMOVAL OF ENCLOSED DRAIN

7.1 General

For removal, OPSS.PROV 510 shall apply and govern except as amended or extended herein. For unshrinkable backfill, OPSS.MUNI 1359 shall apply and govern except as amended or extended herein.

7.2 Scope

This Special Provision specifies how the existing enclosed section of drain, will be treated when abandoned as part of the specified works.

7.3 Flowable Fill Material

Flowable fill material can be either a flowable unshrinkable backfill or a flowable grouting material. Flowable unshrinkable fill requirements shall be as per OPSS.MUNI.1359 with a 28-day maximum compressive strength of 5 MPa.

7.4 Construction

The Contractor shall completely remove the existing 1200 mm diameter pipe between Station 0+661 to Station 0+773 and dispose of off-site. Following removal, the Contractor shall collapse the walls of the trench and form a temporary swale with side slopes no steeper than 2:1 (H: V). The swale shall have positive drainage, flowing northerly to the existing open ditch. If required, the Contractor shall seed the drain banks in accordance with Section 10.0.

The Contractor shall infill the 1200 mm concrete pipe between Station 0+773 and Station 0+827 as outlined on the drawings appended hereto. Prior to commencing work, the Contractor shall seal and secure all active inlets and outlets to prevent water ingress during the infilling process. The Contractor shall employ a flowable fill to facilitate ease of placement and future demolition if needed.

The Contractor shall take all necessary precautions to ensure that the sewers/leads are identified, and all live connections are reconnected to the new sewer system as required, including dye testing, etc., as may be necessary to satisfy the Project Owner that all connections have been identified and reconnected. Should other means of locating connections prove unsuccessful, CCTV inspection of the sewers may be required as approved by the Engineer.

7.5 Submissions

The Contractor shall submit to the Project Owner at least two weeks prior to commencement of the abandonment work, the following:

1. A detailed abandonment plan to include the limits of abandonment of the existing enclosed section, identification of all maintenance hole structures to be abandoned, identification of all services to be abandoned.
2. A detailed work plan describing the proposed approach, methodology and staging for the abandonment works.
3. The proposed flowable fill material for review and approval prior to use.
4. Confirmation in writing that all inspections for the proposed abandonment sewer were reviewed and that all connections, services and mainline sewers have been identified on the abandonment plan.

8.0 TOPSOIL AND FINE GRADING

City of Windsor Standard Specifications S-34 shall apply and govern except as amended or extended herein.

Scope of work to include the supply, installation and fine grading of minimum 100 mm thick topsoil for restoration, including but not limited to the preparation for the placement of seed/sod and boulevard restoration. The Contractor shall note that Ontario Regulation 406/19 is in effect and any soil imported to the project area shall meet the Table 3.1 Full Depth Excess Soil Quality Standards (ESQS) in a Non-Potable Ground Water Condition and Residential/Parkland/Institutional Property Use.

9.0 HYDRAULIC SEED AND MULCH FOR BOULEVARD RESTORATION

9.1 General

City of Windsor Standard Specifications S-15 and OPSS Form 572 shall apply and govern except as amended or extended herein.

9.2 Scope of Work

Seed bags shall bear the label of the supplier indicating the content by species, grade and mass. Fertilizer shall be free from lumps and in bags bearing the label of the manufacturer, indicating mass and analysis.

Seeding and mulching shall be a one step process in which the seed, fertilizer and hydraulic mulch are applied simultaneously in a water slurry via the hydraulic seeder/mulcher. The materials shall be added to the supply tank while it is being loaded with water. The materials shall be thoroughly mixed into a homogeneous water slurry and shall be distributed uniformly over the surface. The materials shall be measured by mass or by a mass-calibrated volume measurement, acceptable to the Engineer. The hydraulic seeder/mulcher shall be equipped with mechanical agitation equipment capable of mixing the material into a homogenous state until applied. The discharge pumps and gun nozzles shall be capable of applying the material uniformly.

The Contractor shall monitor the placed seed and water the seeded areas as required to promote proper germination and growth. Any weed growth evident prior to establishment of grass shall be removed at the Contractor's expense. The Contractor will be required to submit his seed mixture design for approval prior to seeding.

Watering shall include any additional traffic controls required during the regular waterings.

The hydraulic seeding shall be deemed "Completed by the Contractor" when the seed has established in all areas to the satisfaction of the Engineer. Re-seeding and/or other methods required to establish the grass will be given consideration to achieve the end result, and the costs shall be incidental to the works.

10.0 HYDRAULIC SEEDING OF DRAIN & SWALE BANKS

All disturbed drain banks and new swale banks shall be hydraulic mulch seeded as specified herein. The existing ground surface to be seeded shall be loosened to a depth of 25 mm and shall be rendered uniformly loose for that 25 mm depth. The surface shall be predominantly fine and free from weeds and other unwanted vegetation. All other loose surface litter shall be removed and disposed of.

Hydraulic mulch shall consist of finely ground cellulose pulp derived from recycled newsprint and shall be dyed green. Its fiber consistency shall be approximately 60% fine fiber with the balance being paper particles, 40% of which shall be a diameter of 3 mm minimum and 6 mm maximum. Hydraulic mulch shall be applied at 2,000 kg per 10,000 m². Clean water shall be applied at 42,700 liters per 10,000 m².

Seeding and mulching shall be a one step process in which the seed, fertilizer and hydraulic mulch are applied simultaneously in a water slurry via the hydraulic seeder/mulcher. The materials shall be added to the supply tank while it is being loaded with water. The materials shall be thoroughly mixed into a homogeneous water slurry and shall be distributed uniformly over the prepared surface. The materials shall be measured by mass or by a mass-calibrated volume measurement, acceptable to the Drainage Superintendent.

The hydraulic seeder/mulcher shall be equipped with mechanical agitation equipment capable of mixing the materials into a homogenous state until applied. The discharge pumps and gun nozzles shall be capable of applying the material uniformly.

Grass seed shall be Canada No. 1 grass seed mixture meeting the requirements of a Waterway Slough Mixture as supplied by Growmark or approved equal, as follows:

<i>Creeping Red Fescue</i>	20%
<i>Meadow Fescue</i>	30%
<i>Tall Fescue</i>	30%
<i>Timothy</i>	10%
<i>White Clover</i>	10%

Bags shall bear the label of the supplier indicating the content by species, grade and mass. Seed shall be applied at a rate of 200 kg per 10,000 m².

Fertilizer shall be 8-32-16 applied at 350 kg per 10,000 m². It shall be in granular form, dry, free from lumps and in bags bearing the label of the manufacturer, indicating mass and analysis.

The hydraulic seeding shall be deemed "Completed by the Contractor" when the seed has established in all areas to the satisfaction of the Engineer. Re-seeding and/or other methods required to establish the grass will be given consideration to achieve the end result and the costs shall be incidental to the works.

11.0 TEMPORARY SILT CONTROL

The Contractor shall implement temporary erosion and sediment control measures through the course of the drainage works in accordance with OPSS.MUNI 805. Silt fences shall be installed within drains downstream of the works. The measures shall be maintained in working order throughout the duration of the contract and removed upon completion of the works.

GENERAL SPECIFICATIONS

1.0 AGREEMENT AND GENERAL CONDITIONS

The part of the Specifications headed "Special Provisions" which is attached hereto forms part of this Specification and is to be read with it. Where there is any difference between the requirements of this General Specification and those of the Special Provisions, the Special Provisions shall govern.

Where the word "Drainage Superintendent" is used in this specification, it shall mean the person or persons appointed by the Council of the Municipality having jurisdiction to superintend the work.

Tenders will be received, and contracts awarded only in the form of a lump sum contract for the completion of the whole work or of specified sections thereof. The Tenderer agrees to enter into a formal contract with the Municipality upon acceptance of the tender. The General Conditions of the contract and Form of Agreement shall be those of the Stipulated Price Contract CCDC2-Engineers, 1994 or the most recent revision of this document.

2.0 EXAMINATION OF SITE, PLANS AND SPECIFICATIONS

Each tenderer must visit the site and review the plans and specifications before submitting his/her tender and must satisfy himself/herself as to the extent of the work and local conditions to be met during the construction. Claims made at any time after submission of his/her tender that there was any misunderstanding of the terms and conditions of the contract relating to site conditions, will not be allowed. The Contractor will be at liberty, before bidding to examine any data in the possession of the Municipality or of the Engineer.

The quantities shown or indicated on the drawings or in the report are estimates only and are for the sole purpose of indicating to the tenderers the general magnitude of the work. The tenderer is responsible for checking the quantities for accuracy prior to submitting his/her tender.

3.0 MAINTENANCE PERIOD

The successful Tenderer shall guarantee the work for a period of one (1) year from the date of acceptance thereof from deficiencies that, in the opinion of the Engineer, were caused by faulty workmanship or materials. The successful Tenderer shall, at his/her own expense, make good and repair deficiencies and every part thereof, all to the satisfaction of the Engineer. Should the successful Tenderer for any cause, fail to do so, then the Municipality may do so and employ such other person or persons as the Engineer may deem proper to make such repairs or do such work, and the whole costs, charges and expense so incurred may be deducted from any amount due to the Tenderer or may be collected otherwise by the Municipality from the Tenderer.

4.0 GENERAL CO-ORDINATION

The Contractor shall be responsible for the coordination between the working forces of other organizations and utility companies in connection with this work. The Contractor shall have no cause of action against the Municipality or the Engineer for delays based on the allegation that the site of the work was not made available to him by the Municipality or the Engineer by reason of the acts, omissions, misfeasance or non-feasance of other organizations or utility companies engaged in other work.

5.0 RESPONSIBILITY FOR DAMAGES TO UTILITIES

The Contractor shall note that overhead and underground utilities such as hydro, gas, telephone and water are not necessarily shown on the drawings. It is the Contractor's responsibility to contact utility companies for information regarding utilities, to exercise the necessary care in construction operations and to take other precautions to safeguard the utilities from damage.

All work on or adjacent to any utility, pipeline, railway, etc., is to be carried out in accordance with the requirements of the utility, pipeline, railway, or other, as the case may be, and its specifications for such work are to be followed as if they were part of this specification. The Contractor will be liable for any damage to utilities.

6.0 CONTRACTOR'S LIABILITY

The Contractor, his/her agents and all workmen or persons under his/her control including sub-contractors, shall use due care that no person or property is injured and that no rights are infringed in the prosecution of the work. The Contractor shall be solely responsible for all damages, by whomsoever claimable, in respect to any injury to persons or property of whatever description and in respect of any infringement of any right, privilege or easement whatever, occasioned in the carrying on of the work, or by any neglect on the Contractor's part.

The Contractor shall indemnify and hold harmless the Municipality and the Engineer, their agents and employees from and against claims, demands, losses, costs, damages, actions, suits, or proceedings arising out of or attributable to the Contractor's performance of the contract.

7.0 PROPERTY BARS AND SURVEY MONUMENTS

The Contractor shall be responsible for marking and protecting all property bars and survey monuments during construction. All missing, disturbed or damaged property bars and survey monuments shall be replaced at the Contractor's expense, by an Ontario Land Surveyor.

8.0 MAINTENANCE OF FLOW

The Contractor shall, at his/her own cost and expense, permanently provide for and maintain the flow of all drains, ditches and water courses that may be encountered during the progress of the work.

9.0 ONTARIO PROVINCIAL STANDARDS

Ontario Provincial Standard Specifications (OPSS) and Ontario Provincial Standard Drawings (OPSD) shall apply and govern at all times unless otherwise amended or extended in these Specifications or on the Drawing. Access to the electronic version of the Ontario Provincial Standards is available online through the MTO website, free of charge to all users. To access the electronic standards on the Web go to <http://www.mto.gov.on.ca/english/transrd/>. Under the title Technical Manuals is a link to the Ontario Provincial Standards. Users require Adobe Acrobat to view all pdf files.

10.0 APPROVALS, PERMITS AND NOTICES

The construction of the works and all operations connected therewith are subject to the approval, inspection, by-laws and regulations of all Municipal, Provincial, Federal and other authorities having jurisdiction in respect to any matters embraced in this Contract. The Contractor shall obtain all approvals and permits and notify the affected authorities when carrying out work in the vicinity of any public utility, power, underground cables, railways, etc.

11.0 SUBLETTING

The Contractor shall keep the work under his/her personal control, and shall not assign, transfer, or sublet any portion without first obtaining the written consent of the Municipality.

12.0 TIME OF COMPLETION

The Contractor shall complete all work on or before the date fixed at the time of tendering. The Contractor will be held liable for any damages or expenses occasioned by his/her failure to complete the work on time and for any expenses of inspection, superintending, re-tendering or re-surveying, due to their neglect or failure to carry out the work in a timely manner.

13.0 TRAFFIC CONTROL

The Contractor will be required to control vehicular and pedestrian traffic along roads at all times and shall, at his/her own expense, provide for placing and maintaining such barricades, signs, flags, lights and flag persons as may be required to ensure public safety. The Contractor will be solely responsible for controlling traffic and shall appoint a representative to maintain the signs and warning lights at night, on weekends and holidays and at all other times that work is not in progress. All traffic control during construction shall be strictly in accordance with the **Occupational Health and Safety Act** and the current version of the **Ontario Traffic Manuals**. Access to the electronic version of the **Ontario Traffic Manual** is available online through the MTO website, free of charge to all users. To access the electronic standards on the Web go to <http://www.mto.gov.on.ca/english/transrd/>, click on "Library Catalogue," under the "Title," enter "Ontario Traffic Manual" as the search. Open the applicable "Manual(s)" by choosing the "Access Key," once open look for the "Attachment," click the pdf file. Users require Adobe Acrobat to view all pdf files.

Contractors are reminded of the requirements of the Occupational Health and Safety Act pertaining to Traffic Protection Plans for workers and Traffic Control Plan for Public Safety.

14.0 SITE CLEANUP AND RESTORATION

As part of the work and upon completion, the Contractor shall remove and dispose of, off-site any loose timber, logs, stumps, large stones, rubber tires, cinder blocks or other debris from the drain bottom and from the side slopes. Where the construction works cross a lawn, the Contractor shall take extreme care to avoid damaging the lawn, shrubs and trees encountered. Upon completion of the work, the Contractor shall completely restore the area by the placement and fine grading of topsoil and seeding or sodding the area as specified by the Engineer or Drainage Superintendent.

15.0 UTILITY RELOCATION WORKS

In accordance with Section 26 of the Drainage Act, if utilities are encountered during the installation of the drainage works that conflict with the placement of the new culvert, the operating utility company shall relocate the utility at their own costs. The Contractor however will be responsible to co-ordinate these required relocations (if any) and their co-ordination work shall be considered incidental to the drainage works.

16.0 FINAL INSPECTION

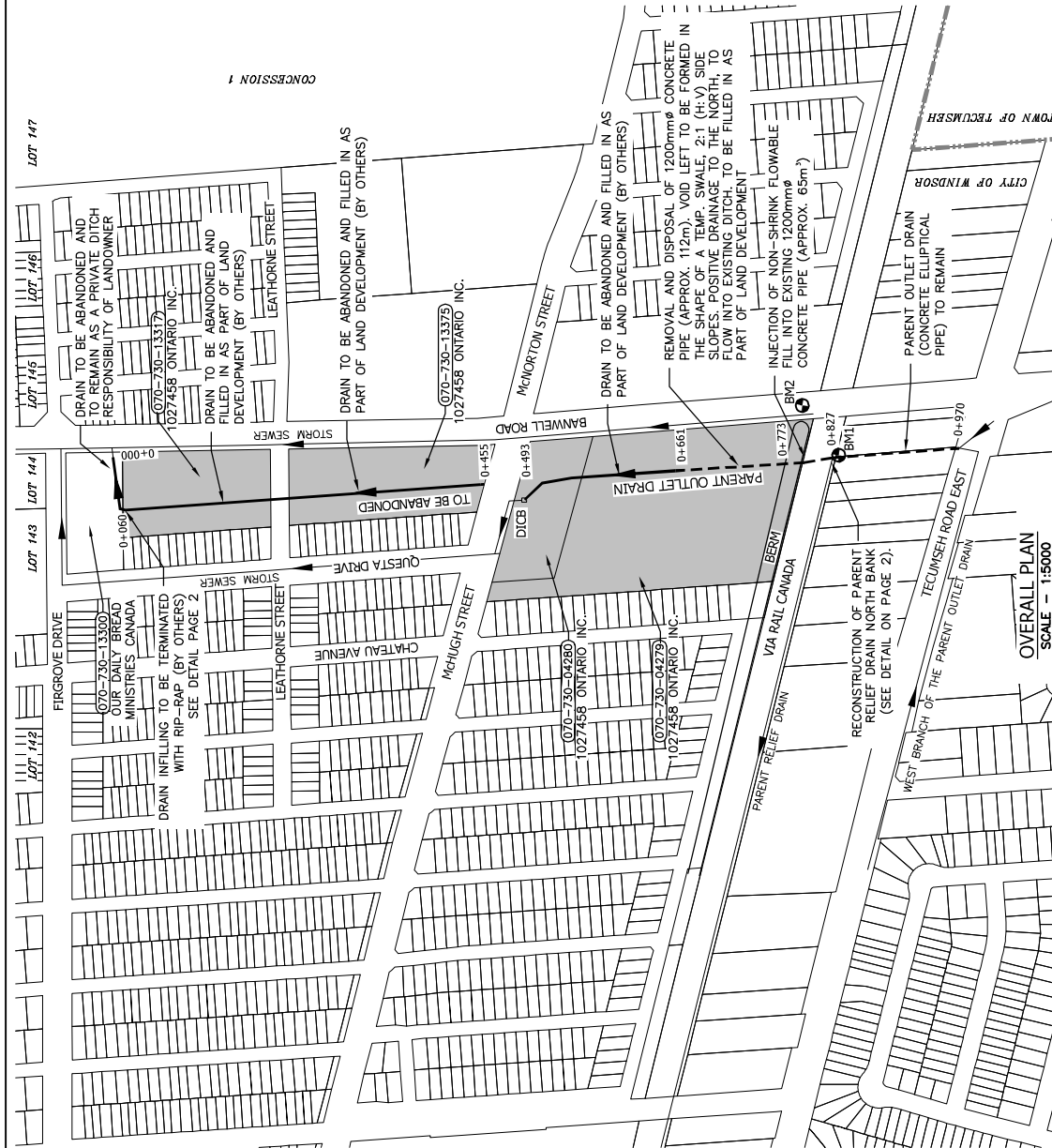
All work shall be carried out to the satisfaction of the Drainage Superintendent for the Municipality, in compliance with the specifications, drawings and the Drainage Act. Upon completion of the project, the work will be inspected by the Engineer and the Drainage Superintendent.

Any deficiencies noted during the final inspection shall be immediately rectified by the Contractor.

Final inspection will be made by the Engineer within 20 days after the Drainage Superintendent has received notice in writing from the Contractor that the work is completed, or as soon thereafter as weather conditions permit.

17.0 FISHERIES CONCERNS

Standard practices to be followed to minimize disruption to fish habitat include embedment of the culvert a minimum 10% below grade, constructing the work 'in the dry' and cutting only trees necessary to do the work (no clear-cutting). No in-water work is to occur during the timing window unless otherwise approved by the appropriate authorities.



'SCHEDULE G'

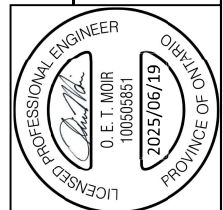
OVERALL PLAN
SCALE = 1:5000






Drainage Report for the PARENT OUTLET DRAIN City of Windsor	
SHEET TITLE	OVERALL PLAN
PROJECT NO.	22-5144
DRAWING SCALES BASED ON A 11" X 17" SHEET	1 of 2

	
DESIGN	REVIEWED BY
DRAWN	CHECKED BY
DATE	DATE
SCALE	SCALE
BY	BY

3	FINAL REPORT SUBMISSION	JUN 19/25	OEM	SAE	LRO
2	2ND CLIENT REVIEW	MAY 23/25	OEM		
1	CLIENT REVIEW	APR 30/25	OEM		
No.	ISSUED FOR	DATE	BY	SCALE	AS SHOWN

Conditions of Use
Verify dimensions and/or dimensions on drawing prior to use.
Report any discrepancies to Dillon Consulting Limited.
Do not scale dimensions from drawing.
Do not modify drawing, re-use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.

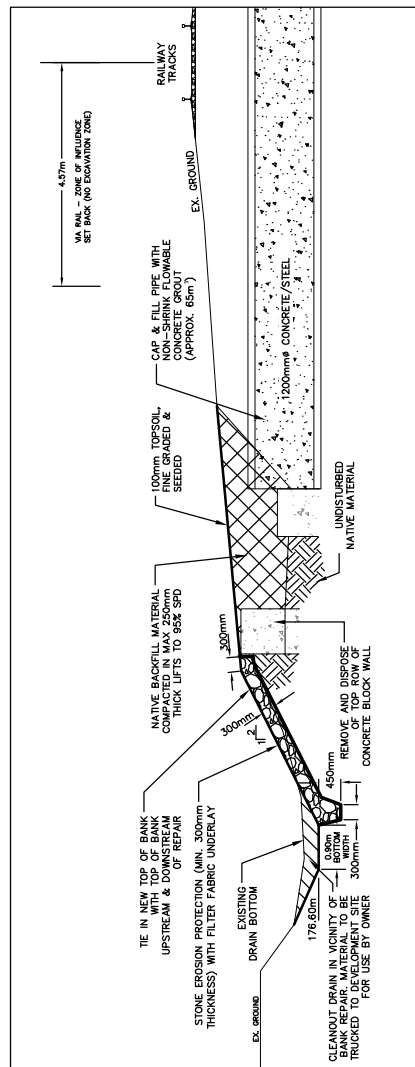
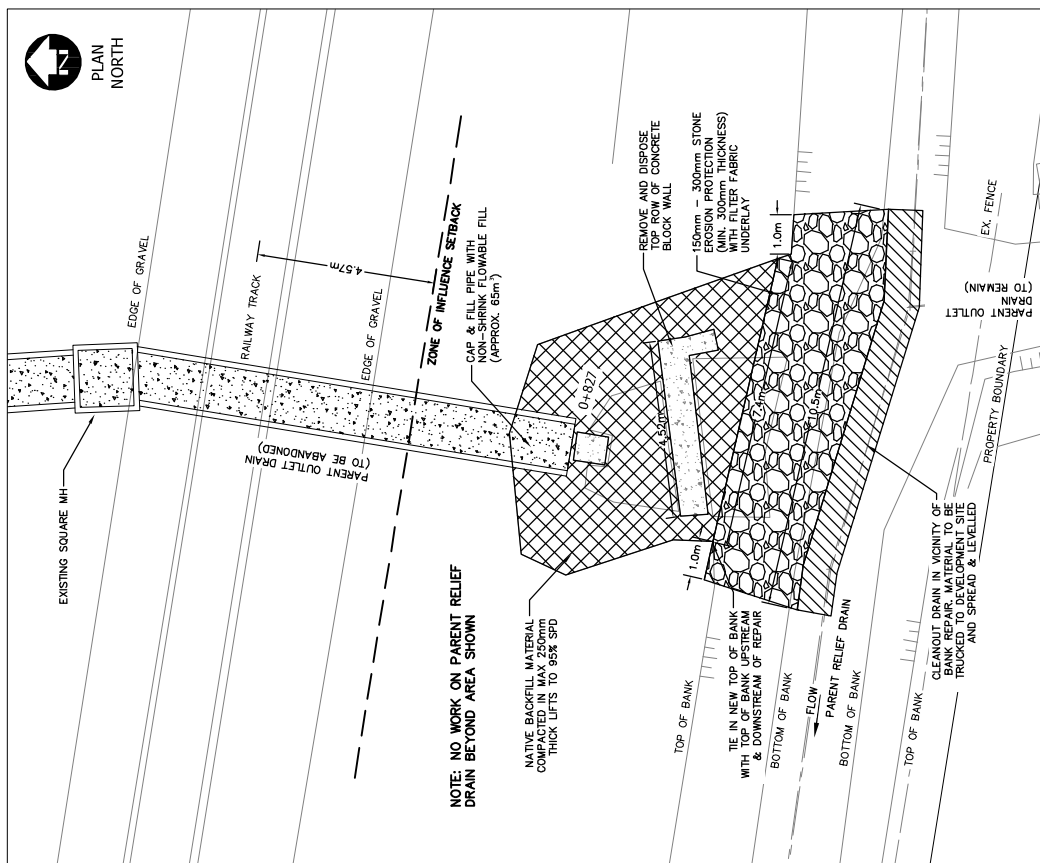


LEGEND	
	PARENT OUTLET DRAIN (OPEN DRAIN)
	PARENT OUTLET DRAIN (CLOSED DRAIN)
	OTHER DRAINS
	LOCAL BENCHMARK
	PROPOSED DEVELOPMENT LANDS

SITE BENCHMARKS

BM1 - CUT IN CONCRETE LIGHT STANDARD WITHIN ROAD MEDIAN APPROX 29m NORTH OF RAILWAY. ELEVATION=180.46m
BM2 - TOP OF CONCRETE BLOCK WALL OVERTOP PARENT OUTLET DRAIN ELLIPTICAL PIPE OUTLET ELEVATION=178.73m

NOTE: CONTRACTOR TO VERIFY BENCHMARK PRIOR TO CONSTRUCTION. CONTRACTOR SHALL ARRANGE TO HAVE ALL UTILITY LOCATES COMPLETED ONSITE PRIOR TO ANY EXCAVATION WORK. DILLON CONSULTING LIMITED DOES NOT GUARANTEE THE ACCURACY OF THE EXISTING UTILITIES SHOWN ON THE DRAWINGS.

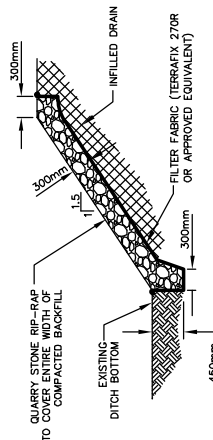
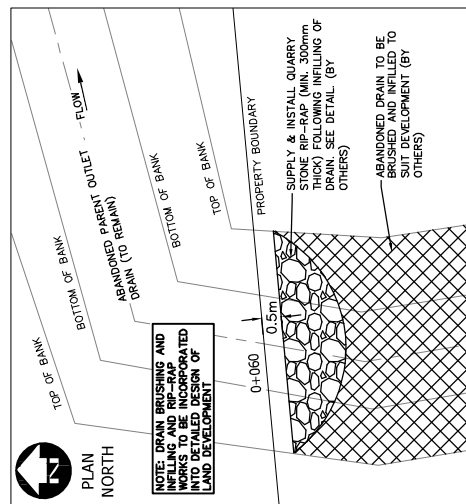


DRAIN BANK REPAIR DETAIL

SCALE-1:100

NOTES:

1. CONTRACTOR RESPONSIBLE FOR COORDINATING ACCESS TO VIA RAIL CORRIDOR AND ARRANGING FLAGGING. CONTRACTOR MUST FOLLOW ANY AND ALL SAFETY REQUIREMENTS TO WORK ON AND NEAR VIA RAIL CANADA'S RIGHT-OF-WAY. CONTRACTOR SHOULD FOLLOW INSTRUCTIONS stipulated in 'VIA RAIL CANADA CONTRACTOR SAFETY GUIDELINES'.
2. CONTRACTOR SHALL REUSE, TRANSPORTATION, STORAGE AND MANAGEMENT OF SOIL CRUSHED EXCESS SOIL, EXCESS SOIL EACH AS DEFINED BY ONTARIO REGULATION 406/19: ON-SITE EXCESS SOIL MANAGEMENT (O.R.G. 406/19). SHALL COMPLY WITH O.R.G. 406/19 AND ALL APPLICABLE LAWS. MATERIAL PROPOSED TO BE IMPORTED, EXPORTED, STORED OR PROCESSED MUST BE APPROVED BY THE OWNER PRIOR TO CONSTRUCTION COMMENCING. SOILS IMPORTED MUST MEET THE APPLICABLE EXCESS SOIL QUALITY STANDARDS FOR THE PROPOSED LAND USE WITH THE RULES FOR SOIL MANAGEMENT AND EXCESS SOIL MANAGEMENT.
3. TEMPORARY SEDIMENT AND EROSION CONTROLS TO BE IMPLEMENTED PRIOR TO CONSTRUCTION. CONTRACTOR SHALL INSPECT AND MAINTAIN CONTROLS IN GOOD CONDITION THROUGHOUT THE DURATION OF THE CONTRACT. CONTROLS TO BE REMOVED AND DISPOSED OF UPON COMPLETION OF THE WORKS.
4. VIA RAIL CANADA'S 3 PLACE WILL MARIE, SUITE 500 MONTREAL, QUEBEC, H3B 2C9
5. PARENT RELIEF DRAIN BANK REPAIR DESIGN PARAMETERS:
 - 6.1. DESIGN FLOW: 5.18m³/s
 - 6.2. DESIGN FLOW VELOCITY: 0.89m/s



DRAIN BANK REPAIR DETAIL PLAN

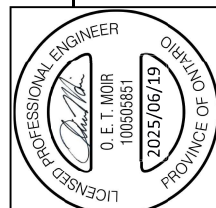
SCALE-1:125

Conditions of Use

Verify elevations and/or dimensions on drawing prior to use.
Report any discrepancies to Dillon Consulting Limited.

Do not scale dimensions from drawing.

Do not modify drawing, re-use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.



DRAIN BANK REPAIR DETAIL PLAN

SCALE-1:125

Conditions of Use

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Do not scale dimensions from drawing.

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INFILLED DITCH TERMINATION DETAIL PLAN

SCALE-1:125

REVISION	DESIGN	OEM	June 19, 2025	
			CHECKED	AS SHOWN
V			DATE	SCALE
U				
			JUN 19/25	OEM
			MAY 23/25	OEM
			APR 10/25	OEM
			DATE	BY

450mm =
TYPICAL RIP RAP DETAIL - INFILLED DITCH

SCALE-NTS

 PILLON CONSULTING	Drainage Report for the PARENT OUTLET DRAIN City of Windsor
	SHEET TITLE BANK RESTORATION DETAIL
22-5144 WINN SCALERS BASED AT 1" X 1/2" SHEET	PAGE NO. 2 of 2

Subject: RFP No. 41-25 – Front Loading Refuse Truck Replacement – City Wide**Reference:**

Date to Council: July 14, 2025

Author: Chad Goebel

Fleet Manager

519-255-6560 x4235

cgoebel@citywindsor.ca

Public Works – Operations

Report Date: 5/30/2025

Clerk's File #: SW2025

To: Mayor and Members of City Council

Recommendation:

- I. THAT City Council **APPROVE** the purchase of one (1) new, unused Front Loading Refuse Truck; and,
- II. THAT the Purchasing Manager **BE AUTHORIZED** to issue a purchase order to Mack Sales and Service of Stoney Creek Ltd. in the amount of \$535,956.00 (excluding HST) for the purchase of one (1) Front Loading Refuse Truck, subject to approval as to technical content by the City Engineer and in financial content to the City Treasurer.

Background:

The existing unit is approaching the end of its useful dedicated life. This purchase is to replace one (1) tandem axle 40 cubic yard Front Loading Refuse Truck in the City fleet. The truck is currently used for the collection of containerized bins within the City and across the County under various contracts such as with the various school boards along with various commercial and residential collection sites.

Discussion:

To select a replacement unit, RFP # 41-25 was issued by the Purchasing Department on March 31, 2025, and closed on April 25, 2025. Submissions were evaluated based on the criteria set out in the RFP document. Mack Sales and Service of Stoney Creek Ltd. submitted the proposal that achieved the highest overall proponent ranking.

Risk Analysis:

The existing unit is approaching the end of its useful dedicated life. The Fleet Division uses primarily an age-based life cycle system by class of vehicle. Replacement plans are reviewed at least annually taking into consideration other things such as overall condition of vehicle, mileage and repair costs. Adjustments are made with respect to these items as required, to either move the unit ahead or push them out in the procurement process. This class of vehicle has a projected life cycle of between 8-10 years.

Although difficult to predict what potential future repairs would be required on the truck, in general the older the vehicles become, they are progressively more expensive to maintain and less dependable. In addition, parts availability becomes a major issue with respect to specialized trucks after the 10-year mark. Any delay in replacement may result in costly repairs to the unit and/or the user department being unable to provide or maintain the service levels expected within the community. As a result, this vehicle was moved ahead due to overall condition and to allow for some lead time for a replacement vehicle to be put into service.

In order to mitigate the risk of Canadian tariffs on this procurement, an addendum was issued including detailed instruction on the impact of tariffs as part of the bid submission that was acknowledged by the vendor. This addendum is included as Appendix A. Further to this, the successful proponent was given two days after receiving notice of being the highest ranked proponent, to supply the City with a list of products and/or materials that were subject to Canadian tariffs at the time of the submission deadline. The successful proponent indicated that there were no products or materials subject to Canadian tariffs at the time of the submission. The letter issued by Purchasing and the successful proponent's response is included as Appendix B.

Climate Change Risks:

Climate Change Mitigation

N/A

Climate Change Adaptation

N/A

Financial Matters:

A replacement budget estimate for Unit 1078 was included as part of the 2025 10-year capital plan, which was endorsed by City Council and deemed approved through MD08-2025.

The tendered purchase price of \$545,389 (including non-refundable HST cost) exceeds the approved budget estimate of \$456,984 in 2025 (including non-refundable HST cost); however, there are sufficient emergency replacement contingency funds remaining in the 2025 replacement project to fund the shortfall of \$88,405. Each year, an emergency replacement contingency is approved for the replacement plans to address issues that may arise with replacements such as budget shortfalls. A contingency of \$150,000 was approved for the 2025 replacement project, and at the time of writing this report, the full \$150,000 is available for commitment in the project.

The full replacement cost will be charged to the 2025 Corporate Fleet Replacement Project 7251001.

The user department is planning to repurpose the truck that is being replaced for a short period of time as an actuals unit, in order to utilize it as a spare. This will better allow for the continuous service delivery of these collection services when one of the other two current dedicated vehicles are in for service or have broken down.

Consultations:

Cindy Becker – Financial Planning Administrator – Public Works Operations

Conclusion:

Administration recommends the purchase of the (1) tandem axle 40 cubic yard Front Loading Refuse Truck from Mack Sales and Service of Stoney Creek Ltd.

Approvals:

Name	Title
Mark Spizzirri	Manager, Performance Measurement and Business Case Development
Angela Marazita	Fleet Manager
Brian Lima	Executive Director of Operations and Deputy City Engineer
David Simpson	Commissioner, Infrastructure Services and City Engineer
Dawn Lamontagne	Purchasing Manager (A)
Janice Guthrie	Commissioner, Finance and City Treasure
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Appendix A

Appendix B

DAWN LAMONTAGNE
Purchasing Manager (A)

Jennifer Musson
Purchasing Supervisor (A)

(519) 255-6272
TELEPHONE NUMBER

**ADDENDUM NO. 3
PROPOSAL NO. 41-25
FRONT LOADING REFUSE TRUCK**

April 24, 2025

This addendum amends and forms part of the Proposal Documents. The proponent shall insert the addendum behind the cover page of the Proposal Documents.

Reminder: Proponents who already submitted a proposal and wish to amend their proposal are reminded of Section 9.3 of the RFP, which reads: "Submissions may be amended prior to the Submission Deadline through the Bidding System."

INSTRUCTIONS TO BIDDERS

Add the following to Section 8. Instructions for Completing the Cost Proposal:

- 8.7 Proponents shall obtain a breakdown from their sub-trades and/or sub-suppliers, if applicable, so the impact of Canadian tariffs, if any, can be properly determined, should they be identified as the Successful Proponent. However, this information is not required with the proposal submission.

Add the following to Section 13.1 Award of Contract:

- a) Within two (2) business days of receiving notice of being the highest ranked Proponent, the Successful Proponent shall deliver to the City a list of the product(s) and/or material(s) that were subject to Canadian tariffs at the time of the submission deadline, if any, and the associated value of the applicable Canadian tariffs for each item. For further clarity, the City only requires the value of Canadian tariffs. Refer to the attached revised Appendix "A" for further details on Canadian tariffs.

Add sub-section 1. (c) of Appendix "C" – Cost Proposal:

- (c) For further clarity, the Fixed, All-Inclusive Lump Sum Proposal Price must include any and all applicable tariffs, whether local or foreign, at the time of the submission deadline.

REVISED APPENDIX "E" – MANDATORY CONTRACT TERMS, to include the following:

Tariffs Included in Contract Price

To the extent that the Successful Proponent is importing products and/or materials, and any existing tariffs included in the Contract Price have been modified after bid closing, then the following shall apply:

- .1 Notification of Price Impact of Canadian Tariffs. The Successful Proponent shall notify the City of the price impact of any Canadian tariffs that have either increased or decreased. Such notice shall include:
 - (a) A detailed description of the modified tariffs, including the rates, amounts and specific products and/or materials affected; and
 - (b) Supporting documentation demonstrating the direct impact of the modified tariffs on the Contract.
- .2 Efforts to Mitigate Increased Canadian Tariffs. The Successful Proponent shall take reasonable measures to mitigate the impact of any increase to Canadian tariffs, including but not limited to:
 - (a) Identifying and recommending cost-effective alternatives that comply with the Contract Documents (the “**Alternative Products**”);
and
 - (b) Exploring and implementing other reasonable measures to avoid or minimize related costs.If no Alternative Products are available, the Successful Proponent shall provide a written explanation to the City, supported by evidence of the Successful Proponent’s efforts to source alternatives.
- .3 Proposal Submission of Increased Canadian Tariff Proposal. The Proposal Submission shall include:
 - (a) Documentation of the direct costs reasonably incurred solely due to any increase in tariffs;
 - (b) A proposed adjustment to the Contract Price, limited to such documented costs, if the Successful Proponent continues with the imported products and/or materials at the increased price;
 - (c) A cost-benefit analysis comparing the use of imported products and/or materials with Alternative Products, if available; and
 - (d) Any additional information reasonably requested by the City.
- .4 City’s Decision. On receipt of the Proposal Submission, the City shall promptly provide written direction to the Successful Proponent to:
 - (a) Proceed with the imported products and/or materials or the Alternative Products, as recorded in a Change Order; or
 - (b) Submit additional information or clarification to facilitate the City’s decision.The Successful Proponent shall provide the City with any additional information requested.
- .5 Limitations on Contract Price Adjustment. Any adjustment to the Contract Price on account of modified Canadian tariffs shall be as follows:
 - (a) If the tariffs are modified in any way that result in a net increase in the Successful Proponent’s direct costs, the Contract Price shall be increased by the amount of such net increase; or
 - (b) If the tariffs are modified in any way that result in a net decrease in the Successful Proponent’s direct costs, the Contract Price shall be decreased by the amount of such net decrease.

Any adjustment shall be strictly limited to the actual, demonstrable, substantiated, and auditable direct costs either reasonably incurred or avoided by the Successful Proponent, as applicable, and shall exclude any percentage fee for overhead and profit.

23. New Tariffs

To the extent that the Successful Proponent is importing products and/or material, and any Canadian tariffs are placed upon such products and/or materials after bid closing, then the following shall apply:

- .1 Notification of Price Impact of New Canadian Tariffs. The Successful Proponent shall notify the City of the price impact of new Canadian tariffs. Such notice shall include:
 - (a) A detailed description of the tariffs, including the rates, amounts and specific products and/or materials affected; and
 - (b) Supporting documentation demonstrating the direct impact of the tariffs on the Contract.
- .2 Efforts to Mitigate New Canadian Tariffs. The Successful Proponent shall take reasonable measures to mitigate the impact of the new Canadian tariffs, including but not limited to:
 - (a) Identifying and recommending cost-effective Alternative Products; and
 - (b) Exploring and implementing other reasonable measures to avoid or minimize related costs.

If no Alternative Products are available, the Successful Proponent shall provide a written explanation to the City, supported by evidence of the Successful Proponent's efforts to source alternatives.
- .3 Proposal Submission of New Canadian Tariff Proposal. The Proposal Submission shall include:
 - (a) Documentation of the direct costs reasonably incurred solely due to the tariffs;
 - (b) A proposed adjustment to the Contract Price, limited to such documented costs, if the Successful Proponent continues with the imported products and/or materials;
 - (c) A cost-benefit analysis comparing the use of imported products and/or materials with Alternative Products, if available; and
 - (d) Any additional information reasonably requested by the City.
- .4 City's Decision. On receipt of the Proposal Submission, the City shall promptly provide written direction to the Successful Proponent to:
 - (a) Proceed with the imported products and/or materials or the Alternative Products, as recorded in a Change Order; or
 - (b) Submit additional information or clarification to facilitate the City's decision.

The Successful Proponent shall provide the City with any additional information requested.
- .5 Limitations on Contract Price Adjustment. Any adjustment to the Contract Price on account of new Canadian tariffs shall be as follows:
 - (a) If the new tariffs or any modification therein, result in a net increase in the Successful Proponent's direct costs, the Contract Price shall be increased by the amount of such net increase; or
 - (b) If, throughout the term of the Contract, any modification to the new tariffs result in a net decrease in the Successful Proponent's direct costs, the Contract Price shall be decreased by the amount of such net decrease.

Any adjustment shall be strictly limited to the actual, demonstrable, substantiated, and auditable direct costs reasonably incurred or avoided by the Successful Proponent, as applicable, and shall exclude any percentage fee for overhead and profit.

Except for the contents of this addendum, all other terms and conditions of this proposal remain the same.

END OF ADDENDUM NO. 3

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

A handwritten signature in cursive script that reads "Jennifer Musson".

Jennifer Musson
Purchasing Supervisor (A)

**ADDENDUM NO. 3
PROPOSAL NO. 41-25
FRONT LOADING REFUSE TRUCK**

April 24, 2025

I hereby acknowledge receipt of Addendum No. 3 to the Proposal No. 41-25 (5 pages).

The information contained therein is hereby noted and account of same will be taken in our proposal cost.

This information was received on the 25 day of April, 20 25.



Signature

Matt Howlett

Name (Printed)

Mack Sales and Service of Stony Creek Ltd. o/a Vision Truck Group

Company Name

***NOTE: You are required to acknowledge this addendum with your PROPOSAL submission.**



THE CORPORATION OF THE CITY OF WINDSOR
OFFICE OF THE CITY SOLICITOR

DAWN LAMTONTAGNE
Manager of Purchasing (A)

May 15, 2025

Mack Sales and Service of Stoney Creek Ltd.
330 South Service Road
Stoney Creek, ON L8E 2R4

Via Email: mhowlett@vsiontruckgroup.com

Attention: Matt Howlett

Re: RFP No. 41-25, FRONT LOADING REFUSE TRUCK

We are pleased to inform you that Mack Sales and Service of Stoney Creek Ltd. is being recommended for award for RFP# 41-25, Front Loading Refuse Truck.

As per section 13.1 and 13.2 of the RFP specifications, the City will be contacting you to set up a meeting to discuss your proposal submission further.

Please also send your tariff item list (as per Addendum 3);

Add the following to Section 13.1 Award of Contract:

a) Within two (2) business days of receiving notice of being the highest ranked Proponent, the Successful Proponent shall deliver to the City a list of the product(s) and/or material(s) that were subject to Canadian tariffs at the time of the submission deadline, if any, and the associated value of the applicable Canadian tariffs for each item. For further clarity, the City only requires the value of Canadian tariffs. Refer to the attached revised Appendix "A" for further details on Canadian tariffs.

Yours truly,

Jennifer Musson (A)
Purchasing Supervisor

JM/kr

Goebel, Chad

From: Revel, Karen
Sent: Friday, May 16, 2025 10:00 AM
To: Goebel, Chad; Leether, Jim; Galipeau, Derek
Subject: FW: 41-25 RFP Recommended award letter Front Loading Refuse Truck
Attachments: 41-25 RFP Recommended award letter Front Loading Refuse Truck.pdf

Hi Chad

Here's a copy of the letter I sent to Mack Sales and their response below.

Karen Revel | Buyer



City of Windsor / Office of the City Solicitor: Purchasing & Risk Management
Suite 403-400 City Hall Sq. East / Windsor / Ontario / N9A 7K6
PH: (519)-255-6100 ext. 6361

From: Matt Howlett <mhowlett@visiontruckgroup.com>
Sent: May 16, 2025 9:42 AM
To: Revel, Karen <krevel@citywindsor.ca>
Subject: RE: 41-25 RFP Recommended award letter Front Loading Refuse Truck

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 Karen,

Thank you for the letter.

In response to:
Please also send your tariff item list (as per Addendum 3);

Add the following to Section 13.1 Award of Contract:

a) Within two (2) business days of receiving notice of being the highest ranked Proponent, the Successful Proponent shall deliver to the City a list of the product(s) and/or material(s) that were subject to Canadian tariffs at the time of the submission deadline, if any, and the associated value of the applicable Canadian tariffs for each item. For further clarity, the City only requires the value of Canadian tariffs. Refer to the attached revised Appendix "A" for further details on Canadian tariffs.

At time of submission there were no products or materials subject to Canadian tariffs.

Not that it was asked for, yet to be upfront, Mack Trucks at the time of submission, being manufactured in USA, had a \$3,500 (USD) steel and aluminum surcharge, due to USA tariffs on import of these materials. This was accounted for in my bid.

Please let me know if there are further questions or clarifications needed.

Thank you,

Matt Howlett
Account Manager, Mack Trucks

Vision Truck Group
330 South Service Road, Stoney Creek, ON, Canada (L8E 2R4)
T: (905) 561-4565 X 2212
C: (905) 320-0159
E: mhowlett@visiontruckgroup.com
www.visiontruckgroup.com



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From: Revel, Karen <krevel@citywindsor.ca>
Sent: Thursday, May 15, 2025 11:47 AM
To: Matt Howlett <mhowlett@visiontruckgroup.com>
Subject: 41-25 RFP Recommended award letter Front Loading Refuse Truck

See attached letter.

Karen Revel | Buyer



City of Windsor / Office of the City Solicitor: Purchasing & Risk Management
Suite 403-400 City Hall Sq. East / Windsor / Ontario / N9A 7K6
PH: (519)-255-6100 ext. 6361

Subject: 2024 Financial Statements & Annual Report - City Wide

Reference:

Date to Council: July 14, 2025
Author: Stephen Cipkar
Manager of Financial Accounting
519-255-6100 ext. 6234
scipkar@citywindsor.ca

Report Date: 6/9/2025
Clerk's File #: AF/14508

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE AND ACCEPT** the draft 2024 City of Windsor Annual Report, which contains the Audited Consolidated Financial Statements for the year ended December 31, 2024, including the City of Windsor Trust Fund Statements; and That upon receiving the 2024 City of Windsor Annual Report the final audited Statements for the fiscal year ended December 31, 2024 **BE PUBLISHED**.

Executive Summary:

N/A

Background:

The Corporation of the City of Windsor's 2024 Annual Report, which contains the Audited Consolidated Financial Statements and the City of Windsor Trust Fund Financial Statements for the year ended December 31, 2024 is attached as Appendix A. The Audit Findings Report of KPMG LLP is attached as Appendix B.

Section 296 of the Municipal Act requires that all municipalities undertake an annual audit of their accounts and that the external auditor shall express an opinion on the consolidated financial statements based on the audit. The City's external auditor is the firm of KPMG LLP, Chartered Professional Accountants and their report is contained in the 2024 Annual Report.

Discussion:

Please refer to the Financial Statement and Analysis section of the attached 2024 Annual Report

Risk Analysis:

There are no significant or critical risks associated with this report. As well as the Municipal Act requirement discussed in Section 2, other individuals wishing to review the City's financial position and operations, such as rate payers, banks, and credit rating agencies, rely on audited consolidated financial statements. The risk of publishing a material misstatement is mitigated by the independent external audit and the City's internal control structure.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Key financial highlights and analysis of the 2024 Consolidated Financial Statements are included in the attached 2024 Annual Report.

Consultations:

N/A

Conclusion:

It is recommended that the City of Windsor 2024 Annual Report containing the audited Consolidated and Trust Fund Financial Statements of the City for the year ending December 31, 2024 be received and accepted.

Approvals:

Name	Title
Stephen Cipkar	Manager of Financial Account
Dan Seguin	Deputy Treasurer, Financial Accounting & Controls
Janice Guthrie	Commissioner, Finance & City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email
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Name	Address	Email

Appendices:

- 1 Appendix A - City of Windsor 2024 Annual Financial Report
- 2 Appendix B - 2024 KPMG Audit Findings Report



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Mayor's Message



Drew Dilkens
Mayor

On behalf of City Council, I am pleased to present the City of Windsor's 2024 Annual Financial Report. This report reflects an unwavering commitment to fiscal responsibility by Council and Administration, who remain dedicated to **Building Windsor's Future** through a focus on **investment, growth, and sustainability**. As one of the most important communities to watch in Ontario and Canada, we continue to face the evolving needs, opportunities, and challenges that come with unprecedented growth in our economy and population. As an international gateway between Canada and the United States and the busiest trade corridor between the two countries, the end of 2024 brought uncertainty with the election of President Donald Trump, and his warnings of a focus on tariffs that could ignite a trade war. Though much of 2025 has been consumed by ever-shifting global relationships, 2024 saw the City of Windsor make incredible strides in our economy, infrastructure, parks, quality of life, and much more.

We exceeded our provincial housing target through the implementation of our **Housing Solutions Made for Windsor** strategy, which is designed with local needs top of mind as we support accelerated housing development and diverse housing options while protecting critical infrastructure and the integrity of our neighbourhoods. Our **Strengthen the Core: Downtown Windsor Revitalization Plan** continues to drive economic growth by attracting new investments, businesses, residents, and visitors to the downtown core. Meanwhile, record investments in vital infrastructure have addressed aging roads and sewers, while ongoing collaboration with upper levels of government continues to build our community up as we optimize our critical trade corridor for the betterment of cross-country and cross-border commerce. Together, these are clear examples of *Made-in-Windsor* solutions that deliver meaningful results for our community. Even amidst uncertainty, Council and Administration remain dedicated to safeguarding the progress we have made and to building a resilient, future-ready foundation for continued growth in Windsor and the surrounding region.

To undertake this important work, Council relies on an administrative team that shares our commitment to forward-thinking, service delivery, fiscal responsibility, and to delivering budgets that continue to invest in infrastructure, economic development, affordability, safety, and quality of life. Some important highlights over the last year include:

- Welcomed 39 new investments and expansions beyond the NextStar build, creating over 2,700 new jobs and generating more than \$830M in capital.
- Filled the investment pipeline with potential of 4,600 more jobs and \$6B in further investments.
- Launched Housing Solutions Made for Windsor, and issued EOs for Caron Ave. and Pelissier St.
- Reached 1,456 housing starts; 134% of City's assigned goal of 1,083 for the year.
- Issued 2,042 permits and 1,488 dwelling units, contributing to construction value of \$1.118B.
- Processed 443 development applications, paving the way for 1,300 new residential units.
- Processed 28 Community Improvement Plan incentive applications.
- Recorded 9.6 million ridership for Transit Windsor and secured \$117M+ in federal and provincial funding to support critical transit infrastructure projects.
- Supported Windsor Police Service in hiring additional officers, expanding mental health and addiction supports, and adding 40 new auxiliary patrol officers to the force.

- Began, moved forward, or completed significant infrastructure projects including Cabana Road West (\$45M); 16 residential Milling and Paving projects citywide (\$2.2M); Banwell Road (\$18.8M for road construction through Housing-Enabling Core Servicing Stream Fund); Lauzon Parkway (\$18M for Phase 1); Provincial-Division Corridor (\$8.9M for Phase 2); Jefferson Boulevard sewer and watermain project (\$5.5M); Sunset Avenue storm and sanitary sewer and road reconstruction (\$4.3M); moved forward with major Sewer Master Plan projects like the St. Paul Stormwater Pumping Station and St. Rose Stormwater Pumping Station; and approved the new Stormwater Financing Plan.
- Installed 20 electric vehicle charging stations and purchased 17 battery and 8 hybrid EVs.
- Moved forward with major parks and facilities projects including Wilson Park improvements (\$1.4M); Derwent Park Cricket Pitch (\$1M); Lanspeary Park new swimming pool (\$3M); McHugh Soccer Complex new turf field (\$3M); and work on the \$10.3M Legacy Beacon at the riverfront.
- Won 5 Best of Windsor-Essex Awards for parks, trails, events, and public art.
- Welcomed over 105,000 guests to our award-winning Bright Lights Windsor festival.
- Awarded \$118,000 to 32 arts, culture, and heritage projects benefiting the community.
- Added new bikeway features (buffered lanes, green markings, shared travel lanes) to Victoria Avenue Bikeway Projects, while adding traffic calming measures throughout the community.
- Planted over 2,500 trees across the city.
- Achieved an 89% satisfaction score on the 311 Customer Contact Survey.
- Helped create housing through the Indigenous Affordable Housing program (12 units); youth supportive housing program (15 units); and assisted 145 households with rent supports.
- Serviced 330 vulnerable residents through the City's warming bus initiative.
- Extended hours and expanded services at the Homelessness & Housing Help Hub (H4).
- Supported Windsor Regional Employment Network in helping 3,248+ individuals find work.
- Received accolades for Huron Lodge's Chrysalis program to support residents with Dementia.
- Approved the P2P Poverty Reduction Strategy.

As Joe Mancina concludes his tenure as Chief Administrative Officer, I thank him for his impactful leadership and steadfast dedication to the Corporation and the community we all serve. Joe's commitment to prosperity, progress, strategic investment, and long-term sustainability has been essential to the City's success.

We have an incredible year to look forward to, as we see the opening of the Gordie Howe International Bridge, prepare to see shovels in the ground for the new Windsor-Essex Acute Care Hospital, and move forward with work to develop the critical Sandwich South lands. As Mayor of one of Ontario's most affordable communities, a 'Revival City' that continues to shine as one of Canada's top cities for economic growth, with projected GDP growth at 2.8% through 2028 - I remain more optimistic and excited about our city's future than ever before!



Drew Dilkens
City of Windsor Mayor

City Council



Mayor and City Council, 2022-2026

Back row: **Fabio Costante** (Ward 2), **Renaldo Agostino** (Ward 3), **Jo-Anne Gignac** (Ward 6), **Gary Kaschak** (Ward 8), **Mark McKenzie** (Ward 4), **Angelo Marignani** (Ward 7)

Front Row: **Fred Francis** (Ward 1), **Jim Morrison** (Ward 10), **Drew Dilkens** (Mayor), **Kieran McKenzie** (Ward 9), **Ed Sleiman** (Ward 5)

CAO's Message



Joe Mancina
Chief Administrative
Officer (CAO)

I am pleased to present The Corporation of the City of Windsor's 2024 Annual Financial Report. This report provides City Council, residents, business owners and stakeholders with a clear and comprehensive overview of our financial position and performance. It is a vital tool in supporting informed decision-making and demonstrates our continued commitment to transparency, accountability, and fiscal responsibility.

Reflecting on the past year, the City made significant progress on several key priorities. We advanced critical infrastructure projects, supported local economic development initiatives, strengthened community partnerships and remained focused on long-term planning guided by City Council's goals.

There were many notable achievements in 2024 which will be highlighted throughout this report. But there are two that are noteworthy. The first significant highlight is the City's coordinated response to the challenges facing Windsor's downtown core, and the opportunities that exist within it. Through robust consultation with residents, businesses, and stakeholders, the City developed a Made-in-Windsor approach that led to the creation of *Strengthen the Core – Downtown Windsor Revitalization Plan*. More than 3,500 people participated in a community

survey, helping shape a plan grounded in local voices and priorities. This collaborative effort—driven by the Mayor's Office, City Administration, Windsor Police Service, and community partners—was unanimously approved by City Council, with \$3.2 million committed to improving the downtown's image, enhancing safety and public confidence, connecting individuals to the supports they need, and focusing on cleanliness and activation efforts to attract new investment, businesses, residents, and visitors to the core.

Another notable achievement that should be mentioned was the City's success in surpassing its provincial housing target. Windsor recorded 1,456 housing starts, achieving 134% of its assigned goal of 1,083. This accomplishment highlights the City's commitment to housing development and its strategic approach to modernizing and enhancing municipal development processes.

Financially, the City remained in a stable and resilient position. Our fiscally prudent and responsible budget came in with a municipal tax levy of 4.62% which represented amongst the lowest of our peers. The budget continued to pay down legacy debt, increased reserves and enabled Administration to continue investing in future growth and services.

Included in the budget was a \$1.9 billion 10-year capital budget to sustain the City's sharp growth trajectory. This included \$206,895,000 in capital investments for 2024, which represented a 24% increase in annual capital spending from 2016 to present. Included in the overall investments outlined in the 2024 capital plan were \$569 million for roads, \$471 million for sewers, and \$183 million for parks and recreation.

Looking ahead, we are excited about several future-focused initiatives, including investments in sustainable infrastructure, expanded economic development efforts, continued work on housing and community wellbeing, attracting and retaining top talent, optimizing workplace experiences, addressing labor market challenges, assessing corporate technology needs, and defining our strategic vision through a guiding North Star, mission, vision and value statement. Each new development, investment, and building permit represents more than just physical infrastructure—it symbolizes opportunities for families, businesses, and the community to prosper. We are committed to planning for the needs of future generations while responding to today's realities.

I wish to extend my sincere appreciation to Mayor Drew Dilkens and Windsor's City Council for their leadership and their diligent and focused review of our budget and the overall budgetary process, and to our dedicated staff and community partners for their collaboration and commitment. It is this spirit of teamwork that drives our shared success.

Sincerely,

Joe Mancina

A handwritten signature in dark ink, appearing to read 'J Mancina', written in a cursive style.

Chief Administrative Officer

Administration



Joe Mancina

Chief Administrative Officer (CAO)

- Management of human, fiscal and physical resources
- Implementation of approved policies and programs
- Provide leadership and direction to all departments

Corporate Leadership Team (CLT)



Janice Guthrie

Commissioner, Finance
& City Treasurer

- Asset Planning
- Financial Accounting
- Financial Planning
- Taxation & Financial Projects
- Agencies, Boards & Committees



Andrew Daher

Commissioner, Human
& Health Services

- Employment & Social Services
- Housing & Children's Services
- Huron Lodge



David Simpson

Commissioner,
Infrastructure Services

- Engineering
- Pollution Control
- Public Works Operations



Jelena Payne

Commissioner, Economic
Development/Deputy CAO

- Economic development & Climate Changes
- Planning & Development Services
- Building Services
- Transit Windsor



Ray Mensour

Commissioner, Community &
Corporate Services

- Parks & Facilities
- Recreation & Culture
- Library Services
- Fire & Rescue Services
- Legal Services
- Corporate Security
- Information Technology
- Human Resources & Employee Services
- Communications & Customer Services
- Purchasing, Risk Management & Provincial Offences



Michael Chantler

Senior Executive Director,
Community Services



Dana Paladino

Senior Executive Director,
Corporate Services

Windsor at a Glance—Vital Statistics



229,660

Population
(2021 StatsCan Census)



\$1,118,169,942

Total Construction Value
(2024 Planning Dept)



5.7%

Population Growth
(2021 StatsCan Census)



1,488

**Total Number of
New Dwelling Units**
(2024 Planning Dept)



147.96 KM²

City Area
(2024 Planning Dept)



\$578,108

MLS Average Selling Price
(YTD Dec 2024 Windsor Essex County Association of Realtors)



40

Median Age
(2021 StatsCan Census)



2,043

Total Number of Permits Issued
(2021 StatsCan Census)



AA+

Bond Rating
(S&P Global Ratings)

Windsor at a Glance—Financials ('000's)

Total Assets	\$4,132,483
--------------	-------------

Total Liabilities	\$1,203,690
-------------------	-------------

Accumulated Surplus	\$2,928,793
---------------------	-------------

Total Revenue	\$1,215,619
---------------	-------------

Total Expenses	\$1,024,082
----------------	-------------

Annual Surplus	\$191,537
----------------	-----------

Tangible Capital Assets (Book Value)	\$2,509,091
---	-------------

Long-Term Debt	\$116,184
----------------	-----------



Open Streets with cyclists

Financial Statement Discussion & Analysis



Commissioner, Finance
& City Treasurer

City Treasurer's Message

The Corporation of the City of Windsor (the City) is pleased to present its Annual Financial Report for the year ended December 31, 2024. This report provides an overview of the City's 2024 operational responsibilities and financial performance. The City realized an annual consolidated surplus of \$191 million on revenues of \$1.216 billion and expenses of \$1.024 billion. Contained in this report are the City's audited 2024 Consolidated Financial Statements, a review of the financial statements and statistical information. KPMG LLP has issued a clean audit report for the year ended December 31, 2024, with no significant findings noted.

The Financial Statement Discussion and Analysis (FSD&A) section communicates to residents, businesses, and stakeholders on how the City's financial resources are being managed to provide municipal services and infrastructure. The FSD&A presents analysis of the City's 2024 financial performance between reporting years, as well as between approved budgets and actual results. The FSD&A also identifies trends, risks and anticipated events that could have financial implications.

The City's Consolidated Financial Statements demonstrate the City's sound financial position. Liquidity has increased in 2024 with cash increasing by \$41 million (refer to the Consolidated Statement of Cash Flows for details). The City's 2024 revenues totaled just over \$1.2 billion in 2024, led by \$427.4 million in property taxation, \$383.4 million in transfers from the federal and provincial governments, \$235 million in user fees and \$37.5 million in revenues from other municipalities with other miscellaneous revenues making up the remainder. The City's expenses in 2024 totaled just over \$1 billion, led by \$402.8 million for social and family services, \$221.6 million for protection to persons and property, \$128 million for transportation services, \$91.8 million for environmental services and \$85.7 million for recreation and culture. Health services, planning and development and general government made up the remainder of expenses. The City achieved an annual surplus of \$191.5 million in 2024. This should not be compared with any operating surplus or deficit previously reported through budget variance reports, as the annual surplus reported in the consolidated financial statements includes net investments in tangible capital assets, contributions to reserves and various other changes to the City's accumulated surplus.

The City's long-term debt increased by \$8.9 million (net), as a result of an additional \$13.9 million issued by the Windsor Essex Housing Corporation, offset by \$5 million in debt repayments. Consolidated long-term debt totaled \$116.2 million as of December 31, 2024. Of that debt, \$54.6 million was issued by the City, with the balance issued by the Essex Windsor Solid Waste Authority and the Windsor Essex Community Housing Corporation. It should be noted that \$44 million of the \$116.2 million in long-term debt is repayable through general taxation, with the balance repayable through non-tax levy sources.

Employee future benefit liabilities have remained largely stable. The Corporation funds this liability on a cash basis as actual payments are required. The total liability of approximately \$699 million represents the estimated present value of all future payments. Recent Council decisions aimed at controlling post-retirement benefit costs will gradually yield benefits and savings over the years and decades ahead, with the liability being reduced over the long term.

Financial Statement Discussion and Analysis

After years of reserve enhancement efforts the City's reserve levels are now slightly above the provincial average.

In 2024, S&P Global Ratings has affirmed its long-term issuer credit and senior unsecured debt ratings for the City of Windsor as AA+, S&P also issued a stable outlook for the City. The AA+ rating is an affirmation to residents that Administration's and City Council's commitment to fiscal responsibility and signifies that the City is considered a low-risk investment with the financial capital markets.

DRAFT

Financial Statement Discussion and Analysis

2024 Budget Process

On June 16, 2023, the Provincial Government introduced changes to the Ontario Municipal Act, 2001 granting Special Powers and Duties to Heads of Council. Under Part VI.1, s.284.16, the Head of Council is required to propose a municipal budget for Council's consideration.

Ontario Regulation 530/22, which provides further guidance for the budget process under Part VI.1, specifies that the municipal budget must be presented prior to February 1 of the fiscal year. Council is then provided with 30 days to pass resolutions amending the proposed budget. The Head of Council may veto any such amendments within a subsequent 10-day period. Council can override the veto within 15 days with a two-thirds majority vote. It is important to note that these review, veto, and override periods can be shortened by resolution. Once the process has been followed, the budget is deemed approved.

The Financial Planning Team collaborated with various City departments and the Corporate Leadership Team to develop preliminary operating budgets and explore alternative funding sources to address budget pressures. This process, which incorporated previous directions from City Council included:

- Reduction options to achieve a 5% operating savings.
- Development of a 10-year Capital plan based on the continuation of existing funding levels including operational (tax-levy) transfers to capital projects.
- Service enhancements which could be fully offset through increased revenues and or operating efficiencies

Public input was incorporated into the 2024 budget process through multiple engagement opportunities, including public consultation tools and ward meetings held in October 2024. These tools provided residents with insight into the budget process and allowed them to share their priorities:

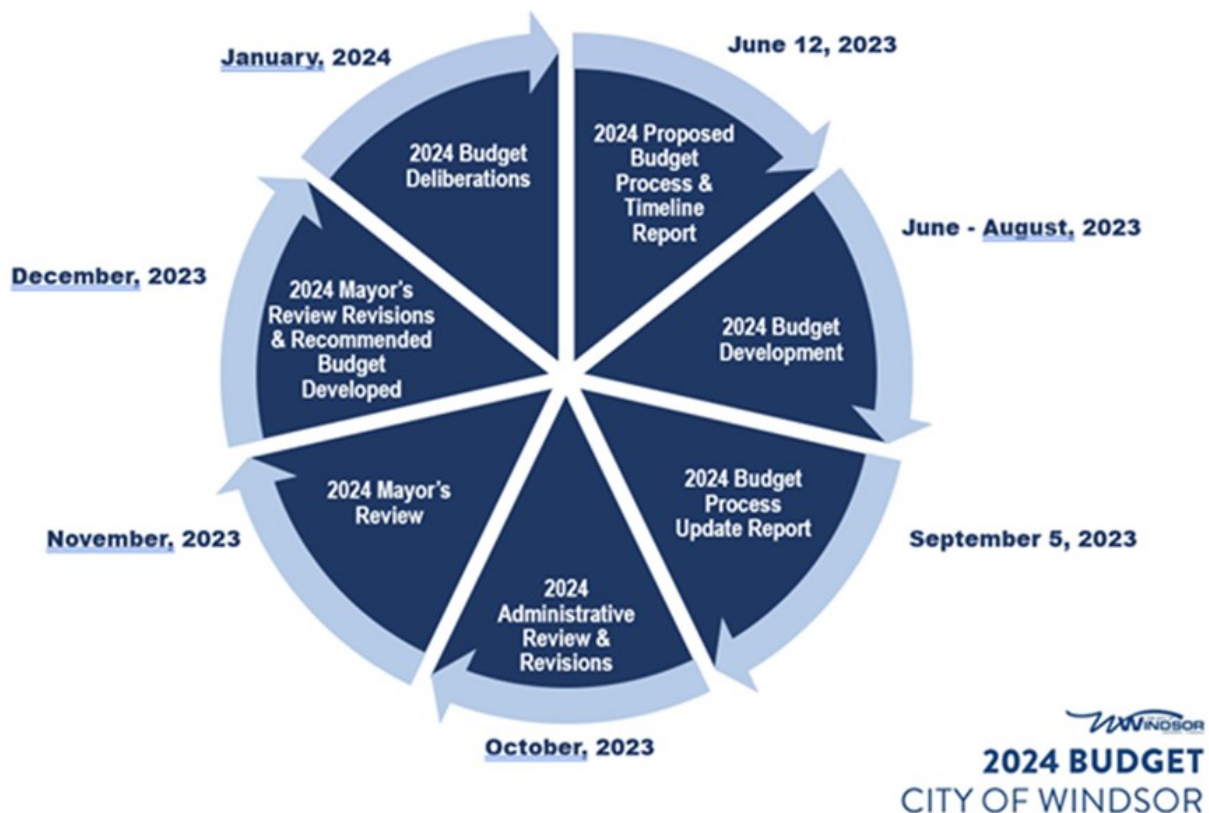
- Prioritize Tool: Enabled residents to rank their preferences for capital investment areas in the upcoming 10-year capital plan. This data provided insight into public priorities regarding capital funding and corporate initiatives.
- Budget Balancing Simulation: Allowed residents to adjust the City of Windsor's 2023 Approved Property Tax Funded Operating Budget by increasing, decreasing, or maintaining spending across various services (e.g., Police, Fire & Emergency, Infrastructure, Payments to School Boards, Capital Projects & Reserves, Human & Health Services, Community Services, Corporate Support, and Economic Development & Innovation). A dynamic pie chart reflected the impact of these adjustments, with each service adjustable by approximately 10%.
- Tax Receipt Generator: Enabled residents to input their 2023 municipal property taxes and view a breakdown of how their tax dollars were allocated across city services.

In-person ward meetings also provided an additional forum for public input and feedback. Insights gathered during these sessions informed decision-making by both Council and Administration, guiding service level priorities in the 2024 municipal budget.

Financial Statement Discussion and Analysis

On January 8, 2024, the Mayor released the 2024 Recommended Operating and 10-year Capital Budget. The recommended municipal tax levy increase was 3.98%. Public delegations were heard by City Council on January 15, 2024 followed by City Council deliberations on January 29, 2024. City Council proposed additional cost reduction measures which further reduced the municipal tax levy increase to 3.91%. The Mayor did not exercise veto powers and as a result, on January 29, 2024, the 2024 Operating and Capital Budget, reflecting an overall 3.91% increase, including growth from new property taxes, was deemed approved.

2024 Operating & Capital Budget Process



2024 Budget Amendment

On May 13, 2024, the Mayor proposed a budget amendment related to the "Strengthen the Core – Downtown Windsor Revitalization Plan." This plan aimed to improve safety and security, attract businesses, draw new residents and visitors, and enhance the city's core area. Following the prescribed process as outlined by Ontario Regulation 530/22 an additional 0.70% municipal tax levy increase was deemed approved.

Financial Statement Discussion and Analysis

Key Factors Impacting the 2024 Budget

The development of the 2024 Budget was influenced by a range of external and internal factors that continued to shape the City's financial landscape. These factors created both challenges and opportunities for maintaining existing service levels while addressing future growth and infrastructure needs. The following key considerations were central to budget planning and decision-making for 2024:

- Ongoing volatility in macro- and micro-economic conditions, resulting in significant cost increases. These inflationary pressures were expected to impact the 10-year capital plan.
- Continuation of funding required to sustain existing assets and maintain current service levels.
- Approval of various Master Plans that require additional funding to implement service enhancements.

Reconciliation of the City's 2024 Budget to the Audited Consolidated Financial Statements

The City's annual budget is prepared on a cash basis for the purpose of calculating the property tax levy whereas the audited financial statements are prepared on an accrual basis of accounting. The audited financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP) for local governments as recommended, from time to time, by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada (CPAC). There are certain budgeted revenues and expenses within the financial statements that need to be eliminated (such as transfers between funds, debt principal repayments, and dividend receipts) for financial reporting purposes. There are a few other non-budgeted adjustments included to help align with actual numbers. Business Improvement Areas (BIA) consolidations, amortization of capital assets and accruals for liabilities based upon actuarial valuations such as future benefit and pension obligations. The chart below helps break down the reconciliation between the City's budget and the audited financial statements.

Financial Statement Discussion and Analysis

Reconciliation of 2024 Approved Budgets to Consolidated Financial Statements

	2024 \$
Revenues	
Approved Budgeted Revenues	
Operating budget	1,077,666
Sewer surcharge budget	104,674
Capital budget	207,120
Consolidated entities	79,036
	1,468,496
PSAS Revenue Adjustments	
Interfund revenues eliminated	(198,529)
Education amounts collected on behalf of school boards	(52,869)
Eliminate budgeted transactions with consolidated entities	(57,075)
	(308,473)
Budgeted revenues as presented in financial statements	1,160,023
Expenses	
Approved Budgeted Expenditures	
Operating budget	1,077,666
Sewer surcharge budget	104,674
Capital budget	207,120
Consolidated entities	79,036
	1,468,496
PSAS Expense Adjustments	
Operating budget PSAS expense adjustments	6,716
Capital asset expenditures	37,521
Amortization of tangible capital assets	97,012
Interfund expenses eliminated	(492,533)
Education amounts remitted to school boards	(52,869)
Eliminate budgeted transactions with consolidated entities	(57,075)
	(461,228)
Budgeted expenses as presented in financial statements	1,007,268
Annual Budgeted Surplus	152,755



John Muir Library Branch

Financial Statements Review

The annual financial statements are the responsibility of Management and are prepared in accordance with Generally Accepted Accounting Principles (GAAP) for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada (CPAC). Contained in this document are the City's 2024 Consolidated Financial Statements and the of Windsor Trust Funds Financial Statements as of December 31, 2024.

The City's 2024 Consolidated Financial Statements consist of:

- Consolidated Statement of Financial Position—summary of financial and non-financial assets, and accumulated surplus at year-end.
- Consolidated Statement of Operations—summary of revenues, expenses and annual surplus for the year ended December 31, 2024.
- Consolidated Statement of Change in Net Financial Assets—summary of changes in financial assets and liabilities.
- Consolidated Statement of Remeasurement Gains and Losses—details the unrealized change in the value of financial instruments, such as investments, being measured at fair market value as of December 31, 2024 as well as the year-end conversion of balances held in foreign currency.
- Consolidated Statement of Cash Flows—summary of the sources and uses of cash during the year ended December 31, 2024.

Also included are the Notes to the Consolidated Financial Statements, which provide detailed information on significant accounting policies, reporting practices, use of estimates and amounts included in the statements. The notes form an integral part of the Consolidated Financial Statements.

The City's Consolidated Financial Statements reflect the assets, liabilities, revenues and expenditures of all organizations and enterprises accountable for the administration of their financial affairs and resources to City Council and which are owned or controlled by the City. The City's Consolidated Financial Statements also include, on a modified equity basis, those corporations which are considered to be Government Business Enterprises (GBEs).

Consolidated Statement of Financial Position

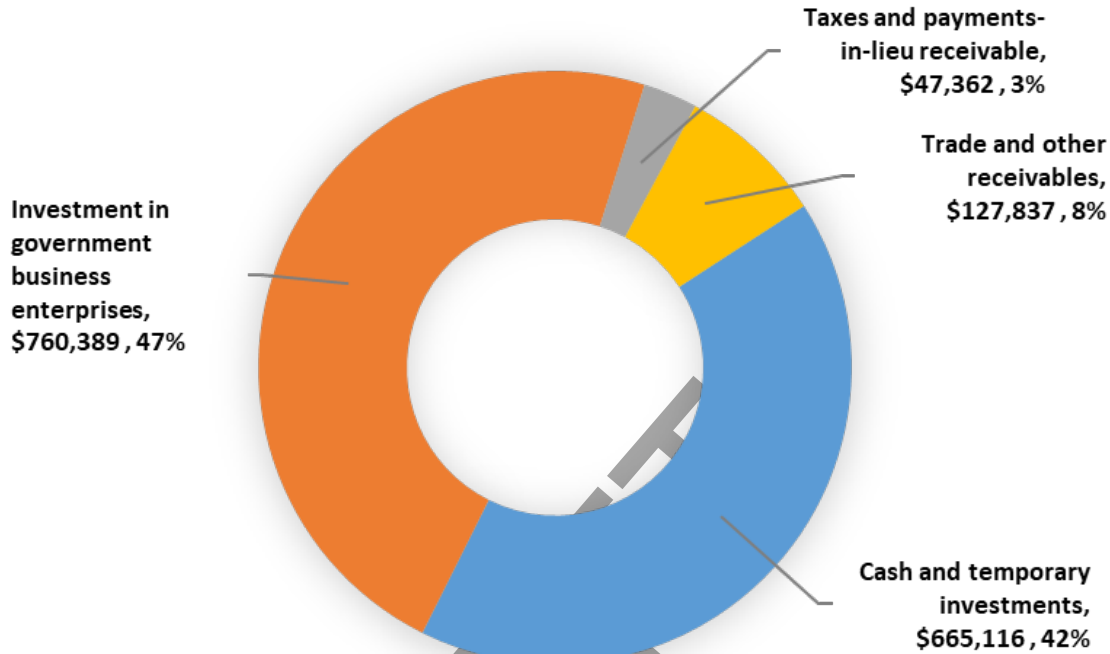
The Consolidated Statement of Financial Position of a municipality provides a snapshot of its financial health at a specific point in time. It provides stakeholders with an understanding of the municipality's financial stability and capacity to meet future obligations. The statement includes information about the City's assets, liabilities, net financial assets (or net debt) and accumulated surplus.

Financial Assets

The financial assets of a municipality are the economic resources held by the government, which can be utilized to finance services, infrastructure, and various community needs. These assets are essential for a municipality's ability to manage its budget, invest in community projects, address emergencies, and sustain overall financial health.

Financial Statements Review

Financial Assets ('000's)



Financial Assets ('000's)	2024 \$	2023 \$	\$ Change	% Change
Cash and temporary investments	665,116	624,101	41,015	6.57%
Investment in government business enterprises	760,389	723,606	36,783	5.08%
Taxes and payments-in-lieu receivable	47,362	37,462	9,900	26.43%
Trade and other receivables	127,837	106,088	21,749	20.50%
TOTAL	1,600,704	1,491,257	109,447	7.34%

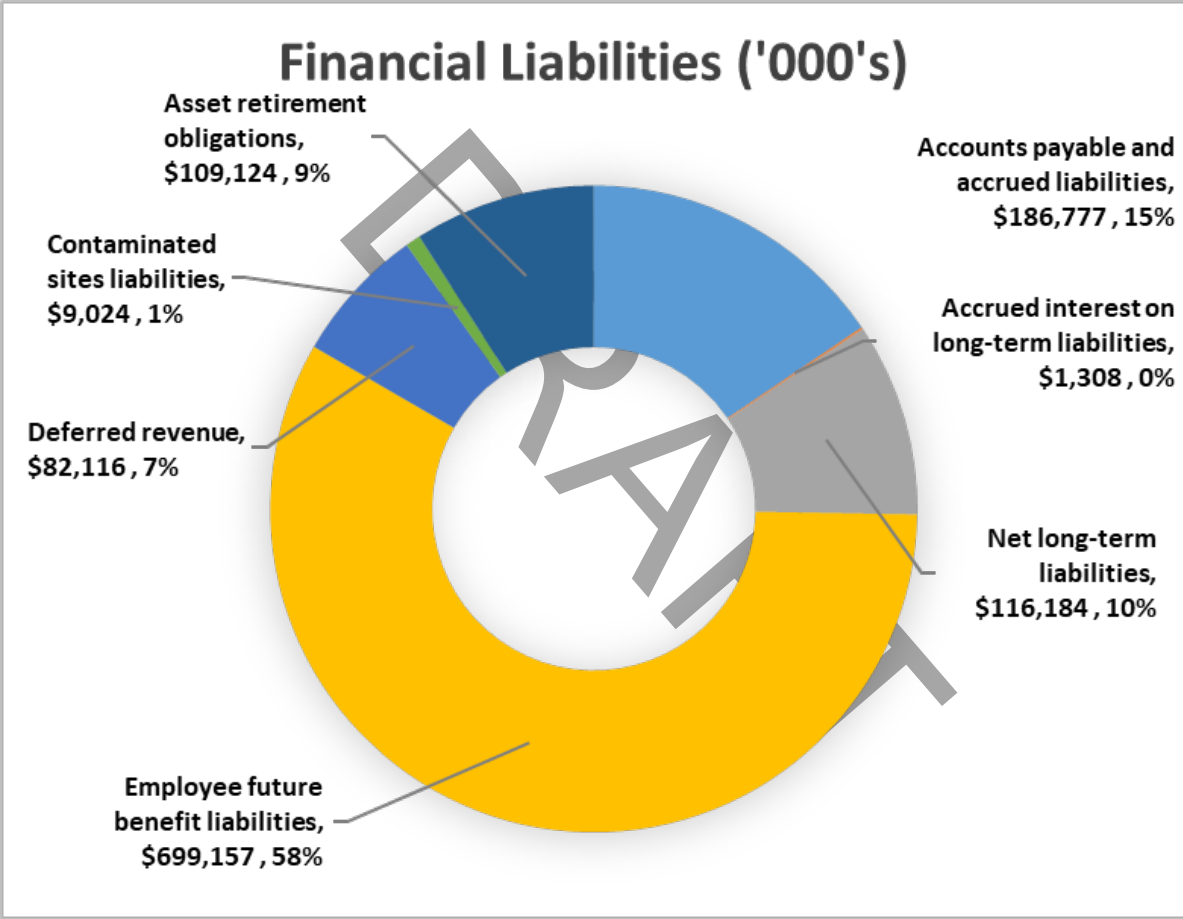
The City's financial assets have increased year-over-year due to the following:

- Cash and temporary investments have increased by \$41 million as compared to 2023. The Consolidated Statement of Cash Flows details the various activities that contributed to this increase.
- Investment in Government Business Enterprises (GBEs) increased in 2024 by approximately \$36.7 million primarily due to net income (see note 4 of the consolidated financial statements).
- Taxes and payments-in-lieu receivable increased by \$9.9 million in 2024 due to increases in properties that have fallen into arrears. Property taxes are considered to be secured against the land and can ultimately be collected by way of public tax sale.
- Trade and other receivables have increased by approximately \$21.7 million, primarily due to timing of payments and include increases in accrued interest receivable, social services receivables, recreation receivables and slightly increased receivables at consolidated entities. The amount reported is net of an allowance for accounts which may not be collected.

Financial Statements Review

Financial Liabilities

Financial liabilities of a municipality are the obligations and debts that a municipal government must pay in the future. Understanding these financial liabilities is crucial for assessing a municipality's financial health, its ability to meet obligations, manage its budget effectively, and secure long-term fiscal stability.



	2024	2023	\$	%
Financial Liabilities ('000's)	\$	\$	Change	Change
Accounts payable and accrued liabilities	186,777	190,106	(3,329)	-1.75%
Accrued interest on long-term liabilities	1,308	1,604	(296)	-18.45%
Net long-term liabilities	116,184	107,251	8,933	8.33%
Employee future benefit liabilities	699,157	697,502	1,655	0.24%
Deferred revenue	82,116	83,347	(1,231)	-1.48%
Contaminated sites liabilities	9,024	8,847	177	2.00%
Asset retirement obligations	109,124	107,490	1,634	1.52%
TOTAL	1,203,690	1,196,147	7,543	0.63%

Financial Statements Review

The change in financial liabilities is attributed to:

- Accounts payable and accrued liabilities have decreased by approximately \$3.3 million in 2024. Balances owing by the Corporation fluctuate year over year depending on accrual levels and project payment timing.
- Employee future benefit liabilities have increased by approximately \$1.6 million compared to 2023 based on an actuarial valuation, largely due to increases in the WSIB valuation. This was verified through an independent actuarial valuation of the City's WSIB liability, which comprises \$86.6 million of the \$699 million total for employee future benefits liabilities. Currently, the Corporation is funding this actuarial liability on a cash basis as actual payments are required.
- Deferred revenue of \$82.1 million (2023 \$83.3 million) remains consistent with the prior year and represents unearned funding from senior levels of government for legislated services.
- Asset retirement obligations (AROs) represent an estimate of the future liability to retire current assets from service according to environmental and other regulations currently in place. For the City and its consolidated entities, the AROs being reported consist entirely of landfill post-closure perpetual care obligations and asbestos remediation obligations in buildings. AROs for 2024 were \$109.1 million compared to \$107.5 million in 2023. The increase was entirely due to inflationary increases applied across all ARO types.

Inactive contaminated sites liabilities represent a very specific estimate for:

- City responsibility for sites not in productive use (generally vacant land or unused buildings).
- Sites that likely contain contamination that exceeds an environmental standard and would require the City to incur costs to remediate to that standard based on current or intended use.

Like other unfunded liabilities, such as employee future benefit obligations and asset retirement obligations, the City is not required to budget for or fund this liability. The estimated liability has increased to \$9 million in 2024 from \$8.8 million in 2023 due to inflationary increases.

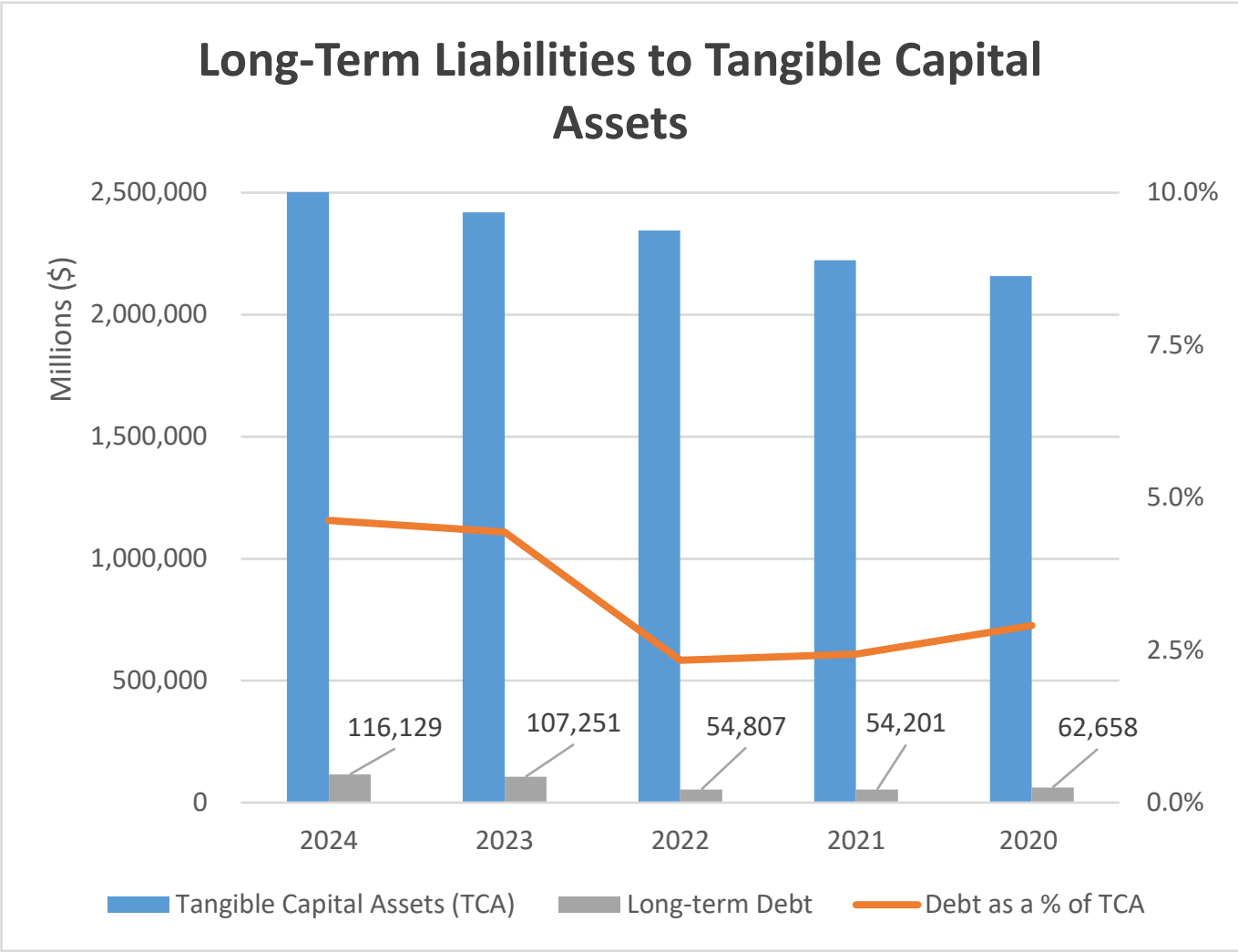
Long-term Liabilities

Municipalities are able to use debt to fund large capital projects, manage cash flow, and distribute the cost of infrastructure investments over their useful lives. Municipalities adopt formal debt policies outlining the purpose, type, limits, and management practices for debt usage. The development of such policies contributes to the prudent use of debt and proper alignment with strategic financial goals.

City Administration has the responsibility to assess the municipality's capacity and ability to utilize and repay debt. This requires the evaluation of existing debt levels, revenue streams and economic conditions to ensure that the financial stability of the municipality is not compromised when assuming debt.

Financial Statements Review

In addition, City Administration continuously monitors the interest rate environment and financial market conditions for the timely issuance of debt to secure favourable terms. Furthermore, City Administration proactively plans for debt repayment through budget allocations and revenue streams when applicable to ensure debt obligations are met without disrupting municipal operations.



Long-term liabilities have increased by \$8.9 million over 2023. Of the total long-term debt of \$116.2 million, \$44 million is repayable from general taxation—the remainder is repayable through non-tax levy revenue sources. Further, of the total long-term debt of \$116.2 million, \$54.6 million was issued by the Corporation of the City of Windsor. Approximately \$21.7 million is the City’s share of approximately \$43.4 million in debt issued by the Essex Windsor Solid Waste Authority. The remaining \$39.8 million was issued by the Windsor Essex Community Housing Corporation.

Non-Financial Assets

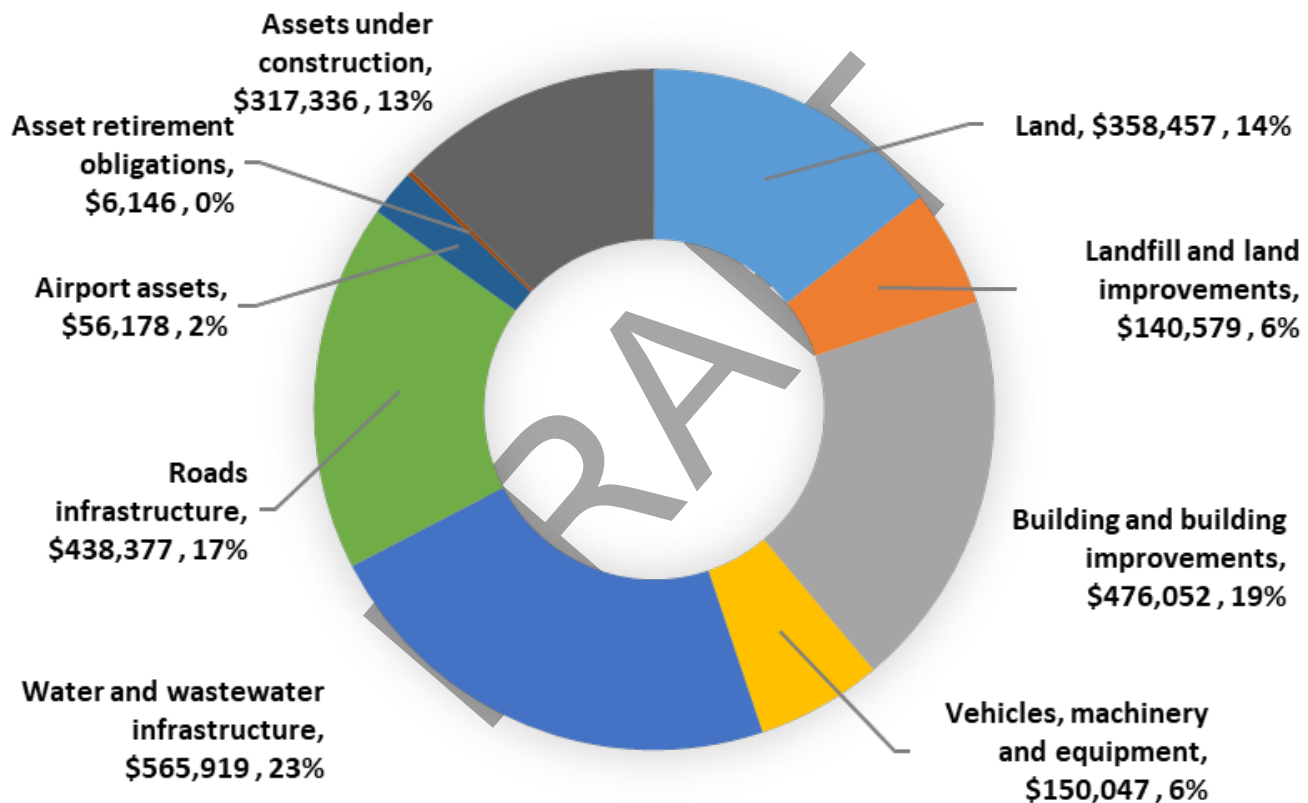
Non-financial assets of a municipality are comprised of tangible capital assets, such as buildings, roads, and land and intangible assets such as prepaid expenses and inventories of supplies. This section is mostly comprised of tangible capital assets that are the result of capital investment, which is essential in providing services and programs to the community.

Financial Statements Review

Tangible Capital Assets

Tangible capital assets are valued and managed by a municipality through a structured process that involves stewardship, accountability, and asset management planning. This approach ensures that these critical assets are used efficiently, maintained properly, and replaced or enhanced to continue in providing essential services to the community.

Tangible Capital Assets ('000's)



Non-financial Assets ('000's)	2024 \$	2023 \$	\$ Change	% Change
Tangible capital assets	2,509,091	2,418,816	90,275	3.73%
Inventory and assets held for resale	3,609	3,585	24	0.67%
Prepaid expenses	19,079	17,821	1,258	7.06%
TOTAL	2,531,779	2,440,222	91,557	3.75%

Tangible capital assets (TCA) of the corporation have increased \$90 million from \$2.4 billion to \$2.5 billion largely due to ongoing construction and replacement of existing assets.

Prepaid expenses, also included in Non-Financial Assets have increased by \$1.2 million in 2024 due to the timing of payments.

Financial Statements Review

Accumulated Surplus

The Consolidated Statement of Operations reflects an annual surplus of \$191 million for Public Sector Accounting Board (PSAB) financial reporting purposes.

The annual surplus results from the inclusion of various mandated PSAB expenses for financial reporting purposes and the removal of purchased intangible capital assets from expenditures.

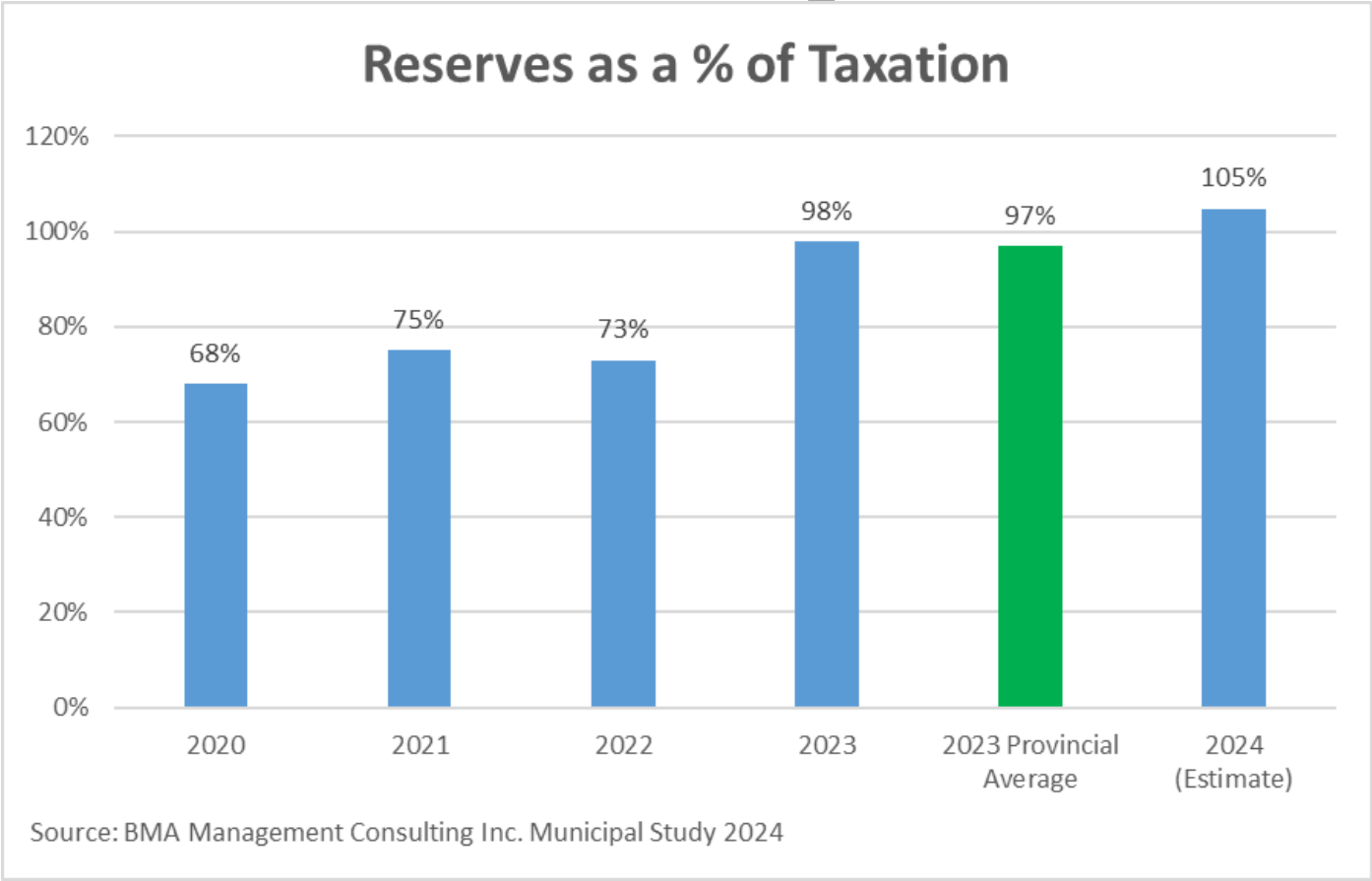
	2024	2023
Accumulated Surplus	\$	\$
Invested in tangible capital assets	2,392,908	2,311,565
Invested in government business enterprises	760,389	723,606
Unfunded employee future benefit obligations	(699,157)	(697,502)
Unfunded contaminated sites liabilities	(9,024)	(8,847)
Unfunded asset retirement obligations	(109,124)	(107,490)
Other	45,624	62,048
Reserves and reserve funds	547,177	451,952
Total accumulated surplus	2,928,793	2,735,332

The main components of “Other” include timing differences of funding expenditures including the capital fund balance, and other unfunded accruals (such as interest on the long-term debt). The capital fund balance, which is maintained in the City’s accounts, reflects the cumulative fund balance position of the City of Windsor consolidated capital fund. Due to the timing difference of the actual expenditure and the permanent financing, it is normal to have an unexpended or unfinanced capital fund position in any one year, which will impact the accumulated surplus ‘Other’ category.

Financial Statements Review

Reserves and reserve funds

Reserves and reserve funds for a municipality involves the allocation of funds for the purpose of meeting future capital expenditure needs or contingencies. Reserves provide a safety net allowing the municipality to manage financial risk and uncertainties, while continuously delivering services during fiscal challenges. To ensure proper management, review and usage of these funds, municipalities establish formal policies containing guidelines and criteria for proper creation and administration. Healthy reserve fund levels can positively influence a municipality’s credit rating, leading to better borrowing terms and lower interest rates. The Corporation’s reserves as a percentage of taxation have steadily increased over the years and is now 104% above the 2023 Provincial average of 97%.



Financial Statements Review

	2024	2023	Change	Change
Reserves and reserve funds ('000's)	\$	\$	\$	%
Reserves set aside for a specific purpose by Council:				
Working funds	36,551	35,563	988	2.78%
Encumbrances	5,961	5,447	514	9.44%
Future planning	3,284	2,230	1,054	47.26%
Post retirement death benefit	(100)	106	(206)	-194.34%
Recreation services	706	1,106	(400)	-36.17%
Fire services	1,687	1,648	39	2.37%
Environmental services	23,467	24,924	(1,457)	-5.85%
Occupational illness	1,203	1,762	(559)	-31.73%
Others	3,590	3,811	(221)	-5.80%
Total reserves	76,349	76,597	(248)	-0.32%
Reserve funds set aside for a specific purpose by Council:				
Replacement of equipment	84,064	74,475	9,589	12.88%
Capital expenditures	188,585	140,572	48,013	34.16%
Insurance	9,053	8,818	235	2.67%
Health benefits rate stabilization	5,356	10,217	(4,861)	-47.58%
Sanitary sewer expenditures	87,341	47,080	40,261	85.52%
Budget stabilization	11,363	11,480	(117)	-1.02%
Children's fund	812	791	21	2.65%
Social housing	(25,593)	(12,136)	(13,457)	110.88%
Recreation	546	245	301	122.86%
Transit debt repayment	1,001	1,096	(95)	-8.67%
Public health	87,769	72,741	15,028	20.66%
Tax appeals	20,531	19,976	555	2.78%
Total reserve funds	470,828	375,355	95,473	25.44%
Total reserves and reserve funds	547,177	451,952	95,225	21.07%

Financial Statements Review

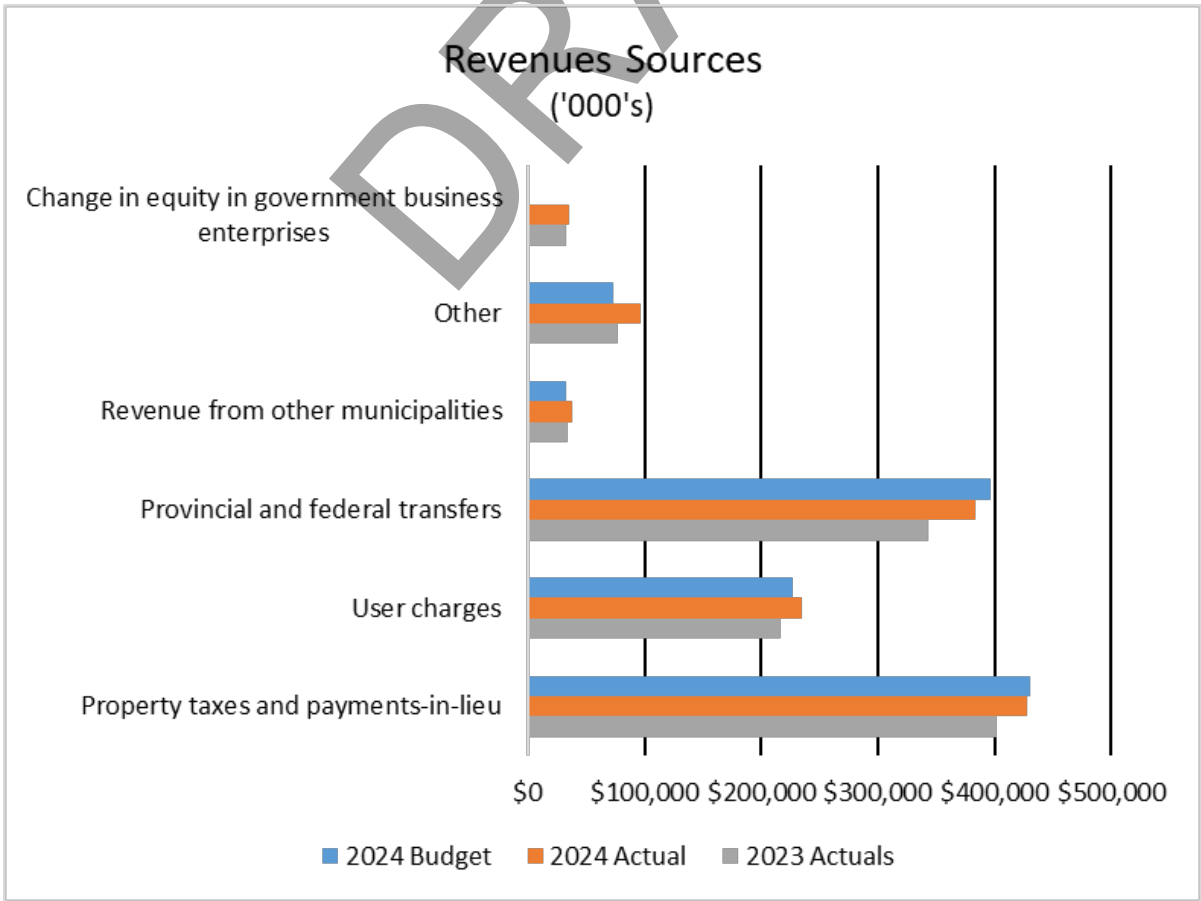
Consolidated Statement of Operations

The Consolidated Statement of Operations provides a comprehensive overview of the municipality’s revenues, expenses, and results of operations over its fiscal reporting year. It provides insight into the municipality’s financial performance and economic health and ensures accountability over the usage and management of public funds. Furthermore, the municipality utilizes this information for strategic planning in forecasting future financial needs and priorities.

Budget data presented in the Consolidated Financial Statements is based on the 2024 Council approved operating and capital budgets. Certain adjustments were required to convert the budget from an essentially cash basis to an accrual basis consistent with PSAB financial reporting standards. Included in these adjustments are the elimination of budgeted internal charges and recoveries, budgeted transfers to and from reserves and budgeted transactions with consolidated entities. Since certain significant items are not included in the annual budget process (e.g. amortization, the changes in future employee benefits and asset retirement obligations), the assumption of using actual accrued amounts as the budget amount was used in these instances. The budget figures included in the Consolidated Statement of Operations are for financial statement presentation only.

Revenue Sources

The City’s revenue sources consist of the following:



Financial Statements Review

	2024	2024	2023	Budget	Yr over Yr
	Budget	Actual	Actuals	Variance	Variance
Revenues ('000's)	\$	\$	\$	\$	\$
Property taxes and payments-in-lieu	430,464	427,380	401,249	(3,084)	26,131
User charges	227,403	235,167	215,860	7,764	19,307
Provincial and federal transfers	395,951	383,412	343,265	(12,539)	40,147
Revenue from other municipalities	32,485	37,542	33,967	5,057	3,575
Other	73,720	96,767	76,867	23,047	19,900
Change in equity in government business enterprises	0	35,351	32,120	35,351	3,231
TOTAL	1,160,023	1,215,619	1,103,328	55,596	112,291

Explanations of the year-over-year changes in actual revenues are as follows:

- Property taxes and payment-in-lieu—Increase reflects the impact of assessment growth and new development.
- User charges—Increased building activity (\$3.7 million), increased transit ridership due to new routes (\$2 million), the impact of increases to sewer surcharge rates and numbers of users (\$12 million) along with smaller increases across several areas due to both higher fees and increased service utilization.
- Provincial and federal transfers—Provincial grants increased for regional employment services and social assistance program delivery (\$23 million) and child care (\$10 million). The balance of the change is made up of smaller increases offset by some decreases across several program areas.
- Revenue from other municipalities—Increased contributions for housing (\$2 million) and police contracts (\$1 million) were the primary drivers of the increase.
- Other—Increased capital recoveries and recoveries from third parties (\$11.7 million), sale of surplus land and equipment (\$3.3 million), increased investment returns (\$2.6 million) and increased penalties and interest on property taxes (\$1 million) were the primary drivers.
- Change in equity of GBEs—City owned GBEs increased in value by \$3.2 million more than in 2023.

Explanations of the differences between actual revenues and budgeted revenues are as follows:

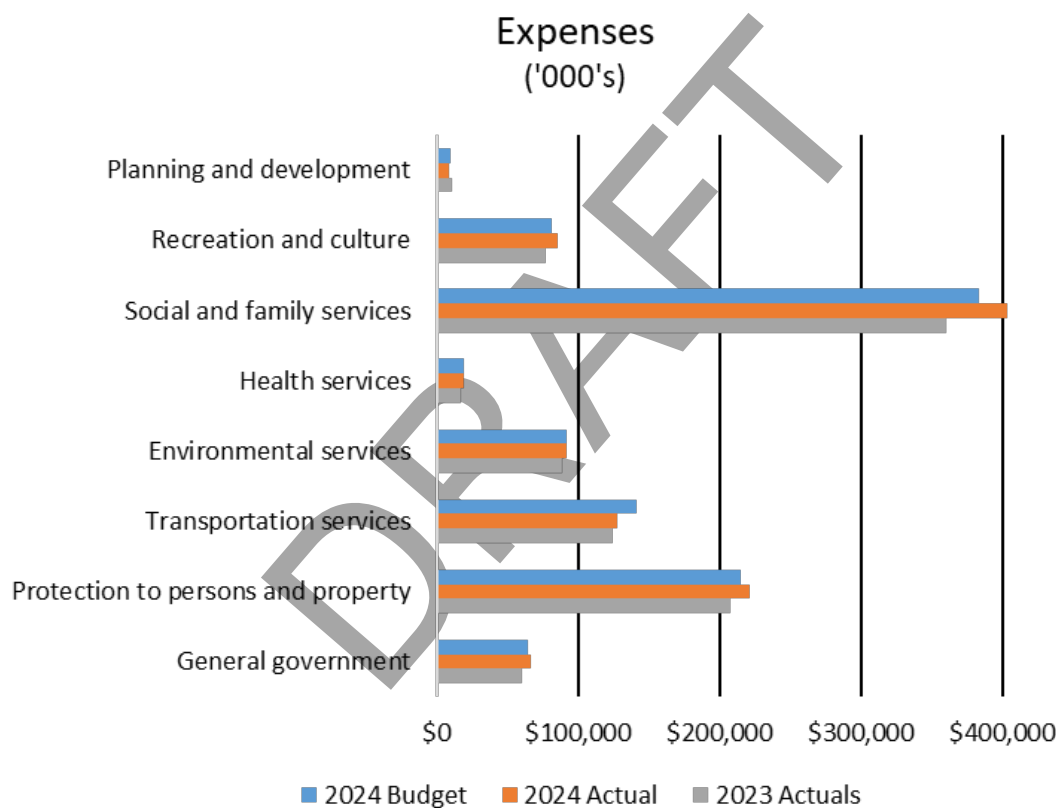
- Property taxes and payments-in-lieu—Unanticipated retroactive reductions to property taxes as a result of property tax appeals reduced actual tax revenues versus budget s.
- User charges—Building permit fee activity exceeded budgeted amounts due to very significant building activity in 2024.
- Provincial and federal transfers—Transfers for ongoing operational programs are largely in line with budget; however some transportation projects differ from budget due to timing differences for capital expenditures.

Financial Statements Review

- Revenue from other municipalities—Recoveries for services provided to other municipalities for focusing, policing and wastewater treatment expenses were higher than budgeted reflecting increased service costs.
- Other—Most categories were generally consistent with budget. Capital recoveries and developer contributions differed from budget due to the timing of certain capital and development projects, which effects the timing of developer contributions and third party recoveries for capital projects.

Expenses

The City’s expenses consist of the following:



Expenses ('000's)	2024 Budget \$	2024 Actual \$	2023 Actuals \$	Budget Variance \$	Yr over Yr Variance \$
General government	64,181	66,234	60,168	2,053	6,066
Protection to persons and property	215,242	221,624	207,671	6,382	13,953
Transportation services	141,344	128,054	124,328	(13,290)	3,726
Environmental services	92,007	91,792	88,586	(215)	3,206
Health services	19,691	18,974	17,479	(717)	1,495
Social and family services	383,686	402,767	359,861	19,081	42,906
Recreation and culture	81,291	85,718	77,010	4,427	8,708
Planning and development	9,826	8,919	10,680	(907)	(1,761)
TOTAL	1,007,268	1,024,082	945,783	16,814	78,299

Financial Statements Review

Explanations of the year-over-year changes to actual expenses are as follows:

- **General Government**—The City received a special dividend from the Windsor-Detroit Tunnel Corporation (WDTC) dividend which was recapitalized into Windsor Detroit Borderlink Limited (WDBL) (\$4.8 million).
- **Protection to Persons and Property**—Negotiated salary and wage increases (\$10.9 million) and actuarial increases to post-retirement benefit and WSIB obligations (\$1 million) led most of the increase, along with \$1.9 million in operating expenses in capital relating to police computer and communications equipment upgrades.
- **Transportation Services**—Negotiated salary and wage increases in public works as well as actuarial increases for post-retirement benefits and WSIB (\$4 million) as well as transit negotiated salary and wage increases of \$4.9 million were partially offset by a one-time gain in the valuation of the legacy transit pension plan assets (\$5.6 million).
- **Environmental Services**—The impact of negotiated salary and wage increases of \$3.5 million were partially offset by the reduction in cost due to the end of the county recycling contract.
- **Health Services**—Land ambulance service costs increased by \$1.4 million.
- **Social and family services**—Increase in general assistance (\$27 million) due to implementation of additional provincial funding plus increased Ontario Works caseloads and negotiated salary and wage increases. Childcare expenses increased by \$10 million which was matched by increased provincial funding. Huron Lodge costs increased by \$1.7 million due to negotiated salary and wage increases. Operating expenses in capital increased by \$3 million due to Windsor Essex Community Housing Corporation (WECHC) renewal and repair of existing housing stock.
- **Recreation and culture**—Increased utilization of parks and recreation facilities and programs combined with negotiated salary and wage increases led to increased costs of \$7.4 million. Additional operating expenses in capital totaling \$1.3 million were related to the Riverfront park and facility improvements.
- **Planning and development**—The decrease was primarily due to one-time capital projects that were operating in nature ending in 2023.

Explanations of the differences between actual expenses and budgeted expenses are as follows:

- *General government*—The difference is due to the one-time reinvestment of the WDTC special dividend into WDBL (\$4.8 million).
- *Protection to persons and property*—Increased costs of police contracts, plus salary and wage increases awarded during the year exceed previously estimated provisions.
- *Transportation services*—Certain maintenance activities deemed to be capital in nature, plus one-time gain in transit legacy pension plan asset valuation of \$5.6 million.

Financial Statements Review

- Social and family services—Increasing Ontario Works caseloads costs which were mandated to be paid beyond additional provincial funding programs, increased child care expenses which were matched with new provincial funding, plus operating expenses in capital due to (WECHC) repair and renewal of existing housing stock.
- Recreation and culture—Continued increase in parks, recreation facilities and programs, including Roseland and Lakeview Marina post-pandemic, plus operating expenses in capital related to riverfront park and facility improvements.

DRAFT

Consolidated Financial Statements



KPMG LLP

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Canada
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Fax 519 251 3530

INDEPENDENT AUDITOR'S REPORT

To the Mayor, Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

Opinion

We have audited the financial statements of the Corporation of the City of Windsor (the City), which comprise:

- the consolidated statement of financial position as at December 31, 2024
 - the consolidated statements of operations and accumulated surplus for the year then ended
 - the consolidated statement of changes in net financial assets for the year then ended
 - the consolidated statement of remeasurement gains and losses for the year then ended
 - the consolidated statement of cash flows for the year then ended
 - and the notes to the financial statements, including a summary of significant accounting policies
- (Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2024, and its results of operations and its changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Other Information

Management is responsible for the other information. The other information comprises:

- the information, other than the financial statements and the auditor's report thereon, included in the Annual Report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

We obtained the information, other than the financial statements and the auditor's report thereon, included in the Annual Report as at the date of this auditor's report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditor's report.

We have nothing to report in this regard.

Responsibility of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.



As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Plan and perform the group audit to obtain sufficient appropriate audit evidence regarding the financial information of the entities or business units within the group as a basis for forming an opinion on the group financial statements. We are responsible for the direction, supervision and review of the audit work performed for the purposes of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

Approval Date

THE CORPORATION OF THE CITY OF WINDSOR

Consolidated Statement of Financial Position

Year Ended December 31, 2024

(\$000's)



	2024	2023
	\$	\$
Financial Assets		
Cash and temporary investments	665,116	624,101
Investment in government business enterprises [note 4 (a)]	760,389	723,606
Taxes and payments-in-lieu of taxes receivable [note 1 (b) (iii)]	47,362	37,462
Trade and other receivables	127,837	106,088
	1,600,704	1,491,257
Financial Liabilities		
Accounts payable and accrued liabilities	186,777	190,106
Accrued interest on long-term liabilities	1,308	1,604
Net long-term liabilities [note 5 (a)]	116,184	107,251
Employee future benefit liabilities [note 6 (b)]	699,157	697,502
Deferred revenue [note 8 (b)]	82,116	83,347
Liability for contaminated sites [note 1 (b) (x)]	9,024	8,847
Asset retirement obligations [note 7]	109,124	107,490
	1,203,690	1,196,147
Net Financial Assets	397,014	295,110
Non-Financial Assets		
Tangible capital assets [schedule 2]	2,509,091	2,418,816
Inventory and assets held for resale	3,609	3,585
Prepaid expenses	19,079	17,821
	2,531,779	2,440,222
Accumulated surplus [note 8 (a)]	2,929,881	2,738,344
Accumulated remeasurement losses	(1,088)	(3,012)
	2,928,793	2,735,332

Commitments and contingencies [notes 3, 6 (a), 9, 11, 13, 14 and 15]

The accompanying notes and schedules are integral parts of these consolidated financial statements.

THE CORPORATION OF THE CITY OF WINDSOR

Consolidated Statement of Operations

Year Ended December 31, 2024

(\$000's)



	Budget	2024	2023
	\$	\$	\$
Revenues [note 10, schedule 1]			
Net municipal property taxes and payments-in-lieu of taxes	430,464	427,380	401,249
User charges	227,403	235,167	215,860
Provincial and federal transfers	395,951	383,412	343,265
Revenue from other municipalities	32,485	37,542	33,967
Other	73,720	96,767	76,867
Change in equity in gov't business enterprises [note 4(a)]	-	35,351	32,120
Total Revenues	1,160,023	1,215,619	1,103,328
Expenses [note 10, schedule 1]			
General government	64,181	66,234	60,168
Protection to persons and property	215,242	221,624	207,671
Transportation services	141,344	128,054	124,328
Environmental services	92,007	91,792	88,586
Health services	19,691	18,974	17,479
Social and family services	383,686	402,767	359,861
Recreation and culture	81,291	85,718	77,010
Planning and development	9,826	8,919	10,680
Total Expenses	1,007,268	1,024,082	945,783
Annual Surplus	152,755	191,537	157,545
Accumulated surplus, beginning of year	2,738,344	2,738,344	2,580,799
Accumulated surplus, end of year [note 8 (a)]	2,891,099	2,929,881	2,738,344

The accompanying notes and schedules are integral parts of these consolidated financial statements.

THE CORPORATION OF THE CITY OF WINDSOR

Consolidated Statement of Change in Net Financial Assets

Year Ended December 31, 2024

(\$000's)



	2024	2023
	\$	\$
Annual surplus	191,537	157,545
Acquisition of tangible capital assets (schedule 2)	(190,638)	(171,370)
Amortization of tangible capital assets (schedule 2)	97,012	94,631
Gain on disposal of tangible capital assets	(4,036)	(2,579)
Proceeds on sale of tangible capital assets	7,387	4,839
Net change in inventory and assets held for resale	(24)	79
Net consumption of prepaid expenses	(1,258)	(2,871)
Change in net financial assets excluding net remeasurement	99,980	80,274
Net remeasurement gains (losses)	1,924	(3,012)
Net financial assets, beginning of year	295,110	217,848
Net financial assets, end of year	397,014	295,110

The accompanying notes and schedules are integral parts of these consolidated financial statements.

THE CORPORATION OF THE CITY OF WINDSOR

Consolidated Statement of Remeasurement Gains & Losses

Year Ended December 31, 2024

(\$000's)



	2024	2023
	\$	\$
Remeasurement losses, beginning of year	(3,012)	-
Enwin other comprehensive gain (loss)	202	(2,684)
WUC other comprehensive loss	(14)	(155)
WDBL other comprehensive gain (loss)	1,244	(403)
WECHC unrealized investment income	492	230
Change in remeasurement gains/(losses)	1,924	(3,012)
Remeasurement losses, end of year	(1,088)	(3,012)

The accompanying notes and schedules are integral parts of these consolidated financial statements.

THE CORPORATION OF THE CITY OF WINDSOR

Consolidated Statement of Cash Flows

Year Ended December 31, 2024

(\$000's)



	2024	2023
	\$	\$
Operating and other activities:		
Annual Surplus	191,537	157,545
Amortization of tangible capital assets	97,012	94,631
Unrealized remeasurement gains	492	230
Gain on disposal of tangible capital assets	(4,036)	(2,579)
Increase in taxes and payments-in-lieu receivable	(9,900)	(1,869)
Increase in trade and other receivables	(21,749)	(18,866)
(Increase) decrease in inventory and assets held for resale	(24)	79
Increase in prepaid expenses	(1,258)	(2,871)
(Decrease) increase in accounts payable and accrued liabilities	(3,329)	8,832
(Decrease) increase in accrued interest on long term liabilities	(296)	756
Increase in employee future benefit liabilities	1,655	3,071
(Decrease) increase in deferred revenue	(1,231)	19,179
Increase in contaminated site liability	177	73
Increase in asset retirement obligations	1,634	191
Net cash provided by operating and other activities	250,684	258,402
Capital activities:		
Proceeds on sale of tangible capital assets	7,387	4,839
Cash used to acquire tangible capital assets	(190,638)	(171,370)
Net cash used in capital activities	(183,251)	(166,531)
Financing activities:		
Net long term liabilities issued	8,933	52,444
Investing activities:		
Increase in investment in government business enterprises	(35,351)	(32,120)
Increase in cash and temporary investments	41,015	112,195
Cash and temporary investments, beginning of year	624,101	511,906
Cash and temporary investments, end of year	665,116	624,101

The accompanying notes and schedules are integral parts of these consolidated financial statements.

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2024

(\$000's)



1. Summary of significant accounting policies and reporting practices

(a) Reporting entity

These consolidated statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their financial affairs and resources to City Council and which are owned or controlled by the City of Windsor ("the City").

(i) Consolidated entities

In addition to the general City departments, the reporting entity includes the following where deemed material:

- Windsor Police Service
- Roseland Golf and Curling Club
- Transit Windsor
- Windsor Chartabus Limited
- The Corporation of the City of Windsor Public Library Board
- Windsor-Essex Community Housing Corporation
- Downtown Windsor Business Improvement Association
- Ford City Business District
- Via Italia—Erie Street Business Improvement Area
- Ottawa Street Business Improvement Area
- Olde Riverside Town Centre Business Improvement Area
- Walkerville Business Improvement Area
- Wyandotte Town Centre Business Improvement Area
- Olde Sandwich Towne Business Improvement Area
- Pillette Village Business Improvement Area

The Essex Windsor Solid Waste Authority ("EWSWA"), a joint partnership with the County of Essex, is consolidated on the basis of one half of the total operations and financial position of the total entity.

All interfund assets, liabilities, revenues and expenses have been eliminated.

1. Summary of significant accounting policies and reporting practices (continued)

(ii) Entities included on a modified equity basis

Certain corporations are accounted for on a modified equity basis, consistent with the generally accepted accounting treatment for a Government Business Enterprise ("GBE"). Under the modified equity basis, the business enterprise's accounting principles are not adjusted to conform with those of the City, and inter-organizational transactions and balances are not eliminated. Under the modified equity basis of accounting, the carrying value of the investment in the GBE is adjusted to reflect the City's share of the net asset change of the investee.

The entities accounted for under this method are:

Windsor-Canada Utilities Ltd. ("WCUL")
Windsor-Detroit Tunnel Corporation ("WDTC")
Windsor Detroit Borderlink Limited ("WDBL")
Windsor Utilities Commission ("WUC")
Your Quick Gateway (Windsor) Inc. ("YQG")

(iii) Non-consolidated entity

The following joint local board and municipal enterprise is not consolidated:

Windsor Essex County Health Unit.

(iv) Accounting for school board transactions

Although the Corporation collects taxation on behalf of the school boards, the assets, liabilities, revenues and expenses relating to the operations of the school boards are not reflected in these consolidated financial statements. During the year, \$51,729 of taxation was collected on behalf of and remitted to the school boards (2023—\$51,821).

1. Summary of significant accounting policies and reporting practices (continued)

(v) Trust funds

Trust funds and their related operations administered by the City are not consolidated, but are reported separately on the trust funds statement of continuity and statement of financial position.

(b) Basis of accounting

(i) PSAB recommendations

These consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards.

(ii) Accrual basis of accounting

These consolidated financial statements have been prepared on an accrual basis except for Provincial Offences Administration. Under this basis, revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues. Expenses are accounted for in the period that the goods and services are acquired.

(iii) Taxes receivable and related revenues

Property tax billings are prepared by the City based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC"). Tax rates are established annually by City Council, incorporating amounts to be raised for local services and amounts the City is required to collect on behalf of the Province of Ontario in respect of education taxes. A normal part of the assessment process is the issuance of supplementary assessment rolls, which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the City determines the taxes applicable and renders supplementary tax billings. Taxation revenues are recorded at the time tax billings are issued. Assessments and the related property taxes are subject to appeal. Tax adjustments as a result of appeals are recorded when the result of the appeal process is reasonably certain. The City has established a tax appeals reserve fund to provide funding to help offset the results of any future appeal decisions. The City is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied. Tax revenue is recorded net of reductions. Taxes receivable are reported net of any expense or allowance for doubtful accounts.

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2024

(\$000's)



1. Summary of significant accounting policies and reporting practices (continued)

(iv) Trade and other receivables

Trade and other receivables are reported net of any allowance for doubtful accounts.

(v) Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land and landfill sites, are amortized on a straight line basis over their estimated useful lives as follows:

Asset classification and amortization schedule

Classification	Useful Life (years)
Land	Infinite
Land improvements	10 - 75
Buildings and building improvements	10 - 60
Vehicles, machinery and equipment	3 - 35
Water and wastewater infrastructure	25 - 100
Roads infrastructure	25 - 100
Airport	6 - 40

The landfill has an estimated service capacity of 8,000,000 tonnes and is being amortized using the units of production method based on capacity used during the year.

Contributed Assets

Contributed assets are recognized at their fair market value as of the date of contribution to the City.

Works of art and historical treasures

The City owns both works of art and historical treasures. These items have cultural, aesthetic or historical value and are worth preserving perpetually. Works of art and historical treasures are not recognized as tangible capital assets pursuant to the guidelines of PSAB Section 3150 and PSAB 3210.

1. Summary of significant accounting policies and reporting practices (continued)**(vi) Employee future benefit liability**

The City has adopted the accrual method of accounting for employee future benefits as required by PSAB. The cost of future benefits earned by employees is actuarially determined using the projected benefit method prorated on service and assumptions of mortality and termination rates, retirement age and expected inflation rate.

Past service costs from plan amendments, if any, are deferred and amortized on a straight-line basis over the average remaining service period of employees active at the date of amendment. Actuarial gains and losses on the accrued benefit liability arise from differences between actual and expected experience and from changes in the actuarial assumptions used to determine the accrued benefit liability. The excess of the net actuarial gains or losses are amortized over the average remaining service period of active employees, which is 14.0 years (2023 – 14.0 years).

(vii) Inter-entity Transactions

Inter-entity Transactions (PSAB 3420) specifically addresses the reporting of transactions between entities controlled by the City from both a provider and recipient perspective. Inter-entity transactions are classified by the following types:

- For inter-entity transactions that are undertaken similar to an arm's length transaction or allocating cost and recovery transactions, these are to be recognized at the exchange amount by both parties.
- For inter-entity transactions that involve transfer or exchange of assets and/or liabilities for no or nominal consideration, both parties record the transaction at the carrying amount.
- Any difference between the exchange amount and carrying amount for asset or liability transfers are recorded as a gain or loss in the statement of operations.
- Cost allocations and recoveries to/from commonly controlled entities are recorded on a gross basis in the statement of operations.

The City does not recognize any amount in the consolidated financial statements in respect to shared services received for which no costs are allocated. PSAB 3420 requires the City to assess inter-entity transactions for disclosure when there are inter-entity transfers of assets or liabilities, material transactions recorded that are not at the exchange amount or unallocated costs to determine whether or not the transaction is given accounting recognition. This standard has no impact on the consolidated financial statements, as all transactions with consolidated entities and government business enterprises have been recorded at the exchange amount.

1. Summary of significant accounting policies and reporting practices (continued)**(viii) Related party disclosure**

Related Party Disclosure (PSAB 2200) defines a related party and identifies disclosures for related parties and related party transactions. Parties are considered related when one party has the ability to exercise control or shared control over the other. A related party could be an individual or an entity and includes key management personnel. Key management personnel include members of Council, Corporate Leadership Team (CLT) personnel and their close family members including spouses and dependents.

PSAB 2200 requires the City to assess related party transactions that have occurred at a value different from that which would have been arrived at if the parties were not related. Only those transactions that have or could have a material effect on the financial statements are disclosed. There are no material transactions for disclosure.

(ix) Government grant revenue recognition

Grant revenue related to compensation for loss of revenue or operational expenses is recorded in the period in which the loss or expenses are recognized if there is reasonable assurance that it will be received and conditions for receiving the grant are met.

(x) Inactive contaminated sites liabilities

The City adopted Public Sector Accounting Board Standard *PS 3260 Liability for Contaminated Sites* in 2015. Under *PS 3260*, contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. This Standard relates to sites that are not in productive use. The liability represents the estimated cost to remediate inactive sites to within the environmental standard.

(xi) Asset retirement obligations

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefits will be given up; and

1. Summary of significant accounting policies and reporting practices (continued)

(xi) Asset retirement obligations (continued)

- A reasonable estimate of the amount can be made.

The liability for closure of operational sites and post-closure care relating to landfill sites has been recognized based on estimated future expenses. An additional liability for the removal of asbestos in several of the buildings owned by the City has also been recognized based on estimated future expenses on closure of the site and post-closure care. Under the modified retroactive method, the discount rate and assumptions used on initial recognition are those as of the date of adoption of the standard. Assumptions used in the subsequent calculations are revised yearly.

The landfill portion of the liability is discounted using a present value calculation and adjusted annually for accretion expense. The recognition of a liability resulted in an accompanying increase to the respective tangible capital assets. The landfill tangible capital asset is amortized using the units of production method, while the buildings tangible capital assets affected by the asbestos liability are being amortized with the building following the amortization accounting policies outlined in note 1 (b) (v).

(xii) Financial Instruments

PS 3450, *Financial Instruments*, establishes the standards on accounting for and reporting all types of financial instruments including derivatives. This standard is now effective for fiscal periods beginning on or after April 1, 2022. Financial instruments are reported at cost, and include certain fixed income securities and pooled equity instruments (i.e. ONE Fund).

Other financial instruments, including cash, accounts receivable, accounts payable and accrued liabilities are initially recorded at their fair value and are subsequently measured at cost, net of any provisions for impairment.

(c) Provincial Offences Act

The City, under the authority of Part X of the Provincial Offences Act ("POA"), provides for and administers the POA courts in the Windsor-Essex Court Service Area, arranges for court support, has carriage of Part 1 prosecutions and associated appeals, and is responsible for the collection of related fines and fees. In accordance with policies adopted by other Provincial Offences offices and as a result of the nature of business activities, revenue is recognized on a cash basis.

(d) Use of estimates

The preparation of the consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting periods.

(d) **Use of estimates (continued)**

Significant items subject to such estimates and assumptions include valuation allowances for receivables, certain accrued liabilities and obligations related to employee future benefits and contaminated sites, the carrying value of tangible capital assets and the evaluation of contingencies. Actual results could differ from these estimates.

2. **Significant Changes in Accounting Policies—Adoption of new accounting standards**

- (a) PS 3160 *Public Private Partnerships* provides specific guidance on the accounting and reporting for P3s between public and private sector entities where the public sector entity procures infrastructure using a private sector partner. As a result of applying the Public Private Partnership accounting standard it was identified that this accounting standard did not affect the Corporation and therefore no adjusting entries occurred.
- (b) PS 3400 *Revenue* establishes standards on how to account for and report on revenue, specifically differentiating between transactions that include performance obligations (i.e. the payor expects a good or service from the public sector entity), referred to as the exchange transactions, and transactions that do not have performance obligations, referred to as non-exchange transactions. For exchange transactions, revenue is recognized when a performance obligation is satisfied. For non-exchange transactions, revenue is recognized when there is authority to retain an inflow of economic resources and a past event that gave rise to an asset has occurred.
- (c) PSG-8 *Purchased Intangibles* provides guidance on the accounting and reporting for purchased intangible assets that are acquired through arm's length exchange transactions between knowledgeable, willing parties that are under no compulsion to act. No such transactions were identified by the Corporation.

3. **Contributions to non-consolidated board**

The following contribution was made by the City to this non-consolidated joint board:

The City is contingently liable for its share, which is approximately 14%, of any deficits which may arise.

	2024	2023
	\$	\$
Windsor-Essex County Health Unit	3,920	3,875

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2024

(\$000's)



4. Government Business Enterprises (“GBE”)

The consolidated financial statements of the City include, on a modified equity basis, the following GBE:

Windsor Canada Utilities Ltd. (“WCUL”)

WCUL is a wholly owned subsidiary of the City. WCUL is a holding company which wholly owns two subsidiaries: Enwin Utilities Ltd. and Enwin Energy Ltd. Through these subsidiaries, WCUL is responsible for the transmission and distribution of electricity, maintenance of the area’s powerlines, as well as the marketing of retail and wholesale utility services and products.

Windsor Detroit Borderlink Limited (“WDBL”)

WDBL is a wholly owned subsidiary of the City. WDBL manages and operates the Tunnel while WDTCT owns the assets.

Windsor-Detroit Tunnel Corporation (“WDTCT”)

WDTCT is a wholly owned subsidiary of the City. WDTCT owns the portion of the Windsor-Detroit Tunnel situated in Canada, while WDBL manages and operates the Tunnel.

Windsor Utilities Commission (“WUC”)

WUC is a wholly owned subsidiary of the City engaged largely in the treatment and distribution of the area’s potable water.

Your Quick Gateway (Windsor) Inc. (“YQG”)

YQG is a wholly owned subsidiary of the City which provides management services for the Windsor airport.

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2024

(\$000's)



4. Government Business Enterprises ("GBE") (continued)

(a) Investment in GBE

The City has investments in GBE totaling \$760,389 (2023—\$723,606), which is comprised of the following:

	2024 \$	2023 \$
WCUL	209,298	202,327
WDTC	126,621	127,131
WDBL	11,820	10,712
WUC	402,647	374,581
YQG	10,003	8,855
	760,389	723,606

A continuity of the investment in GBE is as follows:

	WCUL \$	WDTC \$	WDBL \$	WUC \$	YQG \$	2024 Total \$	2023 Total \$
Opening investment	202,327	127,131	10,712	374,581	8,855	723,606	694,728
Dividends declared	(4,000)	-	(5,800)	-	(700)	(10,500)	(4,500)
Other comprehensive income/(loss)	202	-	1,244	(14)	-	1,432	(3,242)
Investments by City of Windsor	-	2,400	-	-	-	2,400	-
Current income/(loss)	10,769	(2,910)	5,664	28,080	1,848	43,451	36,620
Current change in investment	6,971	(510)	1,108	28,066	1,148	36,783	28,878
Closing investment	209,298	126,621	11,820	402,647	10,003	760,389	723,606

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2024

(\$000's)



4. Government Business Enterprises (continued)

(b) Supplementary information of GBE

(i) WCUL

	2024	2023
	\$	\$
Financial position		
Current assets	87,698	90,295
Property, plant and equipment	273,747	261,513
Other assets	74,590	72,723
Total assets	436,035	424,531
Current liabilities	47,039	45,816
Long-term liabilities	179,698	176,388
Total liabilities	226,737	222,204
Shareholder's equity	209,298	202,327
Total liabilities and equity	436,035	424,531
	2024	2023
	\$	\$
Results of operations		
Revenue from distribution of electricity	308,893	276,984
Services provided to Windsor Utilities Commission	20,752	20,745
Other revenue	7,716	4,917
Total revenue	337,361	302,646
Cost of electrical energy	253,409	227,931
Other net expenses	73,183	66,578
Total expenses	326,592	294,509
Net income	10,769	8,137

4. Government Business Enterprises (continued)

Related Party Transactions

The following transactions are in the normal course of operations and are measured at the exchange amount, which is the cost of consideration established and agreed to by the related parties:

- On November 6, 2012 WCUL and WUC entered into a Water System Operating Agreement ("WSOA"), whereby WCUL agreed to provide services to WUC with respect to certain management, administrative services, construction operations, and maintenance services. Pursuant to the terms of the WSOA, WUC has transferred all employees of WUC to WCUL.
- WCUL provides sewer surcharge billing and collection and street lighting for the City. The total charged to the City and included in other revenue for the year ended, December 31, 2024 was \$4,200 (2023—\$3,826).
- WCUL collects and remits the sewer surcharge on behalf of the City. The total amount owing to the City at December 31, 2024 relating to sewer surcharge was \$10,787 (2023—\$9,391).
- The amounts due from related parties which are included in current assets consist of:

	2024	2023
	\$	\$
Due from Windsor Utilities Commission	3,228	4,660

- The amounts due from related parties which are included in other assets consist of:

	2024	2023
	\$	\$
Due from Windsor Utilities Commission	52,000	52,000

- The amounts due to related parties which are included in current liabilities consist of:

	2024	2023
	\$	\$
Due to the City of Windsor (net)	10,095	9,054

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2024

(\$000's)



4. Government Business Enterprises (continued)

(ii) WDTC

	2024	2023
	\$	\$
Financial position		
Current assets	2,062	2,171
Property, plant and equipment	136,006	136,271
Total assets	138,068	138,442
Total liabilities	11,447	11,311
Shareholder's equity	126,621	127,131
Total liabilities and equity	138,068	138,442
	2024	2023
	\$	\$
Results of operations		
Total revenues	1,481	1,295
Operating expenses	4,391	4,175
Net loss	(2,910)	(2,880)

Related Party Transactions

Windsor Detroit Borderlink (WDBL) is the sister company of WDTC. WDTC transferred the operations of the Tunnel to WDBL and only holds the assets of the Tunnel, commencing January 1, 2018. The following transactions are in the normal course of operations and are measured at the exchange amount, which is the cost of consideration established and agreed to by the related parties:

- The amounts due to related parties which are included in current liabilities consist of:

	2024	2023
	\$	\$
Due to WDBL	3,476	3,217

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2024

(\$000's)



4. Government Business Enterprises (continued)

(iii) WDBL

	2024	2023
	\$	\$
Financial position		
Current assets	19,338	15,593
Property, plant and equipment	172	202
Total assets	19,510	15,795
Current and long-term liabilities	7,690	5,083
Shareholder's equity	11,820	10,712
Total liabilities and shareholder's equity	19,510	15,795
	2024	2023
	\$	\$
Results of operations		
Tolls	11,970	11,338
Other revenues	980	503
Total revenues	12,950	11,841
Operating expenses	7,286	6,532
Net income	5,664	5,309

Related Party Transactions

Windsor Detroit Tunnel Corporation (WDTC) is the sister company of WDBL. WDTC transferred the operations of the Tunnel to WDBL and only holds the assets of the Tunnel, commencing January 1, 2018.

- The amounts due from related parties which are included in current assets consist of:

	2024	2023
	\$	\$
Due from WDTC	3,476	3,217

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2024

(\$000's)



4. Government Business Enterprises (continued)

- The amounts due to related parties which are included in current liabilities consist of:

	2024	2023
	\$	\$
Due to the Corporation of the City of Windsor	3,429	557

(iv) WUC

	2024	2023
	\$	\$
Financial position		
Current assets	56,213	44,020
Property, plant and equipment and sinking fund	443,096	411,670
Total assets	499,309	455,690
Current liabilities	14,676	11,737
Long-term liabilities	81,986	69,372
Total liabilities	96,662	81,109
Shareholder's equity	402,647	374,581
Total liabilities and equity	499,309	455,690

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2024

(\$000's)



4. Government Business Enterprises (continued)

	2024	2023
	\$	\$
Results of operations		
Retail water sales	65,354	61,832
Other revenue	4,163	2,567
Total revenue	69,517	64,399
Cost of production	23,027	21,523
Depreciation and amortization	10,425	10,370
Operating and other net expenses	7,985	7,805
Total expenses	41,437	39,698
Net income	28,080	24,701

Related party transactions

The following transactions are in the normal course of operations and are measured at the exchange amount, which is the cost of consideration established and agreed to by the related parties.

- The City provides support for capital water main projects and road repairs to WUC. The total amount charged to WUC for the year ending December 31, 2024 was \$9,390 (2023—\$13,611).
- The amounts due to related parties which are included in current liabilities consist of:

	2024	2023
	\$	\$
Due to Enwin Utilities Ltd.	3,228	4,660
Due to the Corporation of the City of Windsor	2,673	2,470
	5,901	7,130

- The amounts due to related parties which are included in long-term liabilities consist of:

	2024	2023
	\$	\$
Due to Enwin Utilities Ltd.	51,471	51,451

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2024

(\$000's)



4. Government Business Enterprises (continued)

(v) YQG

	2024	2023
	\$	\$
Financial position		
Total assets	10,657	9,730
Total liabilities	654	875
Shareholder's equity	10,003	8,855
Total liabilities and equity	10,657	9,730
	2024	2023
	\$	\$
Results of operations		
Airport operating revenues	4,918	5,134
Management fees and other revenues	1,310	1,355
Total revenue	6,228	6,489
Operating and other expenses	4,380	5,136
Net income (loss)	1,848	1,353

Related party transactions

The following transactions are in the normal course of operations and are measured at the exchange amount, which is the cost of consideration established and agreed to by the related parties.

- Amounts owing to the City relate mainly to capital purchases which are to be reimbursed and dividends payable. The amounts due to related parties which are included in total liabilities are non-interest bearing and consist of:

	2024	2023
	\$	\$
Due from the Corporation of the City of Windsor	26	31

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2024

(\$000's)



5. Net long-term liabilities

- (a) The balance of the net long-term liabilities reported on the consolidated statement of financial position is made up of the following:

	2024	2023
	\$	\$
Total long term liabilities	116,184	107,251
Less amount repayable from user fees	(72,209)	(62,603)
Net amount repayable from general taxation	43,975	44,648

The amount repayable from user fees is comprised of:

	2024	2023
	\$	\$
Essex-Windsor Solid Waste Authority	21,706	23,675
Sewer Surcharge fund	10,015	12,266
Transit Windsor	643	751
Windsor Essex Community Housing Corporation	39,845	25,911
Long term liabilities repayable by user fees	72,209	62,603

At December 31, 2024, the net long-term liability as reported on the financial statements of EWSWA, which the City is responsible for 50%, consists of:

	2024	2023
	\$	\$
Debenture payable	43,412	47,350
Accrued interest	1,292	1,409
	44,704	48,759

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2024

(\$000's)



5. Net long-term liabilities (continued)

- (b) Of the long-term liabilities in (a) of this note, \$34,416 in principal payments are repayable from 2025 to 2029, \$16,085 from 2030 to 2034 and \$65,683 thereafter.

These amounts will require funding in those periods and are summarized as follows:

	2025-2029	2030-2034	Thereafter	Total
	\$	\$	\$	\$
From general taxation	5,147	5,520	33,308	43,975
From user fees	29,269	10,565	32,375	72,209
	34,416	16,085	65,683	116,184

- c) Approval of the Ontario Municipal Board or a Treasurer's Certificate relative to the Authorized Repayment Limit of the City has been obtained for the long-term liabilities in (a) issued in the name of the City.
- d) Total interest expenses for the year for net long-term liabilities which are reported on the consolidated statement of operations and accumulated surplus are as follows:

	2024	2023
	\$	\$
Interest funded from general property taxes	2,038	1,441
Interest funded from user fees	2,787	1,738
	4,825	3,179

6. Employee benefits

(a) Pension agreements

The City makes contributions to the Ontario Municipal Employees Retirement System ("OMERS"), on behalf of members of its staff. The plan is a multi-employer defined-benefit plan which specifies the amount of the retirement benefit to be received by the employees based on length of service and rates of pay. The multi-employer plan is valued on a current market basis for all plan assets.

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2024

(\$000's)



6. Employee benefits (continued)

The City accounts for the OMERS plan by expensing contributions in the period in the consolidated statement of operations and accumulated surplus. Any surplus or deficit of the OMERS plan is accounted for by OMERS.

The amount contributed to OMERS for current service for 2024 was \$29,730 (2023—\$25,408). At December 31, 2024 the OMERS plan is in a deficit position, which is being addressed through managing contribution rates, benefit levels, and investment returns.

The Transit Windsor contributory pension plan, covering substantially all of its employees, was frozen effective December 31, 1999 with pension benefits for service on and after January 1, 2000 being covered by OMERS. At December 31, 2024 the plan has, for accounting purposes and including the unfunded letter of credit, pension assets of \$33,461 (2023—\$33,060) and is in a funding surplus of \$7,835 (2023—\$7,867).

(b) Employee future benefits liabilities

Employee future benefit liabilities are future liabilities of the City to its employees and retirees for benefits earned but not taken as at December 31, 2024 and consist of the following:

	2024	2023
	\$	\$
Post-retirement benefits	599,877	595,352
Post-employment benefits	6,631	7,073
WSIB future benefits	86,563	83,872
Accrued vested sick leave	10,481	10,652
Vacation and banked overtime	3,440	3,426
Transit Windsor pension asset	(7,835)	(2,873)
	699,157	697,502

(i) Post-retirement and post-employment benefits

The post-retirement and post-employment benefit liabilities are based on an actuarial valuation performed by the City's actuaries. Post-employment benefits include amounts accrued under the City's self-funded long-term disability policy. The significant actuarial assumptions adopted in estimating the City's liabilities are as follows:

6. Employee benefits (continued)

- Discount rate 4.70% (2023—4.45%)
- Health care discount rate 6.50% (2023—6.50%)

Information about the City's future obligations with respect to post-retirement benefits are as follows:

	2024	2023
	\$	\$
Accrued benefit liability at the beginning of the year	595,352	593,229
Current service cost	8,936	7,895
Interest	19,610	19,250
Amortization of actuarial net (gains) losses	(7,927)	(10,466)
Benefits paid	(16,094)	(14,556)
Accrued benefit liability at the end of the year	599,877	595,352
Unamortized net actuarial gains	(165,507)	(155,072)
Accrued benefit obligations at the end of the year	434,370	440,280

The measurement date of the employee future benefits obligation coincides with the City's fiscal year. An actuarial comprehensive valuation was completed as of August 1, 2022 and the next required valuation will be as of August 1, 2025.

(ii) Liability for Workplace Safety and Insurance

The post-retirement and post-employment benefit liabilities are based on an actuarial valuation performed by the City's actuaries. The estimated liability recorded at December 31, 2024 is \$86,563 (2023—\$83,872).

(iii) Accrued vested sick leave

Accrued vested sick leave refers to the balance of unused sick leave credits which is payable to eligible employees of the City upon their retirement. Under the sick leave plan, unused sick leave can accumulate and certain employees may become entitled to a cash payment upon leaving the City's employment. In 2024, an amount of \$945 (2023—\$978) has been paid and is reported as an expense on the consolidated statement of operations.

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2024

(\$000's)



7. Asset retirement obligations

The City's asset retirement obligations consist of several obligations as follows:

Landfill obligation:

The City through its consolidated entities owns and operates a number of landfill sites. The liability for the closure of operational sites and post-closure care has been recognized under *PS 3280 Asset Retirement Obligations*.

The City's liability for landfills consists of two parts, the Regional Landfill and perpetual care costs for Landfill #3, which was closed in 1997. The City's asset retirement obligations for the Regional Landfill at December 31, 2024 are comprised of the City's proportion of the Regional Landfill closure and post-closure obligations of \$17,557 (2023—\$16,845). This obligation is reflected in the EWSWA line in the summary chart below.

The Essex County Landfill #3 was closed in 1997 and requires care for estimated period of 40 years from the date of closure. The December 31, 2024 liability for post-closure expenditures of \$6,202 (2023—\$6,743) is based on the annual payment to EWSWA of \$610 (2023—\$610) and inflation adjusted at 2% per annum (2023—2%) and discounted to December 31, 2024 using a discount rate of 4.70% (2023—4.45%). This obligation is reflected in the City of Windsor line in the summary chart below.

Asbestos obligation:

The City and its consolidated entities own and operate several buildings that are known to have asbestos, which represents a health hazard upon demolition of the building and there is a legal obligation to remove it. Following the adoption of *PS 3280 Asset Retirement Obligations*, the City recognized an obligation relating to the removal and post-removal care of the asbestos in these buildings as estimated at January 1, 2022. These obligations are reflected in the City of Windsor, Windsor Essex Community Housing Corporation and Windsor Public Library lines in the summary chart below.

	2024	2023
	\$	\$
City of Windsor	22,120	22,378
Windsor Essex Community Housing Corporation	69,247	68,067
Essex Windsor Solid Waste Authority	17,557	16,845
Windsor Public Library	200	200
	109,124	107,490

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2024

(\$000's)



7. Asset retirement obligations (continued)

A reconciliation of the beginning and ending liability for asset retirement obligations is below:

	2024	2023
	\$	\$
Liability for ARO, beginning of year	107,490	107,299
Net accretion expense during the year	1,634	191
Liability for ARO, end of year	109,124	107,490

8. Municipal position

(a) Accumulated surplus

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2024	2023
	\$	\$
Surplus:		
Invested in tangible capital assets	2,392,907	2,311,565
Invested in government business enterprises	760,389	723,606
Unfunded employee future benefit liabilities	(699,157)	(697,502)
Unfunded contaminated sites liabilities	(9,024)	(8,847)
Unfunded asset retirement obligations	(109,124)	(107,490)
Other	45,625	62,048
Total Surplus	2,381,616	2,283,380
Reserves set aside for a specific purpose by Council:		
Working funds	36,551	35,563
Encumbrances	5,961	5,447
Future planning	3,284	2,230
Post retirement death benefit	(100)	106
Recreation services	706	1,106
Fire services	1,687	1,648
Environmental services	23,467	24,924
Occupational illness	1,203	1,762
Others	3,590	3,811
Total reserves	76,349	76,597

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2024

(\$000's)



8. Municipal position (continued)

	2024	2023
	\$	\$
Reserve funds set aside for a specific purpose by Council:		
Replacement of equipment	84,064	74,475
Capital expenditures	188,585	140,572
Insurance	9,053	8,818
Health benefits rate stabilization	5,356	10,217
Sanitary sewer expenditures	87,341	47,080
Budget stabilization	11,363	11,480
Children's fund	812	791
Social housing	(25,593)	(12,136)
Recreation	546	245
Transit debt repayment	1,001	1,096
Public health	87,769	72,741
Tax appeals	20,531	19,976
Total reserve funds	470,828	375,355
Total accumulated surplus	2,928,793	2,735,332

(b) Deferred revenues

The following funds totalling \$82,116 (2023—\$83,347) relate to net inflows (outflows) which have statutory restrictions and as such are classified as deferred revenue on the consolidated statement of financial position:

	Beginning Balance 2024 \$	2024 Inflows \$	2024 Outflows \$	Ending Balance 2024 \$
Parkland Acquisition	2,587	4,927	(3,060)	4,454
Development charges fund	35,624	10,007	(13,807)	31,824
Building permit fund (net)	10,106	10,013	(15)	20,104
Provincial gas tax fund	4,392	4,510	(4,538)	4,364
Federal gas tax fund	30,579	18,067	(27,336)	21,310
Federal public transit fund	59	1	-	60
	83,347	47,525	(48,756)	82,116

8. Municipal position (continued)

The parkland acquisition fund is utilized to fund purchases of parkland and other recreation expenditures. The development charges fund is utilized to fund growth related capital works. The building permit fund is utilized to fund the building permit department. Surpluses or deficits of net building permit income (loss) are transferred to this fund. The Provincial gas tax fund is utilized to fund public transportation programs. The Federal gas tax fund is utilized to fund environmentally sustainable municipal infrastructure projects. The Federal public transit fund is utilized to fund transit infrastructure to increase ridership.

9. Commitments

As at December 31, 2024, the City is committed to making the following payments:

- (a) Contracts for various capital construction projects, at a cost of \$105,187 (2023—\$113,318) in the aggregate, to be financed generally by pay as you go funding from the operating fund.
- (b) Payments for various operating leases through 2029 of \$1,587 (2023—\$507).
- (c) The City has approved Community Improvement Plans ("CIP") that contain financial incentive programs for Brownfield Redevelopment, Economic Revitalization, Olde Sandwich Towne, Ford City, University and Downtown Community Improvement.

The CIPs allow the City to provide grants to property owners/tenants, or to undertake other community improvement activities to further the objectives of each CIP, which would otherwise be prohibited by Ontario's *Municipal Act*. At December 31, 2024, there were 25 approved grant applications under the Economic Revitalization CIP, 11 approved grant applications under the Brownfield Redevelopment CIP, 18 approved grant applications under the Olde Sandwich Towne CIP, 7 approved grant applications under the Ford City CIP and 19 grant applications under the Downtown CIP. The amount of grant funding is directly tied to the increase in municipal property taxes as a result of assessment growth so there will be no net financial cost to the City. The program will not reduce current revenue levels but forego incremental tax revenue. Grants are paid over a period not to exceed 10 years with the maximum amount of grant funding equal to eligible costs incurred by the applicant.

The estimated value of remaining approved grants is \$110,580 (2023—\$91,028)

- (d) In 2013, the City purchased the land and building which house the Art Gallery of Windsor ("AGW") for \$2,500. The City is obligated to lease a portion of the building to AGW for 39 years at one dollar per year.

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2024

(\$000's)



10. Budget figures

Budget data presented in these consolidated financial statements is based on the 2024 Council approved operating budget. Certain adjustments were required to convert the budget from a cash basis to an accrual basis consistent with PSAB financial reporting standards. Included in these adjustments were the elimination of budgeted internal charges and recoveries, budgeted transfers to and from reserve and budgeted transactions with consolidated entities. Since certain significant items are not included in the annual operating budget, the assumption of using the actual accrued amount as the budget amount was used. These full accrued budget estimates are for financial statement presentation only.

Budget Figures		2024
		\$
Revenues		
Approved Budgeted Revenues		
Operating budget		1,077,666
Sewer surcharge budget		104,674
Capital budget		207,120
Consolidated entities		79,036
		1,468,496
PSAS Revenue Adjustments		
Interfund revenues eliminated		(198,529)
Education amounts collected on behalf of school boards		(52,869)
Eliminate budgeted transactions with consolidated entities		(57,075)
		(308,473)
Budgeted revenues as presented in financial statements		<u>1,160,023</u>
Expenses		
Approved Budgeted Expenditures		
Operating budget		1,077,666
Sewer surcharge budget		104,674
Capital budget		207,120
Consolidated entities		79,036
		1,468,496

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2024

(\$000's)



10. Budget figures (continued)

PSAS Expense Adjustments	
Operating budget PSAS expense adjustments	6,716
Capital asset expenditures	37,521
Amortization of tangible capital assets	97,012
Interfund expenses eliminated	(492,533)
Education amounts remitted to school boards	(52,869)
Eliminate budgeted transactions with consolidated entities	(57,075)
	<u>(461,228)</u>
Budgeted expenses as presented in financial statements	<u>1,007,268</u>
Annual Budgeted Surplus	<u>152,755</u>

11. Public liability insurance

The City has an insurance deductible for general liability claims up to \$500 (2023—\$500) for any individual claim. Outside coverage is in place for claims in excess of this amount.

At December 31, 2024, the City has insured through Marsh Canada (formerly JLT), an insurance broker, and has been since 2017. Previously, the City was insured with the Ontario Municipal Insurance Exchange ("OMEX"), an insurance reciprocal whose members pool their insurance coverage. As a member of a reciprocal, the City agrees to assume a certain percentage of the entire group's liabilities and losses for the period of time that the City was a member. In the event that an annual premium funding become insufficient to cover claims and claim reserves, the reciprocal has the ability to re-assess each member to appropriately fund the difference. Likewise, in the event of a surplus, the member is entitled to a refund. Although the City is no longer insured with OMEX, it still has exposure for the years in which the City was a member that have not yet been closed. The City paid \$ nil in retroactive assessments in 2024 (2023—\$ nil). The City has established a reserve fund for self-insurance, which at December 31, 2024 amounted to \$9,053 (2023—\$8,818).

The City budgets each year for premiums and claims. Any budget excess may be credited to the reserve fund. Payment of premiums and claims are shown as expenses on the consolidated statement of operations and accumulated surplus.

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2024

(\$000's)



12. Segmented information

The City of Windsor is a diversified single tier municipality that provides a wide range of services to its citizens, including police, fire, ambulance, public transit, water and many others. These services are provided by departments and related entities of the City and their activities are reported by segment in these consolidated financial statements.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Net municipal property taxes and payments-in-lieu of taxes are allocated to segments based on the net expenses of that segment. The accounting basis used in these segments is consistent with that followed in the preparation of the consolidated financial statements as discussed in Note 1. For additional information, please see the consolidated schedule of segmented net revenue (schedule 1). The City's reportable operating segments and their associated activities are as follows:

General government is comprised of Finance, Administration, Governance, Legal, Human Resources and other activities to support the other segments of the City.

Protection to persons and property is comprised of Police, Fire, Conservation Authority, Provincial Offences and Protective Inspection activities.

Transportation services is comprised of Public Transportation, Roadway Maintenance, Winter Control, Central Garage and Airport.

Environmental services is comprised of Sanitary and Storm Sewers, Solid Waste Collection and Disposal, and Recycling.

Health Services is comprised of Ambulance and Public Health services.

Social and family services is comprised of Social Services, Social Housing, Child Care, Assistance to the Aged.

Recreation and culture is comprised of Parks, Recreation Facilities, and Libraries

Planning and development is comprised of Planning and Zoning, Commercial and Industrial, and Business Improvement Areas.

13. Contingent liabilities

- (a) During the normal course of operations, the City is subject to various legal actions, including some of which can be substantial. The settlement of the actions that can be reasonably estimated is not expected to have a material effect on the consolidated financial statements of the City. Other legal actions may be at an early stage and therefore the likelihood and magnitude of impact cannot be reasonably determined.
- (b) Based on the outcome of legal proceedings regarding the expropriation of lands within the Spring Garden Area of Natural and Scientific Interest ("ANSI"), the City could be obligated to pay an additional amount. The City has recognized an estimate of this obligation within accounts payable and accrued liabilities, although the actual amount owed may differ.
- (c) Construction of a new Huron Lodge Home for the Aged began in 2004. The project was substantially completed in March 2007 in compliance with Ministry of Health requirements. The contractor has registered a lien and claiming damages in the amount of \$4,677. Whether the contractor will recover all, some or none of that amount is undeterminable.
- (d) The City is the subject of a class action lawsuit relating to bingo/lottery licence fees. Depending on the outcome of the legal proceedings, the City could incur a liability of up to approximately \$70,000.
- (e) The City is the subject of several class action lawsuits relating to the Covid-19 pandemic. Depending on the outcome of the legal proceedings, the City's potential liability cannot be determined at this time.

14. Contingent assets

During the normal course of operations, the City may bring various legal actions, including some which can be substantial. The settlement of these actions may result in the City's favour and any favourable settlement amounts will be available for the City's use. Contingent assets are not recorded in the consolidated financial statements as they not meet the definition of an asset.

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Consolidated Financial Statements

Year Ended December 31, 2024

(\$000's)



15. Contractual rights

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. The City's contractual rights arise because of contracts entered into for various services, long-term leases, and rental contracts. Contractual rights arise from the normal course of operations and are not reflected in the consolidated financial statements until revenues or assets are received. The following table summarizes the contractual rights of the City for future assets:

	2025	2026	2027	2028	2029	2030+
	\$	\$	\$	\$	\$	\$
Service contracts	7,328	7,126	7,144	6,631	618	215
Long term leases	3,162	1,381	1,125	1,101	1,065	778
	10,490	8,507	8,269	7,732	1,683	993

16. Financial risks arising from financial instruments

The City is exposed to a variety of financial risks including credit risks, liquidity risk and market risk. The City's overall risk management program focuses on the unpredictability of financial markets and seeks to minimize potential adverse effects on the Corporation's financial performance.

(a) Credit risk:

The City's principal financial assets that are subject to credit risk are cash and accounts receivable. The carrying amounts of financial assets on the Statement of Financial Position represent the City's maximum credit exposure as at the Statement of Financial Position date.

(b) Liquidity risk:

The City mitigates liquidity risk by monitoring cash activities and expected outflows through extensive budgeting. Accounts payable and accrued liabilities are all current. There have been no significant changes from the previous year in the City's exposure to liquidity risk or policies, procedures and methods used to measure the risk. All accounts payable and accrued liabilities will be paid within twelve (12) months.

(c) Market risk:

The City's financial instruments consist of cash, investments, accounts receivable, accounts payable and accrued liabilities. It is City's opinion that it is not exposed to significant interest rate or currency risks arising from these financial instruments except as otherwise disclosed.

THE CORPORATION OF THE CITY OF WINDSOR



Schedule 1

Consolidated Statement of Segmented Net Revenue—2024

Year Ended December 31, 2024

(\$000's)

2024	General government	Protection to persons and property	Transportation services	Environmental services	Health services
Expenses					
Salaries, wages and benefits	44,202	183,405	48,603	20,070	-
Interest	-	-	16	1,804	-
External transfers	32	1,602	1,438	-	18,972
Amortization	3,469	6,037	40,799	22,656	2
Goods and services	18,531	30,580	37,198	47,262	-
Total Expenses	66,234	221,624	128,054	91,792	18,974
Revenues excluding taxation					
User charges	13,609	25,251	29,841	108,473	644
Provincial and federal transfers	30,118	12,414	33,817	2,311	-
Revenue from other municipalities	-	8,326	1,367	5,510	-
Other	59,923	6,479	8,947	7,341	-
Change in equity in government business enterprises	35,351	-	-	-	-
Total revenues excluding taxation	139,001	52,470	73,972	123,635	644
Net municipal property taxes and payments-in-lieu of taxes					
Annual (deficit) surplus	72,767	(169,154)	(54,082)	31,843	(18,330)

THE CORPORATION OF THE CITY OF WINDSOR

Schedule 1 (continued)

Consolidated Statement of Segmented Net Revenue—2024

Year Ended December 31, 2024

(\$000's)



2024	Social and family services	Recreation and culture	Planning and development	Total
Expenses				
Salaries, wages and benefits	63,904	37,849	4,259	402,292
Interest	933	-	2,072	4,825
External transfers	243,561	472	1,458	267,535
Amortization	9,418	13,841	790	97,012
Goods and services	84,951	33,556	340	252,418
Total Expenses	402,767	85,718	8,919	1,024,082
Revenues excluding taxation				
User charges	36,838	19,194	1,317	235,167
Provincial and federal transfers	303,731	721	300	383,412
Revenue from other municipalities	22,339	-	-	37,542
Other	8,299	5,301	477	96,767
Change in equity in government business enterprises	-	-	-	35,351
Total revenues excluding taxation	371,207	25,216	2,094	788,239
Net municipal property taxes and payments-in-lieu of taxes				427,380
Annual (deficit) surplus	(31,560)	(60,502)	(6,825)	191,537

THE CORPORATION OF THE CITY OF WINDSOR



Schedule 1

Consolidated Statement of Segmented Net Revenue—2023

Year Ended December 31, 2024

(\$000's)

2023	General government	Protection to persons and property	Transportation services	Environmental services	Health services
Expenses					
Salaries, wages and benefits	39,184	168,052	45,269	20,480	-
Interest	-	-	19	1,930	-
External transfers	2,266	1,851	1,363	-	17,476
Amortization	3,515	6,157	39,633	23,528	3
Goods and services	15,203	31,611	38,044	42,648	-
Total Expenses	60,168	207,671	124,328	88,586	17,479
Revenues excluding taxation					
User charges	16,047	20,729	28,570	94,268	195
Provincial and federal transfers	24,803	12,769	19,107	1,957	-
Revenue from other municipalities	-	7,202	1,049	5,301	-
Other	36,796	6,037	7,711	7,609	-
Change in equity in government business enterprises	32,120	-	-	-	-
Total revenues excluding taxation	109,766	46,737	56,437	109,135	195
Net municipal property taxes and payments-in-lieu of taxes					
Annual (deficit) surplus	49,598	(160,934)	(67,891)	20,549	(17,284)

THE CORPORATION OF THE CITY OF WINDSOR



Schedule 1

Consolidated Statement of Segmented Net Revenue—2023

Year Ended December 31, 2024

(\$000's)

2023	Social and family services	Recreation and culture	Planning and development	Total
Expenses				
Salaries, wages and benefits	56,237	34,236	3,744	367,202
Interest	180	-	1,050	3,179
External transfers	220,740	775	1,366	245,837
Amortization	7,874	13,105	816	94,631
Goods and services	74,830	28,894	3,704	234,934
Total Expenses	359,861	77,010	10,680	945,783
Revenues excluding taxation				
User charges	34,862	20,024	1,165	215,860
Provincial and federal transfers	283,334	1,295	-	343,265
Revenue from other municipalities	20,415	-	-	33,967
Other	14,597	950	3,167	76,867
Change in equity in government business enterprises	-	-	-	32,120
Total revenues excluding taxation	353,208	22,269	4,332	702,079
Net municipal property taxes and payments-in-lieu of taxes				401,249
Annual (deficit) surplus	(6,653)	(54,741)	(6,348)	157,545

THE CORPORATION OF THE CITY OF WINDSOR



Schedule 2

Tangible Capital Assets—2024

Year Ended December 31, 2024

(\$000's)

2024				
Cost	Balance, beginning of year	Additions	Disposals	Balance, end of year
Land	349,506	9,013	(60)	358,459
Landfill and land improvements	221,162	4,239	(1,233)	224,168
Building and building improvements	855,708	41,867	(403)	897,172
Vehicles, machinery and equipment	331,384	20,587	(14,326)	337,645
Water and wastewater infrastructure	995,162	19,184	(677)	1,013,669
Roads infrastructure	1,002,873	42,679	(6,615)	1,038,937
Airport assets	102,062	653	-	102,715
Asset retirement obligations	92,224	83	(2,618)	89,689
Assets under construction	264,110	121,787	(68,560)	317,337
Total	4,214,191	260,092	(94,492)	4,379,791

Accumulated amortization

Landfill and land improvements	77,954	6,492	(857)	83,589
Building and building improvements	399,060	22,395	(334)	421,121
Vehicles, machinery and equipment	179,461	20,465	(12,328)	187,598
Water and wastewater infrastructure	429,248	18,744	(242)	447,750
Roads infrastructure	580,641	25,594	(5,675)	600,560
Airport assets	43,614	2,924	-	46,538
Asset retirement obligations	83,146	398	-	83,544
Total	1,793,124	97,012	(19,436)	1,870,700

Net book value

Land	349,506	358,459
Landfill and land improvements	143,208	140,579
Building and building improvements	456,648	476,051
Vehicles, machinery and equipment	151,923	150,047
Water and wastewater infrastructure	565,914	565,919
Roads infrastructure	422,232	438,377
Airport assets	58,448	56,177
Asset retirement obligations	6,827	6,145
Assets under construction	264,110	317,337
Total	2,418,816	2,509,091

THE CORPORATION OF THE CITY OF WINDSOR



Schedule 2

Tangible Capital Assets—2023

Year Ended December 31, 2024

(\$000's)

2023				
Cost	Balance, beginning of year	Additions	Disposals	Balance, end of year
Land	300,228	50,187	(909)	349,506
Landfill and land improvements	212,328	10,450	(1,616)	221,162
Building and building improvements	781,437	80,168	(5,897)	855,708
Vehicles, machinery and equipment	324,691	16,920	(10,227)	331,384
Water and wastewater infrastructure	985,302	10,112	(252)	995,162
Roads infrastructure	1,032,445	28,773	(58,345)	1,002,873
Airport assets	98,632	3,430	-	102,062
Asset retirement obligations	91,858	366	-	92,224
Assets under construction	293,146	142,742	(171,778)	264,110
Total	4,120,067	343,148	(249,024)	4,214,191

Accumulated amortization

Landfill and land improvements	72,719	6,542	(1,307)	77,954
Building and building improvements	384,421	20,382	(5,743)	399,060
Vehicles, machinery and equipment	168,839	20,657	(10,035)	179,461
Water and wastewater infrastructure	410,641	18,771	(164)	429,248
Roads infrastructure	613,563	24,815	(57,737)	580,641
Airport assets	40,533	3,081	-	43,614
Asset retirement obligations	85,014	383	-	85,397
Total	1,775,730	94,631	(74,986)	1,795,375

Net book value

Land	300,228	349,506
Landfill and land improvements	139,608	143,208
Building and building improvements	397,016	456,648
Vehicles, machinery and equipment	155,852	151,923
Water and wastewater infrastructure	574,662	565,914
Roads infrastructure	418,882	422,232
Airport assets	58,099	58,448
Asset retirement obligations	6,844	6,827
Assets under construction	293,146	264,110
Total	2,344,337	2,418,816

Trust Funds Financial Statements



KPMG LLP

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INDEPENDENT AUDITOR'S REPORT

To the Mayor, Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Windsor

Opinion

We have audited the financial statements of the Trust Funds of the Corporation of the City of Windsor (the Trusts), which comprise:

- the statement of financial position as at December 31, 2024
 - the statement of financial activities and continuity of fund balances for the year then ended
 - and the notes to the financial statements, including a summary of significant accounting policies
- (Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Trusts as at December 31, 2024, and its financial activities for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the "**Auditor's Responsibilities for the Audit of the Financial Statements**" section of our auditor's report.

We are independent of the Trusts in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. The other information comprises:

- the information, other than the financial statements and the auditor's report thereon, included in the Annual Report.



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Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

We obtained the information, other than the financial statements and the auditor's report thereon, included in the Annual Report as at the date of this auditor's report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditor's report.

We have nothing to report in this regard.

Responsibility of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Trust's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Trust or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Trust's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.



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We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Trust's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Plan and perform the group audit to obtain sufficient appropriate audit evidence regarding the financial information of the entities or business units within the group as a basis for forming an opinion on the group financial statements. We are responsible for the direction, supervision and review of the audit work performed for the purposes of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada

Approval Date

THE CORPORATION OF THE CITY OF WINDSOR

Trust Funds Statement of Financial Position

Year Ended December 31, 2024

(\$000's)



	Huron Lodge Residents' Comfort \$	Willistead Furnishings \$	Windsor Justice Facility Capital Maintenance \$	Heritage Endowment Fund \$	EWSWA Landfill Expansion Fund \$	COAHP Revolving Homeownership \$
Assets						
Current assets						
Cash and equivalents	71	6	4,307	529	1	3,152
Due from City of Windsor		1	618	14		86
Total current assets	71	7	4,925	543	1	3,238
Long term assets (note 2):						
Investments			2,160			
Total assets	71	7	7,085	543	1	3,238
Liabilities						
Due to Current Fund City of Windsor			20			
Due to Capital Fund City of Windsor			500			
Due to Trust Fund City of Windsor	3					
Accounts payable	3					2,909
Total liabilities	6	-	520	-	-	2,909
Fund balance	65	7	6,565	543	1	329
Total liabilities and fund balance	71	7	7,085	543	1	3,238

The accompanying notes are an integral part of these financial statements.

THE CORPORATION OF THE CITY OF WINDSOR

Trust Funds Statement of Financial Position

Year Ended December 31, 2024

(\$000's)



	Windsor Medical Fund \$	MacDonald Trust \$	Willistead Endowment Fund \$	Fairbairn Cemetery Fund \$	Arts Endowment Trust Fund \$	WPL Bradley Trust Fund \$	Total 2024 \$	Total 2023 \$
Assets								
Current assets								
Cash and equivalents	38	34	2	13	1	4	8,158	7,937
Due from City of Windsor	1	1					721	181
Total current assets	39	35	2	13	1	4	8,879	8,118
Long term assets (note 2):								
Investments			34		3,152		5,346	10,331
Total assets	39	35	36	13	3,153	4	14,225	18,449
Liabilities								
Due to Current Fund City of Windsor							20	-
Due to Capital Fund City of Windsor							500	-
Due to Trust Fund City of Windsor							3	3
Accounts payable							2,912	2,720
Total liabilities	-	-	-	-	-	-	3,435	2,723
Fund balance	39	35	36	13	3,153	4	10,790	15,726
Total liabilities and fund balance	39	35	36	13	3,153	4	14,225	18,449

The accompanying notes are an integral part of these financial statements.

THE CORPORATION OF THE CITY OF WINDSOR

Trust Funds Statement of Financial Activities

Year Ended December 31, 2024

(\$000's)



	Huron Lodge Residents' Comfort \$	Willistead Furnishings \$	Windsor Justice Facility Capital Maintenance \$	Heritage Endowment Fund \$	EWSWA Landfill Expansion Fund \$	COAHP Revolving Homeownership \$
Balance at the beginning of the year	67	6	6,564	529	5,172	243
Revenues						
Residents' comfort	69					
Interest earned			172	14	146	86
Donations		3				
Rental			13			
Contributions		10	490			
Total revenues	69	13	675	14	146	86
Expenditures						
Payments to residents or estates	71					-
Purchases of furnishings and capital improvements		12	175			
Administrative charges					5,317	
Contribution to City of Windsor Capital Fund			499			
Contribution to City of Windsor Reserve Fund						
Total expenditures	71	12	674	-	5,317	-
Balance at the end of the year	65	7	6,565	543	1	329

THE CORPORATION OF THE CITY OF WINDSOR

Trust Funds Statement of Financial Activities

Year Ended December 31, 2024

(\$000's)



	Windsor Medical Fund \$	MacDonald Trust \$	Willistead Endowment Trust \$	Fairbairn Cemetery Trust \$	Arts Endowment Trust \$	WPL Bradley Trust \$	Total 2024 \$	Total 2023 \$
Balance at the beginning of the year	39	34	34	13	3,021	4	15,726	14,562
Revenues								
Residents' comfort							69	72
Interest earned		1	2		176		597	705
Donations							3	3
Rental							13	11
Contributions					1		501	501
Total revenues	-	1	2	-	177	-	1,183	1,292
Expenditures								
Payments to residents or estates							71	60
Purchases of furnishings and capital improvements							187	25
Administrative charges							5,317	-
Contribution to City of Windsor Capital Fund							499	43
Contribution to City of Windsor Reserve Fund					45		45	-
Total expenditures	-	-	-	-	45	-	6,119	128
Balance at the end of the year	39	35	36	13	3,153	4	10,790	15,726

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Trust Funds Financial Statements

Year Ended December 31, 2024

(\$000's)



1. ACCOUNTING POLICIES

Basis of accounting

Revenue and expenditures are reported on the accrual basis of accounting.

2. LONG TERM ASSETS

Long-term assets include total investments of \$5,346 (2023 - \$10,331) reported on the statement of financial position which reflects cost plus accrued interest to the end of the year.

3. TRUST FUNDS

The trust funds administered by the Corporation as of December 31, 2024 total \$10,790 (2023 - \$15,726) and are comprised of the following:

Huron Lodge Residents' Comfort Trust \$65 (2023 - \$67)

Administers the Home for the Aged residents' monthly spending allowance.

Willistead Furnishings Trust Fund \$7 (2023 - \$6)

Receives various donations, which are utilized to fund furnishings for the City-owned heritage facility.

Windsor Justice Facility Capital Maintenance Trust \$6,565 (2023 - \$6,564)

Administers joint contributions from the City of Windsor and Ontario Realty Corporation to be used for capital maintenance of the Joint Justice Facility.

Heritage Endowment Fund \$543 (2023 - \$529)

This is a fund which derives income for the purpose of capital funding costs associated with conserving eligible heritage properties.

Essex-Windsor Solid Waste Authority Landfill Expansion Fund \$1 (2023 - \$5,172)

This trust fund was established to hold funds paid by MFP Financial Services Limited to the County of Essex and the City in accordance with the settlement dated July 29, 2005. These funds will be utilized for ongoing cell expansions of the EWSWA consistent with the original loan with required payments in 2016 and 2024. The fund balance of the trust fund relates specifically to an amount payable to the EWSWA regarding ongoing future cell expansions.

THE CORPORATION OF THE CITY OF WINDSOR

Notes to Trust Funds Financial Statements

Year Ended December 31, 2024

(\$000's)



Canada-Ontario Affordable Housing Program (COAHP) Trust \$329 (2023 - \$243)

This trust fund was established for the purposes of the Canada-Ontario Affordable Housing Program Homeownership Component. Federal funding deposited into the trust account is subsequently transferred to successful recipients. The funding is considered a grant if the recipient maintains ownership of their home for the term of 20 years. If the home is sold prior to the 20 year period, the downpayment assistance (\$8 maximum) is repayable and deposited back into the trust fund to be redistributed to another recipient.

Windsor Medical Fund \$39 (2023 - \$39)

This fund was established in 2008 specifically for the acquisition of significant artifacts within the scope of the Windsor's Community Museum collection.

MacDonald Trust \$35 (2023 - \$34)

The transfer of the Museum function to the City of Windsor from the Windsor Public Library Board was finalized in 2008. The funds in the MacDonald Trust are to be expended on the collection, preservation and display of artifacts in the Francois Baby House.

Willistead Endowment Trust \$36 (2023 - \$34)

This fund was established in 2012 to be used for the benefit of Willistead Manor. The fund is to be used exclusively and in perpetuity for the preservation, restoration, and capital improvement of Willistead Manor and used for any means needed to achieve this purpose. It is intended that the fund be used for infrastructure projects. The minimum capital amount that must be preserved in the fund at all times is set at 50% of the receipted value of life to date contributions to the fund.

Fairbairn Cemetery Fund \$13 (2023 - \$13)

This fund was established when the City of Windsor became owner of Fairbairn Cemetery to be used for Parks Department management and third party contractor maintenance.

Arts Endowment Trust Fund \$3,153 (2023 - \$3,021)

This fund was established in 2017 to provide an ongoing funding source which will be available in perpetuity to support, in full or in part, public art related aspects of future City capital projects. The minimum annual distribution from the trust fund to be placed in the capital project has been established at 1.5% with any remaining yield to be retained in the fund.

Windsor Public Library – Bradley Trust \$4 (2023 - \$4)

This fund was established for the future building of a Sandwich Library.



Museum Windsor on Riverside Drive West

Statistical Review (Unaudited)

	2024	2023	2022	2021	2020
Revenues ('000's)	\$	\$	\$	\$	\$
Property taxes and payments-in-lieu	427,380	401,249	379,771	368,540	354,475
User charges	235,167	215,860	182,868	161,535	149,750
Provincial and federal transfers	383,412	343,265	298,797	269,469	280,852
Revenue from other municipalities	37,542	33,967	30,840	28,172	23,478
Other	96,767	76,867	70,170	57,484	57,142
Change in equity in government business enterprises	35,351	32,120	38,983	35,395	20,494
TOTAL	1,215,619	1,103,328	1,001,429	920,595	886,191

	2024	2023	2022	2021	2020
Expenses ('000's)	\$	\$	\$	\$	\$
General government	66,234	60,168	61,199	59,759	56,044
Protection to persons and property	221,624	207,671	202,075	194,857	190,523
Transportation services	128,054	124,328	123,557	108,706	108,532
Environmental services	91,792	88,586	83,501	78,313	80,751
Health services	18,974	17,479	15,472	17,856	15,988
Social and family services	402,767	359,861	308,621	284,644	262,274
Recreation and culture	85,718	77,010	70,927	62,609	58,039
Planning and development	8,919	10,680	8,452	9,623	8,280
TOTAL	1,024,082	945,783	873,804	816,367	780,431

	2024	2023	2022	2021	2020
Expenses by object ('000's)	\$	\$	\$	\$	\$
Salaries and wages	402,292	367,202	370,494	362,701	348,907
Goods and services	252,418	234,934	204,536	209,985	169,612
External transfers	267,535	245,837	203,940	152,845	172,507
Interest	4,825	3,179	2,451	2,864	3,120
Amortization	97,012	94,631	92,383	87,972	86,285
TOTAL	1,024,082	945,783	873,804	816,367	780,431

Statistical Review (Unaudited)

	2024	2023	2022	2021	2020
Non-financial Assets ('000's)	\$	\$	\$	\$	\$
Tangible capital assets, net book value	2,509,091	2,418,816	2,344,337	2,223,082	2,157,630
Amortization expense	97,012	94,631	92,383	87,972	86,285
Transfers to capital fund from operating funds	4,860	6,854	46,095	43,767	39,021

	2024	2023	2022	2021	2020
Long-term liabilities	\$	\$	\$	\$	\$
Long-term liabilities ('000's)	116,129	107,251	54,807	54,201	62,658
Interest ('000's)	4,794	3,873	2,451	2,864	3,120
Population	234,219	234,219	231,900	229,660	230,900
Long-term liabilities per capita	495.81	457.91	236.34	236.01	271.36

	2024	2023	2022	2021	2020
Accumulated Surplus ('000's)	\$	\$	\$	\$	\$
Invested in tangible capital assets	2,392,908	2,311,565	2,289,530	2,168,881	2,094,972
Invested in government business enterprises	760,389	723,606	694,728	655,745	620,350
Unfunded future employee benefit obligations	(699,157)	(697,502)	(694,431)	(667,398)	(632,045)
Unfunded asset retirement obligations*	(109,124)	(107,490)	(107,299)	(17,754)	(19,075)
Unfunded inactive contaminated sites obligations	(9,024)	(8,847)	(8,774)	(8,504)	(6,692)
Reserves and reserve funds	547,177	451,952	294,325	291,641	259,462
Other	45,624	62,048	112,720	113,975	115,386
TOTAL	2,928,793	2,735,332	2,580,799	2,536,586	2,432,358

* In 2021 and 2020, the amount in this row represents landfill perpetual care obligations. The accounting standard for landfill perpetual care was replaced and reported as asset retirement obligations for 2022 - 2024.

Statistical Review (Unaudited)

	2024	2023	2022	2021	2020
Reserves and reserve funds ('000's)	\$	\$	\$	\$	\$
Reserves set aside for a specific purpose by Council:					
Working funds	36,551	35,563	34,618	33,781	27,672
Encumbrances	5,961	5,447	6,493	6,990	4,058
Future planning	3,284	2,230	1,857	1,698	1,261
Post retirement death benefit	(100)	106	287	247	269
Recreation services	706	1,106	1,292	1,443	1,717
Fire services	1,687	1,648	1,530	1,579	1,400
Environmental services	23,467	24,924	24,582	24,155	23,218
Occupational illness	1,203	1,762	3,310	2,964	2,492
Others	3,590	3,811	3,979	4,231	3,292
Total reserves	76,349	76,597	77,948	77,088	65,379
Reserve funds set aside for a specific purpose by Council:					
Replacement of equipment	84,064	74,475	59,275	54,886	52,717
Capital expenditures	188,585	140,572	99,319	87,748	56,116
Insurance	9,053	8,818	7,756	7,573	7,478
Health benefits rate stabilization	5,356	10,217	12,063	13,227	12,569
Sanitary sewer expenditures	87,341	47,080	4,183	4,442	6,496
Budget stabilization	11,363	11,480	12,918	20,624	20,296
Children's fund	812	791	752	735	725
Social housing	(25,593)	(12,136)	(30,889)	(16,592)	2,996
Recreation	546	245	377	244	174
Transit debt repayment	1,001	1,096	1,160	1,254	1,361
Public health	87,769	72,741	31,368	25,952	20,871
Tax appeals	20,531	19,976	18,095	14,460	12,284
Total reserve funds	470,828	375,355	216,377	214,553	194,083
Total reserves and reserve funds	547,177	451,952	294,325	291,641	259,462

Statistical Review (Unaudited)

Property Tax & Assessment

Tax Assessment Information

Taxable Assessment on which the year's

rates of taxation were set (\$000s)

	2024	2023	2022	2021	2020	2019
Residential, multi-residential, farm	14,649,713	14,520,033	14,390,426	14,220,471	14,064,528	13,513,312.05
Commercial, industrial, other	3,687,260	3,664,156	3,656,774	3,685,312	3,705,190	3,604,643
Total Taxable Assessment	18,336,974	18,184,189	18,047,200	17,905,783	17,769,718	17,117,955
Commercial, industrial and business as a % of taxable assessment	20.1%	20.2%	20.3%	20.6%	20.9%	21.1%

Tax Rate Information

Residential	2024	2023	2022	2021	2020	2019
Municipal Levy	1.879805%	1.786661%	1.700760%	1.665668%	1.622679%	1.628394%
School Board	0.153000%	0.153000%	0.153000%	0.153000%	0.153000%	0.161000%
Total Tax Rate	2.032805%	1.939661%	1.853760%	1.818668%	1.775679%	1.789394%
Commercial	2024	2023	2022	2021	2020	2019
Municipal Levy	3.785916%	3.598325%	3.425320%	3.354645%	3.274263%	3.287237%
School Board	0.880000%	0.880000%	0.880000%	0.880000%	1.250000%	1.290000%
Total Tax Rate	4.665916%	4.478325%	4.305320%	4.234645%	4.524263%	4.577237%
Industrial	2024	2023	2022	2021	2020	2019
Municipal Levy	4.353213%	4.137512%	3.938584%	3.857319%	3.764615%	3.777874%
School Board	0.880000%	0.880000%	0.880000%	0.880000%	1.250000%	1.290000%
Total Tax Rate	5.233213%	5.017512%	4.818584%	4.737319%	5.014615%	5.067874%

Property Tax Information

Tax Levies (based on Roll Return \$000s)	2024	2023	2022	2021	2020	2019
City Portion	432,245	407,919	385,882	376,169	363,844	352,156
School Board Portion	52,869	52,481	52,214	52,190	62,850	63,289
Total Tax Levied on Roll Return	485,114	460,400	438,096	428,360	426,694	415,445
Tax Arrears	2024	2023	2022	2021	2020	2019
Taxes Receivable (\$000s)	47,362	40,404	35,593	36,609	35,977	28,785
Taxes Receivable per Capita (\$)	200.21	172.51	153.48	159.40	155.81	126.50
Percentage of current total tax levy	9.8%	8.8%	8.1%	8.5%	8.4%	6.9%



Streetview of Ouellette Avenue

Accomplishments

Economic Development:

The City achieved a significant milestone by surpassing its provincial housing target with 1,456 housing starts, amounting to 134% of its assigned goal of 1,083.



The Building Department achieved remarkable milestones. They issued 2,042 permits and 1,488 dwelling units, contributing to a substantial construction value of \$1.118 billion.



The Planning Department handled 443 development applications and 28 Community Improvement Plan incentive applications, underscoring the ongoing demand for development in Windsor. Planning approvals issued enabled approximately 1,300 new residential units to proceed to building permitting.



The City welcomed 39 new investments and expansions creating over 2,700 new jobs and generating more than \$830 million in capital. Through the City's Community Improvement Plan (CIP), direct Council involvement, and personalized advisory support, tailored assistance has been provided to ensure seamless integration into the community.



As part of the Windsor Works economic development strategy, the City completed several key projects to strengthen business attraction, cultural assets, and community engagement. Highlights include launching a community engagement and survey tool pilot, developing new investor attraction materials, and developing an online funding portal to improve access to financial supports. Additional initiatives such as assessing the local film and arts industry and renovating commercial space on Goyeau Street, support downtown revitalization and reinforce Windsor's position as a competitive, resilient, and future-focused economy.



Transit Windsor set a record-breaking ridership of 9.6 million, surpassing pre-pandemic levels of 8.4 million. The City successfully secured over \$117 million in federal and provincial funding through the Public Transit Infrastructure Stream of the Investing in Canada Infrastructure Program (ICIP), to support critical transit infrastructure projects that promote economic growth, environmental sustainability, and inclusive community development, modernizing and expanding the Windsor's transit network for the future.

Corporate Services:



The first 311 Customer Contact Survey conducted since the COVID-19 pandemic revealed that 89% of respondents were very satisfied with their overall experience.



Council endorsed the Employee Experience and Retention Project, an initiative designed through the consultation of PriceWaterhouseCoopers to develop a comprehensive people strategy and enhance the overall employee experience at the City of Windsor.



The City achieved full Multi-Factor Authentication (MFA) compliance across all employee accounts, a milestone not yet reached by many municipalities. This accomplishment is part of a broader cybersecurity strategy that includes enhanced network monitoring, mandatory staff training, and alignment with provincial and federal best practices, reinforcing Windsor's commitment to modernizing its IT infrastructure and proactively addressing evolving cyber threats.

Human and Health Services:



As part of the Strengthen the Core initiatives, City Council funded extended hours at the H4 program now operating daily from 6 PM to Midnight year-round. During 2024, H4 had 83,126 visits, nearly 228 per day with over 30,000 during the new evening hours. In addition, new on-site health care support services (lower limb wound care, nursing RN/RPN's, addiction medicine, primary care physician support and social workers) were provided, improving connections to the broader health care system.



The Children's Services department received the OMSSA Local Municipal Champion Award for the WERECE (Windsor Essex Registered Early Childhood Educators) Campaign, for increasing awareness and requirement of Registered Early Childhood Educators in help meeting demand for qualified staff. The campaign featured targeted television, social media, and print adds to raise awareness, the creation of WERECE Ambassadors, and expanded staff Professional Development days. As a result, the region saw a 40% increase in Registered Early Childhood Educators over the past 2 years.



The City's Employment and Social Services Asylum Claimant Team received the 2024 Ontario Municipal Social Services Association (OMSSA) Local Municipal Champion Award for excellence in advancing human services integration and service system management. Moreover, the Windsor Regional Employment Network supported over 13,650 job seekers helping over 3,248 individuals gained employment.



Huron Lodge played a key role in interagency collaboration through executive committee and work groups such as Ontario Health to improve healthcare access and system flow. The team received high praise from the Minister of Long-Term Care during a site visit, recognizing the successful implementation of the Chrysalis program and future plans to support residents with Dementia type diagnosis

Infrastructure Services:



The City celebrated the completion of major upgrades to Cabana Road West from Provincial Road to Highway 3 which included major road, bike lane, sidewalk, sewer, and watermain improvements. Since 2015 the City of Windsor has invested \$43.1 million, supported by Investing in Canada Infrastructure Program (ICIP) funding.



The City secured \$18.8 million through the Housing-Enabling Core Servicing Stream of the Municipal Housing Infrastructure Program (MHIP). This funding will support the construction of up to 3,030 new homes by providing critical infrastructure, including improvements to the Banwell Road Corridor, to facilitate home building and improve existing transportation routes.



The City is investing \$18 million to substantially rebuild Lauzon Parkway, one of the most utilized roads in the city's network, used by approximately 30,000 vehicles, including heavy trucks, accessing the E.C. Row Expressway.



\$2.2 million in funding supported 16 new residential milling and paving projects, improving conditions of local residential roads across the city.

City of Windsor Economy—2024

ECONOMIC TRENDS

Fueled by ongoing investments in infrastructure and industrial development, Windsor, Ontario's population and opportunities continued to grow in 2024, with expectations of further expansion in 2025. NextStar Energy's EV battery plant, the first facility of its kind in Canada, began module production at their east Windsor facility in late 2024 with cell production expected to begin later in 2025. Several companies in the battery supply chain including DS Actimo, Bobaek America Inc., and NEO Battery Materials, are in various stages of construction with more announcements expected in 2025. A milestone in the construction of the Gordie Howe International Bridge was reached in July 2024 with the joining of the Canadian and US sides of the bridge deck. Work will continue through 2025 with an opening date scheduled for later in the year. As work on those two massive projects winds down, preparations begin for the construction of the new \$2 billion acute care hospital starting in 2026.

The Conference Board of Canada expects the economy in the Windsor Census Metropolitan Area (includes City of Windsor, Municipality of Lakeshore and Towns of Tecumseh, LaSalle, and Amherstburg) to grow by an average annual rate of 2.8% from 2025 to 2028. Over the past several years, the Windsor CMA has consistently ranked among the top CMAs in Canada for growth in total GDP and GDP per capita. The Accommodation and Food Services industry was the leader in economic growth in 2024 with 8.0% increase over the previous year. A further 3.7% growth is expected in 2025. A decline in Manufacturing GDP of 2.4% was expected in 2025 but a 6.5% increase in output is forecast for 2025 with the NextStar plant in full production. Both the Wholesale Trade industry and Primary and Utilities were expected to benefit from the start of full production at NextStar.

Windsor CMA's population is expected to grow by 2.3% in 2024 and 1.1% in 2025, which is above the 10-year average between 2010 and 2019. Looking at the entire Windsor-Essex region, Statistics Canada reported a population increase of over 15,000 from 2023 to 2024 alone. Most of that increase was experienced in the City of Windsor which added 10,620 to its total population from 2023 to 2024. Most of the region's population growth comes from international migration but we have started to gain from other Ontario cities over the past few years, which has not been the case in the past.

Employment growth was estimated at 0.4% growth for 2024. Job gains were seen in Construction and Transportation and Warehousing. Losses were seen in Manufacturing and Finance, Insurance and Real Estate. It is expected that the NextStar Energy plant's full opening in 2025 will increase the Manufacturing job numbers as well as creating spin-off jobs in other sectors. Continued work on the NextStar plant and facilities for suppliers, construction of the Gordie Howe International Bridge, and preparations for a E.C. Row Expressway interchange at Banwell Road are largely responsible for the estimated 17.8% increase in Construction employment. A smaller but still significant increase is expected for 2025. Wages and salaries increased by 4.1% in 2024 and a further 2.1% increase is expected for 2025.

In addition to the construction projects mentioned above, work has begun to relocate and improve the intersection of Howard Avenue, Division Road and South Cameron Boulevard near Devonshire Mall. This project will wrap up in 2025. As the large infrastructure projects referenced earlier move towards completion, work will begin on the \$2 billion Windsor-Essex acute care hospital in 2026. Overall, construction growth was somewhat slower in 2024 at 0.7% less than 2023 but should grow by an average of 3.4% annually from 2025 to 2028.

City of Windsor Economy—2024

Housing starts grew exponentially in 2024 over 2022 and 2023. The number of starts of all housing types was 1,251 in 2024, almost four times the 2023 total of 346. The vacancy rate for rental dwellings was 2.9% in October 2024, slightly higher than the previous year. The median rent for all dwelling types was \$1,118 in October 2024, up from \$1,044 the previous year but substantially lower than the Ontario average of \$1,580. According to the Windsor-Essex County Association of Realtors, home sales rose slightly with 5,075 sales in 2024 compared to 4,911 sales in 2023. The average sale price increased by 3.91%, from \$556,380 in 2023 to \$578,108 in 2024.

The most recent tourism numbers currently available are for 2023 when 5.6 million people visited Windsor-Essex, spending a total of \$856 million. Approximately 1.7 million of these visitors were from the US. Visitor numbers stood at 98% of pre-pandemic levels (ie. 2019) and represented a substantial increase from 2022 when we welcomed 4.4 million visitors spending \$669 million.

Because this report focuses on the City of Windsor's economy in 2024 and since, at the time the projections referenced above were developed, the US had not implemented the 25% tariffs on Canadian and Mexican goods coming into the country, US and retaliatory tariffs have not been taken into account in this report. It is, of course, hoped and expected that the tariffs will be short-lived.

ECONOMIC DEVELOPMENT ANNOUNCEMENTS AND PROJECTS

NextStar Energy – The EV battery manufacturer is nearing completion of its massive \$5 billion facility, with module manufacturing already underway and cell production scheduled to start in Q3 2025.

DS Actimo – This South Korea-based supplier of battery cell module cases with wiring components for EV batteries is building a \$60 million, 107,000 square foot plant employing 96 people. They will supply NextStar among other customers.

Bobaek America Inc. – Construction continued on this \$35 million plant which will make battery insulation panels and cell sheets for EVs. The facility will employ 144 people.

NEO Battery Materials – This company is establishing both R&D and manufacturing facilities in Windsor. They produce specialized coatings and silicon anode materials for lithium-ion batteries for use in electric vehicles, electronics and energy storage systems. The plant will be the first of its kind in Canada and is expected to cost about \$100 million and create 130 jobs.

ADM-Agri Industries – A \$76 million investment will improve truck loading capacity by introducing a new roadway and kiosk system. The facility takes soybeans and canola seed and processes them into vegetable oil and livestock feed.

Kautex Textron – Through an investment of \$23 million, the company, which manufactures plastic fuel tanks for the automotive industry, is building a new battery skid plate manufacturing facility to produce battery casings for EVs using advanced composite materials.

Ennova Facades – The federal government announced they were supporting this curtain wall manufacturer with a \$1.15 million investment to expand two local plants, one in Windsor and one in Amherstburg. Thirteen new jobs will be added to the workforce.

Dimachem – Chemical manufacturer and blender Dimachem is spending close to \$2 million to expand its Windsor facility. The project will add 16 jobs.

City of Windsor Economy—2024

APAG Co Syst - APAG Elektronik Corp. expanded its Windsor operations by opening a new 4,000-sq.-ft. research and development facility, employing 14 people. The company plans to grow its workforce to around 30 next year.

Amazon – Amazon’s new Windsor distribution centre opened in late 2024 with approximately 70 employees.

Landmark Cinemas – The former Silver City theatre complex was renovated and re-opened as Landmark Cinemas.

New restaurants and retailers - Nauti V’s Oyster Bar, a restaurant, opened in Windsor’s Walkerville neighbourhood, COBS Bread opened in East Windsor, Black Friday Bins, a discount store, opened a location in the Riverside Plaza in Windsor, Michaels opened a store in Tecumseh Mall, Church’s Texas Chicken opened a second location, and Loblaws chose Windsor for one of its three No Name stores in Ontario,

Minth Group, a Taiwanese-Canadian automotive parts manufacturer, is investing nearly \$300 million to establish its first Canadian manufacturing facility in Windsor, Ontario. The 379,415-square-foot plant, located on 54 acres at 5000 Cabana Road East, will create approximately 1,099 direct jobs. The facility will produce components for both conventional and electric vehicles, including metal EV battery housing units and plastic exterior parts such as bumpers, grilles, and tailgates.

Windsor's investment pipeline remains strong, with 15 high and medium-priority clients currently in active discussions with economic development teams. Should all of these companies choose Windsor as their preferred location, it could result in an additional 4,600 jobs and \$6 billion in further investment.

MAJOR CURRENT AND UPCOMING PUBLIC SECTOR CONSTRUCTION PROJECTS

- **Gordie Howe International Bridge** – The towers on both sides of the Detroit River have reached their full height and the roadbed on both sides of the river has almost reached its joining point. The bridge is expected to be open in the fall of 2025.
- **Site preparation continued for the New Windsor-Essex Acute Care Hospital** in Windsor with construction expected to begin in 2026.
- **The Greater-Essex County District School Board** received \$7.6M from the provincial government to expand two elementary schools in South Windsor, with completions targeted by the start of the 2025/26 academic year.
- **The City of Windsor and the Essex County Soccer Association** invested a total of \$3.4M for a soccer field at the McHugh Soccer Complex in Windsor.
- **Windsor Regional Hospital** received up to \$31M from the provincial government to help renovate its 17,000-sq.-ft. cardiac catheterization lab suite. Construction began in the summer, with expected completion by July 2026.
- **The City of Windsor** is continuing to upgrade its transit system with a joint federal-provincial-municipal government investment of approximately \$114M for improved bus stops and terminals, new technologies, a larger fleet, and more.

City of Windsor Economy—2024

- The City of Windsor invested \$1M into the first phase of construction for a full-size cricket pitch at Derwent Park.
- The federal government is investing over \$2.7M in Essex County Road 50 to enhance pedestrian and cyclist safety.
- The Corporation of the City of Windsor, along with the Province of Ontario invested a total of \$8M to provide infrastructure upgrades and site servicing, which will support the construction of the NextStar Energy Inc. EV Battery Plant and adjacent municipal infrastructure areas.
- To support increased development in the area, the Corporation of the City of Windsor and Province of Ontario are investing a total of approximately \$100M to construct an interchange at the EC Row Expressway and Banwell Road, plus additional improvements to Banwell Road.
- The Corporation of the City of Windsor continues development of Lauzon Parkway and Cabana Road East through a further \$169M commitment made as part of its' 2025 Capital Budget.



Legacy Beacon Streetcar No. 351



350 City Hall Square West



519-255-6211



CityWindsor.ca



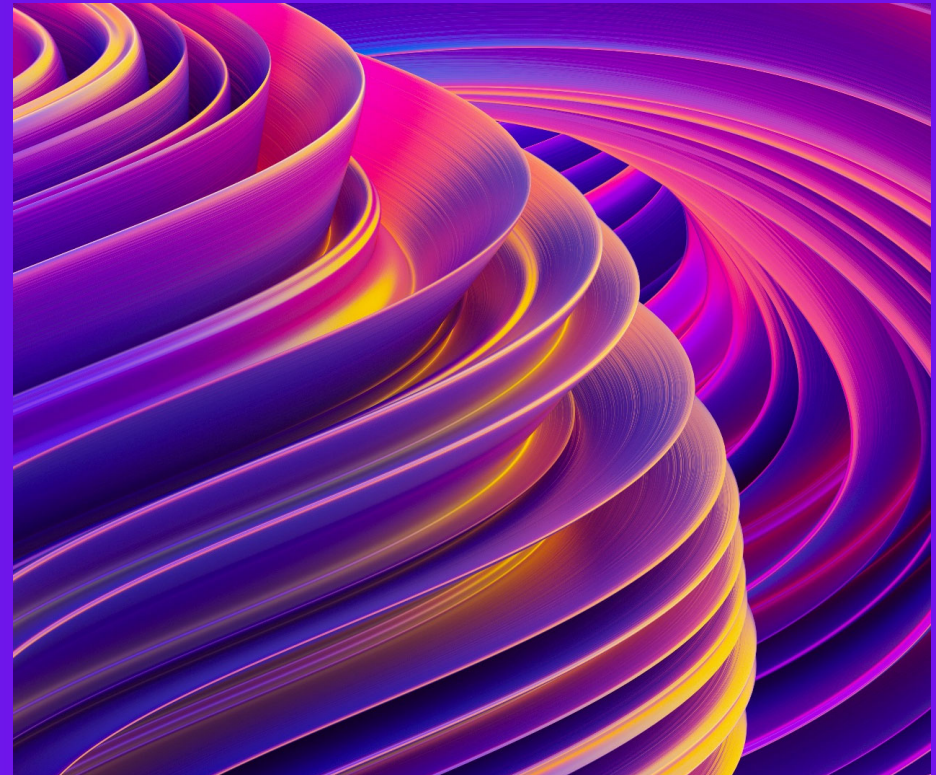
The Corporation of the City of Windsor

**Audit Findings Report
for the year ended
December 31, 2024**

KPMG LLP

Prepared as of June 25, 2025 for presentation to City Council on
July 14, 2025

kpmg.ca/audit



KPMG contacts

Key contacts in connection with this engagement



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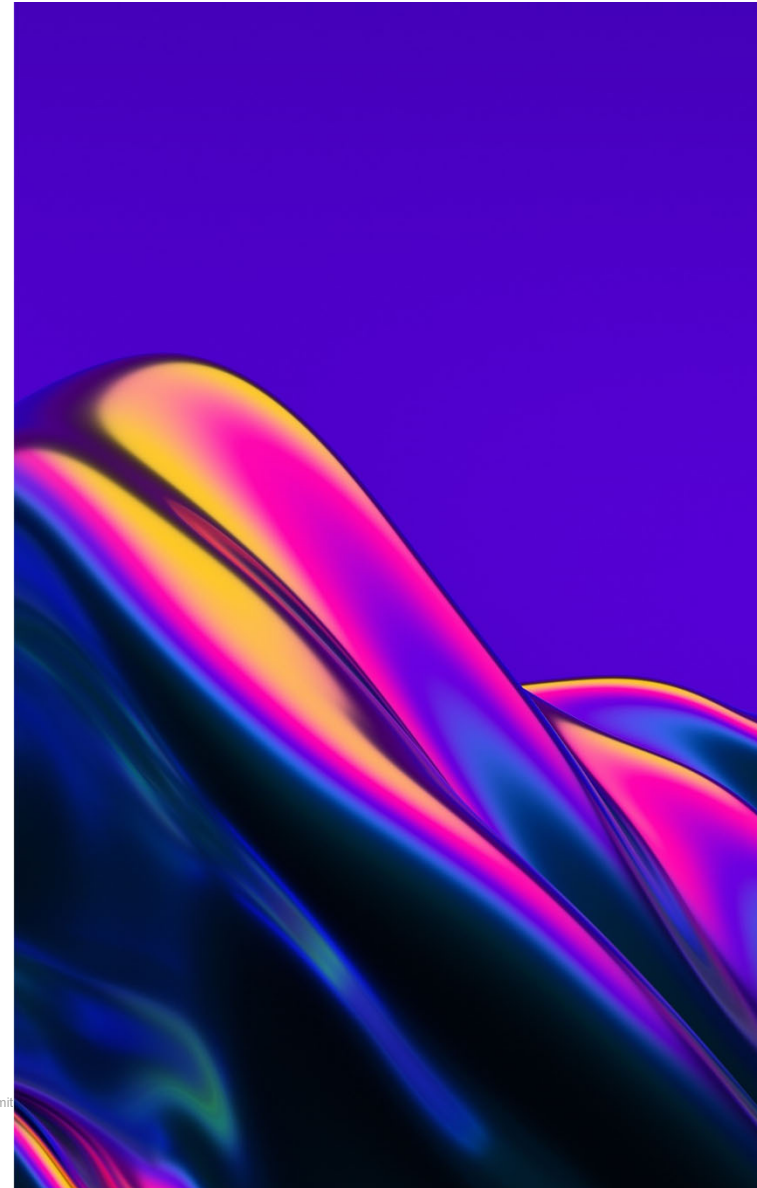


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Digital use information

This Audit Findings Report is also available as a “hyper-linked” PDF document.

If you are reading in electronic form (e.g. In “Adobe Reader” or “Board Books”), clicking on the home symbol on the top right corner will bring you back to this slide.



Click on any item in the table of contents to navigate to that section.

4	Highlights	6	Status	7	Risks and results		
11	Policies and practices	13	Specific topics	15	Misstatements		
17	Control deficiencies	19	Audit quality	20	Independence	22	Appendices



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Audit highlights



No matters to report



Matters to report – see link for details

Status

We have completed the audit of the consolidated financial statements ("financial statements"), with the exception of certain remaining outstanding procedures, which are highlighted on the 'Status' slide of this report.



Significant changes



Significant changes since our audit plan



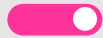
Risks and results & Significant unusual transactions



Significant risks



- Fraud risk from revenue recognition
- Fraud risk from management override of controls
- Contingent liabilities



Other risks of material misstatement



- Property taxes and appeals
- Tangible capital assets
- Government funding



Going concern matters



Significant unusual transactions



Policies and practices & Specific topics



Accounting policies and practices



Other financial reporting matters



Specific topics



Misstatements



Uncorrected misstatements



Corrected misstatements



- See management representation letter for details

Control deficiencies



Significant deficiencies



Audit Quality



Learn more about how we deliver audit quality.

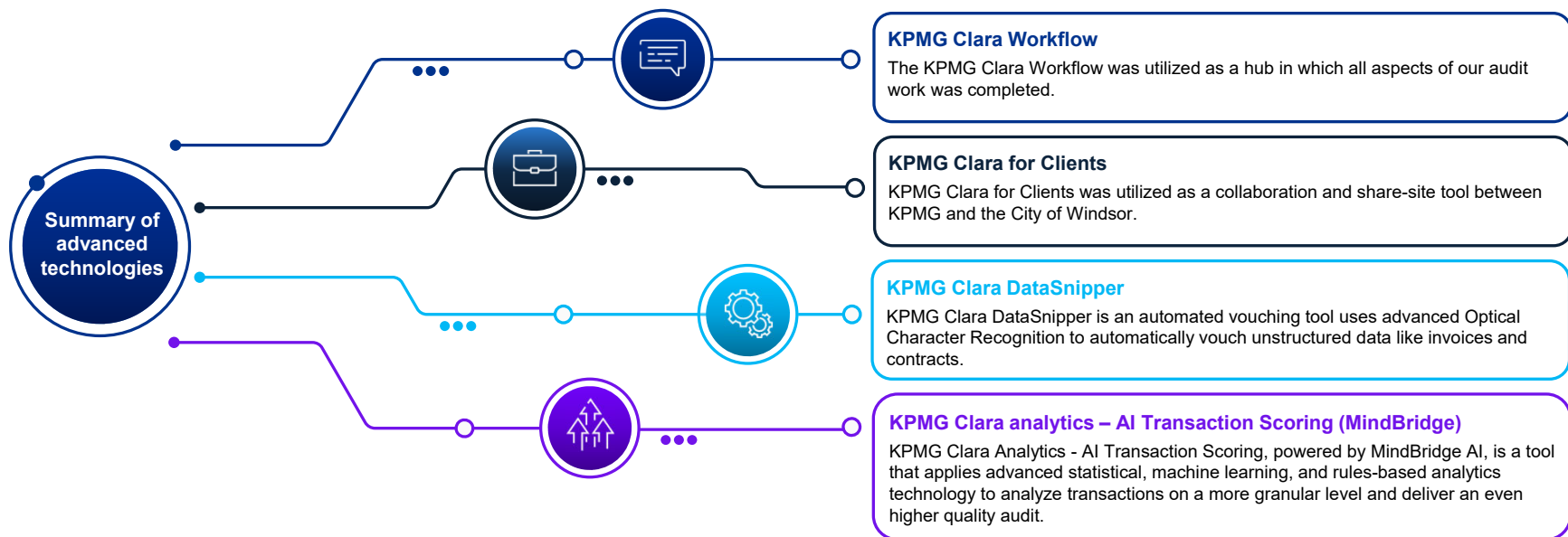


The purpose of this report is to assist you, as a member of the City Council, in your review of the results of our audit of the financial statements. This report is intended solely for the information and use of Management and City Council and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.



Technology highlights

We plan to utilize technology to enhance the quality and effectiveness of the audit.





Status

As of June 25, 2025, we have completed the audit of the consolidated financial statements, with the exception of certain remaining procedures, which include amongst others:

- Obtaining the signed management representation letter
- Receipt of confirmations from the Corporation's legal counsel
- Completing our discussions with the City Council
- Obtaining evidence of the City Council's approval of the financial statements

We will update City Council on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures.

A draft of our auditor's report is provided within the draft financial statements.

KPMG Clara for Clients (KCc)



Real-time collaboration and transparency

We leveraged **KCc** to facilitate real-time collaboration with management and provide visual insights into the status of the audit!

On our audit we used KCc to coordinate requests with management.





Significant risks



Risk of Fraud Within the Financial Statements

Why is it significant?

**Presumption
of the risk of fraud
resulting from
management
override of
controls**

Management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity, the risk nevertheless is present in all entities.

Our response

As this presumed risk of material misstatement due to fraud is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include:

- testing of journal entries and other adjustments,
- performing a retrospective review of estimates
- evaluating the business rationale of significant unusual transactions.
- No issues were noted.

Why is it significant?

**Presumption
of the risk of fraud
resulting from
fraudulent
revenue
recognition**

This is a presumed risk.

There are generally pressures or incentives on management to commit fraudulent financial reporting through inappropriate revenue recognition when performance is measured in terms of year-over-year revenue growth or profit.

Our response

We have rebutted the fraud risk over revenue recognition since there are limited perceived opportunities to commit fraud since revenue transactions do not involve elements of significant judgment. We have also not identified any indicators that management possesses the attitude, character or ethical values that would result in intentional dishonesty. The entity is not a high public profile entity and there are no significant third-party expectations in relation to revenue. As a result, there is no risk of material misstatement of revenue due to fraudulent financial reporting by management.

Advanced technologies

Our **KPMG Clara Journal Entry Analysis Tool** assists in the performance of detailed journal entry testing based on engagement-specific risk identification and circumstances. Our tool provides auto-generated journal entry population statistics and focusses our audit effort on journal entries that are riskier in nature.



[Click to learn more](#)



Significant risks and results



Contingent liabilities

Significant risk and our response

- The Corporation has been named as a defendant in a number of legal actions. These actions are at various stages of their respective proceedings and the Corporation may not be in a position to mitigate its' liability exposure through insurance.

We performed the following audit procedures to understand the Corporation's legal obligations and commitments:

- We obtained management's assessment of ongoing legal claims in order to understand ongoing cases.
- Discussed status of ongoing cases with internal legal counsel where required.
- Inquiry letters were sent to external counsel to obtain their evaluation of ongoing cases.
- KPMG reviewed all City Council minutes, including in-camera, for the 2024 year and 2025 year, up to the date of our Auditor's Report

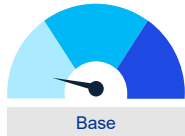
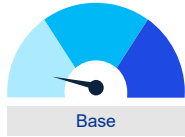
Results

- No issues noted within the recognition, disclosure and presentation of contingent liabilities.



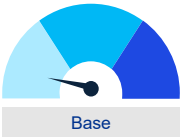


Other risks of material misstatement

Areas	Level of risk due to error	Our response
Property Taxes and Appeals <p>The City's municipal tax base includes manufacturing and industrial properties with significant outstanding balances coupled with environmental sensitivities. In recent years, the City was required to pay settlements resulting from property tax appeals on significant properties.</p>	 <p>Base</p>	<ul style="list-style-type: none"> We reviewed Management's evaluation of properties with significant outstanding tax balances, including any environmentally sensitive properties, and assessed the reasonableness of the valuation allowance. Obtained an understanding of outstanding property tax appeals through review of Council reports and inquiry with Management and ensured that such appeals were recognized in the consolidated financial statements in accordance with City's significant accounting policies; Reviewed subsequent appeal settlements to ensure the City's accounting at year-end was appropriate. No issues or misstatements were noted.
Tangible Capital Assets <p>Capital expenditures represent a significant investment on the part of the City and in certain instances, may involve a degree of subjectivity and/or complexity in terms of whether they meet the criteria for capitalization.</p>	 <p>Base</p>	<ul style="list-style-type: none"> We performed substantive testing over recorded capital expenditures by reviewing source documentation for a sample of items to assess the accuracy of the recorded amounts and ensure appropriate classification of costs (capitalization vs. expense). We performed substantive testing over repairs and maintenance expenditures, including reviewing source documentation for a sample of items, to identify any instances where items should be capitalized as opposed to expensed. We reviewed financial statement presentation and note disclosure of capital assets and deferred revenues. No issues or uncorrected misstatements were noted.



Other risks of material misstatement (continued)

Areas	Level of risk due to error	Our response
Government Funding <p>The City receives funding from the Federal and Provincial governments under a variety of programs, including programs with specific revenue recognition criteria. This can result in potential financial reporting issues with respect to the amount of revenue recognized and the treatment of unearned funds at year-end (deferral vs. payable).</p>		<ul style="list-style-type: none"> • We reviewed Management's calculation of revenues and their identified revenues that are conditional in nature. • For significant conditional revenue sources, we obtained supporting documentation demonstrating that the revenue recognition criteria have been achieved. • We reviewed Management's treatment of unearned revenues. For significant unearned revenue balances, we inquired with Management to understand whether these represent deferred revenue or payable balances. • We reviewed Management's treatment of prior year unearned revenue accounts (deferred revenues, accounts payable) that were recognized as revenue in the current year. For significant income inclusions from prior year amounts, we obtained supporting documentation to ensure that revenue recognition criteria had been met. • No issues or misstatements were noted.



Accounting policies and practices



Initial selection of significant accounting policies and practices

The following new significant accounting policies and practices were selected and applied during the period.

- PS 3400 – Revenue
- PS 3160 – Public Private Partnerships (P3)
- PSG-8 – Purchased intangibles.

There was no impact to the Financial Statements upon adoption of these new standards. See Appendix 4 for details of these new accounting standards.



Description of new or revised significant accounting policies and practices

Changes to significant accounting policies and practices and the impact on the financial statements are disclosed in Note 2 to the financial statements.



Significant qualitative aspects

No matters to report.

Other financial reporting matters

We also highlight the following:



Financial statement presentation - form, arrangement, and content



No matters to report.



Concerns regarding application of new accounting pronouncements



No matters to report.



Significant qualitative aspects of financial statement presentation and disclosure



No matters to report.

Specific topics

We have highlighted the following that we would like to bring to your attention:

Topic title	Finding
Significant matters subject to correspondence with management	No matters to report.
Issues with sending external confirmation requests	No matters to report.
Concerns about the quality of a component auditor’s work	No matters to report.
Concerns about the refusal of group management to communicate with component management	No matters to report.





Specific topics

We have highlighted the following that we would like to bring to your attention:

Matter	Finding
Illegal acts, including noncompliance with laws and regulations, or fraud (identified or suspected)	No matters to report.
Other information in documents containing the audited financial statements	No matters to report.
Significant difficulties encountered during the audit	No matters to report.
Difficult or contentious matters for which the auditor consulted	No matters to report.
Management's consultation with other accountants	No matters to report.
Disagreements with management	No matters to report.
Related parties	No matters to report.
Significant issues in connection with our appointment or retention	No matters to report.
Other matters that are relevant matters of governance interest	No matters to report.

Corrected misstatements

Corrected misstatements include financial presentation and disclosure misstatements.



Impact of corrected misstatements

- Discuss the effect on the financial reporting process
 - Discussion about the cause of the corrected misstatements (e.g. control deficiencies)
 - Discussion about that the matters underlying the corrected misstatements (e.g. control deficiencies) could potentially cause future-period financial statements to be materially misstated.



Individually significant corrected misstatements

Corrected misstatements greater than \$800,000 individually:

Description of misstatement	\$	
	Debit	Credit
To correct current year asset betterments that were erroneously fully amortized during the period.		
Tangible Capital Assets – Accumulated Amortization	\$9,550,000	
Amortization expense		\$9,550,000



Control deficiencies

Consideration of internal control over financial reporting (ICFR)



In planning and performing our audit, we considered ICFR relevant to the Entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR.

Our understanding of internal control over financial reporting was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies. The matters being reported are limited to those deficiencies that we have identified during the audit that we have concluded are of sufficient importance to merit being reported to those charged with governance.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors. Had we performed more extensive procedures on internal control over financial reporting, we might have identified more significant deficiencies to be reported or concluded that some of the reported significant deficiencies need not, in fact, have been reported.

A deficiency in internal control over financial reporting



A deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed, or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

Significant deficiencies in internal control over financial reporting



A deficiency, or a combination of deficiencies, in internal control over financial reporting that, in our judgment, is important enough to merit the attention of those charged with governance.



Control deficiencies – Significant deficiencies

Significant deficiencies in internal control over financial reporting

Description	Status	Potential effects
1	No significant deficiencies noted.	

Other deficiencies

Description	Status	Potential effects
2	<p>We noted that when betterments were made to tangible capital assets with no remaining useful life in the Citywide system, the default calculation was to fully amortize the cost of the betterment as no depreciable period remains. The benefit of these betterments stretches beyond a single financial reporting period, and should be amortized accordingly. The corrected misstatement noted on slide 16 was made as a result of this finding.</p> <p>We recommend that management review the tangible capital asset schedule at least annually for assets where additions are equal to the amortization expense, and ensure that the useful lives of assets are extended in the system as long-term betterments are completed.</p>	Overstatement of amortization expense, understatement of tangible capital assets.



Audit quality - How do we deliver audit quality?

Quality essentially means doing the right thing and remains our highest priority. Our Global Quality Framework outlines how we deliver quality and how every partner and staff member contributes to its delivery.

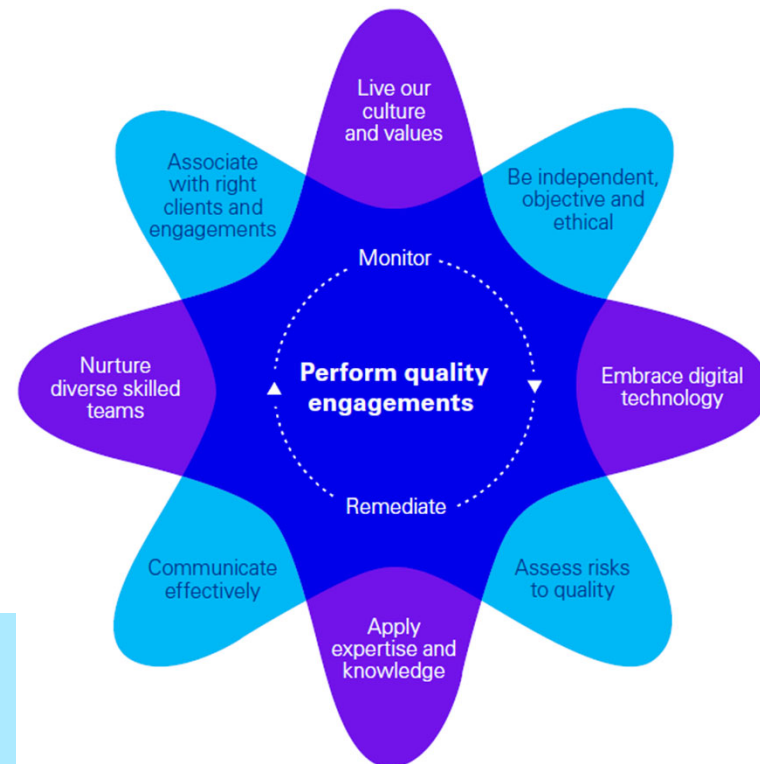
The drivers outlined in the framework are the ten components of the KPMG System of Quality Management (SoQM). Aligned with ISQM 1/CSQM 1, our SoQM components also meet the requirements of the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants (IESBA) and the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting in Canada, which apply to professional services firms that perform audits of financial statements. Learn more about our system of quality management and our firm's statement on the effectiveness of our SoQM:



[KPMG Canada Transparency Report](#)

We define 'audit quality' as being the outcome when:

- audits are **executed consistently**, in line with the requirements and intent of **applicable professional standards** within a strong **system of quality management**; and
- all of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics and integrity**.



Doing the right thing. Always.

Services initiated under City Council's pre-approval policies and procedures

We were engaged by the Corporation of the City of Windsor to perform the services listed below. The services were pre-approved by the City Council pursuant to its Policies and Procedures and ratified on August 8, 2022.

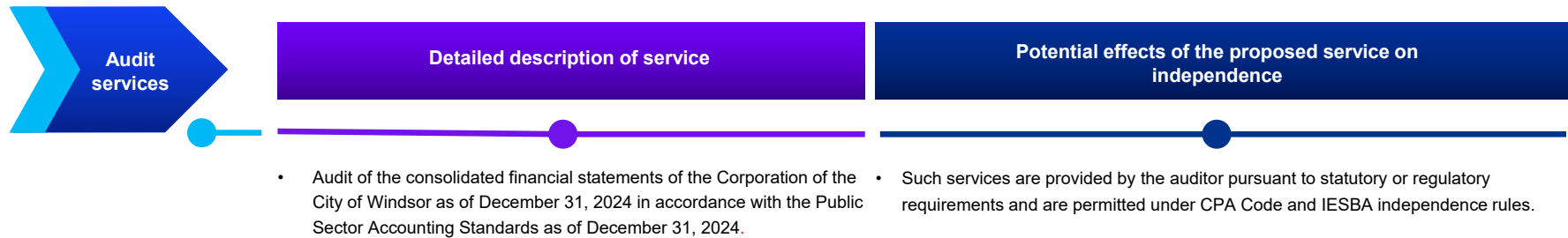
Engagement description	Fee CDN
Audit of the consolidated financial statements of the Corporation of the City of Windsor	\$99,000
Audit of the consolidated financial statements of the Corporation of the City of Windsor – Trust Funds	\$5,200



Note: City Council was previously provided with a written description of the nature and scope of each service and details of the proposed fee arrangement.



Pre-approval of services – Additional detail





Appendices

1

Required
communications

2

Management Rep
Letter

3

New auditing
standards

4

New accounting
standards

5

Insights

6

Technology



Appendix 1: Other required communications



Engagement terms

A copy of the engagement letter and any subsequent amendments has been provided to the Audit Committee.



CPAB communication protocol

The reports available through the following links were published by the Canadian Public Accountability Board to inform Audit Committees and other stakeholders about the results of quality inspections conducted over the past year:

- [CPAB Regulatory Oversight Report: 2023 Annual Inspections Results](#)
- [CPAB Audit Quality Insights Report: 2024 Interim Inspections Results](#)
- [CPAB Regulatory Oversight Report: 2024 Annual Inspections Results](#)

Appendix 2: Management representation letter



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KPMG LLP
618 Greenwood Centre
3200 Deziel Drive
Windsor, Ontario N8W 5K8
Canada

July 14, 2025

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the consolidated financial statements (hereinafter referred to as "financial statements") of **The Corporation of the City of Windsor** ("the Entity") as at and for the periods ended December 31, 2024.

GENERAL:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

RESPONSIBILITIES:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated December 7, 2022, including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties;
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in such summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the engagement.
 - e) providing you with additional information that you may request from us for the purpose of the engagement.

- f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the entity, did not intervene in the work the internal auditors performed for you.

INTERNAL CONTROL OVER FINANCIAL REPORTING:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

FRAUD & NON-COMPLIANCE WITH LAWS AND REGULATIONS:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - otherswhere such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements or illegal acts, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

SUBSEQUENT EVENTS:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment, or disclosure, in the financial statements have been adjusted or disclosed.

RELATED PARTIES:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for, and disclosed, in accordance with the relevant financial reporting framework.

ESTIMATES:

- 8) The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

GOING CONCERN:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.

MISSTATEMENTS:

- 10) We approve the corrected misstatements identified by you during the audit described in Attachment II.

NON-SEC REGISTRANTS OR NON-REPORTING ISSUERS:

- 11) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 12) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

OTHER

- 13) We confirm that we have provided you with a complete list of service organizations (SO) and sub-service organizations (SSO) and that the relevant complementary user entity controls (CUECs) related to each SO/SSO have been designed and implemented.

Yours very truly,

By: Mr. Ray Mensour, Chief Administrative Officer

By: Ms. Janice Guthrie, Commissioner, Finance & City Treasurer

Attachment I – Definitions

MATERIALITY

Certain representations in this letter are described as being limited to matters that are material.

Information is material if omitting, misstating or obscuring it could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances, and are affected by perception of the needs of, or the characteristics of, the users of the financial statements and, the size or nature of a misstatement, or a combination of both while also considering the entity's own circumstances.

Information is obscured if it is communicated in a way that would have a similar effect for users of financial statements to omitting or misstating that information. The following are examples of circumstances that may result in material information being obscured:

- a) information regarding a material item, transaction or other event is disclosed in the financial statements but the language used is vague or unclear;
- b) information regarding a material item, transaction or other event is scattered throughout the financial statements;
- c) dissimilar items, transactions or other events are inappropriately aggregated;
- d) similar items, transactions or other events are inappropriately disaggregated; and
- e) the understandability of the financial statements is reduced as a result of material information being hidden by immaterial information to the extent that a primary user is unable to determine what information is material.

FRAUD & ERROR

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Attachment II

Summary of corrected misstatements

#	Account #	Account Name	Description/ Identified During	Error Type	Amount	Income Effect DR (CR)	Balance Sheet Effect					Cash Flow Effect			Statement of Comprehen sive Income - De bit (Credit)
					DR (CR)	Income effect	Equity at period end	Current Assets	Non-Current Assets	Current Liabilities	Non-Current Liabilities	Operating Activities	Investing Activities	Financing Activities	
					\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
10	TCA-AA	Tangible Capital Assets – Accumulated Amortization	To correct current year asset betterments that were erroneously fully amortized during the period.	N/A	9,550,000		-	-	9,550,000		-	(9,550,000)	-	-	-
	TCA-AE	Amortization expense			(9,550,000)	(9,550,000)	(9,550,000)					9,550,000	-	-	-
Total effect of corrected misstatements						(9,550,000)	(9,550,000)	-	9,550,000		-	-	-	-	-



Appendix 3: Newly effective and upcoming changes to auditing standards

Effective for periods beginning on or after December 15, 2023

ISA 600/CAS 600

.....

Revised special
considerations –
Audits of group
financial
statements

Effective for periods beginning on or after December 15, 2024

ISA 260/CAS 260

.....

Communications
with those charged
with governance

ISA 700/CAS 700

.....

Forming an opinion
and reporting on
the financial
statements



Appendix 4: New accounting standards

Matter	Summary and implications
Revenue	<ul style="list-style-type: none"> — The new standard is effective for fiscal years beginning on or after April 1, 2023. The effective date was deferred by one year due to COVID-19. — The new standard establishes a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement. — The standard notes that in the case of revenues arising from an exchange transaction, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations.
Employee Future Benefit Obligations	<ul style="list-style-type: none"> — PSAB has initiated a review of sections PS3250 Retirement Benefits and PS3255 Post-Employment Benefits, Compensated Absences and Termination Benefits. In July 2020, PSAB approved a revised project plan. — PSAB intends to use principles from International Public Sector Accounting Standard 39 Employee Benefits as a starting point to develop the Canadian standard. — Given the complexity of issues involved and potential implications of any changes that may arise from the review of the existing guidance, PSAB will implement a multi-release strategy for the new standards. The first standard will provide foundational guidance. Subsequent standards will provide additional guidance on current and emerging issues.



Appendix 4: New accounting standards

Matter	Summary and implications
Concepts Underlying Financial Performance	<ul style="list-style-type: none"> PSAB is in the process of reviewing the conceptual framework that provides the core concepts and objectives underlying Canadian public sector accounting standards. PSAB is proposing a revised, ten chapter conceptual framework intended to replace PS 1000 Financial Statement Concepts and PS 1100 Financial Statement Objectives. The revised conceptual framework would be defined and elaborate on the characteristics of public sector entities and their financial reporting objectives. Additional information would be provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts would be introduced. In addition, PSAB is proposing: <ul style="list-style-type: none"> Relocation of the net debt indicator to its own statement and the statement of net financial assets/liabilities, with the calculation of net debt refined to ensure its original meaning is retained. Separating liabilities into financial liabilities and non-financial liabilities. Restructuring the statement of financial position to present non-financial assets before liabilities. Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities).
Purchased Intangibles	<ul style="list-style-type: none"> In October 2019, PSAB approved a proposal to allow public sector entities to recognize intangibles purchased through an exchange transaction. Practitioners are expected to use the definition of an asset, the general recognition criteria and the GAAP hierarchy to account for purchased intangibles. PSAB has approved Public Sector Guideline 8 which allows recognition of intangibles purchased through an exchange transaction. Narrow-scope amendments were made to Section PS 1000 Financial statement concepts to remove prohibition on recognition of intangibles purchased through exchange transactions and PS 1201 Financial statement presentation to remove the requirement to disclose that purchased intangibles are not recognized. The effective date is April 1, 2023 with early adoption permitted. Application may be retroactive or prospective.



Appendix 5: Insights to enhance your business

We have the unique opportunity as your auditors to perform a deeper dive to better understand your business processes that are relevant to financial reporting.

Lean in Audit

Lean in Audit™ is KPMG's award-winning methodology that offers a new way of looking at processes and engaging people within your finance function and organization through the audit.

By incorporating Lean process analysis techniques into our audit procedures, we can enhance our understanding of your business processes that are relevant to financial reporting and provide you with new and pragmatic insights to improve your processes and controls.

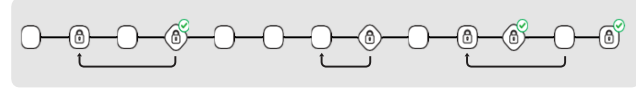
Clients like you have seen immediate benefits such as improved quality, reduced rework, shorter processing times and increased employee engagement.

We look forward to working with you to incorporate this approach in your audit.

How it works

Standard Audit

Typical process and how it's audited



Lean in Audit™

Applying a Lean lens to perform walkthroughs and improve Audit quality while identifying opportunities to minimize risks and redundant steps



How Lean in Audit helps improve businesses processes

Make the process more streamlined and efficient for all



Value: what customers want (maximize)



Process controls



Necessary: required activities (minimize)



Redundant: non-essential activities (remove)



Key controls tested



Appendix 5: Audit and assurance insights

Our latest thinking on the issues that matter most to Audit Committees, board of directors and management.

KPMG Audit & Assurance Insights

Curated research and insights for audit committees and boards.

Board Leadership Centre

Leading insights to help board members maximize boardroom opportunities

Current Developments

Series of quarterly publications for Canadian businesses including Spotlight on IFRS, Canadian Assurance & Related Services, Canadian Securities Matters, and US Outlook reports.

Accelerate - The key issues driving the audit committee agenda

Discover the most pressing risks and opportunities that face audit committees, boards and management teams.

Sustainability Reporting

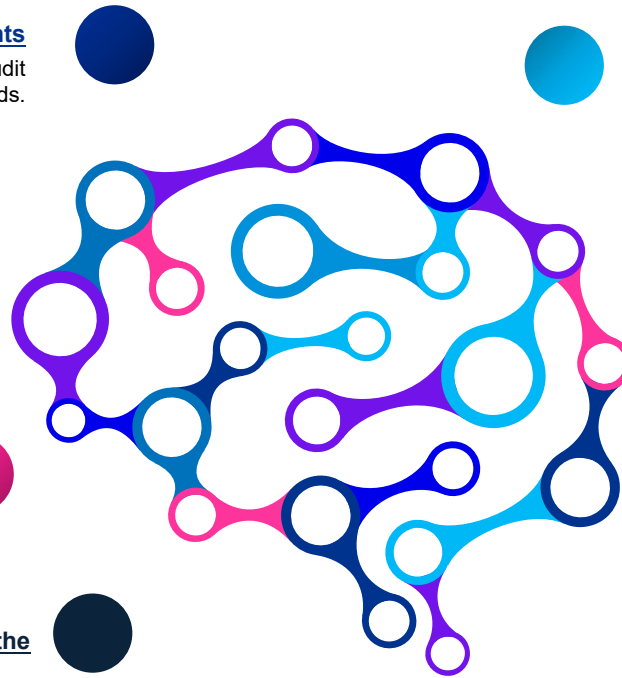
Resource centre on implementing the new Canadian reporting standards

IFRS Breaking News

A monthly Canadian newsletter that provides the latest insights on accounting, financial reporting and sustainability reporting.

Audit Committee Guide – Canadian Edition

A practical guide providing insight into current challenges and leading practices shaping audit committee effectiveness in Canada.





Appendix 6: Continuous evolution

Our investment:

We are in the midst of a five-year investment to develop our people, digital capabilities, and advanced technology.

Responsive delivery model

Tailored to you to drive impactful outcomes around the quality and effectiveness of our audits.

Result: A better experience

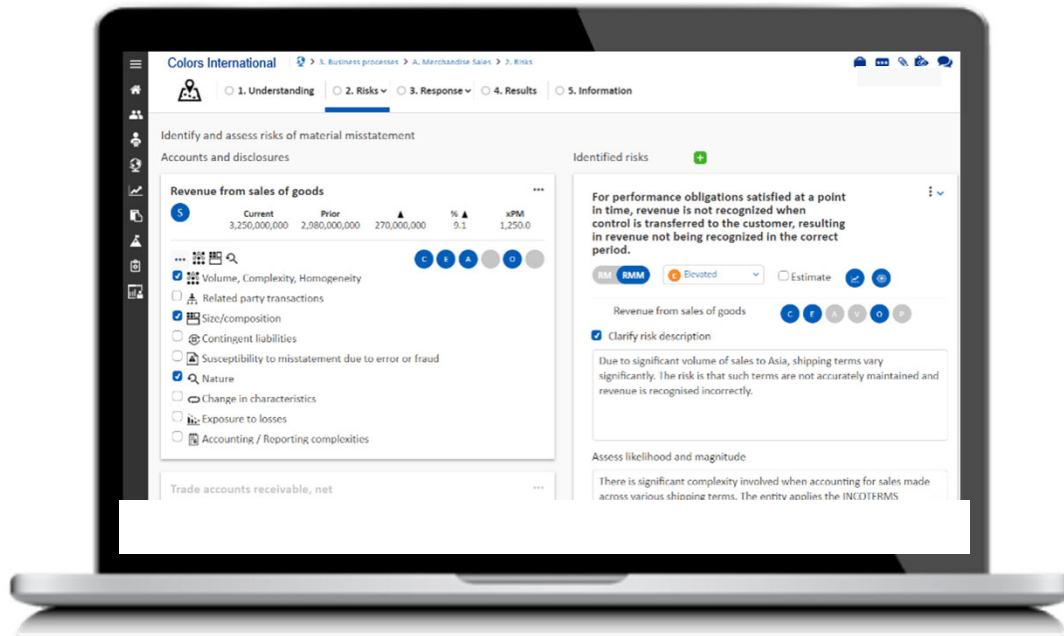
Enhanced quality, reduced disruption, increased focus on areas of higher risk, and deeper insights into your business.





Appendix 6: KPMG Clara Generative AI

With our global alliance partner Microsoft, we have embarked on a journey to embed Generative AI into our smart audit platform—KPMG Clara. This will make our auditors more productive and give them the tools to provide quicker feedback, make more insightful connections, and deliver a better audit experience.



AI done right

Although early adoption is key, we are focused on avoiding reliance on a 'black box' so we're building 'explainability' and 'traceability' at the core.



Bolstered productivity

Focused on removing time-consuming low value tasks, we'll apply our skills in other, more judgmental areas or in order to give insights to you.



Quality at our fingertips

We are teaching our model with our knowledge databases to capture our vast experience. This means quality information accessible in seconds.



Secure integration

KPMG Clara has been built on a solid and secure Azure Cloud backbone, allowing us to easily integrate Generative AI in partnership with Microsoft.

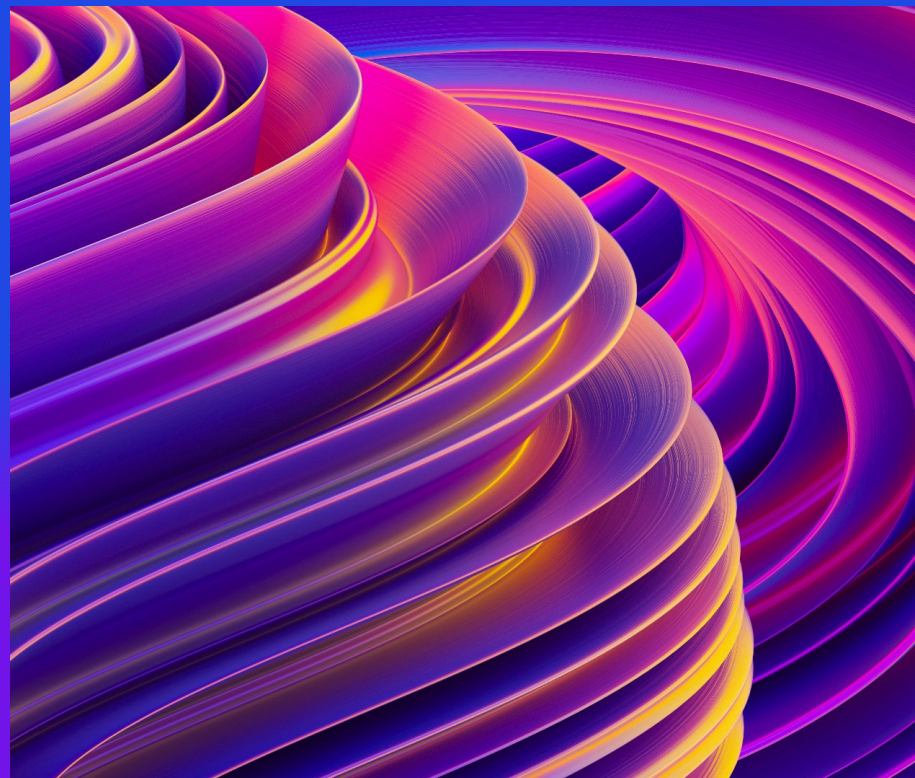


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Council Report: C 89/2025

Subject: Capital Variance Report - April 30, 2025 - City Wide

Reference:

Date to Council: July 14, 2025

Author: Mike Dennis

Manager, Strategic Capital Budget Development & Control

519-255-6100 x6343

mdennis@citywindsor.ca

Amber Ridley

Senior Capital Analyst

519-255-6100 x6613

aridley@citywindsor.ca

Asset Planning

Report Date: 6/17/2025

Clerk's File #: AF/14854

To: Mayor and Members of City Council

Recommendation:

1. THAT City Council **RECEIVE** for information the 2025 Life-to-Date Capital Variance Report as at April 30, 2025; and, Whereas on February 21, 2025, the Capital Budget **WAS DEEMED APPROVED** via Mayoral Decision MD08-2025 and subsequently as a result of the requests outlined in this report that will allow projects to proceed in an efficient and effective manner, be it further resolved:
 - a. THAT City Council **DIRECT** the City Treasurer to affect the transfers to and from existing capital projects/reserves as identified within Appendix A – Summary of Capital Project Variances; and further,
3. THAT City Council **AUTHORIZE** the establishment of a new reserve fund, titled “Housing Enabling Core Services (HECS) Reserve” to satisfy requirements of receiving grant funding approved under the HECS Funding.

Executive Summary:

N/A

Background:

Administration reports to City Council semi-annually on the status of all open/active capital projects. City Council approved the last semi-annual Capital Variance Report ending September 30, 2024, on April 14, 2025 with CR132/2025. This report reflects the status of projects as at April 30, 2025 and also incorporates various reallocations, transfers, and other funding recommendations as necessary, in order to ensure capital works can proceed as planned, in an efficient and effective manner.

Discussion:

As of April 30, 2025, there are 572 active capital projects with a total budget of approximately \$2.02 billion. Project variances are based on available data as of this date but may change until the projects are full completed and all costs are accounted for. This is especially true for projects that have not yet started or are in early stages.

Of the 572 open projects:

- 553 are expected to remain within budget.
- 13 are projected to have a surplus.
- 6 are anticipated to incur a deficit.

Despite efforts to predict variances, 204 projects (36% of total) have spent only 25% or less of their approved budget. Since these are in early phases, variance projections may shift as work progresses.

Project Leads, Financial Planning, and Asset Planning teams continuously monitor these projects, reporting any anticipated variances in future updates when necessary.

A summary of the surpluses and deficits are laid out in Table 1 which can be found in the Financial Matters section of this report.

Appendix A - Summary of Capital Project Variances provides details of projects within each Program/Category which are projecting or have realized a surplus or deficit upon project completion. Standard practice for projected surpluses is to return any remaining funding back to its original source. In instances where there is an expected deficit, recommendations to reallocate surplus funds are made in order to balance and close completed projects. Where surplus funds are not available to offset project deficits, alternative funding sources are identified.

Further to the above noted process, any projects which meet the criteria established per the Capital Project Reporting Policy (CR429/2010) must also be reported to Council in a separate report. CR429/2010 states: "Capital projects whose final financial position is a deficit greater than 10% of net budget AND greater than \$500,000, will BE SUBJECT to a separate report to Council outlining the reasons for

the deficit". For the current reporting period covering October 1, 2024 through April 30, 2025, there were no projects identified which met this criteria.

Inflation Considerations

During and after the COVID-19 pandemic, the City experienced inflation that saw construction tenders exceed City budgets in excess of 15% to 20%. In an effort to manage and address significant inflationary impacts, Council approved, as part of the 2023 Capital Budget, the creation of the Corporate Inflation Mitigation project, 7235001. Accessing these funds is permitted through a CAO report with a requirement to report use of these funds to Council through the Capital Variance report. There were no draws approved by Council during the current reporting period, however, CAO approval was provided via CAOP 98/2024 for a draw of \$925,000. The following table provides information on the current balance of the project.

Description	Pay-As-You-Go - Fund 169	Service Sustainability - Fund 221	Wastewater Sewer Surcharge - Fund 153	Stormwater Sewer Surcharge - Fund 234	Total
2023 Budget	5,000,000	5,000,000	5,000,000	-	15,000,000
2024 Budget	-	-	1,584,217	-	1,584,217
2025 Budget	-	-	(1,580,307)	1,580,307	-
Total	5,000,000	5,000,000	5,003,910	1,580,307	16,584,217
Less: Council Approved Funding as of September 2024	(1,897,416)	(2,493,965)	(1,993,857)	-	(6,385,238)
Less: Funding Used - October to April 2025	(555,000)	(231,250)	(138,750)	-	(925,000)
Remaining Funds	2,547,584	2,274,785	2,871,303	1,580,307	9,273,979

While inflation concerns have moderately subsided, it should also be noted that the current economic environment, specifically as it relates to potential tariffs from the United States and reciprocal economic measures introduced by Canada, introduces some uncertainty. Although Administration considers inflationary pressures in all capital project estimates, it is difficult, if not impossible, to determine what impact tariffs or other economic measures undertaken by Canada and other countries may have on the City's ability to complete capital projects with currently available funding. Administration continues to work on developing strategies and guidelines that can be used to deal with significant price increases and uncertainty in the market.

Risk Analysis:

The Capital Project Variance Report continues to reflect a low risk to the organization as capital projects are generally managed within budget and available surpluses are typically able to offset any projected deficits. Monthly monitoring by the Project Leads, Financial Planning and Asset Planning ensures that issues are addressed immediately and, if necessary, reported to Council.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

There are currently 572 open and/or active capital projects with total budgeted expenditures of approximately \$2.02 billion. The amounts in this report are reflected as at April 30, 2025 and therefore may vary from current figures. The following table summarizes, by Service Area and project type, the projected surplus / (deficit), as well as the amount of funding returned to source and transferred from reserves. As previously noted, a number of projects are not reporting or projecting variances at this time and are therefore not included in Table 1 below.

Table 1

Capital Project Variances, by Service Area and Project Type - April 30, 2025

Service Area	Project Type	Funding Returned to / (from) Source	Funding Allocated to / (from) Other Projects	Total Surplus / (Deficit)
Mayor's Office - Total		-	-	-
Economic Development	Environment Sustainability & Climate Change	12,557	-	12,557
	Transit Windsor	(221)	-	(221)
	Planning / Development	373,784	-	373,784
Economic Development - Total		386,120	-	386,120
Infrastructure Services	Development	285,093	-	285,093
	Corporate Projects	21,270	66,501	87,771
	Fleet Operations	(47,815)	-	(47,815)
Infrastructure Services - Total		258,748	66,501	325,249
Community Services	Design & Development	-	(66,501) *	(66,501)
	Parks Operations	-	(12,414)	(12,414)
	Cultural Affairs	-	12,414	12,414
	Fire and Rescue	(5,000)	-	(5,000)
Community Services - Total		(5,000)	(66,501)	(71,501)
Corporate Services - Total		-	-	-
Finance	Corporate Asset Planning	24,578	-	24,578
	Taxation and Financial Projects	43	-	43
Finance - Total		24,621	-	24,621
Human & Health Services - Total		-	-	-
Agencies and Boards - Total		-	-	-
Grand Total		664,489	-	664,489

* Deficit has only been identified to reflect the amount transferred from another area. Details provided in Appendix A.

Projected surpluses totaling \$664,489 are being reported as part of this update to Council and returned to or funded by transfers from reserves. Appendix A - Summary of Capital Project Variances highlights the details of those projects which are projected to or have realized a surplus or deficit position and provides recommendations on transfers to close out the projected project balances. The reported transfers should be considered estimates at this time as there could be minor differences between balances as of April 30 and when projects are finally closed upon Council approval.

Included within Table 1 are projects identified further below as not reporting variances and are requesting to be closed with no additional action required.

Completed Projects as of April 30, 2025
2024 Transit Windsor Fleet Refurbishment/Repairs (7241012)
Airport Domestic Baggage System Replacement (7231004)
Deep Energy Efficiency Retrofit (DEER) Program Design (7224001)
National Football League (NFL) Draft (7241019)
Windsor Police Services Tasers (7141013)
Windsor Police Services Officer Personal Equipment (7161007)

Housing Enabling Core Services (HECS) Reserve Fund

The Banwell Road Project, Financing Strategy was approved at the June 9th meeting to Council via CR253/2025 C 79/2025 to obtain the necessary approvals in finalizing the Transfer Payment Agreement with the Ministry of Infrastructure, for funding to support the costs associated with funding of Component 2 of the Project being the "corridor" portion of the Project costs.

As previously communicated to Council, the Transfer Payment Agreement (TPA) for the HECS funding is currently under negotiation for the maximum contribution amount of \$18,865,625. A requirement in receiving these funds includes the ability to report on the amount of interest earned. As the project progresses, these earnings can be used towards eligible costs approved within the agreement allowing additional funding to be utilized. Administration recommends creating a new Housing Enabling Core Services (HECS) Reserve Fund to ensure this funding is tracked and managed separately from other interest-bearing amounts to facilitate future project updates as required by the Province.

Consultations:

All project leads and their respective Financial Planning Administrators provided capital project status updates to augment the analysis performed by the Senior Capital Analyst and Manager, Strategic Capital Budget Planning & Development. Additional consultations are as follows:

- Michael Chantler – Commissioner, Community Services
- Andrew Daher – Commissioner, Corporate Services
- David Simpson – Commissioner, Infrastructure Services and City Engineer
- Dana Paladino – Commissioner, Human and Health Services
- Jelena Payne – Commissioner, Economic Development

Conclusion:

A comprehensive report on all open/active capital projects indicates that overall, the 572 projects are currently trending towards an overall net surplus position. Given the number of projects and the fact that construction of many will continue into the following year and beyond, significant fluctuation in the projections is likely. Regular reports will keep Council apprised of the projects' status as they proceed.

Planning Act Matters:

N/A

Approvals:

Name	Title
Mike Dennis	Manager, Strategic Capital Budget Development and Control
Mike Dennis for Natasha Gabbana	Senior Manager, Asset Planning
Lorie Gregg for Janice Guthrie	Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Appendix A – Summary of Capital Project Variances – April 30, 2025

APPENDIX A – Summary of Capital Project Variances – April 30, 2025

Listed below is a summary by Department/Program as to the status of each capital project portfolio. Projects with any projected final variance are detailed in a table within the respective Department/Program summary.

Mayor's Office

Mayor's Office:

There are five active capital projects in this area that are being administered by the Mayor's Office. No project variance is anticipated at this time.

Office of the Commissioner of Economic Development

Economic Development:

There are four active capital projects in this area that are being administered by the Economic Development department. No project variance is anticipated at this time.

Environment Sustainability & Climate Change:

There are five active capital projects in this area. One project, Sustainable Action Plan (7224005), is reporting a surplus and is detailed below.

Projects with Projected Deficit/Surplus	(Deficit)/Surplus Amount	Brief Explanation
Sustainable Action Plan (7224005)	\$12,557	The Sustainable Neighbourhood Action Plan (SNAP) has received funding from FCM's Green Municipal Fund with the agreement ending earlier this year. As the project is now complete and can be CLOSED, Administration is recommending to return this surplus to its original funding source in the Pay-As-You-Go Reserve, Fund 169.

Transit Windsor:

There are 23 active capital projects in this area that are being administered by Transit Windsor. One project, 2023 Transit Windsor Fleet Refurbishment/Repairs (7231025), is reporting a deficit of (\$221) and is detailed below.

Projects with Projected Deficit/Surplus	(Deficit)/Surplus Amount	Brief Explanation
2023 Transit Windsor Fleet Refurbishment/Repairs (7231025)	(\$221)	This project is complete and can be CLOSED as it consisted of the annual allotment for refurbishing the Transit Windsor fleet to extend the useful life of the buses in 2023. Administration recommends funding this small deficit with a transfer from the Service Sustainability Reserve, Fund 221.

Planning Development:

There are 19 active capital projects in this area that are being administered by the Planning and Development Services department. Two projects are reporting a combined surplus of \$373,784 and are detailed below.

Projects with Projected Deficit/Surplus	(Deficit)/Surplus Amount	Brief Explanation
Growth Management Plan Review & Implementation (7191013)	\$374,514	Review of a Growth Management Plan focusing on the development of Sandwich South lands was completed and this project can be CLOSED. Surplus is the result of working with consultants to provide key inputs that will be implemented as part of the Sandwich South Master Servicing Plan. Administration recommending returning this surplus to its original funding source in the Pay-As-You-Go Reserve, Fund 169.
Heritage Planning (7086006)	(\$730)	Heritage planning was required for an update to the City's Archaeological Management Plan as it related to policy and legislation changes. Indigenous consultations have been completed and this project can now be CLOSED. Administration recommends funding the deficit incurred from internal financing costs with a transfer from the Pay-As-You-Go Reserve, Fund 169.

Office of the Commissioner of Infrastructure Services

Roadways:

There are 27 active capital projects in this area that are being administered by the Engineering department. No project variance is anticipated at this time.

Sewer Rehabilitation:

There are 37 active capital projects in this area that are being administered by the Engineering department. No project variance is anticipated at this time.

Storm Sewers:

There are 12 active capital projects in this area that are being administered by the Engineering department. No project variance is anticipated at this time.

Sanitary Sewers:

There are three active capital projects in this area that are being administered by the Engineering department. No project variance is anticipated at this time.

Development:

There are 12 active capital projects in this area that are being administered by the Design & Development division. Three projects are reporting a combined surplus of \$285,093 and is detailed below.

Projects with Projected Deficit/Surplus	(Deficit)/Surplus Amount	Brief Explanation
South Cameron/South Windsor (7033120)	\$225,752	Several local improvement projects within this area have been completed and this project can be CLOSED. Administration recommends returning this surplus to the Pay-As-You-Go Reserve, Fund 169, to support future development needs.
Tecumseh Water Treatment Demolition & Redevelopment (7103001)	\$49,780	Proceeds from the demolition and redevelopment of land at the Tecumseh Water Treatment plant are complete and this project can be CLOSED. Administration recommends returning this surplus to the Pay-As-You-Go Reserve, Fund 169, to support future development needs.
Kamloops-Calderwood-West City Limits PTIF	\$9,561	Project can be CLOSED as grant matching funding from the province has been received for bikeway development in this area. Administration recommends returning this surplus to the Pay-As-You-Go Reserve, Fund 169.

Corporate Projects:

There are 27 active capital projects in this area that are being administered by the Corporate Projects division. Three projects are reporting a combined surplus of \$87,771 and is detailed below.

Projects with Projected Deficit/Surplus	(Deficit)/Surplus Amount	Brief Explanation
Peché Island Improvements (7193003)	\$66,501	Corporate Projects has completed work in shoreline preservation efforts at Peché Island and this project can now be CLOSED. Administration is recommending transferring this balance to 7243002- Peché Island Park Improvements to continue addressing ongoing parks Design & Development needs under one project, 7243002.
Human Resources Office Expansion (7231029)	\$14,877	Renovations to expand the Human Resources Office at 400 City Hall have been completed and this project can be CLOSED. Administration recommends returning this surplus to its original funding source in the 400 City Hall Square Reserve, Fund 186.
Oakwood Community Centre	\$6,393	An engineering study for energy efficiency

South Windsor Recreation Complex (7141043)		upgrades of arenas was completed for the Capri Pizzeria Recreation Complex, formerly known as the South Windsor Recreation Complex, for the consolidation of the Oakwood Community Centre. Administration recommends returning this surplus to its original funding source in the Pay-As-You-Go Reserve, Fund 169.
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Corporate Facilities:

There are 18 active capital projects in this area that are being administered by Corporate Facilities. No project variance is anticipated at this time.

Pollution Control:

There are 95 active capital projects in this area that are being administered by the Pollution Control department. These projects are largely funded from the dedicated Pollution Control Reserve and are reporting no variance at this time.

Environmental Services:

There is one capital project being administered by the Environmental Services division, which is expected to come in on budget.

Contracts & Field Services:

There are five active capital projects in this area that are being administered by the Public Works Operations department. No project variance is currently expected.

Road Rehabilitation:

There are 13 active capital projects in this area that are being administered by the Public Works Operations department. No project variance is currently expected.

Transportation Planning:

There are nine active capital projects in this area that are being administered in the Transportation Planning area. Administration has no variance to report at this time.

Traffic Operations and Parking Services:

There are 15 active capital projects in this area that are being administered by the Traffic Operations and Parking Services division. Administration has no variance to report at this time.

Fleet Operations:

There are 23 active capital projects in this area that are being administered by the Public Works Operations department. Four projects are reporting a combined deficit of (\$47,615) and is detailed below.

Projects with Projected Deficit/Surplus	(Deficit)/Surplus Amount	Brief Explanation
2022 Parks Equipment Replacement (7221002)	\$61,527	Project is complete with all units delivered and can now be CLOSED. Administration

		recommends returning this surplus to the Off-Road Fleet Replacement Reserve, Fund 197, to continue supporting future lifecycle replacement needs for Parks.
2022 Fire Fleet Replacement (7221000)	\$16,418	Project is complete with all units delivered and can now be CLOSED. Administration recommends returning this surplus to the Fire Major Equipment Reserve, Fund 163, to continue supporting future lifecycle replacement needs for Fire.
2021 Corporate Fleet Replacement (7211033)	(\$25,000)	Project is complete with all units delivered and can now be CLOSED. Costs for this 2021 project came in higher than anticipated due to several issues with procurement such as loss of municipal discounts and incentives, supply chain issues due to the pandemic, and pricing increases for all equipment. Administration recommends funding this deficit with a transfer from the Fleet Replacement Reserve, Fund 136.
2020 Fleet Replacement Program (7201002)	(\$100,560)	Project is complete with all units delivered and can now be CLOSED. Costs for this 2020 project came in higher than anticipated due to several issues with procurement such as loss of municipal discounts and incentives, supply chain issues due to the pandemic, and pricing increases for all equipment. Administration recommends funding this deficit with a transfer from the Fleet Replacement Reserve, Fund 136.

PW Maintenance:

There are seven active capital projects in this area that are being administered by the Public Works Operations department. Administration has no variance to report at this time.

Technical Support:

There is one active capital project in this area that is being administered by the Technical Support division. The Information IPS Hansen Asset Management System project (7209001) is expected to come in on budget.

Office of the Commissioner of Community Services

Forestry:

There are five active capital projects in this area that are being administered by the Forestry division. No project variance is anticipated as all of these projects are currently expected to come in on budget.

Horticulture:

There is one active capital project in this area. The Bright Lights project (7171089) is currently expected to come in on budget and does not have a variance to report.

Design & Development:

There are 41 active capital projects in this area administered by the Parks Design & Development division. One project, Peche Island Park Improvements (7243002), is detailed below.

Projects with Projected Deficit/Surplus	(Deficit)/Surplus Amount	Brief Explanation
Pecche Island Park Improvements (7243002)	(\$66,501)*	As larger efforts in shoreline preservation were completed by Corporate Projects, improvements to park features located at Peche Island are now required on an as-needed-basis. This deficit merely represents the amount Administration is recommending transferring the current surplus from 7193003- Peche Island Improvements to continue supporting parks needs under one project, 7243002.

Parks Operations:

There are seven active capital projects in this area that are being administered by the Parks Operations division. One project, Boer War Monument (7204002), is reporting a deficit of (\$12,414) and is detailed below.

Projects with Projected Deficit/Surplus	(Deficit)/Surplus Amount	Brief Explanation
Boer War Monument (7204002)	(\$12,414)	Restoration work is now complete and the project can be CLOSED. Condition assessments were required by a Heritage Architect Consultant to return this monument to a working that fountain honours the Windsorites who participated in the Boer War. Administration is recommending a transfer from 7245002- Monument & Capital Repairs to fund the deficit incurred by these repairs.

Facilities Operations:

There are nine active capital projects in this area administered by the Facilities Operations department. No project variance is anticipated as all of these projects are currently expected to come in on budget.

Corporate Security:

There is one active capital project in this area. The Corporate Security project (7251022) is currently expected to come in on budget and does not have a variance to report.

Recreation Facilities:

There are nine active capital projects in this area that are being administered by the Recreation & Culture department. No project variance is anticipated as all of these projects are currently

expected to come in on budget.

Cultural Affairs:

There are five active capital projects in this area that are being administered by the Recreation and Culture department. One project, Monument & Capital Repairs (7245002), is reporting a surplus of \$12,414 and is detailed below.

Projects with Projected Deficit/Surplus	(Deficit)/Surplus Amount	Brief Explanation
Monument & Capital Repairs (7245002)	\$12,414	This project is ongoing as required on repairs to various monuments and sculptures to reduce public risk. Administration recommends a transfer to 7204002- Boer War Monument to offset the deficit and close the project.

Fire and Rescue:

There are 15 active capital projects in this area that are being administered by the Fire and Rescue department. One project, Fire Protection Grant (7252000), is reporting a deficit and is detailed below.

Projects with Projected Deficit/Surplus	(Deficit)/Surplus Amount	Brief Explanation
Fire Protection Grant (7252000)	(\$5,000)	Windsor Fire & Rescue received notice of a provincial grant that supports firefighter health and safety through minor infrastructure improvements. Upgrades to fire facilities and the purchasing of necessary equipment to address these challenges have been completed. Upon receiving funding from the grant provider, this project can be CLOSED. Administration is recommending a transfer from the Service Sustainability Reserve, Fund 221, to offset the shortfall of ineligible costs incurred through installation.

Windsor Public Library:

There are 11 active capital projects in this area that are being administered by the Windsor Public Library and Corporate Projects. No project variance is anticipated as all of these projects are currently expected to come in on budget.

Office of the Commissioner of Corporate Services

City Solicitor:

There are 10 active capital projects in this area that are being administered by the Legal Department. Administration has no variance to report at this time.

Records and Elections:

There are two active capital projects in this area that are being administered by the Council

Services department. Administration has no variance to report at this time.

Information Technology:

There are 18 active capital projects in this area that are being administered by the Information Technology department. Administration has no variance to report at this time.

Human Resources:

There are eight capital projects in this area that are being administered by the Human Resources department. Administration has no variance to report at this time.

Office of the Commissioner of Finance & City Treasurer

Corporate Asset Planning:

There are 18 active capital projects in this area that are being administered by the Asset Planning department. One project, Enhanced Interim Financing Fund (7145005), is reporting a surplus of \$24,578 and is detailed below.

Projects with Projected Deficit/Surplus	(Deficit)/Surplus Amount	Brief Explanation
Enhanced Interim Financing Fund (7145005)	\$24,578	This project was designed to fund any temporary financing costs for enhanced capital projects approved by Council which could not be absorbed within the allotted budget. At this time, the related work has been completed and this project can be CLOSED. Administration recommends returning this surplus to its original funding source in the Pay-As-You-Go Reserve, Fund 169.

Financial Accounting:

There are two active capital projects in this area that are being administered by the Financial Accounting department. No project variance is anticipated as all of these projects are currently expected to come in on budget.

Financial Planning:

There are six active capital projects in this area that are being administered by the Financial Planning division. No project variance is anticipated as all of these projects are currently expected to come in on budget.

Taxation and Financial Projects:

There are four active capital projects in this area that are being administered by the Taxation and Financial Projects department. One project, Qualified Security Assessor (7181045), is reporting a surplus of \$43 and is detailed below.

Projects with Projected Deficit/Surplus	(Deficit)/Surplus Amount	Brief Explanation
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Qualified Security Assessor (7181045)	\$43	Project is complete and can be CLOSED as final billing from MNP has been received and paid. Administration recommends returning the surplus to its original funding source in the Pay-As-You-Go Reserve, Fund F169.
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Office of the Commissioner of Human & Health Services

Huron Lodge:

There are 11 active capital projects being administered by Huron Lodge. No project variance is anticipated as all of these projects are currently expected to come in on budget.

Housing and Children's Services:

There are two active capital projects being administered by Housing and Children's Services. No project variance is anticipated as all of these projects are currently expected to come in on budget.

Agencies and Boards

Windsor Police Services (WPS):

There are 15 active capital projects in this area that are being administered by various WPS divisions. No project variance as all of these projects are currently expected to come in on budget.

Roseland Golf and Curling Club:

There are three active capital projects in this area that are being administered by the General Manager at Roseland. No project variance is anticipated as all of these projects are currently expected to come in on budget.

Windsor Airport:

There are seven active capital projects in this area that are being administered by the Corporate Projects division. No project variances are anticipated at this time.

Handi-Transit:

There is only one active capital project active in this area that is being administered by Handi-Transit/Transit Windsor. The Handi-Transit Bus Acquisitions project (7191019) is expected to come in on budget.

Subject: Ward 2 Council Vacancy – Appointment or By-election

Reference:

Date to Council: July 14, 2025

Author: Terri Knight Lepain - Manager of Records & Elections, FOI Coordinator
519-255-6100 Ext. 6578
tknightlepain@citywindsor.ca

Council Services

Report Date: 7/3/2025

Clerk's File #: ACEE/14991

To: Mayor and Members of City Council

Recommendation:

1. That the Ward 2 seat in the Office of Councillor for the 2022 to 2026 term **BE DECLARED** officially vacant; and further that one of the following two options **BE ADOPTED**:

Option 1 – That Council **DIRECT** that the vacant Ward 2 seat in the Office of Councillor for the remainder of the 2022 to 2026 term be filled through an appointment; **or**,

Option 2 - That Council **DIRECT** that the vacant Ward 2 seat in the Office of Councillor for the remainder of the 2022 to 2026 term be filled through a by-election as follows:

- a) That Administration's recommended timelines as described in this report **BE ADOPTED**;
- b) That Administration **BE DIRECTED** to conduct a by-election as set out in the *Municipal Elections Act* and that the estimated cost of up to \$200,000 **BE FUNDED** from the Budget Stabilization Reserve; and
- c) That the necessary by-law, as attached, **BE ADDED** to the list of by-laws to be considered in first, second and third readings at the July 14, 2025 meeting of Council.

Executive Summary:

N/A

Background:

Under the provisions of the *Municipal Elections Act*, general municipal elections are legislated on a four-year cycle with the next city-wide Municipal Election set to occur Monday, October 26, 2026. The current term of Council will expire on November 14, 2026.

On June 22, 2025, Ward 2 Councillor Fabio Costante advised the City Clerk of his intention to resign from City Council and all Boards and Committees to which he had been appointed, effective Thursday, June 26, 2025 (Appendix A). Councillor Costante advised that he has accepted the position of Chief Executive Officer of the Windsor Essex Community Housing Corporation. The Ward 2 Council seat is now deemed vacant as per section 259(1)(d) of the *Municipal Act*.

As a result, Council is required to officially declare the seat vacant at the next meeting of Council (July 14, 2025) in accordance with section 262(1) of the *Municipal Act* and determine if the vacancy shall be filled by either **appointment** or **by-election**.

The *Municipal Act* section 263(1) provides for the filling of vacancies on Council by appointment or by-election. If Council authorizes a by-election, the *Municipal Elections Act* also applies.

Ward 2 is bounded by the Town of LaSalle on the West, the Detroit River on the North, Wards 3 and 10 on the East, and Tecumseh Road and Huron Church Road on the South and has a total population of 22,826 (based on 2021 Census information) persons living in the ward.

Discussion:

Under Section 263 of the *Municipal Act*, if a vacancy occurs in the office of a member of council, the municipality shall either:

- (a) fill the vacancy by appointing a person who has consented to accept the office if appointed; or
- (b) require a By-election to be held to fill the vacancy in accordance with the *Municipal Elections Act*, 1996.

Qualifications to Hold Office

Section 256, Municipal Act

Every person is qualified to be elected or to hold office as a member of a council of a local municipality,

- (a) who is entitled to be an elector in the local municipality under section 17 of the Municipal Elections Act, 1996 (see below); and*
- (b) who is not disqualified by this or any other Act from holding the office. 2001, c. 25, s. 256.*

Section 17, Municipal Elections Act

A person is entitled to be an elector at an election held in a local municipality if, on voting day, he or she,

- (a) resides in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;*
- (b) is a Canadian citizen;*
- (c) is at least 18 years old; and*
- (d) is not prohibited from voting under subsection (3) or otherwise by law. 2002, c. 17, Sched. D, s. 5 (2); 2005, c. 5, s. 46 (1).*

Under section 258(1) of the *Municipal Act*, the following are **not eligible** to be appointed as a member of Council or to hold office as a member of Council:

1. *“Except in accordance with section 30 of the Municipal Elections Act, 1996,*
 - i. an employee of the municipality,*
 - ii. a person who is not an employee of the municipality but who is the clerk, treasurer, Integrity Commissioner, Auditor General, Ombudsman or registrar referred to in section 223.11 or an investigator referred to in subsection 239.2 (1) of the municipality, or*
 - iii. a person who is not an employee of the municipality but who holds any administrative position of the municipality.*
2. *A judge of any court.*
3. *A member of the Assembly as provided in the Legislative Assembly Act or of the Senate or House of Commons of Canada.*
4. *Except in accordance with Part V of the Public Service of Ontario Act, 2006 and any regulations made under that Part, a public servant within the meaning of that Act. 2001, c. 25, s. 258 (1); 2006, c. 32, Sched. A, s. 110; 2006, c. 35, Sched. C, s. 86.”*

Option 1 - Filling the Ward 2 seat by Appointment

A person who is appointed to fill the vacancy must be qualified to hold office as a member of Council in accordance with *sections 256 and 258 of the Municipal Act*, as previously discussed. *The Municipal Elections Act* is relatively silent on the process of appointing an individual to fill a vacant Council seat, and thus it would be up to City Council to determine what process, if any, shall be used to do so.

The most recent appointment to City Council occurred on October 2, 1984 when Howard McCurdy was elected to a Federal parliament seat and Council appointed Mike Patrick to the vacant Ward 3 seat for the remainder of then three-year Council term ending November 30, 1985.

Any appointment shall be by a majority vote of Council. Appendix B includes two options for appointment processes that Council could undertake should they choose to appoint someone to fill the vacancy.

The person appointed to fill the vacancy will be appointed by a by-law passed by Council for this purpose and will hold the office for the remainder of the term ending November 14, 2026.

Option 2 - Filling the Ward 2 seat by holding a By-election

If Council chooses to fill the vacancy by by-election, the City Clerk shall set the date of Nomination Day to be not less than 30 days but not more than 60 days after the by-law is passed to hold a by-election. Nominations may be filed in accordance with the provisions of the *Municipal Elections Act*, and ends on Nomination Day at 2:00pm. Voting Day shall be 45 days after Nomination Day.

Section 65 of the *Municipal Elections Act* describes the election procedures for the City Clerk to follow in the conduct of a by-election.

The most recent by-election occurred in Ward 7 when Irek Kusmierczyk was elected as a Member of Parliament to the House of Commons on October 21, 2019. The original by-election date was Monday, April 27, 2020, however the COVID-19 pandemic delayed Voting Day to October 5, 2020. As a result of the 2020 by-election, Jeewin Gill was elected to Ward 7 for the remainder of that term which ended on November 14, 2022.

Should Council approve Option 2, Administration recommends that Council approve the three readings of the by-law required to enact a by-election at the July 14, 2025 meeting of City Council. In this scenario, some prospective timelines for Nomination Day and Voting Day are detailed in the chart below:

Action	Proposed Date
Council direction to proceed with by-election	Monday, July 14, 2025
By-law to declare a by-election	Monday, July 14, 2025

Nomination period commences	Monday, July 21, 2025
Nomination Day (nomination period ends)	Friday, September 12, 2025 at 2:00 pm
Voting Day	Monday, October 27, 2025
Oath of Office	To be determined

Voter turnout during a by-election is typically lower than during a regular election. Voter turnout for the 2020 by-election was 27.75%, whereas the 2022 Municipal Election had a voter turnout of 31.57% overall. In order to make a by-election accessible for all voters, especially those who may be travelling or vacationing during the summer months, it is Administration's recommendation that the by-election be held on October 27, 2025. This later date will allow for favourable weather which will also increase accessibility at the polls, avoids the peak summer break travel period, and allows for easier campaigning for candidates with election sign placement and outreach. It should be noted that the City-wide municipal election for the 2026 to 2030 Council term is scheduled for Monday, October 26, 2026.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The recent city-wide election held on October 22, 2022 cost approximately \$1,076,000. In anticipation of these costs, the Municipal Election Reserve Account (1762) was created in 2010 and is funded with an annual transfer of \$300,000. This amount accumulates until there is a need for a by-election or municipal election. Currently, there is a balance of approximately \$512,534 in this account. The annual transfer for 2025 of \$300,000 will take place towards the end of the year, which means the account should end the year, exclusive of any by-election costs, with a balance of \$812,534.

If Council chooses to fill the vacancy by holding a by-election, it is recommended that the cost be funded from the Budget Stabilization Reserve fund.

A by-election to fill the vacant seat in Ward 2 is estimated to cost approximately \$150,000 to \$200,000 based on actual costs from the 2022 Municipal Election. Costs associated with holding a by-election would include but are not limited to the payment

for voting stations, voting equipment and technology, advertising, hiring election officials, and voter notices. Although it is not expected, if the total cost of the by-election exceeds \$200,000, administration will seek to offset the shortfall through departmental savings and will report the deficit in the quarterly variance report. The 2020 Ward 7 by-election cost approximately \$175,000, however that by-election was conducted at the height of the COVID-19 pandemic, so it is difficult to compare its cost to other by-elections.

Alternatively, if Council chooses to fill the vacancy by appointment, there will be no costs associated with this process.

Consultations:

Rosa Scalia, Financial Planning Administrator

Conclusion:

In order to fulfill its legal obligations under the *Municipal Act*, Council must decide to fill the vacant Ward 2 seat either by appointment or by holding a by-election.

Planning Act Matters:

N/A

Approvals:

Name	Title
Terri Knight Lepain	Manager of Records & Elections, FOI Coordinator
Dave Soave	Manager of Strategic Operating Budget Development & Control
Steve Vlachodimos	City Clerk & Licence Commissioner
Andrew Daher	Commissioner, Corporate Services
Lorie Gregg	On behalf of Commissioner, Finance & City Treasurer
Josh Meloche for Wira Vendrasco	City Solicitor
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A--Letter of Resignation dated June 22, 2025 from Fabio Costante
- 2 Appendix B - Options for Appointment for the Vacant Ward 2 Seat Council Seat
- 3 Appendix C - A By-law to Require a By-election be Held to Fill the Vacancy in the Office of Councillor Ward 2 in the City of Windsor

Appendix A - Letter of Resignation dated June 22, 2025 from Fabio Costante

From: Costante, Fabio <fcostante@citywindsor.ca>
Sent: Sunday, June 22, 2025 11:06 PM
To: Vlachodimos, Steve <svlachodimos@citywindsor.ca>
Subject: Notice of Resignation

Dear Mr. Clerk,

Please accept this email as my notice of resignation from City Council and all of the Boards and Committees that I am appointed on for the 2022 - 2026 term, effective June 26, 2025. Serving on City Council these past 6.5+ years has been the honour of my life.

I wish to thank City Administration and staff for their professionalism, integrity, expertise and diligent assistance that they've provided for me, my community and our City every single day.

To the Mayor and colleagues on Council, it has been a privilege to serve with you and witness first-hand your dedication and passion for our City. I will cherish many memories and be proud of so many accomplishments that we've collectively worked on throughout the years. I have learned from each of you and I thank you for your service.

I look forward to working with all of you in my future role as we continue to build our great City. Thank you.

Fabio

Appendix B – Options for Appointment for the Vacant Ward 2 Council Seat

OPTION 1:

Step One: Public Notice and Advertising

The City Clerk shall place a notice in the Windsor Star and on the City of Windsor's official website, advising that City Council intends to fill the Ward 2 Council vacancy by appointment. The advertisement will invite eligible electors to apply and will outline the qualifications and process for appointment.

As per Section 17 of the *Municipal Elections Act*, a qualified elector must:

- Be a Canadian citizen;
- Be at least 18 years of age;
- Reside in the City of Windsor, or be the owner or tenant of land (or the spouse of such owner or tenant) in the city.

The advertisement will appear in the Windsor Star for **one day only** and will include details on the requirements and process to be followed. Information about the appointment process will also be included on the City of Windsor official website (www.citywindsor.ca).

Step Two: Application Period

Applications to fill the Ward 2 vacancy may be submitted **in person** at the Office of the City Clerk (Suite 530, 350 City Hall Square West), starting at **8:30 a.m. on Monday, July 21, 2025**. The deadline to submit an application is **2:00 p.m. on Friday, August 1, 2025**.

Applicants must:

- Complete the *Consent of Nominee* and *Declaration of Qualifications* forms (available from the Office of the City Clerk);
- Provide valid identification and proof of residency;
- Pay a **non-refundable nomination fee of \$100** (payable by cash, debit, or credit)

All application documents will be retained by the City Clerk and considered public records, available for public inspection.

An applicant may withdraw their candidacy by submitting a written notice to the City Clerk **in person** before the application deadline of **2:00 p.m. on Friday, August 1, 2025**.

Step Three: Special Meeting of Council – Candidate Presentations

A **Special Meeting of Council** will be held on **TBD**, for the purpose of appointing a candidate to the Ward 2 seat.

All eligible applicants will be notified of the meeting and may address Council if they:

- Confirm their intention to speak **at least 24 hours in advance** with the City Clerk.

Each candidate will be permitted to address Council for **up to 5 minutes**. The order of speakers will be determined by lot, conducted by the City Clerk (names drawn randomly from identical slips placed in a container).

Each member of Council may ask **one question per candidate**.

Step Four: Voting Procedure

Council members will cast their votes **by signed ballot**. The names of all candidates will be displayed on the screen in Council Chambers throughout the voting process. As candidates are eliminated, their names will be removed from the display.

Voting procedure:

- Each Council member must print and sign their name on the ballot.
- Each ballot must clearly indicate the name of the selected candidate.
- Incomplete or unsigned ballots will be rejected.

The City Clerk will collect, count, and record the votes on a tally sheet.

Appointment requires a candidate to receive more than 50% of votes cast by members of Council present and voting.

If no candidate receives a majority:

- The candidate(s) with the fewest votes will be eliminated.
- Voting will continue, with successive eliminations, until one candidate receives a majority.

In the case of a tie:

- If more than two candidates remain, the Clerk shall draw by lot to eliminate one.
- If two candidates remain, the Clerk shall draw by lot to determine the successful candidate.

"Lot" means placing each candidate's name on equal-sized pieces of paper, placing them in a container, and drawing one name at random.

Step Five: Declaration and By-law

Once a candidate receives the required majority vote, the City Clerk will declare that individual appointed to the Ward 2 Council seat.

City Council shall then pass a **By-law** confirming the appointment.

OPTION 2:

A special meeting of City Council will be held on TBD, for the purpose of appointing a candidate to the vacant Ward 2 Councillor seat.

Nomination Process

To be eligible for nomination, a person must:

- Submit a Consent of Nominee, confirming their willingness to accept the appointment if selected.
- Complete a Declaration of Qualification, including proof of residency and identification, at the time of submission.

Both documents must be filed in person by the nominee at the Office of the City Clerk. Only individuals who meet the legal qualifications to hold municipal office may be nominated.

Council Voting Procedure

If more than one candidate is nominated, Council will vote to determine the appointee. The procedure is as follows:

1. Opening of Nominations

The Mayor will invite members of Council to put forward nominations for the Ward 2 vacancy. Each nomination must be seconded by another Council member.

The City Clerk will confirm that each nominee has submitted the required documentation.

2. Closure of Nominations

Once all nominations have been received, the Mayor will close the nomination process.

3. Voting

- Each Council member will vote by ballot.
- Candidate names will be displayed on a screen in Council Chambers throughout the voting process.
- Eliminated candidates' names will be removed from the display after each voting round.
- Ballots must be signed and printed by the voting member. Ballots missing either the name or signature will be rejected.
- Council members will write the name of their selected candidate on the ballot.

4. Ballot Collection and Counting

The City Clerk will collect and count the ballots, recording each Councillor's vote on an official tally sheet.

5. Determining the Appointee

- A candidate must receive more than half of the votes cast by members present to be appointed.
- Spoiled or incomplete ballots will be rejected and excluded from the count.
- If no candidate achieves a majority:
 - The candidate(s) with the fewest votes will be eliminated.
 - Voting will continue in successive rounds until one candidate receives the required majority.
- In the case of a tie:
 - If three or more candidates remain, the Clerk or designate will draw by lot to eliminate one.
 - If only two candidates remain, the tie will be broken by a lot draw, and the selected candidate will be declared the appointee.

“Lot” refers to a method where the names of the candidates are placed on equal-sized pieces of paper, placed in a container, and one name is drawn by the Clerk or designate.

6. Official Appointment

Once a candidate has received the required majority, the City Clerk will declare them appointed to the Ward 2 Council seat.

A by-law confirming the appointment will be presented to Council for formal adoption.

OPTION 3

Council to provide direction on their preferred appointment process.

Appendix C – By-law to Require a By-election be Held to Fill the Vacancy in the Office of Councillor Ward 2 in the City of Windsor

BY-LAW NUMBER ##-2025

A BY-LAW TO REQUIRE A BY-ELECTION TO BE HELD TO FILL THE VACANCY IN THE OFFICE OF COUNCILLOR WARD 2 IN THE CITY OF WINDSOR

Passed the 14th day of July, 2025.

WHEREAS by reason of the resignation of Councillor Fabio Costante there is a vacancy in the Office of Councillor, Ward 2 in the City of Windsor for the remainder of the term 2022 to 2026 ("Term");

AND WHEREAS s.263 of the Municipal Act, 2001, S. O. 2001, c.25, provides that Council pass a by-law to require a by-election to be held to fill the vacancy for the remainder of the Term;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That a by-election is required to be held on Monday, October 27, 2025 to fill the vacancy in the office of Councillor for Ward 2 in the City of Windsor for the remainder of the Term, in accordance with the *Municipal Elections Act, 1996, S.O. 1996, c.32*.
2. This by-law shall come into force and take effect on the day of the final passing thereof.

BY-LAW NUMBER 113-2025

A BY-LAW TO AMEND BY-LAW 2445, BEING A BYLAW TO STOP UP AND CONVEY CERTAIN ALLEYS IN THE TOWNSHIP OF SANDWICH EAST, CITY OF WINDSOR

Passed the 14th day of July, 2025.

WHEREAS it is deemed expedient to amend By-law 2445 adopted on the 8th day of January, 1958, and registered on title on August 27, 1958, as Instrument No. 183264 (the “By-law”);

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. The By-law is amended by **DELETING** Section 2 of the By-law in its entirety and **INSERTING** the following in its place:

1. THAT the subject alley **BE CLOSED AND CONVEYED** in as is condition to the abutting property owners and as necessary, in a manner deemed appropriate by the City Planner, subject to the following:
 - a. Easements, subject to being accepted in the City’s standard form and in accordance with the City’s standard practice, being granted to:
 - i) Cogeco Connexion Inc. to accommodate existing aerial infrastructure;
 - ii) ENWIN Utilities Ltd. to accommodate existing aerial infrastructure; and
 - iii) Managed Network System Inc. (MNSi) to accommodate existing aerial infrastructure.

2. THAT conveyance cost **BE SET** as follows:

- a. For alley conveyed to abutting lands zoned MD1.2, \$12.00 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 \$6.00 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.
- b. For alley conveyed to abutting lands zoned RD1.1 and RD1.2, \$1.00 plus HST (if applicable), deed preparation fee and a proportionate share of the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor.

3. 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

First Reading – July 14, 2025
Second Reading – July 14, 2025
Third Reading – July 14, 2025

SCHEDULE "A"
TO BY-LAW 113-2025

Alley Plan 1109, Sandwich East (closed by R183264) abutting Lots 315 to 320,
Plan 1109; Windsor

Being all of PIN 01355-0542 (LT)

City of Windsor
County of Essex

BY-LAW NUMBER 114-2025

A BY-LAW TO ASSUME FOR SUBSEQUENT CLOSURE THE 5.06 METRE
NORTH/SOUTH ALLEY EAST OF PARTINGTON AVENUE, SOUTH OF
COLLEGE AVENUE AND WEST OF BRIDGE AVENUE, CITY OF WINDSOR

Passed the 14th day of July, 2025.

WHEREAS the 5.06 metre portion of the north/south alley east of Partington Avenue, south of College Avenue and west of Bridge 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 5.06 metre portion of the north/south alley east of Partington Avenue, south of College Avenue and west of Bridge 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

First Reading – July 14, 2025
Second Reading – July 14, 2025
Third Reading – July 14, 2025

**SCHEDULE “A”
TO BY-LAW 114-2025**

Part Alley, Plan 933, designated as Part 1, Plan 12R29969; Windsor

Being all of PIN 01219-0377 (LT)

City of Windsor
County of Essex

Part Alley, Plan 933, designated as Parts 2 to 16, Plan 12R29969; Windsor

Being part of PIN 01219-0382 (LT)

City of Windsor
County of Essex

Part Alley, Plan 933, Part Alley, Plan 369, designated as Parts 18 to 33, Plan 12R29969; Windsor

Being part of PIN 01219-0382 (LT)

City of Windsor
County of Essex

BY-LAW NUMBER 115-2025

A BY-LAW TO CLOSE, STOP UP AND CONVEY THE 5.06 METRE NORTH/SOUTH ALLEY EAST OF PARTINGTON AVENUE, SOUTH OF COLLEGE AVENUE AND WEST OF BRIDGE AVENUE, CITY OF WINDSOR

Passed the 14th day of July, 2025.

WHEREAS it is deemed expedient to close, stop up and convey the 5.06 metre portion of the north/south alley east of Partington Avenue, south of College Avenue and west of Bridge 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 5.06 metre portion of the north/south alley east of Partington Avenue, south of College Avenue and west of Bridge 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 CR23/2024, be registered prior to conveyance.
3. That the lands be conveyed to the abutting owners, and that the conveyance cost be set as follows:
 - a) For alley conveyed to abutting lands zoned RD3.1, \$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 RD1.3, \$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

First Reading – July 14, 2025
Second Reading – July 14, 2025
Third Reading – July 14, 2025

SCHEDULE "A"
TO BY-LAW 115-2025

Part Alley, Plan 933, designated as Part 1, Plan 12R29969; Windsor

Being all of PIN 01219-0377 (LT)

City of Windsor
County of Essex

Part Alley, Plan 933, designated as Parts 2 to 16, Plan 12R29969; Windsor

Being part of PIN 01219-0382 (LT)

City of Windsor
County of Essex

Part Alley, Plan 933, Part Alley, Plan 369, designated as Parts 18 to 33, Plan 12R29969; Windsor

Being part of PIN 01219-0382 (LT)

City of Windsor
County of Essex

BY-LAW NUMBER 116-2025

A BY-LAW TO AMEND BY-LAW 4205, BEING A BYLAW TO DECLARE
PROPERTY ACQUIRED FOR THE RECONSTRUCTION OF WALKER ROAD,
BETWEEN TECUMSEH ROAD AND THE CHESAPEAKE AND OHIO RAILWAY
RIGHT-OF-WAY, TO BE A PUBLIC HIGHWAY, PART OF WALKER ROAD,
CITY OF WINDSOR

Passed the 14th day of July, 2025.

WHEREAS it is deemed expedient to amend By-law number 4205 adopted on the 18th day of October 1971, and registered on title on October 29, 1971, as Instrument No. R515264, as amended by By-law number 8004, dated October 9, 1984, and registered on title as Instrument No. R921050 on October 19, 1984 (the "By-law");

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. By **DELETING** all references to Part 18 on Plan RD227.
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

First Reading – July 14, 2025
Second Reading – July 14, 2025
Third Reading – July 14, 2025

SCHEDULE "A"
TO BY-LAW 116-2025

Part Lot 96, Concession 2, Sandwich East, Part 18, Plan RD227; Part alley, Plan 951, Sandwich East, closed by R268459 as in R583268; subject to interest of the municipality; subject to R583268E, SE8811; Windsor

Being all of PIN 01326-0243

City of Windsor
County of Essex

BY-LAW NUMBER 117-2025

A BY-LAW TO CLOSE AND STOP UP PART 18, PLAN RD227, SOUTH OF
TECUMSEH ROAD EAST, WEST OF WALKER ROAD, CITY OF WINDSOR

Passed the 14th day of July, 2025.

WHEREAS it is deemed expedient to close and stop up Part 18, Plan RD227, south of Tecumseh Road East, west of Walker Road, 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 Part 18, Plan RD227, south of Tecumseh Road East, west of Walker Road, 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 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.
3. This by-law shall come into force and take effect the day upon which it is registered in the Land Registry Office for the County of Essex (No. 12).

DREW DILKENS, MAYOR

CITY CLERK

First Reading – July 14, 2025
Second Reading – July 14, 2025
Third Reading – July 14, 2025

**SCHEDULE “A”
TO BY-LAW 117-2025**

Part Lot 96, Concession 2, Sandwich East, Part 18, Plan RD227; Part alley, Plan 951, Sandwich East, closed by R268459 as in R583268; subject to interest of the municipality; subject to R583268E, SE8811; Windsor

Being all of PIN 01326-0243 (LT)

City of Windsor
County of Essex

BY-LAW NUMBER 118-2025

A BY-LAW TO ESTABLISH LANDS AS A PUBLIC HIGHWAY KNOWN AS
CABANA ROAD EAST, IN THE CITY OF WINDSOR

Passed the 14th day of July, 2025.

WHEREAS the lands described in Schedule "A" annexed hereto and forming part of this by-law (the "Lands") are vested in The Corporation of the City of Windsor.

AND WHEREAS it is deemed expedient to establish the Lands as a public highway.

AND WHEREAS it is deemed further expedient to change the existing street names of the Lands to Cabana Road East.

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That the Lands are established as a public highway.
2. That the existing street names of the Lands are changed, resulting in all of the Lands now being known as Cabana Road East.
3. That this by-law shall come into force and take effect after the final passing thereof on the day on which it is electronically registered in the Land Registry Office of Essex (12).

DREW DILKENS, MAYOR

CITY CLERK

First Reading – July 14, 2025
Second Reading – July 14, 2025
Third Reading – July 14, 2025

SCHEDULE "A"
TO BY-LAW 118-2025

Part of Lots 97 to 103, inclusive, Concession 3, Part of Lot 17, Concession 7, designated as Part 1, Plan 12R30025; Part of Lots 103 to 113, inclusive, Concession 3 (McNiff's), Part of Road Allowance between Lots 109 and 110, Part of Road Allowance between Townships of Sandwich South and Sandwich East, designated as Part 1, Plan 12R30023, Part of Lots 113 to 120, inclusive, Concession 3, Part of Road allowance between Townships of Sandwich South and Sandwich East, designated as Part 1, Plan 12R30018, Part of Lots 120 to 126, inclusive, Concession 3, Part of Road allowance between Townships of Sandwich South and Sandwich East, designated as Part 1, Plan 12R30014; Part of Lot 126, Part Lot 127, Part Lot 137, Part Lot 138, Concession 3, Part of Road allowance between Townships of Sandwich South and Sandwich East, designated as Part 1, Plan 12R30010; Windsor

PIN 01408-1293 (LT)

Cabana Road East, Windsor

BY-LAW NUMBER 119-2025

A BY-LAW TO PROVIDE FOR A DRAINAGE WORKS IN THE CITY OF WINDSOR IN THE DAWSON DRAIN

Passed the 14th day of July, 2025.

WHEREAS the Council of The Corporation of the City of Windsor has procured a report under section 78 of the *Drainage Act*, R.S.O. 1990 for the improvement of the Dawson Drain;

AND WHEREAS the Engineer's Report dated May 14, 2025, has been authored by WSP Canada Ltd and the attached report forms part of this by-law;

AND WHEREAS the report has been filed with the Clerk and considered by Council;

AND WHEREAS the estimated total cost of the drainage work as outlined in the Engineer's Report is \$383,680.00;

AND WHEREAS \$383,680.00 is the amount to be contributed by the City of Windsor for the drainage works;

AND WHEREAS the Engineer's Report includes an allowance of \$200,000, provided to a property owner for land taken pursuant to Section 29 of the *Drainage Act*, R.S.O. 1990, which is in addition to the estimated total cost of the drainage works;

AND WHEREAS the Council of The Corporation of the City of Windsor is of the opinion that the repair and improvement of the Dawson Drain is desirable;

THEREFORE, the Council of The Corporation of the City of Windsor, pursuant to the provisions of Section 45 of the *Drainage Act*, R.S.O. 1990, hereby enacts as follows:

1. **THAT** the Engineer's Drainage Report for improvements to the Dawson Drain as prepared by WSP Canada Limited, dated May 14, 2025, which is attached hereto as Schedule "A", is hereby adopted and the drainage works as therein indicated and set forth are hereby authorized and shall be completed in accordance therewith.

2. **THAT** the costs for ongoing maintenance of the Dawson Drain shall be assessed to landowners in accordance with the schedule of assessment included in the Engineer's Report.
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

First Reading – July 14, 2025
Second Reading – July 14, 2025
Third Reading – July 14, 2025

BY-LAW NUMBER 120-2025

A BY-LAW TO ABANDON THE PARENT OUTLET DRAIN

Passed the 14th day of July, 2025.

WHEREAS the Parent Outlet Drain was constructed under the authority of the Drainage Act;

AND WHEREAS an engineer's report for the Partial Abandonment of the Parent Outlet Drain, dated June 19, 2025, prepared by Dillon Consulting Limited, recommends the abandonment of the said drainage works under Section 19 of the Drainage Act, *R.S.O. 1990, c. D.17*;

AND WHEREAS the report has been filed with the Clerk and considered by Council;

AND WHEREAS the Council of The Corporation of the City of Windsor is of the opinion that the abandonment of the Parent Outlet Drain is desirable;

THEREFORE, the Council of The Corporation of the City of Windsor, pursuant to the provisions of Section 45 of the Drainage Act, *R.S.O. 1990*, hereby enacts as follows:

1. **THAT** the drainage works known as the Parent Outlet Drain are hereby abandoned in accordance with Section 19 of the Drainage Act, *R.S.O. 1990, c. D.17*.
2. **THAT** the cost of said drainage works in the amount of \$115,600.00 shall be borne by the property owner (1027458 Ontario Inc.) in accordance with the Schedule of Assessment in the Engineer's Drainage Report.
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

First Reading – July 14, 2025
Second Reading – July 14, 2025
Third Reading – July 14, 2025

BY-LAW NUMBER 121-2025

A BY-LAW TO FURTHER AMEND BY-LAW
188-2000, BEING A BY-LAW TO APPOINT PROVINCIAL OFFENCES
OFFICERS FOR THE CORPORATION OF
THE CITY OF WINDSOR

Passed the 14th day of July, 2025.

WHEREAS it is deemed expedient to further amend By-law Number 188-2000 being a by-law to appoint provincial offences officers, to update the list of persons enforcing regulatory by-laws;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That Schedule "A" of By-law Number 188-2000 be deleted and the attached Schedule "A" be substituted therefore.
2. This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading – July 14, 2025
Second Reading – July 14, 2025
Third Reading – July 14, 2025

**SCHEDULE “A”
TO BY-LAW NUMBER 188-2000**

APPOINTED PROVINCIAL OFFENCES OFFICERS

Department	Name
Building	John Revell
Building	Joe Baker
Building	Roberto Vani
Building	Oliver Pozar
Building	Frank Pasciuta
Building	Brandon Calleja
Building	Marco Pelleritto
Building	Mike Kenneth Arthur
Building	Bradley Dugal
Building	Brian Jackson
Building	George Eberhardt
Building	Chris Girard
Building	Nicole Brush
Building	Michael Forte
Building	Jay McGuire
Building	Nicola Gesuale
Building	Christopher Jedlinski
Building	Ian Sakal
Building	Gentian Prifti
Building	Trevor Girard
Building	Armando Cala
Building	Michael Mollica
Building	Enrique Silveyra
Building	Peter Quaglia
Building	Stuart Robertson
Building	Mike Mollica
Fire Services	Malcolm Bondy
Fire Services	Carey Chase
Fire Services	Mike Coste
Fire Services	David Ethier
Fire Services	Sean Fabel
Fire Services	Jeff Goldthorpe
Fire Services	Karen Koski

Department	Name
Fire Services	Steve Laforet
Fire Services	Dave O'Neil
Fire Services	James Waffle
Licensing & By-law Enforcement	Dan Jenner
Licensing & By-law Enforcement	Don Balino
Licensing & By-law Enforcement	Rocco Iacobelli
Licensing & By-law Enforcement	Andrew Wong
Licensing & By-law Enforcement	Bart Pogorzelski
Licensing & By-law Enforcement	Michael Desjardins
Licensing & By-law Enforcement	Todd Hamilton
Licensing & By-law Enforcement	Craig Robertson
Licensing & By-law Enforcement	Rory Sturdy
Licensing & By-law Enforcement	Steve Vlachodimos
Licensing & By-law Enforcement	Kevin Kuprowski
Licensing & By-law Enforcement	Vedran Abidinovic
Licensing & By-law Enforcement	Gabrielle Fillion
Licensing & By-law Enforcement	Elie Houad
Licensing & By-law Enforcement	Ian Blair
Licensing & By-law Enforcement	Nicholas McQueen
Office of the City Engineer	Bill Kralovensky
Office of the City Engineer	Phong Nguy
Office of the City Engineer	Shawn Barlow
Office of the City Engineer	Paul Hearn
Office of the City Engineer	Benjamin Byrne
Office of the City Engineer	Salvatore Vitale
Office of the City Engineer	John Colella
Office of the City Engineer	Andrew Lewis
Office of the City Engineer	Marc Ladouceur
Parks	Marc Edwards
Parks	Yemi Adeyeye
Parks	Gaspar Hovarth
Parks	Gaetan Taillon
Planning	Kristina (Chung Wah) Tang
Planning	Michael Cooke
Pollution Control	Kevin Webb
Pollution Control	George Michael Chernawski
Pollution Control	Mark Vander Voort

Department	Name
Pollution Control	Justine Cloutier
Pollution Control	David Petten
Pollution Control	Dan Mitchell
Pollution Control	Kai Yuan Qui
Pollution Control	Meraal Yared

BY-LAW NUMBER 122-2025

A BY-LAW TO ADOPT AMENDMENT NO. 193
TO THE OFFICIAL PLAN OF THE CITY OF
WINDSOR

Passed the 14th day of July, 2025.

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. **193** to the Official Plan of the City of Windsor, attached hereto, is hereby adopted.

DREW DILKENS, MAYOR

CITY CLERK

First Reading – July 14, 2025
Second Reading – July 14, 2025
Third Reading – July 14, 2025

AMENDMENT NO. 193
TO THE
OFFICIAL PLAN
CITY OF WINDSOR

Part D (Details of the Amendment) of the following text and attached
Schedule A of the City of Windsor Official Plan constitute
Amendment No. 193.

Also included, but not constituting part of the Amendment, are explanations
of Purpose, Location, Background, and Implementation of the Amendment,
and Appendix A (Results of Public Notification).

A. PURPOSE:

The purpose of Amendment No. 193 is to amend Schedule “A” of Volume I: The Primary Plan of the City of Windsor Official Plan by designating the subject parcel as a Special Policy Area and to add a Special Policy Area to Volume II: Secondary Plans and Special Policy Areas of the City of Windsor Official Plan to allow a limited range of commercial and industrial uses on the subject land.

B. LOCATION:

The amendment applies to the land described as Lots 64 to 67, N Pt Lot 68, Registered Plan 430 (PIN 01158-0312 & 01158-0313; 960 Hanna Street East; Roll No. 030-440-04700), situated at the northwest corner of Hanna Street East and Langlois Street.

C. BACKGROUND:

The Applicant is requesting an Official Plan Amendment that, notwithstanding the designation of these lands as “Residential” on Schedule D: Land Use in Volume I: The Primary Plan of the City of Windsor Official Plan, a specific list of commercial and industrial uses shall be additional permitted main uses. The Applicant is also requesting a Zoning By-law Amendment changing the zoning by adding a zoning exception to a limited range of commercial and industrial uses as additional permitted main uses and prohibiting the outdoor storage and display of goods and materials, all activities shall take place within a fully enclosed building, and that a minimum of 7 parking spaces be provided.

The Applicant proposes to use the existing one-storey building for the proposed uses. The Applicant indicates no expansion or changes to the exterior of the existing building or to the gravel parking area. Interior renovations are proposed with a 152.55 m² area in the existing building.

The development as proposed will not be subject to site plan control.

The subject land is designated “Residential” on *Schedule D: Land Use* in Volume I: The Primary Plan of the Official Plan. The designation provides for a range of residential uses and limited accessory or ancillary uses.

The subject land is zoned CD2.1 and HMD1.4 by Zoning By-law 8600.

When Official Plan Amendment 193 is approved, the requested zoning amendment will conform to the Zoning Amendment Policies in Section 11.6.3 of the Official Plan and conform to the general policy direction of the Official Plan.

D. DETAILS OF THE AMENDMENT:

- 1) THAT Schedule “A” of Volume I: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by designating Lots 64 to 67, N Pt Lot 68, Registered Plan 430 (PIN 01158-0312 & 01158-0313; 960 Hanna Street East; Roll No. 030-440-04700), situated at the northwest corner of Hanna Street E and Langlois Street as a Special Policy Area.
- 2) THAT Chapter 1 in Volume II: Secondary Plans and Special Policy Areas of the City of Windsor Official Plan **BE AMENDED** by adding a new Special Policy Area as follows:

1.X 960 HANNA STREET EAST

<i>LOCATION</i>	1.X.1	The property is described as Lots 64 to 67, N Pt Lot 68, Registered Plan 430 (PIN 01158-0312 & 01158-0313; situated at the northwest corner of Hanna Street East and Langlois Street is designated on Schedule A: Planning Districts and Policy Areas in Volume I: The Primary Plan.
<i>ADDITIONAL PERMITTED MAIN USES</i>	1.X.2	<p>Notwithstanding the Residential designation of these lands on Schedule D: Land Use in Volume I: The Primary Plan, the uses and activities listed below shall be an additional permitted main use:</p> <p>Business Office, Contractor’s Office, Warehouse, Workshop An industrial facility for the following activities:</p> <ul style="list-style-type: none">• Assembling of laminate countertops including cutting, finishing, and repair.• Cutting and forming of kitchen tools, gadgets and other related accessories.• Display and storage of flooring, plumbing fixtures, and other related materials.• Display of construction and other similar materials.• Packaging and shipping of any of the above goods and materials. <p>All activities and uses shall take place entirely within a fully enclosed building and the outdoor storage and display of goods and materials is prohibited</p>

E. IMPLEMENTATION:

- 1) This amendment is to be implemented by an amendment to Zoning By-law 8600 as recommended in Report Number S 44/2025 (OPA 193 OPA/7277 Z-004/25 ZNG/7276), recommended for approval by the Development and Heritage Standing Committee (DHSC) on May 5, 2025 (SCM 139/2025) , and approved by Council on May 26, 2025 (CR217/2025 DHSC 727)

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 rezoning amendment.

DEVELOPMENT & HERITAGE STANDING COMMITTEE (DHSC):

A meeting of the DHSC was held on May 5, 2025, to consider the applications (OPA 193 OPA/7277 Z-004/25 ZNG/7276) and Staff Report S 44/2025. This is the statutory public meeting required by the Planning Act. Below is an extract from the minutes of the meeting:

7.1. OPA & Rezoning – 593067 Ontario Ltd - 960 Hanna Street East - OPA 193 OPA/7277 Z-004/25 ZNG/7276 – Ward 4

Adam Szymczak (author), Senior Planner – Development, presents application.

Tracey Pillon-Abbs (agent) is available for questions.

Yousif Yako (area resident) states that he and other area residents had attended the Open House where a petition was signed in objection to the project. Mr. Yako has concerns of aluminum cutting associated with health hazards and increased traffic and parking on Hanna Street.

Linda Salim (area resident) has concerns of safety for children and the elderly in the community, lack of notice of development presented at the DHSC meeting and that health concerns are associated with living near an aluminum factory.

Councillor Angelo Marignani inquires about the building's ventilation system, safety issues and health concerns based on the materials used and its impact on surrounding sensitive areas. Ms. Pillon-Abbs states that the applicant may need to install ventilation and filters which would be a requirement under the Ontario Building Code. Ms. Pillon-Abbs states use of the property will not be manufacturing rather for customization of aluminum products, all work will remain within the building minimizing health concerns and exterior parking will remain the same and will not impact the community.

Councillor Marignani inquires about the children in the neighbourhood and nearby daycare being affected by formaldehyde fumes, whether it will be use and safety concerns addressed. Ms. Pillon-Abbs states she cannot specifically comment on the materials or solutions being used but construction will remain inside and protected with regards to health and safety concerns and regulated by the Ontario Building Code.

Councillor Marignani inquires the risk for combustion due to wood dust in the air and whether this is a concern. Mr. Szymczak states that he expects for that to be covered by the Building Code.

Councillor Marignani inquires if these concerns will be dealt with appropriately by the Building Code. Mr. Szymczak states this is not his area of expertise.

Councillor Marignani inquires if these safety concerns would be address appropriately. Ms. Pillon-Abbs states that she cannot address the Ontario Building Code requirements but notes that the applicant is committed to build the development properly with all the required approvals needed.

Councillor Fred Francis inquires why Site Plan Control is not required. Mr. Szymczak states that there are no changes to the building currently. This is just a change of use.

Councillor Francis inquires why there is a need for rezoning when site plan control is not needed. Mr. Szymczak states that the use is not permitted by the existing zoning and that

it's a change of use of the property with no change happening on the site then site plan control does not apply to this typically.

Councillor Francis clarifies that it does not apply to renovations within the building even with alterations such as adding filters how can we ensure they are installed. Neil Robertson states that the Building Department would require building permits for any construction and will be completed based on the use of the building and based off the Ontario Building Code. Mr. Robertson states that the site plan control doesn't meet the threshold of definition of development and the useability of the building is like before.

Councillor Francis states that the use of the building is like other areas within residential portions of the city. Mr. Robertson agrees, and this instance is not a change in terms of the impact to the community. Mr. Szymczak states that there are other industrial uses along the former ETR corridor.

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Fred Francis

Decision Number: **DHSC 727**

1. THAT Schedule "A" of Volume I: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by designating Lots 64 to 67, N Pt Lot 68, Registered Plan 430 (PIN 01158-0312 & 01158-0313; 960 Hanna Street East; Roll No. 030-440-04700), situated at the northwest corner of Hanna Street E and Langlois Street as a Special Policy Area.

2. THAT Chapter 1 in Volume II: Secondary Plans and Special Policy Areas of the City of Windsor Official Plan **BE AMENDED** by adding a new Special Policy Area as follows:

1.X 960 HANNA STREET EAST

<i>LOCATION</i>	1.X.1	The property described as Lots 64 to 67, N Pt Lot 68, Registered Plan 430 (PIN 01158-0312 & 01158-0313; situated at the northwest corner of Hanna Street East and Langlois Street is designated on Schedule A: Planning Districts and Policy Areas in Volume I: The Primary Plan.
<i>ADDITIONAL PERMITTED MAIN USES</i>	1.X.2	<p>Notwithstanding the Residential designation of these lands on Schedule D: Land Use in Volume I: The Primary Plan, the uses and activities listed below shall be an additional permitted main use:</p> <p>Business Office, Contractor's Office, Warehouse, Workshop</p> <p>An industrial facility for the following activities:</p> <ul style="list-style-type: none">• Assembling of laminate countertops including cutting, finishing, and repair.• Cutting and forming of kitchen tools, gadgets and other related accessories.• Display and storage of flooring, plumbing fixtures, and other related materials.• Display of construction and other similar materials.• Packaging and shipping of any of the above goods and materials.

All activities and uses shall take place entirely within a fully enclosed building and the outdoor storage and display of goods and materials is prohibited

3. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning of Lots 64 to 67, N Pt Lot 68, Registered Plan 430 (PIN 01158-0312 & 01158-0313; known municipally as 960 Hanna Street East; Roll No. 030-440-04700), situated at the northwest corner of Hanna Street E & Langlois Street by adding a zoning exception to Section 20(1) as follows:

530. **NORTHWEST CORNER OF HANNA STREET EAST AND LANGLOIS STREET**

For the lands consisting of Lots 64 to 67, N Pt Lot 68, Registered Plan 430 (PIN 01158-0312 & 01158-0313), the following additional provisions shall apply:

a) Additional permitted *Main Uses*:

Contractor's Office

Warehouse

Workshop

An industrial facility for the following activities:

- Assembling of laminate countertops including cutting, finishing, and repair.
- Cutting and forming of kitchen tools, gadgets and other related accessories.
- Display and storage of flooring, plumbing fixtures, and other related materials.
- Display of construction and other similar materials.
- Packaging and shipping of any of the above goods and materials.

b) For any additional permitted *main use*:

1. The outdoor storage and display of goods and materials is prohibited.
2. All activities and uses shall take place entirely within a fully enclosed *building*.
3. Notwithstanding Section 24.20.5, a minimum of 7 *parking spaces* shall be provided.

(ZDM 7; ZNG/7276)

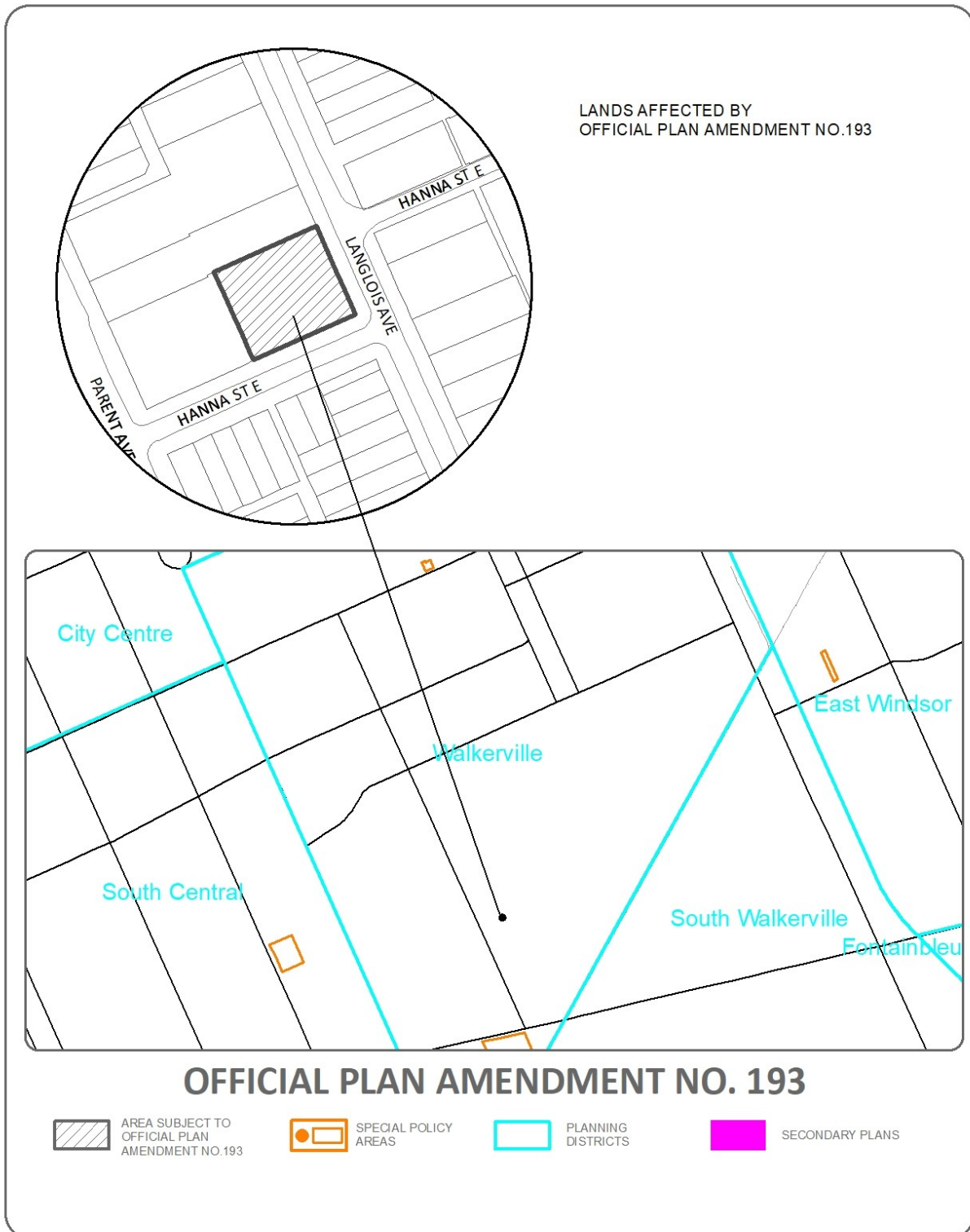
Carried.

Report Number: S 44/2025
Clerk's File: Z/14940

CITY OF WINDSOR COUNCIL MEETING:

A meeting of City Council was held on May 25, 2025, at which time the recommendations of Administration (S 44/2025) and the DHSC (SCM 139/2025) were considered by City of Windsor Council. City Council approved the recommendation of DHSC (CR217/2025 DHSC 727).

SCHEDULE A



BY-LAW NUMBER 123-2025

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE
"CITY OF WINDSOR ZONING BY-LAW"

Passed the 14th day of July, 2025.

WHEREAS it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law", passed the 31st day of March 1986, as heretofore amended:

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That Section 20(1) of said by-law is amended by adding the following paragraph:

530. **NORTHWEST CORNER OF HANNA STREET EAST AND LANGLOIS STREET**

For the lands consisting of Lots 64 to 67, N Pt Lot 68, Registered Plan 430 (PIN 01158-0312 & 01158-0313), the following additional provisions shall apply:

a) Additional permitted *Main Uses*:

Contractor's Office

Warehouse

Workshop

An industrial facility for the following activities:

- Assembling of laminate countertops including cutting, finishing, and repair.
- Cutting and forming of kitchen tools, gadgets and other related accessories.
- Display and storage of flooring, plumbing fixtures, and other related materials.
- Display of construction and other similar materials.
- Packaging and shipping of any of the above goods and materials.

b) For any additional permitted *main use*:

1. The outdoor storage and display of goods and materials is prohibited.
2. All activities and uses shall take place entirely within a fully enclosed *building*.
3. Notwithstanding Section 24.20.5, a minimum of 7 *parking spaces* shall be provided.

(ZDM 7; ZNG/7276)

2. Said by-law is further amended by changing the Zoning District Maps referred to in Section 1.20.3 of said by-law so that the lands described in Column 3 are delineated by a broken line and further identified by the zoning exception symbol shown in Column 5:

1. Item Number	2. Zoning District Map	3. Lands Affected	4. Official Plan Amendment Number	5. Zoning Exception Symbol
1	7	Lots 64 to 67, N Pt Lot 68, Registered Plan 430; PIN 01158- 0312 & 01158-0313 (960 Hanna Street East; Roll No. 030-440-04700; northwest corner of Hanna Street East & Langlois Street)	193	S.20(1)530

DREW DILKENS, MAYOR

CITY CLERK

First Reading – July 14, 2025
Second Reading – July 14, 2025
Third Reading – July 14, 2025

BY-LAW NUMBER 124-2025

A BY-LAW TO ADOPT AMENDMENT NO. 194
TO THE OFFICIAL PLAN OF THE CITY OF
WINDSOR

Passed the 14th day of July, 2025.

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. **194** to the Official Plan of the City of Windsor, attached hereto, is hereby adopted.

DREW DILKENS, MAYOR

CITY CLERK

First Reading – July 14, 2025
Second Reading – July 14, 2025
Third Reading – July 14, 2025

AMENDMENT NO. 194
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. 194

Also included, but not constituting part of the Amendment are Part A
(Basis); Part C (Implementation)

This Official Plan Amendment contains the following Parts:

Part A: Basis

Part B: Details of the Amendment

Part C: Implementation

PART A: BASIS

1.0 PURPOSE

RESIDENTIAL CORRIDORS

Land use policies are being proposed to provide a framework for residential redevelopment within intensification priority areas where present and future residents will be in proximity to goods and services, public transportation and employment areas.

The proposed Residential Corridor land use designation is intended to encourage residential development that supports compatible residential development, while acknowledging the transition of the proposed built form to adjacent areas. Land uses within a Residential Corridor will focus exclusively on opportunities for housing while optimizing the use of existing infrastructure and transit.

2.0 LOCATION AND DESCRIPTION OF LANDS AFFECTED BY THE AMENDMENT

The amendment would affect lands on *Schedule D: Land Use* of the City of Windsor Official Plan designated as Residential Corridor.

3.0 BACKGROUND

The Official Plan implements a macro policy direction around infill and intensification. This policy direction focuses intensification to areas that can support it and where it is most appropriate – places that have access to transit, goods and services, and infrastructure. The intensification has been guided to “Intensification Priority Areas” made up of Mixed-Use Centres, Mixed-Use Corridors and Mixed-Use Nodes.

Currently, the Official Plan provides a one-size-fits all approach to intensification across all identified “Intensification Priority Areas”. However, recognizes the need for flexibility by adopting the corresponding City of Windsor intensification Guidelines. These guidelines recognize that neighborhoods across the City vary, and therefore, intensification should be tailored to the specific needs and characteristics of each area. The policies and regulations guiding development should reflect this diversity.

The proposed amendment provides an additional framework for “intensification priority areas” and introduces a new land use designation – Residential Corridors. The Residential Corridor Land Use Designation serves as a key policy tool to facilitate a gradual transition between high-intensity Mixed-Use Nodes and Corridors and established lower-density residential neighborhoods. Through well-defined policies, it enables a balanced approach to growth by introducing housing types, such as townhomes, stacked dwellings, and low to mid-rise apartments, in strategically located corridors.

PART B: DETAILS OF THE AMENDMENT

Volume 1 of the Official Plan for the City of Windsor is hereby amended as follows:

- 1. Section 6.2.1.1 is hereby amended by adding the following:**
 - x) Residential Corridors**
- 2. Section 6.3 Residential is hereby amended by adding the following section:**

6.3.3 Residential Corridor

The Residential Corridor land use designation is intended for residential development that supports a range of housing options to optimize the use of existing infrastructure and transit.

The Residential Corridor Designation provides a connection between Windsor neighbourhoods and Mixed Use Corridors, Mixed Use Nodes, and Mixed Use Centres.

Transit service, cycling and pedestrian facilities are provided or planned to be provided along Residential Corridors. These services are intended to encourage options for multi-modal transportation while also supporting complete communities.

Where there is a conflict between the policies of Chapter 3 and the policies of this section, the policies of this Section shall prevail.

<i>PERMITTED USES</i>	<i>6.3.3.1</i>	<i>Uses permitted in the Residential Corridor land use designation are a range of low-profile residential uses (as defined in policy 6.3.2.3) that are generally no more than three stories in height. Townhomes, low profile apartments, and multiple dwelling structures are encouraged.</i>
<i>NEW OR EXTENDED CORRIDORS</i>	<i>6.3.3.2</i>	<p><i>Council will only designate or extend a Residential Corridor when the Municipality is satisfied that:</i></p> <ul style="list-style-type: none"> <i>a) There is demonstrated market demand for residential development, and the need for diverse housing options;</i> <i>b) New forms of residential development can be achieved in a way that is compatible with the surrounding neighbourhood;</i> <i>c) The environmental, traffic, and infrastructure impacts can be addressed;</i> <i>d) It can be coordinated with major infrastructure improvements along the proposed corridor;</i> <i>e) Existing Residential Corridors have seen significant progress towards intensification;</i> <i>f) Expansion will provide continuity and not impact existing lotting patterns; and</i> <i>g) The area represents a logical extension of growth for the corridor, and can appropriately integrate with existing development.</i>
<i>LOCATIONAL CRITERIA</i>	<i>6.3.3.3</i>	<p><i>Residential Corridor development shall be located where:</i></p> <ul style="list-style-type: none"> <i>a) there is direct access to Class I or Class II Arterial Roads or Class I Collector Roads;</i> <i>b) full municipal physical services can be provided;</i>

- c) *there is a logical connectivity to Mixed Use Corridors, Mixed Use Nodes, and Mixed Use Centres;*
- d) *gradual transitions between lower-density neighbourhoods and higher-density mixed use centres, mixed-use nodes, and mixed-use corridors can be achieved; and*
- e) *public transportation services and alternative forms of transportation are accessible; available or are planned to be available;*

*EVALUATION
CRITERIA OF
DEVELOPMENT
WITHIN A
RESIDENTIAL
CORRIDOR*

6.3.3.4

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

- (a) *feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:*
 - (i) *within or adjacent to any area identified on Schedule C: Development Constraint Areas and described in the Environment chapter of this Plan;*
 - (ii) *within a site of potential or known contamination;*
 - (iii) *where traffic generation and distribution is a provincial or municipal concern; and*
 - (iv) *adjacent to sensitive land uses and/or heritage resources.*
- (b) *in keeping with the goals, objectives and policies of any secondary plan or guideline plan affecting the surrounding area;*

- (c) *capable of being provided with full municipal physical services and emergency services;*
- (d) *provided with adequate off-street parking;*
- (e) *compatible with adjacent land uses including matters such as shadowing, noise, lighting, traffic, and other nuisance effects;*
- (f) *compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and landscaped areas;*
- (g) *the relationship of the proposed lot(s) with the lot pattern and configuration within the neighbourhood;*
- (h) *the consideration of transitions in height and density to adjacent buildings;*

*DESIGN
GUIDELINES*

6.3.3.5

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

- (a) *the ability to achieve the associated policies as outlined in the Urban Design chapter of this Plan;*
- (b) *the provision of appropriate landscaping or other buffers to:*
 - i) enhance all parking lots, and outdoor loading and service areas; and*
 - ii) enhance the separation between the use and adjacent sensitive uses, where appropriate;*
- (c) *where possible, parking is located in the rear of the buildings to create continuous building facades adjacent to the street;*

- (d) *council will encourage Residential Corridor development to provide a continuous street frontage and presence.*
- (e) *measures are taken in site design which provide for ease of access for pedestrians between the public sidewalk and building main entrances in a manner which is-distinguishable from access provided for vehicles;*
- (f) *minimize the number of vehicular access points to the adjacent Class I or Class II Arterial Roads or Class I Collector Roads;*
- (g) *council will adopt Design Guidelines that will assist in the design and review of development applications in a manner that will ensure implementation of these policies;*
- (h) *council may adopt a Special Policy Areas to provide additional detail for addressing specific planning issues affective or characterizing a defined Residential Corridor.*

ADDITIONAL
PERMITTED
USES
(INCREASE IN
DENSITY)

6.3.3.6

In addition to the permitted uses in a Residential Corridor; Council may permit medium and high-density residential development and profiles provided:

- a) The proposal is located within a largely undeveloped area which does not have a characteristic lotting or development profile as defined in section 6.2.1.3 b);*
- b) Lot sizes are larger than the existing lot pattern found in the surrounding area;*
- c) Council is satisfied that the proposal provides appropriate transitions to abutting lower scale development. Appropriate transitions may be achieved through the implementation of regulatory techniques including, but not limited to new height limitations, enhanced building setbacks and step backs, enhanced landscape buffers and planting requirements and/or the implementation of an angular plane;*
- d) The proposal is located on a site of suitable size for the proposed development, and shall provide adequate landscaping, on-site amenity features and spaces, on-site waste pickup, on-site parking, buffering and on- site stormwater management features;*
- e) The ability to conform with sections 6.3.3.4 to 6.3.3.5 of this plan.*

PART C: IMPLEMENTATION

Official Plan Amendment No. 194 will be implemented by making the referenced changes to the land use schedules and text of the City of Windsor Official Plan set out in Part B. Subsequent Official Plan Amendments may further amend the land use schedules to apply the Residential Corridors policy to geographic areas of the City of Windsor. Council's future consideration and passing of the site-specific zoning by-laws will further implement the Official Plan Amendment No. 194

Appendix A (Results of Public Consultation)

May 5, 2025, Minutes of the Development & Heritage Standing Committee, as the statutory public meeting under the Planning Act

7. PLANNING ACT MATTERS

7.2. Proposed Official Plan Residential Corridor Land Use Designation – City Wide (S 15/2025) Clerk's Note: Administration is providing the previously distributed additional information memo (AI 10/2025)

Frank Garardo, Senior Planner – Policy & Special Studies, is available for questions.

Terrance Kennedy (area resident) has concerns of lack of public consultation and residential consideration, green space should not be used for infill development, corridors are haphazard and not well thought out, buildings are being built on historically dangerous lands, increased water runoff and health complications. Mr. Kennedy states that corridor initiative framework focuses on intensification rather than on meaningful environmental protocols and prescribed guidelines. Mr. Kennedy states concerns of demolishing apartment buildings in a housing crisis, requests a new transportation master plan so residential corridors could be balanced and hydrology maps.

Councillor Kieran McKenzie inquires what the consultation and timeline will look like going forward. Frank Garardo states that geographical areas would be focused on and would involve a more residential circulation and consultation with 200 meters of the location of candidate areas before formally designating these areas.

Councillor Kieran McKenzie inquires whether the circulation area is a wide enough area for public consultation due to the substantial impact. Mr. Robertson states that the department will take that under advisement and determine the appropriate way to notify residents and circulation distance for notifications. Mr. Robertson states that additional mechanisms are being used to notify the public such as the website to receive comments and signage is being considered.

Councillor Kieran McKenzie inquires about how this impacts future developments with the proposed corridor areas. Mr. Garardo states that the Official Plan framework would still require a rezoning application and would implement these policies to support the development.

Councillor Kieran McKenzie inquires if the processes would remain intact. Mr. Garardo states that it correct and that an applicant's proposal meets the Provincial Planning Statement and guiding principles of our Official Plan.

Councillor Kieran McKenzie inquires what would happen if Council were to deny an application that Administration would view as be consistent with what would be presented at the Development and Heritage Standing Committee (DHSC). Mr. Garardo states that it would be similar to any other development application, as it would be evaluated similarly based on the Provincial Planning Statement and Official Plan Policy, and the decision would be based on Committee.

Councillor Kieran McKenzie inquires about moving forward with the Land Use Designation and the connection to the current infrastructure capacity and in the ten-year capital plan, and how current and future corridors are identified based on these factors. Mr. Garardo states that initial areas have already been identified as intensification priority areas with past consultation with the Engineering Department. Mr. Robertson states that any future areas will take into account the current and future infrastructure, where intensification would be reliant on servicing to the area, where development and infrastructure plans will aligned.

Councillor Kieran McKenzie inquires about the intensification of Howard Avenue and has concerns that this policy prioritizes this corridor with an incomplete Capital Plan in place and whether the growth in the community will be sustainable. Mr. Robertson states that the Capital Budget is not in his control but will have to be analyzed. Mr. Robertson states that due to new development projects, reprioritization and timelines will have to be adjusted to meet concerns and needs of the community for infrastructure. Applications presented at the DHSC are analyzed by the Public Works Department to confirm feasibility and this Policy helps to align building new developments with current and future infrastructure projects for corridors and frameworks. Patrick Winters states that budget monies have been reallocated to address the pressure for development within the Howard corridor.

Councillor Kieran McKenzie inquires about requirements for active transportation such as bike lanes and sidewalks within the Policy presented. Mr. Robertson states that the development will contribute towards sidewalks which is limited to property yard frontage, and in instances with a plan infrastructure it will be part of Sidewalk and Active Transportation Master Plans and implemented in current or future projects.

Councillor Kieran McKenzie inquires if there are tools to tie investments with minimal thresholds with this land use designation within certain timelines or it will

be deemed an ineligible corridor. Mr. Robertson states these items would be brought forward as part of the discussion and Council recommendation, and corridors will not be brought forward if infrastructure would not be able to support the intensification.

Chair Jim Morrison clarifies that the recommendation has been presented for approval.

Councillor Fred Francis inquires about the timeline and whether more information and additional public consultation will be conducted prior to being presented to Council in June. Mr. Robertson states that public consultation was conducted for the creation of the Residential Corridor Designation which is brought to you today. Mr. Robertson states that what is being asked is to adopt the Residential Corridor Designation for the Official Plan, as no areas have been designated as such yet, and asking for the direction to look at certain corridors. Certain corridors have been identified as mixed use with a prior Official Plan Amendment and move towards keeping the nodes on the corridors as mixed-use properties and centralized areas to be residential corridors. Mr. Robertson states that when specific areas are identified then another public consultation will be conducted, and recommendations will be brought forward when designating specific areas.

Councillor Kieran McKenzie inquires whether the ten-year Capital Plan will plan to provide pedestrian, cycling and transit services along residential corridors. Mr. Robertson states that it reasonable and Environmental Assessments will have impact.

Councillor Kieran McKenzie inquires in there is way to create certainty for investments to be allocated towards areas for the designation. Councillor Francis states a point of order as City Council sets the budget and recommends bringing these items forward during the time of Budget discussions.

Councillor Angelo Marignani inquires if this new designation will be a tailored approach to the current Official Plan. Mr. Garardo states that is correct and provides another tool to use for the Official Plan to look at specific locations and determine where residential corridors may be appropriate geographically.

Chair Morrison states that it is a great tool to layout a blueprint for neighbourhoods in specific corridors and whether it is compatible with the surrounding community.

Councillor Kieran McKenzie states that he disagrees with policy as it provides no certainty for infrastructure development.

Moved by: Councillor Fred Francis
Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 728DHSC 705**

1. THAT Official Plan Amendment 194 **BE APPROVED** and Volume 1: The Primary Plan of the City of Windsor Official Plan ("Official Plan") **BE AMENDED** as follows:

- Chapter 6: Land Use of the Official Plan **IS AMENDED** by adding section 6.3.3 Residential Corridors as shown on Appendix A of this Report.

2. THAT administration **BE DIRECTED** to hold further public consultation on the candidate areas for Residential Corridor designations.

3. THAT administration **BRING BACK** Official Plan amendments to designate the candidate areas as Residential Corridors.

Carried

Councillor Kieran McKenzie voting nay.

Report Number: S 15/2025 AI 10/2025
Clerk's File: Z2025

CITY OF WINDSOR COUNCIL MEETING:

A meeting of City Council was held on May 26, 2025 at which time the recommendation of the Development & Heritage Standing Committee and the Staff Report S 15/2025 & AI10/2025 were considered. Council approved the recommendation of DHSC:

City Council Decision
Monday, May 26, 2025

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

Decision Number: CR218/2025 DHSC 728

1. THAT Official Plan Amendment 194 **BE APPROVED** and Volume 1: The Primary Plan of the City of Windsor Official Plan ("Official Plan") **BE AMENDED** as follows:

- Chapter 6: Land Use of the Official Plan **IS AMENDED** by adding section 6.3.3 Residential Corridors as shown on Appendix A of this Report.
2. THAT administration **BE DIRECTED** to hold further public consultation on the candidate areas for Residential Corridor designations.
 3. THAT administration **BRING BACK** Official Plan amendments to designate the candidate areas as Residential Corridors.

Carried

Councillor Kieran McKenzie voting nay.

Councillors Jim Morrison and Ed Sleiman were absent from the meeting when the vote was taken on this matter.

Report Number: S 15/2025 AI 10/2025 SCM 140/2025 SCM 140/2025
Clerk's File: Z2025 8.9

Anna Ciacelli
Deputy City Clerk
June 5, 2025

BY-LAW NUMBER 125-2025

A BY-LAW TO FURTHER AMEND BY-LAW 9023 BEING A BY-LAW TO REGULATE VEHICULAR PARKING WITHIN THE LIMITS OF THE CITY OF WINDSOR ON MUNICIPAL STREETS, MUNICIPAL PARKING LOTS AND PRIVATE PROPERTIES

Passed the 14th day of July, 2025.

WHEREAS By-law Number 9023, being a by-law to regulate vehicular parking within the limits of the City of Windsor on municipal streets, municipal parking lots and private properties, was passed on the 8th day of June, 1987.

WHEREAS it is deemed expedient to amend By-law 9023.

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That **BY-LAW NUMBER 9023** be and the same is hereby amended as follows:

(a) By deleting the following from the Definitions:

“Senior Manager of Traffic Operations, Parking and Transportation Planning” means the person who holds the position of Senior Manager of Traffic Operations, Parking and Transportation Planning for the City”

and substituting in its place the following:

“Senior Manager, Transportation” means the person who holds the position of Senior Manager, Transportation for the City

(b) By deleting all references in the By-law to the **“Senior Manager of Traffic Operations, Parking and Transportation Planning”** and substituting in its place the **“Senior Manager, Transportation”**

(c) By deleting the current definition of **“Parking Meter”** from the By-law and substituting in its place the following:

“Parking Meter” means an automatic or other mechanical device used for the purpose of controlling and regulating the parking any vehicle in a parking space, and measuring and recording the duration of such parking, and includes a **“Pay and Display Machine”** in which a ticket is issued allowing a period for parking and which ticket must be displayed on the right-hand side of the front windshield of the parked vehicle; or by any City approved ecommerce method;

(d) By deleting the current definition of “**Parking Space**” from the By-law and substituting in its place the following:

“**Parking Space**” means a portion of a Highway or a municipal or private Parking Lot that is designated for the parking of a vehicle,defined as a minimum of a 6 metres area in length;

(e) By deleting the current Section 10.5 from the By-law and substituting in its place the following:

10.5 No licensed vehicle shall be parked in the same spot, upon any street or highway for longer than three (3) consecutive days, and shall be moved a minimum of one (1) parking space in length.

(f) By adding the following to Schedule “T” of the By-law:

Lot No.	No. of Vehicles	Hours of Operation	Days of Operation	Time Limit	Parking Fee
61	28	9am – 12am	Mon.. – Sat.	No Maximum Time	\$2.00 per hour
61	28	9am – 12am	Sunday		\$2.00 per hour \$5 flate rate
6	25	24 hours	7 days per week		\$67.98 per month or fraction thereof plus taxes, \$815.76 per year or fraction thereof plus taxes

(g) By adding the following to Schedule “U” of the By-law:

Lot No.	Short Title	Location	Description
61	Legacy Beacon Lot	Riverside Dr. W. and Caron Ave.	CON 1, PT lots 68 to 73

2. This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading – July 14, 2025
Second Reading – July 14, 2025
Third Reading – July 14, 2025

BY-LAW NUMBER 126-2025

A BY-LAW TO PROVIDE THAT PART-LOT CONTROL SHALL NOT APPLY TO CERTAIN LAND THAT IS WITHIN PLANS 1074, 1335, 1275, 948 and 1014 IN THE CITY OF WINDSOR

Passed the 14th day of July, 2025.

WHEREAS the *Planning Act, R.S.O. 1990, Chapter P.13*, as amended, provides that part-lot control shall apply where land is within a plan of subdivision registered before or after the coming into force of the Act.

AND WHEREAS subsection 7 of Section 50 of the said *Planning Act* provides that the council of a municipality may by by-law provide that part-lot control does not apply to land that is within such registered plan or plans of subdivision or parts thereof as is or are designated in the by-law and where the by-law is passed part-lot control as described in subsection 5 of Section 50, ceases to apply to such land.

AND WHEREAS it is deemed desirable that the provisions of the said subsection 5 of Section 50 of the *Planning Act* shall not apply to certain land that is within **PLANS 1074, 1335, 1275, 948 and 1014** in the City of Windsor.

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That the provisions of subsection 5 of Section 50 of the *Planning Act, R.S.O. 1990, Chapter P.13*, do not apply to that part of the land that is within **PLANS 1074, 1335, 1275, 948 and 1014**, as described in Schedule "A" attached hereto and forming part of this by-law.
2. This by-law is repealed on July 14, 2028.
3. This by-law shall come into force and take effect after the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading – July 14, 2025
Second Reading – July 14, 2025
Third Reading – July 14, 2025

SCHEDULE "A"
TO BY-LAW 126-2025

PART LOT 135 PLAN 1074 SANDWICH WEST; PART LOT 24 PLAN 1335 SANDWICH WEST DESIGNATED AS PART 15, 12R29555 CITY OF WINDSOR

Part of PIN 01583-2867 (LT)
0 Northway Avenue, Windsor

LT 22 PL 1335 SANDWICH WEST; LT 23 PL 1335 SANDWICH WEST; PART LT 24 PL 1335 SANDWICH WEST; PART 4 ON PLAN 12R25907 CITY OF WINDSOR

PIN 01583-2824 (LT)
0 Northway Avenue, Windsor

PT LANE PL 1335 SANDWICH WEST (CLOSED BY R1401805) DESIGNATED AS PART 6 PLAN 12R25907 CITY OF WINDSOR

PIN 01583-2835 (LT)
0 Northway Avenue, Windsor

LT 20 PL 1335 SANDWICH WEST; LT 21 PL 1335 SANDWICH WEST; WINDSOR

PIN 01583-0875 (LT)
0 Northway Avenue, Windsor

PART LANE PLAN 1335 SANDWICH WEST (CLOSED BY R1401805) CITY OF WINDSOR

PIN 01583-2840 (LT)
0 Northway Avenue, Windsor

LT 19 PL 1335 SANDWICH WEST PART 8, 12R25907; WINDSOR

PIN 01583-0874 (LT)
1855 Northway Avenue, Windsor

PT LANE PL 1335 SANDWICH WEST (CLOSED BY R1401805) DESIGNATED AS PART 7 PLAN 12R25907 CITY OF WINDSOR

PIN 01583-2836 (LT)
1855 Northway Avenue, Windsor

LT 29 PL 1275 SANDWICH WEST; LT 30 PL 1275 SANDWICH WEST; WINDSOR

PIN 01583-0339 (LT)
1861 Northway Avenue, Windsor

PART LANE PLAN 1275 SANDWICH WEST (CLOSED BY R1401805) CITY OF WINDSOR

PIN 01583-2841 (LT)
1861 Northway Avenue, Windsor

PART LOT 28, PLAN 1275 SANDWICH WEST CITY OF WINDSOR

PIN 01583-2858 (LT)
1867 Northway Avenue, Windsor

PART LANE PLAN 1275 SANDWICH WEST (CLOSED BY R1401805) DESIGNATED AS PARTS 18 AND 19 PLAN 12R25907, EXCEPT PARTS 7, 8, 9 AND 10 PLAN 12R29423 CITY OF WINDSOR

PIN 01583-2856 (LT)
1867 Northway Avenue, Windsor

PART LOT 28 PLAN 1275 SANDWICH WEST, PART 1 PLAN 12R29423 CITY OF WINDSOR

PIN 01583-2847 (LT)
1867 Northway Avenue, Windsor

PART LANE PLAN 1275 SANDWICH WEST (CLOSED BY R1401805),
PART 7 PLAN 12R29423 CITY OF WINDSOR
PIN 01583-2850 (LT)
1867 Northway Avenue, Windsor

PART LOT 27 PLAN 1275 SANDWICH WEST AND PART LOT 28 PLAN
1275 SANDWICH WEST, PARTS 2 AND 3 PLAN 12R29423 CITY OF
WINDSOR
PIN 01583-2848 (LT)
1869 Northway Avenue, Windsor

PART LANE PLAN 1275 SANDWICH WEST (CLOSED BY R1401805),
PART 8 PLAN 12R29423 CITY OF WINDSOR
PIN 01583-2851 (LT)
1869 Northway Avenue, Windsor

PART LOTS 25 AND 27 PLAN 1275 SANDWICH WEST AND LOT 26 PLAN
1275 SANDWICH WEST, PARTS 4, 5 AND 6 PLAN 12R29423 CITY OF
WINDSOR
PIN 01583-2853 (LT)
1873 Northway Avenue, Windsor

PART LANE PLAN 1275 SANDWICH WEST (CLOSED BY R1401805),
PARTS 9 AND 10 PLAN 12R29423 CITY OF WINDSOR
PIN 01583-2855 (LT)
1873 Northway Avenue, Windsor

PART LOT 25 PLAN 1275 SANDWICH WEST PART 12, 12R29423 CITY OF
WINDSOR
PIN 01583-2860 (LT)
1879 Northway Avenue, Windsor

PART LANE PLAN 1275 SANDWICH WEST (CLOSED BY R1401805) PART
11, 12R29423 CITY OF WINDSOR
PIN 01583-2862 (LT)
1879 Northway Avenue, Windsor

PART LOT 25 PLAN 1275 SANDWICH WEST PART 1, 12R29446 CITY OF
WINDSOR
PIN 01583-2859 (LT)
1879 Northway Avenue, Windsor

PART LANE PLAN 1275 SANDWICH WEST (CLOSED BY R1401805) PART
5, 12R29446 CITY OF WINDSOR
PIN 01583-2861 (LT)
1879 Northway Avenue, Windsor

LT 24 PL 1275, PT LT 23 PLAN 1275 & PT LANE PLAN 1275 SANDWICH
WEST (CLOSED BY R1401805) DESIGNATED AS PART 2, 12R29446 CITY
OF WINDSOR
PIN 01583-2734 (LT)
1879 Northway Avenue, Windsor

PART LOT 23 PLAN 1275 SANDWICH WEST AND PART LANE PLAN 1275
SANDWICH WEST (CLOSED BY R1401805) PART 3, 12R29446 CITY OF
WINDSOR
PIN 01583-2857 (LT)
1879 Northway Avenue, Windsor

PART LOT 23 PLAN 1275 SANDWICH WEST, LOT 45 PLAN 948 SANDWICH WEST, PART ALLEY (CLOSED BY R1401805) PLAN 948 SANDWICH WEST AND PART LANE PLAN 1275 SANDWICH WEST (CLOSED BY R1401805), PART 14, 12R25907 EXCEPT PART 3, 12R29946 CITY OF WINDSOR

PIN 01583-2858 (LT)

1885 Northway Avenue, Windsor

LT 44 PL 948 SANDWICH WEST, DESIGNATED AS PT 15 PL 12R25907; WINDSOR

PIN 01583-0336 (LT)

1891 Northway Avenue, Windsor

PT ALLEY PL 948 SANDWICH WEST (CLOSED BY R1401805) DESIGNATED AS PT 16 PL 12R25907 CITY OF WINDSOR

PIN 01583-2732 (LT)

1891 Northway Avenue, Windsor

LT 577 PL 1014 SANDWICH WEST; WINDSOR

PIN 01583-0276 (LT)

0 Northway Avenue, Windsor

PT ALLEY PL 1014 SANDWICH WEST CLOSED BY R1437750 AS IN R1466057; WINDSOR

PIN 01583-1098 (LT)

0 Northway Avenue, Windsor

LT 578 PL 1014 SANDWICH WEST; PT LT 579 PL 1014 SANDWICH WEST; LT 580 PL 1014 SANDWICH WEST; LT 581 PL 1014 SANDWICH WEST; EXCEPT PART 2, 12R25907 CITY OF WINDSOR

PIN 01583-2823 (LT)

0 Northway Avenue, Windsor

PT LT 579 PL 1014 SANDWICH WEST; PT LT 580 PL 1014 SANDWICH WEST; PT LT 581 PL 1014 SANDWICH WEST; PT 2, 12R25907 CITY OF WINDSOR

PIN 01583-2822 (LT)

0 Northway Avenue, Windsor

LT 582 PL 1014 SANDWICH WEST; LT 583 PL 1014 SANDWICH WEST; LT 584 PL 1014 SANDWICH WEST; LT 585 PL 1014 SANDWICH WEST; LT 586 PL 1014 SANDWICH WEST; LT 587 PL 1014 SANDWICH WEST; LT 588 PL 1014 SANDWICH WEST; LT 589 PL 1014 SANDWICH WEST; LT 590 PL 1014 SANDWICH WEST; LT 591 PL 1014 SANDWICH WEST; LT 592 PL 1014 SANDWICH WEST; LT 593 PL 1014 SANDWICH WEST; LT 594 PL 1014 SANDWICH WEST; LT 595 PL 1014 SANDWICH WEST; LT 596 PL 1014 SANDWICH WEST; LT 597 PL 1014 SANDWICH WEST; WINDSOR

PIN 01583-0877 (LT)

0 Northway Avenue, Windsor

LT 598 PL 1014 SANDWICH WEST; WINDSOR

PIN 01583-0280 (LT)

0 Northway Avenue, Windsor

PT ALLEY PL 1014 SANDWICH WEST CLOSED BY R1437750 AS IN R1462435; WINDSOR

PIN 01583-2347 (LT)

0 Northway Avenue, Windsor

BY-LAW NUMBER 127-2025

A BY-LAW TO AUTHORIZE THE EXECUTION OF AGREEMENTS INCLUDING TRANSFER PAYMENT AGREEMENTS AND ANY AMENDMENTS THERETO BETWEEN THE CORPORATION OF THE CITY OF WINDSOR AND THE GOVERNMENT OF CANADA OR THE GOVERNMENT OF ONTARIO

Passed the 14th day of July, 2025.

WHEREAS the Government of Canada or the Government of Ontario have identified various projects and is responsible for the transfer of funds to eligible municipalities pursuant to agreements, including transfer payment agreements for use towards such projects.

AND WHEREAS The Corporation of the City of Windsor is eligible for such funds;

AND WHEREAS it is a requirement of the Government of Canada or the Government of Ontario that an agreement be entered into for such funds;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That the Chief Administrative Officer and City Clerk of The Corporation of the City of Windsor be and they are hereby authorized to execute agreements, including transfer payment agreements, and any amendments thereto, with the Government of Canada or the Government of Ontario, provided there is an existing Council Resolution or CAO Approval Notice regarding the funding and execution of agreements relating to the specific project.
2. This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading – July 14, 2025
Second Reading – July 14, 2025
Third Reading – July 14, 2025

BY-LAW NUMBER 128-2025

A BY-LAW TO REQUIRE A BY-ELECTION TO BE HELD TO FILL THE
VACANCY IN THE OFFICE OF COUNCILLOR WARD 2 IN THE CITY OF
WINDSOR

Passed the 14th day of July, 2025.

WHEREAS by reason of the resignation of Councillor Fabio Costante there is a vacancy in the Office of Councillor, Ward 2 in the City of Windsor for the remainder of the term 2022 to 2026 ("Term");

AND WHEREAS s.263 of the *Municipal Act, 2001*, S. O. 2001, c.25, provides that Council pass a by-law to require a by-election to be held to fill the vacancy for the remainder of the Term;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. That a by-election is required to be held on Monday, October 27, 2025 to fill the vacancy in the office of Councillor for Ward 2 in the City of Windsor for the remainder of the Term, in accordance with the Municipal Elections Act, 1996, S.O.1996, c.32.
2. This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading – July 14, 2025
Second Reading – July 14, 2025
Third Reading – July 14, 2025

BY-LAW NUMBER 129-2025

A BY-LAW TO CONFIRM PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE CITY OF WINDSOR AT ITS MEETING HELD ON THE 14TH DAY OF JULY, 2025

Passed the 14th day of July, 2025.

WHEREAS it is deemed expedient that the proceedings of the Council of The Corporation of the City of Windsor at this meeting be confirmed and adopted by by-law;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

1. The action of the Council of The Corporation of the City of Windsor in respect to each recommendation contained in the Report/Reports of the Committees and the local Boards and Commissions and each motion and resolution passed and other action taken by the Council of The Corporation of The City of Windsor at this meeting is hereby adopted and confirmed as if all such proceedings were expressly in this by-law.
2. The Mayor and the proper officials of The Corporation of the City of Windsor are hereby authorized and directed to do all things necessary to give effect to the action of the Council of The Corporation of the City of Windsor referred to in the preceding section hereof.
3. The Mayor and the City Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of The Corporation of the City of Windsor.

This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

First Reading - July 14, 2025
Second Reading - July 14, 2025
Third Reading - July 14, 2025



Council Questions: SCM 206/2025

Subject: Summary of Outstanding Council Questions as of July 3, 2025

As of July 3, 2025

OUTSTANDING COUNCIL QUESTIONS

Just a reminder that this is quoted from the 2004 Council report:

“overdue Council Questions (i.e., outstanding for 30 days or more) be responded to immediately.”

Outstanding:

2020 – 3
2021 – 2
2022 – 1
2023 – 5
2024 – 12
2025 – 10

2020

Total Outstanding: 3

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Kieran McKenzie	Comm. Human Health & Services and Comm. Economic Development	CQ 4-2020 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. SS2020 (February 3, 2020)	Type of Response Required -Written Report
Fabio Costante	Comm. Corporate Services (Executive Director Human Resources)	CQ 17-2020 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	Type of Response Required -Written Report

		<p>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:</p> <p>1.Including community-led consultations on systemic racism, under Phase 2 of the City of Windsor Diversity and Inclusion Initiative.</p> <p>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.</p> <p>3.Including recommendations and input regarding providing historical information and educational materials for City owned statues, buildings and streets named with racist histories as part of the Diversity and Inclusion Initiative, and further developing a plan for inclusive street and property naming practices in the future.</p> <p>APM2020 (July 13, 2020)</p>	
McKenzie	Comm. Economic Development	<p>CQ 32-2020</p> <p>That Administration review and report back to Council on tree protection and replacement policies as it relates to the City of Windsor's land development bylaws. The review should include 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.</p> <p>SRT2020 (December 7, 2020)</p>	<p>Type of Response Required</p> <p>-Written Report</p>

Total Outstanding: 2

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Jo-Anne Gignac	Comm. Corporate Services (Executive Director of Human Resources)	<p>CQ 7-2021</p> <p>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.</p> <p>ACD2021 & AL2021 18.2 (March 29, 2021)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Kieran McKenzie	Comm. Corporate Services	<p>CQ 17-2021</p> <p>Asks that, to promote greater public safety for all people, that Administration work to develop a by-law 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.</p> <p>AB2021 & MH2021 18.1 (July 26, 2021)</p>	<p>Type of Response Required</p> <p>-Written Report</p>

Total Outstanding: 1

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Fabio Costante	Comm. Community Services	CQ 14-2022 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

Total Outstanding: 5

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Kieran McKenzie	Comm. Economic Development	<p>CQ 1-2023</p> <p>Asks that given Council's declaration of a Climate Change Emergency informing the need to address climate change through municipal policy frameworks;</p> <p>And further, given the energy capacity challenges and opportunities faced by our community over the short, medium and long term;</p> <p>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.</p> <p>ACOQ2023 (January 16, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Kieran McKenzie	Comm. Economic Development (City Planner)	<p>CQ 5-2023</p> <p>Given the significant housing crisis challenging municipalities across Canada, including the City of Windsor</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>SS2023 (February 13, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>

Kieran McKenzie	Comm. Corporate Services (City Clerk)	<p>CQ 6-2023</p> <p>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,</p> <p>The City’s publicly articulated commitment to an Agency, Board and Committee (ABC) appointments process that is transparent, fair and consistent;</p> <p>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.</p> <p>ACO2023 (February 13, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Angelo Marignani	Comm. Community Services	<p>CQ 10-2023</p> <p>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.</p> <p>SR2023 (February 27, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Jo-Anne Gignac	Comm. Economic Development	<p>CQ 33-2023</p> <p>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.</p> <p>ACO2023 (October 30, 2023)</p>	<p>Type of Response Required</p> <p>-Written Report</p>

Total Outstanding: 12

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Gary Kaschak	Chief Administrative Officer	<p>CQ 1-2024</p> <p>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.</p> <p>ACO2024 & GF2024 (January 15, 2024)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Fabio Costante	Comm. Corporate Services	<p>CQ 21-2024</p> <p>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.</p> <p>ACQ2024 & ACL2024 (March 18, 2024)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Kieran McKenzie	Comm. Infrastructure Services	<p>CQ 25-2024</p> <p>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;</p> <p>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;</p> <p>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.</p> <p>Carried.</p> <p>SP2024 & ACOQ2024 (April 22, 2024)</p>	<p>Type of Response Required</p> <p>-Written Report</p>

Renaldo Agostino	Comm. Economic Development	CQ 28-2024 Asks that Administration report back to examine the opportunities to eliminate or reduce parking requirements for new residential developments in the downtown core. ST2024 & ACOQ2024 (May 13, 2024)	Type of Response Required -Written Report
Kieran McKenzie	Comm. Economic Development	CQ 32-2024 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. ACO2024 & ACOQ2024 (July 8, 2024)	Type of Response Required -Written Report
Renaldo Agostino	Comm. Economic Development	CQ 33-2024 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. ACO2024 & ACOQ2024 (July 8, 2024)	Type of Response Required -Written Report
Gary Kaschak	Comm. Community & Corporate Services	CQ 37-2024 Asks that Administration prepare a report for City Council outlining what it would entail from an Administrative & Financial standpoint to potentially have the similar 'Supie Program' at one Park in all 10 Wards starting in the spring/summer of 2026. The Councillor along with Administration would determine the Ward Park location. SR2024 & ACOQ2024 (September 9, 2024)	Type of Response Required -Written Report
Renaldo Agostino	Comm. Community & Corporate Services	CQ 38-2024 Asks that Administration examine the existing sign bylaw to include provisions for temporary graffiti, applied by paint or power washed to create a reverse graffiti look on municipal sidewalks. Additionally, request the administration allows WIFF to install temporary graffiti on the municipal sidewalks under a right-of-way permit from October 1st to November 4th, 2024, notwithstanding the current sign bylaw. ACO2024 & ACOQ2024 (September 9, 2024)	Type of Response Required -Written Report

Kieran McKenzie	Comm. Community & Corporate Services	CQ 40-2024 Asks that Administration report back on the open data frameworks we have at the City of Windsor and report back on best practices observed in comparable communities across Ontario. ACOQ2024 & ACO2024 (September 23, 2024)	Type of Response Required -Written Report
Fred Francis	Comm. Human & Health Services	CQ 42-2024 Asks that Administration report back to City Council with respect to options for homelessness, specifically the logistics and costs for creating tiny home villages, similar as to what has been done in other Ontario cities. This report should also include any pros and cons of doing so, based on best practices and testimonials from the other City's governments, if applicable. SS2024 & ACOQ2024 (September 23, 2024)	Type of Response Required -Written Report
Fred Francis	Comm. Infrastructure Services	CQ 45-2024 Asks that Administration provide a traffic flow status report for City Council's review. This report should identify if changes, reviews, or updates need to be made to the current Transportation Master Plan. Also, the report should identify any problematic trends or patterns that have been seen regarding traffic flow throughout the city. ACOQ2024 & ST2024 (October 28, 2024)	Type of Response Required -Written Report
Fred Francis	Comm. Community & Corporate Services	CQ 46-2024 Asks that Administration provide a report pertaining to the use of Artificial Intelligence software within City business and operations. What is our plan to utilize AI within the City business and operations? How are other cities and different levels of government moving forward with the usage of AI? ACOQ2024 & SI2024 (October 28, 2024)	Type of Response Required -Written Report

Total Outstanding: 10

COUNCIL MEMBER		QUESTION – ISSUES RAISED	
Fred Francis	Comm. Infrastructure Services	<p>CQ 1-2025</p> <p>Asks that Administration report back to City Council regarding the creation of a policy that reviews traffic flow and potential traffic impact on areas of the city experiencing new and/or substantial residential development, and the cost recovery methods of doing so.</p> <p>ACOQ2025 & ST2025 (January 13, 2025)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Kieran McKenzie	Comm. Infrastructure Services	<p>CQ 2-2025</p> <p>Asks that Administration report back on the costs of the city undertaking Traffic Impact Analysis of private development, and whether the current fee structures are sufficient to fully recover costs associated with development that requires this level of analysis.</p> <p>ACOQ2025 & ST2025 (January 13, 2025)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Renaldo Agostino	Comm. Community & Corporate Services	<p>CQ 4-2025</p> <p>With the extension of H4 at Water World, it is clear that downtown has lost its community centre. With that being said, I would like administration to investigate partnerships with organizations like the Boys and Girls Club of Canada to open a youth community centre in the core. What would the process be to get a Boys and Girls Club in Windsor? Some of our empty schools would make a perfect location</p> <p>ACOQ2025 & SR2025 (February 10, 2025)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Angelo Marignani	Comm. Community & Corporate Services	<p>CQ 5-2025</p> <p>Asks that given the increasing senior population in Windsor and concerns raised regarding the cost of living for our seniors, could administration provide a report outlining current challenges faced by seniors in our area and potential strategies to mitigate them. Areas of concern are public parks, public transit, utility costs to improve the quality of life for our seniors.</p> <p>ACOQ2025 (April 14, 2025)</p>	<p>Type of Response Required</p> <p>-Written Report</p>

Renaldo Agostino	Comm. Human & Health Services	<p>CQ 6-2024</p> <p>Asks that Administration explore the development of a Good Neighbour Policy to foster better relationships and shared responsibility between residential and business neighbours, and the support service providers operating in our downtown core.</p> <p>It's clear that we are all in this together. The time for finger-pointing has passed—it hasn't solved our problems. Instead, we must work together to find collaborative, compassionate, and practical solutions to challenges such as discarded needles and pipes, garbage, public safety concerns, and tensions among residents. At the same time, we need to protect our most vulnerable citizens from those who seek to exploit them. Currently, we often rely—sometimes overburden—our police with issues that could be better managed through clear expectations, mutual communication, and community cooperation. Many other cities have implemented Good Neighbour Agreements or Policies with success, balancing the needs of communities and service providers. In addition, I would like to see the City review zoning policies that impact where support services are allowed to operate. Service providers deserve safer, more appropriate locations than busy street corners like Main Street. Zoning amendments could help ensure services are integrated in ways that are both effective and respectful to all. I believe these steps would benefit everyone—residents, service providers, businesses, and most importantly, those in need of support. I hope this can be discussed as part of our ongoing efforts to build a safer, healthier, and more connected downtown Windsor.</p> <p>ACOQ2024 & SS2025 (April 14, 2025)</p>	<p>Type of Response Required</p> <p>-Written Report</p>
Renaldo Agostino	Comm. Community Services	<p>CQ 7-2025</p> <p>Our hearts go out to the Filipino community and the City of Vancouver following this weekend's senseless tragedy.</p> <p>In light of this incident, and drawing from my experience hosting similar events, I ask that administration conduct a review of our current event safety planning policies. Specifically, I would like the review to include a risk assessment process for all of our public event spaces.</p> <p>Given my background in managing street closures and public event logistics, I would also</p>	<p>Type of Response Required</p> <p>-Written Report</p>

		like to offer my participation and insights as part of this review process. ACOQ2024 (April 28, 2025)	
Renaldo Agostino	Comm. Human and Health Services	CQ 8-2025 It has come to my attention that a significant number of individuals are arriving in Windsor from other areas of the province and utilizing — and in some cases exploiting — our city's services for the unhoused. Furthermore, and most concerning, many have outstanding warrants in other municipalities. Disturbingly, many of these municipalities have indicated no intention of retrieving these individuals to face their legal matters in their home municipalities. The situation on our streets is reaching a tipping point: our budgets are strained, our residents are increasingly frustrated, and our service providers and city services are stretched to their limits. I ask that administration report back on what measures can be implemented to prevent individuals with outstanding warrants in any jurisdiction from accessing our local services and any municipally funded programs and entities. We must ensure that our commitment to public safety, social responsibility, and effective intermunicipal cooperation is upheld. Windsorites deserve safe and clean streets. ACOQ2024 & SS2025 (April 28, 2025)	Type of Response Required -Written Report
Renaldo Agostino	Comm. Community Services	CQ 10-2025 Asks that Administration review our arts funding model, post-Covid. We can see the arts community struggling – what can we do to support more artists in our city? ACOQ2024 (May 12, 2025)	Type of Response Required -Written Report
Fred Francis	Comm. Community Services	CQ 11-2025 Asks that Administration please provide to City Council a status report regarding the establishment of an Ojibway National Urban Park and the involvement of both the Federal and Provincial governments in doing so. ACOQ2025 & SR2025 (May 26, 2025)	Type of Response Required -Written Report

Gary Kaschak	Comm. Infrastructure Services	CQ 12-2025 As we are seeing more, anywhere from 8 to 12 individuals living in a single residence, with each person having their own vehicle, and in some cases using and parking commercial vehicles on city streets also, it has caused a strain to the on-street parking availability and system. Asks that Administration provide a report with options to alleviate the above situations, and in that report, can Administration also advise of the potential of a City By-law allowing, for example, only 4, 5, or 6 vehicles maximum at a residence. Any vehicles over and above a number that Administration and City Council choose would be subject to a yearly fee per vehicle to be paid, or the amount added to their property tax bill. ACOQ2025 & ST2025 (May 26, 2025)	Type of Response Required -Written Report
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as of July 3, 2025



Council Directives: SCM 207/2025

Subject: Outstanding Council Directives as of June 9, 2025

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.	
March 26, 2018	CR155/2018	C 52/2018	Economic Development	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.	

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.	
April 01, 2019	B8/2019	C 226/2018	Finance	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;	
February 04, 2019	CR35/2019	C 11/2019	Finance	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.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
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.	
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.	
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 Ave...and, 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.	In queue; to be started once Walkerville HCDS is completed.

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
November 23, 2020	CR588/2020	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;	
December 07, 2020	CR616/2020	C 54/2020	Finance	...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.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
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	C 51/2021	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 Leamington'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.	
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.	

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	...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 in- house 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	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.	
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.	Aiming for April SC
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.	

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	CR222/2022		Corporate Services	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	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
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	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	Economic Development	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.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
April 03, 2023	B29/2023	C 26/2023	Finance	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;	
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;	
February 27, 2023	CR106/2023	C 18/2023	Finance	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	C 19/2023	Finance	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.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
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 (Pilette 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.	
September 05, 2023	CR356/2023	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	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.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
September 05, 2023	CR359/2023	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	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.	
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	CR428/2023		Infrastructure Services	That the petition presented by Councillor Gary Kaschak on behalf of Parents of St. Therese School children looking for crossing guard improvements, signage, road improvements and potentially a sidewalk in that area BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the Commissioner, Infrastructure Services for the purpose of an examination of the requested works or undertakings.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
October 16, 2023	CR429/2023		Economic Development	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.	
October 30, 2023	CR433/2023	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	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	CR447/2023		Economic Development	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	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	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	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.	
January 22, 2024	B1/2024	C 9/2024	Economic Development	That Administration BE DIRECTED to develop a Community Improvement Plan and associated financial incentives that will facilitate and support the construction of attainable and affordable residential units; and further,	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 22, 2024	B1/2024	C 9/2024	Economic Development	That Administration BE DIRECTED to adopt a single technology for providing a digital portal for development services (services provided by the Building, Planning and Right of Way departments) to improve business processes, streamline approvals, and improve customer access to services and information; and further,	
January 22, 2024	B1/2024	C 9/2024	Corporate Services	That Administration BE DIRECTED to review the existing Disposal of Land policy and propose amendments that support the disposition of municipally owned properties to facilitate housing projects, including student housing; and further,	
January 22, 2024	B1/2024	C 9/2024	Corporate Services	That Administration BE DIRECTED to prepare a policy to advance the strategic acquisition of property that supports and facilitates the development of new attainable and affordable housing, including student housing; and further,	
January 22, 2024	B1/2024	C 9/2024	Economic Development	That Administration BE DIRECTED to begin the process to create a Green Development Standards Community Improvement Plan that will provide guidance and financial incentives for sustainable development projects.	
January 22, 2024	B1/2024	C 9/2024	Economic Development	That Administration BE DIRECTED to prepare Official Plan policies and criteria for reducing the minimum parking requirements for medium and high-density affordable purpose-built rental housing projects; and further,	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 22, 2024	B1/2024	C 9/2024	Economic Development	<p>That City Council REAFFIRM its support for increasing the supply of "missing middle" housing, and in order to achieve the targeted number of units directs Administration to:</p> <p>a. Prepare a report for Council's consideration identifying areas of the city currently zoned for single detached; semi-detached and townhouses where four units as-of right can be supported subject to lot sizes, the availability of supporting infrastructure, servicing capacity, and access to transit, and public engagement, and further;</p> <p>b. That City Council commit to a minimum of four units as-of right on serviced residential lots for all properties identified as "Mixed Use Corridor" and "Mixed Use Node" in the City's Official Plan; and further,</p>	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 22, 2024	B1/2024	C 9/2024	Economic Development	<p>That City Council REAFFIRM its support of targeted intensification by increasing the supply of medium to high density housing options, and in order to achieve the targeted number of units directs Administration to:</p> <p>a. prepare Official Plan and Zoning By-law Amendments permitting increased densities and building heights of 4 storeys or greater for all properties identified as "Mixed Use Corridor", "Mixed Use Node" and "Mixed Use Centre" in the City's Official Plan, including targeted height permissions of: Mixed Use Corridors, ranging from 4 to 8 storeys; Mixed Use Nodes, ranging from 4 to 8 storeys; and Mixed Use Centres, ranging from 6 to 10+ storeys.</p> <p>b. prepare Zoning By-law Amendments permitting medium residential development with building heights ranging from 4 to 6 storeys for specific areas of the city designated as "residential" in the City's Official Plan, subject to lot sizes, the availability of supporting infrastructure, servicing capacity, and access to transit;</p>	
January 22, 2024	B1/2024	C 9/2024	Economic Development	<p>c. work with the University of Windsor and St. Clair College to increase density and create opportunities for student housing on and in close proximity to their campuses; and</p> <p>d. work with the University of Windsor and St. Clair College to identify land to allow for the development of additional residential units; and further,</p>	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 29, 2024	B11/2024	C 188/2023	Economic Development	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.	
January 29, 2024	B12/2024	C 188/2023	Economic Development	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	B17/2024	C 188/2023	Community Services	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.	
January 29, 2024	B18/2024	C 188/2023	Finance	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.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 29, 2024	B19/2024	C 188/2023	Economic Development	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 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.	
February 26, 2024	CR81/2024	S 168/2023	Economic Development	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.	
March 18, 2024	CR127/2024	C 33/2024	Finance	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	CMC 6/2024	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	S 31/2024	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	S 30/2024	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	SCM 75/2024	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	S 169/2023	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	S 33/2024	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.	
May 27, 2024	CR207/2024	CMC 8/2024 7.1.2	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.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
May 27, 2024	CR236/2024	S 45/2024	Infrastructure Services	<p>...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,</p> <p>That the Alley Standards Committee REVIEW and CONSIDER best practices to promote safety and security as an additional deliverable; and,</p> <p>That asset management plans BE INCLUDED in the analysis of activating those alley spaces; and,</p> <p>That administration BE DIRECTED to report back to Council on an annual basis.</p>	
June 10, 2024	CR246/2024	C 58/2024	Community Services	<p>That Council APPROVE the award of RFT 46- 24, City Hall Square Ice Rink to the low bidder Oscar Construction Company Limited for the amount of \$11,742,255 (excluding HST); and further, ...</p> <p>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.</p>	
June 10, 2024	CR248/2024	C 64/2024	Finance	<p>That Council SUPPORT the continuing development, implementation, and monitoring of the EMP to reduce the Corporation's energy consumption and greenhouse gas emissions; and,</p> <p>That Administration REPORT BACK to Council on the development of a Corporate Energy Management Policy, once finalized.</p>	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
June 10, 2024	CR256/2024	S 146/2023	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.	
June 10, 2024	CR263/2024	S 64/2024	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	S 64/2024	Infrastructure Services	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	S 64/2024	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.	
July 08, 2024	CR284/2024	C 72/2024	Finance	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.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
July 08, 2024	CR286/2024	SCM 181/2024	Economic Development	That the letter from the Ministry of Citizenship & Multiculturalism 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	C 73/2024	Finance	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	CMC 10/2024 7.1.5	Corporate 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.	
July 22, 2024	CR319/2024	S 75/2024	Infrastructure Services	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.	
July 22, 2024	CR325/2024	S 22/2024	Economic Development	That Volume 1: The Primary Plan of the City of Windsor Official Plan BE AMENDED ...; 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.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
July 22, 2024	CR333/2024	S 15/2024 & S 16/2024 & AI 13/2024	Economic Development	That Council DIRECT Administration to DEVELOP Corporate Procedures to implement the Windsor Archaeological Management Plan (WAMP); and further, 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,...	
July 22, 2024	CR333/2024	S 15/2024 & S 16/2024 & AI 13/2024	Economic Development	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;...	
September 09, 2024	CR356/2024	C 101/2024	Finance	... 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.	
September 09, 2024	CR364/2024	S 94/2024	Infrastructure Services	...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; ...	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
September 23, 2024	CR390/2024	CMC 13/2024 7.1.2	Infrastructure Services	That the communication from the Town of Tecumseh dated September 4, 2024 regarding a "Notice of Public Meeting for Proposed Official Plan Amendment to incorporate the Tecumseh Hamlet Secondary Plan into the Tecumseh Official Plan" BE RECEIVED for information; and, That Administration BE DIRECTED to report back on the impact of the services that the city provides to neighbouring municipalities in terms of potable water and sewage, and whether or not we will be required to increase the numbers that we are currently providing to them.	
September 23, 2024	CR414/2024	S 107/2024 & AI 19/2024	Community Services	That the administrative report dated August 16, 2024 and the Additional Information Memo entitled "Response to CQ 3/2024 Geese Management - City Wide" BE RECEIVED for information; and, That the City Treasurer BE DIRECTED to bring forward a \$30,000 budget issue as part of the 2025 budget process for consideration; and, That subject to approval of this request in the 2025 budget, that Administration BE DIRECTED to work with a Goose Management Company on egg/nest removal at the seven (7) locations identified within this report; and further, That Administration BE DIRECTED to apply for any required permits with the Canadian Wildlife Service for the removal of eggs/nests; and further, That Administration BE DIRECTED to report the results to Council after a one-year trial is completed.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
September 23, 2024	CR429/2024	S 66/2024	Infrastructure Services	That Administration BE DIRECTED to bring forward a capital infrastructure investment plan identified in the Environmental Assessment along the 6th Concession and North Talbot corridor in the 2025 capital budget.	
October 28, 2024	CR477/2024		Infrastructure Services	That the petition presented by Councillor Ed Sleiman on behalf of Parkwood Manor regarding the safety concerns at the intersection of Central Avenue & Temple Drive BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the Commissioner, Infrastructure Services & City Engineer for the purpose of an examination of the requested works or undertakings.	
October 28, 2024	CR478/2024		Infrastructure Services	That the petition presented by Councillor Ed Sleiman on behalf of the residents on Erskine Street regarding parking and traffic concerns BE RECEIVED by the Clerk and the Clerk BE DIRECTED to forward the petition to the Commissioner, Infrastructure Services & City Engineer for the purpose of an examination of the requested works or undertakings.	
October 28, 2024	CR481/2024		Economic Development	That administration BE DIRECTED to write a letter to the Provincial Government and Members of Provincial Parliament to encourage more consultation with municipalities on matters of planning & development before legislation is enacted; and, ...That administration BE DIRECTED to report back for further consideration of initiatives or suggestions from council;	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
November 25, 2024	CR489/2024	C 95/2024	Corporate Services	...That administration BE DIRECTED to report back to Council at the end of 2023 on the impact of changing the Council meeting start time to 10:00 o'clock a.m.; and, that the information INCLUDE public, council, and administration consultations.	
November 25, 2024	CR491/2024	S 144/2024	Infrastructure Services	That the report of the Acting Senior Manager of Traffic and Parking dated October 15, 2024, entitled "Response to CQ 14-2023 – Use of Rumble Strips in an Urban Environment – City Wide" BE RECEIVED for information; and, That administration BE DIRECTED to include information related to rumble strips in the coming report related to traffic calming.	
November 25, 2024	CR498/2024	C 128/2024	Finance	That as it relates to Phases 1 & 2 of the Corporate LED Lighting Conversion City Wide project that City Council ENDORSE the project change orders as described in Appendix A: LED Project Change Orders, Phases 1 and 2; and, ...That Administration to BE DIRECTED to assess the opportunity for annual utility cost savings at the Windsor Airport (YQG) with the intention of adding YQG facilities to the project scope as an additional project phase.	
November 25, 2024	CR501/2024	S 150/2023 & AI 15/2024 & AI 20/2024	Infrastructure Services	That the report of the Environment, Transportation & Public Safety Standing Committee meeting held September 25, 2024 regarding " Response to CQ 13-2023 - Front Yard Parking Best Practice 2.2.2 " BE DEFERRED to a future meeting of City Council to allow for a previously scheduled meeting(s) of the Walkerville Heritage Conversation District to take place.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
November 25, 2024	CR502/2024	S 46/2024 & AI 14/2024	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 DEFERRED to future meeting of City Council meeting to allow for further review of this matter.	
November 25, 2024	CR507/2024	C 140/2024	Infrastructure Services	I. That City Council RECEIVE the International Charles Brooks Memorial Peace Fountain Replacement Project update outlined in this report; and further, II. That City Council DIRECT Administration to MOVE FORWARD with Option 1: Floating Fountain design, outlined in the body of this report; and further, ...IX. That Administration BE DIRECTED to report back to Council regarding the old fountain and next steps moving forward; and further,	
November 25, 2024	CR507/2024	C 140/2024	Corporate Services	That Administration BE DIRECTED to establish a committee with working members of the local CAW and the Brooks family to establish September 21st as an International Peace Day.	
December 09, 2024	CR529/2024	CM 12/2024	Economic Development	That the Sandwich South: Sustainable Neighbourhood Action Plan Summary Report (Appendix A) BE PROVIDED to the Environment and Climate Change Advisory Committee; and,	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
December 09, 2024	CR529/2024	CM 12/2024	Economic Development	That Administration BE DIRECTED to report back to Council with an implementation plan that considers the action items and the variety of factors that can affect the timeline of the implementation; and, That administration BE DIRECTED to report back regarding the previous council direction related to the Net Zero Neighbourhood Policy regarding the Sandwich South lands as a component of the report on the implementation plan.	
December 09, 2024	CR537/2024	C 161/2024	Health & Human Services	That City Council ENDORSE the recommended temporary emergency shelter winter initiatives proposed in this report provided all expenses can be funded under the Reaching Home incremental funding allocation for the 2024 – 2025 fiscal year; and further, ... That Administration BE DIRECTED to urgently REPORT BACK to Council with recommendations should the need in the community surpass current service levels with respect to shelter from the cold.	
December 09, 2024	CR538/2024	241209_15-01	Corporate Services	That consideration of the following Notice of Motion introduced by Councillor Mark McKenzie at the December 9, 2024 meeting of Council, BE REFERRED back to administration for a report back to a future meeting of Council to allow for additional information related to the bail system, criminal code, and charter rights:	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
December 09, 2024	CR539/2024	241209_15-02	Health & Human Services	That consideration of the following Notice of Motion introduced by Councillor Kieran McKenzie at the December 9, 2024 meeting of Council, BE REFERRED back to administration for a thorough report back to a future meeting of Council regarding the implications of supporting AMO's recommendations and the implications of using the notwithstanding clause and to allow for consultation with stakeholders:	
December 09, 2024	CR541/2024		Corporate Services	That the Clerk's Office BE DIRECTED to invite members of parliament to attend a meeting with Council to have discussions regarding a number of concerns, including legislation surrounding housing and homelessness and how it impacts our municipality; and further, That Council DIRECT any additional agenda items for this meeting to the clerk's office for consideration. That Council PROVIDE Administration with any Agenda Items they would like to see on the upcoming meeting Agenda for the meeting with the Provincial Government Representatives.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 27, 2025	B4/2025	C 163/2024	Chief Administrative Officer	<p>That Administration BE DIRECTED to report back to Council with a comprehensive financing strategy, inclusive of opportunities and risks, prior to award of tender for the following major growth and development works:</p> <ul style="list-style-type: none"> - Lauzon Parkway/Cabana Rd. East (formerly CR42) - Lauzon Parkway Extension to 401 - Airport Employment Lands Servicing - Banwell/EC Row Interchange and Banwell Corridor Improvements (C 79/2025 CR253/2025) - East Riverside Planning District Improvements - Forest Glade North Secondary Plan Servicing Requirements; and... 	
January 27, 2025	B12/2025	S 44/2024	Infrastructure Services	<p>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 RECEIVED for information and discussion; and,</p> <p>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.</p>	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 27, 2025	B17/2025	C 166/2024	Community Services	That Council ENDORSE the Sandpoint Beach Master Plan as shown in Appendix A of this report; and further, That the City Treasurer BE DIRECTED to consider funding for the Sandpoint Beach Master Plan as part of a future capital budget development process; and further, That administration BE DIRECTED to implement the Sandpoint Beach Master Plan in three major phases: relocation, trees, and amenities; and further, That administration BE DIRECTED to investigate grant, sponsorship, and partnership opportunities with alternative funding sources.	
January 13, 2025	CR7/2025	S 116/2024	Infrastructure Services	I. That the additional information memo of the Transportation Planning Coordinator dated January 10, 2025, entitled "Additional Information re: Report S 116/2024 - Response to CQ 7-2024 – Funding or Phase 1 Conversion Study" BE RECEIVED for information; and, II. That administration BE DIRECTED to implement the Conversion Study funded from the Environmental Study Capital Project 7086010, and that the study include 11 streets including Lincoln and Gladstone in Ward 4 as opposed to the 9 indicated in Report S116/2024; and, III. That administration BE DIRECTED to report back to Council with the findings of the initial Phase 1 analysis and seek approval to proceed, or not, with Phases 2 and 3 accordingly.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
January 13, 2025	CR23/2025	S 130/2024	Corporate Services	That Council DIRECT administration to review the updated Facility Accessibility Design Standards proposed by the WAAC Facility Accessibility Design Subcommittee and report back to Council for final approval.	
January 13, 2025	CR27/2025	C 143/2024	Health & Human Services	That the report of the Manager, Social Policy & Planning, dated November 15, 2024, entitled "Strategy to Promote Alternatives to Payday Loans - City Wide" BE RECEIVED for information, and, That administration BE DIRECTED to engage with community stakeholders to investigate the possibilities of a partnership for the communications and public outreach campaign that was discussed and agreed upon at the committee level and REPORT BACK to Council.	
January 13, 2025	CR30/2025	S 166/2024	Health & Human Services	That the report of the Social Housing Analyst, and the Coordinator, Housing Administration & Policy, dated November 18, 2024, entitled "Social Housing – End of Mortgage (EOM) and Negotiation of Service Agreements with Housing Providers – City Wide" BE RECEIVED; and, That administration BE DIRECTED to report back on opportunities for consolidation among social housing providers to realize efficiencies to better serve tenants.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
February 10, 2025	CR53/2025	C 24/2025	Infrastructure Services	<p>That report "C 24/2025 – Strategies for Addressing Transportation and Transit Challenges in Twin Oaks Industrial Park ", BE RECEIVED for information; and, further,</p> <p>That Administration BE DIRECTED to engage a transportation consultant at a cost of \$44,500 (excluding HST), funded from the Environmental Study Capital Project 7086010 to identify potential improvements (short-term and long-term) to enhance access to Twin Oaks and report back to Council with the findings of the same; and further,</p> <p>That Transit Windsor BE APPROVED to implement a temporary route adjustment to the Lauzon 10 to provide transit service to the Twin Oaks area until Route 250 is implemented; and further,</p> <p>That Administration BE DIRECTED to bring forward an analysis as to whether or not pedestrian infrastructure can be implemented in the industrial park; and,</p> <p>That Administration BE DIRECTED to create an active transportation plan for access to the industrial park; and,</p> <p>That Administration CONTINUE TO ENGAGE landowners in the industrial park around the opportunity to provide temporary access to either parking lots or private service roads that could accommodate public transit.</p>	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
February 10, 2025	CR78/2025	C 22/2025	Community Services	That the report of the Executive Initiative Coordinator, Community Services dated January 23, 2025, entitled "RFP Update - Jackson Park Feasibility Study - Ward 3" BE DEFERRED to a future Council meeting to allow for the residents that are a part of the "save the bandshell" initiative an opportunity to consult with administration with regards to what is being recommended.	
February 24, 2025	CR86/2025	CMC 4/2025	Chief Administrative Officer	That the correspondence from the Association of Municipalities of Ontario (AMO) regarding Policy Update—Action on Tariffs and trade dated February 11, 2025, BE RECEIVED; and, That Administration BE DIRECTED to report back on the impact that the potential implementation of bilateral tariffs between the United States and Canada may have, and to assess the risks along with any opportunities that exist within that context; and that the issue of inter-provincial tariffs BE RECEIVED as well.	
February 24, 2025	CR102/2025	SCM 58/2025	Chief Administrative Officer	VII. That Administration BE DIRECTED to report back to Council on a framework, terms of reference, and costs associated with the creation of an audit Committee of Council, in consultation with appropriate stakeholders including the Auditor General.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
April 14, 2025	CR108/2025		Infrastructure Services	6. That Administration PROVIDE a report back to Council after two years of ASE implementation to summarize program effectiveness, budget, etc.; and further, 7. That Council DIRECT Administration to update the existing RLC Violation Processing Services Agreement with the City of Toronto for the operation and cost sharing of their municipal JPC (which currently processing violations and issuing tickets using POA framework) to an AP system which will process violation penalties and issuing penalty orders; and further, ...	
April 14, 2025	CR138/2025		Chief Administrative Officer	c. That, subject receiving notification that the City's Capital Plan (Stage 2) Application to the Housing, Infrastructure and Communities Canada (HICC) - Canada Public Transit Fund (CPTF) – Baseline Funding Stream has been approved, that Administration REPORT BACK on the status of the Application, the approved Capital Plan projects, and the required funding commitments to support the City's matching funding requirements, inclusive of any pre- commitment of funds.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
April 14, 2025	CR141/2025		Infrastructure Services	That the petition presented by Councillor Angelo Marignani on behalf of the Jarvis Avenue homeowners who are formally objecting to the proposed Jarvis work being undertaken as a local improvement BE RECEIVED by the Clerk, and the Clerk BE DIRECTED to forward the petition to the Commissioner, Infrastructure Services & City Engineer for the purpose of an examination of the requested works or undertakings; and, That the Commissioner REPORT BACK to Council with findings and recommendations at the May 26, 2025, City Council meeting.	
April 28, 2025	CR146/2025		Infrastructure Services	That Administration BE DIRECTED to submit an updated plan and associated funding strategy (full cost recovery and/or cost avoidance) for the operation of the Reuse Site beyond December 31, 2025 to be submitted for consideration as part of a future report to Council.	
April 28, 2025	CR173/2025		Infrastructure Services	That Administration BE DIRECTED to report back on the potential options to address public safety challenges in the Twin Oaks Industrial Park by creating emergency access to EC Row Ave. in consultation with appropriate Emergency Service providers and other appropriate stakeholders.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
April 28, 2025	CR177/2025		Infrastructure Services	That Administration BE DIRECTED to report back to Council on the impact of creating a unique category of combined residential and agricultural properties that recognizes the lower level of stormwater runoff being pushed into the system; and, That Administration BE DIRECTED to report back on a regular basis regarding the impact of the new fee system and septic charges, as it relates to potentially being imbedded into existing property tax charges; and,	
April 28, 2025	CR181/2025		Corporate Services	That City Council RECEIVE the report of the Manager, Licensing & Enforcement/Deputy Licence Commissioner dated February 25, 2025 entitled "Residential Rental Licensing Pilot Study Preliminary Results" for information. That City Council PLACE Residential Rental Licensing By-law 14-2023 IN ABEYANCE. That City Council DIRECT Administration to REPORT BACK with options for alternative residential rental housing regulation program models.	
May 12, 2025	CR188/2025	C 22/2025	Community Services	That the report of the Executive Initiatives Coordinator, Community Services, dated January 23, 2025 entitled "RFP Update - Jackson Park Feasibility Study - Ward 3" BE DEFERRED to the May 26, 2025 City Council meeting to allow for further information to be considered.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
May 26, 2025	CR209/2025	C 54/2025	Finance	<p>That the report of the Executive Initiatives Coordinator dated April 9, 2025 entitled "The Role of an Audit Committee – A Municipal Framework – City Wide" BE RECEIVED for information; and,</p> <p>That Administration BE DIRECTED to report back to Council with recommendations regarding the creation of a low-cost ad hoc committee to include 3-5 councillors, with support of the City Treasurer to review the Investment Policy, including section 3.2.7 of that policy – "portfolio limits and individual limits", and the recommendations that have been brought forward by the Auditor General; and,</p> <p>That Administration BE DIRECTED to report back with recommendations for Council to review the findings of the ad hoc committee's effectiveness to decide if it should become a permanent committee of Council</p>	
May 26, 2025	CR218/2025	S 15/2025 AI 10/2025 SCM 140/2025 SCM 140/2025	Economic Development	<p>1.That Official Plan Amendment 194 BE APPROVED and Volume 1: The Primary Plan of the City of Windsor Official Plan ("Official Plan") BE AMENDED as follows:</p> <p>•Chapter 6: Land Use of the Official Plan IS AMENDED by adding section 6.3.3 Residential Corridors as shown on Appendix A of this Report.</p> <p>2.That administration BE DIRECTED to hold further public consultation on the candidate areas for Residential Corridor designations.</p> <p>3.That administration BRING BACK Official Plan amendments to designate the candidate areas as Residential Corridors.</p>	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
May 26, 2025	CR219/2025 Clause III	S 6/2025 SCM 141/2025	Economic Development	III. That Administration BE DIRECTED to report back with information related to forming of a committee or working group for the next phase of the Heritage Conservation District Study, based on the Consultant's best practices.	
May 26, 2025	CR237/2025	S 63/2025 SCM 159/2025	Health & Human Services	<p>That the report of the Manager of Homelessness and Housing Support dated April 17, 2025 entitled "Response to CR 433/2023 re: Homelessness Outreach Updates" which provides an update on the homelessness outreach program and related data from 311 BE RECEIVED; and further,</p> <p>That City Council RECEIVE an update as to how the Administration will attempt to draw the various organizations together to collaborate and capitalize on the programs that they are prepared to offer; and,</p> <p>That administration BE DIRECTED to collaborate with service providers including other organizations that provide outreach services in the area as well as the Strengthen the Core initiative to collect and include data in their update report back to Council</p>	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
May 26, 2025	CR238/2025	S 45/2025 SCM 160/2025	Corporate Services	<p>That the report of the Executive Initiatives Coordinator, Community Services, dated March 21, 2025, entitled "Response to Directive on Dog Park Policy - City Wide" BE RECEIVED; and,</p> <p>That administration BE DIRECTED to report back to the Community Services Standing Committee with amendments to the dog park policy to mirror the framework utilized by the City of Toronto and the City of Mississauga; and,</p> <p>That administration BE DIRECTED to investigate whether a portion of the revenue collected from dog licensing could be used to provide additional funding for dog parks.</p>	
May 26, 2025	CR241/2025	C 78/2025	Corporate Services	That the report of the Corporate Policy Coordinator dated May 14, 2025, entitled "Municipal Flag Policy Update - City Wide" BE DEFERRED to future meeting of City Council to allow for the review of Provincial and Federal Flag raising policies and concerns that have been brought forward.	
May 26, 2025	CR247/2025	C 22/2025 AI 11/2025	Community Services	That the report of the Executive Initiative Coordinator, Community Services dated January 23, 2025, entitled "RFP Update - Jackson Park Feasibility Study - Ward 3" BE DEFERRED until such time as Council has sufficient clarity on the future of the Windsor Stadium property and has had the chance to engage the public on the matter.	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
May 26, 2025	CR248/2025	S 52/2025 SCM 138/2025	Economic Development	<p>That the report of the Executive Director of Transit Windsor dated April 10, 2025, entitled "Response to instructional Memo TWB 13/2025 Transit Windsor Governance Structure, Roles and Responsibilities - City Wide" BE RECEIVED; and,</p> <p>That administration BE DIRECTED to report back on governance models for Transit Windsor for Council consideration, including an analysis of governance frameworks in comparable municipalities across Ontario; and,</p> <p>That the Transit Board RECOMMENDS that transit service continue to operate as a separate Corporate entity with its own Board exercising oversight.</p>	
May 26, 2025	CR249/2025	C 82/2025	Health & Human Services	<p>That the report of the Manager, Homelessness and Housing Support and the Executive Initiatives Coordinator dated May 21, 2025 entitled "Response to CQ 9-2025 - Housing Hub Feasibility Study – Review of 2km Radius, Location of Emergency Shelters and Comparable Municipalities" BE RECEIVED for information; and further,</p> <p>That administration BE DIRECTED to consider and evaluate sights across the City, expanding the search for H4 beyond the 2km radius, and REPORT BACK the findings for Council's consideration.</p>	

Meeting Date	Resolution	Report No.	Portfolio	Action	Notes
June 9, 2025	CR258/2025	S 150/2023 & AI 15/2024	Infrastructure Services	That Council APPROVE Option A -Ward 4 Front Yard Parking two-year Pilot Program, excluding the Walkerville Heritage Area bound by Walker Road to the east, Ottawa Street to the south, Lincoln Road to the west and Riverside Drive to the north; and further, That Administration BE DIRECTED to report back within the two-year Pilot Program with information that includes amendments to current additional dwelling unit (ADU) policies.	
June 9, 2025	CR263/2025	Notice of Motion	Community Services	That Administration BE DIRECTED to immediately close Sandpoint Beach Park to the public until the Coroner's report has been completed; and, That Administration BE DIRECTED to bring back the Sandpoint Beach Park Master Plan to a future City Council meeting for further discussion on a safe proposal for the community moving forward.	

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.